
**THE
BERAR REVENUE MANUAL**

VOLUME I

CONTAINING THE

**Land Revenue Code and Rules
thereunder**

As corrected up to the 3rd January 1928

REPRINT

(INCORPORATING AMENDMENTS 1—66)

The Berar Revenue Manual

VOLUME I

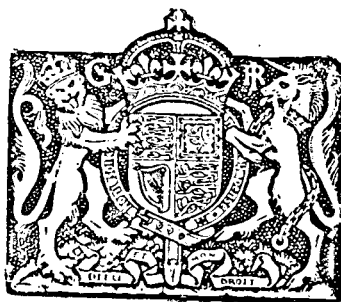
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NOTE.

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APPENDIX IX.—(Referred to in rules 104 and 106.)

Specimen form for the patel's report to the Tahsildar.

Application from A. B., inhabitant of C., for survey no. _____
 measuring _____ acres, _____ gunthas, in village _____ containing _____ trees
 of not less than six cubits in height as follows :—

Kind of tree.	Number.
1. Mango	...
2. Mohwa	...
3. Tamarind	...
4. Sendhi	...
5. Teak	...
6. Nim	...
7. Babul	...

(Signed)

Patel.

REMARKS.—There is no other applicant for this land, nor is there likely to be one from the village or elsewhere.

There is no objection to this application being granted.

APPENDIX X.—(Referred to in rule 106.)

The Divisional Forest Officer shall prepare a standard scale for each taluq in the district specifying the valuation according to the size of every tree noted in the margin (not being less than six cubits in height), and also of any other tree which may be from time to time prescribed with the sanction of the Commissioner. The expression "standard scale" means a scale which shall be accepted as ordinarily applicable, but the rates in which are susceptible of being raised or diminished for special reasons, to be stated in each case.

Mango.	Teak.	
Mohwa.	Nim.	
Tamarind.	Babul.	
Sendhi.		

2. After the scale has been approved by the Conservator, a copy certified by the Divisional Forest Officer shall be deposited in the office of the Deputy Commissioner and of every Tahsildar in the district.

3. Changes in the scale of valuation may be made with the approval of the Conservator from time to time.

4. The Divisional Forest Officer shall report on all "other trees" in general terms, shall advise whether they should be given free, and, if not free, what upset price should be placed on the aggregate of them. On receipt of the Divisional Forest Officer's report, the Tahsildar shall fix the value of all the trees as therein stated, and shall note that he has done so.

APPENDIX XI.—(Referred to in rule 110.)

Notice is hereby given that the fields, together with the trees standing therein specified in the schedule, will be sold by auction at the _____ at midday on the _____

Schedule of fields referred to in the notice.

Survey number.	Acreage.	Assessment.	Trees.	Upset price.	Remarks.
1	2	3	4	5	6

(Signature)

Tahsildar.

APPENDIX XII.—(Referred to in rule 117.)

1. Mango.	12. Bahera.
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3. Kawa or Anjan.	14. Kawit.
4. Teak.	15. Siris.
5. Nim.	16. Karanj.
6. Tamarind.	17. Babul.
7. Pipal.	18. Gondhar.
8. Pakhar.	19. Cheral.
9. Banyan.	20. Sendhi.
10. Gular.	21. Bamboo.
11. Jamun.	22. Char.

APPENDIX XIII.—(Referred to in rules 119 and 131.)

Form of agreement to be passed by persons intending to become registered occupants.

AGREEMENT.

To

The Tahsildar of

I, A. B., inhabitant of mauza _____, pargana _____, in the taluq of the _____ district, hereby accept, on behalf of myself and of my co-occupants, present and future, the occupancy of the land comprised in survey no. _____ in the village of _____ in the _____ taluq of the _____ district, and I pray that my name be entered in the Government records as the registered occupant of the said land.

The said occupancy has been granted to me in perpetuity from the _____ day of _____ 19____, subject to the provision of the Berar Land Revenue Code, 1896, and of the rules in force thereunder; and I undertake to pay the land revenue from time to time lawfully due in respect of the said occupancy.

Dated the _____ day of _____ 19____, at _____

Written by

(Sd.) A. B.

We declare that A. B., who has signed this agreement, is, to our personal knowledge, the person he represents himself to be, and that he has affixed his signature hereto in our presence.

(Sd.) C. D.

E. F.

We declare that to the best of our knowledge and from the best information we have been able after careful inquiry to obtain, the person who has passed this agreement is a fit person to be accepted by Government as responsible for the punctual payment of the land revenue from time to time due on the above land.

(Sd.) G. H., Patel,

I. J., Patwari.

APPENDIX XIII-A.—(Referred to in rule 122-A.)

Form of agreement to be passed under rule 122-A.

AGREEMENT.

To

The Tahsildar of

I, A. B., inhabitant of mauza _____, pargana _____, in the _____ taluq of the _____ district, hereby accept, on behalf of myself and of my co-occupants, present and future, the occupancy of the land comprised in survey no. _____ in the village of _____ in the _____ taluq of the _____ district, and I pray that my name be entered in the Government records as the registered occupant of the said land.

The said occupancy has been granted to me in perpetuity from the _____ day of _____ 19 _____, subject to the condition to which I hereby assent, namely, that I, my heirs, executors, administrators and approved assigns, may not at any time lease, mortgage, sell or otherwise howsoever encumber the said occupancy or any portion thereof without the previous sanction in writing of the Deputy Commissioner, and subject also to the provisions of the Berar Land Revenue Code, 1896, and of the rules in force thereunder; and I undertake to pay the land revenue from time to time lawfully due in respect of the said occupancy.

Dated the _____ day of _____ 19 _____, at _____.

Written by

(Sd.) A. B.

We declare that A. B., who has signed this agreement, is, to our personal knowledge, the person he represents himself to be, and that he has affixed his signature hereto in our presence.

(Sd.) C. D.

E. F.

We declare that to the best of our knowledge and from the best information we have been able after careful inquiry to obtain, the person, who has passed this agreement, is a fit person to be accepted by Government as responsible for the punctual payment of the land revenue from time to time due on the above land.

(Sd.) G. H., Patel,

I. J., Patwari.

APPENDIX XV.—(Referred to in rules 66 and 130.)

*Form of notice of relinquishment.**No. 1, Absolute relinquishment.*

To

The Tahsildar of

I, A. B., inhabitant of mauza _____, pargana _____, district, the taluq of _____ of the _____, area _____, rental Rs. _____ (or of the building-site hereinbelow described, *or otherwise as the case may be*), in the village of mauza _____, pargana _____, in the _____ taluq of the _____ district, hereby give notice, under section 69 of the Land Revenue Code, that it is my intention to relinquish absolutely the occupancy of the said survey no. _____ (or building-site, etc.) at the end of the current year.

Dated this _____ day of _____ 19 _____

at _____

Written by _____

(Sd.) A. B.

We declare that A. B., who has signed this notice, is, to our personal knowledge, the person he represents himself to be, and that he has affixed his signature hereto in our presence.

(Sd.) E. F.

G. H.

No. 2, Relinquishment in favour of some other person.

To

The Tahsildar of

I, A. B., inhabitant of mauza _____, pargana _____, district _____, in the taluq of _____ of the _____ area, the registered occupant of survey no. _____, area _____, rental Rs. _____ (or of the building-site hereinbelow described, or otherwise as the case may be), in the village of mauza _____, pargana _____, in the taluq of _____ of the _____ district, hereby give notice, under section 69 of the Land Revenue Code, that I have relinquished the occupancy of the said survey no. _____ (or building-site, etc.) in favour of C. D., inhabitant of mauza _____ pargana _____, in _____ taluq of the _____ district; and I request that the necessary mutation of names be made in the records.

Dated this _____ day of _____ 19 _____

at _____

Written by _____

(Sd.) A. B.

We declare that A. B., who has signed this notice, is, to our personal knowledge, the person he represents himself to be, and that he has affixed his signature hereto in our presence.

(Sd.) E. F.

G. H.

APPENDIX XVI. —(Referred to in rules 66 and 131.)

Form of agreement to be passed by persons intending to become registered occupants.

SECTIONS 72 AND 73.

To

The Tahsildar of

I, A. B., inhabitant of mauza _____, pargana _____, in the taluq of _____ of the _____ district, hereby accept, on behalf of myself and of my co-occupants, present and future, the occupancy of the land comprised in survey no. _____, arca _____, rental Rs. _____ (or of the building-site hereinbelow described, or otherwise as the case may be), situated at mauza _____, pargana _____ in the taluq of _____ of the _____ district, relinquished in my favour by C. D., inhabitant of mauza _____, pargana _____, in the taluq of _____ the registered occupant of the field (or fields) (or of the building-site or otherwise as the case may be), or to which I have succeeded as heir of E. F., the deceased registered occupant, or to which I am entitled by operation of a decree in civil suit no. _____ of 19 _____, on the file of the (here enter the name of the court) passed in my favour, and I pray that my name may be entered in the Government records as the registered occupant of the said land (or of the building-site or otherwise as the case may be) in place of C. D. or E. F.

I accept the said occupancy subject to the provisions of the Land Revenue Code, 1896, in perpetuity (or for the said period of, or otherwise as the case may be), from the _____ day of _____ 19 _____, and I undertake to pay the land revenue (or rent) from time to time lawfully due in respect of the said occupancy.

Dated the _____ day of _____ 19 _____.

Written by

(Sd.) A. B.

We declare that A. B., who has signed the agreement, is, to our personal knowledge, the person he represents himself to be, and that he has affixed his signature hereto in our presence.

(Sd.) G. H.

J. K.

APPENDIX XVII.—(Referred to in rule 135.)

Form of notice to be served by a landlord upon a tenant of enhancement of rent under section 78 (8) of the Berar Land Revenue Code.

To

A. B. (*tenant*).

I do hereby give you notice that I intend to enhance the rent of the land in your possession (*here give its description*) which you now hold as tenant under me from Rs. to Rs. per annum from the commencement of the next agricultural year, that is to say, from the 1st April 19 . You are therefore required to consent to pay rent at the enhanced rate from 1st April 19 . In the event of your not consenting to pay rent at the enhanced rate from 1st April 19 , you are hereby required to quit and deliver up possession of the land above mentioned at the end of this current year, terminating on the 31st March 19 .

Dated this day of 19 .

(Sd.) C. D. (*landlord*).

APPENDIX XVIII.—(Referred to in rule 260.)

Notice to a defaulter.

To A. B., residing at

You are hereby required to take notice that the sum of Rs. as. p. due by you on the as the land revenue on survey no. (or otherwise as the case may be) in the village of in the taluq of in the district has not been paid, and that unless it is paid within ten days from the date of this notice together with the sum of Rs. as. p. , being the fee chargeable for this notice, compulsory proceedings will be taken according to law for the recovery of the whole of the revenue still due by you for the current year on the said land.

Dated the day of 19 .

(Sd.) *Tahsildar or Naib-Tahsildar.*

APPENDIX XIX.—(Referred to in rule 271.)

District Register of Inam Certificates.

Description of the grantee.		Particulars of grant continued.	
1	Name and father's name.		
2	Age when certificate granted.		
3	Caste.		
4	Occupation		
5	Height.	Personal identification.	
6	Indelible marks, etc.		
7	Town or village.	Place of residence.	
8	Pargana or taluq.		
9	District or division.		
10	No. of list in which claim was reported.		
11	General no.		
12	Pargana no.		
13	Name of pargana.		
14	Name of village.	Land.	
15	Area of grant.		
16	Estimated rental.		
17	Annual allowance.	Cash.	
18	Arrears, if any, and, if so, from and to what period paid to claimant.		
19	For what purpose granted.		
20	Tenure and condition attached to the continuance of the grant.		
21	Government of India.	No. and date of orders of the authority sanctioning.	
22	Resident at Hyderabad.		
23	Commissioner, Hyderabad Assigned Districts.		
24	Cash allowance payable from what treasury.		
25	Remarks as to shares and other grants.		
26	Amount of quit-rent or other cess payable to Government, if any.		
27	Remarks.		

APPENDIX XX.—(Referred to in rule 271.)

District Register of Intermediate Mutations in Inam Certificates.

1	2	3					4	5
General No. of inam in column 11 of District Register of Inam Certificates.	Name and father's name of the original grantee (column 1 of District Register of Inam Certificates.	Mutations subsequently entered up to 31st December 1897, with No. and date of Deputy Commissioner's order in each case.					No., date and substance of order passed in appeal, if any.	Remarks.
		In name of grantee.	In names of sharers.	In description and area of grant.	In assessment.	In conditions of grant.		

APPENDIX XXI.—(Referred to in rule 271.)

District Register of Mutations in Inam Certificates on and after the 1st January 1898.

1	2						3	4
General no. of inam in column 11 of District Register of Inam Certificates.	Mutations subsequent to the 31st December 1897, with number and date of Deputy Commissioner's order in each case.						Date and substance of order passed in appeal, if any.	Remarks.
	In name of grantee.	In names of sharers.	In description and area of grant.	In assessment.	In conditions of grant.	In quit-rent.		

APPENDIX XXII.—(Referred to in rule 279.)

Classification of revenue business.

Serial No.	Description of case.	Lowest grade of court competent to give final orders.	Reference.	Remarks.
1	2	3	4	5
	MAJOR HEAD A.—Mauzawar cases.			
1	Amendment of settlement records ...	D. C. ...	Section 163 of the Land Revenue Code.	
1-A	Proceedings for correction of Record-of-Rights other than clerical errors.	A. C. ...	Section 96-K.	
1-B	Proceedings for the settlement of, and the preparation of the Record-of-Rights in, non-agricultural lands.	Settlement Officer	Sections 88 and 96-A.	
2	<i>Cancelled.</i>			
3	Disputes regarding field boundaries ...	T. ...	Sections 98 and 99 of the Land Revenue Code.	
4	Disputes regarding village boundaries ...	A. C. ...	Sections 97 and 99 of the Land Revenue Code.	The inquiry should be made by an Assistant Commissioner personally.

5	Claims against Government to jagirs, inams, palampat tenure and the like.	D. C.	...	Inam Rules	...	The inquiry must be made by the Deputy Commissioner personally.
6	Cases of succession to and registration of shares in jagirs and inams, also lapses and resumptions of jagirs and inams	D. C.	...	Do.	...	The inquiry may be made by an Assistant Commissioner. Disputes regarding shares in jagirs and inams are not provided for as the civil court alone has jurisdiction.
7	Claims made to Government under Pensions Act.	D. C.	...	Pensions Act, XXIII of 1871.		Under this head claims to new pensions preferred to Government will be shown. The inquiry shall be made by the Deputy Commissioner personally.
8	Proceedings relating to the Pensions Act and the rules framed thereunder.	A. C.	...	Pensions Act, XXIII of 1871.		The inquiry shall be made by the Assistant Commissioner personally. These cases will include disputes between expargana officers regarding their allowances.
9	Proceedings regarding notice of enhancements of rent by superior holders.	T.	...	Section 78 (8) of the Land Revenue Code.		
10	Proceedings relating to pre-emption	T.	...	Sections 206, 207, 208 and 212 of the Land Revenue Code.		
10-A	Pre-emption proceedings between co-occupants regarding priority.	A. C.	...	Sections 209 and 214 of the Land Revenue Code.		
11	Appointment, dismissal, etc., of patels and their substitutes, and claims to or connected with the office.	D. C. and A. C.*		Berar Patels and Patwaris Law, 1900.	}	*If specially empowered by the Chief Commissioner under the Berar Patels and Patwaris Law.
12	Appointment, dismissal, etc., of patwaris and their substitutes, and claims to or connected with the office.	D. C. and A. C.*		Do.		Cases regarding succession to office or dismissal must be inquired into by the Deputy Commissioner or Assistant Commissioner, as the case may be, personally.

APPENDIX XXII.—(Referred to in rule 279.)—(Contd.)

Classification of revenue business.

Serial No.	Description of case.	Lowest grade of court competent to give final orders.	Reference.	Remarks.
1	2	3	4	5
13	Appointment, dismissal, etc., of jaglias ...	D. C. and T. ...	Section 216 (j) of the Land Revenue Code.	Cases regarding creation of appointments of jaglias or reduction in the existing number of jaglias will be disposed of by Deputy Commissioner, other cases by Tahsildar.
14	Disputes regarding the office or remuneration of watandar mahars.	T. ...	Sections 216 (j) and 217 of the Land Revenue Code.	Cases in which the rate at which <i>huqs</i> are payable is in dispute should, after enquiry, be referred to an Assistant Commissioner for orders.
15	Proceedings taken against land revenue defaulters.	T. ...	Sections 56, 57, 105, 107, 117 and 119 to 132 of the Land Revenue Code.	
16	Proceedings in respect of unauthorized occupation or appropriation of unoccupied and occupied land in municipal nazul areas.	A. C. ...	Sections 59 and 64 of the Land Revenue Code.	
16-A	Proceedings in respect of unauthorized occupation or appropriation of unoccupied and occupied land outside municipal nazul areas.	A. C. ...	Do. ...	

17	Proceedings against persons who failed to erect or maintain boundary-marks and proceedings for destruction, injury or removal of boundary-marks.	T.	...	Sections 101 and 102 of the Land Revenue Code.
18	Applications for assessed waste fields	T.	...	Sections 58 and 60 of the Land Revenue Code.
19	Proceedings for failure to report acquisition of right or to supply information as required by sections 96-C and 96-E.	A. C. or T.	...	Section 96-F.
19-A	Applications for alienation of lands the transfer of which is restricted.	D. C.	...	<i>Central Provinces Gazette</i> notification No. 7688, dated the 6th December 1904.
20	Applications for unassessed waste fields	D. C.	...	Sections 38 and 60 of the Land Revenue Code.
21	Mutations of names in the record-of-rights	N. T.	...	Section 96-D.
22	Applications for mutation made on the ground of error in the proceedings in the course of which the entry to be corrected was made.	A. C.	...	Section 163 of the Land Revenue Code.
23	Relinquishment of fields	T.	...	Section 69 of the Land Revenue Code.
24	Assignment of land for special purposes	D. C.	...	Section 39 of the Land Revenue Code.
25	Appropriation of land so assigned to other purposes.	A. C.	...	Do.
26	Applications regarding village (not free) grazing fields.	T.

When the transferee is not a *bona fide* agriculturist or a member of the family of the transferer, the sanction of the Commissioner is necessary.

APPENDIX XXII.—(Referred to in rule 279.)—(Contd.)

Classification of revenue business.

Serial No.	Description of case.	Lowest grade of court competent to give final orders.	Reference.	Remarks.
1	2	3	4	5
27	Applications for building-sites in municipal nazul areas.	A. C. ...	Sections 38 and 52 of the Land Revenue Code.	
27-A	Applications for building-sites outside municipal nazul areas.	*A. C. and T. ...	Do. ...	* Applications for building-sites in towns or villages where there are railway stations, and in other important towns will be disposed of by an Assistant Commissioner and in other places by the Tahsildar subject to the restrictions imposed by rules under sections 12 and 14 of the Land Revenue Code.
28	Applications for appropriation of occupied land and unoccupied waste lands.	A. C. and T. ...	Sections 38, 63 and 65 of the Land Revenue Code.	Tahsildar may only grant permission to remove earth, sand, muram, stone or other material from unculturable unoccupied fields not set apart for any special purpose, or from unculturable portions of occupied fields.
29	Cases under the Land Improvement Loans Act.	D. C. and A. C.*	Act XIX of 1883 ...	} * If specially empowered by the Chief Commissioner under the Acts.
29-A	Cases under the Agriculturists' Loans Act	D. C. and A. C.*	Act XII of 1884 ...	

30	Applications and proceedings regarding trees on occupied and unoccupied land.	A. C. and T.	...	Sections 41 to 48 of the Land Revenue Code.
31	Acquisition of land for public purposes ...	D. C.	...	Act I of 1894.
32	Execution of orders of civil courts ...	D. C.	...	Chapter XIX of the Civil Procedure Code, Act XIV of 1882. Sections 320 to 327.
33	Cases relating to partition of land under civil court decrees.	D. C.	...	Section 265 of the Civil Procedure Code, Act XIV of 1882.
34	Cases of anticipated defaults ...	A. C. and T.	...	Sections 109 to 114 of the Land Revenue Code.
35	Proceedings relating to Government or public money and records.	D. C.	...	Sections 23 to 28 of the Land Revenue Code.
36	Applications for, and proceedings relating to, use of water.	D. C.	...	Section 55 of the Land Revenue Code.
37	Proceedings relating to mines and minerals	D. C.	...	Section 67 of the Land Revenue Code.
38	Applications or proceedings in respect of melon beds, alluvion and diluvion.	D. C.	...	Sections 38, 50, 51, 61 and 62 of the Land Revenue Code.
39	Miscellaneous revenue ...	To be disposed of by officers having necessary powers according to rules or circular orders that may be in force.		

Pending the issue of rules under section 55 of the Code, applications under this class are to be disposed of under the existing rules.

APPENDIX XXII.—(Referred to in rule 279.)—(Concl'd.)

Classification of revenue business.

Serial No.	Description of case.	Lowest grade of court competent to give final orders.	Reference.	Remarks.
1	2	3	4	5
	MAJOR HEAD B.—Revenue General ...	To be disposed of by officers having necessary powers according to rules or circular orders that may be in force.		
	MAJOR HEAD C.—Cases under certain special Laws and Rules.			
1	Proceedings under the Excise Act, XII of 1896, the Opium Act, and the rules made under the above Acts.	Do.	...	
2	Proceedings relating to income-tax ...	Do.	Act II of 1886.	
3	Proceedings under the Stamp Act ...	D. C.	Act II of 1899.	
4	Appropriation of forest lands for purposes of quarrying, etc.	D. C.	...	

In this Appendix D. C. = Deputy Commissioner.

.. .. A. C. = Assistant Commissioner or Extra-Assistant Commissioner who has been invested with necessary powers under section 12 of the Land Revenue Code.

.. .. T. = Tahsildar.

APPENDIX XXIII.—(Referred to in rule 279.)

Register of Revenue Cases.

Serial No.	Date on which case commenced.	Date of receipt of case in court.	Village in which the matter in dispute lies or to which it relates.	Name and residence of the persons concerned.	Cases referred for enquiry and report.			Date of final order.	Brief note showing the nature of the final order and the manner in which the order was executed.	Disposed of cases (in original) and Parwanas sent or received for communication of order.				Record where finally deposited or sent.		Remarks.
					To whom sent.	Date of transmission.	Date of return.			To whom sent or from whom received.		Date of transmission or receipt.	Date of return.	Date.	Initials of Record-keeper or name of the office to which the record has been sent.	
										Original cases.	Parwanas.					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Explanation.

(a) *Column 2.*—This date will be the same in all courts through which the case passes.

(b) *Column 9.*—The date to be shown here is the date on which—

(1) the case is finally disposed of; or

(2) transferred for disposal and not merely for inquiry and report to another court.

NOTE.—No case should be shown as disposed of as long as any action remains to be taken.

Illustration (1).—A person is fined under section 59 of the Land Revenue Code by an Assistant Commissioner. The case should not be shown as disposed of till the fine is reported to have been actually recovered and credited.

Illustration (2).—A substitute patel resigns or is removed. The case should not be shown as disposed of till another person is appointed in his place.

Illustration (3).—An encroachment has been ordered to be removed. The case should not be shown as disposed of till it is ascertained that the encroachment has been actually removed.

(c) Cases transmitted to another court for investigation only, and not for final disposal, are to be retained on the register of the transmitting Court as undisposed of. Such cases are to be registered in red ink in the register of the court to which they are transmitted.

(d) In the pages of the register appropriated to the mouzawar sub-head "Miscellaneous Revenue" and to the major head "Revenue—General" a column No. "5-A" is to be introduced and headed "nature of case." The entry in this column is to be as brief as possible,

APPENDIX XXIII-A.--(Referred to in rule 295-A).

REVENUE ORDER SHEET

In the Court of _____

Class no. _____ Case no. _____ of _____ 19 .

Subject _____

Date and place of order or proceedings.	Order of proceedings with signature of presiding officer.	Signature of parties or pleaders when necessary.
1	2	3

APPENDIX XXIV.—(Referred to in rules 280 and 294.)

Register of revenue appeals.

Serial no.	Date of institution of appeal.	Village in which the matter in dispute lies or to which it relates.	Name and residence of the parties concerned.	Date of final order.	Brief memo. showing the nature of the final order.	Note regarding the disposal of the record of the case.	
						Date.	Initials of the record-keeper.
1	2	3	4	5	6	7	8

. APPENDIX XXV.

Cancelled.

APPENDIX XXVI.—(Referred to in rule 294.)

Register of cases returned in original with the Commissioner's orders endorsed thereon.

Commissioner's serial no.	Class and number of case.	Name of village, taluq and district.	Date of receipt.	Order of Commissioner.	Date of return.	To whom returned.
1	2	3	4	5	6	7

APPENDIX XXVII.—(Referred to in rule 293.)

Record pass book.

Date.	Number of case and class under which it falls,	Brief description.	Person to whom sent.	Signature of person receiving; if sent by post, a note should be made to that effect.	Remarks.
1	2	3	4	5	6

APPENDIX XXVIII.—(Referred to in rule 296.)

Name of Officer, _____.

Classification no.	Nature of case.	Lowest court competent to give final orders.	Pending.	Brought on file.			Total of columns 4 and 7.	Disposed of				Pending.	Number of cases pending more than six months.	Date of oldest case pending.	Remarks.
				By petition presented or report of village officials, circle inspectors, etc.	Received by transfer.	Total.		By final order.	By submission to superior court.	By transfer to other courts.	Total.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Settlement record ...	D. C.													
2	Waste Land grants ...	D. C.													
3	Field boundaries ...	T.													
4	Village boundaries ...	A. C.													
5	Claims to jagir, etc.	D. C.													
6	Succession and resumption of jagirs.	D. C.													
7	Claims to pension ...	D. C.													

APPENDIX XXVIII.—(Referred to in rule 296)—(Contd.)

Name of Officer, _____.

Classification no.	Nature of case.	Lowest court competent to give final orders.	Pending.	Brought on file.			Total of columns 4 and 7,	Disposed of				Pending.	Number of cases pending more than six months.	Date of oldest case pending.	Remarks.
				By petition presented or report of village officials, circle inspectors, etc.	Received by transfer.	Total.		By final order.	By submission to superior court.	By transfer to other courts.	Total.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
8	Dispute among pensioners.	D. C.													
9	Proceedings regarding enhancement of rent.	T.													
10	Proceedings relating to pre-emption.	T.													
10-A	Pre-emption proceedings between co-occupants.	A. C.													
11	Patels' cases	... D.C. & A.C.													
12	Patwaris' cases	... D.C. & A.C.													

13	Jaglias' cases ...	D.C. & T.																		
14	Village servants' cases ...	T.																		
15	Realization of balances ...	T.																		
16	Un-authorized occupation or appropriation of land in municipal nazul areas.	A. C.																		
16 A	Unauthorized occupation or appropriation of land outside municipal nazul areas.	A C.																		
17	Maintenance of boundary marks.	T.																		
18	Applications for fields ...	T.																		
19	Transfer of fields ...	T.																		
19-A	Applications for alienation of lands the transfer of which is restricted.	D. C.																		
20	Applications for unassessed fields,	. C.																		
21	Mutation ordinary ...	T.																		
22	Mutation special cases ...	A C.																		
23	Relinquishment of fields ...	T.																		
24	Assignment of land ...	D. C.																		
25	Appropriation of assigned land.	A. C																		
26	Village khatedars, grazing fields.	T.																		
27-A	Building sites outside municipal nazul areas.	A.C. & T.																		
28	Applications to quarry, etc.	A.C & T.																		
29	Land Improvement Loans Act	D.C. & A.C.																		

APPENDIX XXVIII.—(Referred to in rule 296.)—(Concl'd.)

Name of Officer _____

Classification no.	Nature of case.	Lowest court competent to give final orders.	Pending.	Brought on file.			Total of columns 4 and 7.	Disposed of				Pending.	Number of cases pending more than six months.	Date of oldest case pending.	Remarks.
				By petition presented or report of village officials, circle inspectors, etc.	Received by transfer.	Total.		By final order.	By submission to superior court.	By transfer to other courts.	Total.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
29-A	Agriculturists' Loans Act ...	D. C. & A. C.													
30	Trees on occupied and un-occupied land.	A. C. & T.													
31	Land for public purposes ...	D. C.													
32	Civil court orders ...	D. C.													
33	Partition of land under civil court decree.	D. C.													
34	Anticipated defaults ...	A. C. & T.													

35	Proceedings relating to Government money.	D. C.																		
36	Applications for use of water.	D. C.																		
37	Mines and minerals ...	D. C.																		
38	Applications or proceedings in respect of melon beds, alluvion and diluvion.	D. C.																		
39	Miscellaneous																		
	Total																		
	Revenue General B.																		
	MAJOR HEAD C.																			
1	Cases under Excise Act, XII of 1896, and Opium Act.	...																		
2	Proceedings relating to income-tax.	...																		
3	Cases under the Stamp Act...	D. C.																		
4	Appropriation of forest lands for purposes of quarrying, etc.	D. C.																		
	Total																		
	GRAND TOTAL																		

Red ink entries.

Total for red ink cases should be shown separately from those for black ink cases.

All red ink cases will appear in column 10 or column 11.

When the investigation which a court has been ordered to make is complete, and the case is submitted to the court which ordered the investigation, the entry will be in column 10.

General.

Column 11.—A separate memorandum should be submitted explaining the cause of delay for each case pending over six months.

APPENDIX XXIX.—(Referred to in rule 298.)

Classification of revenue miscellaneous khatewari cases.

Serial No.	Nature of case.
1	Sanitation.
2	Supply and sale of village and taluq maps.
3	Sarbarai.
4	Recovery of taxes levied by local bodies under— (a) the Central Provinces Local Self-Government Act, 1920, as applied to Berar; (b) the Central Provinces Municipal Act, 1922, as applied to Berar; (c) the Central Provinces Village Sanitation and Public Management Act, 1920, as applied to Berar; (d) the Central Provinces Village Panchayat Act, 1920, as applied to Berar.
5	Appointment and dismissal of clerks and peons.
6	Leave for period exceeding one month to village officials.
7	Excise miscellaneous cases,
8	Miscellaneous, including applications for formation of village panchayats under the Central Provinces Village Panchayat Act, 1920, as applied to Berar.

APPENDIX XXX—(Referred to in rule 304.)

Index of papers for A and B files.

Note here whether the record is to be retained permanently; if not, up to what year.

Class no. Case no. (Signature.)
 Name of village. pargana Village no.
 Name of parties. taluq.
 Date of disposal.
 Abstract of final order.

Record-room no.

List of papers.

Description of papers.	Number of pages.	Date of removal.	How removed.	Signature of official removing.
1	2	3	4	5

NOTE.—This form will be used for indexing both A and B files. But in the case of B files, the following particulars only may be entered:—

- (a) Class no.
- (b) Case no.
- (c) Village no.
- (d) Name of village.
- (e) Name of taluq.
- (f) Date of disposal.
- (g) Description of papers.

APPENDIX XXXI.—(Referred to in rule 314.)

Fly index sheet No. _____ of mauza _____ pargana _____ taluq _____ (Initials of Assistant or Extra-Assistant Commissioner).

Serial No.	Date of making entry.	Date of final order.	No. of case with class number.	Names and fathers' names of plaintiff and defendant,	Final order.	Number of papers in the case.	Date of elimination of whole record.	Signature of eliminating officer,	Remarks.
1	2	3	4	5	6	7	8	9	10

Column 2.—Is for the date on which the entry on the fly index is made.

Column 3.—It will be the duty of the record-keeper to enter cases on the day he receives them, hence it will often happen that the entries in this column will not be strictly chronological.

Column 5.—The terms plaintiff and defendant will not always be appropriate, but they serve to indicate the nature of the entry to be made in this column.

Idem.—When the parties do not reside in the village then residence may be added.

Column 6.—The entry here should be quite brief.

Column 7.—Will prevent the abstraction of any papers from a misl.

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APPENDIX XXXII.

Cancelled.

APPENDIX XXXIII.—(Referred to in rules 319 and 320.)

Form of register for "B. Revenue—General" cases and khatewari cases.

Class _____

Serjal no.	Number of case in court register.	Name of court.	Nature of case with date and purport of final order.	Date of depositing case in record-room.	Date of elimination of record.	Signature of eliminating officer.	Remarks,
1	2	3	4	5	6	7	8

APPENDIX XXXIV.—(Referred to in rule 325.)

Stock of village maps of the _____ taluq _____ district.

1	Index number.	
2	Name of village.	
3	Name of pargana.	
4	Total survey numbers.	
5	Number of maps in hand with date.	Stock of maps.
6	New supply received with date.	
7	Total stock.	
8	Number of copies issued.	Maps issued free.
9	Date of issue.	
10	To whom issued.	
11	Reference to the order under which issued.	
12	Number of copies sold.	Maps sold.
13	Date of sale.	
14	To whom sold.	
15	Reference to the order under which sold.	
16	Balance.	
17	Remarks.	

APPENDIX XXXV.—(Referred to in rule 329.)

Register showing the periodical statements, etc., received in the record-room.

Serial No.	Description of registers and bundles of returns, statements, etc.	Period to which it relates.	Department or office of the official delivering it.	Period of retention.	Date of elimination.	Signature of eliminating officer.	Remarks.
1	2	3	4	5	6	7	8

APPENDIX XXXVI—(Referred to in rule 331.)

Register of revenue cases sent out of the record-room.

Name of court _____.

Serial No.	Date of issue.	Description of case.	Signature of recipient; if sent by post, a note should be made, to this effect.	Date of return.	Signature of record-keeper, and remarks.
1	2	3	4	5	6

APPENDIX XXXVII.—(REFERRED TO IN RULE 332.)

Memorandum for retention in basta showing record taken from it.

Name and number of villages.	Major head and class.	Number of case.	Record-room no.	Name of court by which the case was decided.	Name of officer to whom the record has been sent.	Date of despatch.	Remarks.
1	2	3	4	5	6	7	8

APPENDIX XXXVIII.—(REFERRED TO IN RULES 335 AND 337.)

PART I.—*Revenue cases.*

No.	Description of cases.	Length of time for which to be kept.	Remarks.
1	Papers containing final orders regarding amendment of settlement records (Class I).	To be kept permanently.	
1-A	Proceedings for the correction of the Record-of-Rights other than the correction of clerical errors (Class 1-A).	Twelve years after the re-writing of the Record-of-Rights to which they refer.	
1-B	Proceedings for the settlement of, and the preparation of the Record-of-Rights in non-agricultural lands (Class 1-B).	To be kept permanently.	
2	Proceedings regarding grants under Waste Land Rules of 1865, 1876, 1879 and 1880, and also regarding resumptions and transfers of grants (Class II).	Do.	
3	Proceedings regarding election of lessees of either proprietary or patelki right in villages granted under the Waste Land Rules of 1865 (Class II).	Do.	
4	Disputes regarding village boundary-marks (Class IV).	Do	
5	Papers relating to the settlement of boundary disputes when such disputes have not been finally decided by the survey officers.	Do.	
6	Claims to jagirs, inams, palampat, tenures, and the like, not being disputes of jagirdars, etc., <i>inter se</i> , or claims under section 5 of the Pensions Act (Class V).	Do.	
7	Cases of succession to and registration of shares in jagirs and inams, also lapses and resumptions of jagirs and inams (Class VI).	Do.	
8	Proceedings regarding correction or grant of inam certificate (Class VI).	Do.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of cases.	Length of time for which to be kept.	Remarks.
9	Papers regarding claims made to Government under the Pensions Act (Class VII).	To be kept permanently.	
10	Proceedings regarding disputes among parties interested coming under the Pensions Act, and proceedings under the rules framed under the Pensions Act (Class VIII).	Do.	
11	Proceedings relating to pre-emption (Class X).	Do.	
12	Pre-emption proceedings between co-occupants regarding priority (Class X-A).	Do.	
13	Proceedings regarding appointment and dismissal of patels and patwaris and claims to, and connected with, the offices (Classes XI and XII).	Do.	
14	Old proceedings regarding distribution of emoluments of these offices among several sharers (Classes XI & XII).	Do.	
15	Proceedings regarding lapses of patel's and patwaris' <i>watans</i> (Classes XI & XII).	Do.	
16	Disputes regarding office or remuneration of village servants (Class XIV).	Do.	
17	Applications for assessed waste fields in which the fields applied for were either granted or sold (Class XVIII).	Do.	
18	Proceedings for failure to report acquisition of right or to supply information as required by sections 96-C and 96-E (Class XIX).	Three years.	
18-A	Proceedings regarding the alienation of land the transfer of which is restricted (Class XIX-A).	Permanently.	
19	Applications for unassessed waste lands granted (Class XX).	To be kept permanently.	
20	Cancelled

APPENDIX XXXVIII.—(Contd.)

No.	Description of cases.	Length of time for which to be kept.	Remarks.
21	Applications for mutation made on the ground of error in the proceedings in the course of which the entry to be corrected was made (Class XXII).	To be kept permanently.	
22	Papers regarding relinquishment of fields (Class XXIII).	Do.	
23	Proceedings regarding assignment of land for special purposes (Class XXIV).	Do.	
24	Proceedings regarding appropriation of lands so assigned for other purposes (Class XXV).	Do.	
25	Applications regarding village (not-free) grazing lands resulting in mutation of names of khatedars (Class XXVI).	Do.	
26	Applications sanctioning grant of sites for building purposes (Class XXVII).	Do.	
27	Applications in which permission is granted to occupants to appropriate land in their occupancy permanently for building or other non-agricultural purposes (Class XXVII).	Do.	
28	Applications in which sanction is given to appropriate land from unoccupied culturable or unculturable waste for similar purposes (Class XXVIII).	Do.	
29	Proceedings regarding acquisition of land for public purposes (Class XXXI).	Do.	
29-A	Execution of orders of civil courts (Class XXXII).	If dismissed in default or at decree-holder's request, one year; if sale takes place, permanently; if a lease is given, three years from termination of lease; otherwise three years from date of final order.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of cases.	Length of time for which to be kept.	Remarks.
30	Papers regarding partition of fields in execution of civil court decrees (Class XXXIII).	To be kept permanently.	
31	Proceedings relating to mines and minerals (Class XXXVII).	Do.	
32	Applications and proceedings regarding melon beds, alluvion and diluvion (Class XXXVIII).	Do.	
33	Cases regarding settlement records in which no alterations or corrections have been ordered (Class I).	Twelve years.	
33-A	Applications under section 96-K for correction of record-of-rights when the application is rejected.	Do.	
33-B	Papers in which "sanads" for improvement of fields are issued to the kabjedars.	For the term of settlement.	
33-C	Papers regarding corrections made in survey papers in connection with the construction of new wells and putting up stones in place of warulis, mounds, etc.	Do.	
34	Disputes regarding field boundary marks (Class III).	Three years.	
35	Complaints regarding removal of or injury done to boundary marks (Class III).	Do.	
36	Proceedings against jagirdars and inamdars failing to render the stipulated service or to fulfil conditions under which the grants were made, not resulting in resumption (Class VI).	Do.	
37	Proceedings against jagirdars and inamdars who fail to pay quit-rent, not resulting in resumption (Class VI).	Do.	
38	Applications for certificates under section 6 of the Pensions Act (Class VIII).	One year.	
39	Proceedings regarding notice of enhancement of rent by superior holder (Class IX).	Twelve years.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of cases.	Length of time for which to be kept.	Remarks.
40	Applications under Act X of 1859 (Class IX).	To be destroyed at once.	
41	Suits under Act X of 1859 (Class X)...	Do.	
42	Proceedings regarding the appointment and dismissal of agents or substitutes on behalf of patels and patwaris (Class XI & XII).	So long as the agent or substitute is in office.	
43	Proceedings against patels and patwaris or their agents or substitutes for breach of duty, misconduct, etc., not resulting in the dismissal of principals (Classes XI & XII).	So long as the patel, patwari or the agent or substitute for patel and patwari is in office.	
44	Proceedings regarding the renewal of powers of attorney (Classes XI & XII).	So long as the power of attorney is not cancelled.	
45	Complaints from members of patels' and patwaris' families against the office-holder regarding non-payment of their share of emoluments.	To be destroyed at once.	
46	Complaints from patels and patwaris regarding emoluments payable to them having been paid to ex-pargana officers (Classes XI & XII).	Do.	
47	Proceedings regarding appointment and dismissal, etc., of jaglias (Class XIII).	Three years.	
48	Applications for entertainment of jaglias (Class XIII).	Do.	
49	Proceedings regarding transfer of jaglias (Class XIII).	To be destroyed at once.	
50	Cases regarding mahars' huqs in which there is no dispute as to the rates at which huqs should be paid, but which only involve dispute as to payment (Class XIV).	Twelve years.	
51	Proceedings against land revenue defaulters (Class XV).	Three years.	
52	Proceedings in respect of unauthorized occupation or appropriation (Class XVI).	Six years.	
53	Proceedings against persons who fail to erect or maintain boundary-marks (Class XVIII).	Three years.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of cases.	Length of time for which to be kept.	Remarks.
54	Applications for assessed waste fields not granted (Class XVIII).	One year.	
55	Applications for unassessed fields not granted (Class XX).	Do.	
56	Applications for melon beds (Class XX).	Do.	
57	Cases in which the applications for relinquishment are rejected (Class XXIII).	Three years.	
58	Cases in which the appropriation of assigned land is not granted (Class XXV).	Twelve years.	
59	Applications regarding village (not free) grazing lands not resulting in mutation of names (Class XXVI).	One year.	
60	Applications for building-sites not granted and cases of encroachments (Class XXVII).	Do.	
61	Applications which were rejected for permission to appropriate permanently occupied or unoccupied culturable or unculturable lands for purposes other than agriculture (Class XXVIII).	Do.	
61-A	Applications to quarry, dig, etc. (Class XXV. II), in which the order has effect for more than one year.	So long as the order remains in force.	
62	Applications to quarry, dig, etc. (Class XXVIII), other than those referred to in Article 61-A.	One year.	
63	Applications under the Land Improvement Loans Act (Class XXIX).	Do.	} After the repayment in full.
64	Applications under the Agriculturists' Loans Act (Class XXIX-A).	Do.	
65	Applications and proceedings regarding trees on occupied and unoccupied lands (Class XXX).	One year.	
66	Proceedings regarding acquisition of land for public purposes in which the application for the land asked for was subsequently withdrawn (Class XXXI).	Three years.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of cases.	Length of time for which to be kept.	Remarks.
67	Proceedings regarding acquisition of land for public purposes in which the land sought to be acquired was not granted (Class XXXI).	Three years.	
68	Applications for acquisition of land for village purposes not granted (Class XXXI).	Do.	
68 A	Papers regarding temporary acquisition of land for public purposes.	Three years after date of relinquishment.	In cases where paper relating to permanent and temporary acquisition are combined in one file all the papers should be retained permanently.
69	Proceedings regarding anticipated defaults (Class XXXIV).	Three years.	
70	Proceedings relating to Government or public money (Class XXXV).	Twelve years.	
71	Applications for and proceedings relating to use of water (Class XXXVI).	Do.	
71-A	Major head—The Berar Alienated Villages Tenancy Law, 1921.		
	MINOR HEAD.		
	(1) Cases regarding grant of permission to deposit rent [section 9 (c)].	Three years.	
	(2) Cases regarding disposal of the amount of rent (section 13).	Do.	
	(3) Application for attachment and sale of produce for arrears of rent [sections 22 and 26 (1)].	Do.	
	(4) Proceedings regarding imposition of penalty for illegal distraint by landlord, etc. [sections 29 (1) and (3)].	Six years.	
	(5) Cases regarding reduction of rent of a permanent tenant's holding section 50 (2)].	12 years after the Record of Rights is re-written.	
	(6) Proceedings regarding enhancement of rent payable by a permanent tenant, etc. [section 51 (c)].	Do.	
	(7) Cases regarding execution of decrees for arrears of rent of ejectment of a land (section 69).	Do.	
	(8) Cases regarding reinstatement of tenant illegally ejected (section 4).	Do.	

APPENDIX XXXIII.—(Contd.)

No.	Description of cases.	Length of time for which to be kept.	Remarks.
	(9) Proceeding regarding reinstatement of a tenant ejected on or after 1st January 1916, and fixation of rent (section 75).	12 years after the Records of Rights is re-written.	
	(10) Cases of disputes as to the right to make improvements [section 34 (6)].	For currency of settlement or three years if the application is rejected or struck off in default.	
	(11) Proceedings regarding imposition of penalty (sections 15 and 18).	Six years.	
	(12) Cases regarding determining the amount of compensation for improvement, etc. [section 31 (2) and (3)].	Three years.	
	(13) Application to set aside transfer of permanent tenant's right (section 49)— If rejected ... If granted ...	Three years. Permanently.	
	(14) Proceedings regarding alteration or remission or suspension of rent consequent on increase or decrease of holding (sections 19 and 20).	For the currency of settlement or three years, if the applications are struck off in default or rejected.	
72	Applications from field holders for services of a circle inspector to enable them to restore marks of their fields	One year.	
73	Applications from jagirdars, izardars, etc., for assistance in recovering rent from their tenants	To be destroyed at once.	
74	Papers regarding grant of leave to village officers and jagtias.	One year.	
75	Proceedings against village mahars for negligence, etc., in performance of their duties.	Three years.	
76	Proceedings regarding renewal of inam certificates, of sanads to patels and patwaris, and of pension payment orders to ex-pargana officers.	Do.	

APPENDIX XXXIII.—(Contd.)

No.	Description of cases.	Length of time for which to be kept.	Remarks.
77	Applications or reports for supply of village maps.	Six years.	
78	Proceedings regarding restoration of boundary marks washed away.	Three years.	
79	Proceedings against field holders for closing roads in their fields which were recognized by the Survey Department.	Do.	
80	Applications from village officers for remuneration on collections made by them on account of municipal taxes, forest dues, bazar revenues, etc.	Do.	
81	Applications from agents, patels, patwaris for remuneration due to them from their principals.	Do.	
82	Proceedings regarding the recovery of instalments due on account of takavi advances.	Do.	
83	Cases regarding abkari sales, sales of bazars, town fund assessment, etc. (Revenue B—General).	Do.	
84	Applications for licences for the sale of foreign spirits (Class C-I).	Do.	
85	Applications for licenses for the sale of opium (Class C-I).	Do.	
86	Other proceedings under Excise Act, XII of 1896, Opium Act, and the rules framed thereunder (Class C-I).	Do.	
87	Proceedings under the rules relating to Town Fund (Class C-II).	Do.	
88	Proceedings relating to income-tax (Class C-II).	Six years.	
89	Proceedings under the Stamp Act (Class III).	Three years.	
90	Appropriation of forest lands for purposes of quartering, etc. (Class C-IV).	Six years.	
91	Proceedings under the Treasure Trove Act and Circulars	Three years.	
92	Municipal appeals ...	Do.	

APPENDIX XXXVIII.—(Contd.)

PART II.—List of miscellaneous papers in the offices of Deputy Commissioners and Tahsildars.

No.	Description of papers.	Length of time for which to be kept.	Remarks.
Inam papers.			
1	Vernacular record of inam inquiry ...	To be kept permanently.	
2	Papers relating to yeomiah grants or grants of cash allowances.	Do.	
3	Papers relating to mokasa ...	Do.	
4	Papers relating to assignment of land to deostans (temples).	Do.	
Survey papers.			
5	Papers relating to survey settlement which may be of use for future-reference.	Do.	
6	All papers (other than registers) handed over by the Survey Department for record on the completion of revision of assessment.	Do.	
7	Village maps ...	On receipt of the revised printed copies of village maps prepared at the new settlement all old printed village maps of last settlement should be destroyed except two, viz., one to be put in as an extra copy in the settlement misl and the other to be kept for reference, Settlement sheets should be preserved permanently.	
General.			
8	Genealogical trees and sanads ...	To be kept permanently.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks.
General.—(Contd.)			
9	All papers regarding abolished taxes, huqs, duties, etc.	To be kept permanently	
10	Papers relating to measurement of paiki numbers.	Do.	
11	Papers regarding transfer of villages from one district or taluq to another district or taluq.	Do.	
12	Papers relating to inclusion of newly made survey numbers in the land revenue patraks.	Do.	
13	Papers regarding demarcation of bazar sites.	Do.	
14	Papers relating to the Lonar Lake ...	Do.	
15	Papers showing water-supply in each village.	Do.	
16	Papers relating to satta transactions...	Do.	
17	Correspondence regarding, and lists of, objects of archæological interest and ancient monuments.		
18	Correspondence restricting the use of free grazing lands to the cattle of the village to which the lands belong.	Do.	
19	Correspondence stopping jagirdars issuing passes for grazing in khalsa viliages.	Do.	
20	Correspondence regarding mode of assessment in the Melghat taluq.	Do.	
21	Papers showing rights of village officers and zamindars or ex-pargana officers.	Do.	
22	Old Moglai papers of importance ...	Do.	
23	Papers containing orders, reports, statements and correspondence which appear to be of permanent value.	Do.	
24	Translation of Government orders, circulars, letters, etc., for the information of the vernacular department.	Do.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks.
General —(Concl..)			
25	List of villages transferred from and to His Highness the Nizam's Dominions.	To be kept permanently.	
26	List of villages on the borders of His Highness the Nizam's Dominions.	Do.	
27	Papers regarding working of salt wells and returns of salt produced.	To be destroyed at once.	
28	Old papers relating to the <i>huqs</i> of joshi pan.	To be kept permanently.	
29	Decisions as regards ownership of certain sites.	Do.	
30	Papers regarding sale of watans ...	Do.	
31	Papers regarding mahars' <i>huqs</i> ...	Do.	
32	Papers regarding kazis' watans ...	Do.	
33	All Acts, rules, circulars and orders in force. Forest.	Do.	
34	Correspondence regarding keeping up in repair only the outer boundary marks of State Forests.	To be destroyed at once.	
35	Correspondence regarding recovery of forest <i>huqs</i> of Melghat Rajas.	To be kept permanently.	
36	Complaints of the Forest Department against the Melghat Rajas regarding their indifference in protecting the interests of the Forest Department.	Twelve years	
37	Papers regarding planting of trees on road sides.	Do.	
38	Papers regarding sale of grazing lands	Three years.	
39	Papers relating to repairs of forest boundary marks.	Do.	
40	Papers regarding unauthorized felling of trees on Government lands.	Two years.	
41	Petitions for forest produce ...	One year.	
42	Papers regarding rumnahs, babul bans, bori bans, etc.	To be destroyed at once.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks.
Forest.—(Concl'd.)			
43	Correspondence regarding babul seed and statements of babul trees.	To be destroyed at once.	
44	Correspondence regarding planting of sindhi trees.	Do.	
45	Applications for permission to cut grass on Government lands.	Do.	
46	Papers regarding sale of grass in rumnahs and other State forests, including kabuliats taken from purchasers.	Do.	
Excise.			
47	Taluq maps showing abkari circles and shops.	To be preserved till revised maps are prepared.	
48	List of shops (liquor, opium, ganja, and toddy).	Three years.	
49	Kabuliats from sub-contractors of abkari.	One year.	
Bazar.			
50	Applications against bazar contractors	Three years.	
51	Papers relating to opening of new bazars.	Two years.	
52	Papers relating to sale of teakwood in bazars.	Do.	
53	Applications for exemption of certain bazars from the bazar cess.	Do.	
54	Applications for supply of bazar pass books.	One year.	
55	Security bonds and kabuliats taken from bazar contractors.	Do.	
56	Correspondence regarding closing of bazars on account of prevalence of infectious diseases.	Do.	
57	Papers regarding levy of bazar cess on cotton brought for sale.	Do.	
58	Applications from bazar contractors to levy cess at fairs and urus.	Do.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks.
59	Bazar.—(Concl'd.) Applications from bazar contractors for assistance in recovering their dues from sub-contractors.	To be destroyed at once.	
	Sanitation.		
60	Vernacular correspondence regarding starting Sanitary Boards in large towns and villages.	To be destroyed, keeping orders only.	
61	Vernacular correspondence regarding setting aside in rotation for two years certain areas of occupied land at villages for purposes of resort.	Twelve years.	
62	Papers regarding sale of rubbish in the gaothan, etc.	One year.	
63	Vernacular correspondence regarding sanitation villages.	Do.	
	Medical.		
64	Vernacular correspondence relating starting of hospitals and dispensaries.	Three years.	
65	Papers relating to subscriptions for charitable dispensaries.	Two years.	
66	Reports regarding outbreak of cholera, small-pox, or other infectious diseases.	Do.	
67	Remarks on inspection of vital statistics registers.	Do.	
	Vaccination.		
68	Reports against vaccinators . . .	Two years.	
69	Correspondence regarding supply of vaccination registers.	One year.	
	Education,		
70	Vernacular correspondence regarding opening, etc., of libraries.	Two years.	
71	Vernacular correspondence regarding opening, etc., of presses.	Do.	
72	Vernacular correspondence regarding establishment of schools.	Do.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks.
73	Education.—(Concl'd.) Papers relating to the appointment of members of School Committees.	Two years.	
74	Reports or applications against members of Schools Committees or schoolmasters.	Do.	
	Local Fund.		
75	Executive orders of permanent interest passed by Local Committees and proceedings of Local Committees.	To be kept permanently.	
76	Correspondence regarding jaglia clothings.	One year.	
77	Papers regarding construction and repairs of village chauris.	Do.	
78	Miscellaneous correspondence between Local Committees, including Boards, etc., and the Deputy Commissioner.	Do.	
79	Executive orders of Local Committees of no permanent interest.	To be destroyed at once.	
80	Vernacular papers of inquiry as to the rate at which jaglia cess was recovered in 1870-71.	Do.	
81	File of miscellaneous applications to Local Committees.	Do.	
	Cattle Pound.		
82	Papers regarding appointment of pound-keepers and pound-servants.	One year.	
83	Papers regarding repairs to cattle pounds.	Do.	
84	Reports accompanying remittances of pound receipts.	Do.	
85	Papers regarding sale of impounded cattle.	Do.	
86	Inspection remarks on pound registers.	Do.	
87	Papers regarding sale of stray cattle...	Do.	
88	Applications for refund of sale-proceeds of impounded cattle.	Do.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks.
Miscellaneous.			
89	Papers relating to punishments inflicted on Government servants.	Three years, subject to verification of the entries in the service book, the establishment return and the pay bills. Papers which affect the official career of a man should be preserved till his retirement, or death if earlier.	
90	Lists of suitable camping grounds ...	To be preserved till revised lists are prepared.	
91	All repealed Acts, rules and circulars	One copy to be retained and the rest destroyed.	
92	Papers regarding entertainment of temporary establishment in record-rooms for elimination of old records.	Twelve years.	
93	Papers showing measures taken to relieve the distressed in a year of famine.	Do.	
94	Inspection memos of Commissioner and Deputy Commissioners.	Six years.	
95	Papers relating to exhibitions or horse shows.	Ten years.	
96	Papers relating to subscriptions collected for the celebration of the Jubilee.	Do.	
97	All orders, papers, etc., relating to the census.	Do.	
98	Correspondence regarding supply of office furniture.	Six years.	
99	Papers relating to dharmadays ...	Three years.	
100	Correspondence regarding jamabandi forms.	Do.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks
Miscellaneous—(Contd.)			
101	Papers regarding sale of produce of Government mango and mohwa trees.	Three years.	
102	Reports regarding remittances of town fund assessment collected.	Do.	
103	Papers regarding issue of passes to pilgrims to Mecca and Hedjaz.	Do.	
104	Papers regarding removal by mahars of dead bodies of animals which have died in municipal limits.	Do.	
105	Applications for licences to write petitions.	Do.	
106	Applications for refund of revenue paid in excess.	Do.	
107	Papers regarding grant of certificates of honour.	Two years.	
108	Papers regarding new appointments of Government servants.	Do.	
109	Indents for vernacular lithographed forms.	Do.	
110	Memoranda on inspection of stamp vendors' books.	Do.	
111	Orders, reports, petitions and statements which obviously appear to be of no permanent value or interest.	Do.	
112	Correspondence regarding supply of printed forms, registers, stationery, etc.	One year.	
113	Memoranda prepared at the time of transfer of charge of officers.	Do.	
114	Papers regarding sarbarai.	Do.	
115	Applications, reports and orders regarding leave to ministerial officers, peons, etc.	Do.	
116	Papers relating to departmental examinations.	Do.	
117	Applications for permission to use belts and badges for private peons.	Do.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks.
Miscellaneous.—(Concl'd.)			
118	Papers of inquiry regarding heirs to deceased pensioners.	To be destroyed at once.	
119	Inspection memos. of subordinate officers.	Six years.	
120	Application for licences to measure grain.	To be destroyed at once.	
121	Papers regarding buildings for the Customs Department.	Do.	
122	Old kabuliats from patels in connection with collection, etc., of revenue assessment.	Do.	
123	Security bonds taken from village officers in order to ensure correctness in the village papers.	Do.	
124	Papers regarding dress of village officers.	Do.	
125	Correspondence regarding preparation of maharki register.	Do.	
126	Papers regarding trade establishments (i.e., entertainment and abolition).	Do.	
127	Applications to mortgage watans (old).	Do.	
128	Applications for carpenters' huqs (old).	Do.	
129	Papers relating to manpan (old) ...	Do.	
130	Application for permission to adopt (old).	Do.	
131	Application for ghugry (old) ...	Do.	
132	Applications from zarekar watandars (old).	Do.	

APPENDIX XXXVIII.—(Contd.)

PART III.—*List of registers maintained or deposited in the offices of the Commissioner and Deputy Commissioners and in tahsils.*

No.	Description of registers.	Length of time for which to be kept.	Remarks.
Inam Registers.			
1	Register of inam certificates ...	To be kept permanently.	
2	Faisal book or English record of inam inquiry made by the inam investigating officer.	Do.	
3	Inam registers in tahsils ...	Do.	
4	Register or statement of shares in jagir and inam grants.	Do.	
5	Register of charitable grants ...	Do.	
6	District register of inam certificates ...	Do.	
7	District register of intermediate mutations.	Do.	
8	District register of mutations in inam certificates on and after 1st January 1898.	Do.	
Survey and Settlement Registers.			
9	Measurer's field book ...	To be kept permanently.	
10	Measurer's pakka book ...	Do.	
11	Classer's field book ...	Do.	
12	Bagait takhta ...	Do.	
13	Pahani sud ...	Do.	
14	Akarband ...	Do.	
Survey and Settlement Registers.			
15	Wasul-baki-patruk ...	To be kept permanently.	
16	Faisal book ...	Do.	
17	Inam patruk ...	Do.	
18	Co-sharers' register (bhagni register)...	Do.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of registers.	Length of time for which to be kept.	Remarks.
Ex-Pargana and Village Officers Registers.			
19	Register of emoluments paid to patels and patwaris.	To be kept permanently.	
20	Cancelled.		
21	Register of payment of rusums to ex-pargana officers.	Do.	
22	Patelki register ...	Do.	
23	Rotation registers of patels and patwaris.	Do	
24	Patels' and patwaris' past officiation registers.	Do.	
25	Kamal patrak ...	Do.	
26	Registers (lists) showing villages at which patwaris are to keep vital-statistics registers.	To be preserved till revised lists are prepared.	
27	Register of punishments inflicted on patels and patwaris.	Twelve years.	
Revenue Court and Office Registers.			
28	Classwari register of revenue cases ...	To be kept permanently.	
Revenue Court and Office Registers.			
28-A	Tahsil register of Mutation Cases ...	To be kept for two years after the record-of-rights to which the entries relate has been rewritten.	
28-B	Record-of-rights and papers relating to the correction of clerical errors therein.	Twelve years after rewriting.	
28-C	Mutation Register ...	Twelve years after the rewriting of the record-of-rights to which it refers.	
28-D	Register of disputes ...	Do.	
29	Classwari register of miscellaneous cases.	To be kept permanently.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of registers.	Length of time for which to be kept.	Remarks.
Revenue Court and Office Registers.			
30	Register of appeals to Deputy Commissioners and Commissioners.	To be kept permanently.	
31	Register of execution of orders passed by revenue courts.	Do.	
32	Register in Form B kept under Resident's Judicial Book Circular No. II of 1892 regarding execution of civil court decrees.	Do.	
33	Register of building-sites and rents fixed on them.	Do.	
34	All inward and outward barnavisi registers.	Do.	
35	Register of licences granted to petition-writers.	Do.	
36	Register of recovery of loans under the Land Improvement Loans Act and the Agriculturists' Loans Act.	To be destroyed after the recovery of advances.	
37	Register of suspensions of takavi instalments.	Do.	
38	Register of fines imposed by revenue courts.	Twelve years.	
39	Register of cases remanded by higher authorities.	Do.	
40	Register of court and process fees realized by revenue courts-	Six years.	
41	Register of coercive processes issued by revenue courts.	Do.	
42	Register of instruments dealt with by the Collectors under Chapters III and IV of the Stamp Act.	Three years.	
43	Register of sites granted for quarrying, etc., kept in tahsils.	Do	
44	Register of processes issued (kamgir register).	Do.	
45	Register of realization of court-fees in pauper suits.	Do.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of registers.	Length of time for which to be kept.	Remarks.
	Revenue Court and Office Registers.—(Concl'd.)		
46	Register of applications for copies of documents.	Six years.	
47	Cash book of copying fees realized ...	Do.	
48	Book of counterfoils of receipts granted to applicants for copies.	Do.	
49	Book of chalans for copying fees ...	Three years.	
50	Register of municipal appeals ...	Do.	
51	Register of powers of attorney granted by village officers in favour of their agents.	Two years.	
51-A	Registers showing the periodical statements and registers received in the record-room.	Permanently.	
51-B	Record pass-book (Appendix XXVII)	Two years.	
51-C	Register of applications for inspection	One year.	
	Excise Registers.		
52	Pass book of opium and ganja ...	Three years.	
53	Register of acknowledgments of receipt of opium passes.	Do.	
54	Register of permits to import opium from Indore.	Do.	
55	Register of permits to transport opium.	Do.	
56	Register of opium confiscated ...	Do.	
57	Register of retail vendors of foreign liquor.	Do.	
58	Register of passes to import durgs, no. IV.	Do.	
59	Register of deposits of ganja and imported bhang, no. V.	Do.	
60	Register of withdrawals of ganja, no. IV.	Do.	
61	Pass book of drugs deposited in warehouse, no. VII.	Do.	

APPENDIX XXXVIII.—(Contd.)

No.	Discription of registers.	Length of time for which to be kept	Remarks.
Excise Registers.—(Concl'd.)			
62	Pass book for the removal of drugs, no. VIII.	Three years.	
63	Form of application tendering duty, no. IX.	Do.	
64	Register of dues in the warehouse, no. X.	Do.	
65	Register of local bhang destroyed, no. XI.	Do.	
66	Pass for removal of drugs from one warehouse to another, no. XII.	Do.	
67	Abstract register of deposits and withdrawals, etc., no. XIII.	Do.	
68	Register of passes to cover liquor in transit.	Do.	
69	Register of passes granted by the examining officers at Amraoti and Khamgaon.	Do.	
70	Register of passes to cover opium in transit.	Do.	
71	Register of threads ...	Do.	
General Registers.			
72	Register of rainfall ...	To be kept permanently.	
73	Register of pay of jaglias ...	Twelve years.	
74	Register of wholesale and retail prices of food-grains.	During the term of settlement.	
75	Wasulbaki register of sale-proceeds of mango and mohwa trees.	To be destroyed after recovery of sale-proceeds.	
Local Fund Registers.			
76	Pay registers or acquittance rolls kept by Local Committees.	To be destroyed at once.	
77	Cash books and ledgers of Local Committees.	Do.	
78	Remark books kept by Local Committees.	Do.	

APPENDIX XXXIII.—(Contd.)

No.	Description of registers.	Length of time for which to be kept.	Remarks.
Local Fund Registers.—(Concl.)			
79	Register of permanent advance ...	Three years.	
80	Mauzawar receipt register of land-revenue, Form A.	To be destroyed six years after the revenue is collected in full.	
81	Mauzawar receipt register of fluctuating collections, Form B.	Do.	
82	Register of land-revenue fixed collections within municipal limits.	Do.	
83	Wasulbaki of money recovered in execution cases under civil court decrees	Do.	
83-A	Registers returned by licensed stamp vendors.	Thirty years.	
84	Register of service stamps used ...	Two years.	
85	Despatch book (post book) ...	Do.	
86	Register of casual leave ...	One year.	
87	Register of field boundary marks ...	Three years.	
88	Office stationery register ...	Two years.	
89	Indents of vernacular and English Forms.	Three years.	
90	Register of vital statistics ..	To be kept permanently.	

APPENDIX XXXVIII.—(Contd.)

PART IV.—Reports, statements and returns.

No	Description of papers.	Length of time for which to be kept.	Remarks.
Inam.			
1	Mauzawar returns of inam lands ...	To be kept permanently.	
2	Inam statement of village and pargana servants.	Do.	
3	Statements of payments on account of yeomiah grants.	Do.	
4	Kaifiat or statement of jagir villages	Do.	
5	List of ante-jagir tenants (old survey papers).	Do.	
Waste Land Rules.			
6	List of grants under the Waste Land Rules.	To be kept permanently.	
7	List of ante-izara tenants ...	Do.	
Village Officers.			
8	Statements fixing the centres of patwaris' circles.	To be kept permanently.	
9	Statements of villages where patels and patwaris are working on behalf of Government.	Do.	
General.			
9-A	Measurement fee lists ...	Three years.	
9-B	Counterfoils of receipts for measurement fees.	Do.	
10	All jamabandi annual returns received in district offices from tahsils.	During the term of settlement.	
11	District annual reports on the revenue administration together with its appendices	To be kept permanently.	
12	Statement showing the number of Government and private trees.	Do.	
13	Statement showing the right of private persons to the produce of trees on Government lands.	Do.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks.
General.—(Concl.)			
14	List of villages in taluqs ...	To be kept permanently.	
15	Dafas relating to watandar mahars ...	Do.	
16	Statement showing works of public utility	Do.	
17	Statement showing income of Melghat Rajas.	Do.	
18	Statement of unclaimed watans ...	Do.	
19	Statement of waste villages ...	Till revised statement is made.	
Annual Jamabandi Returns.			
20	Jamabandi statements of occupied field (mauzawar).	During the term of settlement.	
21	Jamabandi statements for other fields	Three years.	
22	Return of mutation of names of khatedars and real decrease and increase (mauzawar).	Do.	
23	Statement showing the land, the revenue of which was assigned to individuals and societies (mauzawar).	Do.	
24	Annual crop statement (mauzawar)...	During the term of settlement.	
25	Statement giving details of uncultivated occupied lands (mauzawar).	Three years.	
26	} }	...	Cancelled.
27			
Annual jamabandi returns according to the new Patwari Manual, 1908.			
27 (a)	Jamabandi statement } Do. abstract }	During the term of settlement.	
27 (b)	Crop statement	Do.	
27 (c)	Return of transfers	Three years.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks.
	Annual jamabandi returns according to the new Patwari Manual 1908.—(Concl'd.)		
27 (d)	Statement of inam grants ...	Three years.	
27 (e)	Remittance challan of land revenue...	Do.	
27 (f)	Remittance challan of forest collection.	Do.	
27 (g)	Diary ...	Four years.	
27 (h)	Monthly return of receipts and issues of forest passes. Old jamabandi returns.	Three years.	
28	Pahani khards (memorandum of Inspection of fields).	To be destroyed at once.	
29	Laoni patrak or tala lagwan ...	Do.	
30	Pere patrak (crop statement) ...	Do.	
31	Padit patrak (return of unoccupied lands).	Do.	
32	Faisal patti (fluctuations in collections).	Do.	
33	Awarja (ledger of each cultivator) ...	Do.	
34	Wasulbaki (prior to survey) ...	Do.	
35	Nazar andaja patrak (guess measurement).	Do.	
36	Nafargat (statement of balances) ..	Do.	
37	Kamavis zadati (statement showing realization of land-revenue.)	Do.	
38	Khamzada or khampatruk or sadar patrak.	Do.	
39	Wasalati ...	Do.	
40	Kaifat of kamjast ...	Do.	
41	Jarib statement ...	Do.	
42	Dasdan patrak (rent rates) ...	Do.	
43	Jama wasulbaki or wasul patrak ...	Do.	
44	Jamin zada ...	Do.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks.
	Old jamabandi returns.—(Concl'd.)		
45	Sub-jama wasuli ...	To be destroyed at once.	
46	Kamjasti partrak of bighas ...	Do.	
47	Sadr jama wasulbaki ...	Do.	
48	Tala zadati (abstract of settlement of each village).	Do.	
49	Istawa patrak ...	Do.	
50	Statements of tenants and sub-tenants	Do.	
51	Statement showing distribution of land revenue on cultivators.	Do.	
52	Statement of cultivated and waste lands.	Do.	
53	Statement showing caste of khatedars.	Do.	
	Forest.		
54	Statement of Government mango and mohwa trees, and the yearly sale of their produce.	Three years.	
55	Statement showing remittances of forest collections to tahsils.	Do.	
56	Return showing amount of grazing dues.	Do.	
57	Statement showing receipts and issues of forest passes.	Do.	
58	Statements in connection with arboriculture.	Two years.	
59	Old statements of grazing ...	To be destroyed at once.	
	Abkari.		
60	Statement showing the number of sindhi trees on Government lands.	To be retained till revised returns are prepared.	
61	Hal and baquaya towji returns of abkari revenue.	Three years.	
62	Statements showing receipts and sale each year of abkari contracts under the several heads of abkari.	Do.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks.
Abkari.—(Concl.)			
63	Jama wasulbaki of abkari revenue ...	Three years.	
64	Return of breweries ...	Two years.	
65	Periodical returns regarding import and sales, etc., of opium and drugs.	Do.	
66	Statement showing opium in hand of several contractors on 1st April each year.	One year.	
67	Statement regarding opium cultivation.	To be destroyed at once.	
68	Statement regarding ganja cultivation	Do.	
69	Returns of outturn of opium (old) ...	Do.	
Bazars.			
70	Wasulbaki on account of bazar sale.	One year.	
Medical.			
71	Returns regarding births and deaths..	Two years.	
72	Reports or returns regarding deaths from cholera, small-pox, etc.	Do.	
Vaccination.			
73	Weekly returns from vaccinators ...	Two years.	
Cattle-pounds.			
74	Pay abstracts of pound establishments	One year.	
75	Returns showing number of cattle sold and feeding charges recovered.	Do.	
76	Accounts of feeding charges for impounded cattle brought to tahsils.	Do.	
77	Indent for pound registers ..	Do.	
Local Fund.			
78	File of bills submitted by Local Committees.	To be destroyed at once.	
79	File of estimates submitted by Local Committees.	Do.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks.
	Miscellaneous.		
80	Annual report on crop experiments...	During the term of settlement.	
81	Statement showing prices current of food-grains (mauzawar)	Do.	
82	Statement of wages of labour ...	Do.	
83	Printed list of agricultural and other returns.	To be retained till revised lists are prepared.	
84	List of licensed vendors ...	Do.	
85	Declarations regarding lands held by public servants.	To be preserved so long as the public servant is in service.	
86	Returns of lands taken up for railways in several villages and towns.	To be preserved till revised returns are prepared.	
87	Statement of increases due to revision of settlement and calendar of revenue settlements.	Twelve years.	
88	Return of rainfall ...	Ten years.	
89	Statement of boundary-marks out of repair.	Five years.	
90	Return of minerals and gems ...	Three years.	
91	Statements for the General Administration Report, fiscal and agricultural (A to H).	Do.	
92	Returns of agricultural statistics ...	Three years.	
93	Returns of mining concessions ...	Do.	
94	Annual return of village expenses ...	Do.	
95	Statement regarding irrecoverable balances of land revenue and town fund.	Do.	
96	Cancelled.
97	Forecast of cotton, sesamum, wheat and linseed.	Three years.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks.
Miscellaneous.—(Concl'd.)			
98	Hal and baquaya towji return of land revenue collections.	Three years.	
99	Reports and correspondence relating to charitable funds.	Do.	
100	Reports on the agricultural condition of taluqs and districts.	Do	
101	Return of stock of food grains (mauzawar).	Do.	
102	Irsalpatti or memorandum accompanying remittances of land revenue and ceases to tahsils.	Do.	
103	Statement of inspection of village daftars.	Two years.	
104	Annual and monthly returns of cattle disease.	One year.	
105	Annual returns of titles.	Two years.	
106	Annual returns of goods received and sold in fairs.	Do.	
107	Return of pensioned soldiers in Government employ.	Do.	
108	Return regarding levy of fines and penalties under the Stamp Act.	Do.	
109	Statement under the Cotton Duties Act.	Do.	
110	Weather and crop reports	Do	
111	Reports from munsarims or circle inspectors on state of crops (discontinued).	To be destroyed at once.	
112	Reports on the condition of trigonometrical stations	Do.	
113	Diaries of Tahsildars, their Naibs, and Superintendents and Assistant Superintendents of Land Records.	Two years.	
113-A	Diary of the revenue inspector	One year after the close of the year to which they refer.	

APPENDIX XXXVIII.—(Contd.)

No.	Description of papers.	Length of time for which to be kept.	Remarks.
113-B	Diary of measurer	One year after the close of the year to which they refer.	
114	Quarterly and annual revenue business statements.	To be destroyed at once.	
115	Quarterly and annual statements of revenue appeals.	Do.	
116	Return of fees realised on account of inspection of public documents.	Do.	
117	Statement of manufactures ...	One year.	
118	Return of persons and number of animals killed by wild beasts and snakes.	Do.	
119	Statement regarding destruction of wild animals.	Do.	
120	Return of agricultural stock and implements.	Do.	
121	Memos from village officers regarding emoluments.	Do.	
122	Office copies of bills for payments to village officers.	Do.	
123	Returns submitted by naka karkuns on trade establishments.	To be destroyed at once.	
124	Statement of banjaras and naikwaris...	Do.	
125	Reports relating to the state of jagir villages.	Do.	
126	Kaihats of village officers ...	Do.	
127	Statement showing from whom charges incurred by the revenue inspector on account of boundary- marks repairs are to be recovered.	Two years	
128	Circle book ...	To be kept permanently.	

General.

NOTE 1.—Papers and proceedings in revenue cases include proceedings before the appellate courts

NOTE 2.—The periods prescribed above shall be taken to run—

- (1) In cases where an order for execution has been issued, from the date on which the order has been fully executed.
- (2) In cases where no order for execution is required to be issued, from the date of the final order in the case.
- (3) In cases where money has to be realized, from the date on which the money has been recovered in full.
- (4) In the case of the takavi advance register and other similar registers in connection with realizations of Government money, from the date on which the advance money due is fully recovered as per entries in the registers.
- (5) In the case of the registers, from the date of last entry.

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APPENDIX XXXIX.

Cancelled.

APPENDIX XL.—(REFERRED TO IN RULE 368.)

Register of processes made over for service to Tahsil peons.

Serial No.	Date of issue of process.	Number of case with the name of court issuing the process.	Date of receipts of process in tahsil.	Nature of process, such as notice, warrant, parwana, etc.	Name of peon to whom the process is made over with date.	Date fixed by jamadar for return of process by peon.	Date of return of process by peon.	Date fixed by court for return of process.	Date of return to the court which issued the process.	Remarks as to whether, the process was served or not.
1	2	3	4	5	6	7	8	9	10	11

APPENDIX XLI.—(REFERRED TO IN RULE 369.)

Register of attendance of tahsil peons.

Month _____

Serial No.	Name of tahsil peon.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

APPENDIX XLII.—(REFERRED TO IN RULE 370.)

Register showing information required for filing in Appendix V to the Revenue Administration Report for the year 192 , talug.

1	Number of case.	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
		Amount of arrears in respect of which the writ is issued.	Number of writs demanded.	Number of defaulters who were actually imprisoned.	Processes issued against personal property.	Processes issued against immovable property.	Fields forfeited.	Sales of fields for arrears.											
		Issued in respect of balance of current year.	Issued in respect of balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.	For balance of current year. For balance of former years.
		Number of writs attached to writs ordered.																	

APPENDIX XLIII.—(REFERRED TO IN RULE 403.)

Register to be maintained by every petition-writer.

Serial no. of petition.	Date on which petition was written.	Name, parentage, cast and residence of the person at whose instance the petition was written.	Description of petition.	Value of court- fee label affixed to the petition.	Fees charged for writing the petition.	Signature of petition- writer.	Remarks.
1	2	3	4	5	6	7	8

APPENDIX XLIV.

Form of warrant of arrest.

Section 125 of the Land Revenue Code.

In the court of the

To

The Tahsildar

Whereas A. B., the occupant of field survey no. _____ situated at mauza _____, pargana _____ in the taluq of _____ of the _____ district, has failed to pay Rs. _____ a. p. _____, the amount of land-revenue due on the aforesaid field, you are hereby ordered to arrest the said defaulter A. B., and unless the said defaulter shall pay to you the said sum of Rs. _____ together with Rs. _____ for costs for executing this warrant, to bring the said defaulter A. B., before the court with all convenient speed.

You are further ordered to return this warrant on or before the _____ day of _____ 192____, with an endorsement certifying the day on and the manner in which it has been executed, or the reason why it has not been executed.

Given under my hand and the seal of the court, this
day of _____ 192_____.

Signature.

APPENDIX XLV.

Form of attachment of movable-property.

Section 122 of the Land Revenue Code.

In the court of the Tahsildar

To

Whereas A. B., the occupant of field survey no., situated at mauza, pargana in the taluq of the district, has failed to pay Rs. on account of land-revenue due on the aforesaid field, you are directed to attach the movable property belonging to the said defaulter A. B., and unless the said defaulter shall pay you the sum of Rs. together with Rs. for costs of this attachment, to produce the attached property at the tahsil with all convenient speed.

You are further directed to return the warrant on or before the day of 192 with an endorsement certifying the day on and manner in which it has been executed, or the reason why it has been not executed.

Given under my hand and the seal of the court, this
day of 192

Tahsildar.

APPENDIX XLVI.

Form of warrant for attachment of immovable property

Section 123 of the Land Revenue Code.

In the court of the

To

Whereas A. B., the occupant of field survey no. _____ situated at mauza _____, pargana, _____ in the taluq of the _____ district, has failed to pay Rs. _____ on account of land-revenue due on the aforesaid field, you are hereby directed to attach the right title and interest of A. B., in his immovable property as per schedule hereto annexed belonging of the said defaulter A. B., and unless the defaulter shall pay you the sum of Rs. _____ together with Rs. _____ for costs of this attachment, to hold the same until further orders of this court.

You are further directed to return the warrant on or before the _____ days of _____ 192____, with an endorsement certifying the day on and manner in which it has been executed, or the reason why it has not been executed.

Given under my hand and the seal of the court, this
day of _____ 192_____.

Signature.

Schedule of immovable property.

APPENDIX XLVII.

Form of proclamation of sale of attached property.

Section 134 of the Land Revenue Code.

Whereas the property of A. B., herein specified, has been attached on account of the Government assessment Rs. due by the said A. B., and whereas it is necessary to recover the said amount by sale of the said property, together with all lawful charges and expenses resulting from the said attachment and sale.

Notice hereby given that on the day of 192 ,
at o'clock the Tahsildar (or other person appointed) will at
mauza , pargana in the taluq in
this district sell by auction to the highest bidder, and without
reserve, the right, title and interest of the said A. B., in the
property hereinunder specified, and every power of disposing of
the same or any of them or of the profits arising therefrom which
the said A. B. may now consistently with the law exercise for his
own benefit.

Movable property.

Lot No.	Number and description of articles.	Where attached.	Where now placed.	Where to be viewed.	Whether the sale is subject to confirmation or not.
1	2	3	4	5	6

Immovable property.

Lot No.	Description of lot, including local situation supposed or estimated rent or annual value, and if leased, for how long, on what terms and to whom.	Survey number, municipal number and other fiscal designation.	Government revenue including cesses, any other fiscal charge resting on the lot.	Présent occupant.	(Here should be entered any other particulars the Deputy Commissioner may see fit.)
1	2	3	4	5	6

N. B.—No guarantee is given of the title of the said A. B. or of the validity of any of the rights, charges or interests claimed by third parties.

Deputy Commissioner.

“ Any occupant intending to claim a right of pre-emption in the occupancy to be sold must, on pain of forfeiting such right, give notice of his intention to the Deputy Commissioner on an office day before that fixed for the sale.”

APPENDIX XLVII-A.

Form of proclamation of sale of forfeited holding.

Section 134 of the Berar Land Revenue Code.

Whereas the occupancy or alienated holding of A. B. herein-
under specified has been forfeited under section 56 of the Berar
Land Revenue Code on account of the failure of A. B. to pay the
Land Revenue due on the holding, and whereas it is necessary to
levy by sale of the said holdings, the said amount, together with
all lawful charges and expenses resulting from such forfeiture and
sale.

Notice is hereby given that on the _____ day of
19____ at _____ o'clock the Tahsildar (or other person appointed)
will at mauza _____, pargana _____ in the _____ taluq
of this district, sell by auction to the highest bidder, and without
reserve, the occupancy or alienated holding free from all tenures,
incumbrances and rights created by the occupant or holder or any
of his predecessors in title or in anywise subsisting as against such
occupant or holder as provided by section 56.

Description of property.

Lot No.	Description of lot, including local situation, supposed or estimated rent or annual value.	Survey number, municipal number and other fiscal designation.	Government revenue, including cesses, any other fiscal charge resting on the lot.	Present occupant.	(Here should be entered any other particulars the Deputy Commissioner may see fit.)
1	2	3	4	5	6

Deputy Commissioner.

APPENDIX XLVII.

Form of certificate of sale of land.

Section 151 to the Land Revenue Code.

Revenue case No. _____ of class.

In the court of the _____

This is to certify that A. B. has been declared the purchaser at a sale by public auction held on the _____ day of _____ 192 _____ of the property of (here enter name) herein below described situated at mauza _____, pargana _____ taluq _____ in the district of _____, and that the sale has been duly confirmed by the court.

2. The property was (1) forfeited to Government under section 56 of the Land Revenue Code for arrears of land revenue (or rent or otherwise as the case may be) and sold free of all tenures, incumbrances and rights; or

(2) A. B. has purchased the right, title and interest of C. D. deceased in the said property which was sold under section 68 of the Land Revenue Code, or

(3) A. B. has purchased the right, title and interest of C. D. in the said property which was sold under section 123 of the Land Revenue Code for arrears of land revenue (or rent or otherwise as the case may be).

Given under my hand and the seal of the court this _____ day
of _____ 192 _____

Signature.

(Here enter the full description of the property sold.)

APPENDIX XLVIII.—(REFERRED TO IN RULE 50.)

*Register of sites available for building purposes in
the village of _____.*

Serial- No.	Dimension of the site.	No. and description of the site with boundaries.	Remarks.
1	2	3	4

APPENDIX XLIX.—(REFERRED TO IN RULE 65.)

*Register of sites granted for building purposes in
the village of _____.*

Serial No. of Register Entry	Area granted with full dimen- sions.	Descrip- tion of site with bound- aries.	Names of persons to whom the site is granted.	No. and date of the orders in full grant- ing the site.	Condition if any and purpose for which the site is granted.	Date on which possession was given.	Remarks.
1	2	3	4	5	6	7	8

Amendment to Berar Revenue Manual, Volume I (Reprint 1920).

No. 67, dated Nagpur, the 3rd February 1928.

PAGE 144.

(1) In rule 249 *delete* the words "except the Melghat taluq of the Amraoti district".

[No. 6, dated the 3rd February 1928.]

(2) *Cancel* rule 251.

[No. 67, dated the 3rd February 1928.]

D. R. RUTNAM,
*Under Secretary to Government,
Central Provinces.*

Govt. Press, Nagpur :—No. 2148, Rev. Secy.—6-2-28.—600.

**Amendment to Berar Revenue Manual, Volume I,
Reprint of 1920.**

No. 68, dated Nagpur, the 26th March 1928.

PAGE 173.

Add the following at the end of rule 381 (a):—

"Such deposits shall be made only twice a month, *viz.*, on the 10th and 25th and not each time after receipt of a copy from the patwari concerned".

[No. 68, dated the 26th March 1928.]

K. R. JOSHI,
*Under Secretary to Government,
Central Provinces.*

Govt. Press, Nagpur :—No. 132, Rev. Secy.—30-3-28—500.

Amendment to the Berar Revenue Manual, Volume I.

No. 69, dated Nagpur, the 22nd May 1928.

Page 102 of the print of 1920 and page 100 of the reprint of 1928.

From line 4 of rule 72 of the rules under the Berar Land Revenue Code, 1895, *omit* the words:—

"not assigned for special purposes."

[No. 69, dated the 22nd May 1928.]

R. M. CROFTON,
*Revenue Secretary to Government,
Central Provinces.*

Govt. Press, Nagpur :—No. 510, Rev. Secy.—25-5-28.—600.