

कार्यालय भू प्रबन्ध आयुक्त, राजस्थान, जयपुर

क्रमांक/फा/ /डीआईएलआरएमपी/भूप्रआ/2018/5254-64 दिनांक: 1/10/2018
भू प्रबन्ध अधिकारी समस्त,

विषय:- डीआईएलआरएमपी के तहत सर्वे/री-सर्वे हेतु दिशा निर्देश।

उपरोक्त विषयान्तर्गत राज्य सरकार द्वारा जारी धारा-106 की अधिसूचना क्रमांक 13 (9) राज/ग्रुप-1/2014 जयपुर, दिनांक 21.03.2017, अधिसूचना क्रमांक प.13 (9) राज-1/2014 दिनांक 19.05.2017, क्रमांक प.13 (5) राज-1/2016 दिनांक 01.09.2017 के तहत जयपुर, भीलवाड़ा, बाडमेर, जोधपुर, टोंक झालावाड़, राजसमंद, बांसवाड़ा, चूरू, गंगानगर, हनुमानगढ़ एवं अजमेर जिले की 4 तहसीलें (अजमेर, पुष्कर, पीसांगन एवं नसीराबाद) में वर्तमान में हाई रेजोलूशन सेटेलाइट इमेजरी एवं डीजीपीएस/ईटीएस द्वारा सर्वे/री-सर्वे की कार्यवाही प्रगतिरत है।

उपरोक्त कार्यवाही में एकरूपता लाने हेतु अति० मुख्य सचिव/शासन सचिव, राजस्व, संयुक्त शासन सचिव राजस्व, भू प्रबन्ध अधिकारियों, सहायक भू प्रबन्ध अधिकारियों एवं अधीनस्थ कार्मिकों व सर्वे/री-सर्वे कार्य हेतु चयनित एजेंसियों, राजस्व मण्डल के अधिकारियों एवं उपनिवेशन विभाग के अधिकारियों के साथ गत वर्ष में अनेक बैठकों व समय-समय पर कार्यशालाओं का आयोजन किया गया। भू-राजस्व अधिनियम-1956, राजस्थान काश्तकारी अधिनियम-1955, राजस्थान भू राजस्व (सर्वे अभिलेख तथा बन्दोवस्त) (सरकारी) नियम 1957, भू प्रबन्ध मैनुअल एवं राज्य सरकार द्वारा समय-समय पर जारी आदेश/निर्देश, अधिसूचनाओं, परिपत्रों एवं सर्वे/री-सर्वे एजेंसियों के चयन हेतु जारी आर.एफ.पी. के गहन अध्ययन व पारम्परिक सर्वे पद्धति की संक्रियाओं पर व्यापक विचार-विमर्श के बाद मानक कार्य पद्धति (Standard Operating Procedure) एवं विस्तृत दिशा-निर्देश तैयार किए गये हैं, जिन्हें राजस्थान सर्वे मैनुअल खण्ड 2 के रूप में जारी किया जा रहा है।

उपरोक्त दिशा निर्देशों की अक्षरशः पालना करते हुए आपके अधीन चल रहे सर्वे/री-सर्वे कार्य में एक सम्पूर्ण तहसील में कार्य को दिनांक 15 नवम्बर, 2018 तक पूर्ण कराने का श्रम करें।

संलग्न:- दिशा निर्देशों की प्रति

भवदीय,

M 1.10.18

(अम्बरीष कुमार)

भू प्रबन्ध आयुक्त,
राजस्थान, जयपुर

क्रमांक/फा/समसंख्यक/5265-93

दिनांक: 1-10/2018

प्रतिलिपि:-निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. निजी सचिव, राजस्व मंत्री, राजस्थान, सरकार, जयपुर।
2. निजी सचिव, शासन सचिव राजस्व विभाग, राजस्थान, जयपुर।
3. निबन्धक, राजस्व मण्डल, राजस्थान, अजमेर।
4. आयुक्त उपनिवेशन विभाग, बीकानेर।
5. संभागीय आयुक्त, जयपुर, अजमेर, जोधपुर, बीकानेर, उदयपुर एवं कोटा।
6. जिला कलक्टर जयपुर, जोधपुर, टोंक, झालावाड़, भीलवाड़ा, चूरू, राजसमंद, बांसवाड़ा, बाडमेर, गंगानगर एवं हनुमानगढ़, अजमेर।
8. समस्त वैण्डर्स.....

1/7/2

अति० भू प्रबन्ध आयुक्त,
राजस्थान, जयपुर

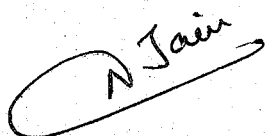
Office of Settlement Commissioner
Government of Rajasthan
Rajasthan Survey Manual – Part 2 (2018)

This Survey Manual, which is being brought out in year 2018 gives the Standard Operating Procedure & Guidelines to be Used for Survey Re-Survey under Digital India Land Records Modernisation Programme (DILRMP) in Rajasthan as per provisions of Rajasthan Land Revenue Act – 1956

Preamble: -- *This Survey-Resurvey is the largest exercise of its kind after more than 100 years when all the land was originally surveyed and cadastral maps were prepared for the first time in the state of Rajasthan. At that time, survey and settlement operations were basically carried out for accurate assessment of the land revenue to be collected from the peasants.*

However, the following major changes have occurred since then: --

1. *Land has become more valuable than land revenue --- Since last 4-5 decades the value of land per-se has gone up by orders of magnitude. Earlier, the value of land used to be only about 10 times its annual rent or even less, whereas with the advent of urbanisation, industrialisation and development, the value of land has now become 1000 to 100,00,000 times compared to the land revenue rates. Land revenue has become almost insignificant as a source of income for the Government. In fact in many states, including Rajasthan, collection of land revenue has been put on hold indefinitely.*
2. *Smaller size of land parcels --- Sizes of land parcels have been reduced considerably with increase in population and division of land holdings and also due to land being put to non-agricultural use.*
3. *Evolution of Technology --*
 - a. *Traditionally, survey operations were carried out using manual plane table survey methodology whereby distances were measured using metal chains and angles were measured using the right-angle instrument. This method was prone to both systemic as well as random human errors besides the fact that possibility of manipulation of measurements due to various pressures was omnipresent.*
 - b. *With the advent of newer technologies like Electronic Total Station, Global Positioning System, Satellite Imagery and Internet etc, it has now become technically and financially feasible to generate highly precise and accurate maps with improved accuracies ranging from less than 1cm to 40 cm. Modern maps are geo-referenced and have a lot more information than the traditional cadastral maps.*



4. *Non-agricultural use of Land -- Use of land for purposes such as industrial, residential, commercial and institutional etc. has become more pronounced with development, thus, it has become important to keep track of these converted land parcels. Sizes of these also tend to be much smaller than agricultural land parcels.*

This standard operating procedure attempts to enable preparation of new cadastral maps and new record of rights which are precise, accurate and high on integrity. They will serve as the foundation for a newly developing state and nation. As described above, Settlement Operations have lost much of their relevance because their sole purpose was determination of land rent, and thereby, land revenue. Soil classification has gained new found relevance because DLC rates of land depend mainly upon soil classification. Also, classification records the current usage of the parcel of land (e.g. Gair-mumkin-abadi, Gair-mumkin jungle, Gair-mumkin-udyog etc.). At present the land use needs to be recorded on the basis of the current use of land while conducting survey operations.

DILRMP is based on following three principles of modern land title systems followed the world over:

1. *Mirror Principle - Cadastral map and record of rights should mirror the ground reality accurately and precisely*
2. *Curtain Principle - Once mirror principle is implemented, it becomes possible to implement a curtain on land transactions - which means the current title is true and the purchaser does not have to worry about past records and the chain of transactions leading to the current situation.*
3. *Title Guarantee - Every land owner's title is guaranteed for its correctness and a title holder is indemnified against any loss suffered due to any defect in the Title of the Land.*

Survey Re-Survey being undertaken under DILRMP will assure compliance with the mirror principle which can then be taken further towards Curtain Principle and Title Guarantee by appropriate legislation.

Satellite Imagery brings a high level of integrity into the process - it allows for an ex-post-facto checking of maps with the help of satellite image. This makes it possible for any person in the hierarchy from the Settlement Commissioner down to the Amin to ensure the accuracy of the prepared map by using DGPS-RTK instruments. It also enables common man to measure his land himself and compare the prepared map with the satellite image. In fact, once the cadastral layer is superimposed on the satellite imagery (e.g. in software like Google Maps), much of this work can be done on a desktop computer.

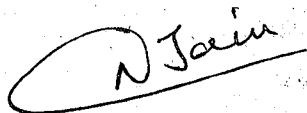
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Traditionally, Survey/ Re-Survey and Record operations were carried out as per the provisions of Chapter 7 of Rajasthan Land Revenue Act 1956 read along with Rajasthan land Revenue (Survey, Record & Settlement) (Government) Rules, 1957. Detailed workings were as per the departmental manual issued in 1991. Also, various circulars were issued by Government as well as Settlement Commissioner from time to time to clarify issues encountered in the field. Usually, Survey/Re-Survey using traditional methods was an operation which would take 3-5 years to carry out and complete in a particular Tehsil if everything went well and sufficient staff was available. At a given time the department used to work in about 20 tehsils across Rajasthan. Work was carried out by a team of Amins and Inspectors headed by an Asstt Settlement Officer and was carried out under the supervision of Settlement Officer.

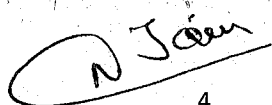
The present operations will be carried out in 12 districts of Rajasthan in 134 Tehsils simultaneously. Upgradation in technology has made the process much faster, made it less cumbersome, more accurate, transparent and brought in a high level of integrity. Basic nature of the process remains the same but the way of doing it and the speed of doing it has undergone a big change. To define a standard operating procedure in the current context, a series of meetings were held with the Settlement Officers, their subordinate staff and the vendors to whom the technology related aspects have been contracted out (listed out in Annexure 'A'). Also, draft guidelines and procedure was formulated and tried out in the field in the presence of officers from the Settlement Commissioner Office and Settlement Officers personally. After collating feedback from all these sources and also doing a detailed study of existing Acts, Rules, notifications, circulars, orders and the existing Survey Manual, a distilled essence has been gleaned out. This essence is being given out as a Standard Operating Procedure (SOP) to be used as a first point of reference for carrying out the Survey Re-Survey under DILRMP in the field.

Though it has been attempted to make this SOP all-encompassing and comprehensive but still it is possible that in certain specific situations, some finer points may emerge which need to be clarified. Settlement Officers and their staff are directed to refer to the Act, the Rules, the circulars and the Survey Manual. If the point still needs clarification and elucidation, it may be referred to the office of Settlement Commissioner.

Following is the standard operating procedure and guidelines to be used for Survey Re-Survey operation being carried out using High Resolution Satellite Imagery (HRSI) and Differential Global Positioning System (DGPS) & Electronic Total Station (ETS):-



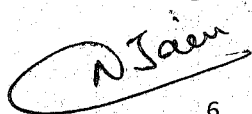
- 1) Fundamentally the legal foundation for carrying out the Survey Re-Survey process is given in Chapter 7 of the Rajasthan Land Revenue Act, 1956 viz. from Section 106 to Section 141.
- 2) Rules applicable are Rajasthan Land Revenue (Survey, Record & Settlement) (Government) Rules, 1957.
- 3) This manual gives the standard operating procedure to be used to carry out the Re-Survey and Record operations which is to be carried out in the areas duly notified under Section 106 of the Act.
- 4) Relevant notifications, circulars and orders have been given in Annexure 'B'.
- 5) **Interpretation:** In these guidelines, unless there is anything repugnant in the subject or context –
 - (1) 'The Act' means the Rajasthan Land Revenue Act, 1956
 - (2) 'Director' means the Director of Land Records for Rajasthan. (whose powers are to be exercised by Settlement Commissioner for the purpose of this document)
 - (3) 'Additional Land Records Officer' means the Settlement Officer (SO)
 - (4) 'Assistant Land Records Officer' means the Assistant Settlement Officer (ASO)
 - (5) 'Form' means a form appended to these Guidelines.
 - (6) 'Government Land' – Land where khatedar is State/ Central Government or Local Body/ Board/ Department of the State/ Central Government or any other organisation wholly or partially owned by the State/ Central Government.
 - (7) 'Ground Control Network' (GCN) – A network plan consisting of permanent reference points to be used for geo-referencing of satellite images /aerial survey images as per detailed technical specifications prescribed by the Director.
 - (8) 'Ground Control Point' (GCP) – Specific reference point to be setup as per Ground Control Network on basis of detailed technical specifications prescribed by the Director. (Survey marks as mentioned in Section 130 of the Act)
 - (9) 'UTM' - Universal Transverse Mercator Projection.
 - (10) 'Survey' means survey by modern technological methods and shall include re-survey.
 - (11) 'Section' means section of the Act.
 - (12) 'DGPS-PPK' means Differential Global Positioning System - Post Processing Kinematics.
 - (13) 'DGPS-RTK' means Differential Global Positioning System - Real Time Kinematics.
 - (14) 'ETS' means Electronic Total Station.
 - (15) 'ORI' (Ortho Rectified Imagery) means Processed and Ortho-rectified image obtained from High Resolution Satellite Imagery or by any other modern methods as mentioned in these guidelines.



- (16) 'Chalta Number' - means provisional Khasra Number assigned to polygons during the intermediate stage of preparation of Cadastral Map.
- (17) 'Rule' refers to particular Rule in Rajasthan Land Revenue (Survey, Record & Settlement) (Government) Rules, 1957
- (18) 'RFP' refers to Request for Proposals floated by the Director for carrying out the Survey Re-Survey operation under DILRMP.
- 6) Establishment of Ground Control Network** – A ground control network consisting of iconic, sub-iconic, primary, secondary, tertiary and auxiliary ground control points will be established in the entire State of Rajasthan as per detailed technical specifications given in RFP & any clarifications given by the Director.
- 7)** All cadastral maps will be geo-referenced and prepared using a common projection system which will be UTM for The State of Rajasthan.
- 8) Technology Options:-**
- (1) There are three technology options for Survey (as per technical details notified by the Director):
- (a) Ground Survey Methods using DGPS-PPK/ DGPS-RTK/ ETS system – In these methods, every single parcel of land is to be surveyed using either DGPS-PPK, DGPS-RTK or ETS systems.
- (b) HRSI and ground-truthing system using DGPS-RTK/ DGPS-PPK/ ETS– In this method, new cadastral maps are prepared using HRSI and then verified for accuracy on the ground using DGPS-RTK/ DGPS-PPK/ ETS.
- (c) Aerial Survey and ground-truthing using DGPS-RTK/ DGPS-PPK/ ETS – In this method, new cadastral maps are prepared using images obtained by aerial survey of the land surface and then verified for accuracy on the ground using DGPS-RTK/ DGPS-PPK/ ETS.
- (2) Survey will be carried out using any one or a combination of the 3 methods specified above as notified by the State Government for any particular area of the State.
- 9) Units of measurement:** All survey is to be carried out and recorded in the metric system.
- 10) Scale of Maps:**
- (1) All maps are to be prepared on a scale of 1:4000 unless the Additional Land Records Officer allows use of a different scale in cases where size of the land parcels is too small to be seen properly on 1:4000 scale.
- (2) Abadi portion of the village will be prepared on a scale of 1:1000.

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- 11) Unsurveyed Areas:** If any unsurveyed area is found during survey operations, it may be added to an adjacent village(s) or a separate revenue village be created as decided by the Additional Land Records Officer.
- 12) Pre-Survey Activities:** Following pre-survey activities must be completed before Survey Resurvey work is started in a Tehsil
- (1) Survey Re-survey work is to be carried out only in those tehsils which have been notified as online under Rule 169-H of Rajasthan Land Record Rules 1957 and where both Jamabandi and map are now online on eDharti and BhuNaksha web portals and one-to-one mapping between Jamabandi and map has been completed.
 - (2) Tehsildar of concerned Tehsil shall issue a certificate for all villages of the Tehsil to Asstt Land Records Officer in Form 3 after ensuring the following:
 - (a) All pending mutations have been decided and incorporated
 - (b) Succession mutations are opened for all dead khatedars
 - (c) Mutations to execute all pending decrees/ orders of courts have been done
 - (d) All pending tarmeems have been done to the online village map
 - (e) All cases under Section 136 of the Act are either decided or transferred to the court of Asstt Land Records Officer
 - (f) All cases under Section 48/ 49 of Rajasthan Tenancy Act 1955 are decided and mutations done
- 13) Proclamation for Publicity of Survey and Record Writing --** Additional Land Records Officer to issue proclamation in Form 1 under Section 110(1) and in Form 2, under Section 110(2) respectively to be published in at least one newspaper with wide circulation in the area in Hindi language.
- 14) Gram Sabha in Every Village --** Land Records Officer shall conduct a Gram Sabha in every village after the proclamations in Section 110 have been issued. Villagers will be given detailed information about methodology being adopted for Survey Re-Survey, how they will be impacted and the cooperation expected from them for successful conduct of operation.
- 15) Preparation of ORI --**The image obtained from the technologies mentioned above will be processed to obtain an Ortho Rectified Image (ORI).
- 16) Determination of the Village Boundary:**
- (1) The village boundary of the digitised version of old cadastral map (OCM) will be superimposed onto the ORI.
 - (2) A traverse will be made on the village boundary with DGPS-RTK to locate existing boundary pillars, take their co-ordinate readings, and take co-ordinate readings of all tri-junctions and all significant physical features on the boundary.



- (3) As far as possible, the village boundary shall be taken along the pre-existing physical features. Small departures from the pre-existing boundary are acceptable to align it with the pre-existing physical features.
- (4) It should be kept in mind that determination of boundary is not done to benefit or cause loss to any specific individual(s).
- (5) The area thus calculated with the new village boundaries may differ from the previously calculated village area.
- (6) The Director may issue separate directions with regard to any other specific issues that may arise in determination of the village boundary.

17) Preparation of Village Land Parcel Map (VLPM) and assigning of Chalta Number- Inside the area enclosed by village boundary, on the basis of the visible bunds and physical features, lines will be drawn to create polygons and a separate chalta number will be assigned to each polygon.

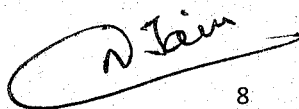
18) Ground Truthing of Village Boundary, Village Level Parcel Map and recording of possession, soil classification and source of irrigation --

- (1) Ground Truthing will be done for village boundary using DGPS-RTK. For any portion of the map inside the Village Boundary where Satellite imagery is not sufficiently clear, it will be surveyed using DGPS-RTK.
- (2) In case a new boundary line is discovered during ground truthing, a chalta number may be sub-divided.
- (3) A Register in Form No. 4 will be prepared to record possession, soil classification and source of irrigation (if any) for each polygon.
- (4) Possession will be recorded on basis of oral conversation with the person claiming to be in possession who will either be khatedar himself, or one of khatedars or if the field is in possession of someone who is not one of the khatedars, then his reason for possession and his relationship (either transactional or family based) with khatedar shall also be recorded. If a non-khatedar claims to be in possession, then his Aadhar number and mobile number should be compulsorily recorded.
- (5) If more than one person claims to be in possession of a parcel of land, then all such claims shall be noted down.
- (6) Form Number 4 is being prepared as an intermediate step, no presumption of truth will be attached to recording of possession and it will not be admissible as evidence in any court of law.

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19) Preparation of new village map and record of rights –

- (1) Old Cadastral Map will be super imposed on Village Land Parcel Map. The Super imposition will enable generation of Parcel 1, 2 & 3 lines as mentioned below-
- (a) Parcel 1 -- Solid Lines – All those lines which exist on old cadastral map and more-or-less coincide with the existing field boundaries as seen on the ORI.
 - (b) Parcel 2 -- Chain Lines (dash-dot-dash lines _._._._.) – All those lines which need to be shown on the map for the purpose of honouring legal ownership boundaries, but no physical feature exists along that line.
 - (c) Parcel 3 -- Dash lines (-----) – All lines which are not part of any khasra but which represent significant permanent features on the field such as – field boundaries/ fencing/ boundary walls/ dams/ anicuts/ bunds/ ditches/ line of trees/ canals/ pathways/ gas or water pipelines etc.
- (2) Information compiled in Form No 4 will be compared with the above superimposed map and read along with existing Jamabandi to decide the final map and record of rights. Mirror Principle must be followed while doing this exercise as per the following:
- (a) In the case where a khasra or a group of khasras of another village are situated inside the boundary of the village in question, then such island khasras shall be merged with the village in question.
 - (b) In case of a trespass on Government Land it should be marked out with a hatching and not be included in individual khatedar's land.
 - (c) In case of trespass on private land, it should be marked as a separate khasra number and assigned to the title holder khatedar.
 - (d) If any shifting of pathways is involved which is actually used by people then it should be allowed, if it does not amount to significant gain or loss in area(s) to the individual(s).
 - (e) Variation in the area of an individual khasra number should be ignored if the total area of the khata is more or less the same.
 - (f) If variation in the area of khasra causes significant variation in the area of a khata, then, it should be verified whether any trespass has been made on neighbouring Government land or khatedar's land. If no such trespass is observed, the land as per individual's possession should be recorded in his khata.
 - (g) If any khatedar who was allotted land in a particular khasra number in OCM is not in possession of originally allotted land but is in possession of a different parcel of land anywhere in that village, land currently under his possession shall be recorded in his name to the extent of area allotted to him provided that land under his possession is not prohibited by Section 16 of Rajasthan



Tenancy Act, 1955. List of all such cases in a village will be prepared by Asstt Land Records Officer and will be submitted to Addl Land Records Officer for his concurrence.

(h) If two khatedars have informally exchanged lands, it shall be regularised by the Asstt Land Records Officer as per provisions of Section 48 of Rajasthan Tenancy Act 1955.

(i) If it is observed that Patwari had made any error while updating (tarmeem) the OCM, then new record will be prepared as per ground reality.

(j) If any clerical errors are observed in the old record of rights or old map while doing this exercise either suo-moto or on application of a khatedar they will be corrected by Land Records Officer under Section 136 of the Act.

(3) Permanent Khasra Numbers (PKN) will then be assigned to each polygon on the newly created map starting with number 1 from North-West corner of the village.

20) Preparation of Area Comparison analysis Sheet in Excel -- A khata wise and khasra wise excel sheet in Form No. 5 will be prepared. Rows will be inserted to do Khata-wise totals and ascertain area variations at the level of Khata. It will be then sorted by Column 10 on Khata level area variation percentage in descending order.

21) Consultation will be made with every individual khatedar as required for removal of discrepancies noticed during analysis of Form 4 and Form 5 before parcha notice is issued.

22) Registers to record Trespassers under Section 114(d) --

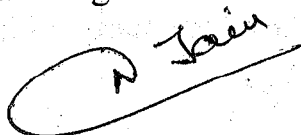
(1) Register of Government Lands under possession of Trespassers (as defined in Section 5(44) of Rajasthan Tenancy Act, 1955) will be prepared in format specified in Form No 11 along with a map showing all such lands in hatching of this type – (//////)

(2) Register of Private Lands under possession of Trespassers (as defined in Section 5(44) of Rajasthan Tenancy Act, 1955) will be prepared in format specified in Form No 12 along with a map showing all such lands in hatching of this type – (\\\\\\\\)

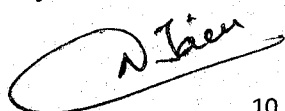
(3) Mapping Register (Milaan-Kshetrafal) between new and old map & record of rights will be prepared in Form No 8.

23) Procedure Regarding Unsurveyed lands, abandoned lands and lands being used for public purposes -- Analysis of contents of Form No 4 and Form No 5 will reveal following types of land which is covered under Section 115 of the Act:

(1) Previously unsurveyed land – Any land which was previously unsurveyed will have no owner as per existing Jamabandi



- (2) Abandoned land – Land whose owner as per existing Jamabandi is dead or not traceable and no legal heirs are traceable. This land could either be lying fallow or possibly be cultivated / used by another person who has no legal title over the land.
- (3) Land being used for public purposes – Land which is owned by a khatedar as per OCM and Jamabandi but is being used for a common/ public purpose like school, anganbadi, road, canal, water tank or any other such public purpose
- 24) A proclamation listing all such lands in Form No 6 will be issued through publication in Daily Hindi Newspaper with wide circulation in the area and also by displaying in the office of Gram Panchayat, Tehsil and ASO offices. It will also be displayed on specified web portal along with a map of the village where each of the land parcels included in proclamation is specifically marked.
- 25) Claims can be filed electronically on specified web portal to concerned Asstt Land Records Officer and will be decided by him as per Sections 115, 116 and 117 of the Act where procedure in 116 will be followed for previously unsurveyed lands and abandoned lands, and in 117 for land being used for public purposes respectively.
- 26) **Determination of Abadi of a Village in Rural Areas as per Section 119 of the Act–**
- (1) Abadi refers to a cluster of houses or land used for common purposes like waste disposal, water supply, parks or any other ancillary purpose
- (2) Any land irrespective of its soil classification and ownership which is being used for the purpose of abadi as per ORI (as verified during ground truthing) of the village shall be recorded as abadi land in the name of concerned Gram Panchayat.
- (3) Assistant Land Records Officer will ascertain if any additional abadi land is needed as per norms specified by Government and record such land as abadi from Government land in the village.
- (4) If the above exercise leads to reduction in area for pasture land so that it falls below specified norms, it may be compensated by declaring additional government land as pasture either in same village or neighbouring villages.
- 27) **Service of Parcha Notice:**
- (1) Parcha notice will be served to all tenants of every khata in Form No 7 by any electronic method or in the manner specified in Section 60 of the Act as notified by the Director.
- (2) Delivery of parcha notice shall be presumed to be attestation of entry if no objection to the contrary is received from any party within the specified time.

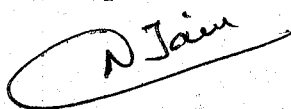


28) Hearing of Objections:

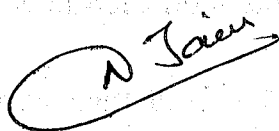
- (1) Objections, if any, will be filed electronically through web portal designated for this purpose.
- (2) They will be heard at the pre-specified date, time and venue (which will preferably be in a Government building situated in the village) a minimum of 30 days after delivery of the notice.
- (3) Objections filed against the details contained in the above parcha notice by interested parties will be decided as per Section 111 of the Act.
- (4) On the date specified, every entry in the Parcha Khatauni shall be read out to all the persons present. If any objections are received from anyone present, they shall be decided in accordance with Section 111 or other relevant provisions of the Act.

29) Parcha Khatauni (or Misal bandobast) in Form No 9 and a Map will be prepared for every village. Following should be kept in mind while preparing the Misal Bandobast:

- (1) Entries in Column 3 should largely be the same as given in the equivalent column in last Jamabandi in use except for the following cases:
 - (a) If a particular khatedar has died, then his legal heirs should be brought on record by a virasat mutation.
 - (b) If a particular khatedar has abandoned land and is nowhere to be found, then land should be recorded as Government land after following procedure in Sections 115, 116 and 117.
 - (c) If some khatedars were allotted Government land, but their name does not appear in last Jamabandi but they have a legally valid allotment order and are in possession of land in question, then their name is to be recorded via a mutation.
 - (d) If land being owned by khatedar is now being used for public purpose, then the correct name of the Government department needs to be entered after following procedure in Sections 115, 116 and 117.
 - (e) If a khatedar has transferred his land then new owner's name can be entered after a mutation.
 - (f) If a khatedar has exchanged his land then correct owner's name should be entered after following procedure in Section 48 of Rajasthan Tenancy Act.
- (2) Ordering of Khatas in Misal Bandobast should be as per the order given in Rajasthan Land Record Rules 1957.
- (3) Soil Classification should be as per current ground reality.
- (4) Source of Irrigation should be as per current ground reality.



- 30) All maps, field-books and other registers prepared by the Land Records Officer may be seen or downloaded for printing by the interested parties free of cost on specified online website.
- 31) A physical/ hard copy of these records shall also be displayed on the notice board of the concerned Gram Panchayat Office/ Patwar Ghar for 15 days before they are considered final and legally promulgated.
- 32) Promulgation of Map, Field Book & Record of Rights:
- (1) Before the final copy for promulgation of map, field book (in Form 10) and record of rights is prepared – old record of rights and the old online cadastral map will be locked by Asstt Land Records Officer on eDharti and bhuNaksha web portals. All pending mutations will be decided by Tehsildar immediately and then final version of Jamabandi and map will be downloaded.
 - (2) It must be ensured that any changes that have taken place in the online version while the survey-resurvey activity was taking place are incorporated into the version being prepared for promulgation.
 - (3) For promulgation of the map, field book and record of rights, soft copy of these will be electronically signed by the concerned Amin, Inspector and Asstt Land Records Officer and then presented to Additional Land Records Officer. It will be considered legally valid upon approval by the Additional Land Records Officer.
 - (4) A paper copy of the same will also be prepared, signed and approved as in (3) above which will kept as record in the office of Additional Land Records Officer.
 - (5) New promulgated map and record of rights will be made available to concerned Tehsildar through uploading to specified web portal on same day on approval of Additional Land Records Officer.
- 33) Existing online map on bhuNaksha web portal and record of rights on eDharti web portal will continue to be updated by Tehsildar as per provisions of Rajasthan Land Record Rules 1957 while the survey-resurvey operation is on.
- 34) Soil Classification will be done in Form 4 as per ground reality on the basis of Rule 39 and as clarified in the following chart and one khasra shall have only one classification. More soil classes as required may be notified by Director.



S.No.	Soil Class	Details
1	चाही	Irrigated by well / tube-well
2	नहरी	Irrigated by canal
3	तालाबी	Irrigated by tanks / ponds
4	दीगर सिंचित	Irrigated by other sources
5	बारानी	Rain Fed
6	बंजड	Unculturable Land
7	गैर मुमकिन	Non-Agricultural Uses to be listed as गैर मुमकिन - Use
i.	आबादी	Residential Use
ii.	कुआँ	Well or Tube-well
iii.	नहर	Irrigation canal
iv.	नदी	River
v.	नाला	Rivulet / Nallah
vi.	जंगल	Forest
vii.	औद्योगिक	Industrial Use
viii.	वाणिज्यिक	Commercial Use
ix.	संस्था	Institutional Use
x.	पहाड़	Hill / Mountain
xi.	शमशान	Cremation Ground
xii.	कब्रिस्तान	Burial Ground

N Jain

xiii.	मंदिर	Temple
xiv.	मस्जिद	Mosque
xv.	गुरुद्वारा	Gurudwara
xvi.	गिरजाघर	Church
xvii.	धार्मिक भवन	Religious Building
xviii.	सड़क	Road
xix.	रास्ता	Pathway
xx.	हवाई पट्टी	Airstrip
xxi.	विद्यालय	School
xxii.	खेल मैदान	Playground
xxiii.	सार्वजनिक भवन	Public Building
xxiv.	बाड़ा	Baada
xxv.	रेलवे	Railway
xxvi.	तालाब	Pond / Tank
xxvii.	आगौर	Catchment Area
xxviii.	चरागाह	Pasture Land
xxix.	औरण	Forest / Pasture associated with a Temple
8	गैर मुमकिन अनाधिकृत -	To be used for lands which have been used for non-agricultural usage without proper autorisation as per law – e.g. for

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	Use	illegal residential colonies, soil classification will be गैर मुमकिन-अनाधिकृत आबादी
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35) Director may issue notifications, directions and clarifications with regard to operation of these guidelines as necessary.

36) **Support by Revenue Agencies** – Support of Sub-Divisional Officer, Tehsildar and subordinate officers and staff viz. Naib Tehsildar, Inspectors of Land Records and Patwaris will be taken by the Land Records Officer in conduct of Survey-Resurvey activities not limited to but including determination of village boundary, recording of possession, service of parcha notice, collection of Aadhar number etc.

37) **Support of Gram Panchayat** – Support of officers of the Gram Panchayat including Sarpanch, Up-Sarpanch, Panch, Gram Sewak and other employees of the Gram Panchayat will be taken as needed in public interaction for the success of Survey Re-Survey activities.

M 1.10.18

(Ambrish Kumar)
Settlement Commissioner cum
Director, Land Records
Rajasthan
Dated: 30th September, 2018

N Jain

Chart of various forms and what they are to be used for:

Form Number	Section of Act	Rule Number	Guideline Number	Description	Authority
1	110(1)	15	13)	Proclamation	Ad LRO
2	110(2)	16	13)	Proclamation	Ad LRO
3	109		12)(2)	Certification of completion of Pre-Survey Activities	Tehsildar
4	112	19	18)	Ground Truthing Register	Ast LRO
5	112	21	20)	Khata Area Analysis Sheet	Ast LRO
6	115	24	24)	Proclamation under Section 115	Ast LRO
7	114	21	27)	Parcha Notice	Ast LRO
8	114(d)		22)(3)	Milan Kshetrafal	Ast LRO
9	121 & 122	26	29)	Khatauni (Misal-Bandobast)	Ad LRO
10	112	19	32)	Field Book	Ast LRO
11	114(d)		22)(1)	Register of Government lands under trespass	Ast LRO
12	114(d)		22)(2)	Register of khatedari lands under trespass	Ast LRO

N Jain

Form No. 1

Proclamation under sub-sec. (1) of Sec. 110 of

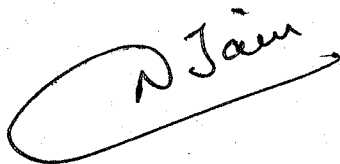
The Rajasthan Land Revenue Act, 1956

(See Form 1 & Rule 15)

Whereas by a notification issued by the State Government under Sec. 106 of the Rajasthan Land Revenue Act, 1956 (Act No. 15 of 1956) the area specified on the margin has been placed under survey and record operations, all estate-holders and tenants of the aforesaid area are hereby informed that they are bound to render such assistance as may be required of them by the undersigned or any other person deputed by him in the survey of the boundaries of the village as well as the boundaries of the fields therein.

Given under my hand and seal this Day Of 20..... (area to be specified)

Additional Land Records Officer

A handwritten signature in dark ink, appearing to read 'N. Jain', is written over a large, faint, oval-shaped stamp or watermark.

Form No. 2

**Proclamation under sub-sec. (2) of Sec. 110 of
The Rajasthan Land Revenue Act, 1956 (15 of 1956)**

(See Form 2 & Rule 16)

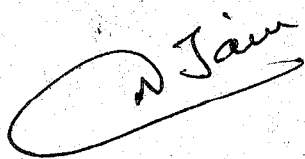
Whereas by my proclamation dated all estate-holders and tenants of the area specified on the *margin were informed of the liability to render assistance in the survey of the boundaries of the villages as well as the boundaries of the fields therein, this proclamation is now being issued under sub-sec. (2) of Sec. 110 of the Rajasthan Land Revenue Act, 1956 (Act No. 15 of 1956) and the estate-holders and tenants are hereby directed to erect within 15 days of the proclamation, the under mentioned boundary marks to define the limits of their villages, estates or fields.

Take notice that in default of compliance within the time specified in this proclamation, the Additional Land Records Officer will himself cause such boundary marks to be erected at their cost, which will be recovered as an arrear of land revenue.

Given under my hand and seal this Day of
20.....(particulars of boundary-marks to be given).

Additional Land Records Officer

*Area to be specified.



Form No 3

Pre-Survey Activity Completion Certificate by Tehsildar

(Under Section 109 of the LR Act 1956)

(See Guideline Number 12)

1	2	3	4
S No	Activity	Initials of Patwari	Initials of ILR
1	Virasat mutations of all dead khatedars have been opened and decided.		
2	All pending tarmeems have been done on bhuNaksha		
3	All mutations to execute court orders / decrees have been opened and decided		
4	All pending cases under S 48, RTA have been decided and mutations done		
5	All pending cases under S 136 LR Act have been decided and mutations done		

It is hereby certified that Pre-Survey activities for Village_____, Census Code_____, Patwar Circle_____, ILR Circle_____, Tehsil_____, District_____ as listed above have been completed.

Name: _____

Designation: _____

Date: _____

N Jain

Form No. 4

Ground Truthing Register

(Under Section 112 of LR Act 1956)

(See Guideline Number 18)

Village Code... Name of Village... Patwar Circle..... ILR Circle... Tehsil..... District.....

1	2	3	4	5	6	7	8	9	10
TKN NO.	Old Khata No.	Name of Khatedar / person claiming to be in Possession	Aadhar (with consent) & Mobile No of person in column 3	Khatedar (Yes/No)	If Not Khatedar, Source of Possession*	Soil Classification	TKN of Source of Irrigation	Public utility, if any	Remarks

** Following are possible sources of possession

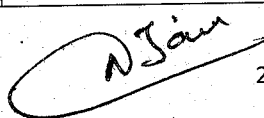
- Trespass
- Informal Exchange of Land
- Purchased through registry
- Purchase through written unregistered agreement
- Purchase through oral agreement
- Family member's / relative's land
- Being used for public purpose

N Jain

Form No.5**Khata Area Analysis Sheet****(Under Section 112 of LR Act 1956)****(See Guideline Number 20)**

**Village Code ... Name of Village... Patwar Circle.... ILR Circle... Tehsil.....
District.....**

Column Number	Title of Column	Remarks
1	Old Khata Number	Taken from existing Jamabandi
2	Old Khasra Number	All Khasras which are part of this khata to be mentioned here
3	Area as per RoR (in hectares)	From Old Jamabandi
4	Area as per Old Cadastral Map (in hectares)	Auto-calculated area from existing digitized cadastral map
5	TKN of Khasra which is in possession of Khatedar and is closest in shape to old khasra number.	
6	PKN of Khasra which is in possession of Khatedar and is closest in shape to old khasra number.	
7	Area of PKN in column 6 (in hectares)	Auto-calculated


21

8	Area difference between new khasra and RoR	Col 7 – Col 3
9	Area difference between new khasra and khasra in old cadastral map	Col 7 – Col 4
10	Percentage difference between new khasra and RoR	(Col 8/ Col 3) * 100%
11	Absolute value of Percentage difference	Col 10
12	Names of Khatedars as per RoR	
13	Reasons for differences in Area as per preliminary discussion with Patwari & Amin	
14	Solutions on basis of ground truthing	

Amin

Name:

Signature

Date

Inspector

Name:

Signature

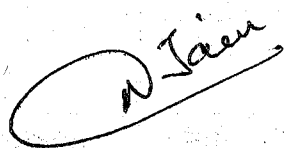
Date

Asstt Land Records Officer cum ASO

Name:

Signature:

Date:



Form No 6

Proclamation under Section 115 of

The Rajasthan Land Revenue Act, 1956(Act No. 15 of 1956)

(See Form 5 & Rule 24)

Whereas lists of lands situated in the under-mentioned village which appear to have no lawful owner have been prepared, this proclamation is being issued under Section 115 of **The Rajasthan Land Revenue Act, 1956** to inform all concerned that if anyone has any claims to or over any of the Lands specified in the appended list, he may present his claim and the grounds therefore by means of a petition in writing within 3 months from the date of the proclamation.

Take notice that if no such claim is preferred within the prescribed period, the lands mentioned in the appended list will be declared to be the property of the State and demarcated as such.

(Given under my hand and seal this..... Day of..... 20....

Additional Land Records Officer

Details of unclaimed lands situated in the Village..... Patwar Circle..... ILR Circle..... Tehsil..... District.....

1	2	3	4	5	6
Permanent Khasra No.	Old Khasra No (if any)	Old Khata No (if any)	Area	Description and purpose for which land appears to be used	Name of the person in possession, if any.

N Jain

Form No 7

(Under Section 114 of LR Act 1956)

(See Form 4 & Rule 21)

Government of Rajasthan

Settlement Department, Rajasthan

Parcha Notice

Parcha No:

Date of Issue:

Village Name:

Village Code:

Patwar Circle:

ILR Circle:

Tehsil:

District:

Year:

Name of Landholder -

Rajasthan Government

Old Khata No:

Name of Khatedar

1

2.....

3.....

4.....

**Details in Last RoR
(As of dd/mm/yyyy, time)***

Details after Survey

Khasra No & Name of Land Parcel	Area (Hectare/ Bigha)	Source of Irrigation	Soil Classification	Rent (Rs)	Remarks	Permanent Khasra No.	Area (Hectare)	Perimeter (Meters)	Source of Irrigation	Soil Classification	Rent (Rs)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
Total												

N Jain
24

Draft L.P.M.

Note:

1. Please ensure that you are satisfied with the particulars of your land given above as per the new survey. You can verify the measurements given above that they are as per your possession.
2. If you notice any errors in the above details or you have any other issue an objection in writing can be filed online at any E-Mitra centre OR at the office address given below before Date..... Hearing on the Objection will be on Date..... Place..... In case of no objection is received, it will be presumed that you have accepted and attested the entry of your land ownership as given above.

Amin

Inspector

Asstt Land Records Officer cum ASO

Name:

Name:

Name:

Signature

Signature

Signature:

Date

Date

Date:

Mobile No:

Mobile No:

Mobile No:

Address of Office of Asstt Land Records Officer cum Asstt Settlement Officer:

* Date and Time of download of Jamabandi and map from eDharti/bhuNaksha web portal

N Jain

Form No 8**Milan Kshetrafal****(Under Section 114(d) of LR Act 1956)****(See Guideline Number 22)**

Village_____, **Census Code**_____, **Patwar Circle**_____, **ILR Circle**_____, **Tehsil**_____, **District**_____

(New from Old One-Many Map with Area)

1	2	3	4
New Khasra Number	Area of new khasra (in hectares)	Old Khasra Number	Area of Old Khasra included in new Khasra (in hectares)
	Total		Total

(Old to New One-Many Map)

1	2
Old Khasra Number	New Khasra Numbers which have formed out of the Old Khasra

N Jain

Form No 9

(See Guideline Number 28, Rule 26 and Form 7)

Government of Rajasthan

Settlement Department, Rajasthan

(Under Section 121 of Rajasthan Land Revenue Act, 1956)

Misal-Bandobast

Land Holder: - Government of Rajasthan

Village Name:

Village Code:

Patwar Circle:

ILR Circle:

Tehsil:

District:

Year:

1	2	3	4	5	6	7	8	9	10	11
Khata No.	Parcha No.	Name of Khatedar/Father's Name / Caste/Address/ Khatedar/Gair Khatedar	Khasra No.	Area	Perimeter	Soil Class	Source of Irrigation (Khasra No & Type)	Rent Rate	Rent	Remarks

N. Jain

Form No. 10

Field Book

(Under Section 112 of LR Act 1956)

1	2	3	4	5
Khasra No.	Area	Perimeter	UTM Coordinates	Remarks

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Form No. 11

Register showing trespassers on Government Land

(Under Section 114(d) of LR Act 1956)

(See Guideline 22)

**Village Code... Name of Village... Patwar Circle.... ILR Circle... Tehsil.....
District.....**

1	2	3	4	5	6	7	8	9	10
Khata Numb er	Name of Khatedar	Khasra Number	Soil Classi ficatio n	Total Area of Khas ra	Area unde r Tres pass	Name, Aadhar& Mobile No of Trespasser	Khata Number of Trespas ser (if any)	Use land has been put to	Rem arks

N. Jain

Form No. 12

Register showing trespassers on Khatedari Land

(Under Section 114(d) of LR Act 1956)

(See Guideline 22)

Village Code... Name of Village... Patwar Circle.... ILR Circle... Tehsil..... District.....

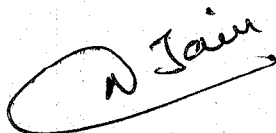
1	2	3	4	5	6	7	8	9
Khata Number	Name of Khatedar	Khasra Number	Soil Classification	Area of Khasra	Name, Aadhar & Mobile No of Trespasser	Khata Number of Trespasser	Use land has been put to	Remarks

N Jain

Annexure 'A'

List of meetings and consultations held to draft the Standard Operating Procedure

1. Meeting dated 16/05/17 at Settlement Commissioner office, Jaipur.
2. Workshop dated 04/08/17 under chairmanship of Hon'ble Revenue Minister.
3. Meeting dated 28/08/17 at Settlement Commissioner office, Jaipur.
4. Meeting dated 11/09/17 at Settlement Commissioner office, Jaipur.
5. Meeting dated 09/10/17 at Settlement Commissioner office, Jaipur.
6. Meeting dated 05/11/17 at Settlement Commissioner office, Jaipur.
7. Meeting dated 05/01/18 at Settlement Commissioner office, Jaipur.
8. Meeting dated 18/01/18 at Settlement Commissioner office, Jaipur.
9. Meeting dated 04/05/18 at Settlement Commissioner office, Jaipur.
10. Video conference dated 21/05/18 at Settlement Commissioner office, Jaipur.
11. Meeting dated 25/05/18 at Settlement Commissioner office, Jaipur.
12. Meeting dated 06/06/18 at Settlement Commissioner office, Jaipur.
13. Workshop dated 07/06/18 under chairmanship of Hon'ble Revenue Minister.
14. Meeting dated 13/07/18 at Settlement Commissioner office, Jaipur.
15. Meeting dated 18/07/18 at Settlement Commissioner office, Jaipur.
16. Meeting dated 25/07/18 at Settlement Commissioner office, Jaipur.
17. Meeting dated 01/08/18 at Settlement Commissioner office, Jaipur.
18. Meeting dated 08/08/18 at Settlement Commissioner office, Jaipur.
19. Meeting dated 13/08/18 under chairmanship of Secretary, Revenue.
20. Meeting dated 14/08/18 at Settlement Commissioner office, Jaipur.
21. Meeting dated 27/09/18 at Settlement Commissioner office, Jaipur.



Annexure 'B'

Relevant Circulars and Orders

1. Notification delegating powers of Section 136 of the Act to Settlement Officers for areas under their jurisdiction dated 2.1.1997.
2. Notification delegating powers of Section 48 read with Section 53 of Rajasthan Tenancy Act 1955 and Rule 24AA of Rajasthan Tenancy (Government) Rules 1955 and Rule 18 of Rajasthan Tenancy (Revenue Board) Rules, 1955 to Asstt Settlement Officer for area under his jurisdiction dated 28.3.2000.

N Jain

राजस्थान सरकार
राजस्व (ग्रुप-6) विभाग

क्रमांक/प.6(12)राज/6/92/1

जयपुर, दिनांक: 02.01.1997

—: अधिसूचना :—

राजस्थान भू-राजस्व अधिनियम, 1956 (राजस्थान अधिनियम संख्या 15, 1956) की धारा 260 के खण्ड (ख) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राज्य सरकार एतद्वारा निर्देश देती है कि उक्त अधिनियम की धारा-136 के तहत भू-अभिलेख अधिकारी पर अधिरोपित कर्तव्यों एवं शक्तियों का प्रयोग सम्बन्धित भू प्रबन्ध अधिकारी द्वारा उनके क्षेत्राधिकार के भीतर उन क्षेत्रों में किया जायेगा, जहां सर्वे तथा रेकॉर्ड कार्यवाही चल रही है।

राज्यपाल की आज्ञा से,

एस.डी.
(के०पी० सिंघल)
शासन उप सचिव,

राजस्थान सरकार
राजस्व (ग्रुप-6) विभाग

क्रमांक / क.5(19)राज-6 / 98 / 4

जयपुर, दिनांक: 28.03.2000

—: अधिसूचना :-

राजस्थान भू-राजस्व अधिनियम, 1956(राजस्थान अधिनियम संख्या-15 वर्ष 1956) की धारा 260 के खण्ड (ख) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राज्य सरकार एतद्वारा यह निर्देश देती है, कि राजस्थान काश्तकारी अधिनियम, 1955 (अधिनियम संख्या-3 वर्ष 1955) की धारा 48 एवं 53 सपठित राजस्थान काश्तकारी (सरकारी) नियम, 1955 के नियम 24 एए एवं राजस्थान काश्तकारी राजस्व मण्डल नियम, 1955 के नियम 18 के अन्तर्गत तहसीलदार पर अधिरोपित कर्तव्यों एवं शक्तियों का प्रयोग उन्हीं क्षेत्रों में जहां सर्वे, एवं भू-अभिलेख का कार्य चल रहा है वहां सम्बन्धित सहायक भू-अभिलेख अधिकारी द्वारा उनके क्षेत्राधिकार के भीतर प्रयोग में लिया जायेगा ।

राज्यपाल की आज्ञा से,

एस.डी.

(शिव कुमार शर्मा)

शासन उप सचिव,