



SENIOR MEMBER

Subject: PROPER MAINTENANCE OF LAND RECORDS

My dear *Zahid Saad,* ! *السلام علیکم*

You are well aware that one of the primary functions of the government is to maintain land records and to provide services related to these records. You are also aware that the quality of these records has eroded over the previous decades due to a number of reasons. One of the reasons is deterioration in the performance of supervisory functions.

2. In order to improve the quality of service delivery through the revenue departments the Provincial Government is undertaking a project for computerization of land records. In order to implement this project in its true spirit it is necessary that the records may be maintained in the manner prescribed by Land Revenue Act, 1967, Land Revenue Rules, 1968 and the Land Records Manual. It has been noticed during inspections of records by Members of Board of Revenue that there are a number of issues with the maintenance of records in the field at the moment. The Chief Secretary, Punjab has also taken a serious view of the state of affairs and has desired that urgent remedial actions may be taken so that the records are maintained in a proper form.

3. In view of these observations the following actions need your personal and urgent attention.

- a) **Pendency in the preparation of periodical records:** All *chaharsalas (jamabandis)* which should have been prepared in the previous years and are still pending preparation may be taken up urgently and work on these may be completed by the end of February.
- b) **Non-deposit of *part sarkars* of mutations in Tehsil Record Rooms:** An urgent review of the tehsil revenue record rooms may be conducted to ensure that all *part sarkars* of mutations have been properly deposited and accounted for.
- c) **Maintenance of *Taghayurat* Register:** Maintenance of *Taghayurat* Register was made compulsory by the Board of Revenue in 1987. Despite a passage of more than twenty-two (22) years the said register is not being maintained as provided in the sub-rule (2) or Rule 39 of the Land Revenue Rules for many Revenue Estates. The status may be reviewed for all Revenue Estates and it may be ensured that the Register is properly maintained for all *taghayurat* entered in the *Girdawari* Register *Zer-i-Kar*.

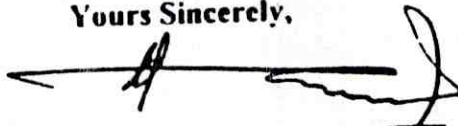
- d) **Preparation of *Shajra-Nasab*:** All *Jamabandis* are required to have properly prepared *shajra-nasabs*. For every revenue estate where such *shajra-nasab* is not included the same must be prepared immediately.
- e) **Non-availability of Field Book or incomplete Field Books:** For some Revenue Estates the Field Book is not available. In such cases disciplinary actions would be required but more importantly the field book is required to be prepared using the village maps. Moreover, some mutations where preparation of a supplementary field book and supplementary maps is required do not contain these vital documents. For all such mutations *tatima shajra* and *tatima* field book are required to be prepared.
- f) **Implementation of changes on the *Musavees*:** It has been observed that for some revenue estates the *Musavees* kept in the Tehsil record room are not updated as required under paragraph 4.31 of the Land Records Manual. It is required to be ensured that no such updation remains pending.
- g) **Pending mutations on the basis of registered deed:** For the registered deeds for which mutations were required to be attested, it must be ensured that mutations are properly initiated and completed.
- h) **Maintenance of District and Tehsil Record Rooms:** Most district and tehsil record rooms are not being maintained as provided in chapter 19 of Land Records Manual. Detailed instructions about the maintenance and upkeep of the said record rooms are available in that chapter. Non-observance of Standard Operating Procedures is a major threat to the records.

4. It would be appreciated that immediate actions are taken on each of these and reports are sent to the Project Management Unit – Board of Revenue on a regular basis. The Project Management Unit will be circulating a proforma for monitoring the work in this regard separately.

5. In addition to this exercise, it is also required that each district may develop a team of at least three persons in smaller tehsils and at least five persons in larger tehsils for a thorough inspection of all revenue records. Such teams may comprise of retired or serving, experienced revenue officials of impeccable integrity. Names of persons to be included in such teams along with their qualifications and experience may also be forwarded to Director Land Records by 9-1-2010.

With best regards.

Yours Sincerely,


(AKHLAQ AHMAD TARAR)
5.1.2010.

Capt. (R) Zahid Saeed,
Commissioner, Rawalpindi Division,
Rawalpindi.

C.C.

The Chief Secretary, Government of Punjab, Lahore.



PMU(BOR)/PICTM/2-1/2009
Board of Revenue, Punjab.
Dated 16th January, 2010

To

All Commissioners,
In the Punjab

Subject: PROPER MAINTENANCE OF LAND RECORDS.

Please refer to the Senior Member Board of Revenue's D.O letter No.PMU(BOR)/PICTM /2-1/2009 Dated 5-1-2010 on the subject wherein it was requested to constitute a team of experts for checking of Land Records. This matter was also discussed in a meeting chaired by the Chief Secretary Punjab on 13-1-2010.

2. As discussed in the said meeting PMU, BOR was to propose terms of reference for these teams and also to prepare a manual for the use of revenue functionaries. A manual for guidance of revenue officials is enclosed with this letter. This may please be distributed among all the revenue officials and they may be directed to initiate immediate actions

3. Suggested terms of reference for the teams of experts are given below.

These teams shall:-

- f. Conduct sample checking of records on the basis of the instructions contained in the enclosed manual.
- g. Ensure that all records, particularly Register Haqdarar Zamin are properly prepared and maintained as required under Land Records Manual.
- h. Issue instruction for the correction, if any found, as a result of their inspection of record and issue guidelines for the proper upkeep of the record in accordance with the prescribed rules/instructions.
- i. Guide the revenue functionaries about the manner of correction of records.
- j. Inspect the record /documents of the Sub Registrar's Offices for the purpose of ascertaining that all registered documents which required mutations, have been carried out in accordance with law.


(Ali Raza Bhutta)
Project Director
PMU BOR

o/c

CC:

3. Chief Secretary, Punjab
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