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महत्वपूर्ण सरकारी आज्ञायें।
SETTLEMENT DEPARTMENT

RULES

Jaipur, July 9, 2021

Rajasthan Survey Manual – Part 2 (2019)

File : F/29/SCR/DILRMP/2016/2010-2014 .-This Survey Manual lays down the Standard Operating Procedure and Guidelines for the use in *Survey/Re-Survey* operations, under the Digital India Land Records Modernization Programme (DILRMP), in accordance with the provisions of The Rajasthan Land Revenue Act, 1956.

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

However, the following major changes have taken place over the years: -

1. Land has become more valuable_- In the last 4-5 decades since independence, the value of land has increased manifold. With urbanisation, industrialisation and development, the value of land, which used to be about 10 times its annual rent or even less, has increased to 1000 to 100,00,000 times as compared to the land revenue rates. In fact, the value of land revenue has become almost insignificant as a source of income for the government. In many states, including Rajasthan, the collection of land revenue has been put on hold indefinitely.
2. Smaller size of land parcels - With the increase in population and subsequent division of land holdings, the average size of land parcels has reduced considerably. Land is increasingly being put to non-agricultural uses which have further lowered the average size of land parcels on one hand and increase in its value on the other hand.
3. Evolution of Technology_-
 - a. Traditionally, survey operations were carried out using the manual plane table survey, the traverse method, the *murabbandi* method etc. In these methods,

the distances were measured using metal chains and theodolite and the angles were measured using the right-angle instruments. These methods required greater resources in terms of time, cost and manpower. Moreover, they were prone to both systemic as well as random human errors.

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 with an error ranging from 1 to 40 cm. Modern maps are geo-referenced and contain a lot more information than the traditional cadastral maps.

4. Non-agricultural use of Land - The use of land for industrial, residential, commercial and institutional purposes etc. has become more pronounced with development. Thus, it has become pertinent to keep track of these converted land parcels. These parcels of land also tend to be smaller in size than the previous size of agricultural holdings.

This standard operating procedure attempts to facilitate the preparation of new cadastral maps and new record of rights which are precise, accurate and high on integrity. Settlement operations have lost much of their relevance because their primary purpose was to determine land rent for collection of land revenue. Moreover, soil classification has become important because the DLC rates of land depend mainly upon the classification of land. Also, the soil classification specifies the current use of a parcel of land (e.g. *Gair-mumkin-abadi*, *Gair-mumkin* jungle, *Gair-mumkin-udyog* etc.). Therefore, during the Survey/Re-Survey operations, land use needs to be recorded on the basis of the present ground reality.

The traditional *Survey/Re-Survey* exercise was done very meticulously and with a great deal of diligence. Although the instruments used were not as modern and precise as compared to the technologies available now, the village cadastral maps were quite realistic. While conducting the Survey using traditional methods, the survey teams were stationed in the field/ villages for long durations. The team used to measure each and every parcel using traditional measurement tools, verifying every detail following the principle of part to whole and cross checking the same with the available sources. As a result, the maps were prepared with such accuracy that even using the age old *Kanghi – Prakar*, the area of individual parcel could be calculated very reliably. It has been found that only in large villages and in places where the terrain was undulating and difficult to negotiate, no major discrepancies can be observed in the available land records. Yet, variations can be seen for various reasons like: manual measurements, natural conditions such as slight shifting of cultivation, change in cropping patterns after natural calamities such as floods, wind erosions, informal division of lands by tenants and co-tenants, difference in methodology etc.

Not with-standing the credibility and accuracy of the records prepared by the traditional methods, Section 140 of Rajasthan Land Revenue Act 1956 also states that the current record is considered to be a presumptive record. This presumption is due to

probability of errors occurring at various stages of OCM (Old Cadastral Map) preparation. These errors may have arisen due to number of reasons such as topography and physical features, instruments being used, projection of the map, the scale of the map, mapping the shape of land parcel (*Khasra*), area calculation, listing-counting, part to whole error, survey of a single village at a time, difference in ground reality, human errors etc. Hence, when the existing record is converted into digital format, the digitized version reflects the same errors and as a result it may vary from the ground reality.

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

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

The *Survey/Re-Survey* operations under the DILRMP shall ensure compliance with the mirror principle which paves the path towards the Curtain Principle and a Conclusive title by appropriate legislation.

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

Traditionally, the Survey/ Re-Survey and Record operations were carried out as per the provisions of Chapter 7 of the Rajasthan Land Revenue Act, 1956, read with the Rajasthan Land Revenue (Survey, Record & Settlement) (Government) Rules, 1957. Survey and Settlement operations were carried out as per the departmental manual issued in 1991. Also, various circulars were issued by the Government as well as the Settlement Commissioner from time to time to clarify the issues encountered in the field. Usually, it took 3 to 5 years to conduct the Survey/Re-Survey operations in a particular *Tehsil* with deployment of sufficient staff. At a given time, the Department used to work in about 20 tehsils across the State of

Rajasthan. The work was carried out by a team of *Amins/Patwaris* and Inspectors headed by an Assistant Settlement Officer under the supervision of the Settlement Officer.

Survey/ Re-survey

These Survey/Re-Survey operations will be carried out simultaneously across 134 Tehsils in 12 districts of Rajasthan in the first instance. Upgradation of technology has made the process faster, less cumbersome, precise and transparent. While the manner and speed of these operations has undergone a significant change, the fundamental nature of these processes remains the same. In creating a detailed Standard Operating Procedure for Survey/Re-Survey operations, a series of meetings were held with the Settlement and Assistant Settlement Officers, their subordinate staff and the contracted vendors to whom the technology related aspects have been entrusted with (as listed at Annexure 'A'). Also, draft guidelines and procedures have been tried upon in the pilot villages in the presence of senior officers of the Settlement Department. After collating feedback from all these sources and the experience of Survey Operations in the pilot villages and undertaking a detailed study of the existing Acts, Rules, Notifications, Circulars, Orders and the existing Survey Manual, a distilled essence has been gleaned. This document is being provided as the Standard Operating Procedure (SOP) to be used as a first point of reference in carrying out Survey/Re-Survey operations under the DILRMP.

The objective to bring about this SOP (Standard Operating Procedure) is to provide details of the procedure and steps to be followed for the guidance of all stakeholders involved in the process of Survey/Re-survey by use of modern technologies and subsequent preparation of digital cadastral maps and Record of Rights (RoRs).

Although all attempts have been made to ensure that this SOP is inclusive and comprehensive, it is possible that in certain specific circumstances, some finer points may emerge which may require further classification. In such cases the Settlement Officers and their staff are directed to refer to the Act, Rules, Notifications, Circulars, Orders and the Survey Manual. If the matter needs further clarification and elucidation, it shall be referred to the office of the Settlement Department.

- (1) Fundamentally, the legal framework for carrying out Survey/Re-Survey operations is provided in Chapter 7 of the Rajasthan Land Revenue Act, 1956 from Section 106 to Section 130.
- (2) The Rules applicable are the Rajasthan Land Revenue (Survey, Record & Settlement) (Government) Rules, 1957.
- (3) This Manual has been prepared under Section 109 of the Rajasthan Land Revenue Act, 1956 and provides the Standard Operating Procedures for carrying out Survey/Re-Survey and Record Operations in the areas duly notified under Section 106 of the Rajasthan Land Revenue Act, 1956.
- (4) Relevant notifications, circulars and orders are available at Annexure 'B'.

(5) Interpretation: In these guidelines, unless there is anything repugnant in the subject or context –

- a. 'The Act' means the Rajasthan Land Revenue Act, 1956.
- b. 'Director' means the Director of Land Records for Rajasthan. (Whose powers are to be exercised by Settlement Commissioner for the purpose of this document).
- c. 'Additional Land Records Officer' means the Settlement Officer (SO).
- d. 'Assistant Land Records Officer' means the Assistant Settlement Officer (ASO).
- e. 'Form' means a Form appended to these guidelines.
- f. 'Government Land' – Those lands where the tenant (*khatedar*) is the State/ Central Government or a Local Body/ Board/ Department of the State/ Central Government or any other Organization wholly or partially owned by the State/ Central Government.
- g. 'Ground Control Network' (GCN) – A Network plan consisting of permanent reference points to be used for geo-referencing of the satellite images /aerial survey imageries as per the detailed technical specifications prescribed by the Director.
- h. 'Ground Control Point' (GCP) – Specific reference points setup as per the Ground Control Network on the basis of detailed technical specifications prescribed by the Director.
- i. 'UTM' - Universal Transverse Mercator Projection.
- j. 'Survey' means survey of land using modern technological methods and shall include Re-Survey.
- k. 'Section' means the relevant Section of the Act.
- l. 'DGPS-PPK' means Differential Global Positioning System - Post Processing Kinematics.
- m. 'DGPS-RTK' means Differential Global Positioning System - Real Time Kinematics.
- n. 'ETS' means Electronic Total Station.
- o. 'ORI' (Ortho Rectified Imagery) means processed and Ortho-Rectified images obtained from High Resolution Satellite Imagery or by other modern methods mentioned in these guidelines.
- p. 'Chalta Number' - means provisional land parcel (*Khasra*) number assigned to polygons during the intermediate stage of preparation of Cadastral Maps.
- q. UPIN (Permanent *Khasra* Number/ *Murabba* Number)- Unique Parcel Identification Number .
- r. 'Rule' refers to a particular rule in The Rajasthan Land Revenue (Survey, Record & Settlement) (Government) Rules, 1957.
- s. 'RFP' refers to Request for Proposals floated by the Director for carrying out the Survey Re-Survey operation under DILRMP.
- t. 'Village Level Committee' shall comprise of the following :
 - Assistant Land Records Officer

- *Tehsildar/Naib Tehsildar*
- *Ameen/Inspector*
- *HalkaPatwari/CircleGirdawar*
- *Sarpanch/Ward Panch*
- *Secretary, Village Panchayat*
- Two members of the village nominated by the Tehsildar

(6) **Establishment of Ground Control Point Network :**

- (a) Ground Control Points (GCPs) are the substitutes of earlier bi-junction/tri-junction points. These are required to be established for photogrammetric bundle adjustment of the stereo-images/photographs obtained from Satellite. Hence these must be established as per directions provided in the RFP.

A Ground Control Network consisting of iconic, sub-iconic, primary, secondary, tertiary and auxiliary ground control points shall be established in the districts being taken up for Survey/Resurvey as per the detailed technical specifications provided in the RFP and directions provided by the Director.

- (b) Primary and Secondary GCPs have permanent value and hence need to be preserved accordingly. They are monumented in the shape of pre-cast RCC pillars. For their better preservation, they need to be located preferably within government premises. The selected site should be clearly open to sky, devoid of high tension power lines, electric substations, microwave emitting towers, high walls or trees or any other obstructions etc. which might interfere with GPS signals.

- (c) Revenue field officers at grass root level (Amins/ Patwaris/ ILRs/ Tehsildars/ SDOs) need to familiarize themselves with the importance, use, presentation and maintenance of GCPs. The local people must also be taken into confidence for their proper preservation and maintenance in future. In case of any dislocation or damage of these GCPs, the same need to be re-erected immediately.

- (7) All cadastral maps shall be geo-referenced and prepared using a common projection system which will be UTM for the State of Rajasthan.

(8) **Technology Options:**

- a. Three technology options are available for Survey/Resurvey work (as per the technical details notified by the Director):
- i. Ground Survey Methods using DGPS-PPK/ DGPS-RTK/ ETS system – Each and every parcel of land shall be surveyed using either through DGPS-PPK, DGPS-RTK ETS system.
 - ii. HRSI and ground-truthing system using DGPS-RTK/ DGPS-PPK/ ETS system– Through this method, new cadastral maps shall be prepared using HRSI and then verified for accuracy and correctness on the ground using DGPS-RTK/ DGPS-PPK/ ETS System.

- iii. Aerial Survey and ground-truthing system using DGPS-RTK/ DGPS-PPK/ ETS System– Through this method, new cadastral maps shall be prepared using images obtained from aerial survey of the land and then verified for accuracy and correctness on the ground using DGPS-RTK/ DGPS-PPK/ ETS system.
 - b. The Survey/Resurvey work shall be carried out using any one or a combination of the three methods specified above and as directed by the State Government for any particular area of the State.
- (9) **Unit of Measurement:** All Survey/Resurvey work shall be carried out and recorded in accordance with the metric system.
- (10) **Scale of Maps:**
- a. All maps are to be prepared at a scale of 1:4000 unless the Additional Land Records Officer allows the use of a different scale in those cases where the sizes of the land parcels are too small to be seen properly on 1:4000 scale.
 - b. *Abadi* portions of the villages and villages situated in urban areas shall be mapped at a scale of 1:1000.
 - c. The scale of Individual land parcel sketch should fit on an A4 size paper and it should be fit to the next scale of 50.
- (11) **Unsurveyed Areas:** If any un-surveyed areas are detected during survey/Resurvey operations, they may be added to an adjacent village(s) or a separate revenue village may be created as per the provisions of Section 16 (a) and (b) of the Land Revenue Act 1956. However, title of the land shall not be determined by Settlement proceedings.
- (12) **Pre-Survey Activities:** The following pre-survey activities must be completed before Survey/Re-survey and Land record Operation work commences in a district /*tehsil*/revenue village.
- (1) This Land Record Operations work shall be carried out primarily in those *tehsils* in the first phase, which have been notified online under Rule 169–H of The Rajasthan Land Record Rules, 1957 and where both the *Jamabandi* and the maps uploaded on the *e-Dharti* and the *BhuNaksha* web portals and where one-to-one mapping between the *Jamabandi* and the map has been completed.
 - (2) Before the commencement of Settlement operations, the *tehsildar* concerned shall issue a certified copy of the *Jamabandi* and OCM to the Assistant Land Records Officer. The *tehsildar* of the *tehsil* concerned shall issue a certificate for all the villages of the *tehsil* to the Assistant Land Records Officer in Form 3, after ensuring the following:
 - i. All pending mutations have been decided and incorporated.
 - ii. Succession mutations have been opened for all the deceased tenants (*khatedars*).
 - iii. Pending mutations to execute all decrees/ orders of courts have been decided.

- iv. All pending *tarmeems* have been executed and uploaded to online village maps.
- v. All the cases under Section 136 of the Act have been either decided or transferred to the court of Assistant Land Records Officer.
- vi. All cases under Section 48/ 49 of the Rajasthan Tenancy Act, 1955 have been decided and the consequent mutations have been executed.
- vii. A de novo survey will be conducted in all such villages that can't be notified online due to the unavailability of old cadastral maps (OCM).

Although it is mandatory to obtain a certificate from the land holder (*Tehsildar*) regarding updation of land records in Form 3 i.e. the cadastral maps and RoR with a view of completion of all *tarmeems* and make all necessary changes in the RoR to make them truly reflective of the latest position, while conducting the survey/re-survey exercise in the field the team may come across certain changes/differences that are not included in current old cadastral maps and RoR. Therefore, the number of polygons (*Khasras*) actually found in the field shall truly reflect the ground reality, which may vary from the number of polygons (*Khasras*) in the old cadastral maps and RoR. All such variations shall be duly recorded with reasons.

The Certificate Form 3 issued by the *Tehsildar* should necessarily have the last mutation number and its date mentioned. In the villages where Survey/Re-Survey operations are being carried out the *Tehsildar* would simultaneously continue deciding Mutations. Thus all such changes will have to be incorporated before finalizing the records. The last mutation number mentioned in Form 3 would ensure that all changes are truly reflected in the records as well.

- (3) The Additional Land Records Officer shall assign village wise and date wise responsibilities to the *Ameens/Patwaris* and Inspectors for execution of the Survey/Resurvey operation and preparation of the Record of Rights in the allocated villages. The Revenue field officials shall also be roped in to collaborate with the survey agency. Local officials of other land owning Government Departments must be intimated well in advance of the survey operations. Detailed schedule of the visits of the survey team shall be circulated among the heads of the land owning departments, so that the officials from the departments concerned assist the survey agency in the identification of the boundaries of the land parcels owned by their departments.
- (4) It should be ensured that the required Hardware/Software/Manpower is available in every district under Survey/Re-Survey operations (reference; RFP point No. Annexure 5.2.2.12 to 5.2.2.17). Each survey team should have adequate number of field and supervisory staff conversant with the local area language.
- (5) Prior to the commencement of Survey/Re-survey operations, during and after the conduct of these operations, sequential certified hard copies of the following maps shall be maintained in record for a smooth and organized exchange of information between the Revenue department, the Settlement Department, and the contracted vendor companies. All such maps shall indicate all the GCPs (P/S/T/A) The following

maps shall be prepared, certified and carefully maintained as record for the purpose of Survey/Re-survey operations and future references.

List of maps:

- (a) ORI+ New village boundary +OCM+RTK-Points.
- (b) OCM-digitised and updated
- (c) VLPM (with *Chalta*No./TKN)
- (d) ORI+VLPM
- (e) ORI+VLPM+OCM
- (f) ORI+NCM
- (g) ORI+NCM+OCM

- (13) **Proclamations for the Publicity of Survey and Record Writing :** Additional Land Records Officer shall issue proclamations in Form 1, under Section 110 (1) and in Form 2, under Section 110(2) respectively, to be published in at least one reputed and widely circulated newspaper in Hindi language.
- (14) **Gram Sabha Meetings to be Organised in every Revenue Village :** Land Records Officer shall conduct meetings of the *Gram Sabha* in the presence of the Village Level Committee in every revenue village after the proclamation under Section 110 has been issued.

Villagers shall be provided detailed information about the new methodology being adopted for Survey/Re-Survey work, the impact of this work on them and the cooperation expected from them for successfully conduct of these operations. The villagers shall also be apprised of all the aspects regarding one-to-one mapping before commencing with these operations. The villagers shall be duly informed about the Survey schedule well in advance to ensure that the Khatedars concerning tenants are available to participate in the process on the scheduled date and time. Adequate publicity and sensitization programmes hold the key to the success of the entire project.

All these proceedings shall be recorded with signatures of village participants, VLC members, PRI members, Survey Agency personnel etc. in the registers to be maintained exclusively for this purpose. The survey activities in the field require active participation of general public for preparation of accurate land records. Hence, the general public must be made aware about the different facets of these Survey operations to gain their confidence and support.

- (15) **Preparation of ORI (Ortho-Rectified Imagery):** Imageries obtained from the technologies mentioned above shall be processed to obtain an Ortho Rectified Image (ORI). The raw image is converted into Ortho Rectified images by using photogrammetric block adjustment process in the laboratory in order to make it suitable for Survey/Re-Survey operations as the raw images contain errors due to

undulations of earth and the same is removed using photogrammetric block adjustment. The photogrammetric block adjustment uses the stereo image (a pair of images of the land parcel taken from two different viewing angles) as well as the GCPs to generate Digital Elevation Model and Ortho Rectified image in the laboratory. The Ortho Rectified images are thus relief corrected and digitally rectified photographs where the ground reality in terms of dimensions, shapes and areas are truly reflected.

(16) Determination of District / Tehsil/ Village Boundaries, Ground Reality Land Parcel Map features (As per RFP Schedule II):

- (1) Village boundaries of the digitised versions of the Old Cadastral Maps (OCM) shall be superimposed onto the ORI.
- (2) When the Gram Sabha is organized in the presence of the Village Level Committee, the scheduled date for village boundary verification shall be announced. This specific date shall also be publicized/ communicated to the Khatedars/ residents, villagers of all the adjoining villages to ensure requisite participation and cooperation from all stake holders. If due to unavoidable circumstances, the ground truthing of village boundary needs to be rescheduled, the new date must also be publicized effectively. It should be ensured that complete village boundary is physically verified during the ground truthing process. A traverse will be made on the village boundary with DGPS-RTK to locate the existing boundary pillars, record their co-ordinates, and record the co-ordinate readings of all tri-junctions and all other significant physical features existing on the boundary.
- (3) Seamless land parcel maps should be prepared and for each land parcel attribute information shall be recorded for the entire district.
- (4) Head up digitization for 2D features captured from the ORI shall be made as per the technical specifications mentioned in RFP Clause 5.2.2.9 and the feature layers shall be prepared as per the requirements detailed in Annexure II: "List of Feature Layers" mentioned in the RFP. Features that are not visible or are unclear shall be captured using ground survey methods (DGPS) and latter integrated with the digitized data.
- (5) 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 in order to align it with the pre-existing physical features.

Wherever there is Government Land on the Village boundary and it is found that such Government Land has been encroached upon by the neighboring *Khatedar*/Tenant or others as a result of which there is no visible physical feature, the village boundary shall be determined even without physical features ensuring that the Government Land is clearly demarcated in the map.

- (6) It should be kept in mind that determination of village boundary does not benefit or cause loss to any specific individual(s).

- (7) The area thus calculated, with the new village boundaries, may differ from the previously calculated village area.
 - (8) Where ever tenants (*Khatedars*) of land have contiguous agriculture land in the adjoining villages on village boundary and if both the parcels are factually cultivated as one with no physical features demarcating the boundary the agriculture land shall be consolidated in the village of the choice of the tenant and village boundary should be accommodated accordingly ensuring that no major variations in areas of such agricultural lands occur.
 - (9) It is possible that while delineating village boundary there may be gaps or overlaps in the village boundaries with the adjoining villages. Such cases shall be resolved after obtaining co-ordinate data using E.T.S./ D.G.P.S. of the points such boundary line as identified by the local Ameen/Patwari in the presence of the concerning land owners/*Khatedars*/villagers, with Section 111 of Rajasthan Land Revenue Act, 1956 as the guiding principle.
 - (10) The Director Land Record may issue necessary clarifications with regard to any other specific issues that may arise during the course of determination of the village boundary.
- (17) **Preparation of Village Land Parcel Map (VLPM) and Assignment of *Chalta Number*** : Within the area enclosed by the village boundary, village land parcel maps shall be prepared. For this purpose, on the basis of the visible bunds and physical features, lines shall be drawn to create polygons/Land parcel (*Khasra*) and separate *Chalta* numbers shall be assigned to each polygon/ Land parcel (*Khasra*).
- (18) **Ground Truthing of the Village Boundary, the Village Land Parcel Map and Recording of Possession, Soil Classification and Sources of Irrigation:**
- (1) Ground Truthing of village boundaries shall be made using the DGPS-RTK. For any portion of the map inside the village boundary, where the satellite imagery is not sufficiently discernible and the physical features are not clearly seen, the same shall be surveyed using the DGPS-RTK.
 - (2) In case a new boundary physical features line is discovered during the ground truthing Survey, the polygon may be sub-divided and *Chalta* Number be assigned to these polygons to further refine the VLPM.
 - (3) A register, as prescribed in Form 4, shall be prepared to record soilclassification and source of irrigation (if any) for each polygon. *Aadhar* and mobile no. of the tenant / *khatedar* and any other information required shall also be recorded. Form no. 4 shall be verified and bear the signatures of the *Amin/ Patwari* and the inspector concerned.
- (19) The Village boundary and parcel area for the entire district as established after the ground truthing process needs to be locked at the workstation and also a public disclaimer needs to be duly published to rule out any possibility of tempering the

data reflecting the ground reality. It should be ensured to resolve any case of overlapping/gap/seamless edge deviation that is found during the ground truthing as per technical requirement of RFP point No. 5.2.2.9 to 5.2.2.11.

(20) Preparation of a New village Land Parcel Map and Record of Rights and Draft / Final Land Parcel Notice, Adjudication and Promulgation (RFP schedule III) :

- (1) The Old Cadastral Map shall be superimposed on the New Village Land Parcel Map. This superimposition shall enable the generation of Parcel 1, 2 & 3 lines, as revised after ground truthing and as mentioned below-
 - i. Parcel 1 : Solid Lines – All those lines which exist on the ground and more-or-less coincide with the existing field boundaries as seen on the ORI. As per RFP annexure II parcel boundary.
 - ii. Parcel 2 : Chain Lines (dash-dot-dash lines _._._._.) – All those lines which need to be shown on the map for the purpose of honoring legal ownership boundaries, however no physical features exist along that line.
 - iii. Parcel 3 : Dash lines (-----) – All those lines which do not depict any Land parcel (*Khasra*) but which represent significant physical features on the field such as – pathways / high tension line/ central line of road, Nallah, River, significant gas or water pipelines etc. which shall be depicted in the map by symbols specific to these categories.
- (2) The information compiled in Form 4 shall be compared with the above superimposed map and read along with the existing *Jamabandi* to prepare the new cadastral map and record of rights. The mirror principle must be followed scrupulously in this exercise in accordance with the following:
 - i. In those cases where a Land parcel (*Khasra*) or a group of Land parcels (*Khasras*) of another village are situated inside the boundary of the village in question, such island Land parcels (*Khasras*) shall be included in record of rights of the village where this Survey/Re-survey exercise is being undertaken.
 - ii. If any shift in pathways is observed and the existing pathway is actually being used by people, then it shall be depicted in the map, only if it does not amount to any significant gain or loss in area(s) to any individual(s).
Wherever new public pathways are found which are actually being used by villagers, all such new pathways will be assigned a separate land parcel number and recorded as government land (Siwaychak) .
 - iii. Variation in the area of an individual polygon land parcels (*Khasras*) / Integrated holding number shall be ignored if the total area of the *khata* is more or less the same only in those cases where all the polygon Land parcels (*Khasras*) belonging to a *Khata* are either adjoining/ contiguous.

- iv. If there is any variation in the area of a polygon / Land parcels(*Khasras*) / *Khata* with contiguous polygons then, it shall be verified whether any trespass has been made on the neighboring Government land or the tenants (*Khatedar*'s) land. If no such trespass is observed (i.e. the area of neighboring Government land or the tenants land is same as before) , the land, as per the individual's possession, shall be recorded in his *Khata* subject to the restriction as specified in point no.23.
- (3) Allotted land: In cases of allotment of land, variations may arise due to various reasons:
- (i) Land is allotted as per area mentioned in Jamabandi (RoR) but not as per the actual land available physically- in such cases the area shall be recorded as per the ground reality. If the available land is less than the area mentioned in the RoR, in suchcases the allottees will be given the opportunity to represent and being heard and then the Assistant Land Records Officer may reduce the area in the jamabandi as per the actual possessed status. Whereas, in cases where area available is more than the allotted area as per jamabandi (RoR), a separate parcel shall be made for the excess land and recorded as Government land (Siwaychak).
- (ii). The allotment has been done as per RoR but no land is available physically. It is possible that due to some human error incorrect area is mentioned in the RoR. A list of all such cases shall be prepared by the Assistant Land Records Officer and verified by the Settlement Officer/Additional Land Records Officer and the cases shall be proposed to the District Collector for due action to be taken as per rule 14(4) of Rajasthan Agricultural Land Allotment Rules 1970.
- (iii). If a tenant khatedar, was allotted land in a particular Land parcels (*Khasras*) number in OCM, is not in possession of the original piece of allotted land but is in possession of a different parcel of land anywhere else in the same village different possibilities may crop up, such as:
- a) If the land currently under his possession is government land (Siwaychak) then the land currently under his actual possession shall be recorded in his name to the extent of the area originally allotted to him. The Assistant Land Records Officer shall conduct a summary enquiry and decide all such cases. It shall be ensured that the land under his possession is not prohibited by the section 16 of The Rajasthan Tenancy Act, 1955.
- b) If the land currently under his possession belongs to a tenant of a prohibited/ex-servicemen category, a list of all such cases shall be prepared by the Assistant Land Records Officer and verified by the Additional Land Record Officer and shall be proposed to

the District Collector for due action to be taken as per rule 14(4) of Rajasthan Agricultural Land Allotment Rules, 1970.

During the summary enquiry, the Assistant Land Records Officer shall ensure that the due process of law is followed and it should be ascertained that the tenant who is found to be in possession of a different parcel of land, and not the parcel of land originally allotted to him, is present on the current piece of land since the original allotment. A list of all such allotment cases in the village, where any variation is found, shall be prepared by the Assistant Land Records Officer and shall be submitted to the Additional Land Records Officer for his decision.

- (4) **Abadi Land:** During ground truthing, if it is found that any unauthorised Abadi that has developed on agricultural lands then all such areas shall be demarcated with a separate parcel bearing a separate Khasra number. However, the soil classification shall be recorded as per previous settlement and it will not be recorded as Abadi. It shall be recorded as unauthorized Abadi in remarks pertaining to that land parcel. It has to be ensured that no comments relating to the time span of occupancy/possession of this unauthorized Abadi is taken on record.

The Assistant Land Records Officer shall conduct a summary enquiry to ascertain if any Abadi has been sanctioned by a competent authority. If the supporting documents are found to be valid, the soil classification will be recorded as Abadi. If such an authorized Abadi is found to be adjacent to an already existing Abadi then this new Abadi will not be demarcated with a separate parcel number. Whereas in cases, where the newly developed Abadiis found to be at a considerable distance from an already existing Abadi then only it shall be given a separate parcel number.

The present provisions for raising residential accommodation in 1/50 part of the holding or 500 sq. yds on agricultural lands should be adhered while recording unauthorized Abadi.

- (5) If two tenants *Khatedars* have informally exchanged lands, these shall be regularised by the Assistant Land Records Officer as per the provisions of the section 48 of The Rajasthan Tenancy Act, 1955.
- (6) If it is observed that a *patwari* had made an error during the process of tarmeem while updating the OCM then the new record shall be prepared on the basis of ground reality.
- (7) If clerical errors are detected in the old record of rights or the old map while conducting this exercise, either suo-moto or on a *Tenant's* application, these shall be corrected by the Assistant Land Records Officer under Section 136 of the Rajasthan Land Revenue Act, 1956.

- (8) The survey of Government lands shall be carried out as per the procedure prescribed in point 5.2.3.8 of the RFP. It shall be ensured that the area of Government land is not reduced, subject to the provision made in point number 23 of this manual.
- (9) Permanent Land Parcel (Khasra) Numbers (PKN) shall then be assigned to each polygon. A Unique Parcel Identification Number (UPIN) has to be given to each such polygon as per the provisions mentioned in point XV of 5.3.3.1 in RFP. This unique ID shall be used for linking the attributes data collected in respect of each land parcel.
- (21) After the Ground Truthing process the map thus prepared by the private agency shall then be verified 100 percent by the Amin/Patwari to whom that particular village has been assigned. The map shall then be randomly checked by Assistant Land Records Officer and Additional Land Records Officer on 5 percent and 1 percent basis respectively. The parcels for random checking should be selected from scattered locations spread across the village. The authorities concerned shall record their observation and duly sign at the bottom of the map after the cross verification. If after cross verification the map is found to be erroneous, the whole village shall be re-verified and rechecked by the *Amin /Patwari/ Inspector/ILR* assigned for the village.
- (22) Preparation of Area Comparison Analysis Sheet in Excel -- A *Khata*-wise and Land parcel (Khasra)-wise excel sheet with details mentioned in Form No. 5 shall be prepared. Rows shall be inserted to calculate *Khata-wise* summation results and ascertain area variations both at the *Khata* and Khasra levels. It shall be then sorted in Column 10 at Khata and Khasra level area variation in percentage organised in descending order. All differences/variations shall be recorded with comments giving detailed reasons for the same.
- (23) During Survey/ Re-survey operations, actual measurement of the areas of polygons conducted with the help of DGPS/RTK may differ from the area of the Land parcel (Khasra)/Khata as recorded in ROR. The entire village area may also vary from the cumulative area in the current record (RoR) and map (OCM). All such deviations in the village area shall be regularized by the corresponding competent authorities:
- (a) Assistant Land Records Officer and Village Level Committee shall decide all such cases where the variation in the total village area is up to 2 percent as compared to the current records (RoR) and maps (OCM). All such cases shall be decided only after due approval by the village level committee.
- (b) Additional Land Records Officer shall decide all such cases where the variation in the total village area is greater than 2 percent but upto 5 percent as compared to the existing records (RoR) and maps (OCM). on the basis of recommendation of village level committee.

- (c) The District Collector shall decide all such cases, as proposed by Additional Land Record Officer, where the variation in the total village area is greater than 5 percent as compared to the current records or maps.

In all such cases where the variation is found in villages bordering the district, the respective District Collectors of such districts shall be a part of the constituted committee to finalize the village boundaries as well as village areas. The Collectors may appoint the concerning Tehsildars along with requisite revenue machinery to resolve all such matters.

After scrutiny and decisions in all such cases, the final proposals of the above mentioned competent authority shall be implemented by the respective Additional Land Record Officer so as to reflect the changes in the new records.

Similarly, the variations in area of parcel polygons/ khata with contiguous polygons as recorded in form 5 shall be decided by the Assistant Land Record Officer as per the following provisions:-

- (i). For irrigated lands.
- a) where the area of any polygon/khata with contiguous polygons is up to 1 Hect. :- 5% or 0.04 Hect. whichever is more.
 - b) where the area of any polygon / khata with contiguous polygons is more than 1 Hect. up to 2 Hect. :- up to 4%
 - c) where the area of any polygon / khata with contiguous polygons is more than 2 Hect. upto 5 Hect.: - up to 3 %
 - d) where the area of any polygon/khata with contiguous polygons is more than 5 Hect. up to 10 Hect. :- up to 2 %
 - e) where the area of any polygon/khata with contiguous polygons is more than 10 Hect. :- 0.2 Hect. for 10 Hect. and in addition to this 1% for area exceeding 10 Hect.
- (ii). In case of non- irrigated lands the maximum permissible land to be regularized shall be two times the permissible limit set for irrigated lands to the extent of percent of lands specified in sub clause (i) above
- (iii). Where the deviation in the area of any polygon / khata with contiguous polygons exceeds the permissible variations as specified in clause (i) & (ii) Above, the excess land shall be recorded as Government land.

- (24) Individual Tenants shall be thoroughly consulted regarding any discrepancies observed during the analysis of Forms 4 and 5 before the *Parcha* notice is issued.

- (25) Registers to record Trespassers and Milan Kshetrafal –

- (1) A register of private lands under possession of the trespassers (as defined in Section 5(44) of the Rajasthan Tenancy Act, 1955) shall be prepared in the format specified in Form 11 along with the map displaying all such trespassed lands through hatching of this type - (////)

- (2) Mapping Registers (*Milan-Kshetrafal*) between the new and the old map and the record of rights shall be prepared as provided in Form 8.
- (26) The procedure regarding un-surveyed lands, abandoned lands and lands currently under use for public purposes -- An analysis of the contents of Form No 4 and Form No 5 shall reveal the following types of lands, which are covered under Section 115 of the Act:
- (1) Previously un-surveyed lands – A parcel of land which remained previously un-surveyed will have no owner as per the existing *Jamabandi*.
 - (2) Abandoned lands – A parcel of land whose owner, as per the existing *Jamabandi*, is dead or not traceable and no legal heirs are traceable either. 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 currently under use for public purposes – That land, which is owned by a tenant (*Khatedar*) as per the OCM and the *Jamabandi*, but is being used for public purposes such as school, college, *anganbadi* centre, roads, canals, water tanks or any other such public purpose
- (27) A proclamation listing all such lands shall be issued in Form No 6 through publication in a reputed daily Hindi newspaper with wide circulation in the area and also displayed in the offices of the Patwari, Gram Panchayat, Tehsil and the ASO. It shall also be displayed on a specified web portal along with a map of the village wherein each of the land parcels included in the proclamation shall be specifically marked.
- (28) Claims may be filed electronically, on a specified web portal, to the Assistant Land Records Officer concerned and shall be decided by him as per Sections 115, 116 and 117 of the Rajasthan Land Revenue Act, 1956 whereas the procedure as mentioned in section 116 shall be followed for previously un-surveyed lands and abandoned lands, and as mentioned in section 117 for lands being used for public purposes.
- (29) **Service of Parcha Notices :**
- (1) *Draft Parcha* notices shall be served to all the tenants of every *khata* organised in Form No 7. These notices may be served through electronic methods or in a manner specified in Section 60 of the Act as notified by the Director. Individual notices in the prescribed format shall be given to all the recorded *khatedar*s, which shall be served either personally or sent by registered post with Acknowledgment due if the tenant(s) lives outside the area concerned.
 - (2) Proper delivery of *parcha* notices shall be presumed to be attestation of entry if no objection is received from any party within the specified time period.

- (30) Consolidation of Land parcels (*Khasras*) after the distribution of *parchas* notices is prohibited.
- (31) **Hearing of Objections:**
- (1) Objections, if any, may be filed electronically through a web portal designated for this purpose.
 - (2) These objections shall be heard at the pre-specified date and time, and the venue of which shall preferably be a Government building or a convenient place situated in the village. This meeting shall be organised after a period of at least 30 days following the delivery of *parcha* notices. Detailed orders shall be recorded along with reasons after these hearings.
 - (3) Objections filed by the interested parties against the details contained in the *parcha* notices shall be decided as per Section 111 of the Act.
 - (4) On a pre-specified date and time every entry in the *Parcha Khatauni* shall be read out to all the people present. If objections are received from those present, they shall be decided in accordance with Section 111 or other relevant provisions of the Act.
- (32) **Parcha Khatauni (Misal-Bandobast)** will be maintained in Form No 9 and a new cadastral map shall be prepared for every revenue village. The following aspects should be kept in mind while preparing the *Misal Bandobast*:
- (1) The entries in Column 3 should largely be the same as given in the equivalent column in the last *Jamabandi* in use, except in the following cases:-
 - a) If a tenant (*khatedar*) has passed away, his/her legal heirs should be brought on record through a *virasat* mutation.
 - b) If a tenant (*khatedar*) has abandoned his/her land and his/her whereabouts cannot be traced, his land shall be recorded as government land after following the due procedure prescribed in Sections 115, 116 and 117 of the Act.
 - c) If some tenants (*khatedars*) were allotted government land and their names did not appear in the last *Jamabandi* but they have a legally valid allotment order and are in possession of the land in question, their *khatedari* shall be recorded via mutation.
 - d) If the land owned by a tenant (*khatedar*) is currently being used for public purposes, the correct name of the concerned government department shall be entered after following the due procedure as prescribed in Sections 115, 116 and 117.
 - e) If a tenant (*khatedar*) has legally transferred his/her land, the new *khatedar* name may be entered after a mutation.
 - f) If two tenants (*khatedars*) have exchanged lands, the correct *khatedar* names shall be entered in the *Jamabandi* after following the due procedure as prescribed in Section 48 of the Rajasthan Tenancy Act.

- (2) Ordering of *Khatas* in the *Misal Bandobast* shall be as per the Rajasthan Land Record Rules, 1957.
 - (3) To ensure uniformity in the record of rights, the names of tenants and co-tenants shall be recorded in ascending order of the alphabet
 - (4) Soil classification should be as per the current ground reality.
 - (5) The sources of irrigation should be as per the current ground reality.
- (33) All maps, field-books and other registers prepared by the Land Records Officer may be viewed or downloaded by the interested parties free of cost on a specified online website.
- (34) In accordance with section 260 of the Rajasthan Land Revenue Act, 1956, all powers of the Tehsildar are bestowed upon the Assistant Land Records Officer in the areas notified for Settlement. Keeping this in view, in order to extend actual benefits to tenants, the division of *khatas* under section 53 of the Act during Survey/Re-survey operations is important. Therefore, following provisions have been made to facilitate the process:-
- (1) In all cases where the co-tenants mutually agree to divide the *khata* amongst themselves, all relevant details regarding the *khata* shall be filled in prescribed formats and the maps (LPM/NCM) shall display the various divisions of the *khata* in different colours corresponding to the different co-tenants. The prescribed form shall include the signatures of these co-tenants as well as the witnesses. The cases of *Shamlati Rasta* shall also be decided in a similar manner.
 - (2) Any amendments in the record of rights can be made under section 136. It is clarified that in cases of amendment in the caste of the tenant, the Assistant Settlement Officer shall enter the correct caste on the basis of the tenant's self-attested documents and enquiry.
 - (3) If cases are observed wherein the areas of land after subdivision are equal but the ground reality differs (e.g two brothers may have divided their ancestral lands in a manner that differs from what is indicated in the record of rights), then the ground reality may be maintained on the basis of mutual consent.
- (35) Hard copies of these records shall also be displayed on the notice board of the concerned Gram Panchayat Office/ PatwarGhar for 15 days, before they are considered final and legally promulgated.
- (36) **Promulgation of Maps, Field Books & Records of Rights:**
- a. Before the final draft of maps, field books (in Form 10) and record of rights are prepared for promulgation— old records of rights and the old online cadastral maps shall be locked by the Assistant Land Records Officer on the e-Dharti and the Bhu-Naksha web portals. All pending mutations shall be

decided by Tehsildar subsequently and the final version of the *Jamabandi* and the map shall be made ready for download.

- b. It shall be ensured that all changes that take place in the online version while the Survey/resurvey activity is being conducted shall be incorporated into the version being prepared for promulgation.
- c. Before promulgation of the map, the field book and the record of rights, soft copies of these shall be electronically signed by the concerned *Amin/patwari*, the inspector and the Assistant Land Records Officer and then presented to the Additional Land Records Officer. It will be considered legally valid only upon approval of the Additional Land Record Officer.
- d. A paper copy of the same shall also be prepared, signed and approved as in (c) above which shall be kept as permanent record in the office of the Additional Land Records Officer.
- e. The newly promulgated maps and record of rights shall be made available to the concerned *Tehsildar* on a specified web portal on the same day of approval by the Additional Land Records Officer.

(37) The existing online maps on the Bhu-Naksha web portal and the record of rights on the e-Dharti web portal shall continue to be updated by the *Tehsildar* as per the provisions of the Rajasthan Land Record Rules, 1957 while the Survey/Resurvey operations continue.

(38) Land shall be classified on the basis of the ground reality as per Rule 39 and as clarified in the following chart. A single land parcel (*Khasra*) shall have a single classification. Further classes of land may be notified by the Director as and when necessary. If changes in soil classification are observed for which conversion charges are payable, conversion orders from the competent authority shall be attached in all such cases. In the absence of certified and attested copies of the order, such conversions/changes shall be treated as invalid.

Agriculture Land Class	Details
चाही	Irrigated by well / tube-well
नहरी	Irrigated by canal
तालाबी	Irrigated by tanks / ponds
दीगरसिंचित	Irrigated by other sources
बारानी	Rain Fed
बंजड	Unculturable Land
गैरमुमकिन	Non-Agricultural Uses to be listed as गैरमुमकिन - Use

आबादी	Residential Use
कुआँ	Well or Tube-well
नहर	Irrigation canal
नदी	River
नाला	Rivulet / Nallah
जंगल	Forest
औद्योगिक	Industrial Use
वाणिज्यिक	Commercial Use
संस्था	Institutional Use
पहाड़	Hill / Mountain
शमशान	Cremation Ground
कब्रिस्तान	Burial Ground
मंदिर	Temple
मस्जिद	Mosque
गुरुद्वारा	Gurudwara
गिरजाघर	Church
धार्मिक भवन	Religious Building
सड़क	Road
रास्ता	Pathway
हवाई पट्टी	Airstrip
विद्यालय	School
खेलमैदान	Playground
सार्वजनिक भवन	Public Building
बाड़ा	Baada
रेलवे	Railway

तालाब	Pond / Tank
आगोर	Catchment Area
चरागाह	Pasture Land
औरण	Forest / Pastures associated with a Temple
गैरमुमकिन अनधिकृत- Use	To be used for lands which are employed for non-agricultural purposes without proper authorisation of the law- e.g. for illegal residential colonies, the land classification will be गैरमुमकिन - अनधिकृत आबादी

- (39) The Director may issue notifications, directions and clarifications with regard to the operation of these guidelines as necessary.
- (40) **Support of the Revenue Agencies:** The support of the Sub-Divisional Officer, the *Tehsildar* and the subordinate officers and staff viz. *Naib Tehsildar*, Inspectors of Land Records and *Patwaris* will be taken by the Land Records Officer in conduct of these Survey-Resurvey activities not limited to but including the determination of village boundaries, recording of possessions, the service of *parcha* notices, the collection of Aadhar numbers etc.
- (41) **The support of Gram Panchayats_:** The support of the officers of the gram panchayat including the Sarpanch, the deputy Sarpanch, the Panch, the Gram Sewaks and other employees of the gram panchayat will be taken as per need during public interactions to ensure the success of Survey/Re-Survey activities.

Note: Important circulars/orders issued by the Revenue department regarding *Abadi* and *Charagah* lands are to be mentioned in the manual for ready reference.

TIKAM CHAND BOHRA,
ADDITIONAL SETTLEMENT COMMISSIONER,
RAJASTHAN JAIPUR.

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	21	Khata Area Analysis Sheet	Ast LRO
6	115	24	26	Proclamation under Section 115	Ast LRO
7	114	21	29	Parcha Notice	Ast LRO
8	114(d)		25 (2)	Milan Kshetrafal	Ast LRO
9	121 & 122	26	32	Khatauni (Misal-Bandobast)	Ad LRO
10	112	19	36	Field Book	Ast LRO
11	114(d)		25 (1)	Register of khatedari lands under trespass	Ast LRO

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

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 tenants (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		
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Last Mutation : Number -

Date-.....

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

Name: _____

Designation: _____

Date: _____

Form No. 4**Ground Survey Register****(Under Section 112 of LR Act 1956)**

(See Guideline Number 19)

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

1	2	3	4	5	6	7	8	9	10
TKN NO.	Parcel Area	Old Khat a No.	Name of Khatedar (s)	Aadharn o.of the Khatedar (s) (with consent)	Mobile no.of the Khatedar (s)	Soil Classifica tion	TKN of Source of Irrigation	Public utility,if any	Remark s

Signature of the Amin/patwari:**Signature of the Inspector:**

Form No.5**Khata Area Analysis Sheet****(Under Section 112 of LR Act 1956)****(See Guideline Number 21)****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 Land parcels (<i>Khasras</i>) which are part of this khata to be mentioned here
3	Soil classification of the older Khasra no.	
4	Soil classification of the newer Khasra no.	
5	Area as per RoR(in hectares)	From Old Jamabandi
6	Area as per Old Cadastral Map (in hectares)	Auto-calculated area from existing digitized cadastral map
7	Temporary Khasra Number (TKN)	
8	Permanent Khasra Number (PKN)	
9	Area of PKN (in hectares)	Auto-calculated
10	Area difference between new Land parcel (<i>Khasra</i>) and RoR	Col 9 – Col 5
11	Area difference between new Land parcel (<i>Khasra</i>)and Land parcel (<i>Khasra</i>) in old cadastral map	Col 9 – Col 6

12	Percentage difference between new Land parcel (<i>Khasra</i>) and RoR	(Col 9/ Col 5) * 100%
13	Absolute value of Percentage difference	Col 12
14	Names of tenants (<i>Khatedars</i>) as per RoR	
15	Reasons for differences in Area as per preliminary discussion with Patwari & Amin/patwari	
16	Solutions on basis of ground truthing	

Amin/patwari

Inspector

Asstt Land Records Officer cum
ASO

Name:

Name:

Name:

Signature

Signature

Signature:

Date

Date

Date:

Form No 6**Proclamation under Section 115 of****The Rajasthan Land Revenue Act, 1956 (Act No. 15 of 1956)****(See Form 5 & Rule 28)**

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

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/Patwari

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

Form No 8

Milan Kshetrafal

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

(See Guideline Number 25/(2))

Village_____, Census Code_____, Patwar Circle_____, ILR Circle_____,
Tehsil_____, District_____

Form 8 A :(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

Form 8 B: (Old to New One-Many Map)

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

Form No 9

(See Guideline Number 32, 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:

Form 9A

1	2	3	4	5	6	7	8	9	10	11
Old Khata No.	Parcha No.	Name of Khatedar/Father's Name / Caste/Address/ Khatedar/GairKhatedar	Old Khasra Nos	Area	Perimeter	Land Classification	Sources of Irrigation (Khasra No & Type)	Rent Rate	Rent	Remarks

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 at Agriculture Research Station, Durgapura, Jaipur 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.
22. Meeting dated 20/06/19 at IGPRS, Jaipur.
23. Meeting dated 18/11/2020 at Settlement Commissioner office, Jaipur.
24. Meeting dated 24/11/20 at Settlement Commissioner office, Jaipur.
25. Meeting dated 04/01/21 at Settlement Commissioner office, Jaipur.
26. Meeting dated 18/01/21 at Settlement Commissioner office, Jaipur.
27. Meeting dated 17/02/21 at Settlement Commissioner office, Jaipur.

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.

राजस्व (ग्रुप-6) विभाग

अधिसूचना

जयपुर, जनवरी 02, 1997

संख्या प.6(12)राज/6/92/1 :- 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 एतद् द्वारा 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 रेकार्ड कार्यवाही चल रही है।

राज्यपाल की आज्ञा से,

एस.डी.

के०पी० सिंघल,

शासन उप सचिव।

राजस्व (ग्रुप-6) विभाग

अधिसूचना

जयपुर, मार्च 28, 2000

संख्या /क.5(19) राज-6/98/4 :- 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 एतद् द्वारा 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 राजस्वमण्डल 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।

राज्य केन्द्रीय मुद्रणालय, जयपुर।