

C.P.C. was under consideration (a copy of the factual report should be appended).

- (15) Reasons for contesting the claim as given in the factual report.
- (16) Whether Law Department had recommended acceptance repudiation of the claim or compromise.
- (17) Remarks.

316. All Public Prosecutors except the whole times who do not do civil cases are Govt. Pleaders, exofficio, subject to the general supervision of the Legal Remembrancer. Govt Pleaders in the Districts are under the control and direction of the Collectors.

317. Maintenance of registers (para 208) of Law and Judicial Department Manual : The following register shall be maintained in the office of the Collector :-

- (i) a register of notices received in Form K of Appendix III (in L. & J. Deptt. Manual).
- (ii) a resiter of civil suits or other proceedings for or against Govt. in Form L in Appendix III;
- (iii) a register showing recovery of court fee and other costs in pauper suits in Form M in Appendix III;
- (iv) a register showing the work done and the accounts of fees of Public Prosecutors and Additional Public Prosecutors and other legal practitioners in Form N in Appendix III ;
- (v) a register of civil suits or other proceedings for or against Government servants in Form O in Appendix III;
- (vi) a register of civil suits or other proceedings by or against Government servants for anything done by them in their official capacity in Form P in Appendix III.

318. **Returns (para 209) of Law and Judicial Department Manual :** The Collector shall send to the Law and Judicial Department, annual statements in Form Q and R in Appendix III. These statements shall be sent on the 1st Feb. of the following year.

#### VI-Periodical Returns -

319. The following returns will be sent from this section :-

1. Progress Report on the disposal of payment of wages cases. Annual

2. Return No. 5-Statement of cases in which Judgements were delivered with delay. Monthly
3. Return No. 7-Statement showing the general result of Criminal Trials. Quarterly,
4. Return No. 9-Explanations of delay in trials. Quarterly.
5. Return No. 10-Statement showing the general result of Criminal Trials. Annual
6. Return No. 11-Statement showing the punishment inflicted by criminal tribunals in the exercise of original Jurisdiction. Annual
7. Return no. 12-Statement showing offences reported and persons tried, discharged, acquitted, convicted and committed by Magistrates for each office. Annual
8. Return No. 12A-Annual Statement showing the general result of criminal cases in Tribunals of verious classes in the Distt. Annual
9. Return No. 13- Statement showing the particulars of Whipping inflicted. Annual
10. Return No. 14- Statement showing proceedings of Magistrates under Code of Criminal Procedure 1898. Annual
11. Return No. 15-Statement concerning witnesses all Courts. Annual
12. Return No 16- Statement showing the result of in appeals. Annual
13. Return No. 17-Statement showing the result of revisions. Annual
14. Return No. 18-Statement showing the number of Sessions Judges and Magistrates employed to dispose of Criminal work. Annual
15. Return No. 23-Report on the administration Criminal Justice. Annual
16. Statement showing the number of cases dealt with under the Untouchability (Offencer) Act, 1955. Quarterly.
17. Statement showing the out-turn of Revenue case work. Monthly

## IX-Land Records

320. The following heads will be allotted to this Section including the subjects as given in Appendix I of Chapter III.

1. Services.
2. Deputations & Training.
3. Insurance, Provident Fund & Loans.
4. Budget Grants.
5. Accounts & Audit.
6. Contingencies & Dead Stock
7. Stamps.
9. Loans, Advances & Recoveries.
12. Revenue Administration.
14. Land Records.
40. General Administration.

321. The Sadar Kanungo will be in charge of this Section. The establishment cases will be dealt with at his own level and will be submitted to the Collector/Officer in charge. The Sadar Kanungo will conduct inspection and will perform all the duties as laid down in the Rajasthan Revenue (Land Records) Rules, 1957. He will draw regular inspection notes and submit them to the Collectors. He will conduct the inspections of all the items as given in the said Rules. Instructions for his inspections are contained at Appendix XVIII and the inspection notes will be prepared on these lines.

322. The following returns will be sent from this Section:-

- | Returns.                   |                   |
|----------------------------|-------------------|
| 1. Crop forecast report on | Rice.             |
| 2. " "                     | Bajra.            |
| 3. " "                     | Maize             |
| 4. " "                     | Ragi              |
| 5. " "                     | Wheat             |
| 6. " "                     | Barley            |
| 7. " "                     | Gram.             |
| 8. " "                     | Sugarcane.        |
| 9. " "                     | Sesamum           |
| 10. " "                    | Groundnut.        |
| 11. " "                    | Rape and Mustard. |
| 12. " "                    | Linseed.          |
| 13. " "                    | Cassia seed.      |
| 14. " "                    | Cotton.           |
| 15. " "                    | Jute(Sunhemp)     |
| 16. " "                    | Tobacco.          |
| 17. " "                    | Potato            |

- |   |                      |              |
|---|----------------------|--------------|
| 18. Crop forecast report on   | Tur (Arhar)          |              |
| 19. " "   | Other Kharif Pulses. |              |
| 20. " "   | Pepper.              |              |
| 21. " "   | Other Rabi Pulses.   |              |
| 22. " "   | Ginger.              |              |
| 23. " "   | Chillies             |              |
| 24. " "   | Haldi                |              |
| 25. " "   | Shakarkand           |              |
| 26. " "   | Small Millets.       |              |
| 27. " "   | Kanda.               |              |
| 28. " "   | Lahasan.             |              |
| 29. Indents of Forms.   |                      | Annual.      |
| 30. Requirements of Survey Instruments.   |                      | Annual.      |
| 31. Annual report on the working of Land Records  |                      | Annual.      |
| 32. Jinswar Statement.  |                      | Annual.      |
| (a) Kharif  |                      |              |
| (b) Rabi  |                      |              |
| (c) Zayad Rabi  |                      |              |
| 33. Milan Khasra.   |                      | Annual.      |
| 34. Abstract inspection Report of Sadar Qanungo   |                      | Quarterly.   |
| 35. Raingauge Inspection Reports. Half-Yearly   |                      |              |
| 36. Weekly weather and Crop Returns   |                      | Weekly       |
| 37. Monthly Rainfall Record.  |                      | Monthly      |
| 38. Agricultural Statistics and Tables.   |                      | Annual       |
| 39. Annual Season and Crop Reports.   |                      | Annual.      |
| 40. Quinquennial Report on average produce per acre of Principal Crops.   |                      | Annual.      |
| 41. Statement of retail and wholesale price.  |                      | Fortnightly  |
| 42. Fortnightly statement showing the details of natural calamities, or "Fortnightly report on the scarcity condition in the State. |                      | Fortnightly  |
| 43. Fortnightly statement of Central Emergency Relief.  |                      | Fortnightly. |

## X-Records Section.

323. The records (current files) of all the Section excluding that of Land Records & Election will be maintained in this Section under the charge of experienced clerks in the cadre of L.D. Cs. Closed files will be consigned to the District Record Room from this Section. Detailed instructions for the consignment of files to the District Record Room and their maintenance etc. are contained in District Manual Part II.

324. Specific heads according to the volume of work will be allotted to each of the record keepers. These recordkeepers will receive the papers concerning the subject-heads allotted to them and put these up with the relevant files duly flagged and referenced to the concerned dealing clerks in the Sections.

325. All these record keepers will work under the guidance of a experienced U. D. C. who will be in charge of this Section. The

general diarists and the despatch clerks will also work in this Section. The entire procedure on the receipt, opening of files and despatch has been laid down separately in Chapter IV which should be strictly followed by the recordkeepers, general diarist and despatch clerk.

### **Library**

326. Library of the District Office will also be maintained in this Section. A list of books required for the District Library, is at Appendix XIX. Books will be issued to the concerned Sections as and when required. A separate register for the Library will be maintained in which all the books will be entered. Library books will be classified under proper heads, in the following manner :-

I-Acts, Ordinances and Regulations :-

- (i) Central
- (ii) Rajasthan,
- (iii) Other States.

II-Special Acts when printed separately.

III-Departmental Codes, Guides, Manual and Circulars :-

- (i) Judicial.
- (ii) Revenue.
- (iii) Accounts.
- (iv) Development,
- (v) Miscellaneous.

IV-Periodicals.

V-Dictionaries, Glossaries, Lists and Directives.

VI- Miscellaneous.

### **Gazettes.**

327 Copies of Gazettes received in the District office will be maintained in the Record Section (Library). These Gazettes will be circulated regularly to all the officers in the collectorate located at the headquarters. A cyclostyled list will be attached with the Gazette as soon as it is received and after its entry in proper register, the gazette will be sent for circulation, As soon as the circulation is over, it will be put on the regular file which will be maintained yearwise. A separate file for Part IV of the Gazette will be opened and this will also be maintained yearwise. Every Gazette file will be properly indexed.

## **APPENDICES and FORMS in CHAPTER V.**

**APPENDIX I**

**(under para 11 of Chap. V)**

**FORM OF CERTIFICATE TO BE PRODUCED BY A  
CANDIDATE BELONGING TO SCHEDULED  
CASTE/TRIBE IN SUPPROT OF HIS CLAIM**

**Form of Caste Certificate.**

This is to certify that.....son  
of.....of Village.....District/Di-  
vision.....in  
the.....State.....belongs to the.....  
..... community which is recognised as a Scheduled Caste/Tribe  
under the Scheduled Castes & Scheduled Tribes list (Modification)  
Order 1956, read with the Scheduled Castes and Scheduled Tribes  
Orders (Amendment) Act, 1956, the Constitution (Jammu &  
Kashmir) Scheduled Castes Order, 1956, the Constitution (Andaman  
and Nicobar) Scheduled Tribes Order, 1959.  
Shri.....and/or his family\* ordinarily reside  
(s) in the village/town ..... of ..... District/  
Division of the..... state Union Territory of  
.....

**Place.....**

**Signature.....**

**Dated.....**

**Designation with Seal of Office.**

**.....State**

\*The term 'ordinarily reside' used here will have the same mean-  
ing as in Section 20 of the Representation of Peoples

(HINDI VERSION)

(अनुसूचित जाति तथा अनुसूचित आदिम जाति के उम्मीदवारों द्वारा अपने दावे के पक्ष में प्रस्तुत किया जाने वाला प्रमाण-पत्र)

जाति का प्रमाण-प्रपत्र

यह प्रमाणित किया जाता है कि ..... सुपुत्र  
निवासी ग्राम ..... जिला/डिवीजन ..... राज्य  
..... समुदाय के सदस्य हैं जो कि अनुसूचित जाति तथा अनुसूचित  
आदिम जाति सूची (संशोधन) आदेश 1956 के सम्बन्ध में अनुसूचित  
जाति तथा अनुसूचित आदिम जाति आदेश (संशोधन) अधिनियम 1956,  
संविधान : जम्मू और कश्मीर : अनुसूचित जाति आदेश, 1956 संविधान  
(अंडमान व निकोबार) अनुसूचित आदिम जाति आदेश 1959 के अन्तर्गत  
एक अनुसूचित जाति आदिम जाति मानी जा चुकी है। श्री .....  
..... और या इनका परिवार 'साधारणतः ग्राम/नगर .....  
राज्य संघ राज्य क्षेत्र ..... के जिला/डिवीजन में निवास  
करते हैं।

हस्ताक्षर

स्थान

पद

तिथि

कार्यालय की मुहर

राज्य संघ राज्य क्षेत्र

\* यहां प्रयोग किये गये 'साधारणतः निवास' का अर्थ वही होगा जो कि  
रिप्रेजेंटेशन आफ प्यूपल्स एक्ट 1950 की धारा 20 में है।

APPENDIX II

(Under para 53 of Chap. v)

Duties of the staff of Transport Department

1. Duties of District Transport Clerks

1. On receipt of an application in Form E, for registration of a vehicle, he shall check the information given in that form and shall realise the fee in accordance with the Eighth Schedule of the Rajasthan Motor Vehicles Rules.

2. A vehicle required to be registered shall be produced before the Registering authority so that its particulars, and previous registration and history, if any, may be verified by him before issuing Registration Certificate.

3. Before a vehicle is registered, he will examine the following documents :-

(i) Transaction Receipt.

(ii) Insurance Certificate.

(iii) Form 'F' in case of Transport Vehicles other than Motor Cabs.

4. When the certificate of Registration has been sanctioned by the Registering Authority in Form G, he shall enter its particulars in the Registration Register.

5. (i) He shall assign the Registration mark under Rule 56 as laid down in the first Schedule of the Rajasthan Motor Vehicles Rules, beginning with "RJ" followed by a letter allotted to the district and the serial number allotted by the Rajasthan Authority.

(ii) An intimation regarding the assignment of new Registration Mark with full particulars given in the Registration Certificate shall immediately be given to the Taxation Officer.

6. A registering authority shall refuse to register any transport vehicle other than a motor cab unless the application for Registration is accompanied by a document in Form 'F' as set forth in the First Schedule of the Motor Vehicles Act, signed by the maker of the vehicle or an assembler duly authorised by the maker in this behalf, stating the greatest laden weight and greatest axle weight.

7. In case of transport vehicles other than motor cabs, the particulars specified in Section 37 must be filled up in the Registration Certificate.

8. Soon after registration of a transport vehicle, he will communicate its particulars to the Mechanical Inspector concerned to get the vehicle mechanically examined.

9. Trailer or Trailers shall be assigned the Registration Mark of the drawing motor vehicle. The additional particulars of a trailer will be given in the same register below the entries of the drawing vehicle, in separate line in Red Ink.

10. Separate entries on the pages at the end of the Registration Register shall be made for the vehicles registered temporarily. An application for temporary registration shall also be in Form 'F' and shall be clearly marked "Temporary". It shall not be necessary to fill in items 14 to 20 of that form.

11. Temporary certificate of Registration shall be in the form CR Temp and its intimation shall be sent to the Registering Authority of the area where the vehicle is to be ordinarily kept.

12. Applications received in form TCA for grant of Trade Certificates, shall be recorded in the prescribed Trade Certificates Register.

13. When a new registration mark has been assigned u/s 29 to a motor vehicle of other State, he shall inform the original Registering Authority for transfer of record in form RMI. A vehicle registered in any one district of Rajasthan shall not be registered in any other district of Rajasthan.

14. When a change of address is made in Registration Certificate, its intimation shall be sent to the Taxation officers of both the places and to the Registering Authority of the area in which the vehicle will be kept and *vice versa*. Thereafter the responsibility for realisation of tax shall be of the Taxation Officer of the area to which the vehicle has been shifted.

15. In case of transfer of ownership of vehicle u/s 31, an intimation shall be sent to the original Registering Authority and both the Taxation Officers. No transfer of ownership shall be affected without realisation of tax due, if any.

16. In the case of an alteration in the seating or carrying capacity of a vehicle, its intimation shall be sent to the original

Registering Authority and the Taxation Officer of both the places.

17. The cases of following nature may be submitted to the Registering Authority for cancellation of Registration Certificates:-

- (i) When a vehicle has been destroyed.
- (ii) When a vehicle has been permanently rendered incapable of use.
- (iii) When a vehicle is in such a condition that its use in a public place would constitute a danger to the public and that it is beyond reasonable repairs, and
- (iv) When it has been permanently removed outside the State.

18. When the registration of a vehicle is suspended or cancelled, its intimation shall be sent to the Registering Authority, the Taxation Officer of the area where it is kept for use or to the Original Registering Authority. The documents of such vehicles shall be deposited in the original Registering Authority's Office.

19. He shall get list of the transport vehicles for which the Fitness Certificate has not been renewed from the Mechanical Inspector and shall give it to the Sub-Inspector for necessary action.

20. No duplicate copy of Registration Certificate shall be issued without referring to the list of surrendered vehicles.

21. He shall arrange issue of temporary permits and shall keep a record thereof in the list of prescribed/temporary permits Register.

22. (a) He shall maintain a Tax Ledger in the Form T.I.

(b) Tax received in respect of a trailer shall be entered in red ink, just below that of the drawing vehicle.

(c) Tax received in respect of vehicles of other States and other districts of Rajasthan shall be entered separately in the last 25 pages of the ledger. The registration mark, category, period for which taxed, and the amount of tax realised in respect of such vehicles will be intimated in a statement form every month along with the income statement to the Taxation Officer of the area.

23. He shall keep a separate account of the Traders, Dealers and Manufacturers in the last 4 pages of the ledger.

24. In the districts where there is no office of the Taxation Officer, tax can be paid in the District Treasuries through challans prepared in duplicate. The District Transport Clerk will check and initial these challans before being presented to the Treasury. A record of all such challans will be maintained in a register with the following columns :-

- (i) Date.
- (ii) Name of vehicle owner.
- (iii) Registration Mark
- (iv) Amount.

He will be assisted in the preparation and checking of sent challans and filling of this register by the Sub-Inspector of the District during the first 15 days of each tax quarter.

24. He shall bring copies of challans from Treasuries and send them to the Taxation Officer on 20th and 5th each month along with a statement giving details :-

- (i) Date.
- (ii) Challan No.
- (iii) Name of party
- (iv) Vehicle No.
- (v) Category of vehicle
- (vi) Amount
- (vii) Period for which tax paid
- (viii) Remarks.

One copy of the statement shall be kept with him.

25. He shall receive the Declaration Form M1A and MTB and shall compare them with the documents viz. Registration Certificate, Insurance Certificate and in case of transport vehicles, permits and the Fitness Certificate. He shall check the Declaration Forms and verify whether particulars regarding trailers if any, have been mentioned. If the declaration is false, he shall report it immediately to the Transport Inspector for taking legal action against the party. The Transport Inspector at one District Head Quarter and the Sub-Inspector at the other will verify the entries in these forms with actual specifications of

the vehicles. The Transport Inspector will carry out this check alternatively in each District.

26. The District Transport Clerk shall receive the application for renewal of a token (MTD) and check the documents. These shall be put up to the Transport Inspector for scrutiny and onward despatch.

27. Cases of exemptions shall be referred to the Taxation Officer. Exemption tokens shall be issued only by the Taxation Officer through Transport Inspectors.

28. The registration Certificates shall be surrendered in the office of the Taxation Officer where a note of the date of surrender and of giving it back will be made in the Tax Ledger under initials of Taxation Officer.

29. A list of surrendered vehicles will be sent by the Taxation Officers to the District concerned weekly on every Monday. The surrender of Registration Certificates will not be accepted by the Registering Authorities.

30. The District Transport Clerk shall always keep the list of surrendered vehicles before him and make a note of it in his tax ledger giving reference of Taxation Officer's letter. He shall also give a copy of this list to the Inspector, The Sub-Inspector and Police Staff who will keep a constant watch over the movement of these vehicles. A list of these vehicles shall also be pasted on the notice board of the Registering Authority.

31. All applications for tax shall be referred to the Taxation Officer.

32. Cases of recovery of arrears shall be referred to Taxation Officers for issue of Notices and Recovery Certificates.

33. He shall maintain a Revenue Register in Form A.I. and also a register of stamps received for fees in the prescribed form.

34. He shall store all forms regarding registration, permits and taxation etc.

35. He shall send the periodical returns to Regional Transport Officer on the prescribed dates.

## 2. Duties of Sub-Inspector.

He shall inspect all transport vehicles in each tax quarter and other vehicles six monthly, along with trailers drawn by them. The verification of the Declaration (MTA) done with the actual specifications of the vehicle will not be considered as inspection of the vehicle and that he will during that quarter again inspect all transport vehicles.

2. He shall inspect a vehicle in regard to the following :-

- (i) Condition of the vehicle.
- (ii) Seating arrangement with regard to public comforts, in case of Public Service vehicles.
- (iii) Fare Table and Time Table exhibited on the vehicle.
- (iv) Speed.
- (v) Passengers and load carried.
- (vi) Hygienic condition.
- (vii) Lamps.
- (viii) Observance of Time Tables.
- (ix) Fares charged.
- (x) Fire extinguisher, where applicable.
- (xi) Contents (dangerous, explosive and insanitary substances will not be allowed to be carried)
- (xii) Particulars of registration to be exhibited on the left hand side of the transport vehicles as required by Rule 58.

When inspecting a vehicle, he shall check the following documents:-

- (i) Token.
- (ii) Registration certificate of vehicle and the talior (Rule 233)
- (iii) Insurance.
- (iv) Permit.
- (v) Fitness Certificate.
- (vi) Driver's licence (authorisation) and badges.
- (vii) Conductor's license (authorisation) and badgeds.
- (viii) Duplicate of the Trade Certificate when the vehicle is in a public place.

4. He shall maintain a register of the vehicles inspected him in the prescribed form.

5. He shall tour 15 to 20 days in a month.

6. During the first 15 days of each tax quarter he will assist District Transport Clerk in the taxation work.

7. He will maintain a daily diary of the work done by him, in the prescribed form. He will send a copy of it to the Regional Transport Officer weekly on every Monday.

8. He shall scrutinise complaints recorded in the Complaint Book and make a note of it along with the action taken, in his register.

9. He shall enquire into the complaints, and other cases referred to him.

10. (a) He shall obtain a list on the 16th of January, April, July and October, of the vehicles in respect of which tax has not been paid, for which permits have not been obtained and fitness certificates not taken and whose registration certificates have been surrendered and shall take appropriate action in regard to them. He shall make a note of the action taken in his Daily Diary and the Register.

(b) When he goes on tour to a particular place, he shall proceed with these lists, He can enter any premises u/s 18 of the Motor Vehicles Taxation Act if he has reason to believe that a motor vehicle is kept there in contravention of the provisions of the Motor Vehicles Taxation Act, 1951.

11. He shall enquire compliance of Rule 135 and check the record on the basis of which such Returns are sent by the operators, and shall give his comments, where necessary.

12. He shall maintain a Register of the cases of infringement, challenged by him and the decision taken by the court, in the prescribed form.

13. He shall check the Customs Out-posts monthly and sign the register as token of his having checked it. He shall take a list of all the vehicles that had visited Rajasthan during the month from the Naka Register with all particulars and submit it to the Regional Transport Officer. The Naka Register shall be maintained in the prescribed form.

14. He shall assist the Inspector in issue of tokens and verification of particulars of Declaration Form etc. Checking of



documents and inspection of vehicles. When the Inspector is in other district, he shall check the particulars of the Declaration Forms from the actual specifications of the vehicles.

15. **Statistics** : He shall submit the followin Returns on due dates to the Regional Transport Officer :-

- (i) Fortnightly Progress Reports, one copy being sent to the Assistant Regional Transport Officer.
- (ii) Cases challaned and prosecuted during the preceding month.
- (iii) Quarterly Accident Statistics for the quarters ending 31st March, 30 June, 30th September and 31st December.
- (iv) Half yearly Report for the period ending on 30th June and 31th December, one copy being sent to the Assistant Regional Transport Officer.
- (v) Statement of Motor Vehicles as on 30th June and 31st December, category-wise.
- (vi) Half-Yearly statement of Motor Vehicle Operators as on 30th June and 31st December.
- (vii) Return of 42 items as on 30th June and 31st December.
- (viii) Road and Route mileage as on 30th June and 31th December
- (ix) Yearly statemtns of income from Licensing (Form 2 and 5).
- (x) Makes and Models Statistics (Annual).
- (xi) Vehicles added and scrapped (Annual).

### 3. Duties of Inspectors.

He shall check the work of the Motor Vehicle Sub-Inspectors and the District Transport Clerks in respect of the duties entrusted to them. He shall make a note of inspection in his register and daily diary.

2. He shall check atleast 200 vehicles in a month including at least 100 Transport vehicles except in the month of January, April, July and October when 100 vehicles including 75 transport vehicles be inpected in each month.

3. During inspection of motor vehicles, he will pay particular attention to the following :-

- (i) General condition of the vehicles.

- (ii) Observance of the time-table and fair charges exhibited on the vehicles.

- (iii) Over crowding and over loading.

4. While inspecting a vehicle, he shall check the following documents :-

- (i) Token
- (ii) Registration Certificate.
- (iii) Insurance Certificate
- (iv) Permit.
- (v) Fitness Certificate.
- (vi) Drivers license, authorisation and badge.
- (vii) Complaint Book.
- (viii) Conductors License and badge.
- (ix) Duplicate of the trade certificate when the vehicle is in the public place.
- (x) First Aid Box.
- (xi) The Registration Mark and other relevant particulars exhibited in the prescribed manner.

5. He shall maintain a register of a vehicle inspected by him in the prescribed proforma.

6. He shall tour for 20 days in a month except during the 10 days of each tax quarter when he will engage himself for the taxation work.

7. He will maintain a daily diary of the work done by him and send its copy to the Regional Transport Officer weekly on every Monday.

8. He will enquire into the complaint and other cases referred to him.

9. He shall obtain a list on the fifteenth of January, April, July and October of the vehicles of which tax has not been paid, for which permits have not been obtained, Fitness Certificate not taken and Registration Certificate surrendered and shall watch progress of the action taken by the Sub-Inspector in the matter. he shall himself deal with the difficult cases. He shall make a note of the action taken in his Daily Dairy, and the Register.

10. He shall maintain a Register of the cases of infringement, challaned by him and the decisions taken by the Court, in the prescribed form.

11. He shall visit every Naka or Outpost once in two months. He shall ensure that the Sub-Inspector has checked the Nakas as laid down in his duties. He will conduct a test-check of entries made for at-least 10day in month to satisfy that the basis of taxation, amount realised, amount deposited and totals etc. are correct.

12. He shall inspect the newly registered vehicles and verify the particulars and specifications recorded in the Registration Certificate, with actual specification of the vehicle.

13. He shall give a note in his diary about the knowledge of the conductor in respect of the Motor Vehicles Rules and discharge of duties by conductors and drivers. If any violation is noticed successively, it will be reported to the Licensing Authority under intimation to the Regional Transport Officer.

14. Whenever an accident occurs he shall proceed forthwith to the scene of accident, inspect the vehicles involved and submit a detailed report as soon as possible after the accident to the Regional Transport Officer and in case of major accidents, a copy of the report will also be sent to the Director of Transport direct.

15. He shall check the Declaration Forms MTA of MTD and MTJ and forward them after verification to the Taxation Officer. He shall carry out this check alternatively in each district.

16. He shall issue tokens for the vehicles of the districts in his charge. He shall keep an account for the tokens issued in the prescribed form.

17. He shall check the entries made in the Taxation Ledger with the challans and put his initials at each entry, of his having checked it. He shall have a test check for paid up vehicles with the entries in the Ledger.

18. He shall check the accounts of receipts derived under the Motor Vehicles Act and Rules in the offices of Registering Authorities and Licensing Authorities.

19. He will detect the cases of illegal transfer of permits.

20. He will assess the traffic potentiality of new routes to be opened and will re-examine the traffic potentiality of the existing routes from time to time and will make recommendations to the Regional Transport Officer as necessary.

21. He will explore possibilities of opening new routes with a view to cater for the traffic need of the area consistent with the development in all spheres e.g. Agriculture, Mining Forest etc.

22. He will survey new routes to be opened.

23. He will survey portions of the routes lying in other States for which reciprocal arrangements are to be made.

24. He will report fit cases for cancellation and suspension or registration certificates to Registering Authorities.

25. He will ensure that the provision of Act and Rules in respect of hours of work to be performed by conductors and drivers and complied with.

26. He will see that Bus Stands are provided at suitable places and necessary amenities are arranged by the operators for the travelling public.

27. He will bring to the notice of Licensing Authority and Registering Authority fit cases for cancellation of driving Licenses.

28. He will ensure that proper traffic road signs are erected at suitable places. He will submit his suggestions to the Superintending Engineer of the area through Regional Transport Officer.

29. He will bring to the notice of the P.W.D. authorities through R.T.O. if condition of the road requires attention for improvement. During the rainy season he will arrange through P.W.D. authorities the maintenance of River and Nallah crossings for safe passage of Motor Vehicles.

30. He will approach Police authorities and arrange for check weeks every quarter.

31. He will make arrangement and personally supervise Motor Transport facilities at times of fairs in his area.

32. Whenever there is any break down in regular service, he will immediately arrange for replacement and see that the travelling public is not put to any inconvenience.

33. He will make continuous attempts to detect cases of double and multiple registration.

34. He will keep a list of Motor Associations and Unions in his area and submit the same with the half yearly report to the R.T.Os.

He will watch their working whether they provide better facilities to the public and maintain workshop facilities to the public.

35. He will maintain a detailed record in respect of the following :-

- (a) Drivers.
- (b) Conductors.
- (c) Cleaners.
- (d) Technicians under different classifications (Mechanics, Fitters, Electricians, Turners, Carpenters, Blacksmiths, Painters, Cobblers etc. working in Workshop)
- (e) Other labour in connection with Transport work. He will also look for fresh avenues for employment in Transport business and submit his suggestions to the R.T.Os. through Collectors.

36. He will keep himself fully informed of labour disputes arising in his area and will keep liaison with Labour Department.

37. He will submit statistics of the people mentioned in Para 35 and detailed information in respect of cases mentioned in Para 36 to R.T.Os. on 10th Jan. and 10th of July every year for inclusion in half yearly report.

38. *Railways.* He will deal with all matters relating to Railways in his area. In cases of proposals for new extension of Railways he will collect data and information from all sources to substantiate the demand of the public and send his report to R.T.O. through Collector.

39. He will go into the question of amenities to passengers, changes in time-table etc. and submit his recommendation to R.T.O. through Collector.

40. *Water Ways* - He will survey different tanks, river crossings to finalise the question of issue of permits for plying boats and make his recommendation to the R.T.O. He will maintain a record of the operators and permits issued and taxes and fees realised. He will atleast quarterly check the permits of the operators plying Boats.

41. He will maintain a list of Mail contractors and ensure that they specially observe timings so that the public receives mail in time. He will be responsible to see that the intimation is sent to postal authorities at least 3 months in advance when the permit period of the operator concerned is to expire.

He will keep liaison with the local postal authorities and try to solve their difficulties.

42. He will maintain a list of all out-agencies and if any difficulty arises in their running he will inform the Regional Transport Officer of the position well in time. He will give a list of all out-agencies in the half yearly report

### APPENDIX III

(Under para 54 of Chap. V)

#### **PROCEDURE TO BE FOLLOWED IN GIVING INFORMATION TO THE QUARTERS CONCERNED ABOUT THE ARREST AND RELEASE OF M. Ps. MEMBERS OF LOK SABHA AND THE M.L. As.**

Information in respect of arrest and release of M.L.As. should be furnished in the prescribed forms as provided in the Rules of Procedure and Conduct of Business in the Rajasthan Legislative Assembly. Rules 71 and 72 should be strictly followed which are reproduced below :-

Rule 71:- *Intimation to Speaker by Magistrate of arrest detention etc of member* - When a member is arrested on a criminal charge or for a criminal offence or is sentenced to imprisonment by a Court or is detained under an executive order, the committing judge, magistrate or executive authority, as the case may be, shall immediately intimate such fact to the Speaker, indicating the reasons for the arrest, detention or conviction, as the case may be, as also the place of detention or imprisonment of the member, in the appropriate form set out in the Second Schedule.

Rule 72: *Intimation to Speaker on release of a Member :-* When a member is arrested and after conviction released on bail pending an appeal or otherwise released such fact shall also be intimated to the Speaker by the authority concerned in the appropriate form set out in the Second Schedule.

#### **SECOND SCHEDULE**

(See Rule 71 and 72)

Form of communication regarding arrest, detention, conviction or release, as the case may be, of a Member.

Place.....

Date.....

To

The Speaker,  
Rajasthan Legislative Assembly,  
Jaipur.

Dear Mr. Speaker,

A

I have the honour to inform you that I have found it my duty, in the exercise of my powers under Section..... of the..... (Act), to direct that Shri..... Member of the Rajasthan Legislative Assembly, be arrested/ detained for..... (reason for the arrest or detention, as the case may be).

Shri..... M.L.A., was accordingly arrested/ taken into custody at..... (time) on..... (date) and is at present lodged in the..... Jail..... (Place).

B

I have the honour to inform you that Shri..... Member of the Rajasthan Legislative Assembly, was tried at the..... Court before me on a charge (or charges) of ..... (Reasons for the conviction).

On ..... (date) after a trial lasting for..... days I found him guilty of ..... and sentenced him to imprisonment for..... (period).

(His application for leave to appeal to..... is pending consideration.)

Name of the Court

C

I have the honour to inform you that Shri..... Member of the Rajasthan Legislative Assesmly, who was convicted on..... (date) and imprisoned for..... (period) for ..... (reasons for conviction) was released on bail pending appeal (of released on the sentence being set aside on appeal, as the case may be) on the..... (date)

Yours faithfully,  
(Judge, Magistrate or  
Executive Authority)

Information in respect of arrest and release of Members of Parliament should be furnished in the prescribed proforma as provided in the Rules of Procedure and Conduct of Business in Parliament. Rules 214 A and 214B should be strictly followed which are reproduced below :-

**Rules 214A** - When a member is arrested on a criminal charge or for a criminal offence or is sentenced to imprisonment by a court or is detained under an executive order, the committing judge, magistrate or executive authority, as the case may be, shall immediately intimate such fact to the Speaker, indicating the reason for the arrest, detention or conviction, as the case may be, as also the place of detention or imprisonment of the member in the appropriate form set out in the Second Schedule.

**Rules 214B** - When a member is arrested and after conviction released on bail pending an appeal or otherwise released such fact shall also be intimated to the Speaker by the Concerned authority in the appropriate form set out in the Second Schedule.

## SECOND SCHEDULE

(See Rule 214A & 214B)

Form of communication regarding arrest, detention, conviction or release, as the case may be, of a Member.

Place.....

Date.....

To

The Speaker,  
House of the People,  
New Delhi

Dear Mr. Speaker,

**A**

I have the honour to inform you that I have found it my duty, in the exercise of my powers under Section..... of the..... (Act), to direct that Shri..... Member of the House of the People, be arrested/detained for..... (reasons for the arrest or detention as the case may be).

Shri..... M.P. was accordingly arrested/taken into custody at..... (time) on..... (date), and is at present lodged in the..... Jail..... (place).

**B**

I have the honour to inform you that Shri..... Member of the House of the People, was tried at the..... Court before me on a charge (or charges) of..... (reasons for the conviction).

On..... (date) after a trial lasting for..... days, I found him guilty of..... and sentenced him to imprisonment for..... (period).

(His application for leave to appeal to..... is pending consideration).

Name of the Court.

I have the honour to inform you that Shri..... Member of the House of the People, who was convicted on..... (date) and imprisoned for..... (period) for..... (reason for conviction) was set aside on appeal, as the case may be) on the..... released on bail pending appeal (or released on the sentence being (date).

Yours faithfully,

(Judge, Magistrate or Executive Authority)

Information in respect of arrest and release of Members of Lok Sabha should be furnished in the prescribed proforma as provided in the Rules of Procedure and Conduct of Business in Lok Sabha (Fifth Edition). 229 and 230 should be strictly followed which are reproduced below :-

**Rule 229** - When a Member is arrested on a criminal charge or for a criminal offence or is sentenced to imprisonment by a Court or is detained under an executive Order, the committing Judge, magistrate or executive authority, as the case may be, shall immediately intimate such fact to the Speaker, indicating the reasons for the arrest, detention or conviction, as the case may be, as also the place of detention or imprisonment of the member in the appropriate form set out in the Third Schedule.

Rule 230 When a Member is arrested and after conviction released on bail pending an appeal or otherwise released, such fact shall also be intimated to the Speaker by the authority concerned in the appropriate form set out in the Third Schedule.

### THIRD SCHEDULE

(See Rules 229 and 230)

Form of communication regarding arrest, detention, conviction or release, as the case may be, of a Member.

Place.....

Date.....

To

The Speaker,  
Lok Sabha,  
New Delhi.

Deat Mr. Speaker,

**A**

I have the honour to inform you that I have found it my duty, in the exercise of my powers under Section..... of the ..... (Act), to direct that Shri..... Member of the Lok Sabha, be arrested/ detained for..... (reasons for the arrest or detention, as the case may be).

Shri..... Member of the Lok Sabha was accordingly arrested/taken into custody ..... at ..... (time) on..... (date) and is at present lodged in the ..... (jail).

**B**

I have the honour to inform you that Shri ..... Member of the Lok Sabha, was tried at the ..... Court before me on a charge (or charge) of ..... (reasons for the conviction).

On ..... (date) after a trial lasting for ..... days, I found him guilty of..... and sentenced him to imprisonment for ..... (period).

(His application for leave to appeal to..... is pending consideration).

Name of the Court.

**C**

I have the honour to inform you that Shri ..... Member of the Lok Sabha, who was convicted on ..... (date) and imprisoned for ..... (period) for ..... (reasons for conviction) was released on bail pending appeal (or released on the sentence being set aside on appeal, as the case may be) on the..... (date).

Yours faithfully

(Judge, magistrate or Executive  
Authority).

#### APPENDIX IV

(Under Para 127 of Chap V).

##### *Deed changing a Name/Surname*

By this deed, I the under signed (new name) of etc.. now lately called (old name), a natural-born Indian subject, do hereby:-

1. For and on behalf of myself and my wife and children and remoter issue wholly renounce, relinquish and abandon the use of my former name/surname of (old name) and in place thereof do assume from the date hereof the name/surname of (new name) so that I and my wife and children and remoter issue may hereafter be called, known and distinguished, not by my former name/surname of (old name) but by my assumed name/surname of (new name).

2. For the purpose of evidencing my such determination, declare that I shall at all times hereafter in all records, deed and writings and in all proceedings, dealings and transactions as well private as public and upon all occasions, whatsoever, use and sign the name of (new name) as my name/surname in place and in substitution to my former name/surname.

3. Expressly authorise and request all persons at all times hereafter to designate and address me and my wife and children and remoter issue by such assumed name/surname of (new name) accordingly.

In witness whereof I have hereunto subscribed my former and adopted names of (old name) and (new name) and affixed my seal this

day of -

*signed, sealed and delivered by*

*the above named (New Name) formerly (Old Name)*

*in the presence of*

Old name

New Name

#### APPENDIX V

(Under para 150 Chapter V).

##### *Scale of Articles of Stationery for use in the departments and Offices of the Government.*

##### *I-Articles of Permanent Nature*

(per head)

Name of article	Gazetted Officer	Non-Gazetted Officer	Ministerial Staff		Remarks
			Supdt.	Others	
1. Blotter	1	1	1	1	
2. Bodkin	..	..	1	1	
3. Call Bell	1	1	1	..	
4. Clip	2	2	..	1	Typist
5. Conf. Box	1	..	..	..	
6. Ink Stand	1	1	1	1	
7. Letter Trays	2	1	1	1	
8. Pin Cushion	1	1	1	1	
9. Paper Weight	4	2	2	2	
10. Pen Knife	..	..	1	..	Per Section.
11. Pen Rack	1	1	1	..	
12. Paper Cutter	1	1	1	..	
13. Punch Machine	1	..	1	..	
14. Pencil Sharpner	1	1	2	1	For Steno
15. Ruller wooden (round)*	1	1	1*	..	
16. Stationery Rack	1	1	1	..	
17. Spunge Pot	1	..	..	..	
18. Stipple Stitching machine	1	..	..	..	for Head of Office.
19. Scissors	1	..	1	..	
20. Table Pad	1	1	1	1	
21. Waste Paper Basket	1	1	1	1	

\*For common use by clerks.

In basing their requirements, the indentors should keep in view that articles of this category, as noted above, are included in the indent after proper scrutiny and not as a matter of course. These may be included in the indent if in their opinion the pervious once in use have either been broken or lost or will be of no use during the period for which indent is being placed and their replacement thus considered absolutely necessary. In case where new posts are created, the fresh entrants may be given a fresh supply of these articles.

Articles such as dusters, baskets, file tape, waste paper basket etc. should be indented from the Jail Department by the Director Printing & Stationery who may make supplies to the Department concerned.

II-The following articles may be treated as of non-permanent nature and their annual scale (per head) will be as under :-

Name of article	Gazetted	Non	Ministerial		Remarks
	Officer	Gazetted	Staff		
			Officer	Supdp. Other	
1. Blotting paper sheets	12	12	6	6	
2. Carbon paper (For stenographers & Typists.)					30 to 36 sheets per ream of typepapers.
3. Ink-Blue Black					
4. Ink red					9 packets.
5. Nibs	36	24	24	24	
6. Penholders (superior)	2	2	..	..	
7. Penholders (ordinary)	..	..	2	2	
8. Inkpots	2	2	2	2	
9. Pencil (lead)	2	2	3	3	
10. Shorthand pencils (for Stenographers only)					12
11. Pencil Red & Blue	2	..	..	-	
12. Shorthand Note Book (for Stenographers only)					
13. Ribbons type-writers (per machine)				4	

Name of article	Gazetted		Ministerial		Remarks
	Officer	Gazetted Officer	Staff		
			Supdp.	Other	
14. Cleaning brush (per machine)				1	
15. Eraser (type- writers per machine)				1	
16. T.W. Oil per machine				1	
17. Pin Sheets	4	4	6	6	
18. Gem clips (100 each)					
19. Gloy paste			1 Bottle for Heads of Department		
20. Gum			5 seers per Office		
21. Tags			1000 per Office		
22. Rubber			per head 1		
23. Papers			150 sheets or 600 foolscap sheets white per clerk per year.		



**APPENDIX VI**  
**(Under para 151 of Chapter V)**  
**Scale of Furniture for use in offices.**

<b>(i) Collector</b>		
<b>(a) Retiring room (if any)</b>		
(1) Durri according to the size	-	
(2) Chairs	Two	
(3) Easy Chair	One	
(4) Tea Table	"	
<b>(b) Office room.</b>		
(1) Durri according to the size.		
(2) Curtains on doors and windows.		
(3) Door-mat	One	
(4) Office Chair	"	
(5) Cane Chairs.	Eight	
(6) Office Table	One	
(7) Side racks ( 6 partition)	Two	
(8) Table Lamp.	One	
(9) Paper rack	"	
(10) Ash Tray.	"	
(11) Small Iron Almirah	"	
(12) Jug	"	
(13) Soap dish.	"	
(14) Book-shelf	"	
(15) Bench for the peon	"	
<b>(ii) S.D.O.</b>		
(1) Durry	One	
(2) Door-mat	"	
(3) Office Table	"	
(4) Cane Chairs.	Five	
(5) Side racks (6 partition)	Two	
(6) Paper rack	One	
(7) Table Lamp	"	
(8) AshTray	"	
(9) Small Iron Almirah	"	
(10) Curtains on doors & windows	"	
(11) Easy Chair	"	
(12) Book Shelf	"	
(13) Bench for the peon	"	
<b>(iii) Tehsildar</b>		
(1) Durri	"	
(2) Office Table	"	
(3) Cane Chairs	"	
(4) Side rack	"	
(5) Paper rack	"	
(6) Table Lamp	"	
(7) Small Iron Almirah	"	
(8) Bench for the peon	"	

<b>(iv) Naib Tehsildar &amp; Office Superintendent</b>		
(1) Office Table		One
(2) Cane Chair		"
(3) Side rack		"
(4) Paper rack.		"
(5) Almirah		"
(6) Durri		"
(7) Bench for the peon		"
<b>(v) Accounts, U.D. Cs, L.D., Stenos &amp; Typists</b>		
(1) Office Table		One
(2) Chair		"
(3) Side rack		"
(4) Paper rack		"
(5) Almirah for (Accts & Dealing Clerks.		"
(6) Type Table (for typist)		"
(7) Pigeon hole Almirah (For despatcher)		"
(8) Extra type table (for Stenos).		"

20. The following officers will be allowed, free of hire, departmental furniture at their residences to the extent indicated against each category provided the requisite furniture is spared from the available stock of the Department -

<b>(1) Collector</b>		
Office table		1
Chairs		7
Almirah		1
Bench for open		1
<b>(2) Sub-divisional officer</b>		
Table		1
Chairs		5
Almirah		1
Bench for peon		1
<b>(3) Tehsildar</b>		
Table		1
Chairs		3
Almirah		1
Bench for peon		1

	(3) Departmental Estimates of Receipts in Form 6 with connected Form 3 received direct from the Estimating Officer.	Administrative Departments in the Secretariat.	Secretariat and the Finance Department simultaneously. -do-
October 25	(1) Departmental Estimates of Expenditure in Forms 4 and 5 with connected Forms 1 and 2 in respect of Departments in Group 'B'	Head of Departments. Administrative Departments in the Secretariat	-do-
	(2) Comments on the Receipts Budget Estimates.	Administrative Departments in the Secretariat.	Finance Department and the Accountant General, Rajasthan.
	(3) Comments on the Expenditure Budget Estimates for departments in Group 'A'	-do-	-do-
October 31	(1) Departmental Estimates of Expenditure in Form 4 and 5 with connected Forms 1 and 2 in respect of Department in Group '6'	Heads of Departments. Administrative Departments in the Secretariat.	Accountant General, Rajasthan. Administrative Department in the Secretariat and the Finance Department simultaneously.
	(2) Departmental Estimates of Receipt in Forms 3 and 6.	Accountant General, Rajasthan,	Finance Department (in convenient batches).
December 10	Correctoin to Budget Estimates.	Heads of Departments. Administrative Departments in the Secretariate.	Finance Department.
February 10	Statements showing probable monthly Cash Receipts and drawings during the year.	Heads of Departments.	Finance Department.
March 15	Last Date for surrender of Funds.		

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## APPENDIX VII

(Under para 156 of Chapter V)

### The Budget Calendar

(When a date falls on a Sunday or a holiday, the preceding working day should take its place)

Date	Item of work	Submitting Authority	To be submitted to
September 15	Proposals involving New Expenditure	Estimating Officers through proper channel	Administrative Department in Secretariat.
September 25	Detailed Estimators of Expenditure In Forms 1 and 2	Estimating Officers.	Head of the Department or the Administrative Department in Secretariat, as the case may be.
September 30	Proposals involving New Expenditure	Administrative Department in the Secretariate.	Finance Department.
October 1	Detailed Estimates of Receipts in Form 3	Estimating Officers	Head of the Department or the Administrative Department in the Secretariat, as the case may be.
October 15	(1) Departmental Estimates of Expenditure in Forms 4 and 5 with connected Forms 1 and 2 in respect of Departments in Group A.	Head of Departments. Administrative Departments in the Secretariat	Accountant General Rajasthan Administrative Department in the Secretariat and the Finance Department simultaneously.
	(2) Departmental Estimates of Receipts in Form 6 with connected Form 3	Head of Departments.	Accountant General, Rajasthan Administrative Department in the

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**APPENDIX VIII**  
*(Under para 160 of Chapter V)*  
**DISTRICT POOL**

*Rules regarding the use of Motor Cars and Jeeps etc. place at the disposal of Government Department and Officers.*

These rules regulate the control and use of cars, jeeps etc., placed at the disposal of departments or officers for the performance of journey and duty.

They do not apply to :-

1. Cars placed at the disposal of Ministers of Government.
2. Vehicles in charge of departments for special purposes e.g. ambulance cars in hospitals, vehicles for the transportation of children in school etc. and
3. Vehicles meant solely for transport of goods.

The control and use of such vehicles will be regulated by such rules or directions as may be issued for the purpose by the Administrative Departments in each department.

*Vehicles provided for departmental use.*

2. All vehicles other than Pool vehicles will be under the control of the Head of the Department concerned who will be the Controlling Officer in respect of the vehicles. In the case of Central Pool, the Controlling officer shall be the Chief Superintendent, Motor Garage, Jaipur and in the case of District Pools, the Collector of each District will be the Controlling Officer. The Controlling Officer will be responsible for the proper use, care and maintenance of the vehicles and will regulate the journeys generally in accordance with these rules.

3. The Controlling Officer will be responsible for the maintenance in respect of each vehicle under his control of the following registers.

- (i) Log Book.
- (ii) Stock Register.
- (iii) Defect Register.
- (iv) Unserviceable Parts Register.
- (v) Particulars of Vehicles Register.
- (vi) Tools Register
- (vii) Damage and Accident Record.

(viii) Repairs account and monthly mileage Record.

(ix) Charge Reports of Drivers.

(x) Daily Petrol Sheet.

Note 1. All departmental vehicles shall in addition to the number plate carry prominent plates in front and at the rear indicating the name of the department to which they belong.

Note 2. The petrol tanks of vehicles should be fitted with locks, and the keys should be kept in the possession of a responsible officer who should be present when petrol is put into the tank. The log book should be examined and signed by a responsible officer once a month when a balance should be struck showing the total fuel consumption for the month. The Officer should satisfy himself that the consumption is reasonable. The registered No. or the Serial No. of the vehicle should be painted clearly and distinctly on the outside walls of all types of the vehicles.

Note 3. The inventory shall be checked by the Controlling Officer or by a gazetted officer deputed by him for the purposes every month and any loss arising out of negligence or fault should be recovered from the person concerned.

4. All Heads of Departments other than Collectors and Commissioners (who are sending monthly statements) shall also send a consolidated statement for each financial year so as to reach the Chief Secretary in the General Administration Department (B) by the end of May of the following year.

5. The Controlling Officer will be responsible, in the event of transfer of charge, to ensure that the vehicle is handed over to his successor with complete equipment and full complement of spare parts, spare wheels, tyres and tools and have the fact mentioned in his charge report.

6. In the case of big departmental organisations the duties and responsibilities of the Controlling Officers may be delegated with the approval of Government to Divisional or Sectional Officers. In the case of the pools, such delegation will not be made to officers other than A.D.M.'s, S.D.O's or City Magistrates.

7. (a) Departmental vehicles (including staff cars) are not intended for use within a radius of 5 miles of the headquarters of the office or department at whose disposal the vehicles are placed unless an officer or department has been specially authorised by the Government in the G.A.D. under special or general orders to do so in view of extensive journeys at the headquarters.

(b) No mileage allowance shall be admissible in respect of the journeys performed in departmental vehicles (including pool vehicles) and the cost of propulsion will be payable entirely by the Government. When it is possible to travel between place either by rail or by road and the journey is actually made by road in a Government vehicle, certificate from the Controlling Officer or the officer performing journey shall be attached to the T.A. bill in which the allowance for the journey is claimed, specifying clearly the public interest served by undertaking journey by road, which would not have been served had the journey been made by rail. If no public interest was served by travelling by road in a Government vehicle, the Controlling Officer may direct the recovery of the hire charges for the vehicles from the Officer concerned at the rates prescribed for private use and the officer may be allowed travelling and daily allowance as admissible under Rule 4(4) of the Rajasthan T.A. Rules. For this purpose a journey by road shall be considered to be in public interest, if it involves a substantial saving of time or enables the Touring Officer to visit villages on route or in the vicinity of the place of destination or if the train timings are not suitable from the point of view of public interest.

(c) All controllers shall ensure that orders, with the approval of their Administrative Department, exist, indicating designations of the officers of the Department entitled to the use of the vehicles in their department.

(d) Officers entitled to the use of the vehicles shall not be allowed mileage allowance in respect of the journeys performed in their private cars in connection with official business unless the controller certifies that :-

- (i) the vehicle issued to him was out of commission during the period in which the journey was undertaken
- (ii) the defect which had caused the vehicle to go out of commission could not be noticed before the day on which the officer commenced the journey or that the defect having been noticed before that day, he had

taken adequate steps to have the vehicle put in commission sufficiently before the time of his proceeding on the journey but without success.

(iii) no other Government vehicle was available for undertaking the journey on the relevant day. A controlling Officer may require the production of a non availability certificate issued by the Controller in support of the fact of non-availability out of a Government vehicle on the relevant day before admitting the claim for travelling allowance.

(e) Journeys of officers from their residence to the usual place of office and *vice versa* shall always be treated as non-duty journeys and propulsion charges for the same shall be payable by the officer personally.

8. (a) All entries of the Log Books should be signed personally by the officers who use the pool Vehicles and it should not be left to their P.A.'s or Clerks to make these entries. If any Officer does not himself sign the entries of a Log Book, it shall be presumed that the journey made by him was private and he will be charged propulsion charges for the same at prescribed rates accordingly.

(b) The officer concerned should give full details of the journey to be performed by him while requisitioning the vehicles, and more particularly in the Log Book after completing the journey. It is not sufficient to write Government work or "State Duty" as purpose of the journey. The exact purpose must be mentioned. If an officer does not give sufficient details of the journey and merely mention "Government Work" or words to that effect it will be presumed that the vehicle has been used on private journey and he will be charged propulsion charges for the same at prescribed rates accordingly.

(c) If it is found (after the vehicle comes back to the controller of the Pool) that proper entries as enjoined above have not been made in the Log Book by the concerned officer and the exact purpose of the journey has not been properly given, a vehicle in future shall not be given to that officer again, till he has rectified these matters.

Note :- The Controlling Officer may ensure that suitable lock is provided so that the mileage meter may not be tampered with.

9. Vehicles may be given to Government Servants of this State on payment of normal propulsion and haltage charge fixed from time to time (at present 69 n.P., for Jeepas and 62 n. p., for Station Wagons) for private use subject to the following restrictions :-

- (i) All Controllers will ensure that vehicles are not given if there is any likely-hood of the vehicles being needed for Government work during the period the vehicles may be out for private use.
- (ii) Vehicles shall never be given for private use for being taken to Cinemas, Marriage functions of Festivals.
- (iii) The charges for the use of the vehicle including propulsion and haltage charges will be recovered in advance in cash on the basis of the estimated mileage the vehicle is expected to run during the trip in question. the balance being adjusted and amount refunded or deposited in cash immediately on the completion of the trip. In case a Government servant does not clear of his dues on completion of the trip the controller will immediately bring the fact to the notice of his Administrative Department who will take action to effect recovery of such dues from the first pay bill of the official concerned.
- (iv) Vehicles shall not be given to persons of parties who have previously mis-used the same or who have not cleared of their previous dues in Toto.

10. *A Vehicles of Central pool Jaipur and of other Departments normally garaged at Jaipur :-*

- (i) These vehicles shall not be taken out of Jaipur District except of provided below.
- (ii) In case the Heads of Departments for whose exclusive use the vehicles have been kept, or Secretaries etc., who are entitled to take the Central Pool Vehicles, intend to visit any to other district, they should normally perform the journey to that district by rail. They should arrange for a District Pool Vehicle or a departmental vehicle, as the case may be, to receive them at the nearest railway station to the place in the districts where they intend to go. If a number of

districts are intended to be visited, then the journeys between the districts should be performed again by rail unless it is in public interest to undertake the journey by road in a vehicle. The journey by road shall be considered to be in public interest if it involves a substantial saving of time or the Touring Officer has to visit village enroute or in the vicinity of the place of destination as part of his tour or if the train timings are not suitable from the point of view of public interest. In such cases the District Pool Vehicle may be taken and relieved on reaching the destination in the other district where vehicle of that district should be utilised.

- (iii) The vehicles from Jaipur may be taken to the adjoining districts of the Jaipur District in case public interest is served as defined in the preceding sub-rule.
- (iv) The vehicles for a special specific purpose, such as for taking Central Government Ministers or State Guests can be sent outside Jaipur District to any place in Rajasthan under the specific orders of the Government in the General Administration Department.

*B- Vehicles of the District Pools, and other departmental vehicles garaged normally at places other than Jaipur.*

- (i) The vehicles shall not be taken out of the district for which they are normally meant. Officers who may have to go to other districts or the State Capital should not use Government vehicles for this journey unless the journey can be justified in public interest as indicated in the sub-rule (ii) of 'A' above.
- (ii) A vehicle may be taken out of a district or the division, only, if public interest as defined above is served thereby or if the destination outside the district is not connected by rail with that district headquarter. For this purpose each Controller will, after securing approval of Head of Department, maintain a list of places outside the district the journey to which will be considered as journeys in public interest.
- (iii) Vehicles of one district shall be taken to any other place not covered by the rules above, only by the

special order of the Government in the General Administration Department.

*C Journeys to Delhi or any place outside Rajasthan.*

No vehicles shall be taken to Delhi or to any place outside Rajasthan by any officer of the State Government without the specific sanction of Government in the General Administration Department. Ordinarily no such sanction will be given unless payment at the normal rates is made by the Officer using the vehicle.

11. If there is any contravention of the rules aforesaid, full amount for the journeys shall be recoverable from the officer concerned, apart from any other action that the Government may propose against the contravening officer.

## APPENDIX IX

*(Under para 161 of Chapter V)*

*Proforma for the inspection of Accounts Work*

Inspection Report on the

accounts of. ..

Name of the office inspected.

Date of inspection ..

Name & Designation of  
the Inspecting Officer ..

Assisted by.

***Part I- General***

When was the office last inspected by :-

- (1) Collector.
- (2) Office-in-charge
- (3) Sub Divisional Officer.
- (4) Internal Check Party.
- (5) District Revenue Accountant.

Name of the Officer-in-charge with period during which they held charge.

Name of the Accountant or in-charge Accounts Branch (with dates)

Name of the cashier or official entrusted with cash work (with dates)

Brief particulars of the objections and irregularities and defects pointed out in the previous Inspection Reports whether the irregularities or defects pointed out have been removed and are not repeated.

***Part II- Cash & Account***

(1) Cash Book :-

- (i) Is it in the prescribed and printed proforma ?
- (ii) Is the Certificate for the number of pages given by the officer concerned ?
- (iii) Are the cash books for Govt. & Non-Govt. money separately maintained ?

- (iv) Whether only one cash book was maintained for office (Govt. transactions) ?
- (v) Whether entries are made only when cash is actually received or paid and not in anticipation thereof ?
- (vi) Are the entries made promptly and regularly as soon as the transactions of money occur ?
- (vii) Whether the cash book is closed and signed by the officer on the very day on which there is a cash transaction ?
- (viii) Whether the corrections in the cash book are initialled by the officer concerned ?
- (ix) Does the Officer regularly record the certificate on the last day of the month vide Rule 74 (iv) of General Financial and Accounts Rules ?
- (x) Whether the totals are checked daily by an official other than the writer of the cash book ?

(2) *Cash Balance :-*

- (i) Total cash balance on the date of inspection & how does it comprise, with dates from which it is lying uncredited in Treasury.
- (ii) Whether there was unnecessary accumulation and whether funds were drawn which were not required for immediate disbursement ?
- (iii) Whether the balance tallies with that as disclosed by the cash book ?
- (iv) Whether the Govt. Money and non Govt money are kept separately ?
- (v) Whether any amount is lying undisbursed or undeposited for an unduly long period, if so, give reasons ?
- (vi) Whether the cheque book is kept in the personal custody of the officer concerned ?
- (vii) Any other remarks :-
- (viii) What are the arrangements for the safe guard and safe custody of the cash ? If there is double lock arrangement, is one key kept in the custody of officer ?
- (ix) Whether the necessary Certificates in respect of the Strong Room have been obtained (in case of

Sub-Treasury only) ?

- (x) Are the necessary receipts issued in the prescribed form by the officer or an official authorised by him in this behalf under Rule 81 of General Financial & Accounts Rules to the parties or persons from whom money is received and deposited in the Government Account ?
- (xi) What is the check in respect of money received by postal money orders ?

(3) *Security of the Cashier .*

- (i) Has an adequate security been obtained from the Cashier ?
- (ii) Whether the cashier was at any time allowed to keep with him or in his safe custody money including value of stamps in excess of his security ?

(4) *Permanent Advance.*

- (i) Is the amount of the imprest money appropriate ?
- (ii) Is the acknowledgement of the amount of the permanent advances sent to the Accountant General as required under Rule No. 344 (viii) of the General Financial & Accounts Rules ?
- (iii) Whether at any time this advance was utilised for meeting the travelling expenses of any Government servant ?
- (iv) Whether detailed bills were prepared regularly when the payment advance began to run short ?
- (v) Whether the progressive totals of the expenditure have been struck on submission of the detailed bill ?
- (vi) Whether prompt action is taken to recover the extra inadmissible charges ?
- (vii) Any other remarks.

(5) *Bills.*

- (i) Is the copy of treasury encasement on each copy of the bill taken ?
- (ii) Is a register of bill kept and are the entries made up-to-date therein ?
- (iii) Are rubber stamps used for indicating budget heads on the bills ?

- (iv) Any other remarks.

**(6) Vouchers.**

- (i) Are the vouchers stamped "paid" and "cancelled" as required under Rule 141 and 220 of the General Financial & Accounts Rules ?
- (ii) Are the vouchers serially numbered and kept in monthly file ?
- (ii) Any other remarks.

**(7) Contingent Register .**

- (i) Is it maintained ?
- (ii) Are the entries thereof complete and up-to-date ?
- (iii) Has each voucher on which cash payment is made, been recorded and numbered serially ?
- (iv) Any other remarks.

**(8) T.A.Bill Register.**

- (i) Is the T.A. bill register maintained ?
- (ii) Are the T.A. and D.A. charges according to the rules?
- (iii) Details of the T.A. and D.A. charges drawn in excess against the rules.
- (iv) Are the Tour programmes approved by the higher authority concerned ?
- (v) Any other remarks.

**(9) Stamp Register.**

- (i) Is is maintained properly ?
- (ii) Is the register in the printed prescribed form or in ordinary paper ?
- (iii) Is the weight of letters weighing more than one and half tola given ?
- (iv) Is the register checked regularly by Supdt., Accountant or Head Clerk ? Are letters to one addressee despatched on a day sent in a single cover ?
- (v) Any other remarks.

**(10) Stationery & Stores**

- (i) Is the account kept in the prescribed and printed form?

- (ii) Whether the entries of the receipts and issues are attested by the presiding Officer ?
- (iii) Are the Indents called before the supply of the Stationery articles ?
- (iv) Are the accounts found correct on the physical checking of the stationery articles ?
- (v) Is physical verification undertaken by the officer and certificates recorded under Rules 269 and 270 of General Financial & Accounts Rules ?

**(11) Others**

- (i) Brief description.
- (ii) Are maintained properly ?

**(12) Annual Estt. Return.**

- (iii) Details of outstanding Annual Establishment Returns, if any.

**(13) Audit Objection and Inspector reports/ compliance reports.**

- (i) Are these attended to promptly ?
- (ii) No. of outstanding objections/Inspection reports, if any.

**(14) Service Books and Service Rolls.**

- (i) Are the entries in the Service books of the Ministerial staff complete and up-to-date ?
- (ii) Are the entries in the Service Rolls of Class IV servants complete and up-to-date ?
- (iii) Is the verification of Services made and the Certificates are recorded in the service books/service rolls as required under Rules 66 (i) and 67 of the General Financial & Account Rules.

**(15) Attendance Register /**

- (i) Whether attendance is marked correctly and regularly?
- (ii) Whether the casual leave account is given in the Register ?
- (iii) Whether the attendance is checked by the officer concerned daily and initials are put by him ?
- (iv) Any other remarks.



(16) *Privilege Leave Register.*

- (i) Is the P.L. Register maintained in the prescribed printed form?
- (ii) Are the entries in that register complete and up-to-date ?
- (iii) Are the accounts of half pay leave and other kinds of leave shown in that register ?

(17) *Books Register.*

- (i) Is the Register complete and up-to-date ?
- (ii) Are the entries in the Library Register attested by the Officer concerned ?
- (iii) Is the physical verification made and the account is correct ?
- (iv) Any other remarks.

(18) *Trunk Call Register.*

Is it maintained properly ?

(19) *Register of uniforms.*

Is it maintained properly?

(20) *Register of Audit Objections.*

Is it maintained properly ?

(21) *Register of Inspections.*

Is it maintained properly ?

(22) *Register of Machines.*

Is it maintained properly ?

(23) *Register of Fines.*

Is it maintained properly ?

(24) *Register of Rent Realisation.*

Is it maintained properly ?

(25) *Any specific instructions or remarks.*

(26) *Returns monthly/ quarterly/Yearly.*

- (i) Are these sent on due dates.
- (ii) What check is exercised over their timely preparation and submission ?

(27) *General Remarks.*

APPENDIX X

(Under para 182 (4) of Chapter V)

**Detailed Instructions Regarding Economy in the use of paper and Articles of Stationery.**

With a view to alleviating the paper shortage and effecting economy in the use of articles stationery, Government have decided that the following measures should be adopted by all the departments and the attention of Heads of Departments and offices is particularly drawn to this fact that without their personal interest in the matter, the drastic economies which the Government have in view cannot be achieved. In addition to the measures given below by effecting economies Head of Departments are requested to examine carefully their departmental requirements and make suggestions for further economies so that more funds may be made available for productive schemes of the state.

**2. Proper use of economy labels and envelopes -** (1) All departments and Offices should use economy slips on envelopes. New envelopes should be used sparingly. Economy slips should be supplied by Government Presses to all Departments and Offices or prepared by the Departments themselves out of their own stocks of paper.

(2) In-coming envelopes from Government Departments etc., as well as from public should be opened carefully by slitting the envelopes along the narrow edge. Envelopes sealed with economy labels should be opened by carefully tearing the label only. The envelopes should then be re-used with economy labels.

(3) Envelopes which can no longer be used as such may be slit open, tagged together and used for rough notes, messages, etc., in lieu of slip book etc.

(4) In the covers which are sent duly sealed, the flaps should never be gummed at all or closed with streaks or sealing wax. The seals and gum should be affixed in such a manner that the covers be opened by just removing the economy slips without damaging the flaps of the covers. These instructions should be explained clearly to those who usually handle these labels, viz., the peons and daftries and the despatch clerks etc.

(5) All non-confidential correspondence delivered between departments in the same area should be sent loose and not in envelopes. The use of various paper slips to bind several sheets of correspondence for despatch in local areas should be adopted. Such cuttings may be obtained from the Government Presses by the Departments.

3. **Economy in paper** (1) Typing should be in single space except as regards communications of importance sent to the Government of India. Office notes should all be single spaced. Both sides of papers should be used.

(2) Papers of as few varieties as possible should be used. The use of cream woves, cream-laid, Azure-laid etc., should be restricted to the absolute minimum. The use of any kind of thick paper for correspondence should be avoided and the smallest possible sheet consistent with the dignity and requirement of the communication should be used. Short letters etc., should never be typed on foolscap folio papers.

(3) The supply of azure-laid paper including azure-laid note pads to departments and other offices should be stopped.

(4) Drafts of letters should be kept as office copies and carbon copies should only be made where the draft has been extensively altered as to make it necessary to have a clear copy. Wherever possible, the carbon copy of a letter should be typed upon the back of the letter to which it is a reply thus saving a sheet of copying paper and precluding any use of the duplicate becoming detached from the original.

(5) Office copies of letters, etc., should be kept on Badami paper and not on typewriting papers.

(6) Badami paper should be used for drafts, etc., and typing paper should be avoided as far as possible.

(7) Note sheets blank on one side retrieved from old men ripe for destruction, and not confidential, should be used for notes or rough drafts, etc.

(8) Broad margins on correspondence papers be avoided as far as possible.

(9) The obsolete forms, statements, etc. which are blank on one side and now rendered useless due to any reasons should be used in future and supplied by Government Presses to the Departments. Superintendent, Government Presses, should arrange to strike out one or two diagonal lines on the side of the printed matter of the obsolete forms available at Government Presses.

(10) Blotting paper should be retained in use as long as serviceable and should not be changed at regular intervals as a matter of course.

4. **Economy in the use of duplicating paper** - In view of the high cost of this paper and difficulties of its procurement, special attention should be given by the Heads of Departments and officers for the use of duplicating paper.

(1) Departments and Offices in possession of duplicators should not allow operators to have uncontrolled access to stocks of paper. Paper should be issued for each separate job with due allowance for "spoils" not exceeding 2 percent of copies duplicated or one sheet of paper per stencil.

(2) All matter to be issued in duplicating paper should be typed in single space, as far as possible. Where the matter is more than half a page, but not more than one page, may be duplicated on both sides of the paper, the stencil being cut in two sections across the length.

(3) All departments should examine the requirements regarding duplicating paper and reduce the expenditure thereon, as far as possible. The Departments should substitute duplicating by printing whenever possible.

(i) Except in the case of an immediate nature, all jobs of which 200 or more copies are required should be got printed.

(ii) copies should be reproduced by duplicating only when the number required is between 25 and 199.

(iii) For less than 25 copies the matter should be got typed.

# APPENDIX XI

(Under para 192 (33) of Chapter V)

[Powers and functions of the Collector under the Rajasthan panchayat Samitis and Zila parishads Act, 1959, and Rules made thereunder]

S. No.	Section & Rule	Nature of power	Whether Statutory or delegated
1	2	3	4
1.	Section	To convene special meeting for co-option of members of Panchayat Samiti.	Statutory.
2.	Section 12	To convene meeting for the election of Pradhan	-do-
3.	Section-20 read with Rajasthan Panchayat Samitis (Election of members of standing Committee) Rules, 1959 and Rajasthan Panchayat Samitis (Co-option of members of Standing Committee) Rules, 1959	To convene meeting for the election of members of Standing Committee, if the Panchayat Samiti does not constitute Standing Committee, within 3 months from the date of its constitution and where the Panchayat Samiti decides to have co-opted members and does not convene a meeting for co-option of members	Delegated
4.	Section 20 read with Rajasthan Panchayat Samitis (Election of Chairman of Standing Committee) Rules, 1959	To convene meeting for the election of Chairman of the Standing Committee, if Pradhan fails to convene such a meeting within 3 months	-do-
5.	Section 25 (3)	Submission of confidential report of Vikas Adhikaris to the State Government	Statutory.
6.	Section 37(4)	To scrutinise the budget of panchayat Samitis	-do-
7.	Section 38 (3)	To submit abstracts of annual accounts of Panchayat Samitis to the Zila Parishad and State Government	-do-
8.	Section 38(4)	To place quarterly statement of income and expenditure of Panchayat Samitis before the Zila Parishad.	-do-
9.	Section 39	To receive motion of no confidence in Pradhan or Up-Pradhan and to convene and Preside at the meeting of the Panchayat Samiti for the same	-do-

1	2	3	4
10.	Section 42(5)	To attend meetings of Zila Parishads as ex-officio Member	Statutory
11.	Section 44	To convene special meeting for co-option of members of Zila Parishad	-do-
12.	Section 49	To receive motion of no confidence in Pramukh and Up-Pramukh	-do-
13.	Section 53	To attend meetings of Sub-Committees of Zila parishad	-do-
14.	Section 59 (a)	To examine the extent of progress achieved in the execution of various schemes	-do-
15.	Section 59(b)	to co-ordinate the work of various Development Departments	-do-
16.	Section 59 (c)	To watch the proper utilisation of amounts placed at the disposal of the Panchayat Samitis	-do-
17.	Section 59 (d)	To encourage the growth of initiative and enthusiasm in Panchayats	-do-
18.	Section 66 (3)	To suspend a resolution of a Panchayat Samiti if the resolution is likely to cause danger to human life etc.	-do-
19.	Section 68	To enter and inspect immovable property etc. of Panchayat Samitis	-do-
20.	Section 69 (a)	To ensure that technical assistance is made available to Extension Officers by the connected department of the State Government	-do-
21.	Section 69 (b)	To See that adequate precautions are taken and sufficient provisions are made for the recovery and repayment of loans advanced by the State Govt. to Panchayat Samitis	-do-
22.	Section 69 (c)	To See that Panchayats and Panchayat Samitis are provided with	-do-

24. Section 69 (d)	necessary assistance in the early recovery of their dues whether as tax or on account of loans To watch and report to the State Government as to whether priorities fixed in the plans are being adhered to and the general pattern of work is in conformity with the policies laid down by the State Government or by the Central Government	Statutory
24. Rule 92 of P.A.B. Rules	To place annual account of income and expenditure of Panchayat before the State Government	Delegated
25. Rule 107 of P.A.B. Rules	To ensure that irregularities in Audit Reports are rectified	-do-

## APPENDIX XII

(Under Para 192 (33) of Chapter V)

[Powers and function of the Collector under the Rajasthan Panchayat Act, 1953, the Rajasthan Panchayat and Nyaya Panchayat (General) Rules, 1961 and Rajasthan Panchayat and Nyaya Panchayat Election Rules, 1960]

Sl. No.	Section or Rule	Nature of power & Function	Whether Statutory or Delegated
1	2	3	4
1.	Section 2 (6A)	To determine the population of Scheduled Castes/Tribes	Statutory
2.	Sec. 5 read with rule 3 & 4 of Election Rules	To delimit wards and fix number of panchas to be elected from each ward	-do-
3.	Section 8	To appoint panchas on failure of election	Delegated
4.	Sec. 9(2) read with rule 51(5) of Election Rules.	To appointment an officer to convene meeting for co-option of Panchas in the event of Sarpanch failing to call the same	Statutory
5.	Sec. 9(3) read with rules 52(2) of Election Rules.	To appoint Panchas on Panchayats in case of failure to coopt. the requisite number of Panchas	-do-
6.	Sec. 10 read with rules 6 to 8 and 12 of Election Rules	To prepare voters list	-do-
7.	Rule 36 of Election Rules	To fix a date for a election and appoint a Returning Officer to conduct the same	Delegated
8.	Rule 42 of Election Rules.	To keep proper custody of Election record for 3 years	Delegated
9.	Sec. 14 read with Rules 44 & 54(5) of Election Rules	To notify the election or appointment of Sarpanch	-do-
10.	Rule 47 of Election Rules	To order postponement of Election where considered necessary.	-do-
11.	Rule 56 of Election Rules	To appoint an officer to conduct election of Up-Sarpanch if Sarpanch fails to do so	-do-

1	2	3	4
12.	63(2)(iii) of Election Rules read with Sec. 15	To administer oath of office	Delegated
13.	Sec. 17(3) read with rule 13 of General Rules	To declare vacation of seats on failure to make prescribed oath	-do-
14.	Sec. 17(4)	To remove panchas	-do-
15.	Rule 10 of General Rules	To notify the vacation of seats u/s 17(1) to (3)	-do-
16.	Rule 10 of General Rules	On being required by the State Govt. to enquire into or cause an enquiry to be made into the allegations made under Sec. 17(1) and to make a report in the matter with his findings there in to the State Govt.	-do-
17.	Rule 20 of General Rules	Initiate preliminary enquiry on his own motion or up to the requisition of State Govt. under Sec. 17(4) against any Panch, sarpanch or Up-Sarpanch of a Panchayat or Chairman or Member of Nyaya Panchayat or to appoint any officer subordinate to him to hold such enquiry and then to report along with his recommendations to the State Govt. or to any officer or authority to whom the powers of State Government under Sec. 17(4) have been delegated	Delegated
18.	Section 18	To accept resignation of office of panch or sarpanch	
19.	Sec. 19(1) read with rule 15 of General Rules.	To receive motion of no confidence against Sarpanch or Up-Sarpanch and to convene meeting for its consideration. also appoint officer to preside at such meeting	-do-
20.	Sec. 19(2) read with rule 18 of General Rules	To accept resignation of sarpancha or Up-Sarpanch on the passing of no confidence motion	-do-

1	2	3	4
21.	Sec. 19(3) read with rule 18 of General Rules	To remove a Sarpanch or Up-sarpanch if he does not resign after a motion of no-confidence has been passed against him.	Delegated
22.	Sec. 20	To arrange for by-election	-do-
23.	Sec. 24(5)	To arrange for the cultivation of land in case of neglect of land holder on account of dispute between him and his tenant	Statutory.
24.	Sec. 24 Sub-sec. (6)	To issue necessary direction and orders from time to time to the Panchayats in regard to the measures for amelioration of the scheduled tribes and other backward classes, and in particular to the removal of untouchability.	-do-
25.	Section 27 A (1) (b)&(c) read with rule 272 of General Rules.	To call for records for the purpose of satisfying himself as to the correctness, legality and propriety of any order passed by a Panchayat Samiti in administrative matters under Sec. (26) A or otherwise or any order passed under the Panchayat Act in administrative matters by Panchayat from which no appeal lies under Section 26 A and to confirm very or rescind such order	Delegated
26.	Rule 59 of Election Rules	To call upon a Panchayat to elect a person as member of the Nyaya Panchayat as and when necessary and to appoint Returning Officer for the same	-do-
27.	Sec. 27(C)(5) read with Sec. 8.	To nominate Nyaya Panchas on Panchayats failure to elect	-do-
28.	Sec. 27 (c)(5) read with Sec. 11 and rule 61 of Election Rules, 1960	To notify the election or appointment of Nayaya Panchas	-do-

1	2	3	4
29.	Sec. 27(c)(5) read with Sec. 17(3) and rule 15 of Gen. Rules	To declare vacation of seats of members of Nyaya Panchayat if they fail to make prescribed oath	Delegated
30.	Sec. 27(c)(5) read with Sec. 18.	To accept resignation of members of Nyaya Panchayat.	-do-
31.	Sec. 27(C).	To approve the appointment of staff by Chairman of Nyaya Panchayat	-do-
32.	Rule 60 of Election Rules.	To appoint an officer as Returning Officer for the election of a Chairman of the Nyaya Panchayat	-do-
33.	Rule 64 of Election Rules	To determine the number of member of Nyaya panchayat that shall retire upon the expiry of two years term of a member and to notify the retirement in the official gazette.	-do-
34.	Rule 65 of Election Rules	To authorise any officer not below the rank of a Tehsildar to convene a meeting of Nyaya Panchayat for the purpose of determining the names of the members of the Nyaya panchayat who shall retire	-do-
35.	Rule 10(2) read with rule 18 (4) of General Rules	to notify in Gazette the name of Panch, Sarpanch or Up-Sarpanch of a panchayat or Chairman or member of a Nyaya Panchayat whose seat has been declared or becomes vacant.	-do-
36.	Section 67	To exercise the powers of controlling authority for audit of accounts of Panchayat and power to get compliance made of objections etc.	Statutory
37.	Section 72	To provided for execution of work or doing of an act which a Panchayat is empowered to execute and execution or doing of which is emergent	Delegated

1	2	3	4
38.	Section 75(1)	To prohibit execution of resolution or order of Panchayat if unlawful or likely to cause annoyance or breach of peace.	Delegated
39.	Section 77 read with rule 327(1) of General Rules.	To inspect or cause to be inspected or initiate enquiry in the affairs of a Panchayat or conduct of Panch, Sarpanch etc.	-do-
40.	Sec. 78A read with rule 335(2) of General Rules	To receive annual Administration Report from Panchayats of the district and send a consolidated report thereof to State Govt. by 15th July.	Statutory
41.	Section 80(2)	To sanction institution of suit by a Panchayat against Sarpanch or Panch	Delegated.
42.	Sec. 83(A).Sec. 83(B), Sec.83(6) Sec. 13 (D)	To requisition vehicles for conduct of election.	Statutory
43.	Rule 34 of General Rules	In case of disciplinary action against staff of Panchayat or Nyaya Panchayats to call for the relevant record and after examining the same to make such orders as he thinks fit.	Delegated.
44.	Rule 49 of General Rules	To call for a statement showing the total amount of the Provident Fund held by Panchayat or Nyaya Panchayat.	-do-
45.	Rule 161 of General Rules	To approve the appointment of Chief Officer of the Village Volunteer Force.	-do-
46.	Rule 265 of General Rules	To confirm the sale of land where the value exceeds Rs. 1000/-but does not exceed Rs. 200/-	-do-
47.	Rule 270 of General Rules	To hear appeals in respect of land against the orders of the Panchayat Samiti.	-do-

1	2	3	4
48.	Rule 275 of General Rules.	To sanction transfer of any immovable property if the value exceeds Rs. 1000/-	Delegated
49.	Rule 322 of General Rules	To sanction write off where the sum exceeds Rs. 1000/-	-do-
50.	Rules 326 of General Rules	To inspect Panchayats.	-do-
51.	Rule 335 of General Rules	To prepare a consolidated administration report for submission to the State Govt.	-do-
52.	Rule 342 of General Rules	To examine proposals for inclusion, exclusion and transfer of areas from one-Panchayat to another.	-do-

## APPENDIX XIII

(Under para 232 of Chapter V)

Statement showing the Scale of Inspections, Tours and Case Work prescribed for the Collector, Additional Collector and S.D.O.

## A INSPECTIONS

Inspecting Officer	Offices and courts to be inspected.	Number to be inspected	Orders under which prescribed
1	2	3	4
1. Collector & District Magistrate	1. Collectorates	Once in a Year (to be inspected by Additional Collector where provided otherwise by Collector.)	Cabinete Sectt. Circular No.F.1 (328) Cab/ Sectt. 60, dated the 12th August, 1961.
	2. All courts of all S.D.Os & Assistant Collectors	Once in a year	G.A.D.Order No. F 2 (60) GA/A/54, dated the 15th June, 1955.
	3. Tehsils	All once in a year. In the District where the number of Tehsils exceeds ten, the remaining Tehsils above the number may be inspected by the Additional Collector, if the Collector desires on the condition that in the next year the Tehsil inspected by the Additional Collector will be Included among the Tehsils to be inspected by the Collector.	O & M Section Order No. F. 14 (12) O&M/62, dated the 12th August, 1962.
	4. Magistrates	All once in a year..	
	5. Jails.	Quarterly	Cabinet Sectt. Circular No. F. 1 (328) Cab/Sectt./ 60, dated 12-8-61
	6. Sub-Jails	As per scale prescribed in the Rajasthan Jails Manual.	

1	2	3	4
7. Police Stations	50% in a year by rotation by district Magistrate/Addl. District Magistrate & the Sub divisional Magistrate so that during a year a Police Station is not inspected both by the S.D.M. and D.M./A.D.M.	Home(A)deptt. No. F. 15/2(15) Home/61, dated 23-4-61	
8. District Treasury	Once in a year.	Treasury manual.	
9. Panchayat Samitis	Ail at least once in a year provided that atleast six Panchayat Samitis are inspected every year	Panchayat and Dev.Deptt. No. F.Misc/Conf/DD/62/20880, dated 4-9-62.	
2. Additional Collector & Addl. District Magistrate.	1. Office of the Collector	Once in a year	Cab. Sectt. Circular No. F1 (328) Cab/Sectt./60 dt. 12-8-61.
	2. Jails/Sub-jails	As per scale prescribed for the Collector in the Rajasthan Jails Manual.	
	3. Police Stations	50% in a year by rotation by Distt. Magistrates and the Sub-Divisional Magistrates so that during a year a Police Station is not Inspected both the S.D.M. & D.M./A.D.M.	Home (A) Deptt. Order No. F1 5/2 (15) Home/A-Gr. 1/61, dt. 23-4-61
3. Sub-Divisional Officers and Sub-divisional Magistrates	1. His own office	Half yearly	O. & M. Deptt. Order No. F 14 (13) O & M/62 dt. 13-8-62.
	2. Tehsils & Sub-Tehsils	once in a year in detail and second time to ensure compliance of previous inspections of the Collector & the Sub-Divisional Officer	O. & M. Section Order No. F. 14 (13) O & M/ 62 dt. 13-8-62.

1	2	3	4
3. Land Records Work in the villages.	1. Inspect the Work of at least 24 Patwar circles every year.	O. & M. Section Order No. F. 14 (11) O& M/ 62, dt. 6-8-62.	
	2. Check Girdawari in at least 45 villages to be distributed in 24 Patwar Circles. if no Jeep is provided during Girdawari.		
4. Tehsil Revenue Record Room.	Half yearly-detailed & casual inspections Half Yearly.		
5. Collectorate.	-do-		
6. Police Stations.	50% in a year	Home (A) Deptt. No. F. 15/2 (15) Home/ 61, dated 23-4-61.	
7. Sub-Jails	All	As provided in the Rajasthan Jail Manual.	

## B. TOURS

Touring Officer	No. of touring days in a year	Remarks
	Days	Nights.
Collector	60	30
S.D.O.	80	60
		(10 days at a time in two spells during the Girdawari period vide O. & M. Order No. F.14 (3) O&M/62, dated 3-1-63)

## C. CASE WORK

Name of the Officer	No of days in a month	Appeals	Suits.	Application
	Revenue			
1. Collector where no Additional Collector is Provided.	3	12	..	..



1	2	3	4	5
2. Collector where Additional Collector is provided.	2	6	..	..
3. Additional Collector.	20	80	..	..
4. S.D.O.	10	..	10	or 30
5. Assistant Collector	10	..	10	or 30
6. Tehsildar	8	..	8	or 24
<b>Criminal</b>				
1. S.D.M.	15 cases a month			
2. Extra Magistrate	30 cases a month			

<b>APPENDIX XIV</b> <b>(Under para 232 of Chapter V)</b> <b>STATEMENT SHOWING THE SCALE</b> <b>(OFFICE-WISE) OF INSPECTIONS</b> <b>PRESCRIBED FOR THE REVENUE OFFICERS.</b>			
Offices & Courts to be inspected.	Inspecting Officer	No. to be inspected	Order under which prescribed.
1	2	3	4
1. Collec- torates.	1. Agency of the Board of Revenue	One detailed inspection of Collecto- rates and one summary- inspection of all 'A' Class Districts (once a year)	Cabinet Sectt. Order No. F. 12(16) rates Cab/61 dated 16-5-61
	2. Collectors. (Additional Collec- tors wherever provided will inspect the Coll- ectorates in place of collectors)	Once in a year	1. G.A.D. Order No. F2 (60) GA/A/54, dt. 15-6-55 2. Cabinet. Sectt. Circular No. F. 1 (328) Cab/ dt/ Sett 60 12-8-61.
	3. Office Supdt.	Once in six months the work of each official.	
	4. Officers-in-char- ge of the Sections.	Quarterly of the Sections concerned	G.A.D. Order No. F. 2(60) GA/A/54 dt. 15-6-55.
	5. Internal check party of the Board of Revenue	Once in a year (Accounts Work only.)	
	6. S.D.O. at the Headquarters.	Half yealy (Detailed).  Half yearly (casual) (Revenue Record Room only)	O& M Order No. F14 (11) O&M/62 dated 6-8-62..
2. District Treasuries.	1. Board of Revenue	All Once in a year.	Cabinet Sectt. order No. F. 12 (16) CAB/64 dated 9-6-64.

1	2	3	4
	2. Collectors.	Once in a year.	Treasury Manual para 74 and 75 and F.D. Circular No. 7607/EG/51, dated 24-11-51
	3. Internal check party of Board of Revenue	Once in a year (only departmental A/Cs.)	
	4. A.G. Office	Once in a year.	
3. Sub-Treasuries.	1. Collectors.	As per scale prescribed for the inspection of Tehsils.	
	2. S.D.Os.	-do-	
	3. Treasury officer.	Twice in a year.	
	4. Sub-Treasury Officer.	Quarterly.	
4. Tehsils and Sub-Tehsils.	1. Board of Revenue	One inspection of 1/4th of the number of Tehsils in a year.	Cabinet Sectt. Order no. F. 12 (16) Cab/ 61 dated 9-6-64.
	2. Collectores.	All-once in a year	1. G.A.D. Order No. F. 2 (60) GA/A/54 dated 15-6-55.
		in the district where the number of Tehsil exceeds 10	O&M Order No. F 14, (12)
		the remaining Tehsils above the number may be inspected by the Additional Collector if the collector so desires on the condition that in the next year the Tehsils inspected by the Additional Collector will be included among the Tehsils to be inspected by the Collector.	O& M 62 dated 13-8-62

1	2	3	4
	3. S.D.Os.	Twice in a year. Once in a year in detail and a second time to ensure compliance of previous inspections of the Collector & S.D.O.	O. & M. Order No. F. 14(13) O.&M./ 62, dated 13-8-62
	4. Tehsildar and Naib-Tehsildar	Quarterly.	G.A.D. Order No. F. 1 (60) GA/A/54 dated 15-6-55
5. Tehsils Revenue Record Room	S.D.O.	1. Half yearly (Detailed)	O. & M. Order No. F. 14 (11) O. & M./ 62 dated 6-8-62.
		2. Half yearly (Casualty)	
6. Revenue Accounts.	D.R.A.	Every Tehsil twice in a year	
7. Accounts Work receipt & Exp. side.	Internal check party of the Board of Revenue.	According to the number fixed by the Board of revenue.	
8. Registration work pertaining in to the Sub-Registrar.	Inspector of Registration	Once in year	Rule 12 of the Rajasthan Registration Rules, 1955 Vol II Chapter I
9. Office Kanungo	1. Collector	Once in a year with the inspection of Tehsil.	
	2. S.D.O.	Once in a year	
	3. Tehsildar.	Twice in a year	
	4. Naib-Tehsildar	Quarterly.	
	5. Sadar-Kanungo	Once in a year.	
10. Land records Work.			

1	2	3	4
(a) Patwari	1. Tehsildar 2. Naib-Tehsildar 3. Sadar-Kanungo. 4. Inspector Land Records	Once in a year. Once in a year. All Patwaris. in five years. Once in a year.	
(b) Work of Inspector Land Records.	1. Tehsildar. 2. Naib-Tehsildar 3. Sadar Kanungo.	Once in a year. Once in a year. Once in a year.	
(a) and (b)	S.D.O.	1. Inspect the Work of at least 24 Patwar circles every year. 2. Check Gir-dawari in at least 45 villages to be distributed in 24 Patwar circles if no jeep is provided. A large number of villages to be visited if jeep is provided. One inspection of half the number of S.D.Os & of Asstt. Collectors in a year.	O.&M. Order No. F 14 (11) O.& M/62, dated 6-8-62  Cabinet Sectt. Order No. F. 12 (16) Cab/61, dated 9-6-64.
11. Office and Courts of S. D. Os and Asstt. Collectors	1. Board of revenue 2. Collector & District Magistrate 3. S.D.O. and Asstt. Collector.	Once in a year.  Quarterly.	
12. Magisterial Courts	1. Distt. Magistrate. 2. Presiding Officer.	Once in year  Quarterly.	
13. Police Station	1. Distt. Magistrate/and the S.D.M.	50% in a year by rotation by D.M./A.D.M. and the S.D.M. so that during a	

1	2	3	4
	2. S.P./Additional S.P.	year a Police station is not inspected both by the S.D.M. & D.M./A.D.M. All police Stations to be completed over a period of two years Surprise inspections should however, continue to be made by the S.P. to the remaining 50% of the Police Stations every year. Quarterly.	Cab. Sectt. Circular No. F. 1(328) Cab. / S/ 60, dated 12-8-61.
14. A. Jails	1. Distt. Magistrate  2. Addl. Distt Magistrate the D.M. in the  3. I.G. Prisons	As per scale prescribed for  Raj. Jail Manual. (1) Twice in a year (Central jails at Jaipur & Jodhpur), (2) Once in a year (Distt. Jails.) Quarterly. Once in a month. Once in a year (Sub-Jails at Distt. head-quarters only) All Sub- Jails not located at District head-quarters-Once in a year.	
B. Sub-Jails	1. A.D.M. 2. S.D.M. 3. I.G.P.  4. I.G.P., D.I.P. Prisons and Supdt. of Jails		

## APPENDIX XV

(Under para 233 (b) of Chapter V)

### Form for Inspection of Sub-divisional Office

1. Name of Sub-Division.
2. Date of Inspection.
3. (Name/Names of the Presiding Officer/Officers during last one year) with date of posting of each officer.
4. Jurisdiction of Sub-Division (Names of Tehsils).
5. Number of villages (Tehsil-wise)
6. Number of Patwar Circles (Tehsil-wise)
7. Staff (with date of posting) against the sanctioned strength.

#### *I-Revenue case work :-*

##### *(a) Disposal of cases (during the period under review).*

S. No.	Nature of Cases	Last Bal- ance	Institution	BLANCE			
				Disposal	Below six Months	Over six Months	Over One Year old
1	2	3	4	5	6	7	8
1.	Suit.						
2.	Application Under Act.						
3.	Miscellaneous applications.						
4.	Zer Karwai files.						
5.	Munzuri Talab cases.						
6.	Total Cases.						
Total-							

- (b) Reasons of inadequate disposal (less than 10 suits or 30 applications per month).*

- (c) Reasons of disposal not pacing the institution.
- (d) Reasons of heavy last balance, if any.
- (e) Reasons of delay of cases pending over a year.
- (ii) (a) How many cases were decided on the spot ?  
(b) Reasons for inadequate spot disposal, if any.
- (iii) (a) Observations on a few case files (at least three) gone through at the time of inspection.  
(b) Reasons for frequent adjournment. Are the reasons justified ?  
(c) Is the service of Notice prompt?  
(May be checked with entry of Dak Book compared with date of order in order sheet).  
(a) Are the register prescribed for case work being maintained correctly ?  
(b) When were the registers checked by the Presiding Officer (give date) ?
- (iv) (a) Are the Malkhana articles properly arranged and not rotting due to white ants and rats or rains ?  
(b) Are any Malkhana items still pending which have been ordered to be auctioned or returned after decision of case ?  
(c) Is annual physical checking of malkhana articles done regularly ? When was it done last and with what result ?  
(d) Is the stock register of Malkhana articles properly maintained and checked ?  
(v) (a) Are the registers for copies properly maintained ?  
(b) Are copies prepared without undue delay ?

#### *II- Inspections :-*

##### *(i) By the Sub-Divisional Officer.*

	No. of Inspections	Date or dates of Inspections	Date of Inspection	Date of Compliance Report
(a) Office	Casual Detail.		Note	

- (1) Own Office.
- (2) Tehsil.
- (3) Sub-Tehsil.
- (4) Revenue Record Room
- (5) Land Records Work.

- (b) Reason for inadequate inspections.
- (c) Reasons for undue delay in drawing the Inspection Note.
- (d) Reasons for not getting timely compliance of Inspection Note.
- (e) Observations of the Inspecting Officer on a few inspection notes (at least two gone through at the time of inspection to see the quality of inspections made.)

(ii) *inspection of S.D.O.'s Office by Officers other than the Presiding Officer himself.*

- (a) Name of the Inspecting officer.      Date of Inspection.      Date of receipt of report.      Date of submission of compliance report.
- (b) Has the compliance been made without undue delay ?
- (c) Have all the items of irregularities been eliminated ?
- (d) Reasons for the lapses which are persisting.

### III-Land Records :-

- (i) Number of Patwar Circles, the work of which was inspected by the S.D.O. If this number is less than 24, what are the reasons for inadequacy.
- (ii) (a) Number of villages in which Girdawari was checked during the Girdawari Season (Kharif and Rabi separately) If this number is less than 45 spread over 24 Patwar Circle, what are the reasons for the same ?
- (b) Was the S.D.O. Provided with Jeep during Girdawari? If so, why the number of villages visited during the Girdawari season could not be much more than 45 ?
- (c) Has due regard been given that a village once checked was not checked again unless all the remaining villages under his charge had been checked ?

(This should be verified from map and tour diary).

(iii) (a) Account of Jamabandis :-

Serial No.	Tehsil	Samvat	No. of Jamabandis due for preparation.	No. of Jamabandis remained to be prepared by Patwari.	No. of remaining to be checked by I.L.R.	No. of Jamabandis remained to be checked by Revenue Officer.
1	2	3	4	5	6	7
Total						

- (b) What are the reasons for arrears ?

Give number of Jamabandies checked by the S.D.O. and the number of entries of the new Jamabandies re-tested by the S.D.O. on the field. If it is less than 20% of the entries checked by the Tehsildar and N.T., what are reasons for the inadequacy ?

- (iv) How many Current Dhalbanch and Siyah have been checked ? What are the reasons for inadequacy ?

(v) (a) Units due to be deposited.

S.No.	Samvat	Number of Units	Tehsil
-------	--------	-----------------	--------

- (b) What are the reasons for delay ?
- (iv) How many mutations were verified on the spot ?
- (vii) Number of partition cases decided.
- (viii) What is the progress in Naksha Khasra Sudhi Scheme?
  - (a) Total Number of village maps (sheets)(Tehsilwise).
  - (b) Number of maps which were out of data at the commencement of the Scheme (Tehsilwise).
  - (c) Number of maps brought upto date (Tehsilwise).
  - (d) Number of maps still out of date, shabby or torn needing replacement.
  - (e) Has the amount allotted for this purpose been utilised and if not why ?

### IV Revenue Collections :-

- (a) Examine the latest D.C.R. statement (Land Revenue Irrigation and Taccavi) as available in the S.D.O.'s the date of inspection.
- (b) Details of irrecoverable or not directly recoverable amounts viz stayed, suspended, permitted, marked to be Off on written off, adjustable etc.
- (c) What is the percentage of recovery (both arrear and current) for directly recoverable amounts ?
- (d) What are the reasons of recoverable arrears ?
- (e) What special efforts have been made to liquidate this arrear ?

- (f) Name of the Tehsil selected by the S.D.O. for over all drive. What is the percentage of recovery, both arrear and current demand ?
- (g) Number of P.D.R. and L.R. Act cases pending and the amount involved by them.
- (h) What steps have been taken to finally dispose of the amount marked to be written off ?

**V. Tours.**

**(a) Monthly statement of tours :-**

Month	Total of touring		Tour within Sub-division	
	Days	Nights	Days	Nights

- (b) What are the reasons for inadequate touring ?  
(if it is less than 80 days with 60 nights in a year).
- (c) Have tour diary and map been duly maintained ?
- (d) Is the tour planned and programme issued well in time ?
- (e) Has the tour been made in the interior or only on road side villages?
- (f) Has abstract of tour diary been sent regularly ?

**VI Office and Establishment :-**

**(i) Accounts (Expenditure) :-**

- (a) Has Cashier or Nazir furnished required Security ?
- (b) Where is cash being kept ? Is it safe ? Is it correct as per book balance ?
- (c) Is the cash book regularly checked and signed by.
- (d) Give details of balances of cash on the date of inspection.
- (e) What are the reasons for heavy cash balance, if any Examine list of outstanding Audit objections.
- (f) Examine list of Advances made out of the imprest. why these advances are not recovered or adjusted within one month ?

- (g) Upto which month reconciliation has been done ?

**(ii) Stores :**

- (a) Have separate registers been maintained for dead stock articles and consumable articles ?
- (b) Has Physical checking of the stock been done ?

**(iii) Service Books and personal files :**

- (a) Are personal files and Service Books complete ?
- (b) Is leave account complete ?
- (iv) **Fixation cases :-** Give list of cases of fixation in different Pay Scales. Why finalisation of these cases is delayed ?
- (v) **Pension cases :-** Give list of pension cases. Why disposal of these cases is delayed ?
- (vi) **Suspension and D.E.-** Give list of these cases showing date of suspension and institution of D.E. Why disposal of these cases is delayed ?

- (vii) **Files-** Are the files properly arranged, bearing page number and duly entered in the File Register ?

**VII Record :-**

- (i) Are files being sent to the District Record Room ? If so, upto what month ?
- (ii) Has weeding been done ? If so upto which year ?

**VII Record :-**

- (i) Are the following return regularly sent ? (Give date of despatch ).
- (a) Monthly.
- (b) Quarterly.
- (c) Half-yearly.
- (d) Annually.

- (ii) What is the reason of delay ?

- (iii) Is the check register for returns properly kept ?

**IX Registers :-**

- (a) Are all the registers, leaving those whose mention has come above, properly maintained and upto-date;
- (b) Are these checked by the Presiding Officer ?  
When was the last checking done ?

## APPENDIX XVI

(Under para 235 of Chapter V)

### Instructions regarding Inspection of Collectorates.

1. Date of inspection.
2. Name of Presiding Officers, (Name/ Names of the District Officer/s be given and the period during which they held charge be indicated.)

3. **Previous inspections :** Collectorates are inspected by the following officers. Statistical information should be given as :-

Name of the officer who inspected	Scale of inspected	Date of inspection	Wheather inspections adequate or inadequate	Date on which compliance reported
1	2	3	4	5
1. Chairman, Board of revenue.	Once a year.			
2. Collectors & District Magistrates.	-do-			
3. Addl. Collectors & District Magistrates.	-do-			
4. Officers incharge.	Quarterly			
5. Office Supdt.	Halfyerly			

4. **Observations-** A few inspection reports should be picked up for test checking and it should be examined whether the inspecting officer has conducted the inspection intelligently and in sufficient detail.

5. **Compliance reports of previous inspections.** -A few items from the inspection reports should be picked up to ascertain that the defects and deficiencies pointed out have actually been

removed. All points remaining uncomplied within the previous reports should be brought forward in the inspections report and responsibility fixed on the individuals concerned for non compliance. It may also be examined whether the procedure of check up and follow up action with regard to the inspections carried out by the officers to remove the defects has been adopod. A separate file should be opened for every inspection note and a file index (Sarwarq) and "order sheet" should be put on all inspections notes where further action calling for explanation or compliance reports is indicated. The entries regarding directions issued to be put up on the order sheet on fixed dates. Another date may be given on the order sheet if no compliance is received and thus the file in this manner would be kept pending till all the deficiencies pointed out in the inspection note are removed.

### 6. Inspections conducted by the Collector and addl. Collector of the offices and courts during the Calendar year :-

The Collector and the Addl. Collector are required to inspect the following offices and courts according to the scale noted against each.

Inspecting Officer	Offices and courts	Scale fixed
1	2	3
1. Collector & District Magistrate	1. Collectorate	Once in a year (to be in spected by Addl. Collector wherever provid-ed)
	2. All Courts of S.D.O. & Asstt. Collectors.	Once in a year
	3. Tehsils	All once in a year. In the Districts where the number of tehsils exceeds ten, the remaining tehsils above the number may be inspected by the addl. Collector if the Collector desires on the condition that in the next year the tehsils inspected by the Addl. Collector will be included among the tehsils to be inspected by the Collector.
	4. Magistrates.	All once in a year.
	5. jails	Quarterly.

1	2	3
	6. Sub-Jails	As per scale prescribed in the Rajasthan Jail Manual.
	7. Police Stations.	50% in a year by rotation by Distt. Magistrate/ Addl. Distt. Magistrate and the Sub-Divisional Magistrate so that during a year a Police Station is not inspected both by the S.D.M. and D.M./A.D.M.
	8. District Treasury.	Once in a year.
	9. Panchayat Samitis.	All at least once in two year provided that at least 6 Panchayat Samitis are inspected every year.
2. Additional Collector & Addl. District Magistrate	1. Office of the Collector.	once in a year.
	2. Jails & Sub-Jails.	As per scale prescribed for the Collector in Rajasthan Jail Manual.
	3. Police Stations.	50% in a year by rotation by Distt. Magistrate/Addl. Distt. Magistrate & Sub Divisional Magistrate so that during a year a Police Station is not inspected both by the S.D.M. & D.M./A.D.M.

#### Observations :-

It should be examined whether the inspections conducted by both the officers are adequate or inadequate. A few inspection reports may be examined to see that all important points have been gone into detail by the inspecting officers and that the quality of the inspection notes were upto the mark. Another important point which should also receive attention of the Inspecting Officer is the inspections conducted by other subordinate officers in the District. It should be examined whether important items in the inspection reports of officers have received prompt and careful disposal in the district office. The Collector should draw a regular programme in advance of inspections for all the officers so that inspections by the officers are properly spaced. This point should receive particular attention of the Inspecting Officer.

8. *Tours*. - Collectors are required to be on tour for 60 days in a year. The inspecting officer should examine that the

touring done by the Collector was adequate and that night halts were also made by him as required under rules.

9. *Distribution of work amongst the officers incharge* :- Every officer incharge is required to inspect the work of all Sections allotted to him at least once in every quarter. It is to be seen that the officer incharges have adhered to this scale and that the deficiencies pointed out by them have been removed.

10. *Case work (Revenue)* - The position of the revenue case work as it stands on the date of inspection should be given under the following headings :-

Previous balance	Instituted during the current year	Total Disposal	Balance as on the date of inspection.
------------------	------------------------------------	----------------	---------------------------------------

The following number of days and cases are fixed by the Government :-

Name of the officer.	No. of days in a months	No. of appeals to be disposed off
1. Collector (where no Addl. Collector is provided).	3	12
2. Collector (where Addl. Collectro is provided.)	2	6
3. Addl. Collector.	20	80

The inspecting officer in the first instance should see that every court functions in accordance with the prescribed scale as given above. Reasons for the non adherence of this scale may be clearly stated while examining the case work files. The inspecting officer should assess the competence of the presiding officer to handle the case work. Day to day orders on the order sheet of the case files pending over a years may be studies with a view to examine whether delay has occurred due to ignorance of procedure or framing of improper issue, grant of unnecessary adjournments and inordinate delay in delivering judgments. A few registers should be examined to see that entries in them have been posted up-to-date and that monthly abstracts have been prepared.

11. *Copying work* - It should be examined that the procedure, as laid down by the Government vide their letter No. D 382060/F 9 (24) Rev. (D) 60, dated the 9th May, 60-in respect of supply of copies in time, is followed and a note, if inordinate delay in delivering copies is observed, should be given.



12. *District Revenue Accountant:-* (1) Land Revenue Demand and Collection Registers :- Whether complete record of land revenue demand and its collection is maintained by him specially the Khatuni Malguzari register. The following registers should be maintained in the District :-

- (1) Register of Compilation of 9-Land Revenue Demand, Collection and Balance.
- (2) Register of Realisation of Interest on Land Revenue Arrear Demands.
- (3) Register of cases under Public Demand Recovery Act.

All the above registers should be examined thoroughly by the inspecting officer to see that these are posted up-to-date.

(2) *Reconciliation of collections:-* Whether regular reconciliation is being made with the Treasury figures.

(3) *Record of taccavi loans :-* Whether complete record as provided in the rules is maintained in respect of taccavi loans advanced to the Agriculturist before 2nd October, 59.

(4) *Periodical returns :-* Whether any chart and check register for periodical returns is maintained and whether the returns are submitted on due dates.

(5) *Demand and collections-*The position of demand, collection and balance of land revenue of the District should be given as below :

DEMAND			COLLECTION			BALANCE		
Arrears	Current	Total	Arrears	Current	Total	Arrears	Current	Total

The inspecting officer while examining the above position should see whether any instructions to the subordinate revenue officers were issued by the Collector to make efforts to recover the arrears as well as current demand outstanding if there be any and whether any action was taken by him against the delinquents.

The next important point which should receive attention of the inspecting officer is the fixing up of the revenue demand of the District, whether kistbandies are received regularly from the Tehsils and that proper action is taken in the district office to fix up the demand.

(6) *Inspections by the District Revenue Accountant :-*The District Revenue Accountant is required to inspect, at least twice a year, the tehsil revenue accounts after each collection. It is to be seen whether inspections conducted by him were adequate or not. A few inspection notes of the District Revenue Accountant should be picked up to see whether the inspection reports contain a mention of the following main points:-

1. Comparison of the demand entries of the village khatuni with the Khata bandi statement
2. Whether the District Revenue Accountant has checked 50% of the entries relating to the recoveries shown in the Khatuni with Dakhila and Day Book.
3. Whether he has checked a good number of Dakhila with Arz Irsals.

13. *Accounts Work (Expenditure side):-* (1) Whether the Cashier has furnished the required security.

(2) Details of the cash balances as per cash book both departmental and general as it was found on the day of inspection should be given. The total cash balance should be tallied with the entry disclosed in the cash book by actual counting.

(3) Whether the cash book is regularly checked and signed by the Collector or the Officer incharge. A few entries in the cash book should be checked to ensure that the entries of challans are initialled in the cash book after going through the receipt copies of the challans and that cash receipts have been verified with original receipt issued by the cashier.

(4) Whether the Collector or the Officer Incharge verified the cash balance every month by actual count.

(5) That no heavy amounts have been allowed to remain in the single lock with the cashier and that necessary action was taken to disburse the amount to the persons concerned.

(6) Whether any efforts have been made to clear off the outstanding audit objections and inspection report. A number of such objections and outstanding paras should be given and

date should be fixed by the inspecting officer by which all these objections and outstanding paras be cleared off.

(14) *Budget* It should be examined that the District Officer is taking every step to have control over the expenditure in respect of the budget allotments made to the subordinate officers. It may be examined that grants have been noted in the appropriate columns of the various registers and that progressive totals have been given.

15. *Nazarat or the Malkhana* :-The Nazir of the District office has custody of the property whether confiscated or unclaimed or attached in criminal cases and the like. It should be examined whether the prescribed registers are maintained by the nazir as required under Rule 174 of the Genral (Criminal) Rules. etc. The Nazir is also the custodian of the dead stock articles and consumable articles received in the District Office. Separate register for these are also to be maintained by him.

The inspecting officer should lay stress on the following points :-

- (1) Whether all the registers are properly maintained by the Nazir and balances of the previous year have been brought forward in the new malkhana register opened for the current year.
- (2) Whether articles pertaining to decided cases have been disposed of. The inspecting officer should not merely satisfy himself on the usual version of the Nazir that action will be taken for the disposal of the property in question after the relevant case files are made available to him. The Inspecting officer will give necessary instruction in this behalf to all concerned for the disposal of the articles within a suitable time limit,

16. *Suspension and Departmental Enquiry cases*:-The following statistical information may be given in respect of the entire District staff including Land Records staff :-

- (1) Name of the suspended official.
- (2) Date of suspension.
- (3) Stage of the case.

(4) Subsistence allowance-whether paid or not.

(5) Reasons for delay may be examined.

The files of old pending cases should be examined to assess reasons for delay in the final disposal of the cases. It may also be examined to see that efforts have been made to stick to the calendar fixed by the Government to deal with these cases.

17. *Fixation Cases*:-Names of the officials in the district who have not been fixed both in the U.P.S. and R.P.S. may be given and a few files of the individuals be examined to ascertain reasons for the delay.

18. *Pension Cases*-Name wise list of the officials whose cases are pending should be given with date of retirement. It may clearly be stated whether any case was delayed because of any delay in initiating action for parpation of pension papers, any other reasons of delay may also be given.

19. *Service Books and Service Rolls*. - Some service books and service rolls should be examined to see that these are complete and posted up-to-date. A service book cannot be called complete or properly maintained unless it bears the following entries which should invariably be made and the inspecting officer should check them thoroughly :-

- (1) Privilege leave account.
- (2) Annual Grade-increment.
- (3) Annual verification and certificate required to be given by the presiding officer under Article 66 of R.S.R.
- (4) Collection of information in the prescribed proforma to the effect that the service book has been shown to the individual.
- (5) Verification of the date of birth.

20. *Government litigation in Civil Courts*.-Inspecting Officer should see that necessary register, as prescribed under Para 208 of the law and Judicial Department Manual, are properly maintained and that the procedure laid down therein for the disposal of these cases is correctly followed. Instances may be quoted wherein this procedure was not followed.

21. *Public Demand Recovery cases*- It should be examined whether proper record of the recoveries, both under the

P.D.R. Act (Public Demand Recovery Act) and the Indian Recovery Act maintained separately in the District Offices. As S.D.Os. have been empowered to take action under the Public Demand Recovery Act, generally the Distt. Office remains busy in the compilation of the statements received from the S.D.Os and no action is taken to watch the recovery, the inspecting officer should examine a few cases to see that proper control is exercised in the Distt. office to watch the recoveries. He may suggest remedies in this behalf.

22. *Land Records work* :- Besides examining the various registers maintained by the Sadar Kanungo, the following main points should receive proper attention of the inspecting Officer:-

(1) *Jamabandis*-The position of jamabandis of the District may be ascertained and narrated in brief in respect of every tehsil on the following points.

(i) No. of jamabandis to be prepared upto date\_\_\_\_\_

(ii) No. of jamabandis already prepared

(iii) Jamabandis remained to be prepared

(2) *Inspections by the Sadar Kanungo*-Statistical information about the number of inspectors and number of patwaris whose work was inspected by the Sadar Kanungo. The inspecting officer should see whether the inspections of the Sadar Kanungo were adequate or inadequate according to the scale of inspections prescribed under Rule 319 of the Rajasthan Land Revenue (Land Records) Rules, 1957.

(3) *Tours under taken by the Sadar Kanungo*- It may clearly be stated as to how many days and nights were spent by the Sadar Kanungo and whether the touring done by him was adequate or inadequate according to the scale prescribed under Rule 321 of the Rajasthan Land Revenue (Land Records) Rules, 1957.

(4) *Circle Maps*:- Whether circle maps, as required under Rule 322 of the Rajasthan Land Revenue (Land Records) Rules 1957, are kept by the Sadar Kanungo and whether the date of inspection is marked on them.

(5) *Periodical returns and statements* :- Whether a regular chart and check register for the returns is maintained and whether all the returns have been despatched to the quarters concerned on due dates. Reasons for delay may be ascertained and remedies suggested.

23. *District Records Room*:-

(1) Whether files are being received regularly both from the Revenue and Criminal Courts in the District and if not action taken by the District Officer in this behalf may be stated;

(2) A few files from the 'Bastas' should be picked up by the inspecting officer to see the manner in which the compilation of the files has been made by the clerks concerned of the respective courts and offices.

(3) Register of Goshwara should be examined to ascertain that files have been taken on the Goshwara and that village Goshwara number is given on the index.

(4) Whether the arrangement of files in the District Record Room is in accordance with the procedure laid down in the District Manual.

(5) Whether requisition slips received from the courts and offices are placed in the bundles in place of the files issued from the Record Room.

(6) Whether requisition slips received from the courts and which were sent to the Courts and offices on their requisition and which have since been not received in the Record Room.

(7) Whether weeding of files is done and if so the average number of files destroyed and arranged by each weeding clerk, may be mentioned.

24. *General*.-A general survey about the working of the District Office should be given. It may also be indicated in this note as to how far the officers and officials have shown initiative and responsibility in discharging the duties assigned to them.

## APPENDIX XVII

(Under para 236 of Chapter V)

*Pro-forma of Inspection Report by Office Superintendent*

Inspection Report of ..... Section/ Office

for the month of ..... 196

1. Date of inspection .....
2. Date of last inspection .....
3. Name of the Section Incharge  
(If any).....
4. Whether compliance made in full as regards points raised in the last inspection report, if not, reasons, to be stated, in brief, in an attached statement, in respect of items to be complied with.

1. Sanctioned and actual strength of the Section/Office.

(a)

1. Section Incharge .....
2. U.D.Cs .....
3. L.D.Cs .....
4. Class IV servants .....

(b) Reasons for shortage, if any .....

2. Distribution of work among clerks :-

S.No. .... Name ..... Nature of duties performed in brief

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....

3. Work Load.

(a) Receipt

1. Average number of papers received per day (on the basis of the receipts during the last one year or so.)

2. Number of papers pending for registration at the time of inspection.....
3. Number of papers lying un-registered for more than two days of their receipt .....
4. Reasons in respect of item No. 3.....
5. Number of papers lying for delivery in Section.....
6. Number of papers lying un-delivered for the last two days.
7. Reasons in respect of item No. 6 .....
8. Whether brief contents are properly recorded in the Receipt Register ? (Few items to be checked and observations to be recorded) .....
9. Whether delivery or Memo Book for delivery of papers is properly maintained .....
10. Whether papers are diarised and delivered in records the same day generally ? (Few items to be checked and observations recorded) .....

(b) Issue

1. Average number of papers issued per day (on the basis of issues during the last one year or so).....

2. Whether file No. is invariably noted in papers issued ? (Few files to be checked and observations recorded) .....

3. Number of papers lying to be entered in Issue register for over two days .....

4. Reasons in respect of item No. three.

(c) Despatch

1. Number of papers lying for despatch .....

2. Number of papers lying un-despatched for over two days.

3. Reasons in respect of item No. 2 .....

4. Whether Service postage stamps Register is properly maintained (Few items to be checked and observations recorded) .....

(d) Dealing Clerks/Record-keepers.

1. Name.....

2. Subjects dealt with .....

3. Average number of papers received daily (on the basis of receipts during the last one year or so) .....
4. Number of papers to be dealt with at the time of inspection .....
5. Number of papers lying un-dealt with for more than three days from the date of receipt .....
6. Reasons in respect of item No. 5 .....
7. Whether papers dealt with and submitted promptly (Few items of the Dealing Clerks Diary to be seen and observations recorded).....
8. Whether the postings in the Dealing Clerks Diary are up-to-date (Few items to be checked and observations to be recorded).....
9. Are the files opened under appropriate heads and given correct subject ? (Few files to be checked and observations recorded).....
10. Are the papers, file register, etc, kept neatly and properly arranged or are they in a shabby and disorderly state ?
11. Is the old record (closed files and registers kept distinct from the current record and is it properly arranged ?
12. Is the Register of pending files for issue of timely reminders properly maintained ? (Few items to be checked and observations recorded).
13. Are the files properly and neatly kept.
  - (i) Are papers arranged in chronological order.
  - (ii) In case of bulky files, is the file divided into parts.
  - (iii) Are pages serially numbered ?
  - (iv) Are rough notes, cancelled and superseded drafts retained on the file or weeded out ?
  - (v) Is noting brief and to the point ?
14. *Case study:-* About six files per dealing clerk may be picked up at random for case study purposes. The following points should be mainly studied and remedies proposed to remove the deficiencies noticed :-
  - (i) Whether any references, precedents or rules required for the disposal of the case, were duly

put up by the dealing clerk or these have to be called for later.

- (ii) Total time taken in the disposal of the case various stages to be studied from the date of receipt to the date of issue of letter. Delays at all levels, if there be any, to be pointed out
- (iii) Whether the case was thoroughly understood by the dealing clerk to avoid piece meal queries or references.
- (iv) Any other points noticed by him

#### 15 *Registers :-*

- (a) What are the register which should be maintained but are not maintained.
- (b) State with regard to each register whether or not the entries :-
  - (i) Up-to-date
  - (ii) Correct, and
  - (iii) Neatly made.

#### 16. *Returns Received :-*

- (a) What are the returns received and dealt with by the Clerk?
- (b) Are there any prescribed returns which should be received but are not being received ?
- (c) Is a register showing dates of receipt in respect of each kind of return maintained (Control Chart) ?
  - (i) Are entries up-to-date?
  - (ii) Are returns generally received in time ?
  - (iii) Are reminders promptly issued in cases of delay or default ?
- (d) Are returns received and kept in proper files ?
  - (i) How are the files maintained ? Are these office wise, department-wise or are these monthly or periodical files for entire district.

#### 17. *Returns prepared and submitted :-*

- (A) What consolidated returns are prepared ?
  - (i) for perusal of the Collector or officer ;

(ii) for submission to Government etc.

(B) Has the clerk got with him a list of returns to be prepared and submitted ?

(C) Are these returns prepared and submitted in due time ?  
What is the usual gap between the submission of the consolidated return and the close of the period to which it relates.

(i) In case of weekly returns.

(ii) In case of fortnightly returns.

(iii) In case of monthly returns.

(iv) In case of quarterly returns.

(v) In case of half yearly returns.

(vi) In case of annual returns.

18. *Old Record :-*

(a) Are closed files regularly consigned to the Records Office.

(b) Whether the classification is properly recorded on the files sent to Records Office.

## APPENDIX XVIII

(Under para 321 of Chapter V)

### INSTRUCTIONS FOR THE INSPECTION OF THE WORK OF OFFICE QUNUNGO, INSPECTOR LAND RECORDS AND PATWARIS BY THE SADAR QUNUNGO.

#### 1 OFFICE QANUNGO

1. Date of Inspection :-

(a) Name and date from which the Office Qanungo is holding the post in the Tehsil.

(b) Names of the Inspectors Land Records with the date from which the individual is holding the charge.

(c) Number of Patwaris in the Tehsils Position to be stated according to revised Halqabandi.

2. *Previous Inspections and their compliance :-* Points which remained uncomplied with should be given and reasons for the uncompliance be stated. Dates be fixed by which compliance be reported.

3. (a) Programme of Jamabandi :-

Whether sanctioned by the Collector and if so, the period for which sancioned be stated.

(b) Progress of jamabandi work to be given in the following proforma :-

Samvat	Total No. of. Jamabandies required to be prepared.	No. of. Jamabandies prepared	No. of Jama- bandies deposited in the records.	Balance	Ramarks
1	2	3	4	5	6
2012					
2013					
2014					
2015					

(c) Observations of the Sadar Qanungo about the preparation of Jamabandies (year-wies) :-

(i) St. 2012

(ii) St. 2013

(iii) St 2014

(iv) St 2015

(d) Test-checking of Jamabandies of some villages deposited with the Office Qanungo and observations of Sadar Qanungo on each such jamabandi be made particularly on the following points :-

(i) Whether the particular Jamabandi inspected by him was thoroughly checked by the Inspector Land Records and the Tehsildar according to rules. The dates of this checking be also mentioned.

(ii) Checking of certain Khatas of Jamabandi with Khasra numbers and result thereof.

4. Position of Mutation cases both decided and undecided. whether statement of Mutation fees as required under Rule 245 of the Rajasthan Land Revenue (Land Records) Rules, 1957, is prepared by him and sent to the Tehsil Revenue Accountant.

5. Maintenance of Service Books and Service Rolls Whether complete. The following points should receive special attention :-

(i) Entries about privilege leave.

(ii) Entries about annual grade-increment.

(iii) Annual verification with the Salary Bill.

(iv) Whether the Service Books have been shown to the individuals concerned and the information collected in the prescribed proforma, as required under the rules.

(v) Whether the date of birth has been verified according to Rules.

6. Position of fixation cases in the Unified Pay Scales and Rationalised Pay Scales.

7. Position of pension cases.

8. Tour-Programmes of the Inspector Land Records whether date-wise programme of tours is received in the Tehsil, as required under rule 180.

9. Whether Patwaris reside in their Halqas Names of the defaulters be given along with reason for their non-stay.

10. Registers maintained by the Office Qanungo-Whether these are complete. Incomplete registers be taken up and the deficiencies be pointed out.

11. *General*- General condition of the work. Points in brief on which compliance is required should be narrated and dates be fixed by which compliance is to be reported to the District Office.

## II-INSPECTOR LAND RECORDS

1. Name and date from which the Inspector Land Record is holding the permanent post (Circle number should be given).

2. Number of patwaris and number of villages in the circles under the charge of the Inspector Land Records (Patwariwise)

3. *Previous Inspectios and their compliance* :-

Points which remained uncomplied with should be given and reasons for the non-compliance be stated. Dates be fixed by which compliance should be reported.

4. Present and future programme of Jamabandies in respect of each circle under the charge of the Inspector Land Records Reasons for delay in the preparation of Jamabandies, if there be any, may be ascertained and responsibility fixed.

5. *Mutation* -(1) Whether these have been verified by the Inspector Land Records.

(2) Whether these (decided Mutations) have been shown in the Jamabandies.

(3) Whether the Mutation cases were submitted before the Panchayats and whether the cases, which were not decided by the Panchayats within a period of three weeks, were brought to the notice of the S.D.O. concerned to enable him to issue necessary orders on these undecided cases.

6. *Records* - Action taken by the Inspector Land Records to see that the Patwaris under his charge deposited all records in the Tehsils.

Not taken by the Inspector. Land records which suppose to be there do not reside in their files.

Land records are programmed and submitted to the office by the Inspector and the diary is maintained in accordance with the programme. If not, reasons be entered into the diary.

9. Whether diaries are submitted in time. A few diaries be examined and discrepancies, if any may be narrated.

10. Checking work done by the Inspector, Land Records : Records of some particular circle be picked up to have a test checking of the work done.

(i) Dates on which the checking of the following was done:-

(a) Verification of Mutations.

(b) Checking of Gast Girdawari (Kharif, Rabi & Zaid).

(c) Checking of Dhal Banch.

(d) Checking of Shiahah Receipts.

(ii) Whether the Inspector has given a note of these checkings and verification in the diaries of the Patwaris and whether the Patwaris have complied with these instructions of the Inspector, Land Records.

(iii) Discrepancies, if any in the above checkings be stated in brief for every items and suggestions made by the Sadar Qanungo.

11. Examination of the Khasras of one or two villages Sadar Qanungo may examine a few entries and satisfy that the inspector has inspected the required percentage of Khasra numbers. He may check it with his diary.

(i) *Khasra No.*:- Whether Columns No. 16, 24, & 32 have been left blank ? In these column "Kharif Badastoor" or "Rabi Badastoor" may be entered, as the case may be; otherwise name of the cultivator along with the name of his father with Lagan should be entered. But in no these columns be left blank.

*Numbers registend*

(1) Khasra No. \_\_\_\_\_

(2) Khasra No. \_\_\_\_\_

(3) Khasra No. \_\_\_\_\_

(ii) The following points should receive special consideration while examining the Khasras :-

(1) Whether date of gast girdawari has been entered.

(2) Whether the new Khasra contains entries of Shikmies in column No. 6 in accordance with the entries made in the Old Khasra.

(3) Whether Jinswara have been entered.

12. *Checking of jamabandies* : (1) Whether the Inspector moved on tour to see that the Patwaris were properly preparing the jamabandies and whether he has tested the entries ? The Sadar Qanungo should check a few entries in the Jamabandies to see that the rent for the cash rented crops was calculated accurately and that the entries of un-occupied area were correctly made in the jamabandi.

(2) In the case of new Khasra, the Sadar Qanungo should see that the Inspector has compared the new Jamabandi with the old one, particularly those Khasra numbers which have gone some changes. It is the responsibility of the Inspector to see that the new Jamabandi has been prepared in accordance with the old one, subject to the changes and mutations sanctioned and approved. The Sadar Qanungo should see that the Inspector has performed this important duty.

13. *Checking of Siyaha*:- Some Siyahas should be examined to see that the Inspector has checked the Siyahas during collection months and that he has tested the entries made in the Siyahas with the Dhal Banch and the Receipt Book. The Sadar Qanungo should verify that the Inspector has signed on the tested receipts.

14. *Checking of Dhal Banch* - Whether the Inspector has checked the Dhal Banch with the Jamabandi, the Mutation register and the Dhal Banch of the previous year and whether he has signed it in token of his testimony.

15. *Maps*:- Whether Inspector has taken suitable action to see that the village maps with the Patwaris are properly maintained and that all corrections have been incorporated therein and



whether the Inspector has made corresponding changes in the copy of the village maps kept by the Office Qanungo at the end of each year.

16. **Mutation:-** The Sadar Qanungo should examine the Mutation register of any village and should set that-

- (1) Whether the Inspector has given a note of the comparison and checking in the Parat Foil and Parat Counterfoil.
- (2) Observation about the entries in respect of few mutations.

17. **General :-** Tours undertaken by the Inspector, number of days spent in checking work and for other miscellaneous work.

### III-PATWARIS

1. Name of the Patwari and the date of his posting in the Circle.
2. Number and names of villages included in the Circle.
3. Whether the Patwari resides in the Circle.
4. Whether the Settlement records in respect of each village was received and whether the demand was fixed in accordance with it.
5. Condition of village maps-Whether Tarmim has been made in them.
6. Dairy of Events - Whether filled in, according to rules and does not contain superfluous entries. The important point which should be noted in this diary are as under :-

- (1) Rainfall in inches and its effect on the crops.
- (2) Date of despatch of the Jinswar and signature of the Girdawar against it.
- (3) Entry of the Mutation fees which should be deposited after 15th June.
- (4) Programme of gast girdawari and its intimation to Sarpanchas and Panchas and their signature on it. Besides signature of the Patel and the Sarpanch or Panch who accompany during gast days should also be obtained in it. Separate list of Khasra numbers

having any change in crop or revenue should be prepared in it.

(5) Monthly goshwara after every crop.

7. **Daily Diary of the Patwari :-** Every column of it should be thoroughly checked and discrepancies noted should be stated. It should be minutely scrutinised whether the diary contain any false entries.

8. Whether the register of Forms is maintained and whether forms received from the Tehsil have been entered in it.

9. Whether the register for records is maintained and whether the record has been deposited in the Tehsil and acknowledged by the Office Qanungo. Reasons for the non-deposit of records should be ascertained and time fixed for its deposit.

10. **Register of Survey instruments:-** Whether all entries made and whether the patwari got complete set of instruments.

11. **Order Book:-** Whether entries in respect of every order has been made and whether the Office Qanungo has signed in Column No. 5 When Patwar is come to Tehsil Headquarters to attend the monthly meetings, all orders and instructions conveyed by the Office Qanungo should be got entered in it and duly signed by the Office Qanungo.

12. Whether the list of the Mutation fee has been sent to the Office Qanungo on the 15th June or thereafter.

13. Whether entries of Mutations in respect of every village have been made as required under Section 15 & 19 of the Rajasthan Tenancy Act, 1955 and whether undecided cases were submitted to the panchayats regularly. The Sadar Qanungo should satisfy that the patwari has made regular entries to this effect in his Diary of Events and that the fact has been duly verified by the panchayats. A few mutations attested by the Tehsildar or the Naib-Tehsildar should be examined and observations recorded.

14. Programme of Jamabandi:

St. 2012

St. 2013

St. 2014

St. 2015

St. 2016

- (1) Whether the Patwari has prepared the jamabandies of all villages according to the above programme and if not details be given with reasons.
- (2) Whether the Jamabandies were checked by the Inspector and the Revenue Officers and if so, to what extent.
- (3) Whether the Jamabandies have been deposited in the Tehsils with the Office Qanungo and if so, of which years.
- (4) Sadar Qanungo may himself check one or two Jamabandies of any village and record his observations for this checking. A few Khatas should also be checked with entries in the Khasra by the Sadar Qanungo and the observations recorded. During the observations, the Sadar Qanungo should also point out the correct procedure for the irregularities noticed by him.

15. Dhal Banch, Shiya and Receipt Book :- Any village may be picked up for test checking. Entries of a few Khatas be tallied and observations noted.

16. Realisation :- Details about the demand and realisations both against the current and arrears be obtained and reasons be ascertained if realisation has fallen.

17. General Condition of work of the Patwari: Whether he got proper guidance from the Inspector and the Revenue Officers.

## APPENDIX XIX

(Under para 326 of Chapter V)

### List of Books for the District Library.

1. Rajasthan Service Rules with its amendments.
2. General Financial & Accounts Rules.
3. Treasury Manual.
4. Budget Manual.
5. Accounts Code.
6. Unified Pay Scale Rules.
7. Rationalised Pay Scale Rules.
8. A Hand Book of Instructions to Accountant & Cashiers.
9. Rajasthan Classification, control & Appeal Rules.
10. Rajasthan Government Servants and Pensioners Conduct Rules.
11. Rajasthan Subordinate Offices Ministerial Staff Rules.
12. A Brochur of Pension.
13. Rajasthan Government Servants Insurance Rules.
14. Accounts Guide
15. Rajasthan Land Taccavi Rules.
16. District Manual Parts I & II
17. Rajasthan Municipalities Act, 1959.
18. Rajasthan Municipalities Election Order, 1960.
19. Rajasthan Municipal Board's Chairman & vice Chairman and Municipal Council's President And vice-president's (Election Rules). 1950.
20. Rajasthan Municipalities (Appointment of Members/ Councillors by Co-option) Order, 1959.
21. Rajasthan Panchayat Samitis & Zila Parishads Act, 1959.
22. Panchayat Samitis & Zila Parishads (Class IV) Service Rules.
23. Rajasthan Panchayat Samitis and Zila Parishads Service Rules 1959.
24. Rajasthan Panchayat Samitis and zila Parishads Financial Accounts and Budget Rules, 1950.
25. Rajasthan Panchayat and nayaya panchayat (General) Rules, 1951.
26. Rajasthan Panchayat Samitis & Zila Parishads (Pradhan. Up-Pradhan, Pramukh and Up-Pramukh Election) Rules, 1959.

27. Rajasthan Panchayat Samitis & Zila Parishad (Conduct of Business) Rules, 1959.
28. Hand Book on Panchayat Raj (Vol. II).
29. Rajasthan Panchayat Act.
30. Rajasthan Panchayat Election Rules, 1960.
31. Rajasthan Town Urban Improvement Trust Act, 1950.
32. A Hand Book of Instruction on Low Income Group Housing Scheme.
33. Instructions on Middle Group Housing Scheme.
34. Ancient Monuments and Archeaological Sites and Remains Act, 1959.
35. Rajasthan Petition Writers Rules, 1954.
36. Rajasthan Tenancy Act.
37. Rajasthan Tenancy Government Rules.
38. Rajasthan Tenancy Board of Revenue Rules.
39. Rajasthan Land Revenue Act.
40. Rules framed under Land Revenue Act.
41. The Rajasthan Land Revenue(Partition) Rules, 1957.
42. The Rajasthan Land Revenue (Settlement Operations) (Board of Reveune) Rules 1957.
43. The Rajasthan Government L.R.(Survey Records and Settlement)Rules, 1959
44. The Rajasthan L.R. (Land Records) Rules, 1957.
45. The Rajasthan L.R. (Allotment of Land for Agriculture Purposes) Rules 1957.
46. The Rajasthan L.R. (Sale of Land in Mandies) Rules, 1957.
47. The Rajasthan L.R. (Allotment of Land to Gaushalas)Rules, 1957.
48. The Rajasthan L.R.(Lambardars)Rules, 1958.
49. The Rajasthan L.R. (Duties of Tehsildars & Naib Tehsildars) Rules, 1958
50. The Rajasthan L.R.(Payments Credits, Refur.ds & Recoveries) Rules,1958 (With amendments).
51. The Rajasthan L.R. (Allotment of Land to Dairy & Poultry Farms)Rules, 1958.
52. The Rajasthan L.R. (Partition of Estates)(Board of Revenue)Rules, 1958.
53. The Rajasthan L.R. (Surcharge)Rules, 1960.
54. Rajasthan Land Utilisation Act.
55. Rules framed under Land Utilisation Act.
56. Rajasthan Bhoodan Act.
57. Rajasthan Grammodan Act, 1960.

58. Rajasthan Grammodan Rules, 1960
59. Rajasthan Religious Places and Buildings Act.
60. Rajasthan Religious Places and Buildings Rules.
61. Rajasthan Escheat of Property Act.
62. Rajasthan Escheat of Property Rules.
63. Land Reforms & Resumption of Jagir Act.
64. Land Reforms & Resumption of Jagir rules
65. Abolition of Zamindari & Biswadari Act.
66. Abolition of Zamindari & Biswadari Rules.
67. Rajasthan Stamps Rules.
68. Indian Stamp Act.
69. Rajasthan Stamp Law Adoption Act,
70. Indian Registration Act.
71. Rajasthan Registration Rules.
72. Indian Court Fee Act.
73. Rajasthan Court Fee Act.
74. Indian Treasure Trove Act.
75. Rajasthan Treasure Trove Rules.
76. Rajasthan Famine Code.
77. Rules regarding Grant of Licenses to Document Writers.
78. Rules regarding enquiry in Pauper cases.
79. Rules regarding grant of aid to fire sufferers.
80. Emergency Relief Organisation Scheme (Hand Book I)
81. Rules regarding managment and control of Forest Growth.
82. Revenue Courts Manual.
83. Land Acquisition Act.
84. Rajasthan Relief of Agr. Rules.
85. Indian Penal Code.
86. Code of Criminal procedure.
87. Civil Procedure Code.
88. Law of Evidence.
89. Criminal Manual (Minor Acts.)
90. Criminal Manual (Major Acts.)
91. General Rules (Criminal)
92. General Rules (Civil)
93. Law of Confession.
94. The Criminal (Courts)Hand Book.
95. Special Marriage Act.
96. Hindu Marriage Act.
97. Rajasthan Motor Vehicles Taxation Act.

98. Preventive Detention Act.
99. Rajasthan Motor Rules.
100. Indian Limitaion Act.
101. Habitual Offender's Act.
102. Untouchability Offence Act.
103. Transfer of Property Act.
104. Guardian and Wards Act.
105. The Rajasthan Premises Control of Rent and Eviction Act.
106. Rajasthan Hindu Marriage Registration Rules, 1957.
107. Rajasthan Code Volume I,II, and III.
108. Rajasthan Public Demand Recovery Act.
109. Rajasthan Public Demand Recovery Rules.
110. Indian Recovery Act No. I of 1960
111. Law & Judicial Department Manual.
112. Income Tax Act.
113. Constitution of India.
114. Indian Arms Act, 1878
115. Indian Arms Rules, 1951.
116. Indian Explosives Act, 1884.
117. Indian Explosives Rules, 1914.
118. Rajasthan Cinema Regulation (Rules), 1959.
119. Petroleum Rules, 1937.
120. The Rajasthan Cinema (Regulation) Act, 1952.
121. The Rajasthan Supression of Immoral Traffic in Women and Girls, Rules, 1958.
122. Press and Registration Act, 1867.
123. Press and Registration Rules, 1959.  
(with amendments.)
124. Dramatic Performance Act & Ruels.
125. Indian Lunacy Act.
126. The Rajasthan Jail Manual (Prison Rules).
127. Indian Calcium & Carbide Rules, 1937.
128. Manual of Election Law.
129. Election Department Manual For preparation of Rolls.
130. Instructions for Presiding & Polling Officers.
131. Returning Officer's Hand Book-Part I& II.

Form No. 1

(Under para 55 of Chap. V)

# OFFICE OF THE DISTRICT MAGISTRATE

NO.

Dated the

196

*Subject-Grant of Passport Facilities to Shri/Smt*  
.....S/o, W/o, D/o, .....

The Dy. Police Zone Officer,

In forwarding herewith an application for an Indian Passport with the photos of Shri/Smt.....I request you to please make necessary enquiries in the matter and send your report within 7 days alongwith the enclosures to this office and confirm whether one copy of the application form together with 2 copies of the Photos and copies of the relevant documents have been sent by him direct to the Regional Passport Officer, New Delhi.

District Magistrate

Form No. 2.

(Under para 55 of Chap. V)

# OFFICE OF THE DISTRICT MAGISTRATE

No.

Dated the

196

*Subject-Grant of Passport facilities to Shri/Smt*  
..... S/o, W/o, D/o  
.....

**THE REGIONAL PASSPORT OFFICER  
NEW DELHI**

Sir,

I forward hearwith the application for an Indian Passport of Shri/Smt .....On enquiries it is revealed that there is nothing adverse against the application on the Local Police record. In view of the above I have no objection if an Indian Passport is granted to him as applied for. He has already forwarded a copy of his application form together with 2 copies of photos and copies of the relevent document direct to your office.

Guarantee form, Certificate of the financial position of the guarantor along with the M.O. receipt of Rs. 15/ (as Passport Fee) are also sent herewith for necessary action.

Yours faithfully,

District Magistrate.

Form No. 3.

(Under para 55 of Chap. V)

**OFFICE OF THE DISTRICT MAGISTRATE**

*Subject :* Application of Shri/Smt .....

**THE POLICE ZONE OFFICER,  
THE SUPERINTENDENT OF POLICE.**

In forwarding herewith the application, together with photos of the individual noted above regarding grant of India Pakistan Passport, you are requested please to conduct necessary enquiries in accordance with the Government in the Home Department Circular No. D. 9122/III (IP) 64, datd 23-9-55 and send your report within 7 days positively.

The original application, affidavit and the photos may please be returned along with your report.

*District Magistrate*

**Form No. 4**

(Under para 55 of Chap. V)

**OFFICE NOTE**

*Subject :* Grant of India Pakistan Passport/International  
Passport to shri .....  
S/W/D of .....

The individual noted above has applied for the grant of I.P.P./International Passport. The Police Zone Officer/Supdt. of Police has got no objection/not recommended.

May the case be forwarded and recommended/endorsed to Government Home (C) Department, Rajasthan, Jaipur/The Regional Passport Officer, New Delhi.

For put up for signature.

*Officer-in-charge/D.M.*

Form No. 5

(Under para 55 Chap. V)

**GOVERNMENT OF RAJASTHAN**

From	To
The Distt. Magistrate	The Secretary to the Government of Rajasthan, Home (C) Deptt., Jaipur.

No. .... Dated the.....196

Sir,

I forward herewith the application of Shri/Smt ..... S/o, W/o, D/o ..... for grant of India Pakistan Passport. The Police Authorities have no Objection of the Grant of Passport applied for. Police report is forwarded herewith in original with Postal Order No. .... of Rs 3/- in view of this report, I recommend the case for grant of India Pakistan Passport. The previous India Pakistan Passport is also enclosed herewith.

Yours faithfully,  
District Magistrate.

**Form No. 6**

(Under para 55 of Chap. 5)

**OFFICE OF THE DISTRICT MAGISTRATE**

No. .... Dated .....196

To

The District Magistrate,

*Subject :* Visa-Additional Place (s) to be visited in Rajasthan.

Ref.:- Government of India, Ministry of External Affairs

Visa- Policy Directive No. 8 dated 24-10-52.

Shri/Smt. ....holding Pakistan Passport No.  
..... Dated ..... issued by the Passport Officer

..... and Visa No. .... Category 'C'  
dated ..... issued by the Indian High Commissioner  
..... has been granted permission by this officer to  
visit ..... vide No. .... dated  
..... on page ..... of his/her aforesaid Passport  
till .....

His/Her particulars are as below :-

1. Name of Father/ ..... Shri .....  
husband
2. Address in Pakistan .....
3. Where and with whom .....  
staying in Rajasthan .....
4. Any other particulars if any .....

The address of the individual referred to above is as under .

.....  
.....  
.....

District Magistrate.

No. .... Dated the ..... 196

Copy forwarded to :-

1. The Asstt. Secretary to the Govt. of Rajasthan, Home (F)  
Deptt., Jaipur.
2. The Superintendent of Police.
3. The Police Zone Officer/The Dy. Police Zone Officer.  
(C.I.D.).

District Magistrate

Form No. 7

(Under para 55 of Chap. V)

#### OFFICE OF THE DISTRICT MAGISTRATE

No. .... Dated the ..... 196

Intimation of Receipt of Passport Applications

Name of applicant and  
of his father.

Serial No. ....

Receiving Officer. ....

Name & designation. ....

Date of receipt. ....

Purpose of journey. ....

Country/Countries  
to be visited. ....

District Magistrate

To

The Secretary, Home (C) Department, Rajasthan, Jaipur

Form No. 8

(Under para 55 of Chap. V)

#### OFFICE NOTE

Shri/Smt/Miss ..... has applied for the grant of  
International Passport/India Pakistan Passport. The following docu-  
ments are required and the Rules have been enclosed with the  
application :-

##### India Pakistan passport

Application Form duly

1. attested.
2. postal Order No. ....  
Dated .....
3. 4 Photographs duly attested.
4. Affidavit regarding Nationality  
of the husband.

##### International

1. Application form.
2. 4 Photographs duly attested.
3. M.O. Receipt for Rs. 15/-
4. Guarantee on Non-Judicial  
Stamps Paper of Rs. 10/-  
duly attested.
5. Certificate reg. financial  
position of the guarantee.
6. Employers No. Objection  
Certificate.
7. High School Certificate reg.  
date of birth.
8. Slip of Special particulars.

May necessary enquiries be made.

Fair put up for signature.

**Form No. 9**  
(Under para 55 of Chap. V)

**CONFIDENTIAL**

No. .... Dated the .....196  
From ..... To .....  
The Distt. Magistrate, The Superintendent of  
Police, .....

*Sub:-* Verification of character and antecedent.

Attestation Forms/Verification Rolls in the names of ..... Whose particulars are given in the form have/has been selected in the Government service are/is sent herewith.

To determine the suitability of the candidates for Govt. Service it is necessary to certify on the basis of the information available on your records whether he has/they have come to adverse notice or not and whether there are any facts about them/him on records which would render him/them unsuitable for employment under Govt. A full enquiry may therefore, please be conducted and result intimated to this office within 15 days at the latest.

Encl.

(Original Attestation Forms ..... District Magistrate.  
Verification Roll.)

No. .... /Conf. .... Dated ..... 196

Copy forwarded to the .....  
w/r to his No. .... dated .....

*District magistrate.*

**Form No. 10**  
(Under para 55 Chap. V)

**CONFIDENTIAL**

Form ..... To .....  
The District Magistrate, The Deputy Inspector,  
General of Police,  
C.I.D. Rajasthan  
No. .... Dated .....

*Sub-* Verification of character and antecedents.

Attestation forms and verification rolls received from the Superintendent of Police are sent with the request that character and antecedents of the individuals may be verified from your records.

Result of verification may kindly be intimated within a week at the latest.

*Encls.*

*District Magistrate*

**Form No. 11**  
(Under para 55 of Chap. V)

No. .... Dated .....  
From ..... To .....  
The District Magistrate The .....  
.....

*Sub-* Verification of character and antecedents of

Shri .....

*Ref* -Your letter No. .... Dated .....

On the basis of the enquiry report received from the Dy. Inspector General of Police C.I.D. Rajasthan and the Superintendent of Police, it is intimated that there is nothing against him on Police Record, and he is not having association with any political and communal body.

The candidate may therefore, please be considered suitable for the post applied for.

*Encl* Original Attestation / ..... District Magistrate  
Verification/Form/Roll

**FORM NO. 12**

(Under para 80 (1) of Chap. V)

**Posting Register of Gazetted Officers.***Post .....*

S.No.	Name of Officer	Date of taking over charge of the post	Date of handing over charged of the post	Remarks
1	2	3	4	5

**FORM NO. 13**

(Under Para 80 (2) of Chap. V)

**Posting Register of Non-gazetted Staff.**

(Subordinate and Ministerial)

**Postings.**

S. No.	Name of Officials	Designation	Date of taking over	Date of handing over	Remarks
1	2	3	4	5	6

**FORM NO. 14**

(Under para 80 (3) of Chapter V)

*District Establishment Register (Non-Gazetted Staff)*

Name of Official ..... Father's Name .....

.....Date of birth .....

Educational Qualifications .....

Date of first appointment in Government service .....

Serial No.	Designation	Date of first appointment to the post shown in Col. 2	Office to which posted
1	2	3	4

Date of joining the office shown in Col. 4	date of relive from the Office shown in Col. 4	Remarks
5	6	7



**FORM NO. 15**

(Under Para 81 of Chapter V)

**Departmental Enquiry Cases Register**

Sl. No.	Name of officers/ Officials with designation	Whether Gazetted/ Non-Gazetted	Date of suspension	Date of charge sheeting	Date When enquiry ordered
1	2	3	4	5	6

Date of receipt of enquiry report	Date and purport of decision	Stage of legal action, if any	Reasons for delay	Remarks
7	8	9	10	11

**FORM NO. 16**

(Under para 87 of Chapter V)

**Requisition form to be used when calling for applicants from Employment Exchanges for Recruitment to State Govt. Vacancies**

Vacancies.

(Place use a separate form for each type of post)

- Office/Department and address.
- Name and designation of Indenting Officer, Tele. No.
- Name and designation of the Officer to whom applicants should report.

- Date, time and place of interview.
- (a) Designation of the post (s) to be filled.  
(b) Scale of pay.  
(c) Dearness and other allowances.  
(d) Place of work.

## 6. Number of poste to be filled and duration of vacancies.

Permanent	Temporary less than 3 months	Temporary between 3 months and 1 yr.	Temporary likely to continue beyond 1 Yr.

(i) Reserved for Scheduled Castes/ Tribes.

(ii) Unreserved.

## 7. Qualifications and experience required.

(i) Essential.

(ii) Desirable.

## 8. Age Limits, if any.

9. Whether willing to wait and consider applicants from other Exchange areas in case local applicants not available.

## 10. Any other information considered relevant.

**Note- Certified that while placing this demand standing in instructions of the Government regarding reservation of posts for the persons belonging to Scheduled Castes/Scheduled Tribes have been strictly followed.**

*Dated Signature of the Head of Office/Deptt.*

To

The Employment Officer, Employment Exchange.

# **FORM NO. 17**

(Under para 88 (XIII) of Chapter V)

1. Name of Department.
2. Year under report.
3. Total No. of posts filled in.

Gazetted				Subordinate	
District recruitment		Through R.P.S.C.		Direct recruitment	
Scheduled Castes	Other	Scheduled Castes	Others	Scheduled Castes	Others
1	2	3	4	5	6

Subordinate		Ministrial		Class IV	
Through R.P.S.C.					
Secheduled Castes	others	Scheduled Castes	Others	Scheduled Castes	Others
7	8	9	10	11	12

# **FORM NO. 18**

(Under para 158 (2) of Chapter V)

## **Designation of Drawing/Disbursing Officer**

.....

S. No.	No. & date of A. G's letter raising Objs.	Details of voucher under objection			
		Head of account	No. & date	Amount	Reason
1	2	3	4	5	6

Interim action taken if any by Disbursing Officer or Collector	No. & date of Final reply sent to A G. by Drawing Officer	No. and date of advice of clearance received from A.G.	Remarks
7	8	9	10

**FORM NO. 19**  
(Under para 158 (5) of Chapter V)  
**Register for pending audit objection.**

Sl. No.	Particulars of the bill placed under objection			No. & date of Account-tant generals letter raising objection	Details of Voucher	
	No. & date	Amount	Name of the drawing & disbursing Officer		Head of Account	No. & date
1	2	3	4	5	6	7

under objection		Interim action if any taken by Drawing & Disbursing Officer	No. & date of final Reply sent to A.G.	No. & date of advice of clearance recd. from A.G.	Remarks
Amount	Reason				
8	9	10	11	12	13

**FORM NO. 20**  
(Under para 158 (8) of Chapter V)  
**Statement for Pending Audit Objections**

Sl. No.	Designation Drawing & disbursing Officer	Previous balance	Received during the month	Total	Finally dis-post off during the month
1	2	3	4	5	6

Balance	Month				Remarks
	Details of the blance				
	Year	No.	Amount	Reason	
7	8	9	10	11	12

**CHAPTER VI**  
**DISTRICT REVENUE ACCOUNTANT**

## CHAPTER VI

### DISTRICT REVENUE ACCOUNTANT

There will be a District Revenue Accountant at the District head-quarters to deal with the revenue accounts of the District. He will be independent of the General Account Section of the District and will devote his attention to the preparation and maintenance of the revenue accounts only. The District Revenue Accountant is primarily responsible for the correct and upto date maintenance of accounts of revenue collections in the various Tehsils in the Distt. and submission of periodical statements.

2. The following subjects will be dealt with in the Section under the charge of the District Revenue Account :-

1. Preparation of budget estimates relating to various head of receipt.
2. control over receipts.
3. Reconciliation of receipts.
4. Audit reports, audit objections and audit inspection reports relating to receipts.
5. Loans and advances to cultivators.
6. Recovery of loans and Advances to Jagirdars from the compensation claims.
7. Recovery of Govt. dues under the Rajasthan Land Revenue and Rajasthan P.D.R. Acts.
8. Recovery of irrigation cess, levy etc.
9. Assessment, demand, collection, remission and suspension of land revenue including arrears of land revenue.
10. Matters relating to relief viz. Famine, Flood & fire.
11. Matters relating to refund and write off of land revenue.
12. Remuneration to Patels and Lumbardars etc.
13. Inspection of Tehsil revenue Accounts.

3. The most important function of the District Revenue Accountant will be to fix revenue demand (fixed, fluctuating and miscellaneous), of the District and to keep a close watch on the collections thereof.

# I Inspections By D.R.A.

4. The District Revenue Accountant will be responsible to supervise the work done by the Tehsil Revenue Accountants and would inspect their work twice in a year after each collection season and submit his reports to the Collector. The inspection report of the D.R.A. will cover the following general points, besides any other specific points, if there be any :-

## (1) Maintenance of Registers

- (i) Whether all the Registers of the Revenue Accounts prescribed under the rules are maintained.
- (ii) Give particulars of the Registers which are maintained and give reason for the registers which have not yet been started.
- (iii) Are the entries in the registers complete and upto date, if not give reasons along with the details and particulars.

## (iv) Any other remarks.

## (2) D.C.B. Statements

- (i) What is the position of the D.C.B. statements ?
- (ii) What was the demand of the Tehsils during the period of inspection ?
- (iii) Whether the demands have been fixed correctly and in time?
- (iv) What are the reasons for the Decrease/ Increase of the Demands ?
- (v) What are the Arrears and how much amount is recovered against them ?
- (vi) Are the Collections being made properly and timely deposited in the Sub-Treasury. Is interest being charged on arrears?
- (vii) Whether timely recoveries under P.D.R. Act Land Revenue Act are being made or not ?

- (viii) Whether the interest is properly calculated and demanded on arrears of land revenue, from the date it is to be levied. Specific instances of the cases be quoted in which the dates were extended by the Collector.

- (ix) If the collections are poor, why so ?

- (x) What steps have been taken to collect the Revenue Demand and Arrears to the maximum possible limit ?

- (xi) Whether monthly collections are verified by the T.R.A. with the Siyah of the Patwaries of the Tehsils.

- (xii) Whether recovery of irrigation dues is made properly? A detailed mention as to why recovery of irrigation dues was not found satisfactory should be made.

- (xiii) The circumstances under which the work fell in arrears and what steps are being taken by the district authorities.

- (xiv) Whether the arrear and demand statements are compared with the Khatooni etc.

## (xv) Any other Remarks.

- (i) Is the account of Receipt Books maintained according to the Rules.

- (ii) Are the Receipts Books kept village-wise separately according to Rule No. 117 of the Land Revenue (Land Records) Rules, 1957.

- (i) Are the Araz Irsal files kept in the chronological order, according to Rule No. 117 of the Land Revenue (Land Records) Rules, 1957 ?

- (ii) Any other remarks.

## 3. Receipts Books C(P.333).

## 4. Araz-Irsals.

(5). Taccavi Accounts.

- (i) Are the Taccavi Registers complete and upto date? Are they maintained separately for each kind of loan year wise?
- (ii) Are the collections made properly?
- (iii) What are the demands?
- (iv) What are the arrears?
- (v) How much arrears have been collected?
- (vi) What further steps have been taken to collect the Taccavi dues to effect the maximum possible recoveries.
- (vii) Is the interest calculated according to the Rules?
- (viii) Are the receipts issued according to the Rules?
- (ix) Are the amounts recovered and deposited into the Treasury according to the Rules?
- (x) Is it certified in all the cases that the amount of the Taccavi loan is appropriately used & is it verified that the money has been spent on the purpose for which the loan was granted?
- (xi) Are the Taccavi Rules followed properly?
- (xii) Any other remarks.

*II. Review on Collections and Recovery of Arrears.*

5. On the basis of the information received from the Tehsil (D.C.B. statements), the D.R.A. should draw Tehsil-wise quarterly reviews showing the progress of recoveries effected both against the current demand and the arrears. This review will be submitted to the Collector who will incorporate his comments on the following points.

- (1) How much remains to be recovered both against the arrears as well as against current demand?
  - (2) Whether some serious efforts were made by the S.D.O. and the Tehsildars to effect the recoveries as envisaged under Government Order No. F. 5 (18) Rev./B/58, dated 12-4-58, No. F. 34 (134) Rev./C/58, dated 5-6-58. and No. F. 34 (134) Rev./C/58, dated 14-6-58. This should be supported by giving full details about collections and arrears etc. in respect of the Tehsil selected by the S.D.O. for intensive collection of Land Revenue and Taccavi.
  - (3) How far the S.D.O. and the Tehsildar have made efforts to see that the amounts, which were under stay, suspension or to be remitted were finally settled?
6. A copy of the review with the comments of the Collector will be forwarded to all the S.D.Os and the Tehsildars for further necessary action.

*III Revenue Demands*

*(a) Fixed Revenue Demand.*

7. Towards the close of September each year the Tehsildar would send in duplicate a copy of Kistbandi or Demand Statement (Form No. 1) of the fixed revenue of the Tehsil and would show therein increases or decreases supported by orders for such increases or decreases. It would be the responsibility of the D.R.A. to scrutinise such statements and to ensure the correctness of the demand statement. Every case for increase or decrease would be referred to the Collector who in his turn after a close examination thereof communicate provisional approval of the demand fixed to the Tehsildar and refer such cases to the Board of Revenue. The formal sanction, when received would be conveyed to the Tehsil in original and a copy of the same would be kept in the District Office. The Tehsil would make collections according to the Kistbandi sanctions etc.

*(b) Fluctuating Revenue Demands.*

8. Fluctuating land revenue consists partly of items which are permanently excused from the fixed land revenue roll and partly of items which should be brought to it, at the earliest

opportunity. An example of the first class is the fluctuating assessment by crop rates. The second class embraces all cases in which the demand of the year is increased from any cause after the fixed land revenue roll has been sanctioned.

Fluctuating land revenue is classified under the following heads:-

- A. Temporarily excluded from the fixed land revenue roll.
  - (i) Rents from waste lands granted, sold or leased, till included in the fixed land revenue roll.
  - (ii) Other items.
- B. Permanently excluded from the fixed land revenue roll.
  - (i) Fluctuating assessment of canal irrigated lands.
  - (ii) Fluctuating assessment of other lands.

During inspection, the D.R.A. will check from record whether proper assessment was done or not.

9. Sanction for recovery of such demand will be accorded by:-

- (i) Tehsildar. Upto Rs. 300/-
- (ii) Sub-Divisional Officer. Upto Rs. 500/-
- (iii) Collector Upto Rs. 5000/-

Provided the amount is not less than the average amount of last three years. In case the amount of bid is less than the average of the past three year, the Collector may sanction the revenue yielding contract if the reduction in the amount be 25% on the cases for which the Tehsildars and the S.D.Os. are competent. Similarly for cases which are to be Sanctioned by the Collector, a reduction in the amount upto 25% may be sanctioned by the Board of Revenue. All other cases beyond these powers may be referred to Government in the Revenue Department. While recommending the case, the Officer concerned will have to furnish detailed reasons as to why the bids have been less than those of the past three years and whether there is any possibility of getting higher bids if it is re-auctioned.

The demand statements duly sanctioned shall be made available to the Tehsil before the date fixed for the recovery.

(c) *Miscellaneous Revenue Demand.*

10. The dues of various kinds which may not be of a permanent nature and which cannot be ascertained at the beginning of the agricultural year would be Miscellaneous Revenue Demand. For each village where is a possibility (for instance Sawai chak Lands) of miscellaneous income from natural produce etc.,

regular files would be opened at the beginning of the year in the Tehsils and after getting reports from the Revenue staff about the possibility of any income out of sale of the grass or natural produce etc., from the Sawai chak lands and auctioning them, the Tehsildar would intimate the figures to the Collector which will be taken as miscellaneous Revenue Demand of that tehsil.

#### *IV Collections.*

11. After having ascertained the demand of the districts, it will be for the District Revenue Accountant to see that the collections of revenue of rent are made within the prescribed time and thus check over the collections would be possible by him since every Tehsil would send a statement showing collections of demand and balances remaining to be realised. The district Revenue Accountant would compare the amount of demand shown in the statement with the demand shown in the Patwar circle-wise and month-wise village register of various revenue (incomes) for each particular Tehsil giving details of the demand due from each particular village.

12. The procedure regarding the preparation of the demand collection statements of the Taccavi loans has been prescribed in the revised Taccavi loan Rules.

13. He will compile in the register (Form No. 2) figures of demand, collection and balance in respect of land revenue for the district. Similarly he will compile the figures of demand realisation and balance of interest accrued on the demand in the register (Form No. 3)

14. At the end of the period prescribed for collection of land revenue or rent, the Tehsildar will send a village-wise statement of balances due to be realised and it is here that the District Revenue Accountant is to exercise proper care and necessary control to see that any large amount does not remain outstanding in particulars. Village. In cases of slackness on the part of the revenue officers in realisation of revenue demand, the Collector will take necessary action against the delinquents and may ask them to send weekly or fortnightly progress report of the collections made of all the outstanding dues against each village.

15. He will submit a statement to the Board of Revenue at the end of each agricultural year showing the amount of arrears outstanding against each particular village and will also report whether it was recoverable or irrecoverable.



16. While checking the Tehsil Revenue Accounts, the District Revenue Accountant would compare demand entries of the patwari Circle-wise and month-wise and village register of various revenue (income) with the Khatabandi statement showing fixed demand of each village. He would also see that the balances worked out in the previous year's Khatoni at the end of the the Agricultural year has been correctly brought forward in the Khatoni of the current year. He will at the same time check at least 50% of the entries relating to the recoveries shown in the Khatoni with Arz-Irsal and Arz-Irsal Challan register. The Collector while inspecting the tehsil account would also check a few entries of the demand entered in the Khatoni with Kistbandi as also the miscellaneous demand register. Similarly, he must check a good number of Dakhilas with Arzirsal brought by the Lambardar to check that the amount brought by the Lambardar or Patel has been duly deposited in the Sub-Treasury and he has been given a proper receipt for the same.

*V. Budget and other miscellaneous Accounts work.*

17. The District Revenue Accountant will prepare and submit estimates for the income side of the budget to be sent to the Government While preparing estimates or income, he will take into account the demand for the previous year and any probable increase or decrease expected during the course of the next-year.

18. District Revenue Accountant will keep a close watch over the IX-land Revenue Receipts and will keep the Collector informed from time to time apprising him of the trend of the Revenue Collections/cases of delay in realisation of Land Revenue or in case where the Revenue Collection are falling short of the estimated revenue, he will submit a report to the Collector for investigating the cause of short fall in the Revenue.

19. The Tehsildar will inform the Collector of the collections made on account of Taccavi loans each month by means of statements showing demand collections and balances.

20. He will ensure that the Tehsildars submit timely compliance report on Inspection Reports relating to Revenue Accounts and in case of neglect. he will submit a report to the Collector for taking suitable action. At the time of next inspection he will examine whether the compliance of the previous

Inspection Report has been properly made and irregularities have been rectified.

*Vi Remission or Suspension of Rent in Agricultural Calamities.*

21. *Agricultural calamities* are of two Kinds (a) wide spread and (2) Local, Famine and Draught are considered widespread, while frost, rust, hail, locusts and flood are generally local effecting a limited area. On the occurrence of an agricultural calamity, relief is given either by suspension or remission of rent. The detail procedure for giving relief in the form of suspension or remission is contained in Chapter VI of the Rajasthan Tenancy (Govt.) Rules.

22. The following authorities, are empowered to sanction remission of land revenue to the extent noted against them:-

	Board of Revenue	Collector
(1) To sanction remission of land revenue due to causes other than inclemencies of wheather.	Upto Rs. 1000/- in each case.	up to Rs. 500/- in each case/-
(2) To sanction immediate Remission of land revenue due to the locust or hail or any other natural calamities such as cold-blast.	Upto Rs. 100.00/- in each case.	Upto Rs. 5000/- in each case.

**VII Reduction and Write off of land Revenue**

23. Cases for reduction of rent demand or write off of losses of revenue or irrecoverable loans and advances, received in the district office shall be disposed of by the following authorities to the extent of powers noted against them :-

To sanction write off of losses of Revenue or irrecoverable loans and Advances.	Collector	Upto Rs. 1000 in each case.
To sanction reduction of rent demand from the rent roll of a particular piece of land due either	Board of Rev.	Up to Rs. 2.00 in each case.

To the land being submerged in the bed of river or tanks and or due to construction of Road or due to land being acquired for a public purpose or a Khatedar dying heirless as a result of which the land remains uncultivated or where revenue yeilding land was demarcated and reserved as grazing ground under orders of the Collector of the District.	Collector	upto Rs. 100/- in each case.
	Sub-Divisional Officers.	Upto Rs. 25/- in each case.
	Tehsildars.	Upto Rs. 10/- each case.

#### VIII Recoveries Under the P.D.R. Act, 1952 and the Rajasthan Land Revenue Act, 1956.

24. Most of the Govt. dues are recorverable under section 256 of the Rajasthan Land Revenud Act, 1956 as per Rajasthan Land Revenue and Public Demands (Amendment) Act, 1960 (Act No. 42 of 1960).

25. Requisitions are sent by the various Departments in Rajasthan to the Collector, Additional Collector, or Sub-Divisional Officer concerned who are empowered to take action for the recovery of the amount under the said Act., A certificate is required to be filed by the officer who receives the requisition filling this certificate. This certificate is issued to the Collecting agency Tehsildar.

26. The recoveries are effected as arrears of land revenue and such the Tehsildar should proceed with the certificate according to the provisions contained in the Land Revenue Act. When the amount is collected it should be remitted to the Departments through the Treasury Challan.

27. Recoveries in regard to Income-Tax are to be effected in accordance with the procedure under the Income Tax Act, 1961 (Act No 43 of 1961).

28. The following register will be maintained by the District Revenue Accountant if cases are being dealt with in the destrict office :-

- (i) Institution Register (Form No 4)

- (ii) Certificate Register (Form No. 5)

(iii) Register showing particulars of the amount due and the recoveries effected in individual cases (Form No 6)

29. In order to watch the progress of recovery, a quarterly statement will be obtained from all the S.D.Os Form No. 7 and after incorporating the information in respect of the cases dealt with in the District Office, a consolidated statement will be sent to the Finace Department.

#### IX PERIODICAL RETURNS

30. The following periodical returns will be compiled by the D.R.A. and furnished to the quarters concerned, through the Collector in the prescribed forms according to the rules & instructions issued on the subject from time to time-

- |  |            |
|--|------------|
| 1. Statement of Receipt under head "IX-Land Revenue Ordinary Revenue"  | Monthly    |
| 2. Statement of Receipt under head- "XVII-Administration of Justice"   | Monthly    |
| 3. Statement of Receipt under head- "XXI-Miscellaneous Deptts."  | Monthly    |
| 4. Statement of Receipt under head- "LII-Miscellaneous"  | Monthly    |
| 5. Demand Collection and Balance Statement of IX-Land Revenue  | Monthly    |
| 6. Total disbursement and recovery of Taccavi Loans of all kinds in Form X-Quarterly statement of  | Quarterly. |
| 7. Statement of Receipts under head- "LX-Extraordinary Receipts (a) Sale of Land etc."   | Monthly    |
| 8. Statement of Fees received under the Indian Explosive Act, 1884, the Petroleum Act, 1954, Carbide of Calcium Rules, 1937, Cinematograph Films Rules, 1948 & Indian Arms Act, Collected by the State Government on behalf of the Central Government. | Quarterly. |
| 9. Statement showing recovery under the Rajasthan Public Demand Recovery Act.  | Quarterly. |

10. Statement of progress of recovery  
of arrear of income tax in pursuance  
of certificates issued under Sec.

46 (2) of the Income Tax Act.

Quarterly.

11. Recovery of arrears of resumed Jagirs. Half-yearly.

31. He will be responsible for getting the receipts under these heads reconciled with the Treasury figures before submitting the statement to the authorities concerned. He will further be responsible for getting the variations or mis-classifications rectified immediately.

# FORM NO. 1

(Under para 7 Chapter VI)

## (Kistbandi Demand Statements of Fixed Land Revenue)

S. No.	Name of the village	Sambat/Year					
		Demand fixed by the Settlement Department			demand of the last year/Sambat.		
		Kharif	Rabi	Total	Kharif	Rabi	Total
1	2	3	4	5	6	7	8

Demand of the  
current year/  
Sambat

Variation between			Reasons for variations.
Cols. 8&11	Cols. 8&5	Cols. 5&11	
Kharif	Rabi	Total	
9	10	11	12 13 14 15

FORM NO. 2  
(Under para 13 of Chapter VI)

**Form for the Register of Compilation of 9-Land Revenue demand Collection and Balance**

*Khalsa* .....

*Ordinary Revenue*

*(a) Fixed* .....

Head of Account		Name of Tehsils		Remarks
1		2	3	
1. Demand	1. Arrear 2. Current 3. Total (Arrear & Current)	1. Kharif 2. Rabi 3. Total of Kharif & Rabi		
2. Collection upto previous month	1. Arrear 2. Current 3. Total (Arrear & Current)	1. Kharif 2. Rabi 3. Total of Kharif & Rabi		
3. Collection during the month	1. Arrear 2. Current 3. Total of Arrear & Current	1. Kharif 2. Rabi 3. Total of Kharif & Rabi		
4. Total Collections	1. Arrear 2. Current 3. Total of Arrear & Current	1. Kharif 2. Rabi 3. Total of Kharif & Rabi		
5. Balance	1. Arrear 2. Current	1. Kharif 2. Rabi		
6. Percentage of Collections	3. Arrear & Current 1. Arrear 2. Current 3. Total of Arrear & Current Recoverable Irrecoverable Reasons of Irrecoverable arrears	3. Total of Kharif & Rabi 1. Kharif 2. Rabi 3. Total of Kharif & Rabi		

**REMARKS**

Noted : 1 For each sub-head a separate page should be used in compilations, such (a) fixed revenue (b) fluctuating  
(c) Miscellaneous, Total 1, so on.  
2. This register should be maintained agriculture yearwise.

*S.No. Minor Heads.*

1. **A. Khalsa**  
Ordinary Revenue  
(a) Fixed  
(b) Fluctuating  
(c) Miscellaneous

- D. Non-Khalsa**  
1. Land Revenue from Jagir  
lands.  
2. Tribute  
3. Matmi and Hukamnama  
4. Bashikhana jagirs.  
5. Miscellaneous

Total B

2. Sale of Govt. Estates
3. Sale proceeds of waste lands and resumption of land tax.
4. Rates and Cesses on land
5. Recoveries of over payment
6. Collections of payments for service rendered
  - (a) Resumed Jagirs in former

Rajasthan

(b) Others

7. Miscellaneous

**C. Income from Resumed Jagirs.**

- (a) Fixed
- (b) Fluctuating
- (c)

Miscellaneous

TOTAL C

GRAND TOTAL

TOTAL A

**FORM NO. 3**

(Under para 13 of Chapter VI)

**Register of Realisation of Interest on Land Revenue Arrear Demands**

Name of the Tehsil	Head of Account to which interest relates	Amount of arrear demand as on	Amount of interest accrued as on	Amount of interest realised	Amount of interest recovered	Reasons for non-recovery	Monthly Certificate of T.O. verifying the deposits	Remarks
1	2	3	4	5	6	7	8	9

- Note-
1. Separate pages be used for each sub-head of account.
  2. This register should be maintained agriculture year-wise.

**FORM NO. 4**

(Under para 28 of Chapter VI)

**Register of Cases under Public Demand Recovery Act.**

S.No.	Date of Institution	Name of the office or court to which the case pertains.	Particulars of case	Date of final disposal	Abstracts of the order	Remarks
1	2	3	4	5	6	7

**FORM NO. 5**  
(Under para 28 (ii) of Chapter VI)  
**Register for the Certificate**

S.No.	No. of Certificate	Name and address of authority sending requisition.	Name and address of defaulter	Amount of public demand including interest if any for which certificate is signed and period for which such demand is due	Further particulars of the public demand for which this certificate is signed	Remarks
1	2	3	4	5	6	7

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**FORM NO. 6.**  
(Under para 28 (iii) of Chapter VI)  
**Register Showing Particulars of the Amount due and the Recoveries Effected in Individual Cases.**

S.No.	Name and Deptt. sending requisition	Name & address of defaulter	Total amount to be recovered including interest	File no. with date of Institution	
1	2	3	4	5	
Date of issue of notice and certificates		Recoveries effected with dates			
		Amount with date	Amount with date	Amount with date	Total
		7	8	9	10
	6				11

**FORM NO. 7**

(Under para 29 of Chapter VI)  
**Statement showing progress of recovery under the P.D.R. Act, 1952 and the Rajasthan Land Revenue Act, 1956 in District ..... for the quarter ending on .....**

Previous Balance.		Cases recd. during the quarter		total	
No. of cases	Amount	No.	Amount.	No.	Amount
1	2	3	4	5	6
Cases disposed of in the quarter		Balance		Cases over one year old	
				Reasons of delay disposal of cases mentioned in	
No.	Amount	No.	Amount	No.	Amount
7	8	9	10	11	12
					Col. 11
					13

(A) Disposal of cases under the P.D.R. Act.  
(B) Disposal of cases other than of Land Revenue dues under the Land Revenue Act, 1956,

**CHAPTER VII**  
**CRIMIANAL ADMINISTRATION.**

CHAPTER VII  
CRIMINAL ADMINISTRATION.

*(i) Introductory.*

The General Rules (Criminal), 1952, framed by the High Court of Judicature for Rajasthan lays down the practice and procedure of subordinate Criminal Courts in all matters and proceedings before them. Every Magistrate must have a copy of these Rules in his Office Library. The Reader to the Court shall be made responsible for keeping the Rules upto-date and certificate should be recorded by the Presiding Officer that all the amendments made during the year have been incorporated in the Rules.

*(ii) Separation of the Judiciary from the Executive*

2. The following instructions should be followed where separation scheme has been brought into force :-

*(1) Relationship between the District Magistrates and Courts of Munsif Magistrates and Special Judicial (Railways) magistrates :*

- (a) The courts of Munsif Magistrates and Special Judicial (Rlys) Magistrates will be under the administrative control of the high Court through the District and Sessions Judges concerned. The District Magistrate will not inspect such courts.
- (b) No cases will be transferred by the District magistrate from and to the file of any Munsif Magistrate under Section 192 or 528 of the Code.
- (c) Periodical returns of criminal case work will be sent by the Munsif Magistrate to the District Magistrates.
- (d) No. Tehsildar or Naib Tehsildar Magistrate exercising 2nd or 3rd Class Magisterial powers will try criminal cases under the I.P.C.
- (e) Judicial and Executive Magistrates will act independently of each other in their respective sphere of work. Neither will interfere with the discharge of work by the other.
- (f) Sub - Divisional Magistrates ( including City Magistrates ) and other Executive Magistrates will not try cases relating to offences under I. P. C.



and the Indian Railway Act, and such cases will be tried exclusively by the Munsif Magistrates or by the Special Judicial (Rlys) Magistrates.

- (g) Trial of offences under the remaining Special Acts e.g. Excise Act, Municipal Act etc., shall continue as hitherto in the courts of Sub-Divisional Magistrates or other Executive Magistrates, if any.
- (h) When the Sub-Divisional Magistrate or the District Magistrate needs the service of a Magistrate for emergencies and no Magistrate other than a Munsif Magistrate is available, the latter's services can be used with the permission of the District Judge which should be taken either in advance or where this is not possible, post facto, when a Munsif Magistrate is so employed, a report thereof should be made to the Government in the Judicial Department.

*(2) Allocation of functions under Criminal P.C. between the judicial & Executive Magistrates.*

*Chapter VII.* Section 100 These powers will be exercised by both the categories of Magistrates.

*Chapter VIII* Section 106 Powers will be exercised by both the categories of Magistrates.

*Section 107 to 126 A-* The powers under these sections shall be exercised by Executive Magistrates in areas for which Judicial Magistrates have been appointed.

*Chapter A IX to XII* -The power under these Chapter will be exercised by Executive Magistrate.

*Chapter XIII-* Section 153 (2) The powers under this section will be exercised by the Executive Magistrates.

*Chapter XIV* - In I. P. C. cases, the police will deal with the Judicial Magistrates. The first information report will be sent to both the categories of Magistrates. The list of the properties seized or recovered if there be any, will be sent to the Judicial or Executive Magistrate, as the cases may be who will try the case. The final report, whether it is a charge-sheet or otherwise, in cases under the Indian penal Code and the Railway Act, will be sent to the Judicial Magistrate for orders or trial, as the case may be, and in cases under other

other Acts, such report will be sent to the S.D.M. or other Executive Magistrate concerned.

The Executive Magistrate may also direct the Police to make further enquiries whenever he considers it necessary.

*Section 155 (2)-* Powers under this section will be exercised by both the categories of Magistrates.

*Section 164-* Powers under this section as also the power to hold identifications will be exercised concurrently by both categories of Magistrates.

*Section 167-* Powers under this section will be exercised concurrently by both the categories of Magistrates.

*Section 174 and 176* - The report of the police regarding enquiry into cases of suicides or accidental deaths under Section 174 will be received by the Executive Magistrate, who will exercise the powers under Section 176.

*Chapters XV to XXII-* Cognizance of offences under section 190 of the Code relating to I.P.C. cases will be taken by the Judicial magistrates. Trial of all such cases will be by the Judicial Magistrates. All inquiries into cases under the Indian Penal Code triable by a court of Session or High Court will also be made by the Judicial Magistrates.

*Chapter XXIV:-* Section 337:- The powers under this Section will be exercised by the Executive Magistrate except when the case is under inquiry or trial in the court of a Judicial Magistrate in which case the Judicial Magistrate may exercise the power.

*(iii) Relationship between Magistrate and Police*

3. Magistracy and police - Under Section 12 (1) of Cr. P.C. each Executive Magistrate should be allotted by the District Magistrate a number of police stations. In regard to area assigned to them, they should receive all police challans and private complaints Direct. Police challans should invariably be into the Court along with witnesses on dates which have been allotted by the Magistrate. dates being previously fixed by the Magistrate with their Station House Officers.

4. The District Magistrate should call at least quarterly meetings of all magistrates at which the Superintendent of Police, Prosecuting Inspector and the Station House Officers be asked to be present. Difficulties experienced by magistrates or police and reasons for delay in the disposal of cases should be thrashed out

at such meetings. Special attention will be paid in such meetings to investigate causes of delay in cases under trial and over a year cases.

5. The District Magistrate is the Head of Criminal Administration of the Districts and in that capacity is Incharge of Law and Order. Thus he controls and directs the action of the Police in his district. However, he should be careful in exercising his control so as not to prejudice the authority of the District Superintendent of Police. The District magistrate and the Superintendent of Police are expected to have cordial relations. On this depends the efficient administration of the district.

6. The Superintendent of Police before making any transfer amongst S.H.Os should obtain the approval of the District Magistrate. If the District Magistrate and the Superintendent of Police are unable to agree in regard to the transfer of any such officer, the matter may be referred to the Deputy Inspector General of the Range for decision.

7. The superintendent of Police and D.M. should meet each other frequently and discuss matters personally. The S.P. should inform the District magistrate as early as possible of any occurrence of serious crime and events of importance.

8. The Superintendent of police should send to the District Magistrate a fortnightly review of crimes in the District.

9. Copies of letters addreseed by the S.P. to the I.G. or the D.I.G. shall also be endorsed to the D.M. However, the annual administration Report shall be routed through the D.M. who will add his comments to it.

10. The power of the Police for licensing and regulating processions must be exercised subject to control of Sub-Divisional Magistrate and in imortant cases of the District Magistrate.

11. Criminal charges against Police Officers should ordinarily be tried by the District Magistrate himself. If for any special reason the District Magistrate himself is unable to try a criminal case against a Police Officer, he should transfer it to one of the senior Magistrates in the district.

*(iv) Inspection of Criminal Courts.*

12. The District Magistrate should inspect the Courts of each Executive Magistrate in his district once a year and should

prepare and inspection note covering points in form. No. 1. He may also go through the judgement of some of the decided cases to see that thay have been properly written. The District Magistrate should also find out why cases older than six months have taken so long for decision. He should not only point out the mistake committed in the file to the Magistrate, but should also make a note of mistakes of general nature and issue necessary circular in the matter for the guidance of all Magistrates in his district.

13. The sub-Divisional Magistrate should also inspect the courts of Subordinate Executive Magistrates in his judisdiction at least once a year and submit his inspection reports to the District Magistrate for orders etc.

14. The S.D. Ms. and other first class Magistrates shall inspect their own courts according to the following scale :-

1. S.D. Ms .....Half yearly.

2. First Class Magistrate .....Once in a quarter.

They shall record inspection notes and shall endorse copies of such inspection notes to the District Magistrate of their district.

15. The District Magistrates will endorse copies of their inspection notes to the Secretary to Government in the Home Department.

16. At the end of each quarter the District Magistrate in their monthly reviews on the disposal of criminal case work by the first Class Magistrate will mentionn the number of First Class Magistrates who have failed to inspect their courts during preceding quarter.

17. At the end of the calendar year, the District Magistrates will send to the Government a chart of such inspections including inspections carried out by them. These should read the Government by the First week of February every year.

*(v) Magisterial Inspection of thanas*

18. The District magistrate / Additional District magistrate and the Sub - Divisional magistrate shall inspect by rotation 50% of the Police stations, so that during a year a Police Station is not inspected both by Sub - Divisional Magistrate