



CHAIN SURVEY
AND
LAND RECORDS MANUAL

PART II

RULES FOR THE MAINTENANCE OF SURVEY AND LAND RECORDS

MAINTENANCE OF REVENUE RECORDS AND REGISTRATION

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GOVERNMENT OF TAMIL NADU
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CHAIN SURVEY AND LAND RECORDS MANUAL

PART II.

RULES FOR THE MAINTENANCE OF SURVEY AND LAND RECORDS.

MAINTENANCE OF REVENUE RECORDS AND REGISTRATION.

CHAPTER I.

Maintenance of Revenue Records and Registration in the normal course of Revenue Administration.

SECTION I—EXPLANATORY.

Classification and registry of lands.—The following rules refer to the maintenance of Revenue Records and Registration in surveyed and settled Ryotwari and Minor inam lands. The principal heads under which Government Land, as defined by Madras Act VIII 1923, is registered in the village permanent registers, are minor inams, occupied Ryotwari Waste assessed or unassessed, forest and Poramboke (reserved for public purposes). Freeholds which exist in some districts are separately registered as such assessed land is further separately registered as wet, dry or manavari (or garden also in some districts). Wet land is separately registered as single or double crop. Occupied lands are further separately registered where they are held by separate persons. And lastly, assessed lands of the same description and in the same holding are separately registered if they bear different rates of assessment. All these separately registered plots are surveyed and mapped either as separate survey fields or as separate sub-divisions of survey fields.

2. *Demarcation.*—As a general rule theodolite stations including minor circuit stations and trijunctions of survey fields and ends of " G " lines not coinciding with them are demarcated with stones, in addition bends on the boundaries of poramboke survey fields and subdivisions " more than 20 links (4 metres) in width " survey fields and subdivisions vested in local bodies lands alienated to private individuals or private institutions free of assessment and minor circuit fields are similarly demarcated. In areas surveyed on the system of simple triangulation all field bends are demarcated with stones.

(G.O. Ms. No. 2381, Revenue, dt. 11-9-51.)
(B.P. Mis. No. 1153, dt. 24-9-51.)
(B.P. Nos 278, dt. 13-10-16 and 61, dt. 20-3-18.)
(B.P. No. 3, Press, dt. 15-1-36.)
(B.P. No. 94, Press, dt. 25-9-40.)

3. *The system of revenue records and registration.*—The system of revenue records and registration comprises the maintenance—

(*a*) of survey marks on the ground,

(*b*) of an atlas of field maps, giving the measurements to scale of each survey number and sub-division,

NOTE.—In the case of districts surveyed on the "block map" system, the karnams have been supplied also with ferro-prussiate copies of block maps showing all measurements.

(*c*) of a village map which serves as a key to the field maps both in Office and in the field, and

(*d*) of village registers giving particulars of the description, classification and tenure of each survey number sub-division.

(G.O. No. 2, Rev., dt. 3-1-29. B.P. No. 7, dt. 1-2-29.)

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SECTION II—REVENUE SURVEY MARKS.

The duties of Government officers and ryots in regard to revenue survey marks.

4. The duties of Government Officers and ryots in regard to the preservation, repair and renewal of survey marks are laid down in the Tamil Nadu Survey and Boundaries Act VIII of 1923 and in the legal rules issued under it in this behalf. Relevant sections of the Act and the legal rules are printed as Appendix I. The executive rules which are intended to amplify and supplement the legal rules are printed as Appendix II. "The General instructions issued for the guidance of the Inspectors of Survey and Land Records, the Divisional Head Surveyors the Taluk Deputy Surveyors, the Maintenance Field Surveyors and the Revenue Draftsmen are printed as Appendix III. The Instructions issued for the guidance of the Joint Director of Survey and Land Records are printed as Appendix IV (a) and those meant for the Assistant Director of Survey and Land Records as IV (b) ". The rules regulating the planting of further survey marks necessitated by changes in the record are given in section IV below.

(G.O. Ps. No. 2066, Revenue, dt. 25-11-67.)

SECTION III—REVENUE SURVEY MAPS.

5. *Supply of copies of field maps.*—Two sets of field measurement books besides the originals which are preserved in the Madras Record Office are prepared in manuscript for every village. One set will be kept in the village in charge of the Karnam and one in the taluk office. They will be kept up to date by plotting therein of all changes sanctioned subsequent to their preparation in accordance with the rules in section IV below. Where five sets of ferro-prussiate copies have already been prepared, one of these sets will be kept in the taluk office and one in the village, both of which must be kept up to date. Another set will be kept in reserve in the taluk office to replace any damaged, defaced or missing sheet in the Karnam's set and in the maintained set in the taluk office. The remaining two copies will be available at the taluk office for sale to private parties.

(B.P. No. 404, Sett., dt. 27-10-06.)
(B.P. No. 459, Sett., dt. 3-12-06.)
(B.P. No. 311, dt. 27-10-14.)
(B.P. No. 278, Sett., dt. 13-10-16.)
(B.P. No. 94, Press, dt. 25-9-40.)

6. *Rules for the preparation and grant of copies of field maps.*—(1) Application for copies of field maps should be made to the taluk Tahsildar in writing and should specify—

(*a*) the name of the village and the survey number of the field of which a plan is required, and

(*b*) the manner in which the copy should be delivered to the applicant, whether in person or by post.

(2) Applications for copies of field maps will be registered in the taluk office in a separate register to be maintained in the form prescribed in Appendix V.

(3) *Fees.*—Applicants for copies of field maps should deposit with their applications two rupees for a map plotted on a sheet of paper of the size used for a page of the field measurement book and two rupees for every additional sheet required. If a single sheet larger than a page of the field measurement book is required the excess in pages or portions of a page will be treated as additional sheets for the purpose of levying fees. The amount should be paid in cash into the taluk treasury or remitted by money order and should be credited to "029 Land Revenue—Miscellaneous ".

(G.O. Ms. No. 465, Rev., dated 24th February 1932,
(B.P. No. 12, dated 1st March 1932.)
(B.P. Ms. No. 1622, dt. 6-12-48 and G.O. Ms. No. 1030, Rev. dt. 3-4-70.)

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Notes.—(1) Applications for supply of extracts should be affixed with Court-fee label to the value of 25 paise.

(2) No fees are payable for application made by a Department of the Government (G.O. Ms. No. 2645, dated 21st July 1955).

(3) Supplemental petition in respect of a pending petition being only an addition to the previous petition need not be stamped again (B.P. Mis. No. 1046, dated 28th August 1942).

(4) Applications for copies of the Record of Measurement in Municipalities are not liable to be charged with court-fees (B.P. Press No. 10, dated 13th August 1942).

(5) No search fees need be charged for grant of extracts from Field Measurement Books (B.P. Mis. No. 897 (M), dated 30th December 1942).

(4) *Preparation of copies.*—Bank post paper should be used for copies of fields maps. In cases where a special Draftsman is not available to prepare copies, the Tahsildar should engage and pay for the services of an intelligent Karnam living at or near the taluk head-quarters. No Karnam should, however, be employed for the purpose of preparing copies of field maps relating to his own village or of any village in which he holds any interest in land. The copy should be an exact tracing of the field plan in the atlas of field maps maintained in he taluk office with all corrections to date. If printed maps are available, they should be brought up to date by plotting all corrections which appear in the taluk copy of the field atlas. Manuscript maps should never be prepared when printed maps are available for the field concerned.

(5) The copy so prepared will be compared with the original by the Taluk Deputy Surveyor. If the Taluk Deputy Surveyor is not available, the services of any Maintenance Field Surveyor who is available may be utilised. The Head Quarters Deputy Tahsildar will be held responsible for any delay in the grant of the copy. Every copy must be signed by the Head-quarters Deputy Tahsildar and delivered to the applicant in the manner specified in the application. If the applicant does not call at the taluk office, intimation should be sent to him that the copy is ready for delivery.

(6) The copyist will be entitled to remuneration at the rate of twenty five paise for every one rupee paid by the applicant under sub-paragraph (3) above, and the rate of twelve paise for every copy of a printed map brought up to date. No remuneration should, however, be paid in cases where no alterations are required in the printed copies of field maps. At the end of each month, the taluk office will calculate from the register referred to in sub- paragraph (2) above the amount earned by the copyist, draw the amount on a miscellaneous bill and pay it to him taking his signature in the acquittance roll.

(G.O Ms. No. 2079, Rev., dt. 15-8-39.)
(B.P. No. 78, Press, dt. 15-9-39.)

(7) The copyist will be supplied from the taluk stock with bank post paper and plotting materials and instruments :—

(1) Scale and bit,

(2) Brass dividers,

(3) Flat ruler,

(4) Drawing Pen,

(5) Indian Ink Cake and

(6) Saucer.

(B.P. No. 277, dt. 23-11-17.)
(B.P. No. 5, dt. 22-1-23.)
(B.P. No. 7, dt. 25-1-23.)

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7. *Scale of distribution of village maps.*—The sanctioned distribution list of village maps is as follows :—

Kind and number of copies supplied. (1)	*To whom issued.* (2)	*Number issued.* (3)
Three copies of paper mounted each into sections with full cloth backing.	Karnam, Collector. Board of Revenue.	An additional paper copy is to be supplied to the Karnam to be cut up and used as demarcation sketch. But this does not apply to triangles areas' where stone numbering will be done in ordinary demarcation sketches and where consequently, the supply to the Karnams will be limited to one copy of the mounted plan only. Assistant Karnams in independent, or separate charge in all districts with the exception of South Arcot and Madras will be supplied with a paper copy.

(B.P. Mis. 1432-57, dated 11th November 1957).

75 Copies	Settlement Officer, Assistant Settlement Officer. District Inspector of Survey and Land Records, Head Surveyor, Revenue Inspector, Maintenance Field Surveyor. Deputy Tahsildar, Tahsildar, Divisional Officer. Karnam, District Judge, District Munsif Sub-Judge, District Magistrates. Subdivisional Magistrates, Overseer (P.W.D.) Executive Engineer (P.W.D.), Superintendent Engineer (Public Health), Divisional Engineer (Highways), Sanitary Engineer to Government, Executive Engineer (R.W.S.), Executive Engineer (P.H.), Librarian, State/Central Libraries.	One copy each.
	Port Officer, District Forest Officer, Superintending Engineer (Highways). Secretariat Library,	Two copies each.
	Superintending Engineer, P.W.D., Superintending Engineer (Electricity), Officer-in-charge, State Information Centre.	Three copies each or less according to need.
	Collector for reserve.	Ten copies (One for his office and the remainder for supply to other departments whenever necessary).
	Sale at Taluk Office.	Six copies.
	Sale at Central Survey office.	Six copies.
	Preservation in Central Survey Office.	Five copies.

(G.O. No. 502, dated 10th February 1958).

8. *Rule regarding the supply of village maps and the record of changes in them.*—(*i*) *Supply of Village maps.*—Collectors should see that the existing distribution in their districts conforms as far as practicable, to that above laid down. Where there is a shortage in the supply of maps or a lack of maps of a particular kind, thedefect will be remedied at the next re-issue of up-to-date maps by the Survey Office. It should further be understood that the reserve in the Collector's Office is intended for issue to officials in

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place of lost or worn-out maps and to meet unforeseen demands of the other departments of the public service, that is, the reserved copies are not to be sold to the public or to officials for their private use like the stock in Taluk Offices. Where, however, an application is received for a village map, saleable copies of which are not in stock, either in the Taluk Office or in the Central Survey Office, an Ammonia Print copy of the map may be had from the Central Survey Office, on payment of the cost price fixed, provided the original is fit for such reproduction.

(B.P. No. 34, dt. 13-1-12.)

NOTE.—(i) The Board will fix (*a*) the number of village maps to be revised and reprinted yearly, (*b*) the scale and style of the revised maps, (*c*) the number of copies to be printed, (*d*) the scale of distribution and (*e*) the price per copy.

(ii) The old superceded survey records should not, on any account, be retained in district offices. All such records, including two copies of the village maps should be preserved in the Central Survey Office and they will, where necessary, be supplied to the Collectors for reference, provided the Joint Director of Survey and Land Records is satisfied that they contain relevant information. Copies of superceded village maps in excess of those preserved in the Central Survey Office should be destroyed.

(Board's Proceedings No. 252, dt. 20-7-09.)

(iii) *Record of changes in village maps*—Rules for the proper record of changes in village maps will be found in Appendix VI.

(B.P. No. 199, Sett., dated 1-6-06.)

(B.P. No. 59, Sett., dt. 3-3-08.)

[b] (G.O. No. 2619, dt. 23-9-09.)

[b] (B.P. No. 367, Sett., dt. 19-10-09.)

[b] (B.P. No. 551, Sett., dt. 28-10-10.)

[a] (G.O. No. 2308, dt. 28-7-11.)

[a] (B.P. No. 300, Sett., dt. 12-8-11.)

SECTION IV—DEMARCATION—MAPPING AND REGISTRATION OF CHANGES IN THE REVENUE REGISTERS.

9. *Changes in the revenue registers which require measurement and mapping of fields* : Changes in the registration described in paragraph 1, which are made in accordance with the provisions of the standing orders, may affect either the whole or part only of a registered field or subdivision. If the whole of the registered survey field or subdivision is affected, the change concerns the registers alone and will not involve any alteration of the maps or demarcation, except in the case of transfers to poramboke when intensive demarcation is necessary. [a] When an entire survey field or a registered subdivision is transferred to poromboke from any other classification and when in consequence it requires intensive demarcation, a copy of the order sanctioning the transfer should be communicated to the Maintenance Field Surveyor, under a current in taluk register No. 7 with instructions to carry out the additional demarcation if it has not already been carried out, enter the new stones in the demarcation sketches and stone registers, revise column 2 of the latter registers, correct the village accounts and report the fact of having done so to the Taluk Office. Similarly when an entire survey field or a registered subdivision is transferred from poramboke to any other classification, a copy of the order sanctioning the transfer should be forwarded to the Maintenance Field Surveyor with instructions to eliminate the stones which have ceased to be maintainable on account of the transfer from the demarcation sketches and stone registers, enter the changes in the village accounts and report the fact of having done so to the Taluk Office. On receipt of this report the taluk copy of the 'A' register and also 'B' register where necessary will be corrected and the file closed with the certificate that the village and taluk accounts have been corrected. If a part only of a survey number or subdivision is affected, the new survey field or subdivision has to be measured and mapped as well as entered in the registers. The following rules regulate the registration, mapping and demarcation of new survey fields and subdivisions.

[a] (G.O. Ms. No. 1380, Revenue, dt. (10-2-20.)

[a] (B.P. Mis. No. 2132, dt. 24-7-20.)

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10. *Measurement, mapping and registration of new survey fields and subdivisions.*— A new survey field or subdivision should be measured mapped and registered—

(1) where a portion of a registered survey field or subdivision (whether assessed, or unassessed or poramboke) is granted for occupation—

(*a*) under the Darkhast Rules (Standing Order No. 15);

(*b*) under the Tank-bed Rules (Standing Order No. 16);

(*c*) under the Cowle Rules (Standing Order No. 17);

(*d*) under the Town-Site Rules in towns surveyed on the town survey system (Standing Order No. 21);

(*e*) under the rules regulating alienations to municipalities and local bodies (Standing Order No. 24);

(*f*) under the Rules for the issue of Mining Leases (the Madras Mining Manual);

(G.O. Ms. No. 2245, Rev., dt. 9-9-38.)
(B.P. No. 111, Press, dt. 24-9-38.)

(*g*) in lieu of lands taken up under acquisition rules (Standing Order No. 63);

(*h*) under the Rules for the Grant of Land for Private or Public Topes (Standing Order No. 19);

(*i*) under the Rules for the Grant of Land for Cattle or Dairy Farms (Standing Order No. 19-A); and

(*j*) under the Rules for the Grant of Licences for the Use of Lands and Buildings (Standing Order No. 24-A) not being cases coming under note 2 thereof;

(B.P. No. 75, Press, dt. 15-9-39.)

(2) where a portion of a registered survey field or subdivision is—

(*a*) transferred from assessed or unassessed to poramboke or vice versa or from one head of poramboke to another (Standing Order Nos. 15 and 21);

(*b*) acquired for public purposes (Standing Order Nos. 90 and 91);

(*c*) relinquished (Standing Order No. 33);

(*d*) transferred from one holder to another (Standing Order No. 31);

(*e*) sold for arrears of land revenue (Standing Order No. 41); and

(*f*) transferred from inam to ryotwari (tenure or vice versa);

(G.O. Ms. No. 145, Rev., dt. 23-1-34.)
(B.P. No. 16, dt. 2-2-34.)

(3) where a joint holding is subdivided (Standing Order No. 31);

(4) where a portion of a survey field, or subdivision registered as "wet" or "dry" is transferred to "dry" or "wet" respectively, or where a portion of a registered wet survey field or subdivision is transferred from "single-crop" to "double crop" or "compounded double crop" or vice versa. The portion to be thus subdivided for transfer "wet" to "dry" should not be less than 25 cents (10 ares). When lands are converted from "double crop" to "single crop" wet or when wet lands are compounded for double crop charge the subdivisions should be made only if the area involved is not less than one acre (40 ares).

(G.O. Ms. No. 2756, Rev., dt. 18-11-35.)
(B.P. No. 152, Press, dt. 21-11-35.)
(G.O. No. 3125, Rev., dt. 18-10-11.)

(5) where a portion of a survey field or subdivision (e.g., road poramboke) belongs to a local board or municipal council and the remaining portion merely vests in it.

(B.P. No. 25, dt. 25-3-60.)
(G.O. Ms. No. 511, Rev., dt. 20-3-30.)

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11. *Changes which require the creation of new fields.*—(*a*) Where a registered survey field, a portion or portions of which is to be registered separately for any of the reasons mentioned in paragraph 10 of Board's Standing Order 31-A is extensive in area, that is 50 acres (20 hectares) or more, such portion or portions, instead of being mapped and registered as subdivisions of the survey numbr should be separately demarcated, mapped and registered as new survey fields, being assigned new survey numbers in continuation of the last registered survey number of the village, the remaining portion of the divided survey field retaining its original number. However, if the portion proposed to be registered separately is small, it should be measured, wherever possible as a subdivision of a new field to be formed out of the big block, the new field being 5 acres (2 hectares) in wet and 10 acres (4 hectares) in dry or such lesser extent, as the state of ground will admit, having due regard to probable future splitting up.

(G.O. Ms. No. 2705, Rev., dt. 24-8-70) (B.P. No. 181, dt. 25-5-08.)
(G.O. No. 542, Rev., dt. 17-3-34.) (B.P. No. 58, dt 30-3-34.)

(*b*) In all cases where new survey fields are formed under the provisions of clause (*a*) of this paragraph the formalities prescribed in sections 6, 8, 9, 10, 11 and 13 of the Survey and Boundaries Act, 1923, should be followed in the manner laid down in paragraph 13 (*b*). If any dispute regarding the boundaries of the land surveyed arises, it should be disposed of in the manner laid down in paragraph 13 (*d*), the order being recorded and the purport thereof being communicated to the parties as required by section 10 (2) of the Act.

(G.O. No. 542, Rev., dt. 17-3-34.) (B.P. No. 58, dt. 30-4 34.)
(B.P. No. 269, dt. 4-10-16.)

(*c*) All cases of formation of new fields should be entered in the 8A register of the Taluk Office and the new fields should be plotted in the village, taluk, and the district maintainance copies of village maps. The original copies of the new field sketches should be sent to the Deputy Director of Survey, Central Survey Office, Madras, with details regarding the dates of publication of the notification under sections 6 and 13 of the Survey and Boundaries Act, for file with the orignal field measurement books of the village kept in the Tamil Nadu Archives Office.

(*d*) In all other cases enumerated in paragraph 10 above, the portions should be measured as subdivisions only.

12. *Demarcation of a new survey field or subdivision and recovery of the cost of demarcation* :—

(*a*) Boundaries of new survey fields should be demarcated with stones in accordance with instructions in paragraph 2. All bends on poramboke boundaries should be demarcated whether the porambokes are whole survey numbers or subdivisions. When two porambokes, whether whole fields or subdivisions, belonging to the Government, adjoin each other, the bends other than tri-junctions and ends of " G " lines need not be demarcated or maintained, except where the bends are in the boundary or a field surveyed on the system of simple triangulation. Bends on the boundaries of subdivisions relating to roads, cart-tracks and channels registered as porambokes in the revenue accounts, which do not exceed four metres in width need not be durably demarcated.

(B.P. No. 270, dt. 8-11-17.) (G.O. No. 298, dt. 14-2-33.)
(B.P. No. 19, dt. 14 3-33.) (B.P. No. 6, dt. 15-1-34.)

(*b*) The cost of demarcation under this paragraph should be collected from the registered holders of the fields surveyed in accordance with the rules under section 26 of the Tamil Nadu Survey and Boundaries Act of 1923, Government being treated for these purposes as the registered holder of unoccupied land. Thus when a waste block is split up for purpose of assignment the cost of demarcation should be debited to Government only. The cost of demarcation may be recovered under paragraph 17 infra from the assignees at the time of assignment.

(B.P. No. 89, dt. 30-11-23.)

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In regard to adhoc items of survey work connected with land acquisition, assignment, postwar rural development, community development, national extension scheme and the like attended to by the mobile staff of the district unit, the cost of survey should be met from the survey budget in the first instance and the debit passed on to the respective scheme head later on.

(c) Where land is acquired under Act I of 1894, the demarcation required by sub-paragraph (a) will be carried out under the orders of the officers appointed to acquire the land. Care should be taken that in all these cases the new fields and subdivisions are demarcated with durable stones of prescribed dimensions before they are surveyed. The land plans furnished by the Railway Department, will show specifically the boundaries of the lands acquired and the road and channel dimensions, etc. The different classes of lands should be pegged and locksplit on the ground by the Railway Department and should be surveyed separately from one another. All lands acquired for the Public Works Department should also be demarcated in the manner indicated above. The demarcation charges to be borne by the Government in connection with the survey of land acquired for Government will be debited to the head " 25. General Administration —Other Establishment—A. Taluk Establishment—5. Office contingencies —Cost of land survey and land acquisition " except in the following cases :—

(a) When the charges are incurred by Special Officers acting as Public Works Disbursers; and

(b) when the land is acquired in connection with the commercial or quasi commercial undertakings or for departments for which capital and revenue accounts are separately kept, whether a Special Officer has been employed on the requisition or not.

In the two excepted cases, the incidental charges also should be debited to the works concerned.

13. *Procedure to be followed in demarcating, measuring, mapping and registering a new survey field or subdivision and in demarcating subdivisions already mapped and registered.*

(a) No Officer should order a change in the registration of part of a Survey field or subdivision unless the information before him includes a sketch of the proposed new Survey field or subdivision.

Such a sketch should therefore be prepared in the course of the preliminary enquiries in all cases coming under the Standing Orders enumerated in paragraph 10, where a portion of a registered survey field or subdivision is in question ordinarily the M.F.S. or any Surveyor should measure the subdivision on ground. But no subdivisions should be measured unless in the case of occupied subdivisions the limits of occupation are indicated by ridges or other marks and in the case of other sub-divisions their boundaries are marked on the ground by lock-splitting or in some other distinguishable way. On or before his arrival in the village the Surveyor should cause to be prepared and published in the prescribed manner (by affixture to the village chavadi and the announcement of the fact by beat of tom tom) the requisite notification under section 6 of the Tamil Nadu Act VIII of 1923 in respect of

(i) New survey fields formed out of existing survey fields.

(ii) Alteration of existing survey field boundaries.

(iii) Subdivisions affecting Poramboke boundaries.

(iv) Detailed demarcation necessitated by the transfer from assessed or whole unassessed of fields surveyed under the system of diagonal and offset system and of registered subdivision in areas surveyed under the triangulation system.

(v) All supplemental subdivisions created subsequent to survey which fall under one or other of the three classes described below :—

(a) Subdivisions necessitated by the orders under sections 10 (i) and 11 (i) of the Act.

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(*b*) Subdivisions ordered on enquiry into objections on settlement rough pattas and

(*c*) Subdivisions found necessary as a result of check of survey records or otherwise.

NOTE.—The general notification published under section 5 does not apply to sub-divisions and fields made in the course of a regular survey.

He should then at the time fixed check on ground the measurements of lines necessary for the verification of terminals of 'F' and 'G' lines on which the new subdivision points are to be based and then measure the new boundaries. He should take care to see that the new subdivisions are well formed and are in conformity with the instructions in the rule 14 infra. He should measure the new fields and subdivisions in accordance with the rules and prepare correctly the sketches and subdivisions statements. All the old survey stones falling within the portions acquired under the land Acquisition Act should be removed and used for demarcating the new poramboke subdivisions, or the acquired subdivision bends, the boundaries of which are to be durably demarcated and maintained. No fresh measurements should be based on 'G' Lines, if any, running to the original positions of these stones. Fresh measurements must be taken to fix the bends of the new poramboke subdivisions by taking off-sets on the most convenient 'G' line, or where such a line does not exist, on the most covenient 'F' line. In exceptional cases such as village site poramboke or long and narrow fields, the Head Surveyor may allow tracings to be taken of the portions of the field map required to plot the new subdivisions and to fix the terminal points of the 'F' and 'G' lines on which the new subdivision points are based. The proposed subdivision should then be plotted in the tracing and a statement in the form printed as Appendix VII prepared. The actual area of the new subdivision should first be computed by means of area square paper and then adjusted in accordance with the instructions given in Appendix VIII. The former extent should be noted in column 8 and the latter in column 9 of the subdivision statement (Appendix VII). The assessment for each subdivision should be calculated independently with reference to the rate fixed for it and to its area. The sketch and statement should be submitted to Taluk Office or the Deputy Tahsildar's Office. The papers need not pass through the Revenue Inspector unless they are required for special reasons. The Taluk Tahsildar or Deputy Tahsildar should, if everything is in order, sign the subdivision sketch and statement and sanction the change of registration involved in the case if he is himself competent to do so.

The Taluk Tahsildar or the Deputy Tahsildar should get the records relating to dharkhast and the Land Acquisition Officer in respect of land acquisition prescrutinised by the Head Surveyor before he signs the subdivision sketch and statement and sanctions the change. If he is not competent he will submit the records for the approval of the Revenue Divisional Officer, if he is competent to accord sanction or to the Collector in other cases. When the authority empowered by the Standing Order applicable to the case signs the subdivision sketch and statement and sanctions the change of registration, such signature and sanction will be subject to the conditions that the subdivision records are approved by the Tahsildar after scrutiny by the Head Surveyor. The tracing and statement together with the copy of the order sanctioning the change should then be handed over to the 8A Clerk. The 8A file will then be sent to the Head Surveyor for scrutiny and return. On receipt back after scrutiny by the Head Surveyor, the Tahsildar shall accord final sanction and then send the file to the Surveyor for incorporation of changes in the Village accounts.

(b) The surveyor should proceed to the village and incorporate under his attestation the new subdivisions in the Karnam's copy of the Field Measurement Book. In case of new fields he should insert the new plans in the field measurement book in their proper places. When new fields have been formed out of an old number he should also plot these new fields in theplan for the old field. In all cases of formation of new fields, the side numbers in the Field map of all adjoining fields should be corrected. The Maintenance Field Surveyor should then get the changes entered in Village account

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No. 3, if they relate to holdings. They should then be entered in he permanent. A register and if necessary in B Register also. Any new stones planted should be registered in the demarcation sketch and also in the stone register concerned. Stones which have ceased to be maintainable should be eliminated from the demarcation sketches and stone registers. The Maintenance Field Surveyor should then revise column 2 of the stone registers in respect of all stones on the newly formed fields or sub-divisions no matter against what field they happen to be numbered. In respect of the changes (1) to (5) mentioned in paragraph 13 (*a*) he hould carry out the formalities prescribed in Section 9 of the Survey and Boundaries Act, in cases where the boundaries laid are not disputed, by recording a decision under Section 9 (1) on the face of the tracing and serving the notice under section 9 (2) of the Survey and Boundaries Act. In cases where the boundaries are disputed he should send the file with an objection petition to the Tahsildar for necessary action under section 10 (i) of the Act. He should also record on the face of the tracing by the following certificates.

"Certified that the registers and maps have been corrected as laid down in paragraph (13) (b) of Chapter I Chain Survey and Land Records Manual, Part II".

NOTE.—If a sub-division is formed in a poramboke not touching or affecting any of the boundaries of the poramboke, the formalities under the Survey and Boundaries Act need not be observed. But if the sub-division touches any of the boundaries of the poramboke; the formalities should be observed although no alteration of boundaries is involved.

(B. p. No. 26 Press, dt. 13-5-42.)

The Maintenance field surveyor should then submit the records to the Head Surveyor for scrutiny through the Taluk Tahsildar. The Head Surveyor should get the records examined in his office, with reference to the check memorandum in the form given in Appendix IX and get the defects, if any, rectified by the Maintenance Field Surveyor by transmitting the records to him through the Taluk Tahsildar. He should then send the records to the Taluk Tahsildar who should get the changes incorporated in the taluk copy of the field atlas by the draftsman, or by the Maintenance Field Surveyor also whenever the work is too heavy, to be attended to by the draftsman attached to his Office. The Tahsildar should also have the changes entered in the taluk copy of the 'A' register and the 'B' register wherever necessary. A certificate to the effect that the changes have been incorporated in the taluk copy of the Field atlas and in the 'A' register and in the 'B' register wherever necessary should be recorded on the tracing by the Taluk Tahsildar or in his absence by the Head Quarters Deputy Tahsildar. The Taluk Tahsildar is responsible for the accuracy of the maintenance registers of the Taluk Office. The Head Surveyor, however must overcheck the plotting of the sub-divisions in the fields maps in he Taluk Office and he is expected to check on the ground as many of the new survey fields or sub-divisions plotted in the field maps in the Taluk Office as possible. If he finds the work of any surveyor unreliable, he should not allow it to be incorporated in the Field maps and registers but should submit a special report to the Collector through the Revenue Divisional Officer. The Taluk Tahsildar should see that taluk register No. 8-A is written up-to-date and that cases involving new survey fields or sub-divisions are duly carried over from Taluk register Nos. 4, 5, 6 and 7 to the register. The Inspectors of Survey and Land Records and Deputy Director (1) Assistant Director of Survey and Land Records are expected to check taluks accounts Nos. 4, 5,6 and 7 and 8A to see that cases involving new survey fields or subdivisions have been duly carried over to register No. 8A. In order to enable the District Surveyor and to know the amount of work awaiting scrutiny and mapping, the Taluk Tahsildar should send him by the 10th of each month an extract of the entries in the columns 1 to 5 of his register No. 8A for all cases sanctioned conditionally during the previous month, a nil statement being sent for any month in which there are no cases. The Head Surveyor should keep a file of these extracts by taluks, watch the receipt of the records by him and note the date of receipt and the serial number given in his subdivision register against each case. He should take to the notice of the Revenue Divisional Officer, or the Collector, if necessary, delays exceeding three months in the submission of the records to him. He will also maintain a register of sub-divisions in the form given in Appendix X in which he should

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note the check measured sub-division records as received by him and watch their further disposal. From this register he should prepare the Abstract II for his monthly diary.

(B.P. No. 283, dt. 7-12-17.)

(G.O. Ms. No 1573, Rev., dt. 28-7-32.) (B.P. No. 47, Press, dt. 2-8-32.)
(G.O. Ms No. 1230, Rev., dt. 15-6-32.) (B.P. No. 33, dt. 24-6-32.)
(G.O. Ms No. 1992, Rev., dt. 22-9-31.) (B.P. No. 82, dt. 29-9-31.)

NOTE.—The procedure to be followed for the measurement of sub-divisions in the Nilgiris district is given in Appendix X/A.

(B.P. No. 166, Press, dt. 13-11-34.) (G.O. Ms. No. 2203, Rev., dt. 27-10-34.)

(*c*) When the Deputy Tahsildar closes a file involving a sub-division in register Nos. 4, 5 or 6 maintained in his office, he will enter the sub-divisions in his 8-A register (only the first 6 columns of which are to be maintained) and forward the file to the Head Surveyor for Scrutiny and transmission to the Taluk Tahsildar for taking action to get these changes incorporated. At the end of the month, the Deputy Tahsildar should send to the Taluk Tahsildar an extract from his 8-A register in respect of all the sub-divisions conditionally sanctioned by him and entered in his 8-A register so as to reach the Taluk Office before the 5th of the succeeding month. The Taluk Tahsildar should then get the necessary entries made in his 8-A register and also include the Deputy Tahsildars subdivisions in the list to be sent to the Head Surveyor under the instructions contained in clause (*b*) above.

(G.O. Ms. No. 1573, Rev., dt. 28-7-32.)
(B.P. No. 47, Press, dt. 2-8-32.)

(*d*) In any dispute is brought to his notice at the time measurement, the surveyor should, after such enquiry as may be necessary, prepare the sub-division records according as he may find fit and submit the records to the Deputy Tahsildar or Taluk Tahsildar with his report. The Tahsildar or Deputy Tahsildar after necessary enquiry will record his decision with reasons therefor communicating its purport to the party forthwith as required by section 10 (2) of the Act and also accord tentative sanction of the sub-division records. Should any appeal be made under section 11 of the Act the appellate authority should cause to be carrie dout both in the Karnam's atlas and in the Taluk Office atlas any correction that its decision may involve. I nall cases in which section 9 (2) or 10 (2) notices have been issued the Tahsildar should, after the expiry of three months from the date of services of the above notices or after the disposal of any appeal filed under section 11, notify the completion of survey under section 13 in the district gazette, and also publish a copy of the notification in the village chavadi, if any, of the village to which the sub-division relates. The sub-division currents should not be considered to have been disposed of under this clause or clause (*b*) until the final notification under section 13 has been published in the gazette where necessary and the changes have been carried out in the taluk 'A' register and in the 'B' register wherever necessary and a certificate to that effect put up in the file under the initials of the Taluk Tashildar or the Head Quarters Deputy Tahsildar".

(B.P. No. 87, dt. 27-4-17.)

(*e*) If there is a survey error in the field in which a new survey field or sub-division has to be surveyed, the survey should not be undertaken until after the error has been corrected in accordance with the rules in Chapter II.

(*f*) The procedure prescribed in clause (a) should be followed mutatis mutandis in cases where sub-divisions already mapped and registered but not demarcated or ordered to be demarcated in accordance with the rules in force.

(B.P. No. 385, dt. 1-12-05.)

(*g*) In cases of formation of new fields such as when waste blocks are split up, there should be a preliminary scrutiny of the records by the Head Surveyor before the according of conditional sanction with a view to seeing that well shaped fields have been formed. In such cases after conditional sanction has been accorded the procedure described in clause (*b*) supra should be carried out.

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CLUBBING OF SUB-DIVISIONS

14. When sub-dvisions are clubbed, remarks should be made against each such sub division in the Field Measurement Book and in the Settlement Register to the effect that the sub-division has been clubbed with the sub-divsiion having the revised number. The subdivisions comprised in the clubbed subdivision should also be noted in the Settlement Register against the number denoting the clubbed subdivision. If all the subdivisions in the field are clubbed, the field should be simly denoted by the original survey number of the field.

15. Copies of remarks made in the field measurement book and in the Settlement register including particulars of the old sub-divisions corresponding to the clubbed sub-division should be entered in the statement of sub-division furnished to the Registration Department every month.

16. *Instructions for the straightening of corrugated boundaries.*—Where the boundaries of existing survey fields or sub divisions are corrugated the parties should be encouraged to straighten out such boundaries and the maintained records should be revised accordingly. The straightening of the boundary between poramboke and ryotwari land should be carried out in accordance with the instructions laid down in paragraph 8 (*c*) of Standing Order No. 26. As regards the straightening of the common boundary between two adjacent ryotwari lands, the parties concerned should mark their proposd boundary on the ground and should apply to the Taluk Tahsildar or the Maintenance Field Surveyor for revision of the records. If the application is received by the Taluk Tahsildar he should have it registered in taluk register No. 8-A and forward it to the Maintenance Field Surveyor. The Maintenance Field Surveyor will deal with it as a case involving obliteration of the boundary of a survey field or sub-division, have a tracing of the existing and the proposed boundaries prepared by the Karnam re-measure the land on the ground taking care to observe all the formalities prescribed in paragraphs 13 (*b*) and 15 above for the preparation and completion of the records and submit to the Head Surveyor the completed sketch and the statement with the prescribed certificate appended to them. The Maintenance Field Surveyor should take particular care to see that the signature of all the parties concerned are affixed to the sketch as well as to the statement. The Head Survyor should then follow the procedure laid down in paragraph 13 (*b*) above for the scrutiny and incorporation of the records.

(G.O. No. 1200, Rev., dt. 17-5-19.) (B.P. No. 118, dt. 11-7-19.)

17. *Employment of special staff and recovery of cost of survey and demarcation.*—Where the work of measuring and mapping changes is too extensive or too difficult to be carried out in a reasonable time by the district revenue, staff, the collector may divert surveyors from the mobile staff of the district Unit. When the work is entrusted to a survey party when a regular resurvey of the village concerned is not in progress, the cost of survey (including the cost of the establishment) and demarcation should be apportioned on the total extent and recovered rateably from the applicants as a condition of the grant in cases (*a*) to (*e*) and (*h*) and (*i*) enumerated in paragraph 10 (1) above. When the work is undertaken by the maintenance staff or the additional staff diverted from the mobile staff a fee of rupees four per sub-division should be levied besides the value of such of the stones on the lands as are not already maintainable by private parties should be recovered provided that when any such stone is on the common boundary of two or more fields which are assigned at the same time, its cost will be recovered in equal portions from the grantees of the fields concerned. Even when full fields or registered sub-divisions are concerned, the cost of demarcation as calculated above should be recovered before final orders are passed. The value of stones will be calculated at the current rates charged for stones sold at the village depots for purposes of maintenance. This charge should be levied whether the land has been previously occupied or not. In cases where no special staff has been employed it will be open to the assigning officer to remit the cost of demarcation for special reasons to be recorded in writing. After assignment the grantees will become responsible for the maintenance of the stones on the lands in accordance with the rules framed under section 26 of the Survey and Boundaries Act of 1923. These rules do not apply to grants of land made under the rules contained in the Tamil Nadu Mining Manual.

(B.P. No. 42, Press, dt. 20-3-36.)

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18. *Quarterly lists of new fields and subdivisions to be forwarded to the sub registrar.*—A list of all new survey fields and subdivisions and of all subdivisions clubbed, showing in each case their extents and corresponding old survey numbers and subdivisions together with the names of their registered holders or their description, as the case may be, should be prepared in the Taluk Office in the course of each quarter as the changes are entered in the permanent 'A' register after incorporation in the taluk copy of the field measurement book. On the last day of the quarter the list should be forwarded to the Sub-Registrar.

(B.P. No. 96, dt. 8-5-17.)

SECTION V—SURVEY INSTRUMENTS.

19. *Supply of Survey Instruments.*—In order that Karnams and other officers may be able to carry out the survey operations detailed in this chapter, it is necessary they should possess a full and accurate set of survey instruments. Lists of the instruments that should be supplied to each class of officers and details of the methods of supply and renewals are given in Appendix XI.

(G.O. No. 1965, Rev., dt. 8-7-1914.)

SECTION VI—MISCELLANEOUS.

20. *Applications from private parties to point out boundaries of fields.*—Applications from private parties to point out the boundaries of their fields in accordance with the survey records may be received by the Taluk Tahsildar. The party making the application should deposit with it a sum of two rupees for each 'F' line of the field to be pointed out by the Government Officers. On receipt of the application with the deposit, the Tahsildar should forward it to the Maintenance Field Surveyor who should, during his visit to the village, comply with the request made in the application. The fees received on this account should be credited to "029 Land Revenue—Miscellaneous"—Recoveries of Service Payments". A separate register of applications thus received should be maintained in the Taluk Office in the form given in Appendix XII. The Maintenance Field Surveyor should after pointing out the required boundary to the ryot, obtain his signature to that effect in the application and should himself certify thereon that the boundary was pointed out by him in accordance with the measurements noted in the Survey Records.

After all action has been taken the applications should be kept filed in the order of their numbers and may be destroyed after a year.

(B.P. 130, Press, dt. 17-12-1940.)

SECTION VII—MAINTENANCE OF TOWN AND PANCHAYAT SURVEYS.

21. Rules for the maintenance of surveys in mufassil towns are laid down in Chapter IV and rules for the maintenance of surveys in Panchayat areas are laid down in Chapter V.

(B.P. Mis. No. 24, dt. 24-1-30.)
(G.O. No. 2374, Rev., dt. 26-11-32.)
(G.O. No. 645, Rev., dt. 15 3-21.)
(B.P. No. 3, Press, dt. 6-1-33.)
(B.P. No. 55, dt. 27-4-21.)

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CHAPTER II.

Correction of errors in survey and demarcation.

Explanatory.—The preceeding Chapter deals with the maintenance of revenue records and registration and the record of changes therein effected in the normal course of Revenue Administration. The present Chapter explains how the errors and defects, which may be detected in the records are to be remedied.

2. *Records to be corrected.*—The records to be corrected are :—

(1) The records of the traverse Survey, the original of which are kept in the Director of Archives Office and the duplicate in the Central Survey Office, Madras.

(2) The two sets of field maps maintained, the one in the village in charge of the karnam and the other in the Taluk Office under paragraph 5 of Chapter I.

(3) The set of village maps maintained in the Collector's Office in accordance with the rules said Appendix VI.

(4) The village permanent registers A and B maintained by karnams and in Taluk Offices under the instructions contained in the General and Special Manuals of village Accounts.

3. *Agency authorised to correct.*—Under the paragraph 9 (4) of Appendix II, alterations in the traverse Survey Records will be carried out by the Joint Director of Survey and Land Records. Alterations in the other records will be carried out in accordance with the rules below :

4. *Custody of Manuscript original records of Field Measurement.*—No correction or alteration will be made in any manuscript records of Field measurement, original or duplicate in areas for which printed field maps have been issued for maintenance and sale. The originals of Field Measurement Books will be preserved in the Director of Archives office. The records to be preserved in the Central Survey Office are described in Appendix XXV of Tamil Nadu Survey Manual.

5. *Limits of error.*—A discrepancy between two recorded measurements or between a recorded measurement and a measurement newly taken on the ground should not be treated as an error unless it exceeds the limit of measurement error allowed. This limit is :—

(a) in plane table block map and the other diagonal and offset resurveys, 10 links (2 metres) in distances of 5 chains (100 metres) and under, and not more than 2 links (4 c.m.) per chain (20 metres) for distances of over 5 chains (100 metres); and

(*b*) in all other surveys 5 links (1 metre) for distances of 5 chains (100 metres) and under, and not more than one link (2 c.m.) per chain (20 metres) for distances over 5 chains (100 metres) subject to a maximum of 10 links (2 metres) in wet and 20 (4 metres) in dry lands.

Within these limits the measurements will not be corrected unless for any reasons the lines concerned have to be measured. If the difference exceeds these limits, the line will be remeasured and the village copy of the Field Measurement Book corrected, provided the area of any of the revenue fields concerned is not altered by more than 5 per cent. Sketches illustrating the corrections should be sent to the Divisional District Surveyor who will have the taluk copy of the Field Measurement Book corrected.

All corrections made in either copy of the Field Measurement Book should be attested by the Maintenance Field Surveyor or the Divisional District Surveyor with full signature (written legibly) and the date of correction written in the margin thus

"two corrections", Sd. R.Natarajan, Maintenance Field Surveyor
S. Subramanian, District Surveyor

Errors in plotting will not be corrected unless the area of the revenue field concerned is affected by more than 5 per cent.

NOTE.—In the metric system, the limit of discrepancy allowed is 1 metre for distances of 100 metres and under and not more than 1/5th metre per every 20 metres for distances over 100 metres, subject to a maximum of 2 metres in wet and 4 metres in dry lands.

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6. *Verification of positions of survey marks on ground.*—In investigating survey errors, the maintenance officer should not assume that a survey mark seen by him on the ground is in its correct place, unless its position has been verified by measuring at least two or if possible, three lines converging on it. The recorded and the actual distances of these lines should be entered in the illustrative sketches referred to in paragraph 5 above.

7. *Procedure to be followed in correcting survey errors involving alteration in area.*—When the correction of an error of measurement or plotting involves an alteration in the area of a revenue field by more than 5 per cent, the Maintenance Field Surveyor will, after completing the remeasurement, prepare and submit to the Tahsildar revised field maps in duplicate and draft notices in the form in Appendix XIV. The Tahsildar will serve the notices on the parties concerned, note on the duplicate copy, the date on which any objections were heard by him and an abstract of his orders and forward all the connected records to the Divisional District Surveyor. The latter should scrutinise the maps and records, prepare a memorandum of alterations in the form in Appendix XV and submit the file to the Collector. After approval by the Collector, the case should be entered in the register of survey errors corrected, which will be maintained by the Divisional District Surveyor in the form in Appendix XVI. The records should then be returned to the Taluk Tahsildar, who will have the revised field maps inserted in the village and taluk copies of the Field Measurement Books and corrections made in the permanent 'A' Registers. After intimation to the Divisional District Surveyor of the date of insertion of the copy, the map in the Taluk Field Measurement Book, the file should be recorded in the Taluk Office as an R Disposal. The correction of an error in calculation of area, which involves an alteration in the area of a revenue field by more than five per cent should be dealt with in the above manner with the exception that revised field maps need not be prepared.

NOTE.—The recomputed areas of revenue fields less than 20 cents (8 ares) in extent will not be adopted in the accounts, unless the difference between the recorded and recomputed areas of such fields is 2 cents (1 are) or more.

8. *Cases where there is no defect in the survey records, but the boundaries on the ground disagree with the records.*—Where there is no error in the record, but the boundaries on the ground disagree with the record, the field must be resurveyed in accordance with the actual facts of enjoyment except in the case of porambokes where each case will be dealt with on its merits. Disputes about boundaries should be dealt with strictly in accordance with the provisions of the Tamil Nadu Survey and Boundaries Act and the rules issued under it.

NOTE.—Only cases of "Survey Errors (i.e.), errors which were decidedly committed during the course of original surveys or maintenance work such as wrong entry of the off-sets on the left side of the offset ladder in the Field Measurement Book, instead of on the right side, should be dealt with as above.

9. *Alterations to be reported to the Deputy Director of Survey, Central Survey Office.*—Besides the alterations referred to in rule 3 above, all the alterations made under the rules in this Chapter in village boundaries of such magnitude as to be preceptible in the map of scale (1 = 1 mile) (1 m.m. 50,000 m.m.) should be reported by the Divisional District Surveyor for the information of the Deputy Director of Survey Central Survey Office.

10. *Corrections in permanent 'A' Registers.*—Collectors may carry out minor corrections in the settlement registers without previous reference to the Board of Revenue, except in respect of the column headed "Ryotwari (Government) or Inam". The previous sanction of the Board should also be obtained in carrying out corrections to the columns showing (1) "Old S. No. and letter, if any" and (2) "Number and name of registered holder or Inamdar" in respect of Inam lands. For all corrections in the permanent 'A' Registers made under the orders in this Chapter, typed copies of the corrections as they are finally approved, should be communicated to all Officers to whom copies of these registers are supplied. A printed copy of all corrections in the Settlement Register should be sent to the Board of Revenue.

(B. P. Press 24, d. 26-2-36)

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CHAPTER III.

Maintenance of Survey marks, field maps and village maps in proprietary estates.

1. (1) *Maintenance of Survey marks in proprietary estates.*—The duties of Government officers and tenants in regard to maintenance and renewal of survey marks are laid down in section 21 of Madras Act VIII of 1923 and in the rules printed as Appendix 1.

(2) Full maintenance work throughout an estate should be undertaken only on the application of the proprietor or tenants, who should enter into a previous agreement to pay either a contribution an account of the maintenance field surveyor, if the work is attended to by the ordinary district staff or if a special staff is appointed, the whole cost of such staff. No proportionate reduction in the cost will be made on account of a few lands such as inams and porambokes, which either belong to Government or in which they are interested. In all cases, the proprietors or tenants whoever have made the applications for the maintenance of survey marks should prepay the cost of the establishment required in one or more instalments. It will be the duty of those, who apply for maintenance to open depots and stock stones in them and also to advance the money necessary for the staff to meet the expenses incidental to maintenance work.

(3) Divisional District Surveyors or Inspectors of Survey and Land Records should not be required to do supervision work in estates other than work required in the interests of Government unless such a course has been approved by Government. If a Divisional District Surveyor or Inspector of Survey and Land Records is expected to do any considerable amount of supervision, a contribution on account of his pay should be recovered from the proprietors or tenants concerned in accordance with a previous agreement.

(4) The instructions for the maintenance of Survey Advance Accounts in estates where maintenance is undertaken on the application of the proprietors or tenants are printed as Appendix XVII.

(5) Maintenance Field Surveyor should attend to the maintenance of survey marks on the following classes of lands in an estate where full maintenance work is not being done :—

(1) Government porambokes.

(2) Lands specially surveyed for the better or more convenient levy of irrigation cess.

They need not attend to the maintenance of survey marks on lands surveyed in blocks for the assessment of land cess.

(6) If a special staff is appointed solely to attend to the maintenance of survey marks on lands specially surveyed for the better or more convenient assessment or levy of irrigation cess, its cost should be borne by the Government.

(7) Subject to the following rules, the instructions in Appendix II to Chapter I will apply mutatis mutandis to the maintenance of survey marks on Government lands or lands in which Government are interested.

(8) *Surveyed Estates.*—The stones to be maintained are the same as in ryotwari villages. The cost of renewal should be recovered in equal proportions from the owners of the lands on the boundaries of which the stones are situated (e.g.) in the case of Government poramboke from the Inamdar, registered ryotwari holder or tenant of the adjoining field or if there is no tenant from the prosprietor; in the case of other lands, from the holders of all the lands touching the stone.

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(9) *Unsurveyed Estates.*—The stones to be maintained are the same in ryotwari villages. In the case of Government poramboke, the cost of renewal should be recovered from the holders of survey fields, if any, touching the stone and if there are no such fields the cost must be borne by the Government. In the case of other lands, the cost of renewal must be recovered from the holders of the surveyed fields or in equal proportions from the holders of all surveyed fields touching the stone.

2. *Maintenance of field maps in proprietory estates.*—(i) For all proprietory villages a field measurement book should be maintained in duplicate for all lands which—

(*a*) have been acquired by Government (no matter in whose possession they are

(*b*) are vested in local bodies;

(*c*) pay revenue direct to Government; and

(*d*) have been specially surveyed for the better or more convenient assessment or levy of irrigation cess.

(ii) These field measurement books should be prepared by taking manuscript copies of the existing acquisition and survey plans of the several fields. Where these plans are not forthcoming, the fields must be located and surveyed again. The work should be done by the karnams of the village and checked by the Maintenance Field Surveyor. If the work cannot be done by the karnam, lists of lands falling under clauses (*a*), (*c*) and (*d*) should be prepared, so that they can be surveyed by the Survey Department during the next resurvey of the district. Lands belonging to or vested in local bodies, including also acquired lands belonging to the companies should not be surveyed, however, except at the request and at the cost of the local body or the company concerned. If no acquisition plans are available for the railway lands owned by the State, their survey on ground should be postponed till the resurvey of the district if any or till a strong necessity arises for the same. In surveyed estates, the plans will be copies of the cadastral field maps. In all future acquisition, no matter for whom they are made, it will be the duty of the acquiring officer to prepare maps in quadriplicate of the fields acquired under clause (i) (*a*) to (*d*) supra, two copies for insertion in the village and taluk copies of the field Measurement Book, the third to be sent to the Deputy Director of Survey, Central Survey Office, to be inserted in the original Field Measurement Book and the fourth to be kept in the land acquisition file.

(iii) One copy of the Field Measurement Book should be kept in the taluk office and one with the karnam and both copies should be maintained up to date on the lines laid down for ryotwari villages in Chapter I, section IV. It will rarely be necessary to make fresh sub divisions in these fields; maintenance will usually take the form of filling with the Field Measurement Book the maps of fresh fields acquired or surveyed.

(iv) In surveyed estates, the fields will bear the cadastral survey field and sub-division numbers and the rules laid down in Chapter I, paragraph 15, should be followed in numbering fresh sub-divisions or survey fields. In unsurveyed estates, the fields should be given one series of numbers in the order in which they are filed in the Field Measurement Book.

3. *Maintenance of village maps in proprietory estates.*—Whenever the survey of proprietory estates is ordered by the Government, village maps should be prpared. The cost of preparing the village maps will be borne by the Government or the proprietor, whoever bears the cost of the survey. These maps will be maintained and reprinted at the cost of the Government only for villages in which there are Government lands or lands in which the Government are interested. The instructions in Appendix VI will apply mutatis mutandis to the maintenance of these maps.

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CHAPTER IV.

Rules for the maintenance of surveys in Municipal Towns.

NOTE.—The functions assigned to the Chairman in these rules should be discharged by the Executive Authority.

1. *General.*—These rules apply to all municipal towns except Madras which have been surveyed on the detailed system.

Objects of Maintenance.—These rules are intended to secure—

(i) that all maps and registers are kept up to date ; and

(ii) that the survey marks which have been planted in the ground are preserved.

2. The purposes for which the maps and registers have been prepared and have to be maintained up to date are as follows :—

(*a*) To provide an accurate record of lands paying revenue to Government, minor inams, Government waste and poramboke lands as well as lands acquired under the Land Acquisition Act, no matter for whom they were acquired.

(*b*) To provide the municipal authorities with a basis for the assessment of the municipal taxation, with a record of all municipal lands, and with a set of maps for general municipal administration.

(*c*) To secure that all encroachments on Government and municipal lands are readily detected and redressed.

3. *Description of records and their distribution—A. Registers.*—The town survey register is a record of every separate holding in the town whether built upon or not which is recognised by the municipal or revenue authorities. The form of the register as finally revised in G.O. No. 355, Revenue, dated 10th February 1920 is given in Form II.

One copy is to be maintained by the Town Surveyor and another by the Chairman. Both these copies are to be kept up to date by the Town Surveyor by the entry of all changes of a permanent nature under the initials of the Chairman or the Manager of the office. Mere changes of ownership of private holdings and assignments and relinquishments of assessed land need not be entered.

The diglot settlement register (Form I) constitutes a record of all lands in which Government have an interest, i.e., all lands paying revenue to Government, minor inams, Government wastes and Government porambokes. As for other lands including private holding which pay no revenue to Government and lands owned by or vested in the municipality the town survey number of each field will be given a separate lne showing its tenure and area. The register is written up separately for each revenue village or part of a revenue village contained within the limits of the town and is to be based on the town survey and not on the old revenue cadastral survey of the village. One copy is maintained by the karnams and another by the Taluk Tahsildar.

These copies are to be kept up to date in the manner laid down in the Manual of Village Accounts. In them should be entered all permanent changes relating to lands in which Government have an interest, as also similar changes relating to other lands involving the question of revenue. Thus acquisition under the Land Acquisition Act in private holdings, no matter for whom they are made and the disposal by a local body of a land acquired under the Land Acquisition Act should be entered. But mere subdivisions of private holdings paying no revenue to Government, which are sanctioned by the Chairman under rule 8 below, whether on account of changes of ownership or

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purchase by the municipality through private negotiation need not be entered.

3. B. (i) *Maps.*—Town maps on the scale of 1 m.m. = 8,000 m.m. or 10,000 m.m. (8 inches or 10 inches to a mile) are to be supplied as follows :—

1.	Collector	1
2.	Revenue Divisional Officer	1
3.	Reserve with Collectors	10
4.	Tahsildar	1
5.	Municipal Council for the use of Chairman, Municipal Subordinates and reserve	21
6.	Town Surveyor	1
7.	Director of Town Planning	2
8.	District Judge	1
9.	District Registrar	1
10.	Sub-Registrar	1
11.	Director of Public Health	1
12.	Assistant Inspector of Labour	1
13.	District Agricultural Officer, Madurai and Coimbatore ...	1 (each)
14.	Special District Agricultural Officer, Crop Sampling (Madurai)	1
15.	Inspector-General of Police, Fire Service Branch	2
16.	Superintending Engineer, Pykara	1
17.	Chief Engineer (Highways)	2
18.	Chief Engineer (Irrigation)	1
19.	Chief Engineer (General)	1
20.	Superintending Engineer (Irrigation)	1 to 7
21.	Superintending Engineer (Highways)	2
22.	Superintending Engineer (Public Health)	1
23	Sanitary Engineer to Government	1
24	Executive Engineer (Investigation)	1
25.	Executive Engineer (Public Health)	1
26.	Director, Southern Circle Survey of India, Bangalore ...	1
27.	Director of King Institute	1
28.	State Port Officer	1
29.	Board of Revenue (Land Revenue)	1
30.	Commissioner, Settlements of Estates	1
31.	Director of Settlements	1
32.	Personal Assistant to Director of Settlements	1
33.	Secretary to Commercial Taxes	1
34.	Deputy and Assistant Commercial Tax Officers	1 (each)

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35. Secretary to Library	1
36. Secretary to Government, P.W.D.	1
37. Secretary to Government, Health, Education and Local Administration	2
38. Officer-in-charge, Information Centre	1
39. Central Libraries	4
40. Central Survey Office for reference	5
41. Central Survey Office for sale	50
Total ...	151

(G.O. No. 502, Rev., dated 10th February 1958.)

8. B.(ii) Ward maps on the scale 1 m.m. = 5,000 m.m. (16 inches or 20 inches to a mile) are supplied as follows :—

1. Collector	1+1
2. Town Surveyor	1
3. Municipal Council for the use of Chairman, subordinates and supply to Sanitary Engineer	8
4. Director of Town Planning	2
5 Sub-Registrar	1
6. Chief Engineer (Highways), Madras	1
7. Sanitary Engineer to Government	1
8. Superintending Engineer (Public Health)	1
9. Executive Engineer (Investigation)	1
10. Executive Engineer (Public Health)	1
11. Secretariat Library	1
12. Director of Women's Welfare	1
13. Superintending Engineer, Thanjavur Circle	1
14. Superintending Engineer, Pykara	1
15 Central Survey Office, Madras, for reference	3
16. Central Survey Office, for sale	20
Total ...	49

NOTE.—The cost of three sets to be supplied to the Sanitary Engineer should be borne by the Municipality.

(G.O. No. 502, Rev., dated 10th February 1958.)

3. B (iii) *Revenue maps.*—These are supplied both as separate sheet and also in bound volumes of atlases. Each atlas should contain an index map showing the position of the several blocks. Fifteen copies are to be prepared and they are to be distributed as follows :—

1. Town Surveyor for use in field and for reference	2
2. Chairman	1
3. Tahsildar	1
4. Karnam (complete set to be divided among the various Karnams according to charges)	1
5 Secretary to Government (Local Administration)	1
6. Director of Town Planning	2
7. Sub-Registrar	1

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8. Revenue Inspector	1
9. Town Surveyor for reference and sale	10
10. Secretariat Library	1
11. Superintending Engineer, Pykara	1
12. Central Survey Office for reference	2
Total ...	24

NOTE.—The set of Revenue maps to be maintained by the Town Surveyor should be mounted in cloth.

(G.O. No. 502, Revenue, dated 10th February 1958.)

3. B. (iv) *Record of measurements.*—

1. Town Surveyor, one copy for maintenance and two for reference	3 copies.
2 Municipal Council for the use of the Chairman and Municipal Subordinates	1
3. Taluk Tahsildar	1
4. Karnams (One set to be distributed among the karnams according to charges)	1
5. Secretariat Library	1
6 Central Survey Office, reference	2
Total ...	9

(G.O. No. 502, Revenue, dated 10th February 1958.)

NOTE.—The sets of record of measurements in use by the Karnams, Town Surveyors and Chairman should not be mounted but should be edged with cloth and these officers should also be provided with tin tubes in which to keep the maps.

(B.P. No. 32, dt. 20-6-42.)

(G.O No. 2088. Rev., dt. 31-10-30.) (B.P. Press 12, dt. 9-2-31.)
(b) G.O Ms. No. 1631, Rev., dt. 29-7-36.) (B.P. Mis. No. 2717, dt. 7-8 36.)
(c) (G.O. Ms. No. 1414, Rev., dt. 13-7-37.) (B.P. Ms. No. 2306, dt. 19-7-37.)
(G.O. Ms. No. 95, Rev., dt. 10-1-38.) (B.P. Ms. No. 198, dt. 21-1-38.)
(B.P. Press No. 123, dt. 29-9-38.)

1. *Maintenance of maps*—(a) *Town Surveyor's copies—Record of measurement.*—The Town Surveyor will keep the field copy continually up-to-date by the prompt entry of all survey changes involved in the maintenance of the Town Survey Register.

Revenue map.—The Town Surveyor will keep the field copy continually up-to-date by the prompt entry of all changes in the boundaries of survey fields and important topographical details (vide paragraphs 7, 8 and 9 below).

Town and Ward maps.—The Town Surveyor will keep his copies continually up-to-date by plotting into them from his revenue maps all changes in field boundaries and topographical details which can be shown on the scale of the town and ward maps. Block boundaries and numbers should also be marked in Ward maps.

(b) *Chairman's Copies.*—The Town Surveyor will carry out corresponding corrections in the record of measurement, revenue map, ward map and town map intended for Chairman's use at the same time as he corrects his own maps. The Town Surveyor will also colour the Chairman's ward and town map so as to show wet, dry and waste land separately. Wet lands should be coloured green and dry lands yellow, while wastes should be left without any colouring.

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(c) *Copies of Town maps with other Officers.*—The Town maps of the Collector, the Divisional Officer and the Taluk Tahsildar should be sent every year to the Chairman so as to reach him before 1st May to be brought up to date by the Town Surveyor. The Town maps of the Secretary to Government, Rural Development and Local Administration Department, the Director of Public Health, the Sanitary Engineer and the Director of Town-Planning should similarly be sent to the Chairman before 1st July every year. The maps should be returned within one month from the date of receipt by the Chairman. The maps of the Director of Public Health, the Sanitary Engineer and the Director of Town Planning should be coloured to agree with the Chairman's map. The Head Surveyor will see that the town Surveyor does not neglect this item of work.

(d) *Karnam's and Taluk Copies.*—All Survey changes relating to lands in which Government have an interest together with similar changes relating to other lands involving the question of levy or alienation of revenue, will be entered in the Karnam's and taluk copies of the record of measurement. All these changes, with the exception of sub-divisions will be entered in Karnam's and taluk copies of revenue maps.

Changes in the Karnam's copies of maps will be entered by the Town Surveyor, while those in the taluk copies will be entered by the Revenue Records Draughtsman.

5. *Maintenance Staff.*—The responsibility for the maintenance of the registers, maps and demarcation of surveyed Town will rest on the Town Surveyor. In towns surveyed on the Town Survey System, the entire work of measuring the sub-divisions should be done by the Town Surveyor and the karnam should take no part in the measurement. The work of the Town Surveyor will be checked by the Head Surveyor and Inspector of Survey and Land Records. It will be the duty of the Karnam to attend the Municipal Office as often as required and in any case at least once a month so that the Town Surveyor may plot all changes in the Karnam's maps and the Karnam may correct his copy of the 'A' Register under the Town Surveyor's supervision. The Town Surveyor should verify and attest all changes made in the Karnam's maps and registers and should make sure that his own sets and the Karnam's sets agree in all respects, so far as changes ordered by Revenue Officers are concerned.

The Town Surveyor should also make a note against column 30 of the Register of Changes that the Karnam's copies of connected records corrected or no corrections of Karnam's records necessary.

(ii) The Town Surveyor will be responsible for the maintenance of all theodolite, field, chain survey and sub-division stones throughout the town. Detailed instructions are given in paragraph 11 below.

[(B.P. No. 33 Press), dated 17th October 1945.]

6. *Appointment of Town Surveyors.*—One or more Town Surveyors will be employed in each town. Appointments to these posts will be made by promotion from the posts of Field Surveyors or if no qualified and suitable candidate is available for such promotion by direct recruitment, preference being given to candidates demobilised from any of the defence services.

The District Unit shall be the Unit for promotion. The Unit Officers shall each maintain a seniority list of suitable men of Field Surveyors in the district for promotion.

The appointments to these posts will be made by the Assistant Director of Survey and Land Records in-charge of the Units. No person who does not possess the minimum general educational qualification specified in the schedule to the general rules shall be eligible for appointment by promotion or by direct recruitment. An individual appointed to the post will have to pass the Deputy Surveyor's Test within the period of probation or within a period of two years on duty in the post for which no probation is prescribed as the case may be. A person appointed by direct recruitment to the category shall, from the date on which he joins duty, be on probation for a total period of 2 years on duty within a continuous period of three years.

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Postings and transfers of Town Surveyors shall be made as follows by the—

(i) Deputy Director of Survey and Land Records of the Unit in his capacity as Personal Assistant (Survey) to the Collector or the District Revenue Officer of the district for transfers and postings within the district.

(ii) Joint Director of Survey and Land Records, the Technical Adviser to the Board of Revenue, Madras for transfers from one Unit to another. Applications for leave other than casual leave should be submitted to the Deputy Director of Survey and Land Records through the Inspector of Survey and Land Records and the latter officer should state whether a substitute is necessary or not. As regards disciplinary proceedings, the provision in the Civil Services (Classification, Control and Appeal) Rules will be followed. The Town Surveyor will work under the supervision of the Head Surveyor, Inspector of Survey and Land Records and the Survey Unit Officer concerned. The annual increment certificates of the Town Surveyor will be signed by the Revenue Divisional Officer unless the increment is withheld as a punishment by the competent authority. The powers of withholding increment, awarding censure, recovery from pay, suspension vest in the Revenue Divisional Officer and the power of withholding promotion, reduction to a lower rank in the seniority list or to a lower post or time-scale vest in the Deputy Director of Survey and Land Records in-charge of the Unit.

An appeal against the orders passed by the Revenue Divisional Officer lies to the Collector/District Revenue Officer. An appeal against the orders passed by the Deputy Director of Survey and Land Records in the first instance lies to the Joint Director of Survey and Land Records. The Surveyor will work under the administrative and technical supervision of the Inspector of Survey and Land Records.

Each Town Surveyor will, as a general rule, be provided with two Chainmen.

(B.P. Press 2, dated 10th January 1938.)

The Town Surveyor should attend the Municipal Office in the afternoon, daily from 2 p.m. to 5 p.m. and sign the attendance register in the Municipal Office. When he has to do field work in the evening or attend the Inspections of Revenue Officials he should send a report to the Municipal Commissioner in advance, so that he may be marked in the attendance register as on duty on those days. The Town Surveyor should maintain a separate attendance register for Chainmen working under him.

The Pay and Allowances of the Town Surveyor and his Chainmen will be drawn in the respective Taluk Offices. The service books of those persons should be maintained by the respective Taluk Offices.

(B.P. Mis. No. 1189, dt. 14-10-53.)
(G.O. No. 790, R.D.L.A., dt. 31-3-63.)

7. *Maintenance of registers—Detailed instructions.*—All permanent changes affecting ryotwari lands assessed to land revenue, minor inam and Government poramboke or waste lands not vested in the municipality will be incorporated in the village and taluk registers and maps under the authority of the Tahsildar in the same manner as in rural tracts. All acquisitions in other lands under the Land Acquisition Act and other changes affecting them if they involve revenue, will also be similarly carried out. In order, however, to secure that corresponding entries are made in the registers and maps maintained by the Town Surveyors, the following procedure will be observed :—

(*a*) When communicating to Village Officers orders of changes relating to entire survey fields or registered sub-divisions entered in Taluk Registers Nos. 4, 5 and 7, copy of the order should be sent to the Town Surveyor, the fact being noted in the taluk register. The Town Surveyor will thereupon enter the order in his Changes Register and carry out the change in the Town Survey Register and revise demarcation sketches and stone registers, if necessary [*vide* sub-paragraph (*d*) below].

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(*b*) When the survey records relating to changes ordered by Revenue Officers are sent to the Town Surveyor under a current in the Taluk 8-A Register, he will enter them in his Changes Register (*see* below) and enter the changes in the Karnam's registers and maps as described in paragraph 13 (*b*) of Chapter I. He will at the same time incorporate the changes in his registers and maps and also in those of the Chairman, certify to that effect on the sketch and send the file to the Head Surveyor, who should transmit it to the Taluk Office after technical scrutiny and then get the changes plotted by his Draughtsman in the Taluk Office set of maps.

When inspecting the work of the Town Surveyor the Head Surveyor should check the records with the No. 3 Account and 'A' Registers of the villages concerned to see whether this procedure has been properly observed after inspection of 5 per cent of the work done by the Town Surveyor.

(*c*) The Town Surveyor will be responsible for recording all other changes in the registration of land. So far as full fields or registered sub divisions are concerned, such changes can only occur (1) when the municipality acquires land not assessed to Land Revenue by gift or purchase, and (2) the municipality sells to private persons land not assessed to land revenue nor acquired under the Land Acquisition Act.

The Chairman should intimate all cases of land sold or acquired as described above by the municipality through private negotiation to the Town Surveyor who should invariably prepare a detailed plan of the land concerned prior to the completion of the transaction. Those cases will be entered in the Changes Register-*vide* sub-paragraph (*d*) below—and the necesasry changes carried out in the Town Survey Register.

When portions of fields or registered sub-divisions are acquired or sold by the municipality as described above, plotted sub-division records should invariably be prepared by the Town Surveyor and sanctioned by the Chairman before the completion of the transaction. These sub-divisions and other survey changes ordered by the Chairman under rule 8 (*b*) below will be incorporated in the Town Surveyor's and Chairman's copies of registers and maps after scrutiny and approval by the Head Surveyor.

(*d*) To ensure the entry of all changes, the Town Surveyor will maintain a Changes Register in the form appended. It is intended to be used as a current register. In it should be entered all orders sanctioning permanent changes, immediately after their receipt whether from the Taluk Tahsildar or the Chairman. Sketches for topographical details should be brought to the register before submission to the Head Surveyor for his approval—*vide* rule 9 below. Orders sanctioning correction of survey errors, whether dealt with by the Chairman or Tahsildar in the first instance, should be entered in this register on their receipt by the Town Surveyor and before correction of the records. In cases in which the files are not returned in their entirety to other offices, they will simply be kept together in the order of their numbers in the Changes Register just as files relating to Taluk 8-A Register are ordinarily kept. The Changes Register should be kept for the Calendar year.

(B.P. Press 21, dt. 2-8-44.)
(B.P. Mis. No. 1136, dt. 1-8-45 and B.P. Press No. 27, dt. 14-9-45.)

(*e*) In towns where street alignments have been laid down sub-divisions which are shown in registers 'A' and 'C' as representing projections listed for acquisition, or land available for assignment should be eliminated from Town Survey Register and 'A' Register as soon as the acquisition or assignment has been completed, the number and date of the Divisional Officer's order concerned being noted in the last columns of the appropriate register. Such sub-divisions should at the same time be eliminated from the record of measurements mentioned in rule 8 below.

8. *Maintenance of maps by Town Surveyors—Detailed Instructions.*—(*a*) Changes of registry affecting whole survey fields or registered sub-divisions will require no alteration of the maps Where a portion only of a field or subdivision is affected, the record of measurement should be corrected. Such corrections will take the form of sub-divisions

(B.P. Press 63, dated 30th May 1935.)

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(*b*) Survey changes may be divided into two classes.—(1) those ordered by Revenue Officers, and (2) those sanctioned by the Executive Authority of the Municipal Council. Under the first class come all changes relating to lands in which Government have an interest together with acquisitions under the Land Acquisition Act in other lands and those changes relating to these lands which involve the question of Revenue. Thus, when a portion of a land acquired under the Land Acquisition Act for a street is sold by the municipal council to a private person, the question of revenue is involved, as ground-rent has to be fixed under Board's Standing Order No. 21-A. The formal change in the classification of the land and the sub-division record should be sanctioned by the Collector. In all cases of changes ordered by revenue officers the survey records will be sent to the Town Surveyor under a current in the Taluk 8-A register after sanction by the competent authority. The Town Surveyor will then follow the procedure laid down in Chapter I—Para 12 and in rule 7 (*b*) supra. Under the second class come all other changes such as sub-divisions of private holdings made at the instance of parties, etc. In these cases plotted sketches of the fields concerned should be prepared by the Town Surveyor before they are sanctioned by the Executive authority of the Municipal Council. After sanction, the Executive authority of the Municipal Council will forward the survey records to the Town Surveyor who will enter them in the Changes Register and submit them to the Head Surveyor for scrutiny. On their receipt back from the Head Surveyor after his approval the changes will be incorporated in the Town Surveyor's and the Executive authority of the Municipal Council's copies of maps and registers. The demarcation sketches and stone registers referred to in rule 11 below should at the same time be revised. The records will then be sent back to the Executive Authority of the Municipal Council. In these cases the Karnam's and Taluk Copies of registers and maps will not be corrected.

Survey changes sanctioned by the Chairman should not be brought to the Head Surveyor's register of sub-divisions kept under Chapter I, 13 (*b*). Such changes and sketches for topographical details submitted by the Town Surveyor under rule 9 below should be entered in a special register in Form No. VI appended.

In all cases the areas of new fields and sub-divisions should be computed in the manner laid down for Town Surveys in rule 149 of Chapter XIII of Tamil Nadu Survey Manual.

(*c*) The formalities under the Survey and Boundaries Act should be observed in those cases of Survey changes referred to in Chapter I, 13 (*a*). So far as changes ordered by the Revenue Officers are concerned, the formalities should be observed in the manner laid down in the Chapter I quoted above. The notification under section 6 and the notices under section 9 (2) or 10 (2) will be issued by the Town Surveyor who will arrange for their issue by the village officers. The Tahsildar will arrange to publish the final notification under Section 13. In cases where sub-divisions of private holdings are sanctioned by the Commissioners the formaliites under the Survey and Boundaries Act are not necessary, provided the sub-divisions formed do not affect the boundaries of any existing porambokes.

(B.P. Mis. No. 216, dated 5th March 1949.)

As for the survey changes ordered by the executive authority of the Municipal Council, immediately after his sanction the Town Surveyor should issue the notification under section 6 and the notice under section 9 (2) or 10 (2) and arrange for their issue by the village Officers. In the notice the executive authority of the Municipal Council will be entered as the appellate authority. The records will then be sent to the Head Surveyor for scrutiny. After his approval the changes will be entered in the registers and maps. The notification under section 13 will be published by the Town Surveyor both in the District Gazette and in the Chavadi of the Village to which the sub-divisions relate. When this has been done, the file will be sent back to the executive authority of the Municipal Council.

(*d*) (i) No fee should be charged for sub-divisions effected by the Town Surveyor on behalf of a Municipality.

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(ii) The sub-division fee of Rs. 4 for each sub-division should be charged when a Town Surveyor effects a sub-division on behalf of a private party and two-thirds of the fees so charged should be credited to the Municipality as the Municipality bears two-thirds of the cost of the Town Survey Establishment.

(B.P. Mis. No. 395/42, dt. 2-2-1942.)

(iii) Each Town Surveyor should maintain a sub-division fee register. In the Taluk Offices the sub-division fee register should be in two sections, one section for the rural tracts and the other for Towns or Panchayats in the Taluk. The total amounts credited for each Town and Panchayat should be struck at the end of the official year, and the adjustment between the Government and the Municipality or Panchayats made. At the end of the official year adjustment of the Government share of the sub-division fees collected in Municipalities should be made by Commissioners.

(B.P. No. 83, Press, dated 17th October 1945.)

9. All changes in important topographical details should be incorporated in the maintenance copies of the Revenue map (except the Karnam's and the taluk copies) in the same manner as new survey fields and alterations of survey fields boundaries are entered. The Town Surveyor should check the details periodically and prepare a measurement sketch for every case of change. He should then enter the case in his Changes Register, whether it relates to a new detail or a change of detail and submit the sketch to the Head Surveyor for his approval. On receipt back from the Head Surveyor, the Town Surveyor will plot the details in his and the Chairman's maintenance copies. When details already marked in the maps have completely disappeared on the ground they should be eliminated from the maintenance copies of maps by pasting suitable slips of paper. For this the previous approval of the Head Surveyor is not necessary. Important topographical details are all those which will be shown in the ward or town maps. They should also be noted in the remarks column of the Changes Register. No attempt need be made to keep up-to-date topographical changes in stocks of small houses nor, need, wells, water fountains, hydrants and lamp posts be entered.

The changes in names of streets ordered by the Municipal Council from time to time should also be incorporated in the Maintenance copies of Revenue maps kept by the Town Surveyor and also in the Chairman's maintenance copies. He should enter the case in his Changes Register.

(Bd's. L. Dis. 1628/62, dated 7th November 1962.)

Details that should be entered, are public, quasi-public and large private buildings, roads, railways, channels, bridges and causeways. Whenever new sub-divisions or new survey fields are made or field boundary altered, the accompanying topographical changes, if any should invariably be noted in the map.

So far as the Karnam's and the Taluk copies of Revenue maps are concerned it is enough to enter only those details which are disclosed by the sub-division records and acquisition sketches which are prepared in the course of Revenue Administration.

10. *Errors in Survey.*—Errors and discrepancies which are discovered in the survey records in the course of sub-division work, stone maintenance or other work or which are already entered in the error lists should be dealt with in the following manner.

Limits of error.—A discrepancy between two recorded measurement or between a recorded measurement and a measurement newly taken on the ground should not be treated as an error unless it exceeds the limit of measurement error allowed. The limit is one foot (0.3 metre) for a distance of 200 feet (60 metres) and under and not more than one foot (0.3 metre) for every 200 feet (60 metres) for distance exceeding 200 feet (60 metres) subject to a maximum of 3 feet (0.9 metre).

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Within these limits the measurements will not be corrected. If the difference exceeds these limits, the line will be remeasured and the correction carried out in the Town Surveyor's and Chairman's copies of the record of measurement provided the area of any of the fields or sub-divisions concerned is not altered by more than 5 per cent. If the field concerned is one in which Government have an interest, the correction should also be carried out in the karnam's copy. Sketches illustrating the corrections should be sent to the Head Surveyor who will have the Taluk copy of the record of measurement corrected if the field concerned is one in which Government have an interest. Otherwise, the Head Surveyor will lodge the sketches after scrutiny. In either case in the Head Surveyor's register of survey errors maintained under Chapter II should be posted. When the correction does not relate to a field in which Government have an interest columns (4), (6) and (7) of the register will be left blank and a note made in the remarks column that the field concerned is one in which Government have no interest. All corections made in the maintenance copies of the record of measurement should be initialed by the Town Surveyor or the Head Surveyor and the date of correction entered in the margir thus 2 correction (R.N. 3rd July 1929). Errors in plotting will not be corrected unless the area of the survey field or sub-division concerned is affected by more than 5 per cent.

In investigating survey errors, the Town Surveyor should not assume that a survey mark seen by him on the ground is in its correct place unless its position has been verified by measuring at least two, if possible, three lines converging on it. The recorded and the actual distances of these lines should be enterd in the illustrative sketches referred to above.

When the correction of an error of measurement or plotting involves an alteration in the area of field or sub-division by more than 5 per cent, the following procedure will be adopted. If the field concerned is one in which Government have an interest the Town Surveyor will, after completing the remeasurement, plot the Survey field on a tracing from the record of measurement and submit it to the Tahsildar with draft notices in duplicate in the form in Appendix XIV (Chapter II).

The actual areas of the sub-divisions and of the whole field should be computed by the Town Surveyor and adjusted, if necessary, in accordance with the instructions in Appendix VIII. (Chapter I). The Tahsildar will serve the notices on the parties concerned, note on the duplicate copy the date on which any objections were heard by him and an abstract of his orders and forward all the connected records to the Head Surveyor. The latter should scrutinise the maps and records, prepare a memorandum of alteration in the form in Appendix XV (Chapter II) and submit the file to the Collector. After approval by the Collector the case should be entered in the register of survey errors maintained by the Head Surveyor according to paragraph 7 of Chapter II. The records should then be returned to the Taluk Tahsildar who will forward them to the Town Surveyor with instructions to correct the maintained records in the village and in the Municipal Office. On receipt back of the records from the Town Surveyor, the taluk records should be corrected. The file should then be given a disposal number and recorded in the Taluk Office. The corrections in the taluk set of maps should only be carried out by the Revenue Records Draftsman. A certificate that the village, municipal and taluk records have been corrected should be put up in the file under the attestation of the Tahsildar before it is finally recorded.

As regards lands other than those in which Government have an interest, the same procedure will be followed except that the Chairman will take the place of the Tahsildar and submit the file to the Collector. After approval by the Collector the case should be entered in the Head Surveyor's register of survey errors maintained under Chapter II and the records returned to the Chairman who will forward them to the Town Surveyor. The latter will enter the case in his Changes Register, correct the Maintenance set of maps and registers in the Municipal Office and return the records to the executive authority of the Municipal Council with a certificate to that effect. The

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file will eventually be recorded in the municipal office. In respect of the above cases, columns (4), (6) and (7) of the Head Surveyor's register of survey errors will be left blank and a note made in the remarks column that the field concerned is not one in which Government have an interest.

When there is no error in the record but if the boundaries on the ground disagree with the record, the fields must be resurveyed in accordance with the actual facts of enjoyment except in the case of porambokes where each should be dealt with on its merits. Disputes about boundaries should be dealt with strictly in accordance with the provisions of the Tamil Nadu Survey and Boundaries Act and the rules issued under it.

When changes are made in traverse angles and distances or when fresh traverses are run for any reason, the work should be checked with particular care by the Head Surveyor. The traverse computation and plotting involved should be carried out in the office of the Deputy Director, Assistant Director of Survey and Land Records who should report all such cases to the Joint Director of Survey and Land Records with true copies of the traverse field books, computations and plottings.

11. *Maintenance of demarcation by Town Surveyor—Detailed Instructions.*—(*a*) The Town Surveyor is responsible for the maintenance of all theodolite and chain survey stations and also for all field and sub-divisions stones. All stones on the Municipal boundary should only be entered in the stone registers of the Town Surveyor.

(*b*) *Numbering of Stones—Demarcation Map.*—The Town Surveyor will number all the stones which are to be maintained by him on his maintained copy of the Revenue Map. Theodolite stones should be numbered in one series for each ward, stones on the boundaries of two wards being numbered against the ward bearing the lower number. Field and sub-division stones should be numbered in one series for each field as in rural tracts—*Vide* paragraph 2, Appendix II. Chain Survey Stations should only be reckoned as field stones. Field Stones, including chain survey stations and stones demarcating poramboke sub-divisions, should only be numbered in the field bearing the lowest number and their numbers should be entered inside the field boundaries as indicated in the sketch in paragraph 2 of Appendix II. It is enough to enter the sub-division stones in their approximate positions inside the field. If any field is too small to admit of the stones being numbered distinctly inside the boundaries an enlarged sketch should be put up either in the margin or on the reverse.

(*c*) *Stone register.*—The Town Surveyor will maintain two registers for (*a*) theodolite stones, and (*b*) field stones, chain survey stations and sub-divisions stones in the forms given in paragraph 3 of Appendix II, for each ward. The several columns should be filled up in the manner therein laid down. Column (2) of each of these registers should, however, be divided into two and in the second half should be entered the Municipal door number corresponding to the field or sub-division number entered in the first half. The first half of column (2) should exhibit all private lands the holders of which are responsible for the maintenance of the stones. Their survey numbers should be entered one below the other. "Lands alienated to private individuals or private institutions free of assessment should be treated as Government Land ".

(B.P. No. 26, Press, dated 13th May 1942.)

The demarcation sketches and stones registers will require revision, whether on account of newly planted stone or of stones which have ceased to be maintainable or of changes affecting responsibility for the maintenance of a stone in the following cases :—

(i) When new fields or sub-divisions are formed.

(ii) When permanent changes affecting full fields or registered sub-divisions are sanctioned by Revenue officers.

(iii) When full fields or registered sub-divisions pass into or out of the possession of Government otherwise than on account of permanent changes.

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As for the first class of cases, the sub-division records will be sent to the Town Surveyor after sanction for correction of the maintained maps and registers in the Municipal Office. As regards the second class, copies of the concerned order will be sent to the Town Surveyor for correction of records by the Tahsildar under a current in Taluk Register No. 7. So far as these two classes are concerned, the Town Surveyor should therefore revise demarcation sketches and stone registers at the same time as he enters the changes in the maintained records in the Municipal Office. As for the third class, the karnam should be summoned to attend the Municipal Office at least once a quarter with the connected orders and village account No. 3 and the adangal. With reference to these records demarcation sketches and stone registers should be revised.

For the purposes of column (2) land owned by the Municipality or a local body, including land alienated to it should be treated in the same way as land owned by private individuals. Government land merely vested in the Municipality or in a local body should be treated as land owned by Government poramboke and no charges in respect of stone maintenance should be recovered from the local body concerned. In all cases where lands owned by a private individual, including local bodies as described above, abut on Government land whether vested in local body or not, the total cost of the maintenance of marks on the common boundary should be recovered from the private individuals concerned. Thus, while Government alone are responsible for a stone on the common boundary between Government land and land vested in the Municipality stones on the common boundary between Government land and land owned by the Municipality or alienated to it or maintainable by the Municipality. The latter "M" should be noted in column (2) corresponding to any field owned by the Municipality or alienated to it entered in column (1) when the stone does not adjoin any private land as explained above. The first half of column (1) will be left blank and the letter "G" will be entered in the second half.

Railway land should be treated as Government land except in cases where the railway belongs to the District Board or to some other body or person.

(d) *Theodolites Stones.*—The Town Surveyor will inspect the theodolite stones in a field at the same time as he inspects the field and Chain Survey Stones in the field. He will replace stones which are missing or are out of position. These should be replaced by means of a circumferenter.

Stones which are buried under roads need not be dug up for inspection. It is sufficient in such cases to enter the words 'buried under road' in the stone register. Such stones should not be reckoned as missing or requiring repair. They should be uncovered only when absolutely necessary for verifying disputed boundaries. In all ordinary cases it should be possible to lay down the original traverse lines with sufficent accoracy by means of the recorded offset distances to undisputed points.

In order to facilitate the finding of any theodolite stone the Town Surveyor should measure and record three or more tie lines to each stone from adjacent field stones or masonry corners. These tie lines should be measured to the nearest inch (centimetre) and noted in the Town Surveyor's copy of the record of measurement. This can be done, of course, only when the stone is visible. Stones should not be dug up merely to measure tie lines. But, if a stone is uncovered for any other reason, the tie lines should always be measured and recorded before the stone is again covered up.

(e) *Field and subdivision stones and chain survey stations.*—The Town Surveyor will inspect all fields and subdivision stones and chain survey stations in his charge once a year survey stones in the Municipality does not exceed 7,500, the Town Surveyor should inspect them every year No stone is to be left uninspected for more than two years. Points occupied by masonry structures need not be numbered in the stone registers, but when for any reason the masonry structures has been subsequently removed, stones should be planted at the points and they should be brought to the demarcation sketch

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and the stone register. When points represented by survey stones are subsequently occupied by masonry structures, stones need not be planted at such points and their numbers may be removed from the stone registers. The Town Surveyor should during the course of his inspection, tamp with earth any loosely planted stones and clear the growth where the stones are covered with shrubs or vegetations.

In writing up the stone registers particular care should be taken to see that sufficient space is left between the last stone of one field and the first stone of the next field so that any new stone that may be planted in future may conveniently be entered in the vacant space against the field concerned.

(*f*) *Preparation and issue of notices.*—After completing the inspection of stones in one or more blocks the Town Surveyor will prepare notices under section 15 (2) of the Survey and Boundaries Act in respect of all stones which require action and which are maintainable by private parties. For this purpose he will summon the karnam to attend the Municipal Office in order to supply him with the names of the registered holders responsible for the stones. As for lands for which no revenue registry is kept up, the Town Surveyor will ascertain the names of the owners by local enquiry and from the house-tax registers in the Municipal Office. The Town Surveyor will enter all stones requiring action immediately after discovery in the first column of the register of acknowledgments which he must maintain in vernacular in Form VII. When notices under section 15 (2) (which should be in the form given in paragraph 7 of Appendix II) have been prepared for all the stones, the Town Surveyor should send the register of acknowledgments and the notices to the village Headman for immediate service on the parties concerned. The Headman will be held responsible for the prompt service of the notices. The acknowledgments of the parties should invariably be taken in column (6) of the register. On receipt back of the register from the Headman and after expiry of the time allowed in the notices, the Town Surveyor will attend to the stones requiring action if they have not in the meantime been repaired or renewed by the parties. After the completion of inspection in a block some interval will necessarily elapse before the Town Surveyor can attend to the stones requiring action in the block. This interval should be utilised in doing inspection in the adjoining blocks. In Municipalities with a very large extent of lands in which Government have an interest it will be open to the Collector to afford relief to the Town Surveyor if necessary by transferring to the karnam the whole or a portion of the stone inspection work relating to lands in which Government have an interest. In such cases the Town Surveyor will maintain the stone register and the register of acknowledgments for the stones in his charge and the karnam will do the same for the stones to be looked after by him. The karnam will submit notices under section 15 (2) to the Town Surveyor for signature for the stones within his charge requiring action. Actual repair or renewal should only be carried out by the Town Surveyor.

(*g*) Detailed bills against landowners for stone maintenance should be made out by the Town Surveyor in the manner laid down for " Maintenance Field Surveyors " in rural tracts in paragraph 15 of Appendix II. In column No. 5 of the bills both the survey number and the Municipal Door number should be entered as shown in Column (2) of the stone registers *vide* sub-paragraph (*c*) above. A copy of the detailed bill should be given to the village Headman for collection and an abstract bill Form III in Appendix II submitted to the Taluk Office. For stones, the cost of maintenance of which is wholly debitable to Government or any local body, the detailed bills in duplicate should be submitted to the Taluk Office. Collections or adjustments on this account will be attended to in the Taluk Office. In such cases, where stones are used, the abstract bill in form III must be prepared in duplicate, one copy being handed over to the village Headman as a voucher for the stones used, but when no new stones are taken from the depot, no such voucher is necessary. In no circumstances should bills relating to charges wholly debitable to Government or local body be combined in the bills which represent a demand against private parties.

Office copies of the detailed bills should be maintained by the Town Surveyor.

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(*h*) Hired labour may be employed whenever required and the cost thereof debited to the parties concerned. The Chairman may also be employed on this work and when they are so employed their services should be treated as hired labour except in cases where the stones are maintainable at the cost of Government or the Municipality. Where stones are maintainable partly by private persons and partly by the Municipality, a proportionate share of the remuneration for the chainmen should be recovered from the private person. Where the ryots send their own coolies it is unnecessary for Town Surveyor to hire coolies. Their labour should be accepted and the ryots should not be charged for hired labour. Similarly, it is open to a private person to supply stones of the requisite quality, size and description, instead of buying them from the Government depot. Mere offers to produce stones where the maintenance officer is ready to begin work should not, however, be accepted.

(i) *Permanent Advance.*—The Town Surveyor should be sanctioned with a nent advance of Rs. 10 under article 97 of Tamil Nadu Financial Code from the permanent advance. For special reasons, this may be increased to Rs. 20 with the sanction of the Collector. The Taluk Tahsildar should see that no delay occurs in recouping the Town Surveyors advance after he has submitted the necessary bills.

12. *Stock of stones.*—A stock of stones should be maintained by the Headman of the villages concerned, as laid down in paragraph 12 of Appendix II. Whenever the Town Surveyor uses stones from any depot, he should take particular care to note the name of the depot from which the stones are removed in his abstract bill in Form III so that the Taluk stock register of stones may be correctly written up.

13. *Government and Municipal Lands.*—A register of Government and Municipal lands should be maintained in Form V. Space should be left in each page for subsequent addition. In column (3) the several kinds of lands should be described by symbolic letters as shown below :—

Kinds of lands—	*Symbolic letters.*
(1) Lands solely owned by the Government	"G"
(2) Land vested in the Municipality	"G.V.M."
(3) Lands alienated in favour of the Municipality	"G.A.M."
(4) Lands alienated to bodies other than the Municipality	"G.A."
(5) Lands that belong to the Municipality by acquisition or private purchase, etc.	"M"

B.P. No. 23, Press, dated 20th May 1942.)

In column 5 should be entered the numbers as per encroachment register of all encroachments for which licences have been issued under section 183 of the District Municipalities Act when the register is opened. Similarly, in column (6) should be shown all other encroachments pending at the time the register is opened. Column (8) should only show the encroachments detected at the time of inspection. Columns (7) and (8) should be repeated across the page for the inspection and subsequent years. Inspection of these lands means the verification of survey stones and of all masonry points and the reporting of all encroachments thus detected. At the end of the official year the Town Surveyor should enter a certificate in the register that there are no unreported cases of encroachments on the lands inspected during the year.

14. *Encroachments.*—It is the duty of the Town Surveyor to detect and report every encroachment on Government or Municipal lands in a Municipality. He will do this ordinarily in the course of his inspection of survey marks and of his verification of the boundaries of buildings constructed, reconstructed or repaired which about on Government and Municipal lands. Particular cases which come to his notice in the course of his other work will also be reported promptly. His entry of the date of inspection against the particular survey field or sub-division in his register of Government and Municipal land will be taken to mean that no unreported case of encroachment exists in the Survey field or sub-division on the date of inspection.

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The Municipal Overseer, the Sanitary Inspector and other Municipal Officers employed on out-door work are also responsible for the detection of encroachments on Municipal lands in the course of their work. To enable them to detect encroachments they should be given the necessary training in the use of maps by the Town Surveyor. When they detect an encroachment, they should report the fact to the Chairman who will arrange to get a plotted sketch of the encroachment prepared by the Town Surveyor. Karnams, Revenue Inspectors and other Superior Revenue Officers are also responsible for detecting encroachments on Government lands. Should they detect encroachments on Municipal lands they need only make a report to the Chairman who will arrange to get a proper plotted sketch of the encroachments prepared by the Town Surveyor. As far encroachments on Government lands detected by Revenue Officers a plotted sketch will be prepared by the Karnam. For special reasons such a sketch may be ordered to be prepared by the Town Surveyor in the first instance, or the sketch prepared by the Karnam may be ordered to be countersigned by the Town Surveyor.

Every case of encroachment reported in surveyed town should be accompanied by a sketch drawn to scale showing the survey boundary of the lands encroached upon and the boundary of the encroachments. The sketches prepared by the Town Surveyor should show the above boundaries and in streets where street alignments have been laid down, such alignments as well. The sketch should be signed by the Town Surveyor or the Karnam.

The Town Surveyor should enter in an encroachment register in Form IV every case of encroachment whether reported by himself or referred to him for investigation and preparation of a sketch and should give in column (15) of the register a sketch showing the limits of the field concerned (1) as recorded at the time of survey, (2) as found on the ground and (3) as defined by street alignments in streets where such alignments have been laid down. In the case of encroachments on Municipal lands the Town Surveyor should send his report and the sketches to the Municipal Chairman. As for encroachments on Government lands the Town Surveyor should submit the report and the sketches to the Tahsildar. Where the Karnam prepares the sketches he should submit the report and sketches to the Tahsildar through the Town Surveyor who will enter the case in his encroachment register and also the register of Government and Municipal lands. If the Town Surveyor does not verify the encroachment on ground, he should not enter any date in column (7) of the Register of Government and Municipal lands but merely note "reported" by the Karnam. In column (15) of the encroachment register he will draw a sketch of the encroachment and also note that the case was reported by the Karnam and was not verified by him on ground.

If, in the case of an encroachment on a Municipal land (e.g. burning ground, poramboke in an estate village), Municipal Council is unable to take effective action but Government can, the Chairman should forward the report and the sketches to the Tahsildar for necessary action. The final order passed in every case should be intimated by the Municipal Chairman or the Tahsildar to the Town Surveyor for entry in column (13) of his encroachment register.

NOTE.—A case of encroachment is considered to be pending until the encroachment has been either ignored or removed or sub-divided and permanently assigned to the encroacher and the fact entered in column 14 of the register.

(B.P. Ms. No. 241, dt. 24-1-30.)

The Municipal Chairman will insist on marking of the street alignment (where it exists) as well as the surveyed boundary in every plan relating to the construction or the repair of a building abutting on the public street. The Town Surveyor should report every case of encroachment on the street alignment as soon as it is detected so that the provisions of section 167 of the Tamil Nadu District Municipalities Act V of 1920 may be enforced by the Municipal Council without delay.

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The Municipal Chairman in dealing with every case of encroachment on the public street will investigate the boundaries with reference to (1) the definition of " public street " contained in sections 3 of the District Municipalities Act (2) the record of measurement and the revenue maps which constitute the authoritative records of all orders passed in disputed as well as in undisputed cases according to the rules framed under section 26 of the Tamil Nadu Survey and Boundaries Act of 1923 (3) the provisions of sections 166 and 168 of the District Municipalities Act in streets where street alignments have been laid down.

Municipal councils or the executive authorities as the case may be should pass final orders on all cases of encroachments on lands vested in them (the proprietary right of which vests in Government). " Final Order " means either recommending the permanent assignment of the encroachments or ordering their removal or licensing or leasing them under appropriate section of the District Municipalities Act or ignoring them if they are petty and unobjectionable. Detailed instructions as to how encroachments on land vested in municipal councils should be dealt with have been given in paragraph 10 of Board's Standing Order No. 26.

(B.P. No. 156, Press, dt. 26-11-35.)

(G.O. No. 1115, Rev., dt. 15-5-41.)

(B.P. No. 102, Press, dt. 16-9-41.)

The responsibility for preventing encroachments on lands vested in Municipalities rests on the Municipal Council or the Executive authority. The Municipal Chairman or the Commissioner, as the case may be should furnish to the Collector once a quarter a return in respect of all unlicensed and objectionable encroachments booked up to the end of the previous month, showing the town survey number, the extent and nature of each encroachment, the date when the encroachment was booked and the action taken in each case. If the Collector finds that undue delay has been caused by the Municipal Council, or the Chairman or the Commissioner in the disposal of any cases of encroachment or that the interests of the Government are at stake, he may himself take the necessary steps to deal with it under the provisions of the Land Encroachment Act, if such a course is possible, or report the case for the orders of the Government.

In the event of Government having been made a party to suit relating to contested encroachments the records and demarcation should be altered promptly in accordance with the final decision of the Civil Court. The plotted sketch of the alteration should be altered promptly in accordance with the final decision of the Civil Court. The plotted sketch of the alteration should be approved by the Head Surveyor, if it involves the alteration of a survey field boundary or the formation of a new sub-division. Where, however, Government are not a party to the suit no alteration should be made in the records unless the change of registration or of boundary ordered by the Court has been duly approved by the Collector and a sketch of it has been verified by the Head Surveyor and signed by the Collector. It should be noted that no alteration of any kind should be made in the survey records and registers on the ground merely that a case before a Civil Court has gone against the Municipal Council. The Collector should in such cases investigate the matter fully and take action under the Land Encroachment Act III of 1905 if he considers it desirable to do so in the interest of Government.

15. *Instruments, forms, etc.*—(a) *Instruments.*—The scale of instruments to be supplied to Town Surveyors is laid down in Appendix XI (Chapter I), The Town Surveyor should also be supplied with a colour box for colouring maps and mapping pins. If the instruments are lost or damaged through bonafied accident or become unserviceable through unavoidable hard and continuous use they will be renewed at Government cost, otherwise the cost of renewal will be recovered from the person responsible for the loss or damage

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The Town Surveyor will obtain the instruments on indents through the executive authority and the Collector of the district. These indents should be submitted in time so as to reach the Collector before the 1st May. The Collector will consolidate them with those of the Karnams and the other members of the land revenue staff and the panchayat surveyors and send them to the Board of Revenue before the 1st June. In urgent cases and in cases where the instruments cannot be obtained through the Government Agency, the Municipality may purchase them locally subject to the previous approval of the Collector.

(G.O. Ms. No. 1115, Rev., dt. 15-5-41.) (B.P. No. 102, Press, dt. 16-9-41.)

(b) *Stationery and printed forms.*—The Town Surveyor will obtain the stationery articles and the printed forms required for his use from the Superintendent of Stationery by sending indents through the Chairman and the Collector of the District.

The indent for stationery articles should be submitted early in May so as to reach the supplying officer before the 31st May and the indent for printing forms should be submitted once in three years to the Deputy Director of Survey, Central Survey Office, early in September so as to reach him before the 30th September.

(B.P. No. 23, Press, dt. 26-2-36.)

(c) *Books.*—The books to be supplied to the Town Surveyor are given in Appendix XI. He will, in addition, be supplied with a copy of the Chapter IV of Part II of the Chain Survey and Land Records Manual.

(d) *Stamps.*—The Town Surveyor should obtain service postage stamps required for his use through bills drawn from treasuries by the Chairman of the Municipal Council.

(e) *Recovery of cost.*—Two-thirds of the cost of instruments, stationery and forms, books and stamps will be recovered from the Municipal Council.

16. *Contingencies.*—Petty items of contingent expenditure such as those incurred for supplying rubber stamps to the Town Surveyor or for binding registers should be borne entirely by the Municipal Council. Other items will be borne by the Municipal Council and Government in the ratio of 2 to 1.

17 *Sale of maps and extracts from records.*—Copies of the revenue maps will be sold at Rs 3.55 (G.O. Ms. No. 1572, Revenue, dated 7th August 1968) per sheet. Every copy before issue from stock shall be compared by the Surveyor with the maintained copy and all corrections inserted. The Surveyor should enter a certificate to this effect in every copy issued. Fees should be received at the Municipal Office and credited to Government at the end of each quarter.

Private applicants for extracts from the record of measurements and survey registers should deposit with their application at Rs. 2 for every copy of a plan of a single survey field and 50 P. for every copy of an entry in the register that they may require. These fees shall be credited to the Municipal funds. The Town Surveyor should keep the following registers in Forms VIII to X :—

(1) Stock and Issue Register of Revenue maps, (2) Register of fees received from sale of revenue maps and (3) Register of fees for extracts from the record of measurement and Town Survey register. The stock and issue register of Revenue maps should be kept blockwar, one page being allotted for each block. All receipts and issues including sales should be noted in it.

The Municpal Chairman should forward to the Deputy Director of Survey, Central Survey Office through the District Treasury Officer on or before the 15th May of each year an annual return showing (1) the number of revenue maps sold, (2) the date of sale and (3) the date on which and the name of the sub-treasury or treasury in which, the sale-proceeds were credited.

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18. The Town Surveyor should maintain a diary in Form No. XIII and submit his term diaries in quadruplicate. The first term diary should be returned with remarks, promptly by the Head Surveyor through the Divisional Officer concerned and the Municipal Commissioner. This diary must be enclosed with the diary for the second term. The Head Surveyor will, endorse on this diary for the second term, his remarks regarding the pay to be passed, etc., and submit his diaries to the Survey Unit Officer through the Inspector. Pay will be passed by the Survey Unit Officer before the 10th of the succeeding month. One copy of the passed diary will be retained in the Unit Office for record, one copy should be sent to the Tahsildar and the other two to the Revenue Divisional Officer. The Revenue Divisional Officer will return one copy of the diary with his remarks to the Municipal office and send the office copy to the District Revenue Office for record. A register to watch the recovery of pay for short work, if any, will be maintained in the Taluk and Survey Unit Offices. The Tahsildar will file the copy of the diary received in his office after making necessary entries in the register for recoveries.

19. The Town Surveyor should maintain a stock register of Survey instruments and furniture, a stock book for articles of stationery and printed forms and the usual receipt and despatch register. When papers are not returned in original, they should be kept filed in the order of their numbers as per the current register and destroyed after three years.

20. *Stock Files.*—The Town Surveyor should maintain a stock file of all important orders received by him. The Collector should communicate to all the Town Surveyors working within his district copies of all orders relating to the maintenance of Town Surveyor whether issued by himself or by the Board or Government. As regards orders relating to other subjects the Collector need communicate only those with which Town Surveyors should be acquainted for the purpose of efficient discharge of their duties.

21. *Supervision of the work of Town Surveyors.*—The Town Surveyor is employed for the purpose of maintenance as described in these rules. He is not to be employed on other duties by the Chairman. The revision of house-tax registers is entirely outside the scope of the Town Surveyor's duties; nor has he anything to do with the actual removal of encroachments, though his services may be requisitioned for identifying the exact limits of encroachments. Such requisition should, however, be rare in view of the provision made in rule 23 below. Similarly, applications for permission to build house should be forwarded to the Town Surveyor for report not as a matter of routine but only for very special reasons. It is the duty of the Head Surveyor and the Revenue Divisional Officer when reviewing the diaries to object to any improper diversion of the Town Surveyor's services. If the Chairman ignores such complaints, the matter must be reported to the Collector. But no objection should be raised to the employment of the Town Surveyor on any important items of Municipal work which requires a Technical knowledge of Survey.

(G.O. Ms. No. 1820, Rev., dt. 11-8-41.)
(B.P. Press 140, dt. 15-12-41.)

The Head Surveyor should see that the work of the Town Surveyor is systematic. The Town Surveyor should take up each ward, block by block and deal with the various items of maintenance work in each block as far as possible before passing on to the next. Of course, actual stone repair or renewal cannot be attended to simultaneously with stone inspection in the same block, but the work should be taken up as soon as convenient as laid down in rule 11 above. The Town Surveyor is expected to devote not less than fifteen days a month to stone maintenance. Urgent current work such as acquisition must of course be attended to as it arises, but the ordinary routine work of maintaining maps and stones, detecting encroachments, preparing sketches for changes in topographical details must be done systematically as laid down in the rule so that the whole town is thoroughly over hauled in these respects in a definite period.

The Inspector of Survey and Land Records should inspect the work of the Town Surveyors at least once in six months. His inspection should cover all the points mentioned in the check memorandum in Form XV besides other matters requiring his attention. A copy of the inspection notes should be submitted to the Collector who will forward copies

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thereof to the Revenue Divisional Officer, Tahsildar and the Chairman for necessary action. The Head Surveyor should inspect 5 per cent of the work done by the Town Surveyor. He must so arrange that the work of each Town Surveyor is inspected within two months to cover the percentage prescribed for him.

(G.O. Ms. No. 637, dt. 20-3-35.) (B.P. No. 42, dt. 26-4-35.)
(B.P. No. 888, dt. 24-5-62.)

An annual report on the conduct of land records maintenance should be drawn up by the Inspector of Survey and Land Records and forwarded to the Chairman through the Collector for submission to Government along with the Municipal administration report. The report should reach the Collector by the 1st of May. It should not exceed one page of printed matter and should deal with all the salient features of the year's work. Tabular statements should be avoided as far as possible.

22. *Revisional powers of Collector.*—If any order issued by the Chairman to the Town Surveyor is, in the Collector's opinion, inconsistent with these rules or calculated to impair his efficiency, it will be open to the Collector to revise such an order. In particular he can decide whether any duty assigned to the Town Surveyor by the Chairman is legitimate or not. Should the Chairman feel aggrieved by the Collector's action he may request the Collector to address the Board whose decision in the matter will be final.

23 *Training of Municipal outdoor officers in the use of maps.*—The Chairman should arrange to instruct his outdoor officers such as overseers and sanitary inspectors in the use of maps on the ground. This instruction which is not likely to take much time can be given by the Town Surveyor. The object of such a training is to enable the outdoor officers to use the maps without the assistance of the Town Surveyor to identify fields, detect encroachments, report on applications for permission to build houses and like matters so that the Town Surveyor may not be diverted from his legitimate duties by frequent requisition from other officers.

24. The above rules apply subject to the following changes to Municipal Towns which have been surveyed on the Street Survey System. In the case of these Towns there is no Town Survey register for maintenance. The duties of the Town Surveyor are practically restricted to the detection of encroachments and the maintenance of survey marks and maps. The Town Surveyor should deal with all sub-divisions effecting the streets, while sub-divisions arising in the rest of the urban areas will be dealt with as in force in villages (i.e., by the Maintenance Field Surveyor). He will be responsible for the inspection and maintenance of all stones on all fields surveyed under the Street Survey System. He will maintain separate registers for theodolite stones and chain survey and field stones in the following forms :—

FORM A.

Theodolite Stones.

Ward and circuit number.	Serial number of theodolite stone.	Date of inspection and result.	Date of repair or renewal with initials.	II Cycle.	III Cycle and so on.
(1)	(2)	(3)	(4)	(5)	(6)

FORM B.

Stones other than Theodolite Stone.

Survey number and serial number of stones in the field.	Date of inspection and result.	Date of repair or renewal with initials.	II Cycle	III Cycle and so on.
(1)	(2)	(3)	(4)	(5)

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The Chain Survey Stones, tar marks and field stones not touching cadastrally surveyed fields will be numbered in the Town Surveyor's maintained copy of the atlas of street fields. The theodolite stones will be numbered on the eye sketches. The cost of maintenance of such stones and tar marks including hired labour should be borne entirely by the Municipality concerned. The letters 'T.M.' should be written in the Stone Register by the side of the number for points represented by tar marks. The tar marks obliterated by white wash or other plastering should be renewed by a fresh coating of tar. When points are represented by marks on permanent structures and they are obliterated owing to the renewal of such structures, stones should be planted and brought to account. Similarly when points are represented by stones and they are subsequently occupied by permanent structures, tar marks will replace the stones. All stones touching cadastrally surveyed fields will be entered in the Karnam's demarcation sketches and stone registers which will be maintained in accordance with the instructions in Appendix II. The Karnam will be responsible for the inspection of these stones. His work will be overchecked by the higher revenue officers as in rural tracts. But the actual repair or renewal of stones will be done by the Town Surveyor. To enable the Town Surveyor to do this, the Karnam should submit every month, to the Town Surveyor draft notice under section 15 (2) of the Survey and Boundaries Act in respect of stones discovered by the Karnam in the month as requiring action. The notices will be served by the Karnam on the concerned ryots whose acknowledgments he will obtain in the prescribed register.

(B.P. No. 8, Press, dt. 22-3-45.) (B.P. R. No. 5494/,) dt. 2-12-41.)

The Town Surveyor will be responsible only for the detection of encroachments on Municipal lands. As for encroachments on Government lands revenue officers will be responsible for their detection as in rural tracts.

The Town Surveyor will measure and plot in the maintained copies of the atlas of street fields all sub-divisions duly authorised by competent authority. All additions to or alterations of important topographical details within the limits of or adjacent to street fields will also be measured and the measurements recorded in the maintained copies of the field atlases, after approval by the Head Surveyor as laid down in rule 9 above.

(B.P. Press No. 63, dt. 30-5-35.)

All changes in field boundaries and topographical details will also be entered at the same time in the maintained copies of the ward and town maps but without measurements. Two copies each of the atlas of field maps, ward maps and town maps will be maintained.

Sub-divisions of street survey fields will be measured by the Town Surveyor while those in cadastrally surveyed fields will be measured by the Maintenance Field Surveyor in accordance with the instructions in Chapter I—Rule 13 (*b*).

The registers to be maintained by the Town Surveyor are—(1) current register of changes, (2) register of municipal lands, (3) encroachment register, (4) register of fees received from the sale of street field maps, (5) diary of the Town Surveyor, (6) Stock register of survey instruments and furniture, (7) register of stationery and printed form and (8) receipt and despatch register.

When printed copies of street field maps are not available for sale, manuscript copies should be supplied to applicants for copies of field maps. They should be prepared and certified to their correctness by the Town Surveyor before issue. A fee of rupees two should be collected in advance for each such copy. This fee will be credited to the Municipal funds. Only the fees for sale of printed copies will be credited to Government.

25. In surveyed towns without Town Surveyors, the duties of maintenance of A registers, maps and survey marks will devolve entirely on the revenue staff as in rural tracts. But such duties will only be restricted to lands in which Government have an interest as defined in rule 3 supra. The Revenue Officers will not be expected to attend to the detection and prevention of encroachments on lands belonging to or vested in Municipalities.

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25. Applications from private parties to point out the boundaries of their fields in accordance with the survey records may be complied with on payment of a fee of two rupees for each F line to be pointed out. On receipt of the application with the deposit the Town Surveyor should point out the required boundary to the applicant, obtain his signature to that effect on the applications and should himself certify thereon that the boundary was pointed out by him in accordance with the measurements noted in the Survey records. A separate register of applications thus received should be maintained in the form appended to the rules. The fees received should be credited to municipal funds in the first instance. At the end of the official year one-third of the amount so credited should be transferred to Government.

(B.P. Press No. 130, dt. 17-12-40.)

After all action has been taken the applications should be kept filed in the order of their numbers and may be destroyed after a year.

27. *Period of retention of registers.*—The Town Survey register must be retained permanently. Registers in Forms Nos. III, VI, VIII, X, XIV and XVI will be retained for five years. The register of encroachments will be retained for three years after every encroachment entered in it has been either removed or permanently assigned. Registers in Forms Nos. V, IX, XI and XII will be retained for three years after fresh registers have been opened. The register of acknowledgments will be retained for one year after action has been taken in respect of all stones entered in it. The diary of the Town Surveyor and the register of bills will be destroyed after three years.

APPENDIX.

Form Number.	*Name of register.*
I	Town Survey and re-settlement register.
II	Town Survey field register.
III	Register of changes.
IV	Register of encroachments.
V	Register of Government and Municipal lands.
VI	Head Surveyor's current register of subdivisions sanctioned by the Chairman and topographical details for which sketches are submitted by the Town Surveyor.
VII	Register of acknowledgements.
VIII	Register of fees received for extracts from record of measurements and Town Survey register.
IX	Stock and issue register of Revenue maps.
X	Register of fees received from sale of Revenue maps.
XI	Stock register of survey instruments and furniture.
XII	Stock books for articles of stationery and printed forms.
XIII	Diary of the Town Surveyor.
XIV	Receipt and despatch register.
XV	Check memorandum of the maintenance records of the Municipality.
XVI	Register of applications to point out "F" lines.

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FORM I.

Town Survey and Re-settlement Register of the village of in the Town of in the Taluk of in the District of

Town Survey. Ward and Block Number. (1)	Town Survey. Survey Number. (2)	Sub-division number. (3)	Old Survey number and letter. (4)	Government or inam. (5)	Dry, Wet, unassessed, poramboke or house-site. (6)	Source of irrigation and class. (7)	If double crop rate of composition. (8)

Class and sort of soil. (9)	Taram. (10)	Rate per acre/Hectare. (11)	Extent. Acres/Hectares. (12)	Extent. Square feet/Square Metres. (12)	Assessment. (13)	Number of patta or title deed & name of registered holder. (14)	Remarks. (15)

FORM II.

Town Survey Field Register.

Name of locality or street. (1)	Number. Survey field. (2)	Number. Sub-division. (3)	Old Survey number and letter. (4)	Municipal door number. (5)	Government mitta, zamin inam. (6)	Dry, wet, unassessed, Porambоke or house site. (7)	Source of irrigation and class. (8)	If double crop rate of composition. (9)	Class and sort of soil. (10)	Taram. (11)

Rate pear acre. Rs. P. (12)	Extent by Town Survey. Acres/Hectares. (13)	Extent by Town Survey. Square feet/Sq. metres. (13)	Assessment. Municipal. (14)	Assessment. Government. (15)	Number of patta or inam title-deed and name of the registered holder. Municipal register. (16)	Number of patta or inam title-deed and name of the registered holder. Adangal. (17)	How the holding is utilized. (18)	Remarks. (19)

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FORM III

Current Register of Changes.

Serial number and date of receipt. (1)	*Number and date of outside reference and from whom received.* (2)	*Number and date of the order of the competent authority sanctioning the change.* (3)	*Nature of changes.* — *Old entry.* *Ward No.* (4)	*Survey No.* (5)	*Sub-division No.* (6)	*Area.* ACS. / HECT. (7)	SQ.FT./ SQ.METRS.	*Registry.* (8)	*Assessment.* Rs. (9)
4. Dated, 5th March 1929.	R.O.C. No. 28 of Taluk Register No. 7 Fasli 1338, dated 1st March 1929.	Collector's D. Dis. No. 112 of 1929, dated 18th February 1929.	2	115	..	3	120	Tank poramboke.	..
5. Dated, 8th March 1929.	R.O.C. No. 118 of 1929 of the Chairman, dated 3rd March 1929.	R.O.C. No. 118 of 1929 of the Chairman, dated 3rd March 1929.	2	80	..	4	0	Private natham.	..
6. Dated, 20th March 1929.	R.O.C. No. 30 of Taluk Register No. 8-A of Fasli 1338, dated 15th March 1929.	Revenue Divisional Officer's D. Dis. No. 150 of 1929, dated 28th February 1929.	5	220	..	5	434	Assessed, dry ..	5·12
7. Dated, 25th March 1929.	Arising	....	8	332	..	5	0	P.W.D. Porambokes.	..
8. Dated, 1st April 1929.	R.O.C. No. 250 of 1929 of the Chairman, dated 8th March 1929.	Same as entry in column (2).	10	560	..	..	..	..	..
9. Dated, 10th April 1929.	Tahsildar's R.O.C. No. A. 5-125/29, dated 7th April 1929.	Collector's D. Dis. No. 287-29, dated 20th March 1929.	7	325	..	3	252	Assessed, dry ..	3·99
10. Dated, 20th April 1929.	Chairman. R.O.C. No. 215 of 1929, dated 15th April 1929.	Collector's D. Dis. No. 305 of 1929, dated 1st April 1929.	2	115	..	2	561	Private natham.	..

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FORM III—*cont.*

Current Register of changes—cont.

Serial number and date of receipt.	*Nature of changes*—cont.						*Number and date of intermediate reference.*	*Number and date of reply.*	*Date of entry of change in*				
	New entry.								*Town Survey Register.*		*Record of measurement.*		*Revenue Map.*
	Survey No.	*Sub-division Number.*	*Area.*		*Registry.*	*Assessment.*			*Town Surveyor's copy.*	*Chairman's Copy.*	*Town Surveyor's copy.*	*Chairman's copy.*	*Town Surveyor's copy.*
	(10)	(11)	ACS. /HECT.	SQ.FT·/ SQ. METRE. (12)	(13)	RS.P. (14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
4. Dated 5th March 1929.	115	..	3	120	Single crop wet.	15·00	..	..	8th March 1929.	8th March 1929.	..	..	..
5. Dated 8th March 1929.	80	1 2	2	0 0	Private natham.	..	D.S., dated 10th Mar. 1929.	D.S's N. Dis. No. 1 of S & T.D. of 1929, dated 20th Mar. 1929.	28th March 1929.	28th March 1929.	28th March 1929.	28th March 1929.	..
6. Dated 20th March 1929.	220	1 2	2 3	484 0	Channel Assessed dry.	3·00	..	..	30th March 1929.	30th March 1929.	30th March 1929.	30th March 1929.	..
7. Dated 25th March 1929.	..	Topographical change				..	D.S.. dated 25th Mar. 1929.	D.S's N. Dis. No. 2 of S & T.D. of 1929, dated 2nd Apr. 1929.	..	..	..	..	8th April 1929.
8. Dated 1st April 1929.	560	..	4	2,901	Municipal lands.	..	..	..	3rd April 1929.	3rd April 1929.	..	..	..
9. Dated 10th April 1929.	325	..	2	450	Assessed dry.	4·06	..	..	12th April 1929.	12th April 1929.	..	..	..
10. Dated 20th April 1929.	115	..	3	561	Private natham.	..	..	..	22nd April 1929.	22nd April 1929.	..	..	..

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FORM III—*contd.*

Current Register of changes—contd.

Serial number and date of receipt.	*Date of entry of change in*						*Description and number of stones planted in or removed from the field as a result of the change.*	*Whether the stone register and demarcation sketches have been revised with reference to the change.*	*Nature of final disposal.*	*Whether the Karnam's copies of corrected records or no corrections of Karnam's records necessary.*	*Remarks.*
	Revenue Map.	*Ward Map.*		*Town Map.*							
	Chairman's copy.	*Town Surveyor's copy.*	*Chairman's copy.*	*Town Surveyor's copy.*	*Chairman's copy.*						
	(22)	(23)	(24)	(25)	(26)		(27)	(28)	(29)	(30)	(31)
1. Dated 20th March 1929	Topographical detail entered 30th March 1929.	Topographical detail entered 30th March 1929.	Topographical detail entered 30th March 1929.	Topographical detail entered 30th March 1929.	Topographical detail entered 30th March 1929.		Three field stones were newly planted.	Yes.	N. Dis. submitted to the H.S., dated 31st March 1929.	..	..
4. Dated 5th March 1929.	..	..	..	..	..		Nil.	No need to revise.	File, dated 9th March 1929.	..	..
5. Dated 8th March 1929.	..	..	..	..	..		Do.	Yes.	N. Dis., Returned to the Chairman, dated 31st March 1929.	..	..
7. Dated 25th March 1929.	8th April 1929.	8th April 1929.	8th April 1929.	8th April 1929.	8th April 1929.		Nil.	No need to revise.	File, dated 10th April 1929.	..	A new public building has been erected on this Survey number.
8. Dated 1st April 1929.	..	..	..	..	..		Do.	Do.	File, dated 5th April 1929.	..	..

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9.	Dated 10th April 1929.	..	..	..	..	..	..	..	N. Dis. Returned to Tahsildar, dated 13th April 1929.	..	Case of survey error.
10.	Dated 20th April 1929.	..	..	..	..	..	..	..	N. Dis. Returned to Chairman, Municipal Council, dated 25th April 1929.	..	Do.

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B.P. Mis. 1136, dated 1st August 1945 and B.P. Press, 27, dated 14th August 1945.

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FORM IV.

Register showing the Encroachments detected and reported by the Town Surveyor of *Municipality* *during the*

Official year 19

(1) Serial number.	(2) Ward numbe •	(3) Block number.	(4) Name of street.	(5) Field number on which encroachment has been made.	(6) Survey number of the adjoining field from which encroachment has been made.	(7) Door number and name of encroacher.	(8) Dimensions of the encroachment in feet/Metres. Length.	(9) Breadth.	(10) Area of encroachment in Sq. Feet/Sq. Metres.	(11) Description of encroachment made.	(12) Date of report to the Chairman.	(13) Date of receipt of final order and number and abstract of the order. (Note : When encroachments are licensed under Section 183 of the District Municipalities Act their dimensions should be given with number and date of the Council's resolution.)	(14) Date of removal of encroachment or of permanent assignment of the land.	(15) Sketch of the encroachment (encroached portion colour washed).

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FORM V.

Form of register of Government and Municipal Lands.

(1) Ward number.	(2) Survey number.	(3) Whether Government or Municipal.	(4) Nature of land (name of street, building, etc.).	(5) If encroachments have been licensed under section 183 of the District Municipalities Act, reference to the encroachment register.	(6) If encroachment case detected in the previous years have not been licensed and are still pending disposal reference to the encroachment register.	(7) Date of inspection.	(8) If encroachment detected newly reference to encroachment register.
1	2	3	4	5	6	7	8
	25	Municipal	Street	Case No. 6 of 1922–23 ... 5 of 1923–24 10 of 1924–25		8th May 1927 ..	4 of 1927–28..

1927–28.	1928–29.	1929–30.	1930–31.	1931–32.
	(9) Date of inspection.	(10) If encroachment detected newly reference to encroachment register.	(11) Date of inspection.	(12) If encroachment detected newly reference to encroachment register.
	12th May 1928.			

1930–31.	1931–32.
(13) Date of inspection.	(15) Date of inspection.
(14) If encroachment detected newly, reference to encroachment register.	(16) If encroachment detected newly reference to encroachment register.

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FORM VI.

Head Surveyor's Current Register of Sub-divisions sanctioned by the Chairman and Topographical details for which sketches are submitted by the Town Surveyor.

Serial number and date of receipt.	Number and date of outside reference and from whom received.	Number and date of order of the competent authority sanctioning the change.	Nature of Change. Old entry. Ward number.	Survey number.	Sub-division number.	Area.	Registry.	Assessment.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1. Dated 12th March 1929.	T.S.'s No. 5 of Changes Register of 1929, dated 10th March 1929.	R.O.C. No. 118 of 1929 of the Chairman, dated 3rd March 1929.	2	80	....	4,000	Private natham..	....
2. Dated 27th March 1929.	T.S.'s No. 7 of Changes Register of 1929, dated 25th March 1929.	....	8	832	....	5·00	Public Works Department, Poramboke.	....

Nature of Change—*cont.* New entry. Survey number.	Sub-division number.	Area.	Registry.	Assessment.	Date of intermediate reference if any.	Number and date of reply.	Final Nature of disposal.	Remarks.
(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
80	1	2·000	Private natham..	..	..	..	N. Dis. returned to Town Surveyor, dated 20th March 1929.	..
..	2	2·000	Do. Topographical change.	..	..	..	N. Dis. returned to Town Surveyor, dated 2nd April 1929.	New Public building erected on the survey numbers.
..	..	..						

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FORM VII.

Register of Acknowledgments of Notices issued to Registered Holders of Lands under Section 18 of the Survey and Boundaries Act VIII of 1923.

(1) Description of Stone (A or B) register number.	(2) Date and result of inspection.	(3) Survey numbers of the holders of which are responsible for the stone.	(4) Municipal door numbers corresponding to the fields entered in column (3).	(5) Names of registered holders to whom notices are issued.	(6) Signature of parties.	(7) Date of services.	(8) When and by whom attended to Whether repaired or renewed.	Remarks— (Here enter method of service if not served in person).

FORM VIII.

Register of Fees received for Extracts from Record of Measurement and Town Survey Register.

(1) Date of receipt of application.	(2) Nature of extract required.	Ward number and survey field number. (3)	(4) Date of supply of extract.	(5) Fees collected. Rs. P.	(6) Date and number of receipt, acknowledging remittance of the amount to Municipal Office.

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FORM IX.

Stock and Issue Register of Revenue Maps.

TOWN :—

Ward No.

Block No.

(1) Date of receipt of issue.	(2) From whom received or to whom issued.	(3) Number of copies received or issued.	(4) Balance of copies in stock.	(5) Total value of the stock at Rs. per sheet.	(6) Remarks.

FORM X.

Register of Fees received from Sale of Revenue maps in the Taluk.

(1) Date.	Particulars of sheets sold.			(5) Amount received.	(6) Date and number of chalan remitting amount to Taluk Treasury.
	(2) Ward number.	(3) Block number.	(4) Number of copies.		

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FORM XI.

Stock Register of Survey Instruments and Furniture.

Serial number.	Description.	Date of purchase.	Remarks.				
			1926-27.	1927-28.	1928-29.	1929-30.	1930-31.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	SURVEY INSTRUMENTS.						
	1. Circumferenter	..	..	..	..	..	..
	2. Chain with arrows 50 feet (20 metres) ..	..	..	..	..	..	..
	3. Cross staff	..	..	..	..	..	..
	4. Teakwood standard poles	..	..	..	..	..	..
	5. Parallel ruler	..	..	..	..	..	..
	6. Computing scale	..	..	..	..	..	..
	7. Drawing pen	..	..	..	..	..	..
	8. Plottings and offset scales	..	..	..	..	..	..
	9. Brass dividers	..	..	..	..	..	..
	10. Measuring tape, 50 feet (20 metres)	..	..	..	..	..	..
	11. Drawing Board	..	..	..	..	..	..
	12. Area square paper	..	..	..	..	..	..
	FURNITURE.						
	Camp table *						
	Chair						
	Box						
	Crowbar						
	Pick-axe						
	Spade						

* Other articles, if any, specially sanctioned should also be entered.

Note.—In column (4) an inspecting officer may note the condition of the instruments at each inspection and the Surveyor, the date of renewal under his initials in red-ink whenever any instrument is renewed.

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FORM XII.

Stock Book for Articles of Stationery and Printed Forms.

Article

Form No.

Average annual consumption.

* Full supply.

† Minimum stock.

(1) Date.	(2) From whom received or to whom issued.	(3) Receipts.	(4) Issues.	(5) Balance.	(6) Initials of receiver.	Remarks.

* To whom full supply forms to be obtained at each reprinting.

† To show minimum quantity of each form to be allowed in stock.

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FORM XIII.

Diary of the Town Surveyor Town District for the month of 19 .

Date.	Total number of Government and Municipal Fields inspected.	Field work.													
		Maintenance of demarcation and boundaries.													
		Demarcation.						Number of stones.							
		Inspected and found.						Repaired by the Town Surveyor.		Renewed by the Town Surveyor.		Repaired or renewed by the house owners and inspected by the Town Surveyor.			
		Intact.		Missing.		In need of repair.						Repairs.		Renewals.	
		Theodolite Stones.	Field stones.	Theodolite stones.	Field stones.	Theodolite stones.	Field stones.	Theodolite stones.	Field stones.	Theodolite stones.	Field stones.	Theodolite stones.	Field stones.	Theodolite stones.	Field stones.
(1)	(2)	(3)		(4)		(5)		(6)		(7)		(8)		(9)	
Total ..															

Date.	Field work—*cont.*					Office work.			Remarks.
	Maintenance of demarcation and boundaries—*cont.*								
	Encroachments.		Maintenance of maps.						
	New cases detected and reported.	Old cases re-inspected.	Number of new subdivisions measured or resurveyed.	Number of topographical detail inspected and measured.	Number of 'F' lines pointed out.	Number of new subdivisions plotted or fields replotted in revenue maps in record of measurements.	Number of changes entered in Town Survey Register.	Number of extracts from Town Survey registers and maps prepared for parties.	(Here enter any other kind done, with authority for undertaking the work, and any days spent on leave or as holidays).
	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
Total ..									

STATION

Progress of Town Survey Maintenance in ____ **Municipality for the month of** ____

Total Number of Wards ____ Blocks ____ Survey Fields ____ Government and Municipal lands.

Number of days spent in field work.	Description of stone.	Number of stones to be maintained in the Town according to stone register.	Stones inspected.				Replacement and repair of stones.			
			Number of stones inspected by the Town Surveyor.		Balance [column (3) minus column (5).]		Balance of stones to be repaired or renewed according to last month's progress report.		Number requiring renewal or repair as the result of the current month's inspection.	
			In the month.	Up to the end of the month.	Repaired.	Renewed.	Repaired.	Renewed.	Repaired.	Renewed.
(1)	(2)	(3)	(4)	(5)	(6)		(7)		(8)	

A. Theodolite stones .. ..

B. Field stones including chain survey stones.

Replacement and repair of stones—*cont.*								Plotting of sub-divisions.				
Total requiring renewal or repairs.		Repairs and renewals by the Town Surveyor during the month.		Repairs and renewals by the house owner and inspected by the Town Surveyor.		Balance of stones in need of renewal or repair.		Balance according to each month's progress report.	Number sanctioned during the month.	Total.	Number plotted in the maintenance copies during the month.	Balance.
Repaired.	Renewed.	Repaired.	Renewed.	Repaired.	Renewed.	Repaired.	Renewed.					
(9)		(10)		(11)		(12)		(13)	(14)	(15)	(16)	(17)

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FORM XIV

Town Surveyor's Receipt and Despatch Register.

Town Surveyor's serial number and date of receipt. (1)	Number and date of paper received.				Number and date of final disposal. (Notes.—In the case of papers returned in original brief abstract of the final report should be noted.) (8)	Number and date of out-side reply. (7)	Number and date of intermediate reference and to whom. (9)	Encroachments.					Number of the blocks in which all items of maintenance have been completed by the end of the month. (24)	Number of the blocks in which some items of maintenance remain to be completed by the end of the month. (25)
	Papers requiring local inspection of measurement. (2)	Other papers. (3)	From whom received. (4)	Brief abstract of paper. (5)				Number of the topographical details inserted in the maps. (18)	Balance pending at the close of the last month. (19)	Total of columns (19) and (20). (21)	Disposed of during the month. (22)	Balance. (23)		

Detected and reported during the month. (20)	List of enclosures sent with report. (6)	How despatched. (10)	Value of service labels used. (11)

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FORM XV.

Check Memorandum of the Maintenance Records of the Municipality of District

Name of the Town Surveyor and period of his incumbency.

Date of inspection.

Date of last inspection.

I. Town Survey Register and record of measurement.

Chairman's and Town Surveyor's copies—

1. Are the two copies of the Town Survey Register and record of measurement in good condition?

2. Are the two copies of the record of measurements edged with cloth and kept in tin tubes?

3. Do all subdivisions and new fields plotted in the record of measurement find place in the Town Survey Register and *vice versa* ?

II. Karnam's copy of the 'A' Register and record of measurement.

4. Is there complete agreement between the Town Survey Register and the Karnam's copy of the "A" register and between the Town Surveyor's and Karnam's copies of the record of measurement in respect of all permanent changes sanctioned by Revenue Officers?

III. Current register of permanent changes.

5. Is a current register of permanent changes maintained in the prescribed form?

6. Are all permanent changes including subdivisions brought to this register as soon as they are sanctioned whether by the Chairman or by Revenue Officers?

7. Have all the changes been promptly and properly entered in the maintained sets of maps and registers?

8. Have new topographical details as well as changes in them been brought to the register of changes and after sanction by the Inspector of Survey and Land Records been entered in the maintenance set of maps?

9. Have cases of survey errors in area been entered in the register after sanction and have the necessary corrections been properly carried out in the concerned records?

10. Are cases involving formation of new fields and changes of field boundaries resurveyed? Are the areas of the various field and subdivisions before change and after change properly reconciled?

11. Have any changes been carried out in the maintenance sets of maps and registers as a result of the decision of the Civil Court ? Has the sketch in such cases been approved by the Inspector of Survey and Land Records ?

12. What is the number of subdivisions that are pending measurement or check measurement by the Town Surveyor for—

(*a*) three months and more ; and

(*b*) less than three months?

13. What is the result of your check on the ground of the subdivision works—

(*a*) of Karnam ; and

(*b*) of Town Surveyor.

13-A. Is the subdivision fee register maintained in the prescribed form ? Does it show that the fees have been correctly levied and one-third of the amount calculated by the Commissioner credited to Government? (B.P. Press 33, dated 17th October 1945.)

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IV. Revenue maps.

11 Are the revenue maps bound in handy volumes and in good condition?

15. Have all new fields and alterations of field boundaries involved in the maintenance of the Town Survey Register been entered in the Town Surveyor's and Chairman's copies of the revenue maps ?

16 Have such of the above changes as are sanctioned by the Revenue officers been entertained in the Karnam's copy of revenue maps?

17. Have all new topographical details as well as changes in them been entered in the Town Surveyor's and Chairman's copies of revenue maps as well as in the ward and town maps after approval by the Inspector of Survey and Land Records?

18. Have old details that have disappeared been eliminated by slips of paper neatly pasted over them?

19. Have the topograhpical details disclosed by the subdivision records sanctioned by Revenue Officers been entered in the Karnam's and taluk office copies of revenue maps?

V. Register of Government and municipal lands.

20. Have all changes caused by acquisition or otherwise been entered in the register?

21. Has the date of inspection been entered in this register concurrently with stone inspection?

22. Has a certificate been entered in the register to the effect that there are no unreported cases of encroachments on the lands inspected during the year?

VI. Register of encroachments.

23. Is this register properly maintained?

24. Has a proper sketch of the portion encroached upon been put up in column (15) of the register with the survey line and street alignment marked in it and has the encroached portion been properly detailed in it?

25. Are encroachments noted in this register concurrently with stone inspection and reported promptly?

26. Are reports of encroachments disposed of promptly by the municipal council or Revenue officers, as the case may be ? Illustrate by means of a statement.

27. Are assignments of lands encroached upon made by proper authority?

28. Has any temporary or permanent assignment been made of any land on the street side of the street alignment?

29. Has any encroachment been made on the street side of the street alignment ? Have the provisions of the Municipal Act been observed in its disposal?

30. Has the municipal council issued any licence under section 183 of the District Municipalities Act in contravention of the rules contained in G.O. No. 4416, Local and Municipal, dated 13th October 1926.

31. Have all encroachments licensed under section 183 of the District Municipalities Act been entered in the encroachment register with the dimensions allowed and the number and date of Chairman's order permitting them?

VII. Stone registers and demarcation sketches.

32. Are stone registers and demarcation sketches in good condition?

33. Have theodolite and field stones including chain survey stations been correctly numbered in the Town Surveyor's maintained copy of the revenue maps and entered in the stone registers?

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34. Has column (2) of the stone registers been completely revised with reference to the latest orders?

Check in particular cases in which full fields or registered sub-divisions passed into or out of the possession of Government.

35. Have all non-maintainable stones been eliminated from and newly planted stones entered in the "D" sketches and stone registers ?

Check with the Town Surveyors current register of changes.

36. Has column (2) of the stone register been revised in respect of all stones on the boundaries of newly formed fields or sub-divisions at the time of plotting in the record of measurements?

VIII. Register of acknowledgments.

37. Has the register of acknowledgments for notices under section 15 (2) of the Survey and Boundaries Act been kept in the prescribed form?

38. Have discoveries been noted in it promptly and signature of parties obtained with the date of service?

39. What is the number of discoveries for which notices have not yet been issued? What is the explanation for delay, if any?

IX. Stone inspection.

40. Is the inspection by the Town Surveyor genuine, adequate and systematically done block by block and ward by ward as laid down in the rules?

41. What is the number of stones inspected since 1st April by superior officers for verification of inspection by the Town Surveyor ? (*a*) Tahsildar, (*b*) Inspector of Survey and Land Records, (*c*) Revenue Divisional Officer, (*d*) Head Surveyor.

X. Stone maintenance.

42. What is the total number requiring action including arrears of previous faslis? Number attended to by the Town Surveyor since 1st April—repair and renewal. Number attended to by ryots—repair and renewal, stones requiring action—repair and renewal.

43. Are the Town Surveyor's repairs and renewals genuine? What is the number overchecked by the Inspector of Survey and Land Records ?

44. Are there any cases in which the Town Surveyor repaired or renewed stones without the issue of necessary notices or before the expiry of the time prescribed in the notices?

45. Have the lines been measured for all theodolites and chain survey stones repaired for renewal in the year or noted as intact in the registers to the nearest inch (centimetre) and the measurements entered in the Town Surveyor's copy of the record of measurement?

XI. Register of bills.

46. Is a register of bills in Form II of Appendix II maintained by the Town Surveyor?

47. Does the register show that bills in Form II have been submitted promptly for all stones renewed by the Town Surveyor except when ryots supply labour and stones.

48. Does the register of bills show that the full cost of stones and hired labour has been debited—

(1) to Government in cases where the stones lie within Government lands or lands vested in the municipality ;

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(2) to the municipality when they lie on the boundary between Government lands and lands owned by or alienated to the municipality or in cases where the stones lie entirely within lands owned by or alienated to the municipality ; and

(3) to the municipality where it contributes towards the maintenance of a street survey?

XII. Equipment.

49. Has the Town Surveyor the full complement of survey instruments and books including crowbar, spade and bill-hook? Note their condition and your recommendation.

50. Is a reserve stock of Town Surveyor's instruments kept in the Taluk Office?

51. Is the Town Surveyor fully qualified for his duties? Are his services properly utilised?

XIII. General.

52. Is the Town Surveyor provided with an almirah or other safe receptacle in which his records can be kept safely and locked?

53. Compare the diaries of the Town Surveyor with the stone registers and other records to see if the outturn noted is correct.

54. Are copies of revenue maps and extracts from the records of measurements and Town Survey Registers granted without delay ?

55. Has the last annual return of sale of revenue maps been sent to the Deputy Director of Survey, Central Survey Office, by the 15th of May?

56. Does the Town Surveyor properly maintain a stock file? Does it contain all important orders?

57. Check the current register to see if there are any avoidable delays in the disposal of papers.

58. Is the Town Surveyor maintaining the following registers :—

(1) Stock and issue register of revenue maps;

(2) Register of fees received from sale of revenue maps ;

(3) Register of fees for extracts from record of measurement;

(4) Current register of papers received and disposed of ;

(5) Stock register of survey instruments and furniture ; and

(6) Stock book for articles of stationery and printed forms.

59. Have the Town Surveyor's and Chairman's copies of ward and Town maps been kept up to date by the entry of all changes of field boundaries and topographical details which can be shown on the scale of the maps?

60 Note the general result of your inspection of the Town Surveyor's work in the municipality in regard to maintenance.

61. Is a register of applications to point out " F " lines maintained? Does it show that fees have been correctly calculated and has one-third of the fees received been to Government at the end of the official year?

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FORM XVI.

Register of applications to point out 'F' lines

(1) Serial number and date of receipt.	(2) Name of applicant.	(3) Ward number.	(4) Survey number or sub-division number the boundaries of which have to be pointed out.	(5) Number of 'F' lines to be pointed out.	(6) Fees collected.	(7) When pointed out.	(8) Date of remittance of the fees to the municipal office.

G.O. No. 2088, Revenue, dated 31st October 1930.
B.P. No. 12, dated 9th February 1931.
G.O. Ms. No. 2343, Revenue, dated 5th November 1931.
B.P. No. 98, dated 13th November 1931.

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CHAPTER V.

Rules for the maintenance of surveys in Panchayat Areas.

1. *General.*—These apply to panchayat areas which have been surveyed on the Street Survey System. The duties of a surveyor responsible for maintenance in such areas are restricted to the maintenance of survey marks and maps, the detection of encroachments and the detection and rectification of survey errors. The Surveyor may attend to the maintenance work of more than one Panchayat area.

2. *Appointment, supervision and duties of panchayat surveyor.*—Appointment to these posts will be made by promotion from the posts of field surveyors or if no qualified and suitable candidate is available for such promotion direct recruitment, preference being given to candidates demobilised from any of the defence services.

The District shall be the Unit for promotion. The Survey Unit Officers shall each maintain a seniority list of suitable Field Surveyors in the District for promotion.

The appointments to these posts will be made b ythe Deputy Director/Assistant Director of Survey and Land Records in-charge of the Units. No person who does not possess the minimum general educational qualifications specified in the schedule to the general rules shall be eligble for appointment by promotion or direct recruitment. An individual appointed to the post by promotion will have to pass the Deputy Surveyor's test within a period of two years of duty in a continuous period of three years.

A person appointed to the category by direct recruitment shall from the date on which he joins duty be on probation for a total period of two years on duty within a continuous period of 3 years and pass the Deputy Surveyor's test within the period of probation.

Postings and transfer of Panchayat Surveyors shall be made as follows :—

(1) Transfers and postings within the districts.

By the Deputy Director/Assistant Director of Survey and Land Records of the Unit in his capacity as Personal Assistant (Survey) to the Collector of the districts.

(2) Transfer from one district to another :—

By the Joint Director of Survey and Land Records and Technical Advisor to the Board of Revenue, Madras.

Applications for leave other than casual leave should be submitted to the Deputy Director of Survey and Land Records through the Inspector of Survey and Land Records and the latter officer should state whether a substitute is necessary or not. As regards disciplinary proceedings, the provisions in the Civil Service (Classification, Control and Appeal) rules will be followed. The Panchayat Surveyor will work under the supervision of the Head Surveyor, Inspector of Survey and Land Records and the Deputy Director of Survey and Land Records concerned.

(G.O. No. 1802, Rev., dt. 7-10-33.) (B.P. Press, dt. 10-1-33.)
(B.P. No. 103, d. 14-10-33.)

The Panchayat Surveyor is employed solely for the purpose of maintenance and the detection of encroachments. In no circumstances shall he be employed on other duties, as for instance, the filing of complaints in criminal courts. If any order issued by the President of hte Panchayat Board is, in the Collector's opinion, inconsistant with these rules or calculated to impair his efficiency, it will be open to the Collector to revise such an order. In particular, he can decide whether any duty assigned to the Panchayat Surveyor by the President is legitimate or not. Should the President feel aggrieved by the Collector's action, he may request the Collector to address the Board of Revenue whose decision in the matter will be final.

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The President of the Panchayat Board must supply the surveyor with coolies or menials to act as Chairman whenever the surveyor visits the Panchayat area. Where panchayat menials are not available or coolies are not supplied, the surveyor may employ coolies himself and pay them from the permanent advance in the first instance, as indicated in paragraph 8 below.

The Head Surveyor should inspect 5 per cent of the Panchayat Surveyor's work. The Inspector of Survey and Land Records should inspect the work of all the Panchayat Surveyors at least once in a year. His inspection should cover all the points mentioned in the check memorandum (Form VII) besides other matters requiring his attention. A copy of the notes of inspection should be submitted to the Collector, who will forward copies thereof to the Panchayat Surveyor, the Revenue Divisional Officer, the Tahsildar and the President of the Panchayat Board concerned for necessary action.

3. *Maintenance of maps.*—A Panchayat Surveyor will maintain, for each panchayat area in his charge, two copies of the atlas of street field maps and one copy of the Panchayat map. One maintained copy of the atlas should be kept in the Panchayat Board office and should not be taken to the field. In addition to these copies, each Panchayat Board President should be supplied with one copy of the panchayat map as reserve and for sale.

(B.P. No. 42, Press, dt. 18-12-44.)

The surveor will measure and plot in the atlas of street fields such sub-divisions and alterations as may result from acquisition proceedings or other similar changes duly authorized by a competent authority.

All additions to or alterations of important topographical details within the limits of street fields will also be measured and the measurements recorded in both the copies of the atlas. In the case of such details lying outside street fields only a brief description should be entered. Changes in the field boundaries and topographical details will also be incorporated in the maintained copy of the Panchayat map. Details that should be entered are public, quasi-public and large private buildings, roads, railways, channels, bridges and causeways. Whenever new sub-divisions or new survey fields are made or a field boundary altered, the accomanying topographical changes, if any, should invariably be noted in the map. Before new details are entered, a sketch should be submitted to the Head Surveyor and approved by him. When details already marked in the maps have completely disappeared on the ground, they should be eliminated from the maintained set of maps by pasting suitable slips of paper. For this previous approval of the Head Surveyor is not necessary.

In case of survey changes, which will invariably be ordered by the revenue authorities, the survey records will be sent to the surveyor after sanction by a competent authority. The surveyor will enter them in his changes register (Form II) and at the same time incorporate the changes in his maps, and return the file to the Head Surveyor who shall transmit them to the taluk office after technical scrutiny. The duties of measuring sub-divisions and preparing sub-division records in the first instance also devolve upon the surveyor. In carrying out survey changes, the surveyor will follow the procedure laid down in paragraph 12 (a) and (c) of Chapter I, and will observe the necessary formalities under the Survey and Boundaries Act VIII of 1923. The notification under section 6 and notices under section 9 (2) or 10 (2) of the Tamil Nadu Survey and Boundaries Act VIII of 1923 will be issued by the Panchayat Surveyor through the village officers. The Form of 9 (2) notice prescribed in B.P. Mis. No. 215, Land Revenue and Settlement, dated 16th March 1931, should be used, except where a new sub-division is involved. In the excepted cases survey form No. 29 of Survey Manual Volume III should be used. The Tahsildar will arrange to publish final notification under section 13.

No fee should be charged for sub-divisions effected by a Panchayat Surveyor on behalf of a Panchayat Board. The sub-division fees, viz., rupees four for each sub-division should be charged when a Panchayat Surveyor effects a sub-division on behalf of a private party and one-third of the fee so charged should be credited to the Panchayat as it bears one-third of the cost of the Panchayat Surveyor.

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4. *Errors in Survey.*—Errors and discrepancies which are discovered in the survey records in the course of subdivision work, stone maintenance or other work should be dealt with in the following manner :—

Limits of error.—A discrepancy between two recorded measurements or between a recorded measurement and a measurement newly taken on the ground should not be treated as an error unless it exceeds the limit of measurement error allowed. The limit is one foot (0.3 metre) for a distance of 200 feet (60 metres) and under and not more than one foot (0.3 metre) for every 200 feet (60 metres) for a distance exceeding 200 feet (60 metres) subject to a maximum of 3 feet (0.9 metre).

Within these limits, the measurements will not be corrected. If the difference exceeds these limits, the line will be remeasured and the corrections carried out in the surveyor's and President's copies of the Street Field atlas under the initials of the surveyor and the corrections should be noted in the register of changes. Sketches illustrating the corrections should be sent to the Head Surveyor who will lodge the sketches after scrutiny. The Head Surveyor's register of survey errors maintained under Chapter II, should be posted.

[B.P. No. 12 (S, Press) dt. 25-2-43.]

In investigating survey errors, the surveyor should not assume that a survey mark seen by him on the ground is in its correct place unless its position has been verified by measuring at least two, if possible, three lines converging on it. The recorded and the actual distances of these lines should be entered in the illustrative sketches referred to above.

When there is no error in the record, but if the boundaries on the ground disagree with the record and it is clear that the discrepancy is due to an error in the original survey, the fields must be resurveyed in accordance with the actual state of the ground under the supervision of the Head Surveyor after obtaining the orders of the Collector.

When changes are made in traverse angles and distances or when fresh traverses are run for any reasons the work should be checked with particular care by the Head Surveyor. The traverse plotting involved should be carried out in the office of the Deputy Director/Assistant Director of Survey and Land Records who should report all such cases to the Joint Director of Survey and Land Records true copies of the rtverse field books and plotting.

5. *Maintenance of survey marks.*—The panchayat surveyor will be responsible for the inspection and maintenance of all stones and tar marks on all fields surveyed under the street survey system, and for that purpose he should number all bends in one maintained copy of atlas of a street field maps. Chain survey stones, field stones and tar marks should be numbered in one series for each field as in rural tracts, the number being done in the field bearing the lowest number. The theodolite stones will be numbered in eye sketches in one series for the whole panchayat area. The registers will be maintained in the following forms : —

[B.P. No. 12 (S), Press, dt. 25-2-43.]

FORM A.

Theodolite Stones.

Serial number of theodolite stones.	Date of inspection and result.	Date of repair or renewal with initials.	1971-72.	1972-73 and so on.
(1)	(2)	(3)	(4)	(5)

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FORM B.

Stones other than theodolite stones.

Survey number and serial number of stone in the fields.	Date of inspection and result.	Date of repair or renewal with initials.	1971-72.	1972-73 and so on
(1)	(2)	(3)	(4)	(5)

[B.P. 12 (s), Press, dt. 25-2-74.]

The letters T.M. should be noted by the side of the number of column (1) for points which are masonry marks on ground. The panchayat surveyor must inspect all the survey marks in the panchayat areas in his charge at least once a year, unless the Collector allows him two years to complete a round of inspection. After completing the inspection of stones, the panchayat surveyor will prepare notices under section 15 (2) of the Tamil Nadu Survey and Boundaries Act VIII of 1923. (which should be in the form given in Appendix II) in respect of all stones which require renewal and repairs and which are maintainable by private parties. For this purpose he will summon the karnam to attend the panchayat Office in order to supply him with the names of registered holders responsible for the stones. The Panchayat Surveyor will enter all the stones requiring action immediately after discovery in the first column of the register of acknowledgment which he must maintain in the vernacular in Form VIII. When notices under section 15 (2) have been prepared for all the stones the Panchayat Surveyor should send the register of acknowledgements and the notices to the village Headman for immediate service on the parties concerned. The Headman will be held responsible for the prompt service of the notices. The acknowledgments of the parties should invariably be taken in column (5) of the Register. The Panchayat Surveyor will attend to these stones requiring renewal and repair, if they have not in the meantime been renewed by the Parties, in his next visit to the panchayat, and after expiry of the time allowed in the notice. In the case of stones which have to be maintained solely by the Panchayat Board, the Panchayat Surveyor will renew them as soon as he finds them in need of renewal. The marks on permanent structure which have been obliterated by whitewash or other plastering should be listed for repair. Obliterated tar marks should be renewed by a fresh coating of tar. When points are represented by marks on permanent structures and they are obliterated owing to the renewal of such structures, stones should be planted and brought to accounts. Similarly when points are represented by stones and they are subsequently occupied by permanent structures, tar marks will replace the stones. The cost of renewal or repair will be borne by the Panchayat Board, except in cases of Cadastral Survey stones in street field boundaries. In the case of stones on cadastral field boundaries the cost of renewal or repairs will be borne by the holders of the adjoining lands in accordance with the rules in Appendix II.

NOTE.—It is the duty of the surveyor to verify the points to which tie lines have been run and to record fresh measurements, if any alterations have taken place. If tie lines have not been recorded, it is the duty of the surveyor to measure and record them in the maintained copies of the atlas. Theodolite stones should not be dug up merely to measure tie lines, but if a stone is uncovered for any other reasons tie lines should be measured and recorded before the stones are covered up.

6. *Stock of Stones.*—The Panchayat Board can, if it so desires, maintain its own stock of stones, provided the stones are of the size and description specified in the rules in Appendix IB to the Tamil Nadu Survey Manual Volume I. If the Panchayat board does not maintain its own stock of stones, the Panchayat Surveyor will use stones from the depot maintained by the Headman of the village concerned, as laid down in paragraph 12

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of Appendix II. The Panchayat Surveyor should take stones from such depots only when the entire cost of the renewal of the stones is to be met by the Panchayat Board. In all other cases and in cases where the Panchayat does not maintain its own stock of stones, the Panchayat Surveyor will use stones from the depots maintained by the Headman of the village as laid down in paragraph 12 of Appendix II. When the Panchayat Surveyor uses stones from any Headman's depot or the cost of renewal has to be met by the Panchayat Board he will prepare a bill in Form II in Appendix II in triplicate noting clearly on it that the cost of stones utilised is recoverable from a particular Panchayat Board. One copy of the bill in Form II in Appendix II, will be given to the Headman as a voucher for the stones used. One copy of the bill in From III will be sent to the President of the Panchayat Board and one copy to the Tahsildar together with the Form II bill in duplicate for necessary action. When the cost is to be recovered from the adjacent land holders the Panchayat Surveyor will prepare a bill in Form II in duplicate and give one copy to the Headman and submit the other with an extract of it in Form III to the Tahsildar for action.

(G.O. Ms. No. 2020, Rev., dt. 3-9-41.)
(B.P. No. 121, Press, dt. 31-10-41.)

7. *Contingencies.*—Petty items of contingent expenditure such as those incurred for binding registers should be borne entirely by the Panchayat Board. Other items will be borne by the Panchayat Board and the Government in the ratio of 1 : 2.

8. *Permanent advance.*—The Panchayat Surveyor will be supplied with a permanent advance not exceeding Rs. 15 from contingencies which is intended solely for the employment of coolies in the absence of the supply of labour by the Panchayat Board. Vouchers for the employment of coolies countersigned by hte President of the concerned Panchayat Board should be submitted fro mtime to time to the Head Surveyor who will submit them to the Collector for recoupment. Such expenditure should be debited in tht accounts under the head " 9. Land Revenue C. Land Records—B. Maintenance of Municipal and Union surveys—Voted—Other chrages—Supplies and Services " and recovered in full from the local board concerned.

9. *Encroachments.*—It is the duty of the Surveyor to detect, in the course of his inspection, and to record all encroachments in a register in the following form :—

FORM

Register of Encroachments.

Serial number and date.	Name of Street.	Survey number.	Door number and name of encroacher.	Dimensions of the encroached portion in feet.		Area of encroachment.	Description of encroachment.	Date of final order.	Date of removal of the encroachment or of permanent assignment of the land.	Sketch of encroachment (encroached portion colour washed).
				Length.	Breadth.					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

The Karnam who is a resident of the place and can recognize encroachments should bring to the notice of the Surveyor all cases in which he suspects encroachments. In the case of encroachments, on streets and roads vested in the Highways Department and passing through panchayat areas, the maintenance Field Surveyor who inspects and renews stones on the boundaries of Highways roads should book the encroachments and send a list of such encroachments to the Collector and a copy of it to the Divisional Engineer, Highways, who should communicate to the maintenance Field Surveyor the action taken by the Highways Department on the list.

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A separate register should be maintained for each panchayat. At the conclusion of each visit, the Surveyor will hand over the register duly filled in to the President for necessary executive action. All encroachments that may have been detected by the Karnam also shall be entered in this register.

The Panchayat Board President in dealing with every case of encroachments on panchayat streets will investigate the boundaries with reference to (i) the definition of 'Public road' contained in section 2 of the Tamil Nadu Local Boards Act of 1958 and (ii) the atlas of street fields which constitute the authoritative record of all orders passed in disputed as well as undisputed cases.

(B P. No. 156, Press, dt. 26-11-35)

The President of the Panchayat Board should pass final orders on all encroachment cases. "Final order" means either recommending to the Collector the permanent assignment of the encroachments or ordering their removal or licensing or leasing them under the appropriate sections of the Local Boards Act of 1920 or ignoring them if they are petty and unobjectionable.

(B.P. No. 145, Press, dt. 20-12-41.)

The responsibility for preventing encroachments on streets rests on the President of the Panchayat Board. When the Panchayat Board proposes to file a suit to get an encroachment removed, the President shall, before filing the suit, send a copy of the draft plaint to the Collector for his information. If a notice threatening a suit in regard to an encroachment is given to the Panchayat Board by or on behalf of a private party, the President shall send a copy of the notice to the Collector as soon as it is received, and keep the Collector informed of subsequent developments. Where Presidents of Panchayat Boards fail to pass final orders within three years of the detection of encroachments, it will be open to the Collector to deal with the encroachment under the Land Encroachment Act of 1905 if possible, or report the cases for the orders of Government. Detailed instructions as to how encroachments on lands vested in Panchayat Boards should be dealt with have been issued in paragraph 10 of Boards Standing Order No. 26.

(G.O. No. 1115, Rev., dt. 15-5-41.)
(B.P. No. 102, Press, dt. 16-9-41.)

If required by the President of the Panchayat Board, in cases of assignment, suits and criminal complaints, the Surveyor should furnish him with a signed sketch drawn to scale showing the survey boundary of the lands encroached upon and the boundary of the encroachments.

NOTE.—A case of encroachment is considered to be pending until the encroachment has been either removed or sub-divided and permanently assigned to the encroacher and the fact entered in column 10 of the register.

10. *Custody of records.*—The maps, stone registers, eye sketches and encroachment register will remain in the custody of the President of the Panchayat Board except during the period of the visit of the Surveyor who will be responsible for their custody during his stay in the area and will return them to the President before his departure. In no circumstances it is permissible to remove the records beyond the limits of the Panchayat area.

11. *Registers.*—In addition to the stone registers and the register of encroachments the Surveyor should maintain the following registers:—

(1) Diary (Form I).
(2) Register of changes (Form II).
(3) Register of topographical details (Form III).
(4) Stock register of survey instruments (Form IV).
(5) Receipt and despatch register (Form VI).

In addition, a register of fees received for the sale of field maps should be maintained by each Panchayat Board (Form V)

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The Panchayat Surveyor should submit his diary in triplicate. He should submit his first terms diary on the 16th of each month to the Head Surveyor, who will return the diary with his remarks promptly through the Revenue Divisional Officer concerned. This diary must be enclosed with the diary for the second term. The Head Surveyor, will endorse on the diary for the second term his remarks regarding the pay to be passed etc., and submit the diaries to the Survey Unit Officer through the Inspector of Survey and Land Records. Pay will be passed on the diaries by the Survey Unit Officer before the 10th of the succeeding month. One copy of the passed diary will be retained in the unit office for record. The other two copies should be sent to the Revenue Divisional Officer who will submit one copy with his remarks to the District Revenue Officer for review. A register to watch the recovery of pay for short work, if any, will be maintained in the District Revenue Officer's Office and Survey Unit Office.

12. *Instruments, forms, etc.*—(*a*) Instruments.—The scale of instruments to be supplied to the Panchayat Surveyor is given in Appendix XI. The Surveyor should also be supplied with colour box and mapping pins. If the instruments are lost or damaged through bona fide accident or become unserviceable through unavoidable hard and continous use they will be renewed at Government cost; otherwise the cost of renewal will be recovered from the person responsible for the loss or damage.

The Panchayat Surveyor will obtain the instruments on indents through the President of the Panchayat Board, the Inspector of Survey and Land Records and the Collector of the District. These indents should be submitted in time so as to reach the Collector before the 1st May. The Collector will consolidate them with those of the Karnams and the other members of the land revenue staff and the Town Surveyors and send them to the Board of Revenue before the 1st June. In urgent cases and in cases where the instruments cannot be obtained through the Government Agency, the Panchayat board may purchase them locally subject to the previous approval of the Collector. The above procedure should be followed also in cases where a Panchayat Surveyor is appointed to a group of Panchayat Boards.

(G. O. Ms. No. 2078, Rev. dt. 29-8-40.)
(B.P. Ms. No. 3010, dt. 31-10-40.)

Each Panchayat Board of a group will maintain its own set of chain, arrows, cross staff, standard poles, drawing board, area square paper, parallel ruler, drawing pen-plotting and off set scale, dividers and measuring tape. The President of the Panchayat board will be responsible for the custody of the instruments belonging to his board. Only one set of the other instruments and the books will be kept for the group. The Panchayat Surveyor will obtain these instruments and books on indent through the President of his headquarters Panchayat Board. The Panchayat Surveyor will be responsible for their custody.

(G.O. Ms. No. 1744, Rev., dt. 1-8-41.)
(B.P. Press No. 82, dt. 12-8-41.)

(*b*) *Stationary and printed forms* :—The Panchayat Surveyor will obtain the stationery articles and the printed forms required for his use from the Superintendent of Stationery, by sending indents through the Inspector of Survey and Land Records and the Collector of the District. The indent for stationery articles should be submitted yearly in May so as to reach the supplying officer before the 31st May and the indent for printed forms should be submitted "Once in three years" to the Deputy Director of Survey, Central Survey Office, Madras, early in September so as to reach him before the 30th September.

(B.P. No. 23, Press, dt. 26-2-36.) (B.P. No. 12, Press, dt. 11-3-39.)
(B.P. No. 29, Press, dt. 16-3-40.)

(*c*) *Books.*—The books to be supplied to the Panchayat Surveyor are given in Appendix XI. He will, in addition, be supplied with a copy of the Maintenance Manual.

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(*d*) *Stamps.*—The Panchayat Surveyor should obtain service postage stamps required for his use through bills drawn from treasuries by the Collector.

(*e*) *Recovery of cost.*—One-third of the cost of instruments, stationery and forms, books and stamps will be recovered from the local body concerned. Where one common set of instruments and books is supplied to a group of Panchayat Boards for which there is a single Surveyor, one-third of the cost of the common set of instruments and books will be recovered in equal shares from all the Panchayat Boards forming the group.

(G.O. No. 1744, Rev., dt. 1-8-41.) (B.P. No. 82, Press, dt. 12-8-41.)

13. *Sale of maps.*—Printed copies of Street field maps will be sold at 37 paise per sheet. Every copy, before issue from the stock, should be compared by the Panchayat Surveyor with the maintained copy and all corrections inserted. The Surveyor should enter a certificate to this effect before the copies are issued. Fees should be received at the Panchayat Board office and credited to Government at the end of the quarter.

Private applicants for extracts from the atlas of street fields should deposit with their applications thirty-seven paise for every printed copy and two rupees for every manuscript copy of a plan of a single survey field of the size used for a page of the field measurement book, and thirty-seven paise for every additional printed sheet and two rupees for every additional manuscript sheet required. If a single sheet larger than a page of the field measurement book is required the excess in pages or portions of a page will be treated as additional sheets for the purpose of levying fees.

When printed copies of street fields maps are not available for sale, manuscript copies should be supplied to applicants for copies of field maps. They should be prepared and certified to their correctness by the Panchayat Surveyor before issue. A fee of Rupees two should be collected in advance for each such copy. This fee will be credited to the Panchayat Board funds. Only the fees for the sale of printed copies will be credited to Government.

The Presidents of the Panchayat Board should forward to the Deputy Director of Survey, Central Survey Office. Madras through the Chairman of the Panchayat Unions concerned on or before the 15th of May of each year annual return showing :—

(1) the number of street field maps sold;

(2) the date of sale; and

(3) the date on which and the name of the sub-treasury in which the sale-proceeds were credited.

14. *Stock Files.*—The Panchayat Surveyor should maintain a stock file of all important orders received by him. The Collector should communicate to all Panchayat Surveyors working within his district copies of all orders relating to the maintenance of Panchayat Surveys whether issued by himself or by the Board of Revenue or by Government. As regards orders relating to other subjects the Collector need communicate only those with which Panchayat Surveyors should be acquainted for the purpose of efficient discharge of their duties.

15. *Period of retention of registers.*—The register of encroachment will be retained for three years after every encroachment entered in it has been either removed or permanently assigned. Registers in Forms II, III, V and VI will be retained for five years. Register in Form IV will be retained for three years after a fresh register has been opened. The stone registers will be retained for three years after fresh registers have been opened. The diary of the Surveyor and office copies of bills will be destroyed after three years.

16. *Survey of Panchayat areas where no surveyor is employed.*—The survey of Panchayat areas where no Surveyors have been appointed will not be maintained. In such localities, the revenue officers will maintain the Codastral Survey.

17. Applications from private parties to point out the boundary of their property adjoining the streets in accordance with the survey records may be complied with on

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payment of a fee of Rupees two for each 'F' line to be pointed out. On receipt of the application with the deposit, the Panchayat Surveyor should point out the required boundary to the applicant, obtain his signature to that effect on the application and should himself certify thereon that the boundary was pointed out by him in accordance with the measurements noted in the survey records. A separate register of applications thus received should be maintained in the form now inserted in the rules. The fees received should be credited to the funds of the Panchayat Board in the first instance. At the end of the official year, two-thirds of the amount so credited should be transferred to the Government.

After all action has been taken the applications should be kept filed in order of their numbers and may be destroyed after a year.

FORM I.

Diary of the Surveyor 19 *Panchayat boards for the month of*

Name of the Panchayat Board.	Date.	Total number of Street survey fields inspected.	Field work. Maintenance of demarcation and boundaries. Survey marks. Number inspected.	Number missing.	Number renewed, with new stones.	Number renewed with old stones.	Encroachments. New cases detected.	Old cases inspected.	Number of sub-divisions measured or fields resurveyed.	Number of topographical details inspected and measured.	Number of F. Lines pointed out.	Office work.	Remark (Here enter any kind of work done with authority for undertaking the work).
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

NOTE.—(1) The Surveyor shall submit a copy of his diary for each month on the 5th of the succeeding month to the Head Surveyor.

(ii) The Surveyor shall furnish separate figures under theodolite and field stones in columns (4) to (7).

(B.P. No. 71, Press, dt. 18-8-33.)

FORM II.

Register of Changes.

Date of receipt of records ordering the change and from whom.	Number and date of order sanctioning the change.	Street field number.	Nature of change.	Date of entry of change in. Atlas of field maps. Surveyor's copy.	President's copy.	Panchayat Board Map.	Description and number of stones planted in or removed from the fields as a result of the change.	Records returned. Date.	To whom.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

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FORM III.

Register of Topographical Details.

Serial number. (1)	Name of the panchayat board. (2)	Survey number. (3)	Brief description of the details to be inserted omitted or altered. (4)	Date of submission of topo sketches to the Inspector of Survey and Land Records. (5)	Date of incorporation in the atlas of field maps and in the map of the Panchayat. (6)

FORM IV.

Stock Register of Survey Instruments.

Serial number and description. (1)	Date of original supply. (2)	Remarks.		
		1971-72. (3)	1972-73. (4)	1973-74. (5)

SURVEY INSTRUMENTS.

1. Circumferenter.
2. Chain with arrows 50 feet (20 metres).
3. Cross staff.
4. Teakwood standard poles.
5. Parallel ruler.
6. Computing scale.
7. Drawing pen.
8. Plotting and Offset scales.
9. Brass dividers.
10. Measuring tape, 50 feet (20 metres).
11. Drawing board.
12. Area square paper.

NOTE.—In column (4) Inspector of Survey and Land Records may note the condition of the instruments at each inspection and the surveyor, the date of renewal under his in red ink whenever any instrument is renewed.

FORM V.

Register of Fees received from Sale of Field Maps in the Panchayat Board of

Date (1)	Survey number. (2)	Number of copies. (3)	Amount received. (4)	Date and number of chalan remitting amount to sub-treasury. (5)

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FORM VI.

Panchayat Board Surveyor's Receipt and despatch register.

Panchayat Board Surveyor's Serial number and date of receipt.	Number and date of paper received.		From whom received.	Brief abstract of paper.	Number and date of intermediate reference and to whom.	Number and date of outside reply.	Number and date of final disposal. (Note :—In the case of papers returned in original a brief abstract of the final report should be noted).	List of enclosure sent with report.	How despatched.	Value of Service labels used.
	Papers requiring local inspection or measurement.	Other papers.								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

FORM VII.

Check Memorandum of the Maintenance Registers and Records of the Panchayat Board

Name of the Panchayat Surveyor and the period of his incumbency.

Date of Inspection.

Date of last Inspection.

I. *Street Field Maps (Atlas).*

(1) Are the two maintained copies of the street field atlas in good condition ? Have the survey marks been numbered in the following manner:—

(*a*) Theodolite stones in one series for the whole panchayat in the eye sketch.

(*b*) Other Survey marks in one series for each field in one of the maintained copies of the street field atlas.

NOTE.—The maintained copy in which the stones are not numbered shall on no account be taken outside the office.

(2) Have the sub-divisions and new fields formed after survey been plotted in both the maintained copies? Is the plotting correct and neat?

(3) Are maps available for all the new fields?

(4) Has the necessary correction of side numbers been made in case of formation of new fields?

(5) Have the newly planted stones been noted and numbered serially in the surveyor's copy? Have the non-maintainable stones been struck out?

(6) (*a*) Have all the additions to or alterations of important topographical details within the limits of street field been plotted in both the maintained copies with measurement?

(*b*) Has a brief description of such additions to or alteration of important topographical details lying outside the street fields been made in both the maintained copies?

II. *Panchayat Maps.*

(7) Have all the new fields and alterations in field boundaries and in important topographical details been plotted in the maintained copy of the union map.

NOTE.—Wells, hydrants, water fountains, lamp-posts, and similar small details need not be shown.

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III. *Register of changes.*

(8) Have all post-survey changes such as sub-divisions and new fields been voted in the register of changes as soon as they are sanctioned by the competent authority? Compare the street atlas with this register to see if all the sub-divisions and new fields noted in this register have been plotted in the street atlas.

(9) Have all the columns of this register been correctly and promptly filled in ?

IV. *Stone registers.*

(10) Are two separate stone registers maintained, one for theodolite stones and the other for field stones, tar marks, etc.?

(11) Have the new marks been entered in and those ceased to be maintainable removed from these registers?

V. *Register of acknowledgements.*

(12) Has the register of acknowledgements for notices under section 15 (2) of the Tamil Nadu Survey and Boundaries Act been kept in the form prescribed in B.P. No. 8 Press, dated 22nd March 1945?

(13) Have the discoveries of stones (maintainable by private parties) missing been noted in it promptly and signature of parties obtained with the date of service ?

(14) What is the number of discoveries for which notices have not yet been issued? What is the explanation for the delay, if any?

(15) What is the total number of stones requiring repair or renewal ? Number renewed by the surveyor? Balance for repairs and renewal?

VI. STONE-INSPECTION.

(16) What is the total number of maintainable stones in the Panchayat Board? Theodolite, Chain Survey and field Stones, tar marks.

(17) What is the number inspected by the Panchayat Surveyor at his last visit?

(18) Is his inspection genuine and adequate? What is the number overchecked by (1) the Head Surveyor and (2) by the Inspector of Survey and Land Records.

VII. *Stone Maintenance.*

(19) What is total number requiring action?

(*a*) Stones maintainable by the panchayat.

(*b*) Stones maintainable by the adjacent land holders number attended to by the Panchayat Surveyor.

(*i*) in item (*a*) above.

(*ii*) in item (*b*) above.

(20) Are the Panchayat Surveyor's repairs and renewals genuine ?

What is the number overchecked by (1) the Head Surveyor (2) Inspector of Survey and Land Records?

Note.—All renewals of theodolite stones should be inspected by the Head Surveyor or Inspector of Survey and Land Records.

21. Are there any cases, of stones maintainable by the adjacent land holders, in which the Panchayat Surveyor has repaired or renewed in the year without the issue of necessary notices or before the expiry of the time prescribed in the notices ?

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VIII. *Register of Bills.*

22. Is a register of bills in Form II of Appendix II maintained by the Panchayat Surveyor?

23. Does the register show that the bills have been submitted promptly for all stones repaired or renewed by the Panchayat Surveyor except when he has utilised stones from the stock maintained by the Panchayat or when ryots supply labour and stones. How many stones were taken from the village depot?

(*a*) for renewal or repairs of points maintainable by the Panchayat and (*b*) for renewal or repairs of points maintainable by the adjacent land holders.

24. Does the register of bills show that the full cost of stones has been debited to the Panchayat in cases where the stones are maintainable by the Panchayat?

IX. Survey Forms.

25 Have all the cases of survey errors sanctioned by competent authority been entered in the register of survey errors of the Inspector of Survey and Land Records ?

26. Have all the corrections been carried out in both the maintained copies of the street atlas and where necessary, in the maintained Panchayat Board map also.

27. What is the number of survey errors detected by the Surveyor during his last visit? How many were checked on ground by the Inspector of Survey and Land Records?

NOTE.—The Inspector of Survey and Land Records should also check as many as possible of the survey errors detected by the Surveyor in previous years but not checked by the Inspector of Survey and Land Records hitherto.

X. Encroachments.

28. Is a register of encroachments maintained for this Panchayat Board in the proper form?

29. Have the encroached portions been colour-washed and the adjacent survey marks one on either side of the encroachments been shown therein for easy identification?

30. What is the number of encroachments for action (*a*) arrears of last year; (*b*) cases of the current year?

Is there any omission by the Surveyor in booking encroachments, as far as the Inspector of Survey and Land Records has checked?

31. Have temporary licences been issued in cases of encroachments falling under paragraph 2 to the Appendix to G. O. Ms. No. 4416, L, and M, dated 13th October 1926? Has the Panchayat Board transgressed its powers in issuing licence ?

32. Has Collector's previous approval been obtained for issue of licence in respect of cases not falling under the above mentioned paragraph of the Government Order? Have the conditions laid down by the Collector, if any, been embodied in the licence, where previous approval of the Collector is obtained?

33. What is the action taken by the Panchayat Board to remove encroachments in cases in which (1) the Collector refused approval and (2) temporary licence was not obtained or granted?

XI. Register of Topographical changes.

34. Have all the changes in important topographical details within the limits of the street fields been entered in the register at the same time as they are incorporated in the Panchayat map and field atlases?

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XII. *Panchayat Surveyors.*

35 Does the Surveyor keep correct account of the amount spent from the permanent advance? What is the balance to-day?

36. Is the Surveyor's stock file up to date?

37. Has he got a full complement of survey instruments?

38. Check the Surveyor's receive and despatch register to see if the service stamps and cards received by him from the treasury have been properly accounted, for.

39. Note the general result of your inspection of the Surveyor's work.

40. Was this Panchayat Board visited by the surveyor in the last official year? If not, what is the explanation?

XIII. Panchayat Board Office.

41. Is a register of applications for copies of field maps maintained in the Panchayat Board office? Are the rules for grant of copies duly observed and are copies granted without delay? See if the amount collected is correct.

42. Are the saleable and reserve copies of the street field atlas and Panchayat Board maps in good condition? Are they kept with proper care.

43. Has the annual return of sale of street field atlas been sent to the Assistant Director of Survey, Central Survey Office, Madras by the 15th May.

44. Is a register of application to point out 'F' lines maintained. Does it show that fees have been correctly calculated and has two-thirds of the fees received been credited to Government at the end of the official year.

(G.O. No. 2374, Rev., dt. 26-11-32.) (B.P. No. 3, dt. 6-1-33.)

Serial number and date of receipt. (1)	Name of applicant. (2)	Street survey field number and door of survey field number the boundaries of which have to be pointed out. (3)	Number of 'F' lines to be pointed out. (4)	Fees collected. (5)	When pointed out. (6)	Date of remittance of the fees to the Panchayat Board Office. (7)

(B.P. Press No. 3, dt. 9-1-45.)

FORM VIII.

Register of Acknowledgement.

(*Vide* B.P. No. 8, Press, dated 22nd March 1945).

1. Description of stone (A or B register number).
2. Date and result of inspection.
3. Survey numbers the holders of which are responsible for the stone.
4. Names of registered holders to whom notices are issued.
5. Signature of parties.
6. Date of service.
7. When and by whom attended to.
8. Remarks (here enter the method of service if not served in person)

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CHAPTER VI.

Rules for the Maintenance of Survey in the City of Madras.

PART I.

INTRODUCTORY.

(i) Description of the records and their distribution.

A. REGISTERS.

Owing to the peculiar tenures under which lands are held in Madras the registers prescribed for the other towns in G.O. No. 2088, Revenue, dated 31st October 1930, are not applicable to the City of Madras. The forms of the special registers prescribed for Madras City are contained in Appendix I to these rules. The instructions for their preparation and maintenance and the Jamabandi Check Memorandum are given in Annexures I and II respectively, to these rules.

B. MAPS.

1. *Distribution.*—The scale of distribution of maps is as follows:—

(i) CITY MAP OF MADRAS.

Serial number.	*Department and their subordinates.*	*Number of copies 3.3″ = 1 mile.*	*5″ = 1 mile.*	*10″ = 1 mile.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)
1	Collector	1	1	1	
2	Tahsildars	5	5	5	One set for each.
3	Head Surveyors	5	5	5	Do.
4	Registrar of High Court ..	7*	..	1	*For his use and 6 for distribution to the judges of the Subordinate Court, Madras City.
5	Administrator General and Official Trustee.	1	1	..	..
6	Honorary Director of Legal Studies Law College.	1	..	..	..
7	Director of Animal Husbandry ..	1	1	1	..
8	Deputy Director of Animal Husbandry (Veterinary).	1	1	1	..
9	Deputy Director of Animal Husbandry (Live stock).	1	1	1	..
10	Deputy Director of Animal Husbandry (Key Village Scheme).	1	1	1	..
11	Sheep and Government Development Officers.	1	1	1	..
12	Poultry Development Officer, Madras ..	1	1	1	..
13	Principal, Madras Veterinary College ..	1	1	1	..
14	Assistant Director of Animal Husbandry, Madras.	1	1	1	..
15	Inspector-General of Registration ..	1	1	1	..
16	Director of Public Health	1	..	..	..
17	Commissioner of Labour	1	1	..	..
18	Labour Officer, Madras-1 ..	1	..	..	..
19	Do. -2 ..	1	..	..	..
20	Chief Inspector of Factories				

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(i) CITY MAP OF MADRAS—*cont.*

Serial number.	*Department and their subordinates.*	*Number of copies 3.3" = 1 mile.*	*5" = 1 mile.*	*10" = 1 mile.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)
21	Regional Inspector of Factories, Madras.	1	1	1	..
22	Inspector of Factories, Madras-2 ..	1	..	..	For each (Vide Annexure III. B).
23	Assistant Inspector of Labour (4)	1	..	..	..
24	District Agricultural Officer, Guindy ..	7	..	..	..
25	Assistant Agricultural Engineer, (C.A. E.S.), Madras.	1	..	..	..
26	Director of Industries and Commerce.	2	2	2	..
27	Assistant Director of Industries and Commerce(S),	..	..	1	For each.
28	Assistant Director of Fisheries, Madras and Chingleput.	..	..	1	..
29	Industrial Engineer	..	..	1	..
30	District Educational Officers, Madras ..	7	7	7	One set for each.
31	Women Specialist in Physical Education.	..	..	1	..
32	Chief Inspector for Physical Education.	..	..	1	..
33	Commissioner of Government Examinations.	1	..	..	..
34	Chief Inspector of Certified Schools and Vigilance Service, Madras.	1	..	..	..
35	Director of Family Planning and Health Services.	2	..	..	..
36	Director of Fire Service	12	..	..	..
37	Chief Engineer for Electricity ..	2	2	2	..
38	Chief Construction Engineer Electricity.	..	1	..	..
39	Superintending Engineer Technical (Electric).	3	3	3	..
40	Superintending Engineer Technical (Civil).	1	1	1	..
41	Superintending Engineer, Madras Electricity system (Distribution).	3	1	2	..
42	Superintending Engineer (Generation), Madras Electricity system.	1	1	1	..
43	Chief Conservator of Forests ..	2	..	..	..
44	Chief Engineer (Irrigation) including Special Chief Engineer (Irrigation).	1	7	..	..
45	Chief Engineer, General	1	1	..	..
46	Chief Engineer, Highways ..	2	8	2	..
47	Superintending Engineer, Highways, Madras Circle.	2	3	2	..
48	Divisional Engineer Highways, Chingleput Division.	2	3	2	..
49	Sanitary Engineer to Government ..	1	..	..	..
50	Superintending Engineer (Public Health).	1	..	..	..
51	Deputy Director of Fisheries, Madras.	1	1	1	..
52	Superintending Engineer, Public Works Department, Madras.	11	..	..	..
53	Director, Southern Circle Survey of India, Bangalore.	1	..	..	..
54	Secretary Tamil Nadu Public Service Commission.	1	..	..	..
55	Commissioner for Corporation of Madras for issue and Reserve.	75	75	75	..

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(i) CITY MAP OF MADRAS—*cont.*

Serial number.	*Department and their subordinates.*	*Number of copies 3.3" = 1 mile.*	*5" = 1 mile.*	*10" = 1 mile.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)
56	Secretary, State Transport Authority ..	2	..	..	..
57	Regional Transport Officer, Chingleput.	1	..	..	..
58	Director of Stationery and Printing ..	3	..	..	..
59	Superintendent, Government Museum Egmore.	1	..	..	..
60	Secretary to the Commissioner for Commercial Taxes.	..	..	1	..
61	Commercial Tax Officer, Deputy Commercial-Tax Officer and Assistant Commercial Tax Officer.	1	..	..	For each.
62	Secretariat Library	1	1	1	..
63	Secretary to Government, Education Department.	1	1	1	..
64	Secretary to Government, Health and Family Planning.	1	1	1	..
65	Secretary to Government, Rural Development and Local Administration.	1	1	1	..
66	Secretary to Government, Industries Department.	1	1	1	..
67	Secretary to Government, Labour Department.	1	1	1	..
68	Secretary to Government, Law Department.	1	1	1	..
69	Private Secretary to Governor ..	1	1	1	..
70	Director of Women Welfare ..	..	..	1	..
71	Additional Secretary, Rural Development Projects Department.	2	..	..	..
72	Secretary to Government, Public (Planning and Development) Department.	..	..	1	..
73	Inspectress of Girls Schools, Madras ..	1	..	..	..
74	Secretary, State Legislature Department.	4	..	..	..
75	Director of Town Planning ..	..	..	1	..
76	Joint Director of Town Planning ..	1	1	1	..
77	Inspector of Excise, Madras ..	1	..	..	..
78	Assistant Inspector of Excise, Madras.	1	..	..	..
79	Director of Statistics	2	2	2	..
80	Officer-in-Charge, State Information Centre, Madras.	3	..	..	..
81	Assistant Commissioner, Hindu Religious and Charitable Endowments, Madras.	3	..	..	..
82	Radio Engineer, Madras-5 ...	1	..	..	..
83	Survey Unit Officer, Survey and Land Records, Madras and Chingleput.	2	..	..	..
84	Tribunal for disciplinary proceedings, Madras.	1	..	..	..
85	Director of Employment and Training, Madras.	1	1	..	..
86	District Employment Officer, Madras, (North Madras).	3	..	..	..
87	Director of Medical Education, Madras.	1	..	..	..
88	Director of Rehabilitation, Madras ..	1	..	..	..
89	Director of School Education, Madras.	1	..	..	..

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(*i*) CITY OF MADRAS—*cont.*

Serial number.	*Department and their subordinates.*	*Number of copies 3·3″ = 1 mile.*	*5″ = 1 mile.*	*10″ = 1 mile.*	*Remark*
(1)	(2)	(3)	(4)	(5)	(6)
90	Director of College Education, Madras.	1	..	..	..
91	Commissioner for Urban Land Tax, Madras.	1	1	1	..
92	Director of Survey and Settlements, Madras.	1	1	1	..
93	Secretary, Board of Revenue (L.R.), Madras.	1	1	1	..
94	Joint Director of Survey and Land Records, Madras.	1	1	1	..

(*ii*) DIVISION MAP OF MADRAS CITY.

Serial number.	*Department and their subordinates.*	*Number of copies.*	
(1)	(2)	(3)	
1	Collector	1	
2	Tahsildar	1	Copy in each of the divisions under his jurisdiction.
3	Revenue Inspector	1	..
4	Head Surveyor	1	Copy in each of the division under his jurisdiction.
5	Town Surveyor	1	Do.
6	Honorary Director of Legal Studies, Law College	1	..
7	Inspector-General of Registration	1	..
8	Director of Town Planning	1	..
9	Chief Inspector of Certified Schools and Vigilance Service, Madras.	1	..
10	Director of Fire Services, Madras	2	..
11	Chief Engineer (Highways and Rural Works)	1	..
12	Superintending Engineer (H), Madras Circle	1	..
13	Divisional Engineer (Highways and Rural Works), Madras.	1	..
14	Commissioner, Corporation of Madras	10	..
15	Director of Stationery and Printing	3	..
16	Secretary, Commercial Taxes	1	..
17	Assistant Commercial Tax Officer	1	Copy in each of the division under his jurisdiction.
18	Secretariat Library	1	..
19	Secretary to Government, Finance Department	1	..
20	Secretaries to Government, Industries and Labour Departments.	2	..
21	Director of Statistics	2	..
22	Officer-in-Charge, State Information Centre, Madras	3 Sets.	..
23	Secretary, Madras State Soldiers' Sailors' and Airmen Board's, Madras.	1 Set.	..
24	Additional Director of Family Planning and Health Service, Madras.	1 Set.	..
25	Director of Survey and Settlements, Madras	1	..
26	Secretary, Board of Revenue (L.R.)	1	..
27	Joint Director of Survey and Land Records	1	..

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(iii) REVENUE BLOCK MAP OF MADRAS CITY.

Serial number.	*Department and their subordinates.*	*Number of copies.*	*Remarks.*
(1)	(2)	(3)	(4)
1	Collector	1	
2	Tahsildar	1	Copy in each of the block under his jurisdiction.
3	For Maintenance in Taluk Office	2	Do
4	Inspector-General of Registration	1	..
5	Head Surveyor	1	Copy in each of the block under his jurisdiction.
6	Chief Engineer (Highways and Rural Works)	1	..
7	Town Surveyor	1	For each block in his jurisdiction.
8	Director of Town Planning	1	..
9	Superintending Engineer (Highways and Rural Works), Madras Circle.	1	..
10	Superintending Engineer, Public Works Department, Madras Circle.	5	..
11	Divisional Engineer, (Highways and Rural Works), Madras ..	1	..
12	Engineer and Head Surveyor, Corporation of Madras ..	5	..
13	Commissioner, Corporation of Madras	4	..
14	Director of Stationery and Printing	3	..
15	Secretariat Library	1	..
16	Secretary to Government, Industries and Labour Departments.	2	One copy each.
17	Director of Statistics	2	Sets.
18	Director of Survey and Settlements	1	..
19	Secretary, Board of Revenue (L.R.)	1	..
20	Joint Director of Survey and Land Records	1	..

(iv) RECORDS OF MEASUREMENT OF MADRAS CITY.

Serial number.	*Department and their subordinate.*	*Number of copies.*	*Remarks.*
(1)	(2)	(3)	(4)
1	Collector	1	..
2	Tahsildar	1	Copy each of the block under his jurisdiction.
3	For Maintenance in Tahsildar's Office	2	..
4	Head Surveyor	1	..
5	Revenue Inspector	1	For each block.
6	Town Surveyor	1	For each block in his jurisdiction.
7	Director of Town Planning	3	..
8	Secretariat Library	1	..

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2. *Maintenance.*—The maps that are maintained are :—

(*a*) The three sets of record of measurements—the maintenance set, the field set and the Office set. These sets are maintained continually up to date by the prompt incorporation in them of all sub-divisions including new numbers sanctioned from time to time and of all corrections in measurements that may be sanctioned by the proper authority.

(*b*) *Block Maps which are called atlas sheets.*—There are six sets of these with (1) the Tahsildar, (2) Head Surveyor, (3) Town Surveyor, (4) Revenue Inspector, (5) Maintenance set in the Taluk Office, and (6) Collector's Office. The maps with the Head Surveyor and the Town Surveyor, the maintenance set in the taluk Office and that in the Collector's office should be maintained by noting therein all the topographical changes, new numbers and the revision in the boundaries.

(*c*) *Division maps.*—The set of division maps in the Taluk Office should be maintained by noting therein changes in boundaries of blocks and all important topographical changes in Government, Railway and Corporation lands.

3. *The system of Revenue Records and Registration in the City of Madras consists of the maintenance :—*

(*a*) of Survey marks on the ground.

(*b*) (*i*) of maps giving the measurements to scale of each survey number and sub divisions.

(*ii*) of block maps which serve as a key to the map.

(*iii*) of division maps; and

(*c*) of the permanent registers and subsidiary registers mentioned in Appendix I to these rules.

The duties of Government Officers and of the owners of properties in regard to the preservation, repairs, and renewals of survey marks are laid down in the Tamil Nadu Survey and Boundaries Act (Act VIII of 1923), and in the legal rules issued under it in this behalf—Relevant Sections of the Act and the legal rules issued under it are printed as **Appendix I to Chapter II.**

4. *Maintenance Staff.*—The responsibility for the maintenance of registers, maps and demarcation of the Madras City will rest on the respective Taluk Tahsildar. For the Survey portion of the work, he is given the assistance of a Head Surveyor and Town Surveyors and Draughtsmen and he is responsible for the proper supervision of their work. The maintenance of the permanent registers is attended to by the Registration section of the Taluk Office under the control and supervision of the Tahsildar and the Head Quarters Deputy Tahsildar. Revenue Inspectors also are responsible for a few items of maintenance work. The duties of the several officers and of the Registration Section in so far as maintenance work is concerned are described in Part VIII below.

PART II.

Classification and Registry of lands.

The principal heads under which lands are generally registered in the City of Madras are :—

(*i*) Lands held under an immutable quit-rent assessed under Tamil Nadu Act XII of 1851.

NOTE.—The quit rent entered in the permanent register is unalterable and definite save for clerical or manifest errors and save for apportionment consequent on sub division of properties

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(*ii*) Lands paying ground rent levied under G.O. 758, Revenue, dated 10th March 1914.

(*iii*) Lands belonging to Government and held on temporary leases granted to private persons or to the City Corporation of Madras on which lease rents are recovered.

NOTE.—The timber depots on Basin Bridge Road and similar plots in Wall Tax Road are Government properties, but are in the possession of the City Corporation, and are leased out by that body. Fifty per cent of the rents received by the City Corporation is paid to Government.

(*iv*) Lands the revenue on which has been redeemed by payment of 25 years, assessment under G.O. No. 51, Rev., dated 4th January 1918, and lands held on perpetually rent-fee certificates.

(*v*) Lands held under conditional exemptions for charitable, religious and other purposes, or enjoyed by the former Nawab of Arcot's family, or the direct descendants of some of the mirasidars whose mirasi rights to exemption from land revenue were recognised by Government.

NOTE.—Whenever any land assessed to quit-rent or ground-rent is exempted from assessment on the ground of its being a common burial ground or a place of public worship and no income is derived from it, such land will appear under this head.

(*vi*) (*a*) Government land vested in the Corporation for purposes of administration, such as roads, drains, etc., registered as " City Corporation-Public ".

(*b*) Private streets conserved by the City Corporation and over which the public have acquired a right of way for over the period of limitation, definitely relinquished by the owners, or when the owners are not traceable registered as " City Corporation-Public ".

NOTE.—Other private lands over which the public exercise some kind of right of way must continue to be registered as private.

(*vii*) Land purchased by or handed over by private owners to the City Corporation or acquired under the Land Acquisition Act from the funds at its disposal registered as " City Corporation-Private ".

(*viii*) Lands transferred to the Railway, Port Trust, etc.,

(*ix*) (1) Lands in charge of various departments of Government.

(2) Occupied lands separately registered when they are held by separate persons or families.

(3) Unredeemed excess or unidentifiable excess over the free-hold area and excess over exempted areas are noted separately under the respective properties.

(4) Areas vested in the City Corporation and area adjoining such vested land acquired at its cost for extension or widening subsequent to such vesting are entered separately.

(5) A similar entry is made, where necessary, in respect also of the other classes shown as " City Corporation-Private and Public " in clause (vi) and (vii) above.

(6) Assessed lands in the same holding are generally registered separately if they bear different rates of assessment or are held on different tenures—for instance quit-rent lands and their extension assessed to ground-rent. An exception is, however, made when the ground-rent is rupee one or less.

(7) All these separately registered plots are ordinarily surveyed and mapped either as separate survey fields or as separate sub-divisions of such fields. But when no boundaries exist even when lands under different tenures are included, the extents under each tenure are shown in separate lines in the Permanent Land Register.

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(8) In case, however, where a major portion of a street merely vests in the City Corporation, and a strip at the side has been acquired by the City Corporation in order to widen the road, sub-divisions have not been made to separate the portions held on different tenure, but the whole land has been registered as "City Corporation—Public" and a remarks added that.....metres on the.....of the road as acquired by City Corporation. In some other cases, where sub-divisions are not possible, a note of the different areas is made in the register.

PART III.

Measurement and mapping of subdivisions and of Survey Fields.

1. Changes in the register may affect either the whole or part only of a registered field or sub-division (in which case the resurvey is to be ordered by the issue of notification under section 5 of the Tamil Nadu Survey and Boundaries Act VIII of 1923). If the whole of the registered survey field or subdivision is affected the change concerns the registers alone and will not involve any alteration of the maps or demarcation, except when groups of fields are acquired or when an appreciable area is reconstituted under a town-planning scheme involving obliteration of the old field boundaries. If part only of a survey number or sub-division is affected sub-division has to be measured and mapped as well as entered in the registers. When a registered survey field, a portion or portions of which it is proposed to grant for occupation or for transfer from one head to another, is extensive, in area, i.e., 50 acres (30 hectares) or more in extent, such portions should be measured as separate survey fields.

2. The following rules regulate the registration, mapping and demarcation of new survey fields and sub-divisions.

A new survey field or sub-division should be measured, mapped and registered:—

(1) when a portion of a registered survey field or sub-division—

(*a*) is granted for occupation under the Tamil Nadu Waste Land Rules ;

(*b*) is granted on leases by Government for period exceeding ten years ;

(*c*) is alienated to the City Corporation or to any public or registered association.

(*d*) is acquired under the Land Acquisition Act ;

(*e*) is transferred from one department to another ;

(*f*) is relinquished ;

(*g*) is transferred from one holder to another ;

(*h*) is sold for arrears of land revenue ;

(*i*) is transferred from one tenure to another; and

(*j*) When a joint holding is subdivided, and

(2) when a portion of survey field or sub-division belongs to the City Corporation and the remaining portion merely vests in it.

(3) The sub-divisions should be measured by the Town Surveyor. The general instructions for the measurement of subdivisions given in the Part I and Chapters 1 to 5 of Part II of the Chain Survey and Land Records Manual, should be followed *mutatis mutandis*, and particularly in the matter verification and adjustment of areas. The areas should be given in Hectares, ares and square metres. The areas should be recorded to the nearest half a square metre. The proposed subdivision should be plotted in a fracing of the field and submitted together with a statement in the form given in Appendix VII, columns 2 and 6, "dry or wet or poramboke being suitably modified. On receipt in the Taluk Office, the sub-division sketch and statement should

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be scrutinized in the Survey section, working under the supervision of the Head Surveyor. This officer should maintain a simple register showing the date of receipt of the sub-division sketch and statement and its return after scrutiny. Twenty-five per cent of the sub-divisions measured by the Town Surveyors including all cases of errors in measurements should be checked on the ground by the Head Surveyor. After the check and scrutiny are over, the sketch and statement should be returned to the section from which it was received with a certificate as to their accuracy. On receipt back of this record, the concerned section should place it in the connected file and submit the case to the Tahsildar for orders. If everything is in order, the Tahsildar should sanction the change in the registration if he is competent to do so and at the same time sanction the sub-division sketch and statement. If he is not competent, he will submit the papers to the Collector. All sub-divisions (including new numbers) sanctioned by the Collector should be entered in a separate register corresponding to Register 8-A of the Taluk Manual of accounts in the form given in the appendix and after incorporation of the sub-division in the maps and of the changes in specification in the permanent registers, they should be filed along with the connected papers. The changes in the several registers should be made by the Superintendent of the Registration section and when such change involves also an alteration in quit-rent or ground-rent the change should be noted in the concerned registers by the Head Clerk. All the entries in the registers whether relating to whole numbers or involving sub-divisions will be attested by the Headquarters Deputy Tahsildar. Corrections in the Record of Measurement block and division maps shall be attested by the Tahsildar himself. If new stones have been planted, they should be numbered in the block maps and entered in the stone registers. Similarly, stones which have ceased to be maintainable should be eliminated. Entries in Column 2 of the stone register should also be suitably amended where necessary.

Every sub-division file should bear in its last page—

(1) certificate of the superintendent about the registers in which the changes were entered by the Superintendent of Registration Section, with his signature and date :—

(2) cerificate of head clerk about the registers in which the changes were entered in the Land Revenue Section under his signature and date ;

(3) details of other miscellaneous registers, if any in which the change has been entered with the initials and date of the clerk concerned; and

(4) certificate of the Head Surveyor that the change has been incorporated in the Records of Measurements and when necessary, in the block and division maps, and the certificate of the Town Surveyor that the required revision in the stone register and stone atlas has been done. Items (1), (2) and (3) should, in addition, be attested by the Headquarters Deputy Tahsildar and item (4) by the Tahsildar. Without the above certificates, the file should not be recorded and the record-keeper should refuse to receive it.

A fee of Rs. 6 should be charged for each sub-division in a private holding made at the request of or with the consent of the party.

If there is a survey error in the new field or sub-division to be measured, the survey should not be undertaken until after the error has been corrected in accordance with rules on the subject.

Changes which require resurvey or creation of new Fields :—

3. If the changes involved the obliteration of the boundaries of a number of existing field boundaries the fields affected by the change should be resurveyed. In particular this procedure should be followed in the case of new or reformed railways, new or reformed roads, Government buildings newly constructed, extended or remodelled, and areas reconstituted under town-planning scheme, schemes relating to the development of colonies or special layouts prepared by the Corporation in cases where the existing boundaries disappear. A notification under section 5 of the Survey and Boundaries Act should be published in such cases.

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When land is acquired at the cost of the corporation for the widening or extension of a road which merely vests in it, the land acquired should be measured as sub-divisions of the existing survey fields of which they form part. The portions acquired and the portions vested should be measured as distinctly separate subdivisions.

When small bits of Government land or vested land surrounded by private properties are assigned to the adjacent private owners such portions should be measured as sub-divisions of the field of which they form part. If suche assignments are as a result of the straightening of poramboke boundaries in accordance with the instructions in paragraph 8 (c) of B.S.O. 26, this should be dealt with as a case involving obliteration of the boundary of a survey field or sub-division in accordance with the instructions in paragraph 16 of Chapter I of Part II.

Any new number formed should be numbered in continuation of the last number in the division or block, as the case may be. When new fields are formed by splitting up extensive fields or when new layouts are proposed and new fields are consequently formed, there should be a preliminary scrutiny of the records by the Head Surveyor to ensure that well shaped fields have been formed.

All sub-divisions affecting the boundaries of lands now registered or hereafter to be registered as Government poramboke all sub-divisions of lands to be registered or to be hereafter registered as lands belonging to or vested in Local Bodies and of Land alienated to private individuals or private institutions free of assessment and of all new survey fields formed out of existing survey fields either by splitting them up or clubbing them should be surveyed under the Tamil Nadu Act VIII of 1923, and the notices and notifications prescribed under the Act should be issued and published. In view of the subsisting general notification for maintenance the formalities can start from the publication of the notification under section 6 (1) of the Act. The necessity for this will arise in assignments of portions of fields to private persons, land acquisitions, revision of the boundaries of existing fields or formation of new fields and alienations of portions of fields in charge of the Revenue Department. These formalities are not, however, necessary in respect of sub-divisions in private holdings as they are measured with the consent of the registered holders and as the parties concerned will look to their boundaries themselves.

All Town Surveyors, Head Surveyors and Revenue Inspectors are "Survey Officers" under the Act and can, therefore, issue the notices under sections 6, 9 and 10. Under section 6, the survey officer notifies that the survey will commence on a specified date and calls on every person interested in the land as registered holder or otherwise to attend at the place and at the time specified for the purpose of pointing out boundaries and supplying information in connection therewith. This notification should be published by tom-tom and should bear a certificate of such publication by the Karnam, attested where possible, by one or more respectable persons in the locality. It should be issued before the survey is taken up. After the survey has been completed and the change sanctioned by the competent authority, a notice under section 9 (2) which should be in the form of an extract relating to the holding should be served on all persons interested in the boundary and the acknowledgments obtained. It should state the time and the Officer to whom the appeals should be preferred. When there is a dispute at the time of the survey, the survey officer makes an enquiry. Notice under section 10 (2) of the decision on the dispute should be given to the party or parties concerned. These notices also are to be issued by the "Survey Officer" the appellate officer being noted as the Tahsildar of Madras in the notice. Three months after the service of the section 9 (2) or section 10 (2) notice and after the appeal, if any, has been disposed of, the completion of the survey should be notified under section 13 of the Act. This notification declares that the survey has been completed and that it will be final unless modified by a decree of a civil court within three years from the date of the notification. It should be published in the District Gazette and also in the locality. It is unnecessary to publish

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each notification separately in the District Gazette. A batch of cases may be notified in one notification. After these formalities have been observed and not before, the current in the sub-division register should be closed and the sub-division sketch and statement filed with connected papers. The notices under sections 6 and 9 (2) or section 10 (2) with the certificate of publication and service should form part of the file and the date on which the final notification under section 13 was published in the locality and in the District Gazette should also be noted on the file.

In land acquisition cases the following procedure should be followed :—

(i) *Before acquisition.*—If the acquisition relates to an entire number or sub-division according to the accounts, a tracing of it drawn to scale should be submitted with a certificate that the plot has been durably demarcated (If demarcation with stones is unnecessary on account of the existence of masonry points, the fact should be noted in the sketch). This certificate should be furnished by the Revenue Inspector or Town Surveyor whoever verified the plot for acquisition. The plotting and the area should be checked and a certificate furnished on the sketch under the signature of the Tahsildar that they are correct. When portions of existing entire survey field or sub-divisions are acquired, the bends on the boundaries of the acquired lands should be demarcated before measurement, if such points are maintainable according to rules. Two sets of temporary sub-division sketches and statements showing the portion of lands acquired from each individual and one set of permanent sketch and a statement of changes due to land acquisition should be prepared. The sketches should contain a certificate of durable demarcation by the Town Surveyor. The sketches should contain a certificate of such demarcation by Town Surveyor who measures the sub-division. The plotting and area calculation should be checked in the Taluk office and certified to be accurate on the sketch itself under the signature of the Tahsildar. Both the sketch and the sub-division statement should be signed by the Tahsildar in token of their accuracy. Before making the survey and also in cases where the entire sub-division requires to be demarcated afresh, a notification under section 6 of the Survey and Boundaries Act should be published in a conspicuous place in the locality and by tom-tom or by public announcement. The fact of such publication may be certified to by the karnam. The notification under section 6 with the certificates of publication should accompany the sub-division sketch and statement.

(ii) *After acquisition.*—After the acquisition is completed the sub-division sketch and statement will be sanctioned by the land acquisition officer and returned to the Tahsildar to be given effect to the accounts. Notice under section 9 (2) or 10 (2) as the case may be of the Survey and Boundaries Act should then be issued to and served on all persons interested in the boundary. The Tahsildar of Madras should be specified as the Officer to whom appeals may be preferred.

Three months after the service of the notice under section 9 (2) a notification under section 13 declaring the completion of the survey should be published in the District Gazette and also in the village. The latter may be by affixture of the notice in the Taluk Office itself. The publication in the District Gazette may be a consolidated one in respect of all sub-dvisions measured and requiring to be notified up to the date of the notification. The Tahsildar should return the sub-division sketch and statement with the served notices under section 9 (2) and with a certificate on the sub-division sketch that the changes have been given effect to in the maps and registers (both the permanent registers and stone registers) and that the notices and notification under the Survey and Boundaries Act have been issued and published. The records will then be filed with the land acquisition papers.

5. A list of all new survey fields and sub-divisions and of all sub-divisions clubbed showing in each case their extents and the corresponding old survey numbers and sub-divisions together with the names of their registered holders or their description as the case may be, should be prepared in the Taluk Office in the course of each quarter as the changes are entered in the permanent Land Register. On the last day of the quarter, the list should be forwarded to the Sub-Registrar concerned.

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6. An extract from the specification register should be sent every month to the Corporation of Madras. This extract will help the Corporation to know in which field changes have been made. Every month as soon as this extract is received, the Corporation of Madras will arrange to depute a Surveyor or a Draughtsman to the Taluk Office with such of the ferro-prints and the atlas sheets maintained by the Corporation in which changes have to be made in accordance with the particulars contained in the sub-division abstract. The Surveyor or the Draughtsman of the Corporation will note the changes in the ferro-prints and atlas sheets concerned with reference to those maintained in the Taluk Office. This arrangement will help the Corporation to keep its records up to date.

PART IV.

Survey Errors—Their investigation and correction.

Errors and discrepancies which are discovered in the Survey records in the course of sub-division work, maintenance or other work should be dealt with in the following manner :—

Records to be corrected.—The records to be corrected are—(1) the three sets of Records of Measurements, one maintained in the Taluk Office and the sets used for field work and in the office, (2) the set of block and division maps maintained in the Taluk and Collector's offices and with the Head Surveyor and Town Surveyor and (3) the registers maintained in the registration section of the Tahsildar's office referred to in Appendix 1 to these rules.

Limits of Error.—A discrepancy between two recorded measurements or between a recorded measurement and a measurement newly taken on the ground should not be treated as an error unless it exceeds the limit of measurement error allowed. This limit is one foot (0.3 metre) for a distance of 200 feet (60 metres) and under and not more than one foot (0.3 metre) for every 200 feet (60 metres) for distances exceeding 200 feet (60 metres) subject to a maximum of three feet (0.9 metre). Where discrepancies are found between whole and part measurements and on the boundaries of blocks, the lesser of the two measurements or the measurement which agrees with the total of the part mesurements should be adopted.

Within the limit mentioned above, the measurements will not be corrected. If the difference exceeds this limit the line will be measured and the correction carried out in the three sets of Records of Measurements referred to above, provided the area of the field is not affected beyond the margin of error mentioned below. Sketches illustrating the correction should be sent by the Town Surveyor to the Head Surveyor who will take the orders of the Tahsildar and have the corrections carried out by the Draughtsman, or Town Surveyor. All corrections made in the copies of Records of Measurements maintained in the office should be initialled by the Draughtsman, Head Surveyor and Tahsildar in the margin of the Record of Measurement in a tabular statement for the purpose with the following heading :—

Survey number and sub-division corrected or newly plotted.	Date and initials of the Draughtsman.	Date and initials of the Head Surveyor.	Date and initials of the Tahsildar.
(1)	(2)	(3)	(4)

Errors in plotting need not be corrected unless the area of the field is affected by more than the percentage specified below :—

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In investigating survey errors the Town Surveyor should not assume that the Survey mark seen by him on the ground is in its correct place unless its position has been verified by measuring at least 3 or if possible all the lines conversing on it. The recorded and the actual distances of these lines should be entered in the sketches referred to above. When the correction of an error of measurement or plotting involves an alteration in the area of the field by more than the allowance specified below, viz.

For areas up to 5 ares—5 square metres.

Over 5 ares and up to 12 ares—10 square metres.

Over 10 ares—18 square metres.

the Town Surveyer will, after completing the remeasurement, prepare and submit to the Tahsildar through the Head Surveyor field maps in duplicate obtaining in writing, if possible, the consent of the registered holders or the owners for the correction. If such consent is not obtained by the Town Surveyor the Tahsildar will get a notice issued by the registration section in Form No. 32 in Appendix 1 to these rules. The notices should, as far as possible, be served personally on the registered holders or the owners. The Tahsildar will note on the duplicate copy the date on which objections, if any, were heard by him and an abstract of his orders and submit all the records to the Collector with a memorandum of alterations in Form No. 33 in Appendix I to the rules. After approval by the Collector the necesary corrections should be carried out in the Record of Measurement in the permanent land register and in the subsidiary registers maintained in the registration section. If the correction involves a revision of the assessment, the correction should be carried out in the "insert registers" maintained in the quit-rent section. A certificate that the corrections have been carried out in the maps and registers should be noted on the file and it should be given a disposal number and recorded.

Where there is nothing wrong with the measurements or plotting, but a mistake is noticed in the area, the same procedure should be followed *mutatis mutandis* a tracing of the sketch being submitted to the Collector with a certificate that the measurements are intact and the plotting correct.

Where there is no error in the record but the boundaries on the ground disagree with the record the field must be resurveyed in accordance with the actual facts of enjoyment except in the case of Government lands where each case will be dealt with on its merits. The legal formalities under Act VIII of 1923 should be observed in such cases.

PART V.

Rules relating to transfer of registry.

Registry.—Property usually changes hands (i) by voluntary action of the parties (ii) by virtue of decrees of court of revenue sale, or (iii) by successions. All changes in ownership should be brought on to the registers.

1. *Voluntary action of owners.*—(*a*) The Registration Department will send to the Tahsildar applications for transfer from parties presenting documents relating to absolute transfers of the whole or part of a property. Where neither party files an application for transfer of registry, only intimations of the transfer will be sent.

(*b*) The transferer or the transferee or both may apply direct to the Tahsildar for change of registry.

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Procedure.—When the application has been signed by both the parties and one of them is the sole registered holder, change registry at once. If the application has been signed by only one party, issue notice to the other party. If there are more registered holders than one, notice must be issued to the other registered holders also. When there are only intimations from the Registration Department issue notice to all concerned.

(i) If on such notice, consent is given, change the registry.

(ii) If there is no response to the notice, connect the registered holder or holders with the parties to the present transaction by a chain of documents, oral evidence of land revenue receipts and change the registry.

(iii) If objections are received and are not valid, change the registry. Any objection should ordinarily be treated valid only when it is based on documentary evidence or when it is supported by a declaration that a civil suit has been filed and is accompanied by an authenticated copy of the plaint.

If the change relates to a portion only of a field, issue (*i*) notice to put up limits if there are none already and (ii) notices to pay sub-division fees. If sub-division fees are paid, measure the sub-divisions, and register them in the names of their respective owners. If the notices are not complied with, joint registry may be ordered.

II. *Decrees of court of revenue sale.*—(*a*) If the transfer is from the sole registered holder change registry at once.

(*b*) If the transfer is from one of the registered holders or one who is not a registered holder at all, notices should be issued to the registered holder or other registered holders as the case may be as in 1 above. In either case one of the parties concerned must apply. In the case of transfer through civil courts copy of the decree or sale certificate (if the purchase is in auction) should be produced together with a certificate of possession. Consent of transferer may be accepted in place of certificate of possession. Sale certificates will do in revenue sales.

When the change relates to a portion of the field only the instructions on this point in 1 above apply.

III. *Changes due to succession.*—Rights to registry under this head accrue by (*a*) the death of the registered holder, (*b*) prolonged absence of the registered holder for 7 years and more and (*c*) possession for 12 years as reputed owners.

(*a*) *Death of registered holder.*—(i) Register heir's name if succession is undisputed

(ii) If it is disputed ascertain by summary enquiry the name of the person who has a right to succeed to the property.

(iii) Issue a notice within three months' time to the disputing claimants to file a declaration that a civil suit has been instituted and an authentic copy of the plaint.

(iv) If the declaration is filed continue the name of the deceased till the disposal of the suit.

(v) If the declaration is not filed register the name of the person entitled to succeed as already ascertained under (ii) above.

(*b*) *Prolonged absence for more than seven years.*—Presume death, if no evidence as to the registered holder's life is forthcoming (1) Register heirs if there are any, and (ii) if there are no heirs ascertain the man who is in possession of the lands and publish a notice in the District Gazette that registry will be made in his name unless within three months a declaration is filed by the claimants, if any, that a civil suit has been filed and such declaration is accompanied by authenticated copy of the plaint. On the expiry of the period of the notice take action as in (iv) and (v) of (*a*) above.

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(*c*) *Possession for 12 years as reputed owners.*—Issue notice to the registered holders and adopt the procedure outlined in section 1. Land Revenue receipt and oral evidence of possession may be accepted where there are no documents.

General.—The aim should be to sanction the change rather than refuse it. No heed need be paid to objections made in an obstructive spirit, or out of ignorance or with intent to defraud. Enquiries into objections should be confined to their bona fides and not to their merits as the latter is the function of the Civil court. The object of the enquiry should be to ascertain the names of persons who are in actual enjoyment of property and consequently responsible for the payment of Revenue. There are no doubt circumstances peculiar to Madras which hamper such enquiries. Such as the absence of occupiers from their houses, inability or refusal of the tenants to give correct information as to the owners of properties, untenanted houses, vacant sites, etc. The Revenue Inspector should not however be allowed to take undue advantage of these causes to hold up the changes.

The notices referred to in these instructions should allow an interval of 15 days from the date of service. Notices in disputed successions however should allow an interval of three months. The same period of three months should be given when such notices are published in the District Gazette. As far as possible notices should be served personally on the parties concerned; if not, they should be sent by registered post to the last known address; if the address is not known, they should be served by affixture on the property and the manner of service certified to by at least two literate inhabitants of the locality.

PART VI.

Maintenance of Survey Marks.

I. The Survey marks to be maintained are :—

(*a*) Field stones at the bends and trijunctions of all survey fields, poramboke sub-divisions and sub-divisions belonging to or vested in the Corporation and of land alienated to private individuals or private institutions free of assessment.

(*b*) All theodolite stations.

NOTE.—Stones buried under road need not be dug up for inspection. Chain survey stations need not be maintained.

II. The Town Surveyor, under the supervision of the Head Surveyor, should number the maintainable stones in the block map.

(*a*) All theodolite stones should be numbered in one series for each division.

(*b*) All other stones should be numbered in one series for each field.

(*c*) Theodolite stones on the boundaries of divisions should be numbered in the division bearing the lowest number.

(*d*) Theodolite stones on the Municipal boundary should be numbered in Madras.

(*e*) All other stones, i.e., field stones and stones demarcating poramboke sub-divisions, should be numbered in the Government field or Corporation field in Madras bearing the lowest number and their number should be entered inside the field map. Field stones on division boundaries should only be numbered in the division bearing the lowest number.

III. The Town Surveyor should maintain two stone registers in Forms 'A' and 'B' prescribed in Appendix II to B.P. No. 7, Press, dated 1st February 1929.

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IV. The stone registers should be prepared after the stones have been numbered in the block maps.

(*a*) In Register 'A' all theodolite stones should be entered.

(*b*) In Register 'B' all other maintainable stones should be entered.

(*c*) Register 'A' if carefully written up will not require to be rewritten until all the available space is used ordinarily it should be practicable to rule in columns giving particulars for five years' inspection in a double page containing 17 columns.

(*d*) Additions to, and eliminations from the number of stones in the 'B' Register are likely to be fairly common and to obviate as far as practicable the necessity for over crowded interlineation or for rewriting the registers, it should be prepared so as to leave sufficient space for three lines between the last entry of one field and the first entry of the next.

(*e*) It is desirable that a page with headings should contain only 12 lines and if without headings it should not contain more than 15 lines. For this purpose equidistant crosswise pencil rules should be drawn.

(*f*) One line should be allotted for one stone.

(*g*) In column (1) of the 'A' Register the serial number of each theodolite stones (with the corresponding division number) and its description, viz., whether it is a Village trijunction or bijunction stone or otherwise should be entered. In column (1) of the 'B' Register the serial number of each stone in a field together with the survey number of the field should be entered.

(*h*) In column (2) of each register there should be entered against every stone the fields or sub-divisions touching the stone, the registered holders of which are responsible for its maintenance.

(1) For this purpose the Town Surveyor should ascertain from the map in which the stone numbering has been done the survey numbers adjacent to the stone, then refer to the Record of Measurement and note whether these survey numbers contain any sub-divisions and if so which sub-divisions touch the stone under reference, and then find out from the permanent land register which of the sub-divisions or survey numbers touching the stone are occupied holdings, i.e., the lands other than those belonging to Government including those vested in the Corporation. Only the occupied holdings should be entered in column (2) of the stone register.

(2) If all the adjacent numbers or sub-divisions should be Government porambokes, i.e., lands owned by Government, then these survey numbers or sub-divisions should be noted in column (2) of the stone register together with the names of the departments which are in-charge of the stones, the object being that before the Revenue Department undertakes the repair or renewal of such stones notice should be given to the departments concerned, in conformity with the existing practice, in order to afford, them an opportunity to attend to the stones themselves with the assistance of the Town Surveyor, if necessary.

(3) If any of the occupied holdings touching a stone lie on an adjoining Government village they too should be entered in column (2) of the stone register along with the name of the village.

(*i*) At the end of each stone register a division-war abstract should be made giving the total number of stones entered on each page. A grand total also should be struck of all the stones entered in the register. The abstract and the grand total should be signed by the Town Surveyor concerned.

(*j*) Another Town Surveyor should compare and check all the entries and append a certificate to the following effect.

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"Certified that the entries in column (1) and column (2) of the register were checked with the stone numbering done on the map, Record of Measurement and permanent land register, and found to be correct."

The Head Surveyor should countersign this certificate after checking 10 per cent of the entries and after generally satisfying himself as to the accuracy of the work.

(*k*) Whenever new stones are entered or existing stones eliminated from the body of the stone register, the division-war abstract and the grand total at the end of the register should be corrected under the initials and date of the Head Surveyor.

V. (*a*) The official year in which a stone is inspected should be entered at the top of the stone register and in the place marked for it.

(*b*) If the Surveyor finds a stone in position and otherwise in good order he should merely note the date in column (3) of the register.

N.B.—A stone should be considered to be in position and in good order—

(1) when it is in correct position, and

(2) when it is plainly visible and accessible for purposes of measurement.

(*c*) If a stone cannot be found, the Town Surveyor should add the word 'Missing' to the date in column (3). He should similarly add 'Out of ground' or 'buried' or 'overgrown with prickly-pear or vegetation,' according as the stone is out of the ground or completely buried or overgrown with prickly-pear or vegetation.

(*d*) The Town Surveyor's entry in column (3) should not occupy more than a third of the space in that column against a particular stone, the remaining space in the column being utilized by inspecting officers for their initials and dates when they over check the Town Surveyor's stone inspection.

(*e*) All these entries of the Town Surveyor and of the inspecting officers should be confined to column (3) and not extended to column (4) nor should they be made in column (5). Columns (4) and (5) are intended for different purposes and should not be used for noting the result of overcheck of Town Surveyor's stone inspection.

(*f*) In cases where a missing stone cannot be replaced, as for example, when its position falls in a river-bed, or in the permanent line of a railway or in a road, the Town Surveyor should note "abandoned" in column (3) of the register.

(*g*) The Head Surveyor is responsible for the adequacy and genuineness of the Town Surveyor's stone inspection. It is his duty to check the Town Surveyor's work in this respect. Where the result of his check agrees with the Town Surveyor's entry, he should merely put his initials and date under the entry. If it should differ the Head Surveyor's work and the Tahsildar 5 per cent.

(*h*) Under the provisions of Tamil Nadu Act VIII of 1923 every registered holder is bound to maintain, renew and repair all survey marks on the boundaries of his holdings. Column (2) of the stone register shows the fields, the owners of which are responsible for the maintenance of each stone.

The Town Surveyor, in the course of his inspection, should tamp with earth the loosely—planted stones, remove any shrub-growth around the stone and also persuade owners to carry out all repairs and as many renewals as practicable (B.P. Mis. 1684. dated 24th June 1940 and B.P. Mis. 1686, dated 24th June 1940).

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(*i*) 1. If the registered holders fail to execute renewals or repairs for which they are responsible, it will be the duty of the Town Surveyor to carry out this work. Before he does so he should issue a notice in the following form :—

Form of notice section 15 of Act VIII of 1923.

Registered holder of

Take notice that the survey $\frac{\text{marks Theodolite Stone No.}}{\text{marks Field Stone No.}}$ ——————

at ——————————————————Division No. for the maintenance

S.F. Nos of

for which you are $\frac{\text{responsible is missing}}{\text{Jointly responsible are out of repair}}$ and that in default of your executing the necessary renewal/repairs within 15 days from the date of receipt of this notice, necessary action will be taken by Government and the charges incurred under the Tamil Nadu Survey and Boundaries Act VIII of 1923 and the rules framed thereunder will be $\frac{\text{recovered}}{\text{apportioned and recovered}}$ as an arrear of Land Revenue.

The undersigned will afford you all assistance, should you ask for it, for the renewal, repairs by yourself within the time specified above.

(Signed)

Town Surveyor.

2. The Town Surveyor should issue the above notices once in a fortnight on the date on which he submits his diary to the Head Surveyor.

(*j*) For reference the Town Surveyor should put up at the end of the stone register a statement in Form No. 37 in Appendix 1 to these rules.

(*k*) The register of acknowledgments should be in Form No. 38 in Appendix I and the Town Surveyor should fill it up and send it to the Head Surveyor for his scrutiny after the service of notices is completed and in any case along with his diary, for check by the Head Surveyor and return.

(*l*) The Town Surveyor should repair or renew daily as many as practicable of the stones for which notices were issued but not attended to by private persons, provided the period allowed in the notice has expired. The Town Surveyor should endeavour to secure the presence of the owners when he visits the fields, but he should proceed with the work of renewal or repairs, notwithstanding their absence.

(*m*) When the Town Surveyor repairs or renews a stone he should enter the fact and also his initials and date in column (5) of the stone register. The Head Surveyor should check at least 15 per cent of the work of the Town Surveyor in cases in which a stone has been renewed, replanted or moved and 7 per cent of the work in other cases.

(*n*) If any stone has already been repaired or renewed by private owners the Town Surveyor should check the position of the stone with reference to adjacent measurements, and if it is correct, he should enter the date of his check in column (4) of the stone register. The Head Surveyor should check 10 per cent of the Town Surveyor's work in this respect.

(*o*) If a missing stone cannot be replaced, for example when its position falls in a river bed or in the permanent line of a railway of in the middle of a road, the Town Surveyor should verify the fact by check-measurement and note it as 'abandoned' in column (5) of the stone register. The Head Surveyor should check 15 per cent of the Town Surveyor's work in this respect. Stones of the above kind should not be eliminated from the stone registers.

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(*p*) No stones need be planted at points noted by the Town Surveyor as 'abandoned'. They should only be treated as stone in position for statistical purposes until renewal becomes practicable.

(*q*) If there are many cases of obliteration of boundaries in any particular block, the Town Surveyor should report the fact through the Head Surveyor to the Tahsildar. The Tahsildar will then address to the Collector to obtain the sanction of the Board for the resurvey of the locality.

VI. (*a*) When theodolite stations are found to be missing or out of place or fallen down, they should be replaced with very great care by the Head Surveyor or under his instructions by a Town Surveyor trained in the use of the theodolite. The Town Surveyor of the division should first refix the station in accordance with the measurements in the Records of Measurement. Any rough stone or even a peg may be used for the purpose. (This is only as a temporary measure). If near the point to which the field measurement lead there are traces on the ground to indicate the position of the missing stone the peg or rough stone should be planted in that position and measurements taken to it from all the neighbouring field stones or marks existing on the ground.

These measurements should be recorded by the Town Surveyors on a sketch to be submitted to the Head Surveyor who will either renew the stone himself or depute a trained Town Surveyor to replace the theodolite station. The Town Surveyor should further have the lines between the station to be replaced and the theodolite stations on either side of it, cleared of all obstructions to facilitate the measurement and observation of angles by the Head Surveyor or the Town Surveyor deputed by him. It is however unnecessary to dig up and inspect theodolite stones buried underground. Such stones will have to be dug up only in connection with verification of any disputes or for connecting any new traverse with the old work.

(*b*) To ascertain the position on the ground of a field stone or sub-division stone missing on the ground the measurements already recorded in the Record of Measurement should be laid out on the ground. As far as possible the chain lines given in record of measurement should be relaid on the ground by means of calculations and the position of missing stones fixed with reference to the recorded off-sets on this chain line. If no chain line is available the measurements of the nearest chain line and off-set thereon should be scaled off from the Record of Measurements with reference to two existing stones or masonry points whose positions should be verified first with reference to the recorded measurements of the lines that converge at these points or stones. The position of the missing stone should first be approximately fixed with reference to such G line and off-set measurements and then adjusted with reference to the measurements of the lines converging on the missing stone.

If the measurements of stones which form a triangle are available in the record of measurement, chain and off-set distances should be calculated by the N.O.S. problem instead of by the scale and bit method.

(*c*) Missing stones on the boundaries of lands owned by Government should be replaced so as to agree as nearly as possible with the recorded measurements. In all other cases, the stones should be replaced so as to agree with enjoyment on the ground, provided the limits of error are not exceeded. If, however, the position of a stone is a matter of dispute between parties, it should be replaced as nearly as possible in accordance with the recorded measurements. But if there is an error in the recorded measurement the case should be treated as a "Survey error" and dealt with in accordance with the instructions for investigation of Survey errors.

VII. *Inspection of Government lands and City Corporation Public Lands and detection of encroachments.*—The Town Surveyors should perambulate the area allotted to them systematically and inspect all the Government lands and City Corporation Public Lands in the serial order of the blocks and complete inspection of all such lands within

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a period of two years. To systematize the inspection and record of the result thereof, the following registers prescribed in G.O. Ms. No. 2281, Revenue, dated 28th September 1935 shall be maintained :—

1. Form No. 39—Register of verification of Government and Corporation Public Lands by Town Surveyors.

2. Form No. 40.—Register of encroachments detected and reported by Town Surveyors.

3. Form No. 41.—Register of encroachments on Government lands dealt with in the Taluk Offices.

The registers in form Nos. 39 and 40 shall be maintained by the Town Surveyor and the register No. 41 by the Taluk Office. The Town Surveyors shall report to the Head Surveyor then and there on the encroachments detected by them with sketches thereof in duplicate. The Head Surveyor shall check 25 per cent of the encroachments on City Corporation Public Lands and all cases of encroachments on Government lands reported by the Town Surveyors, and submit sketches relating to the encroachments on Government lands, to the Tahsildar. In the case of encroachments on City Corporation Public Lands which are not over 30 years old, the Head Surveyor shall send sketches showing them, to the Commissioner of the City Corporation through the Tahsildar. In the cases of the encroachments on Government Land the particulars shall be noted in the Taluk Office in form No. 41 and further action taken in the matter.

The Town Surveyor shall keep the several columns in the register Nos. 39 and 40 up-to-date and for this purpose he shall obtain information required for filling up columns 12 and 15 from the concerned section of the Taluk Office.

PART VII.

I. *Rules for the maintenance of Survey Advance Accounts.*

1. *Stock of stones.*—The stock of stones required for maintenance purposes will be provided by a contractor specially engaged for the purpose. He will at all times, keep a sufficient stock which should not be less than 2 per cent of the total number of maintainable stones in the city of the number actually required for current maintenance, whichever is greater. This number will be intimated to him by the Head Surveyor on the 20th of each month. The above condition will be specifically embodied in the agreement to be taken from the contractor which will be in Form No. 42 in Appendix I to these rules. The Collector will follow the instructions in Appendix II to Chapter I in regard to selection and appointment of stone contractors and fixation of cost price and selling prices of stones.

2. The contractor will be responsible for the supply of stones at the work spot on the requisition of Town Surveyors with the arrow mark cut on all the stones and in the case of theodolite stones, with the plummet holes also cut on them. Any other symbols such as those required for a bi-junction, tri-junction, sub-division or village boundary stone should be cut at the time the stone is planted, the cost of such work being treated as part of hired labour. These marks and symbols should confirm to the description and standards prescribed in the Chain Survey and Land Records Manual Part I. For the stones supplied at the work spot, the contractor will receive payment at the rates specified in the schedule to the agreement.

3. Each Town Surveyor will be given a permanent advance of Rs. 10 from which he will not only pay the contractor the cost of the stones supplied by him but also incur all charges incidental to repairs or renewal such as those required for planting stones, clearing prickly-pear or cutting any symbols.

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4. Hired labour may be employed by the Town Surveyor whenever required and the cost thereof debited to the parties concerned. The Town Surveyor's Chainman may also be employed on this work and when they are so employed, their services should be treated as hired labour except in cases in which stones are maintainable solely at the cost of Government or City Corporation. Where, however, stones are maintainable jointly by the City Corporation and by private persons, the chainman should be paid remuneration for the share of work done for the private persons. This will be a charge against the latter alone. If private owners by working themselves or by sending their own coolies render it unnecessary for the Town Surveyor to hire coolies or employ the services of chainmen, their labour should be accepted and the owners should not be charged for hired labour. Similarly, if a private owner supplies stone of required quality, size and description, they should be accepted provided the owner has given timely intimation of his intention to the Town Surveyor so as to obviate the necessity for a requisition to the contractor.

II. *Procedure to be adopted by the Town Surveyors.*

5. On the supply of stones by the contractor at the work spot, the Town Surveyor will pay their cost to the contractor out of his permanent advance.

6. As soon as the work in one block is finished and in any case at the end of each fortnight, the Town Surveyor should prepare a detailed bill in duplicate in Form No. 43, in Appendix I to these rules, in which he should enter the particulars of the sums recoverable from private parties on account of the repairs and renewals carried out by him. These bills should be sent to the Taluk Office for transmission of one copy of the Bill to the Karnam of the division who would collect the money and keep a record of collections noting the date of collection against each item of the bill furnished to him. When charges are recoverable partly from the City Corporation and partly from private owners, the Town Surveyor should make a distinct note in the remarks column of the bill against the survey numbers belonging to the City Corporation that they so belong. The sum due from the City Corporation will not be collected by the Karnam as the necessary collection will be made in the Taluk Office only. Before sending the bill to the Taluk Office the Town Surveyor should endeavour as far as possible to induce the owners concerned to pay the charges allowing them to inspect the statement and explaining to them how the charges have been calculated and apportioned.

7. Along with the bill in Form No. 43, in Appendix I to these rules, an abstract bill in Form No. 44, in the same appendix should be submitted to the Taluk Office. If a portion of the charges is recoverable from the City Corporation, it should be clearly specified in column 3 so that arrangements for its collection may be made in the Taluk Office itself.

8. For stones, the cost of which is wholly debitable to Government, the detailed bills in duplicate and the abstract bill should be submitted as usual. The duplicate copy of the detailed bill will be the voucher on which the adjustment is made in the Taluk Office. Detailed and abstract bills relating to charges debitable to Government should on no account be combined with those which represent a demand against private owners.

9. In case where the Town Surveyors incurs coolie charges, he should forward at convenient intervals the vouchers for the payments along with detailed bills in Form No. 43 and the abstract bill in Form No. 44, in Appendix I to these rules, to the Taluk Office. The Tahsildar should sanction the payment of the coolie charges incurred by the Town Surveyor. The Head Surveyor is responsible for the prompt recoupment of the permanent advance of the Town Surveyor.

III. *Procedure in the Taluk Office.*

10. On receipt of the detailed bill in Form 43 in Appendix I to these rules and an abstract bill in form No. 44 in the same appendix, the Head Surveyor will check the entries as regards the cost of stones and hired labour. He will then forward the detailed bill to the Karnam of the division concerned under the signature of the

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Tahsildar or the Headquarters Deputy Tahsildar with instructions to collect the amounts. He will, at the same time, give the abstract bill a serial number for the official year, by which it will be subsequently known for all account purposes.

11. A bill in form No. 45 in Appendix I to these rules will then be prepared for the amount spent by the Town Surveyor out of his permanent advance. After it is passed by the Tahsildar, it will be cashed and the proceeds given to the Town Surveyor to recoup his advance. In the treasury accounts, the sum will be debited to "Cost of survey marks Collectors" if it is recoverable from private parties including the City Corporation and to "25 R.L.C. General Administration—District Administration —Other Establishments—Taluk Establishments—Supplies and services—Miscellaneous", if Government have to bear the charges. But demarcation charges to be borne by Government in connection with the survey of land acquired for Government should be debited to "25 E. General Administration—Non-contract contingencies—Cost of land and Land Acquisition charges". When the amount covered by any abstract bill is drawn from the sub-treasury, the fact should be noted on the abstract bill, as also the treasury voucher number and date under the initials of the Tahsildar or Head Accountant. The abstract bills should all be kept together in a file in order of their serial numbers.

12. In all cases in which charges are recoverable from private persons including the City Corporation the demands should be entered in a division war demand, collection and balance register to be maintained in form No. 46 in Appendix I. The amount relating to each abstract bill in Form No. 44 in Appendix I should be shown separately though they may all be included in one bill in form No. 45 in the same appendix. Recoveries (Collections) are to be posted in this register at the same time as they are credited in the sub-treasury and also recorded in the original abstract bill in Form No. 44 in Appendix I.

IV. *Collections.*

13. The amounts shown in column 6 of the detailed bills (Form No. 43 in Appendix I) sent to the karnam should be collected by him within ten days. If he is not able to do so, he should prepare a statement in duplicate in Form No. 49 in Appendix I for each registered holder in respect of the arrears due by him under the bill, tender the duplicate to the defaulter and submit the original to the Tahsildar with the certificate of having tendered the duplicate to the defaulter. The Tahsildar will, thereon take the necessary action under the provisions of the Madras Ctiy Land Revenue Recovery Act, for the recovery of the arrears. In the absence of special reasons for delay, no demand should remain outstanding for more than two months from the date of adjustment of the bill. For remittance made on account of these bills the Karnam should keep a separate remittance register in Form No. 48 in Appendix I, which should accompany each remittance.

14. A Monthly demand, collection and balance register in Form No. 47 in Appendix I will be prepared from the register in Form No. 46 in Appendix I, so as to serve, as the office copy of a statement to be submitted monthly to the Collector.

V. *Returns.*

15. The Tahsildar will submit a monthly demand, collection and balance statement showing the progress of collection under "Cost of Survey Marks—Collectors" in Form No. 47 in Appendix I. The balance as per this should agree with the treasury balance under "Cost of Survey Marks—Collectors". Any discrepancies should invariably be—explained by means of a reconciliation memorandum.

16. The forms and registers prescribed in this Chapter are embodied in Appendix I to these rules

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PART VIII.

Duties of Officers.

1. *The Tahsildar and the Headquarters Deputy Tahsildar.*—The Tahsildar is responsible for all work connected with revenue records and registration in the City. All the Officers—Head Surveyor, Revenue Inspector, Town Surveyors, Draughtsman and the registration section-work under the supervision of the Tahsildar. All changes in the permanent and subsidiary registers, whether relating to full fields or sub-divisions will be attested by the Headquarters Deputy Tahsildar. As regards changes relating to sub-divisions he is responsible to the extent of seeing that the changes made in the registers are in accordance with the orders passed by the Tahsildar. Corrections in the record of measurement block and division maps shall be attested by the Tahsildar himself. The Tahsildar will check the diaries of the Revenue Inspectors, Town Surveyors and Draughtsman, watch the progress and adequacy of their work and systematically overcheck their field work. He is responsible for the prompt and adequate disposal of applications for transfer of registry. The Headquarters Deputy Tahsildar will himself dispose of all applications for transfer of registry which do not involve sub-division or in which there is no dispute requiring local inspection or enquiry.

2. *Head Surveyor.*—The Head Surveyor working under the orders of the Tahsildar will be responsible for the supervision of the work of the Town Surveyors and Draughtsman. His main duties are maintenance of maps, maintenance of the Survey advance accounts, technical check of sub-division records and supervision of the work of the Town Surveyors on the ground and overcheck of their plotting in the maps, correction of survey errors and attention to any special work relating to Survey and Revenue records and registration entrusted to him by the Tahsildar. The Head Surveyor's duties have been detailed in the section relating to the several items of maintenance. The Head Surveyor should examine the instruments, maps and registers of Town Surveyors and Draughtsman and submit a report on their conditions to the Tahsildar once in six months, i.e., on 5th April and 5th October. The stone registers of the Town Surveyors should be scrutinized by him on their turn days.

The Head Surveyor should maintain a diary in the form No. 50 (*a*) in Appendix I to these rules. The diary should be posted at the close of each day. Copies of the diaries in duplicate should be prepared for the 1st term and submitted on the 16th of each month for the perusal of the Collector through the Inspector of Survey and Land Records. The copies of the diaries should be enclosed to the diaries for the second term, to be submitted to the Deputy Assistant Direcor of Survey and Land Records through the Inspecor of Survey and Land Records. The Deputy/Assistant Director will peruse the diaries, append his remarks on both copies and send one copy to the Collector for review and transmit the other copy of the diary to the Tahsildar for file. The Head Surveyor should enclose a statement of arrears under his inspection with the diary of the second term.

3. *Town Surveyors.*—The duties of the Town Surveyors are—

(*i*) The inspection of survey marks and their renewal and repair.

(*ii*) (*a*) the verification of Government lands in charge of the Revenue Department and the Corporation lands; and

(*b*) detection of encroachments in Government lands and lands vesting in the Corporation of Madras and registered as "Corporation Public".

(*iii*) Measurement and mapping of sub-divisions or new fields;

(*iv*) Preparation of sketches in connection with acquisition, alienations and other purposes, and pointing out limits of properties on application to private parties, Corporation and other departments of Government; and

(*v*) Measurement and mapping of topo details in the atlas sheets maintained by the Town Surveyors and those in the Taluk and Collector's Offices.

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The Town Surveyor should maintain a diary in book form in the Form No. 50 in Appendix I to these rules. At the end of each fortnight copies of the diary should be made in duplicate with an abstract in Form 51 in Appendix I to these rules. The first term diaries should be submitted on the 16th to the Head Surveyor who will promptly return the diary with his remarks through the Tahsildar. These diaries should be enclosed to the diaries for the second term in duplicate to be submitted on the 2nd of the succeeding month to the Survey Unit Officer through the Head Surveyor and the Inspector of Survey and Land Records. Pay will be passed on the diaries by the Deputy Assistant Director before the 10th if the succeeding month. One copy of the diary will be retained in the Survey Unit Office for record and the other copy will be sent to the Tahsildar. A register to watch the recovery of pay for short work will be maintained in the Taluk Office and the Survey Unit Office. The Tahsildar will file the copy of the diary received in his office, after making entries in the Register of recoveries the short pay, if any, to be recovered and after review. A copy of the diary should be made at the end of each fortnight with an abstract in Form No. 51 in Appendix I to these rules and submitted to the Taluk Office on the 2nd and 16th of each month. The Town Surveyor should spend 20 days in a month on field work. The daily outturn expected of a Town Surveyor is as noted below :—

Field Work—

1.	Inspection of stones and verification of encroachments . .	5 fields.
2.	Renewal and repair of stone . .	6 renewals or 12 repairs.
3.	Measurement of sub-divisions . .	6 subdivisions including preparation of sketches and subdivision and area statements.
4.	Measurement of topo-details . .	3 Survey numbers.
5	Pointing out the limits of fields on application from the parties. . .	2 fields
6.	Measurement for other purpose such as land acquisition, alienation, etc.	3 fields or 6 Subdivisions

Office work—

1.	Plotting of subdivision in the Record of measurement . .	40
2.	Plotting of details in the atlases (two sets) . .	15 fields
3.	Preparation of new record of measurement for replacing the torn set used in the field. . .	30 fields

4. *Revenue Inspectors.*—The duties of a Revenue Inspector in the matter of maintenance are very limited. They are chiefly concerned in the inquiry in connection with the application for transfer of revenue registry that are referred to them and in cases, in which survey disputes are involved. Besides they have to make periodical inspection of all the lands which have been alienated to public bodies or private individuals or in respect of which alienation of land revenue, or exemption from payment of revenue has been granted in order to see if the conditions of alienation or exemption are kept up. They also take over or hand over possession of land in cases of acquisition, assignment, alienation and oher transfers. They should maintain a diary in Form No. 53 in Appendix I to these rules. A copy of it should be made out at the end of each fortnight with an abstract in Form No. 54 in Appendix I to these rules and submitted to the Taluk Office on the 3rd and 17th of each month.

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5. *Draughtsman.*—The duties of the Draughtsman are—

(*i*) the scrutiny of the sub-division records and the incorporation of all changes and corrections, Cadastral or topographical, in the survey records;

(*ii*) Preparation of sketches applied for by private parties or required by the Tahsildar and Collector; and

(*iii*) Preparation of new records of measurements to replace torn sets.

The Draughtsman should maintain a diary in book form in Form No. 52 in Appendix I. The diary should be posted at the end of each day and produced before the Head Surveyor for scrutiny the same evening. At the end of each month, the draughtsman should prepare copies of the diary in duplicate and submit them to the Deputy/Assistant Director of Survey and Land Records through the Head Surveyor and the Inspector of Survey and Land Records. The Deputy/Assistant Director will pass the pay on the diaries retain one copy in his office and send the other copy to the Tahsildar for review and file.

The diary outturn expected of a draughtsman is as noted below :—

(1) (*i*) Preparation of Patta sketches and record petition sketches.	20
(*ii*) Scrutiny of sketches and record petition sketches.	40
(2) Preparation of sketches of blocks of fields to accompany reports.	30 fields.
(3) Scrutiny of sub-division records with area, statement, etc., complete.	15 sub-divisions.
(4) Incorporation of sub-divisions in each copy of record of measurement (2 sets).	20 sub-divisions.
Scrutiny of sub-divisions in each copy of record of measurements (2 sets).	40 sub-divisions.
(5) Block map corrections.	15 blocks.
Block map scrutiny.	30 blocks.
(6) Preparation of new Records of measurements for replacing the torn sets.	30 fields.
(7) Plotting of details in the atlas (2 sets)	15 fields.

For other miscellaneous items of work the Head Surveyor may allow such time as may be reasonable in each case.

6. *Registration section.*—The Superintendent or clerk in-charge of the Registration section is responsible for the maintenance of the permanent land register, and other subsidiary registers prescribed in Appendix I to these rules, and for recording the changes in the several registers as they occur. All files relating to changes either permanent or temporary will pass through him and he should carry out all the corrections in the several registers prescribed in Appendix I to these rules, promptly and in accordance with the instructions given in Annexure I. In no part of his work are promptitude and system more necessary. Any delay on his part in carrying out the corrections will not only seriously affect the subsequent disposal of the files but also result in action being taken in some matters on an out-of-date record.

The Superintendent is responsible for taking prompt action on applications from parties for transfer of registry and on cases reported by the Sub-Registrars. On receipt of applications or statements from the Sub-Registrars he should get them entered in the current register of changes of registry in Form No. 12 in Appendix I to these rules.

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He should, send within two days of receipt of the application or the statements of the Sub-Registrars, notices to the parties for production within a fortnight of the necessary documents. The notice in Form No. 29 in Appendix I to these rules must be so worked as not to be offensive in tone. In some cases letters will be necessary. No documents need be called for simply to evidence the transactions in the sub-registrar's statements. Notices in Form No. 28 in Appendix I to these rules should be sent for service on the registered holder, vendor and vendee, so far as they are known, through the karnam of the division. If the application has been signed by any of these, no notice to him is necessary. If on a perusal of the papers, the documentary link is found to be not complete, or, if the documents are not produced within a fortnight after the issue of the requisition for them, the file should be sent to the Revenue Inspector for local enquiry and report. If the documentary link is complete, no reference to the Revenue Inspectors is ordinarily necessary. The Revenue Inspectors will make local enquiries in all cases referred to them and submit a complete report connecting the registered holder with the transferee either by documentary link or other evidence as laid down in Board's Standing Order No. 31. To facilitate enquiries into the real ownership, the karnams should note the name of the person paying the land revenue and that of the person on whose behalf it is paid in the receipts given by them for land revenue. The registers in the City Corporation Office may also be consulted to supplement the information where necessary. The Superintendent of the Registration section will scrutinize the reports and take steps for prompt disposal of the application for transfer of registry. If the Revenue Inspector reports that the documents required are with any fund, and that he could not get them, the Secretary of the fund should be addressed. Cases involving sub-divisions must be dealt with in the manner prescribed for the measurement and mapping of sub-divisions levying a sub-division fee of Rs. 6. If the fee is not paid within this period, joint registry should be ordered and the parties informed of it. joint registry should be ordered also in cases where there are no identifiable limits for sub-division.

Where the parties refuse to sign the sub-division statement or when the address of any of them is not known, notices in Form No. 31 in Appendix I to these rules inviting objections if any, to the proposed sub-divisions and registry should be served on those interested in the property giving them a fortnight's time. If no objection is received within the time allowed, sub-divisions and transfer of registry should be effected. If objections are received, the decision on the objection should be recorded and suitable orders passed.

As soon as the orders regarding the transfer of registry are passed by the Headquarters Deputy Tahsildar or Tahsildar, intimation should be sent to the party concerned that the application has been rejected (with brief reasons for rejection) or that registry has been effected in his name and that if he wishes, he will be given a patta with a sketch of his fields on payment of a fee of Rs. 1.50 paise for each field owned by him and that if he desires that the patta should be sent by registered post, he should send the required postage stamp for the purpose along with his application.

As soon as the application for patta is received and the credit of fees verified, the required extract from the permanent land register should be prepared in the form attached (Form 58 in the Appendix I) and sent to the Survey Section for the preparation of the sketch on the reverse. The sketch should be signed by the Head Surveyor and the extract returned to the Registration section for the Tahsildar's signature in the abstract. The Superintendent will then send it by registered post to the party, if he has sent the required postage or, intimate to the party, that the patta is ready for delivery. The Registration section will maintain a register of application for pattas in Form No. 57 in Appendix I.

Besides the registers mentioned in G.O. No. 509, Revenue, dated 28th March 1923, the Registration section should maintain separately a sub-division register in Form No. 24 in Appendix I in which all sanctioned sub-divisions should be entered.

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PART IX.

Miscellaneous.

I. Rules for the preparation and grant of copies of field maps and block maps.

Application for copies of field maps or block maps should be made to the Tahsildar in writing and should specify the name of the division and the survey number or numbers of which plans or block maps are required and the manner in which the copy should be delivered to the applicant whether in person or by post. With each application a fee of Rs. 2 should be deposited for a map plotted on a sheet of paper of the size used for a page of the field measurement book. If a single sheet longer than a page of the field measurement book is required the excess in pages or portions of a page will be treated as additional sheets for the purpose of charging fees. Applicants for a block map should deposit a fee of Rs. 2.50 paise for each sheet of block map required. The fee should be paid in cash into the Taluk Treasury or remitted by money order and will be credited to "029 Land Revenue—01 (c) Survey and Settlement operation—Other receipts ". If the copy is desired to be sent by post, the cost of transmission by post should be recovered.

The applications will be registered in the Taluk Office by the Record-Keeper in a separate register in the form No. 60 given in the appendix I. As soon as the application is registered and the necessary fee has been paid, it should be submitted to the Tahsildar or Headquarters Deputy Tahsildar for " grant order ". It should then be sent to the Survey Section for the preparation of the copy of the field map. If the application is for a block map, the record-keeper should send to the survey section the connected block map for the incorporation in it of changes, if any subsequent to their printing.

Section papers should be used for copies of field maps. The copy should be prepared by the draughtsman under the supervision of the Head Surveyor. It should be an exact tracing of the plan in the record of measurement maintained in the Taluk Office with all corrections upto date. Measurement of pials and koradus shown in the Records of Measurement need not be shown separately in the sketches given to the parties. The copies prepared will be compared with original by the Head Surveyor and signed by him and sent to the record-keeper.

The Headquarters Deputy Tahsildar will be held responsible for any delay in the grant of the copy. Every copy must be signed by the Headquarter Deputy Tahsildar and delivered to the applicant in the manner specified in the application.

II. Maintenance work in Shrotriyams included in the City.

The Estates Land Act does not apply to the City of Madras—

Details of private holding in the shrotriyam villages need not be recorded in the permanent register and it is sufficient if all lands belonging to the City Corporation or Government alone are registered. No map of private properties need be maintained. Survey marks on lands in charge of Government or the City Corporation, or on lands paying revenue direct to Government or on lands in which Government have an interest as reversioners should alone be maintained.

In the shrotriyam, the record of measurement should be maintained for lands which—

(*a*) Have been acquired by Government (no matter in whose possession they are);

(*b*) are vested in the City Corporation ; and

(*c*) are lands in which Government have an interest as reversioners.

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III. Topo Details.

1. The Commissioner of the City Corporation will send to the Tahsildar of Madras at the beginning of every quarter a statement in Form No. 61 in Appendix I to these rules, giving particulars of all new buildings, streets laid out, etc., during the previous quarter with copies of sketches where changes are extensive. Information regarding changes in private buildings is not necessary.

2. Similarly the Executive Engineers should send to the Tahsildar information regarding Public Works Department buildings and changes therein with ground plans in those cases in which changes are extensive.

3. The Town Surveyors also should report cases of important topographical changes detected in the course of their inspection, e.g. changes in public building and quasi-public or private buildings such as large bungalows, shops, clubs, schools and colleges.

4. Upon receipt of such information the Head Surveyor should have the alterations verified and measured where necessary and incorporated in the block maps and 20 inch division maps under his supervision.

5. Reports of topographical changes should be filed together once a quarter and sent to record, after the Head Surveyor has certified to the incorporation of the changes in the Survey records.

IV. Applications to point out boundaries of fields.

Applications from private parties to point out the boundaries of their fields in accordance with the survey records may be received by the Tahsildar. The party making the application should deposit with it a sum of two rupees for each 'F' line of the field to be pointed by the Government Officers. On receipt of the application with the deposit, the Tahsildar should forward it to the Town Surveyor concerned who should comply with the request made in the application, obtain the signature of the party to that effect and should himself certify thereon that the boundary was pointed out by him in accordance with the measurements noted in the survey records. After all action has been taken the applications should be kept filed in the order of their numbers and may be destroyed after a year.

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APPENDIX I.

FORM No. I.

Register A.

Madras District. Permanent Index Land Register Revenue Division. } No. / Name

Number. Field. (1)	Sub-division. (2)	Tenure. (3)	Area. (4) Hect. Ares. Sq. Mrs.	Revenue Payable to Government. (5) Rs. P.	Remarks. (6)

FORM No. 2.

Register B.

Madras District. Quit-rent-permanent land Register Revenue Division. } No. / Name

Number. Name of street.	Field. (2)	Sub-division. (3)	Municipal. (4)	Area. (5) Ares. Sq. mrs.	Revenue payable to Government. (6) Rs. P.	Name of owner. (7)	Description of field. (8)	Substance of order of change with authority. (9)	Remarks. (10)

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FORM No. 3.

Register C.

Permanent Land Register of Ground Rent properties

Madras District.

(1)	Name of street.	Number.		Area.		Rent payable to Government.	Year in which the assessment in column (6) was first imposed of last revised.	Name of owner.	Description of field.	Year in which next revision is due.	Revenue Division.	Substance of order of change with authority.	No. Name.	Remarks—Here the number and/date of the order relating to the case.
		Municipal.	Sub-division.	Field.	Municipal.	Hoc. Ares. Sq. Mrs.	P.							
		(1)	(3)	(2)	(4)	(5)		(8)	(6)	(10)		(11)		(12)

FORM No. 4.

Register D.

Permanent Land Register of Free hold properties.

Madras District.

Name of street.	Number.		Present Area of the holding.		Excess, if any over the original free-hold extent included in column (5) not redeemed already and therefore assessed to annual rent.		Name of owner.	Description of field.	Revenue Division.	Substance of order of change with authority.	No. Name.	Remarks—Here enter reference number and date of the application, if any change now imposed, etc. orders of reclamation, etc.
	Field.	Sub-division.	Hoc. Ares. Sq. Mrs.		Hoc. Ares. Sq. Mrs.	P.						
	(2)	(3)	(4)		(5)		(6)	(7)	(8)	(9)	(10)		(11)	

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FORM No. 5.

Register E.

Madras District. — Permanent land register of exempted properties.

(1) Name of street.	Number: (2) Field.	Number: (3) Sub-division.	Number: (4) Municipal.	(5) Area. Hec. Ares. Sq. Mtrs.	(6) Revenue Division. Name of Institution temple or other body in whose behalf the field was exempted.	(7) No. / Name. Name of the Secretary Trustee Dharmakartha etc., responsible for the maintenance of the institution.	(8) Special conditions as far as they can be ascertained on which the land is held free with authority in all possible cases.	(9) Whether the conditions are being kept up.	(10) Description of the Field whether manam, etc.	(11) Name of occupier if any with status.	(12) Revenue payable to Government on excess, if any, and not sub-divided separately.	(13) Substance of order of change with authority.	(14) Remarks.

FORM No. 6.

Register F.

Madras District. — Permanent land register of lands vested in or belonging to the City Corporation of Madras

(1) Name of street where the field itself is a street or road enter the name in column (8).	Number: (2) Field.	Number: (3) Sub-division.	Number: (4) Municipal.	(5) Area. Hec. Ares. Sq. Metres.	(6) Name of owner (here enter Corporation "Public" or "Corporation" "Private".	(7) Name of occupier if any, with status.	(8) Description of field.	(9) Tenure on which the land is held and special conditions if any attached to the holding with authority.	(10) Revenue Division. Revenue payable to Government.	(11) No. / Name. Substance of order of change with authority.	(12) Remarks.

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FORM No. 7
Register G.

Madras District. **Permanent Land Register of Government Lands** Revenue Division. } No. / Name

Number	Name of Street.	(1)	(2) Field	(3) Sub-division.	(4) Municipal.	(5) Area. Hec. Ares. Sq. Metres.	(6) Name of occupier.	(7) Description of field.	(8) Remarks.

FORM 8.
Register H.

Madras District. **Register of Land alienated or exempted for assessment in** Taluk Revenue Division.

Number.	(1) Field.	(2) Sub-division.	(3) Extent. Hec. Ares. Sq. Mts.	(4) Assessment. Rs. P.	(5) Name of the person institution or local body to whom the land is granted or in whose favour the assessment is remitted.	(6) Purpose for which the land is granted or assessment is remitted.	(7) Condition of the grant of the land. } No / Name	(8) Orders sanctioning the grant or the exemption from assessment.	(9) Remarks.

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FORM No. 9.

Demand Collection and balance statement of Land Revenue in the Taluk. for the month of

Number and name of the division.		(1)	Demand. (2) Arrears, at the beginning of the year.	(3) Upto last month.	(4) In the Month.	(5) Total.	Collection. (6) Upto last month.	(7) In the month.	(8) Total.	(9) Balance.	(10) Amount written off.	(11) Amount under correspondence.	(12) Amount for which personal property distrained.	(13) Amount for which real property attached.	(14) Amount to which demand to issue.
			Section I—Quit rent.												
Arrears	....	....													
Current	....	....													
			Section II—Ground rent.												
Arrears	....	....													
Current	....	....													

FORM No. 10.

Register showing particulars of arrears reported to be irrecoverable in the division No. of taluk for fasli

(1) Resurvey Number and name of the individual.	(2) Fasli.	Demand (3) Quit rent. Rs. P.	(4) Ground rent. Rs. P.	(5) Total. Rs. P.	(6) Collections upto date. Rs. P.	(7) Balance. Rs. P.	(8) Certificate of the Tahsildar.	(9) Amount Recommended by the Tahsildar to be written off. Rs. P.	(10) Order of the Collector.	(11) Remarks.

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FORM No. 11

Register of Land alienated or exempted from assessment in the Taluk, Madras District.

(1) Resurvey number.	(2) Extent. Hec. Ares. Sq. Metrs	(3) Assessment. Rs. P.	(4) Name of the person, institution or local body to whom the land is granted or in whose favour the assessment is remitted.	(5) Purpose for which the land is granted or assessment is remitted.	(6) Condition of the grant of the land.	(7) Orders sanctioning the grant or the exemption from assessment.	(8) Remarks.

ENCLOSURE TO FORM No. 11

Register o verification of lands alienated or exempted from assessment for the Taluk, Madras district.

(1) Resurvey number.	(2) Description	(3) Date of inspection.	(4) Whether the conditions are fulfilled or violated. Fasli 1381	(5) Date of inspection.	(6) Whether the conditions are fulfilled or violated. Fasli 1382	(7) Date of inspection	(8) Whether the conditions are fulfilled or violated. Fasli 1383	(9) Date of inspection.	(10) Whether the conditions are fulfilled or violated. Fasli 1384	(11) Date of inspection.	(12) Whether the conditions and fulfilled or violated. Fasli 1385

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FORM No. 12
REGISTER No. 1

Register of applications for transfer of registry in the *Taluk,* *Madras district for fasli.*

Serial number.	(1)	(2) Current number.	(3) Date of receipt of application and from whom received.	Number. (4) Number of block or division.	(5) Subdivision/Field.	(6) Subdivision.	(7) Reputed area of the land to be transferred.	(8) Particulars of the transfer.	(9) Reference sent out to whom and date.	(10) Number and date of reply.	(11) Name of the transferor.	(12) Name of transferee.	(13) Whether the application for transfer is accepted or rejected and date of order.	(14) Date of communication of order to parties.	(15) When the land is newly subdivided Serial number of new Survey fields and subdivisions.	When the land is not newly subdivided date of incorporation in the	(16) P. L. Rs.	(17) Register numbers 4 and 5.	(18) Nature of disposal.

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FORM No. 13
REGISTER No. 2

Register of Changes in the specification of lands in the *Taluk,* *Madras district for fasli.*

Serial number and date of receipt of order.	(1)	(2) Number and name of the division.	(3) Survey number and subdivision.	Particulars of Land before change. (4) Description.	(5) Area. Hec. Ares. Sq. M.	(6) Assessment.	Particulars of Land after change. (7) Number and date of the order sanctioning the change.	(8) Survey number and subdivision.	(9) Description.	(10) Area.	(11) Assessment.	When detailed demarcation is necessary under item 5 in paragraph 13 (a) Chapter I. (12) Date of issue of Section 9 (2) notices or 10 (2) notices under the Tamil Nadu Survey and Boundaries Act.	(13) Date of publication of notification under section 13 of the Tamil Nadu Survey and Boundaries Act, 1923 in the District Gazette.	(14) Date of correction of demarcation sketches and stone register.	Date of incorporation in the (15) P. L. Rs. and Register No. 3.	(16) Register Number 4 and 5.	(17) When the land is newly subdivided Serial Number in the register of the new survey fields and subdivisions.	(18) Number and date of the Final disposal of case.

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FORM No. 14

REGISTER No. 3.

Showing statement of changes in quit-rent and ground-rent for division for fasli.

(1) Serial number.	(2) Date.	(3) Resurvey number	(4) Increase in quit-rent.	(5) Decrease in quit-rent.	(6) Increase in ground rent.	(7) Decrease in ground rent.	(8) Remarks.
			Rs. P.	Rs. P.	Rs. P.	Rs. P.	

FORM Nos. 15 and 16.

Total increase
Deduct - Total increase
—Net increase or decrease

Madras taluk — Insert register of — Quit-rent. / Ground rent. — Payment from fasli 13 to 13 — Division No. / Name

(1) Resurvey number.	(2) Subdivision number.	(3) Extent. Hec. Ares Sq. Mts.	(4) Name of the owner (land occupier in case of longterm lease).	(5) Assessment for the fasli quit-rent/ ground rent.	Fasli — Collections in the month of							
					July 19		August 19		September 19		October 19	
					Date.	Amount. Rs.	Date.	Amount. Rs.	Date.	Amount. Rs.	Date.	Amount. Rs.
					(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

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Resurvey number.	Fasli — Collections in the month of											
	Nov. 19		Dec. 19		Jan. 19		Feb. 19		March 19		April 19	
	Date.	Amount.	Date.	Amount.	Date.	Amount.	Date.	Amount.	Date.	Amount.	Date.	Amount.
	(14)	(15) Rs.	(16)	(17) Rs.	(18)	(19) Rs.	(20)	(21) Rs.	(22)	(23) Rs.	(24)	(25) Rs.

Resurvey number.	Fasli — Collection in the month of				Processes.					Date of collection of arrears.	Remarks.
	May 19		June 19		Balance (30th June) i.e. at the end of the fasli.	II	IV	V	VI		
	Date.	Amount.	Date.	Amount.							
	(26)	(27) Rs.	(28)	(29) Rs.	(30)	(31)	(32)	33)	(34)	(35)	(36)

FORM No. 17.

Process Register for *Division for fasli.*

Serial number.	Resurvey number.	Name of owner.	Amount of assessment due.	Details of demands issued						Remarks with date of payment.
				Process No. I		Process No. II		Process No. IV	Process No. V	
				Date.	Manner of service.	Date.	Manner of service.	Date of service.	Date of service.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
			Rs. P.							
			Section I arrears.							
			Section II Current.							

FORM No. 18.

Remittance Roll of collection in Division No. *Taluk* *Dated* 19 .

Date of collection.	Survey numbers.	Certificate numbers.	Name of the fasli.	Parties.	Quit-Rent.	Demand fees.			Interest.	Total.	Remarks.
						II	IV	V			
(1)	(2)	(3)	(4)	5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

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FORM No. 19.

Interest account *Division No.* *in the* *Taluk for fasli.*

Name of the defaulter in the survey number of the field.	Month.	Balance of arrears at the beginning of the month.		Amount collected or written off during the month.		Balance at the end of the month.		Interest charged during the month on the amount of revenue in the last column.	Total interest due at the end of the month.	Remarks
		Revenue.	Interest.	Revenue.	Interest.	Revenue.	Interest.			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

FORM No. 20.

Demand, Collection and Balance Statement of Quit/Ground rent in the *Taluk* *for the month of* 19 .

Number and name of the divisions.	Demand.			Collection.					
				Arrears.			Current.		
	Arrears at the beginning of the year.	Up to last month.	In the month.	Total.	Up to last month.	In the month	Total.	Up to last month.	In the month	Total.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1. Santhome										
2. Santhome										
3. Nungambakkam										
4. Egmore										
5. Purasawalkam										
6. Perambur										
7. Vepery										
8. Tondiarpet										
9. Tondiarpet										
10. Muthialpet										
11. Muthialpet										
12. Poddunayakanpet										
13. Poddunayakanpet										
14. Poddunayakanpet										
15. Triplicane										
Total ..										

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FORM No. 20—*cont.*

Demand, Collection and Balance Statement of Quit/Ground rent in the *Taluk* *for the month of* 19

Number and name of the divisions.	Balance.		Amount written off.		Amount under correspondence.		Amount for which personal property distrained.		Amount for which real property attached.		Amount to which demands 1-4 issued.		Remarks.
	Arrear.	Current.	Arrear.	Current.	Arrear.	Current.	Arrear.	Current.	Arrear.	Current.	Arrear.	Current.	
	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1. Santhome													
2. Santhome													
3. Nungambakkam													
4. Egmore													
5. Purasawalkam													
6. Perambur													
7. Vepery													
8. Tondiarpet													
9. Tondiarpet													
10. Muthialpet													
11. Muthialpet													
12. Poddunayakanpet													
13. Poddunayakanpet													
14. Poddunayakanpet													
15. Triplicane													
Total													

Madras Taluk Office,
Dated 19 .

Tahsildar.

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FORM No. 21.

REGISTER No. 10.

Statement showing the particulars of arrears reported to be irrecoverable in the division of Taluk for fasli.

Resurvey number and name of the individual	(1)	(2) Fasli.	Demand. (3) Quit rent.	(4) Ground rent.	(5) Total.	(6) Collections upto date.	(7) Balance.	(8) Certificate of the Tahsildar.	(9) Amount Recommended by the Tahsildar to the written off.	(10) Order of the Collector.	(11) Remarks.

FORM No. 22.

Area statement of new sub-divisions proposed.

New Re-Survey number.	(1)	(2) Old Re-Survey number.	(3) Area of the entire field according to Register A.	(4) Computed area of the new sub-divisions.	(5) Adjusted area of the new sub-divisions.	(6) Door number and name of street.	(7) Description of the property.

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FORM No. 23.

Simple Register of sub-divisions proposed and verified by the survey section

(1) Serial number.	(2) Taluk Office current number.	(3) Village survey number or sub-division from which new sub-divisions are formed.	(4) New numbers of the new sub-divisions or survey fields.	(5) Date of receipt.	(6) Date of return of the file to the taluk office.	(7) Remarks.

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FORM No. 24.

Register of new survey fields and sub-divisions in the Taluk, Madras district for fasli.

Serial number and date of entry in the register. (1)	Number and name of the division. (2)	Survey number and sub-divisions from which the new survey field or sub-division is formed. (3)	Total number of new survey fields and sub-divisions sanctioned in each case. (4)	Serial number in the register of changes in the specification of lands and date of sanction. (5)	Details of new survey fields or sub-divisions as finally approved.				Fees if any due and date of collection. (6)	References sent out.	
					Notation. (9)	HEC.	ARES.	SQ. MRS.		To whom and when. (10)	Number and date of reply. (11)

Date of incorporation in the

Date of publication of notification under section 13 of Tamil Nadu Survey and Boundaries Act, 1923. (12)	Date of service of section 9 (2) or section 10 (2) notices under the Tamil Nadu Survey and Boundaries Act, 1923. (13)	Demarcation sketches and stone registers. (14)	Permanent land register and register No. 3. (15)	Maintenance set of maps. (16)	Register numbers 4 and 5. (17)	The Corporation of Madras. (18)	The Registration Department. (19)

Date of inclusion in the last to be sent to

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FORM No. 25.

Treasury / *Cheque* — *Collections under* — *quit rent* / *Ground rent* — *for the Taluk for the month of* 19 .

Date.	Division No. 1.	Division No. 2.	Division No. 3.	Division No. 4.	Division No. 5.	Division No. 6.	Division No. 7.	Division No. 8.	Division No. 9.	Division No. 10.	Division No. 11.	Division No. 12.	Division No. 13.	Division No. 14.	Division No. 15.	Division No. 16.	Division No. 17.	Division No. 18.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)		(17)	(18)	
	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.			

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FORM No. 26.

Register of survey errors corrected.

(1) Number and name of the division.	(2) Number of Survey field or sub-division.	(3) Date on which sketch or plan was received.	(4) Name of the Town Surveyor responsible.	(5) Nature of correction.	(6) Date on which corrections were made or fresh plan insorted.	(7) Signature of Draughtsman and initials of Head Surveyor.	(8) Remarks.

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FORM No. 27.

Register showing the files received for plotting in the survey section.

(1) Specification number.	(2) Taluk file number.	(3) Date of receipt for plotting.	(4) Name of Revenue Division.	(5) Block number.	(6) Survey number and sub-division number of the field.	(7) Nature of work done, date of plotting.	(8) Date of plotting of sub-divisions or changes by the Draughtsmen in Record of measurement maps maintained for the office use.	(9) Date of plotting of the Sub-divisions by the Town Surveyor in the Record of measurement for field use.	(10) Total number of sub-divisions plotted.	(11 Total number of fields affected.	(12) Date of check by Head Surveyor.	(13) Date of check by Tahsildar.	(14) Date of return of files to the office.	(15 Remarks.

FORM No. 28.

Notice to registered holder o receipt of application for the transfer of registry in case he is not a party to the transaction.

Notice.

No. Tr. Taluk office.

dated

Transfer of revenue registry-Land— sub-division.

An application for transfer of revenue registry in the name of..... .....has been received from the Sub-Registrar. Please let me know within 15 days from the date of receipt of this notice whether you, as a registered holder of the property, have any objection to the transfer of registry applied for; if no reply is received within the prescribed time it will be presumed that you have no objection to the transfer.

Tahsildar.

To

Thiru

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FORM No. 29.

Notice.

No. Tr. Taluk Office,

Dated

Transfer of Registry—Land R.S. No.

Please arrange to produce all the documents in respect of the above property within a fortnight for my perusal and return, failing which transfer of registry of the above property will not be effected. Please also remit Rs. 6 towards sub-division fees.

Tahsildar.

To

Thiru

Through the Karnam of

FORM No. 30.

Notice.

No. Tr. Taluk Office, Dated

Transfer of registry—Land R.S. No. Identifiable Limits.

Please put up identifiable limits to the above property and intimate the same to the Tahsildar of Madras within 15 days from the date of receipt of this notice, failing which sub-division and transfer of registry will not be effected.

Tahsildar.

To

Thiru

Through the Karnam of

FORM No. 31.

Notice.

No. Tr. Taluk Office,

Dated

Transfer of registry—Land R.S. No.

Take notice that Thiru has applied for a portion of the above field to be sub-divided and registered in his/her name as owner. If you have any objection to such division and registry, you should intimate the same to the Tahsildar of Madras within 15 days from the date of receipt of this notice, failing which transfer of registry applied for will be effected in the taluk accounts without further notice.

Tahsildar.

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FORM NO. 32.

Notice.

Taluk Office,
Dated 19 .

No. Tr.

Transfer of registry—Land R.S. No. sub-division and separate registry

Discrepancy in area proposal for.

measurements.

During the course of proposing sub-division in R.S. No. of it is found that the total area of the sub-division work out to Hec. Ares.

The Measurement of is Metres. sq. metres
as against the registered area of Hec. Ares.

measurement of Sq. metres.

As the difference sq. metres is more than the percentage of error allowed, it is proposed to adopt

metres limits

the correct area / measure, Notice is hereby given that the alterations specified in the appended schedule are found necessary and it is proposed to alter the records. Objections if any to the proposed alterations should be presented in writing to the Tahsildar of Madras within 15 days from the date of receipt of this notice, failing which it will be presumed that the proposed alterations are accepted.

Tahsildar.

SCHEDULE.

(*a*) Correction of area.

For.			Read.		
R.S. No. (1)	Extent. (2) Hec. Ares. Sq. mts.	Assessment. (3) RS. P.	R.S. No. (4)	Extent. (5) Hec. Ares. Sq. Mts.	Assessment. (6) RS. P.

(*b*) Correction of linear measurements.

For. Read.

FORM NO. 33.

Memorandum of alterations to be made in the division of

For.				Read.				
Survey number. (1)	Sub-division number or letter. (2)	Extent. (3) HEC. ARES. SQ. MTS.	Assessment. (4) RS. P.	Survey number. (5)	Sub-division number or letter. (6)	Extent. (7) Hec. Ares. Sq. Mts.	Assessment. (8) RS. P.	Records to be corrected. (9)

FORM NO. 34.

Intimation.

No. Tr. Taluk Office,

Transfer of registry—Land Dated : .

from R.S. No. , Petition, dated

The petitioner is informed that the above property has been registered in his name. An extract from the permanent land register together with the sketch can be had on payment of Rs. 1.50 paise in the Madras Taluk Treasury.

To

Thiru

Tahsildar.

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FORM No. 35.

Stone Register A.

(1) Serial number of stone in the village and description of Stones tri-juction or a village boundary or at a Khandarn station.	(2) Survey fields or subdivision the holders of which are responsible for maintenance.	(3) Date of inspection and result.	Year 19 to 19 (4) If replaced or retined by ryot date of inspection by Town Surveyor.	Year 19 to 19 (5) Date of verification of the Town Surveyor's entry in the previous column of renewal or repair by survey officer with initials.	(6) Date of inspection and result.	Year 19 to 19. (10) If replaced by ryot date of inspection by Town Surveyor.	(11) Date of verification of Town Surveyor's entry in the previous column for renewal or repair by Survey Officer with initials.

(12) Date of inspection and result.	Year 19 to 19 (13) If replaced or repaired by ryot date of inspection by Town Surveyor.	(14) Date of verification by the Town Surveyor's entry in the previous column for renewal or repair by survey officer with initials.	(15) Date of inspection and result.	Year 19 to 19. (17) Date of verification of the Town Surveyor's entry in the previous column for renewal or repair by Survey Officer with initials.

(9) Date of inspection and result.	Year 19 to 19 (7) If replaced or repaired by ryot date of inspection by Town Surveyor.	(8) Date of verification of Town Surveyor's entry in the previous column for renewal or repair by survey officer with initials.

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FORM No. 36.

Stone Register 'B'.

(1) Re-survey number and Serial number of stones in the field.	(2) Survey field or sub-divisions the holders of which are responsible for the maintenance of the stone in column (1).	(3) Date of inspection and result.	(4) If replaced or repaired by the ryot date of inspection by the Town Surveyor.	(5) Date of verification of the Town Surveyor's entry in the previous column for renewal or repair by survey Officer with initials.	(6) Date of inspection and result.	(7) If re-placed or repaired by the ryot date of inspection by the Town Surveyor.	(8) Date of verification of the Town Surveyor's entry in the previous column for renewal or repair by Survey Officer with initials.	(9) Date of inspection and result.	(10) If re-placed or repaired by the ryot date of inspection by the Surveyor.	(11) Date of verification of the Town Surveyor's entry in the previous column for renewal or repairs by Survey Officer with initials.	(12) Date of inspection and result.	(13) If, re-placed or repaired by the ryot, date of inspection by the Town Surveyor.	(14) Date of verification of the Town Surveyor's entry in the previous column for renewal or repair by Survey Officer with initials.	(15) Date of inspection and result.	(16) If re-placed or repaired by the ryot date of inspection by the Town Surveyor.	(17) Date of verification by the Town Surveyor's entry in the previous column for renewal or repair by Survey Officer with initials.
		Year 19 to 19						Year 19 to 19			Year 19 to 19			Year 19 to 19		

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FORM No. 37.

Fortnightly progress report of the Town Surveyors for the renewal and repair of stones.

(1) Fortnight ending.	(2) Description of stones (theodolite or field).	Number of stones noted as requiring.	
		(3) Renewal.	(4) Repair.

(5) Date of issue of notice.

(6) Remarks.

FORM No. 38.

Register of Acknowledgements.

(1) Description of stones according to A. or B. register and stone number.

(2) Date of result of inspection.

(3) Resurvey number and name of registered holder to whom the notice is issued.

(4) Signature of the party.

(5) Date of service.

(6) When and by whom repair or renewal was attended to.

(7) Remarks (here enter "Served in person"; if not served in person note the method of service).

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FORM No. 39.

Register of verification of Government and Corporation Public lands by the Town Surveyor in Division of the Taluk Office.

(1) Serial number.	(2) Number of survey field or sub-division number.	(3) Whether Government or Corporation public.	(4) Description of the field.	(5) If the encroachments have been licensed under section 223 of the Tamil Nadu City Municipal Act, reference to the encroachment register.	(6) If the encroachment cases detected in the previous years have not been licensed and are still pending disposal, reference to the encroachment register.	(7) Date of inspection.	(8) If the encroachment detected newly reference to the encroachment register. 19
							19

(9) Date of inspection.	(10) If the encroachment detected newly reference to the encroachment register.	(11) Date of inspection.	(12) If the encroachment detected newly reference to the encroachment register.	(13) Date of inspection.	(14) If the encroachment detected newly reference to the encroachment register.	(15) Date of inspection.	(16) If the encroachment detected newly reference to the encroachment register.
19	19	19	19	19	19	19	19

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FORM No. 40.

Register showing the encroachments detected and reported by Town Surveyor in the division of the Taluk during the Official year 19

(1) Serial number.	(2) Block number.	(3) Survey filed or sub-division number encroached upon.	(4) Description of the field encroached upon.	(5) Survey number of field from which encroachment made.	(6) Description of encroachment made.	Dimension of the encroachments in metres.		(8) Area of the encroachment in square metre.	(9) Remarks.
						(7) Breadth.	(8) Length.		

(10) Date on which duplicate sketches were sent to the Taluk Office with initials of the Town Surveyor.

(11) Date of verification of encroachments by the Head Surveyor or Taluk Office with initials.

(12) Serial number in the encroachment register in cases in which action is taken under Act III of 1905.

(13) Number and date of report to the Commissioner of the Corporation in respect of the Corporation public lands.

(14) Date of receipts of the final order number and abstract of the order.

(15) Date of removal of encroachment or permanent assignment.

(16) Sketch of the encroachment (encroachment portion colour washed).

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FORM No. 41.

Register of encroachments of Government lands dealt within the Taluk Office, i. e., B Memo Register.

(1)	Serial number and date of receipt in taluk office.
(2)	Number and name of the division.
(3)	Survey number and sub-division number.
(4)	Date of reference to the Revenue Inspector or other officers.
(5)	Date of receipt of report from the Revenue Inspector or other officers.
(6)	Date of service of the notice under section 7 of Act III of 1905.
(7)	Date of receipt of petitions if any, in response to the notice under section 7.
When eviction is ordered.	
(8)	Date of submission of report to the Collector and further reference, if any.
(9)	Date of receipt of orders from the Collector with his number and date and replies to further references if any.
(10)	Date of reference to Revenue Inspectors with the notice under section 6 of Act III of 1905.
(11)	Date of receipt of Revenue Inspector's report after eviction.
(12)	Date of receipt in the record room and the record-keeper's initial in token of acknowledgement.

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FORM No. 42.

Form of agreement for supply of stones.

AGREEMENT made this day of 19 between Thiru son of Thiru residing at (hereinafter called the contractor) of one party and the Governor of Tamil Nadu (hereinafter called the purchaser) of the other party.

Whereas the contractor agrees to stock in his stone depot at sufficient number of stones of the specification printed at the back of this agreement and he further agrees to see that the number for each specification in his stock on any day of a particular month does not fall short of the number intimated to him on the 20th of the preceding month by the Head Surveyor attached to the Taluk Offices.

2. To enable the maintenance officers of the Madras City to endorse this stipulation the said agrees to allow the said officers to inspect the stones depot from time to time without let or hindrance and to count the number of stones available in the stock in the presence of the said officer.

3. The said agrees to deliver within two days of the date of order given by the Town Surveyors, Revenue Inspector, Head Surveyor, Tahsildar, or any Maintenance Officer of the City at any place to be specified by the said officer within the limits of the City of Madras. Demarcation stones of such specification and in such quality as may be ordered by the said officer at the rate specified in this agreement.

4. The contractor also binds himself to be answerable for any loss sustained by reason of his failure, neglect or indifference in supplying within the period allowed, stones ordered from time to time as per specifications and marks entered on the back of the contract. And he further agrees to such loss being made good by the Collector from the deposit money or from any amount due to him or from both as may be necessary. All sums that are defined and ascertained as due to the Government will be recovered from the contractor as if they are arrears of Land Revenue.

5. The contract shall be liable for summary termination for failure of the contractor to supply stones within the time prescribed for complying with the indents. The contract can be cancelled at any time by the Collector after one month's notice in writing of his intention to terminate the contract. The contractor shall not be competent to withdraw from the contract for a period of two years from the date of execution of his contract. The contractor can thereafter withdraw from the contract after one month's notice to the Collector in writing of his intention to terminate the contract.

6. The deposit money referred to shall be liable to be forfeited in whole or in part for non-compliance with any of the conditions of the contract. The deposit money shall be returned to the contractor only on complete fulfilment of the contract to the satisfaction of the Collector.

7. The sales tax on the purchase of survey stones is payable by the Government.

8. IN WITNESS WHEREOF I Thiru Collector, Madras City, THE CONTRACTOR AND I Thiru acting for and on behalf of by the order and direction of the Governor of Tamil Nadu the purchaser have hereunto set their respective hands and seals the day, month and year first above written.

CONTRACTOR

COLLECTOR

Witnesses.—

1.

2.

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SPECIFICATION.

Class.	*Description.*	*Dimensions.*	*Cost per stone including carriage.*
(1)	(2)	(3)	(4)
I	Village boundary stones ..	3′×9″×9″ (90c.m. × 25 c.m. × 25 c.m.)	
II	Block boundary stones ..	18″×8″×8″ (45 c.m. × 20 c.m. × 20 c.m.)	
III	Field stones	2′ × 6″ × 6″ (60 c.m. × 15 c.m. × 15 c.m.)	
IV	Chain Survey Stones ..	1′ × 6″ × 6″ (30 c.m. × 15 c.m. × 15 c.m.)	

All stones must be of granite and must bear the broad arrow for one side cut not less than half a centimetre (quarter of an inch) deep and 10 c.m. (four inches) long.

First class stones must have a plummet hole drilled in the centre of the Upper surface 2½ centimetres (inch) deep and 2 c.m. (three quarter of an inch) diametre.

All stones must be roughly squared to one third of their length from top.

COLLECTOR.

Contractor.

FORM No. 43.

Bill of charges incurred for repair and renewal of Survey marks in division of **taluk.**

Survey stone number in register A. Survey Field number and stone number in register B.	Cost of renewal or repair.			Survey fields or subdivision from the holders of which the cost should be recovered.	Amount apportioned as payable by each registered holder.	Collections.		
	Cost of stone.	Cost of hired labour.	Total.			Amount.	Date.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	RS. P.	RS. P	RS. P.		RS. P.	RS. P.		
Total ..								

Town Surveyor.

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FORM No. 44.

Abstract of Form No. 43.

D.S. No. Taluk/Serial No.

Abstract statement of charges incurred for the repairs and renewal of survey marks in division taluk

Recoverable from private parties
to be charged to Government

Date on which the work was done.

Cost of stones.	Cost of hired Labour.	Total.	Collections*.	Voucher number and date.
(1)	(2)	(3)	(4)	(5)
Rs. P.	Rs. P.	Rs. P.	Rs. P.	

* To be posted in Office.

Town Surveyor.

FORM No. 45.

Bill for advance for replacing missing boundary marks.

Particulars.	Cost of Stones.	Cost of hired labour.	Total Amount.
(1)	(2)	(3)	(4)
	Rs. P.	Rs. P.	Rs. P.
Serial number of abstract Bill form 44.			
Total ..			

Rupees in words.

to be debited, to

Pay rupees.

Station.

Date.

Sub-Treasury Officer,

Tahsildar.

NOTE.—Amounts to be debited to Government should be drawn on a separate form from those to be debited to survey marks.

FORM No. 46.

Division war demand, collection and balance register of charges incurred for the repair and renewal of survey marks.

Serial number of abstract bill in form 44 and date of its receipt.	Number and date of treasury voucher.	Total cost of renewals and repairs.				Recoveries.			
		Cost of stones.	Cost of hired labour.	Total.	Amount.	Date of credit in the sub-treasury.	Number and date of Chalan.	Balance.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
		Rs. P.	Rs. P.	Rs. P.	Rs. P.				

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FORM No. 47.

Demand, collection and balance under the cost of survey marks—Collectors in the taluk of for the month of 19 .

Number of bill remaining to be effected in whole or part.	Date of receipt by the Talsildar.	Amount of the bill.	Collection.			Add Collections in other taluks.					Remarks.
			Up to last month.	In the month.	Total.	Taluk.	Month.	Amount.	Total collections.	Balance.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
		RS. P.	RS. P.	RS. P.	RS. P.	RS. P.		RS. P.	RS. P.	RS. P.	

FORM No. 48.

Remittance roll of collection of cost of survey marks.

Name of the karnam's division.

Number and date of Town Surveyor's.

Form 43 to which this remittance relates.

Field or Sub-division No. or letter.	Amount to be recovered from each field or sub-division as per Form 43,	Amount already collected and remitted by the maintenance officer or Karnam.	Amount now collected and remitted by Karnam.	Remarks.
(1)	(2)	(3)	(4)	(5)
	RS. P.	RS. P.	RS. P.	

Total amount remitted Rupees

Karnam.

Date :

NOTE.—When the entire amount of the bill is remitted there is no need to fill in columns (1) to (3).

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FORM No. 49.

Statement of sums to be recovered under section 15 of Tamil Nadu Act VIII of 1923 on account of lands registered in the name of registered holder No. ~

division *Taluk* *Number and date of maintenance officers* *form 43 to which the statement relates.*

Survey stones number in Register A. or Survey field number and stone number in Register. B	Cost of renewal or repair.			Field and Sub-divisions on which cost in column (4) is to be apportioned.	Cost to be recovered from each field or sub-division registered in the name of the registered holder.		Amount already collected from the registered holder and maintenance Officer or karnam.	Date of remittance.	Balance to be recovered from the registered holder.	Remarks.
	Cost of stones.	Cost of hired labour.	Total.		Field or sub-division number or letter.	Amount to be recovered.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	RS. P.	RS. P.	RS. P.			RS. P.	RS. P.		RS. P.	

Total due from the registered holder.

Certified that the duplicate of this statement was tendered to the registered holder and that he refused to receive it (in case the registered holder refuses to receive the duplicate.)

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FORM No. 50.

Diary of Town Surveyor for the fortnight ending.

			Government lands.			Corporation lands.		
(1) Date.	(2) Number of the division.	(3) Name of the division.	(4) Block number.	(5) Old encroachments checked.	(6) New encroachments detected.	(7) Total number of fields verified.	(8) Old encroachments checked.	(9) New encroachments detected.

B. Stones.						A. Stones.				Maintenance work.	
(10) Intact.	(11) Missing	(12) Repair.	(13) Abandoned.	(14) Masonry corner	(15) Total number of stones.	(16) Intact.	(17) Buried.	(18) Missing and repair.	(19) Total number of Stones.	(20) Renewed.	(21) Repaired.

FORM No. 50—*cont.*

Dairy of Town Surveyor for the fortnight ending—*cont.*

(22) Resurvey numbers in which sub-divisions were measured.	(23) Resurvey numbers pointed out to the parties.	(24) Resurvey numbers measured for other purposes such as acquisition, alienation, etc.	(25) Resurvey numbers in which topo details were measured.	(26) Total number of chains.	(27) Total number of lines.	(28) Remarks.

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FORM No. 51.

Abstract of work turned out by the Town Surveyor during the fortnight ending.

(1) Papers pending at the beginning of the month.	(2) Papers received.	(3) Total.	(4) Disposed of.	(5) Balance.	(6) Total No. of stones to be verified.	Total number of stones requiring action at the beginning of the month. (7) Renewal.	(8) Repair.	Total number of stones requiring action during the month. (10) Renewal.	(11) Repair.	Total. (12) Renewal.	(13) Repair.	Action taken. (14) Renewal.	(15) Repair.	Balance. (16) Renewal.	(17) Repair.

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FORM No. 52.

Diary of Draughtsman for the fortnight ending.

(1) Date.					
(2) Division.					
(3) Block number.					
(4) Resurvey number dealt with.					
(5) Taluk reference.					
Sketch.	(6) Number of fields for which sub-division and area statements prepared.				
	(7) R.R. Sketches prepared.				
	(8) Number of draft sketches prepared.				
	(9) Number of patasts prepared.				
Records of Measurement.	Sub-division plotting.	(10) Number of fields for which plotting and area sketch d.			
		(11) Number of revenue block maps verified and corrected.			
		(12) Number of sub-divisions inserted in first set.			
		(13) Number of sub-division inserted in second set.			
		(14) Number of sub-divisions inserted in third set.			
	New F.P.	(15) Number of fields dealt with.			
		(16) Number of fields compared.			
	Atlas.	(17) Number of fields in which changes marked I set.			
		(18) Number of fields in which changes marked II set.			
(19) Miscellaneous work such as preparation of combined sketch A.O.B. sketch, etc.					
(20) Remarks.					

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FORM NO. 53.

Form of Diary of the Revenue Inspectors.

Journal.

Fortnight ending

Name of the Revenue Inspector.

The name and number of the division.

Particulars of work.

N.B.—Details of work done each day whether in the field or in office should be clearly noted under each date with reference to the correspondence in each case.

FORM NO. 54.

Section I.

Abstract of Diary of the Revenue Inspector.

Diary for the fortnight ending Section I.

1. Number of papers pending at the beginning of the fortnight.
2. Number of papers received in the fortnight.
3. Total.
4. Number of papers disposed of in the fortnight.
5. Balance.

Section II.

Report on the progress in the submission of proposals or the revision of ground rent for fasli.

1. Number of cases in which reports have to be submitted for the fasli.
2. Number reported in the fortnight.
3. Number reported up to the fortnight.
4. Balance.

Section III.

Report on the verification of exempted and alienated properties in the city of Madras for fasli.

1. Number of cases to be verified during the fasli.
2. Number of cases verified in the fortnight.
3. Number of cases verified up to the fortnight.
4. Balance.

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Section IV.

Statement of verification of encroachments.

1. Number of cases pending at the beginning of the fortnight.
2. Number of cases received during the fortnight.
3. Total.
4. Number of cases disposed of during the fortnight.
5. Balance.

Section V.

Statement of renewal of lease of Government lands.

1. Number of cases to be attended to during the years.
2. Number of pending cases.
3. Number of cases on which reports are due during the fortnight.
4. Number of cases attended to during the fortnight.
5. Balance.

Section VI.

Statement showing the progress made in land acquisition cases

1. Number of cases pending at the beginning of the fortnight.
2. Number received during the fortnight.
3. Total number of pending cases.
4. Number of cases disposed of during the fortnight.
5. Balance.

Enclosure I.

Details of exempted or alienated properties verified during the fortnight.

Enclosure II.

Details of pending Land Acquisition case.

Enclosure III.

Particulars of pending papers with explanation of papers pending over a month.

Taluk Office

Dated 19 .

FORM No. 55.

Intimation.

Transfer of Revenue Registry—Land—R.S. No.

The above property has since been registered in your name. If you so desire, an extract from the permanent Land Register with the sketch will be furnished to you on payment of Rs. 1.50 Ps., into Taluk Treasury. If the extract is to be sent by post, charges for postage for each extract should also be sent.

For Tahsildar

Note.—To be printed on post card.

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Register of applications for pointing out boundaries.

(1) Serial number.	(2) Date of receipt	(3) Number and name of Revenue Division.	(4) Name of applicant.	(5) Survey Number the boundaries of which are to be pointed out.	Fees Paid. (6) Amount. Rs. P.	(7) Date of credit.	Reference sent out. (8) To whom.	(9) Date.	(10) Reply [received number of date of reply.	(11) When filed.

FORM No. 56.

Transfer of Revenue Registry—Land—R. S. No. *Application of* *dated*

The above application has been rejected for reasons stated below and the existing registry has been allowed to continue.

Tahsildar.

N.B.—Here State reasons.

FORM No. 57.

Register of applications for extracts from Permanent Land Registers.

(1) Serial number.	(2) Date.	(3) Name of applicant.	(4) Re-Survey Number.	Fees for extract (5) Amount.	(6) Date of credit.	Postage charges. (7) Amount.	(8) Date of credit.

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Form No. 67—*contd.*

(1) Name of Street.	(2) Field.	(3) Sub-division.	(4) Municipal Number.	(5) Tenure.	(6) Area. Hec./ Ares. Sq. Mts.	(7) Revenue payable to Government per annum — 1st July to 10th June.	(8) Name of owner.	(9) Date on which sent to Survey section.	(10) Date of return from Head Surveyor.	(11) Date when ready.	(12) Date when issued to party.	(13) Signature of party, or postal receipt or acknowledgement.	(14) Remarks.

Fees Collected.

Superintendent.

Tahsildar

(10) Item 1 to

Certified that the above is a true extract from the permanent land register maintained in the Madras Taluk-Office.

Extract from the Permanent Register.

Revenue Division { No. / Name.

(9) Description of field.

Form No. 68.

Certificate.

on the day of 19

Issued to

Taluk in Ilras District.

42—5—18

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COPY OF SURVEY PLAN.

1. Certified that the above is true copy of the survey plan of the land specified on the reverse.

2. Certified that the said land has been re-measured on and that the measurements and area found to be correct.

NOTE.—Item 2. Should be struck out when the party does not apply for remeasurement.

Tahsildar.

FORM No. 59.

.....Taluk Office,

Dated.

Intimation.

(*Transfer of revenue registry—Land—R. S. No.—Extract from the Permanent Land Register* *Application, dated*

The above extract is ready for delivery. Please arrange to take delivery of it either in person or through an authorised agent.

Superintendent,

Registration Section.

To

Thiru

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FORM No. 60.

Register of applications for grant of copies of field maps and block maps.

Serial number. (1)	Date of receipt. (2)	Name of applicant. (3)	Division. (4)	Re-survey number and sub-division number. (5)	Fees paid. Block or sketch fees. (6) Rs. P.	Date of credit. (7)	Postage Charges. (8) Rs. P.	Date of Credit. (9)	Initials with date of the Officer sanctioning grant. (10)	Date when sent to survey section and acknowledgement of Draughtsman. (11)	Date of return from survey section. (12)	Date when ready. (13)	Date of issue. (14)	Signature of party or postal receipt or acknowledgements. (15)	Remarks. (16)

FORM No. 61.

Statement showing the topographical changes that took place during the Quarter ending .....

Name of division as per record of measurement.

1	Block number. (2)	Resurvey number. (3)	Brief Description of the topo details. (4)	Street newly formed, if any with names. (5)

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ANNEXURE 1.

Instructions relating to Annual Registers. Register No. 1 (Form No. 12) Register of changes in the Revenue Registry. All cases which are likely to involve a change of registry should on receipt in the Tahsildar's office be entered in this register. The Registration Department invariably forwards to the Tahsildar applications for transfer of revenue registry from parties presenting documents relating to absolute transfer of the whole or part of any immovable property within the City of Madras. Changes in revenue registry may arise :—

(*a*) On the transactions registered and reported by the Registration Department where no applications are received from the parties concerned.

(*b*) On the application of one or more of the parties concerned in such transactions.

(*c*) On the report of the Revenue Officials during the course of their inspection or enquiry.

(*d*) On account of decrees in civil courts.

After the case has been registered in this register, it should be dealt with in accordance with the instructions contained in Part V of the rules prescribed for the maintenance of land records in the City. If the change in any case of transfer of revenue registry does not necessitate the creation of new field or sub-division or any other change in the survey record, the case will be closed in register No. 1 after incorporation of the changes in the Permanent Land Register concerned under the intials of the Headquarters Deputy Tahsildar and a certificate to this effect endorsed on the case file.

In cases involving sub-divisions or creation of new survey fields, reference to the entry in sub-division register should be given in column 14 of register No. 1 and the case thereafter dealt with in the register No. 11 (Form No. 24) register of sub-divisions or new survey fields and after incorporation of the changes in the permanent Land Registers under the Headquarters Deputy Tahsildar's initials necessary entries shall be made in the specification register. (Register No. 2 in form No. 13 given in Appendix 1) and in register No. 11 (Form No. 24 of Appendix I) the changes should be incorporated in the maps under the initials of the Tahsildar and the file closed with a certificate under the initials of the Headquarters Deputy Tahsildar and sent to the record.

Register No. 2 (Form No. 13) Register of changes in specification. This register corresponds to Account No. 7 in the Manual of Taluk Accounts. In this register will be entered all cases of changes in the record other than those involving mere changes of names. Changes are generally due to—

(1) acquisition of lands,

(2) Orders passed in the course of general administration such as lands newly assessed (*a*) on account of sale of lands belonging to the Government or sale of land by the corporation (*b*) breach of conditions of exemption, and (*c*) lands newly exempted under special order of Government; and

(3) all cases of survey errors and the like detected during the course of maintenance.

Cases involving change of registry as well as specification should be entered in both the registers Nos. 1 and 2 and cross reference noted in them. When changes affect registered fields or sub-divisions only the registers are affected and not the maps. In such cases the entry in register No. 2 should be closed when changes are incorporated in the Registers. In cases involving new fields or new sub-divisions, further action

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is necessary and such cases should therefore be entered in a sub-division register No. 11 in Form No. 24 given in the appendix. A reference to the serial number in that register should be given in register Nos. 1 and 2 and the entry in register No. 1 closed. As in the case of register No. 1 no case in register No. 2 should be closed without the Tahsildar's or headquarters Deputy Tahsildar's certificate that the appropriate corrections have been made in the several maintenance records. This register should be retained for ten years so that any reference to this register may, if necessary, be made when the Index Registers (Permanent Land Register A) are rewritten.

Register No. 3 (*Form No.* 14) *posting statement of changes, quit-rent and ground rent.*—This should be prepared from the information contained in the enclosures to permanent registers C.E and H and register No. 2. The register showing waste lands sold, register of lands acquired and lands alienated to public bodies, the railway administration and private institutions in use in the Taluk Office should be referred to in the preparation of this statement and care should be taken to see that no item affecting revenue is omitted. This posting statement will be useful in bringing up-to-date the enclosure to Permanent Land Register A and in settling the total demand for the fasli under revenue payable to Government. It will be convenient to prepare this statement in a book form.

Register No. 11 (*Form No.* 24) *sub-division register.*—This register should be prepared in Form No. 24. It is a register of new survey fields and sub-divisions effected. The several columns in this register will show how it has to be maintained. When a case involving transfer of revenue registry involves also the creation of a new survey field or subdivision, it should be entered in this register with a cross reference given to the case in register No. 1 and dealt with. As in the case of registers Nos. 1 and 2 no case in this register shall be closed without the certificate of the Tahsildar to the effect that the changes have been incorporated in the maps and records.

Register No. 12 (*Form No.* 40).—This is a register of encroachments on Government and City Corporation Public Lands detected by the Town Surveyors during the course of maintenance. This register will be maintained by the Town Surveyors under the direct supervision of the Taluk Head Surveyor. All cases of encroachments of lands vested in the City Corporation of Madras below 30 years duration shall be listed and extracts sent to the Corporation and all encroachments on Government lands in charge of Revenue Department and those of over 30 years on City Corporation Public lands should be entered in this register and reported to the assignment section for necessary action to be taken either for their assignment or removal as he case may be. The several columns in this register will show how the register is to be maintained.

Register No. 13.—This register is to be maintained in Form No. 41 given in the appendix. It should be maintained by the Taluk Office. It is similar to the B. Memo. register in the mufassil. It should be maintained in one volume for the whole taluk and all cases of encroachment on Government lands and those on City Corporation public lands of over 30 years standing reported by the Town Surveyor should be entered in this register and further action taken for their removal or assignment. It is not necessary to register these cases in the personal registers. After action is completed the file should be handed over to the record keeper and his acknowledgement obtained for it.

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ANNEXURE II.

JAMABANDI CHECK-MEMORANDUM.

Permanent Registers A to H.

1. Are the permanent registers A kept in the safe custody of the Tahsildar?

2. (*a*) Are the other permanent registers being kept in the safe custody of the Tahsildar till the preparation of duplicates?

(*b*) Where duplicates exists, are the permanent registers kept in a strong almirah in the record room?

3. Are there loose sheets in these registers and, if so, are they pasted, stitched or otherwise secured in the proper pages?

4. Do any of the registers require rebinding?

5. Are there any unauthorized entries or corrections in pencil?

6. (*a*) Have all changes in the permanent registers been attested by the Tahsildar's or Headquarters Deputy Tahsildar's initials and the number and date of his order?

(*b*) Is the authority for every change in the permanent registers found in the appropriate register 1 or 2?

7. Has there been avoidable delay in the disposal of applications for extracts from the permanent registers and have the fees prescribed in paragraph 17 of G.O. No. 51, Revenue, dated 4th January 1918 and G.O. No. 846, Revenue, dated 9th May 1922, been levied, wherever necessary?

8. Where a duplicate has been written up, has it been verified and certified by the Headquarter's Deputy Tahsildar or Tahsildar to have been compared and found correct?

9. Has progress in the preparation of duplicate been systematic?

Note.—The names of the divisions for which duplicates have been prepared and the divisions for which the copies are still to be prepared.

10. Has the enclosure to register A been revised and prepared afresh with reference to permanent changes which occurred during the year?

11. Was the enclosure to register C prepared for each division on January list? Have all the entries requiring revision been attended to? Has this been sent to the Tahsildar on the 5th of every month and returned by him without delay? Has the Tahsildar over-checked the work of the Revenue Inpectors in this matter?

12. (*a*) Has the register H been properly maintained and does it contain all cases? Check the entries with reference to the index slips in the Collector's office.

(*b*) Was the enclosure to register H prepared for each division and compared with register H? Has the verification by the Revenue Inspector been regular? Has action been taken in cases where the conditions of grant have been violated?

(*c*) In cases where land has been resumed or assessment has been levied on account of the breach of the conditions, have the necessary corrections been made in the other permanent land registers A to C and E to G.

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Demarcation and field maps.

13. Is the demarcation stone register for field stones and theodolite stones to be maintained prepared in the prescribed forms?

14. Are separate sets of serial numbers given against each survey field in the Atlas map?

15. Has the Town Surveyor inspected all the stones in the division during the official year? Is the result of inspection entered against each stone?

16. Has the Head Surveyor and Tahsildar checked the Town Surveyor's work in the matter of stone inspection?

17. NOTE.—(1) Number of stones requiring—

(*a*) *Renewal.*

(*b*) Repair.

(2) Number of stones renewed.

(3)Number of stones repaired.

18. (*a*) Are the maintained set of Records of Measurement and the copies intended for use by the Revenue Inspector and Town Surveyor in order?

(*b*) Are the ends of the maintained sets of Records of Measurements stitched with long-cloth borders and kept in a safe almirah in-charge of the Head Surveyor?

(*c*) Have all the sub-divisions and permanent changes affecting the fields noted in the register No. 2 been plotted in all the maintained copies?

19. (*a*) Have the Town Surveyors prepared sketches with plottable measurements for all topographical changes and new details? Have all the changes and additions reported during the year been plotted in the maintained copies of the Atlas Maps and in the Division Map? Have the Head Surveyor and the Tahsildar over-checked the work of the Town Surveyor in this matter?

(*b*) Have the statements of topographical details received from the City Corporation Engineer and the Executive Engineers been filed with a certificate in them that the changes have been noted in the maintenance sets of Atlases?

20. (*a*) Have the encroachments detected during the year been brought to a separate register with measurements and extents?

(*b*) How many cases have been (1) disposed of and (2) transferred to the City Corporation Engineer for action?

Registers Numbers 1 to 3—Changes in holding.

21. Check the changes with rezinamas, Registrar's statements and other administrative orders and note the result.

(i) Examine a few files to see, if the Standing Orders on the subject have been strictly followed and that no avoidable delay occurred in the disposal of applications. Check the changes with enclosures to permanent registers C and E register of lands sold under waste land rules, register of lands alienated and land acquisition register and register of sales of lands under Act VI of 1867.

(ii) In cases where the sub-divisions had been registered, see, if the provisions of Part I have been followed and the sketches bear the prescribed certificate of the Head Surveyor or Draughtsman as to the plotting in the maintained copies of Records of Measurements.

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22. Has the register No. 3 been properly prepared ? Check with enclosure to permanent registers C and E and Register No. 2 and other Departmental registers.

Accounts Relating to the Collection of Revenue.

23. Compare a few counterfoils of receipts taken at random with the entries in the insert registers Nos. 4 and 5 and remittance list No. 7 and note the result?

24. Have the revised amounts of ground rent noted in the enclosure to Permanent Register C, been properly entered in Register No. 5 ?

25. Have the arrears as shown in the last year's insert and process registers been brought to the registers of the current fasli? Have the over payments if any of the last years been credited to this year's amount or refunded?

26. Have all the irrecoverable arrears sanctioned to be written off been duly entered?

27. Has there been any delay or irregularity noticed in the remittances? Check the totals of a few remittance lists with Taluk chitta and note the result.

28. Has the interest account (register No. 8) been prepared monthly and regularly and has the interest been correctly calculated?

29. Has the demand, collection and balance statement been sent to the Tahsildar every month? What is the State of collections on the date of check?

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APPENDIX II.

CHAPTER I.

General executive rules for the maintenance of demarcation in Government Lands.

1. These rules apply to Government Lands in all districts. The survey marks to be maintained under the rules are those enumerated in paragraph 2 of Chapter I

2. The Karnam should, under the supervision of the Maintenance Field Surveyor number the maintainable stones in the demarcation sketches or in a paper copy of the village map. All village trijunction stones and their pointers should be numbered in one series for each village. All maintainable field stones including theodolite stones on the village boundary other than at village trijunctions and their pointers khandam Stations, minor circuit stations and stones maintainable on the boundaries of poramboke subdivisions should be numbered in one series for each field. Stones on village, taluk or district boundaries should be numbered only in the village which bears the lowest number of the villages on the boundaries of which they lie. In the event of two or more villages of different taluks or districts bearing the same number the stones on the common boundaries of the villages should be numbered only in the village which comes first alphabetically.

" All theodolite stones other than village trijunctions and their pointers field stones maintainable in the village should be numbered in the field bearing the lowest number and their numbers should be entered inside the field boundary as indicated in the annexed sketch ".

3. The karnam should maintain two stone registers in the Forms A and B prescribed below.

B.P. 242, dt. 5-10-17, B.P. 98, dt. 16-8-22, G.O. 1951 Rev., dt. 15-12-25 : B.P. 11, dt. 13-3-26.

Stone Registers—Form A.

1st Class Stones :—

Notes : (1) All the Stones to be inspected once in years.

(2) The stones in this register should be inspected along with the field and subdivision stones of the numbers in which they are situated.

Serial number of stones in the village and description of stones, i.e. whether at a village trijunction on a village boundary or at a Khandam Station.	Survey fields or sub-divisions the holders of which are responsible for maintenance.	I Cycle of Inspection. Date of inspection and result.	Date of submission of sketch referred to in paragraph 9 (1) of Appendix II to B.S.O. No. 33-4 to Revenue Inspector.	If replaced or repaired by ryot date of inspection by Karnam.	Date of verification of the Karnam's entry in previous column or renewal or repair by survey officer with initials.	II Cycle.	III Cycle and so on.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1 (Trijunction).	212 of village number 114-2.	5th February 1926.	..	..	A.B. 4th March 1926.	..	..
2 Pointer.	41, 42-4, 141 6 of Village number.	Missing 5th February 1926.	..	..	Repaired C.D. 5th April 1926.	..	..

B.P. Mis. 809, dated, 13th March 1933.

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FORM D.

IIND CLASS STONES.

NOTES:—(1) All the stones in this register to be inspected once in ____ years.

(2) Stones in S. Nos. 1 to ____ to be inspected in the first year of the Cycle.
Do. Do. Second.
Do. Do. Third.
Do. Do. Fourth.
Do. Do. Fifth.

Survey number and Serial number of stone in the field.	Survey fields or sub-divisions the holders of which are responsible for the maintenance of the stone in column (1.)	I Cycle of inspection 1926–27 to 1928–29. Date of inspection and result.	If replaced or repaired by the ryot, date of inspection by the Karnam.	Date of verification of the Karnam's entry in the previous column or renewal or repair by survey officer with initials.	II Cycle.	III Cycle and so on.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
412–1	412	5th February 1926.	6th March 1926.	A.B. 7th April 1926.	..	..
	414/3	..	..	..	..	..
2	412	..	..	..	..	..
	414/4	..	..	..	..	..
	415	..	..	..	..	..
3	412	..	..	..	..	..
	415	..	..	..	..	..
	417	..	..	..	..	..
4	412	..	..	..	..	..
	417	..	..	..	..	..
	222 of Village Number.					
5	412	..	..	..	..	..
	222 of Village Number.					

(G.O. Mis. 242, Revenue, dated 2nd February 1931.)

(B.P. 14, dated 14th February 1931.)

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In the register " A " all village trijunction stones and their pointers should be entered and in the register " B " all other maintainable Field Stones including theodolite station points on the village, khandam and Minor Circuit boundaries except village trijunction and their pointers and all maintainable stones on the boundaries of Poramboke sub-divisions should be entered. As changes in the number or position of village trijunction and their pointer stones will be very rare, register A, if carefully prepared, will not require to be rewritten until all the available space is used. Ordinarily it should be practicable to rule in columns giving particulars for five cycles of inspection in a double page. i.e., 17 Column. Additions to and eliminations from the number of stones in the B register are likely to be more common, and to obviate as far as practicable the necessity for overcrowded interlineations or for re-writing the register, it should be prepared so as to leave some space between the last entry of one field and the first entry of the next.

4. Ordinarily it is the duty of the karnam to inspect every stone borne on the stone registers at least once a year. However, in cases where the inspection is too heavy to be done in one year it may be spread over more years than one, subject to the condition that a minimum of thousand stones should be inspected every year except the last year of the cycle. In certain tracts, as for instance " triangles " areas, the karnam can and must inspect far more stones than a thousand in a year. It will, therefore, be open to Collectors to fix a higher minimum than a thousand stones a year, having due regard to all the circumstances of the case. The maximum period admissible for completing one round of inspection is three years in wet villages and five years in dry villages. The question whether a village is wet or dry should be decided with reference to the nature of the bulk of its fields. When two years or more are allowed for completing one round of inspection the village should, as far as possible, be divided into convenient blocks and one or more blocks allotted for each year's inspection. The blocks with their survey numbers and the year of cycle in which the stones in the blocks will have to be inspected should be noted on the first page of the stone registers.

The Karnam should not do the entire inspection at a stretch in any particular month. Generally he should do it systematically month after month preferably in the slacker months of the year. If he finds a stone in proper position and otherwise in good condition he should merely enter the date in column (3) of the register. He should enter the word " missing " if the stone cannot be found, the words " Out of position " if the stone is out of its correct position (i.e.) if the recorded measurements do not agree within the margin of allowance to its existing position, and the words " fallen " if the stone is found to have fallen. " The Karnam should, during the course of his inspection, tamp with earth the loosely-planted stones, remove the vegetation growth or earth around the stones, and plant erect, the stones found slanting. These stones should not be marked as requiring renewal ". Equivalent vernacular terms should be used if the karnam does not know English. Stones should not be considered as not being in proper position or condition simply because they are slanting or only covered with earth or grass or a third of their length is not projecting out of the ground. In cases where a missing stone cannot be replaced, as for example, where its position falls in a river-bed or in the permanent line of a railway or in a road, the Karnam should note the fact in the register.

(B.P. Ms. No. 2442, dt. 1-9-27.)

5. It is the duty of the Maintenance Field Surveyor to see that the Karnam's stone Inspection is adequate, genuine and systematic. The Maintenance Field Surveyor should during the visits to the village overcheck 15 per cent of the total number of stones to be inspected by the Karnam during the year and for this purpose he must inspect, as many as possible out of those stones inspected by the Karnam within a period of two months of his visit. He should do this overchecked thoroughly in a few villages every month instead of trying to do it in a perfunctory way all the villages visited. He should in addition originally inspect each year 35 per cent of the Maintenance Stones in a village. He should also in the course of his check inspect as far as possible the

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stones on Government waste and poramboke boundaries even though these may not have already been inspected by the Karnam. When he inspects a stone whether previously inspected by the Karnam or not, he should note the result of his inspection under his initials in column (3) of the stone register in the manner, described in the last paragraph. Where the result agrees with the Karnam's entry, the Maintenance Field Surveyor should merely enter his initials and the date in the same column. Where it differs the Maintenance Field Surveyor should score out the Karnam's entry and make his own. The Maintenance Field Surveyor should fill up the report on inspection of Karnams stone Inspection in Survey Form No. 38 C and submit the same with his diary. The work of the Maintenance Field Surveyor in the matter of stone inspection should be checked by the Deputy Tahsildar, Tahsildar, the Taluk Deputy Surveyor, the Divisional Head Surveyor, the District Inspector of Survey and Land Records, Deputy Assistant Director of Survey and Land Records and the Revenue Divisional Officer during their tours in the villages. The Taluk Deputy Surveyor and Divisional Head Surveyor should over-check 15 per cent and 5 per cent respectively of the stone inspected by the Maintenance Field Surveyor. The reports of inspection of the Karnam's stone inspection enclosed to the fortnightly diaries of the Maintenance Surveyor should, after receipt back by the Revenue Divisional Officer, be detached and forwarded to the Head Surveyor without delay. The statement of the Maintenance Field Surveyor's work relating to maintenance of revenue records and registration appended to his fortnightly diaries should after its receipt by the Revenue Divisional Officer, be detached and forwarded to the Head Surveyor without delay. The Head Surveyor should file the inspection reports and statements separately for each Firkas, check them with the stone registers in the village and bring to the notice of the Collector/District Revenue Officer instances of inadequate or careless inspection by the Maintenance Field Surveyors and Revenue Inspectors.

(B P. Ms. No 244, dt. 3-9-41 and B.P. Pert No. 235 SE, dt. 29-4-68.)

6. Under the provisions of Tamil Nadu Act VIII of 1923 every registered holder of Government land is bound to maintain, renew and repair all survey marks on the boundaries of his holding. Column (2) of the stone registers prescribed in paragraph 3 above shows the fields, the owners of which are responsible for the maintenance of each stone. In anticipation of the Maintenance Field Surveyor's visit the village officers should impress on the ryots the responsibility of the registered holders for the maintenance of survey marks under the provisions of Section 15 of the Tamil Nadu Survey and Boundaries Act VIII of 1923 printed in Appendix I and should do their best to induce them to carry out all repairs and as many renewals as practicable. They will draw their attention to the stock of stones available for purchase in the village (*vide* paragraph 12 below) and assist them as far as they can. If a stone is renewed or repaired by the ryot before the Maintenance Field Surveyor's visit the Karnam should enter the date in token of the fact in column (4) of the register. The Karnam will be at liberty to accept such remuneration as may be agreed to between him and the registered holders for services rendered in repairing and renewing survey marks.

(B.P. No. 179, dt. 17-10-18.) **(B.P. No. 99, dt. 6-7 21.)**

7. If the registered holders of land fail to carry out the repairs and renewals of survey marks, it will be the duty of the survey officers to carry out the work in accordance with the instructions in Appendix I. All Revenue Inspectors, Maintenance Field Surveyors, Taluk Deputy Surveyor, Deputy Tahsildars and Tahsildars including Head Surveyors and Inspector of Survey and Land Records have been appointed "Survey Officer". The notices to be served on the registered holders of land and their acknowledgment will be in the forms prescribed below. To enablle the survey officer to issue the notice, the Karnam should, along with the monthly cultivation account submit to the Maintenance Field Surveyor a statement in the form given in the margin and draft notices for signature in respect of the stones mentioned in the statement. If no stones are discovered to be missing or in need of repairs a nil statement should be submitted. The Maintenance Field Surveyor will return to the karnam along with the cultivation accounts the notices duly signed for service on the persons concerned.

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Number and name of the village. (1)	Description of stone Ist class or field. (2)	Number of stones requiring. Renewal. (3)	Repair. (4)	Date. (5)

Form of notice under Section 15 of the Tamil Nadu Survey and Boundaries Act VIII of 1923.

Take notice that the sruvey $\frac{\text{mark (Ist class station No.)}}{\text{marks (stone Nos. of S. F. Nos.)}}$ for the maintenance of Which you are responsible is $\frac{\text{missing}}{\text{out of repair}}$ and that in default of your executing the necessary $\frac{\text{renewal}}{\text{repair}}$ within fifteen days.

Joint responsible are.

from the date of receipt of this notice, necessary action will be taken by Government and the charges incurred under the Tamil Nadu Survey and Boundaries Act VIII of 1923 and the rules made thereunder apportioned and recovered will be removed as an arrear of Land Revenue.

The Village Officers have been ordered to afford you all reasonable assistance in carrying out the $\frac{\text{renewal}}{\text{repair}}$ by yourself within the time specified above.

Station and date.

A.B.
Maintenance Field Surveyor.

Register of acknowledgments of notices issued to registered holders of lands under Section 15 of the Survey and Boundaries Act VIII of 1923.

Description of stones (A or B register number). (1)	Date and result of inspection. (2)	Name of registered holder to whom notice is issued. (3)	Signature of the party. (4)	Date. (5)	When and how attended to. (6)	Remarks (Here enter method of service, if not served in person.) (7)

8. When the Maintenance Field Surveyor visits the village, he should refer to the register of acknowledgments and see that notices have been served in respect of all the discoveries of the preceding months. He should then proceed to renew with the chain and cross staff as many stones as practicable for which notices were given to the ryots but not attended to by them within the time allowed in the notices excepting the missing village tri-junction points and their pointers, which are either missing or out of position. He should endeavour to secure the presence of the ryots concerned when he visits their fields but he should proceed with the work of renewal and repair notwithstanding their absence. He should enter his initials in column (5) of the stone register in token of such renewal or repair, as the case may be. If any entry appears in column (4) of date subsequent to that of his last visit to the village, the Maintenance Field Surveyor should verify its correctness in all cases in which a stone has been renewed, replanted or moved. The Maintenance Field Surveyor should also verify about 10 per cent of the remaining entries in column (4) so as to satisfy himself of their correctness. In cases where a missing stone cannot be replaced, as for example, where its position falls in a river-bed or in the permanent line of a railway or in a road, the Maintenance Field Surveyor should verify the fact by check measurement and note it as "abandoned" in column (5) of the stone register. Such stones should not be eliminated from the stone register, but should not be reported as requiring renewal or repair.

(B.P. 60, dt. 27-3-16) (G.O. No. 542, Rev., dt. 17-3-34.)
(B.P. No. 58, dt. 30-4-34.)

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No stones need be planted at points where survey marks are required but which are durably demarcated by masonry structures. In such cases the words "Masonry mark" should be written by the Maintenance Field Surveyor in column (5) of the Stone Register. If the masonry structure is removed the mark should be treated as missing and renewed in due course, the cost of stones and hired labour being apportioned and recovered from the persons responsible for the maintenance of the survey mark at that point. Stones marked by the Maintenance Field Surveyor as abandoned or as represented by masonry structures should be treated as in position for statistical purposes until they are found on re-inspection to require renewal. Before he leaves the village, he will make a copy of the entries regarding the theodolite stations which are either missing or out of position and send it to the Head Surveyor.

9. (1) Theodolite stations constitute the frame work of the field survey. Village tri-junctions and their pointers should be replaced with care when they are missing or out of position by the Head Surveyors who should use a theodolite or a circumferenter. It is enough if the other theodolite stations found missing or out of place, are replaced by the chain and cross staff with reference to the recorded linear measurements. In districts where theodolite stations have been set ni masonry bases, no attempt need be made to renew such bases. Where a village tri-junction stone or its pointers, whether set in masonry or not, requires renewal or repair, they should be replaced by first class stones, two-thirds of the entire length of which should be buried undergrround wihtout a masonry base. It is enough if the other theodolite stations, requiring repair or renewal are replaced by second class stones. The Maintenance Field Surveyor should first refix the village tri-junctions and pointer stations in accordance with the measurement in the field maps. Any rough stone which is suitable as a survey mark may be used for the purpose. If near the point to which the field measurements lead there are traces on the ground to indicate the position of missing station, the temporary stone should be planted in that position and measurements taken to it from atleast three of the neighbouring field stones existing on the ground at their correct position. These measurements by the maintenance Field Surveyor should be recorded in a sketch which should be forwarded to the Head Surveyor.

(G O. Mis. No. 243, Rev., dt. 2-2-31.) (B.P. No. 14, dt. 14-2-31.)

9. (2) The Head Surveyor should obtain from the Central Survey Office an extract of the original Survey angles and distance for the missing village tri-junction stations or their pointers and their adjacent stations including the other pointers. (2) Having received this, the replacing officer should set up his instrument at one of the two side stations and observe the angle between the back stations and the stones temporarily fixed by the Maintenance Field Surveyor. (3) If the angle thus observed does not agree exactly with the angle of the original survey, the flag held at the Maintenance Field Surveyor's stone should be slightly shifted laterally until exact agreement of the two angles is secured. (4) Two pegs should be driven into the ground one on either side of the altered position of the flag at a distance of about two metres from it and in a line with it and the side station. (5) Similarly, the angle at the other side station should be observed and the flag at the Maintenance Field Surveyor's stone shifted. If necessary, and two more pegs fixed as before on either side of the altered position of the flag. (6) If each of the angles observed between the two back stations and the Maintenance Field Surveyors stone agrees with the corresponding original survey angles within a difference of two minutes, the distances from the side stations to the Maintenance Field Surveyor's stone should be measured. (7) If the distances agree with the original survey distances within the limit of error allowed, which in this case is one metre if the distance is 100 metres or under and 2 metre for each 20 metres up to a maximum of two metres if the distance is over 100 metres the angle at the Maintenance Field Surveyor's stone should be observed. (8) If it agrees with the original survey angle within a difference of two minutes, the Maintenance Field Surveyor's stone should be replaced by a theodolite stone of the prescribed sizes. If, however, the angles observed at the side stations to the Maintenance Field Surveyor's stone or at the Maintenance Field Surveyor's stone to the side stations or the distances measured to it do not agree with the original survey angles and distances within the limits of error

just mentioned, the point of intersection of two strings connecting the two sets of pegs should be presumed to be the position of the missing station. The angle at this point should be observed. If it agrees with the original survey angle within a difference of two minutes and the difference between the distances measured up to the point of intersection and the original survey distance does not exceed the limit of error allowed, a theodolite stone of the prescribed size should be fixed at the point of intersection and the single at the refixed station verified by a second observation and adopted. The pegs and the Maintenance Field Surveyor's stone should then be removed. The replacing officer's angles and distances should be entered in red ink in the Maintenance Field Surveyor's sketch in which should also be recorded the original survey angles and distances in black ink.

9. (3) The above is the procedure to be adopted where two stations on either side of the missing station are intact. But where, owing to possible inaccuracies in the survey or two or more successive stations being missing, it becomes difficult to replace the stations so as to reproduce exactly, or very nearly, the original survey angles and distances on the ground, the replacing officer should, after satisfying himself generally that the stones refixed by the Maintenance Field Surveyor are in proper position according to the field measurements, replace them by theodolite stones of the prescribed size, observe the angles at the newly formed stations and at those on either side of them and measure the traverse distances between them. If the total of all exterior or interior angles observed by the replacing officer agrees with the total of the angles of the original survey within a difference of two minutes per angle, no attempt need be made by the replacing officer to change the position of the refixed stones with a view to obtain a closer result, but if the difference exceeds two minutes for an angle, the replacing officer should, after satisfying himself that there is no error in his work, continue his observations at the succeeding stations until the totals of the old and new angles close within the difference allowed.

9. (4) A copy of the replacing officer's sketch should be forwarded to the Survey office so that it may be attached to the traverse field book of the original survey and the necessary alterations made in the traverse sheets.

9. (5) The most suitable time for the use of an angular instrument is when the crops are off the ground. The Divisional Head Surveyor should see that his tours at such times are regulated with due regard to the numbers and location of theodolite stations which he may have to renew or repair.

9. (6) The above directions apply generally. Sub-paragraph (7) below specifies the procedure which should be followed in certain exceptional tracts.

9. (7) In the districts * first resurveyed theodolite stations of the old survey were not verified or renewed, nor was a fresh traverse survey made. Moreover, in the greater part of these districts only theodolite trijunctions (with pointers) were permanently demarcated at the old survey. In these areas the Maintenance Field Surveyor should be instructed to find as many of the old stations as may still be intact, to denote them approximately on their demarcation sketches and to enter their serial numbers in theodolite register. These stations should be carefully preserved as in case of dispute they may prove of assistance in locating the old traverse lines. No attempt need however be made to verify renew or repair them.

* The taluks of Tirunelveli, Ambasamudram, Srivaikuntam, Tiruchendur and Tenkasi in the Tirunelveli district.

(G.O. Mis. No. 243, Rev., dt. 2-2-31.) (B.P. No. 14, d. 14-2-31.)
(G.O. Mis. No. 1585, Rev., dt. 21-8-30) (B.P. Mis. No. 2553, dt. 30-8-30.)

10. To ascertain the position on the ground of field stones or sub-division stones which are displaced or cannot be found, the methods given in Chapter X of the Chain Survey Manual should be followed. If the stone is one on the boundary of a poramboke, it should be replaced as nearly as possible in agreement with recorded measurement. In all other cases it should be replaced as nearly as possible in accordance with enjoyment, so long as the limits of measurement error (*vide* chapter II Paragraph 5) are not

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exceeded. The only exception to this rule is that, if the position of a stone is a matter of dispute between parties, it should be replaced as nearly as possible in accordance with recorded measurements. If there is any error in the recorded measurements, the matter should be decided on the lines laid down in Chapter II.

11. For the purpose of recovering charges on account of stone maintenance.

(i) land owned by a municipality or local body including land alienated to it should be treated in the same way as land owned by private individuals ;

(ii) Government land merely vested in a local body should be treated as land owned by Government or Government poramboke and no charges in respect of stone maintenance should be recovered from the local body concerned;

(iii) Where a local body contributes towards the maintenance of a street survey in a municipality or Panchayat the local body should pay the entire cost of stones and hired labour except in cases where Cadastral Survey stones on street field boundaries are involved.

(B.P. No. 8, Press, dt. 22-3-45.)

(iv) In all cases where lands owned by a private individual, including local bodies as prescribed in sub-paragraph (i) above, abut on Government Land whether vested in a local body or not, the total cost of the maintenance of marks on the common boundary should be recovered from the private individual concerned.

(B.P. Mis. No. 1019, Set., dt. 7-5-18.) (G.O. No. 1151, Rev., dt. 15-12 25.)
(B.P. No. 11, dt. 13-3-26.)

12. To provide an easily accessible stock of stones from which renewals may be effected both by the ryots and by the maintenance officers, the Collector should arrange to store in each village in the custody of the village headman a number of theodolite and field stones of the description specified in the rules in Appendix I. (2) This stock should not exceed 1 per cent of the total number of maintainable stones in each dry village and 2 per cent in wet, but should not, at the same time, be less than the number actually required for current maintenance. (3) It is not necessary that all the distinguishing symbols should be cut on the stones stocked in the depots. (4) The arrow mark and, in the case of theodolite stones, the plummet hole also should be cut on them before they are taken delivery of from the contractor and the other symbols denoting a village trijunction, a village boundry a sub-division boundry, etc., should be cut at the time the stone is planted, the cost of cutting being debited to hired labour. (5) These marks and symbols should conform to the dimensions prescribed in the Part I. The Tahsildar is sanctioned an advance known as the overdraft against the head " Revenue Advances—Cost of Survey marks—Collectors " to enable him to pay the contractors for stones supplied. (6) The selling price of a stone at the village depot should be fixed and notified in the District Gazette. This price should be fixed at a uniform rate for villages, similarly circumstances or for a taluk as a whole and at the next higher multiple of five paise above the net cost or if the higher multiple of five paise above the net cost or if the latter works out exactly in multiples of five paise, at five paise more than the net cost.

@ When there is an increase in the contractor's rates and a supply of stones is received at the increased rate, the selling price of the stones including the old stock should be increased to the next higher multiple of 5 paise, above the net cost of the new stock received or, if the latter works out exactly in whole five paise, to five paise more than the net cost.

When there is a decrease in the contractor's rates and a supply is received at the reduced rate, the selling price of the stones including the old stock should be reduced to the next higher multiple of 5 paise above the net cost of the new stock received, or, if the latter works out in multiple of 5 paise to 5 paise more than the net cost, provided sufficient profits are available in the District or the Collector has ascertained from the Board that sufficient profits can be spared elsewhere, to cover the losses arising from such reduction. If no profits can be spared, both the old and the new stones should be sold only at the selling price prevailing before the receipts of the new stones, but a reduction in the selling price should be made as soon as sufficient profits can be spared for the purpose. If necessary, the reduction can be carried out by stages till the proper level has been reached.

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Small alterations in the contractor's rates may mean a frequent revision of the selling price, which is undesirable. Consequently, in choosing contractors, Collectors should not be guided entirely by the question of rates. If a contractor is a reliable person and can be trusted to supply stones promptly and at a uniform rate in future, he may be preferred although his rates may be slightly higher than those offered by less reliable competitors. Contracts should be entered into for sufficiently long periods. [a]The Collectors should call for sealed tenders inclusive of the supply of theodolite stones of the size 18" x 8" x 8" (45 cm x 20 cm x 20 cm) and Chain Survey Stones required for the survey and maintenance of town and street surveys.

(B.P. No. 1457, dt. 15-8-1944.)

[b]When the survey of a taluk is completed, the stones left over may be taken over to the Revenue stock kept for the use of maintenance work. The Survey Unit Office should see that the balance far in excess of the requirement are not left over in villages necessitating their transfer to other villages at prohibitive cost. The entire surplus stock left in the taluk should not be accepted simply because it is within the minimum required for the taluk as a whole. For it may be so unevenly distributed amongst the villages that there is no possibility of the excess stock in one village being transferred to any other village where there is a deficiency except at prohibitive cost. Thus out of the surplus left in a village only as many stones should be taken over as are required for that village and for any other villages to which they can conveniently be transported. The cost of the stones accepted should be calculated at the survey rate, provided it does not exceed the selling price of revenue stones. It should be credited to "Revenue Survey Advances—Survey Officers" by making a corresponding debit under "Revenue Survey Advances—Collectors".

[a] (B.P. Mis. No. 838, dt. 20-3-29.)
[b] (B.P. Mis. No. 3434, dt. 11-10-28.)
[ab] (G.O. Mis. No. 1483, Rev., dt. 25-7-29.)
[ab] (B.P. No. 58, dt. 2-8-29.)

13. The Revenue Inspector, the Maintenance Field Surveyor and the Tahsildar or Deputy Tahsildar should, from time to time, inspect the stock of stones in the village depots, check the stock register to be maintained by the village headman in Form No. I appended and forward a copy of all entries since the date of the last inspection with a certificate of verification of actual stock to the Taluk Office. The fact that the stock has been verified should also be noted in the village stock register.

(B.P. No. 72, dt. 2-4-17.) **(B.P. No. 229, dt. 20-9-17.)**

14. The stock of stones in village depots is intended (1) for sale to ryots and (2) for use by Government Officers in replacing missing stones or in forming new fields or subdivisions. Sales to ryots should be for cash. Sums received by the village officers on this account should be sent to the Taluk Office with a chalan at the same time as other village remittances. If, however, this is likely to delay the remittance unduly, they should be sent separately.

(B.P. No. 306, Sett., dt. 9-9-67.)

15. At the end of his visit, the maintenance officer should prepare, in duplicate, a detailed bill in Form II appended, in which he should enter the particulars of the sums recoverable from private parties on account of the repairs and renewals carried out by him. The duplicate copy of the bill should be handed over to the village headman who should collect the money and keep a record of the collections, noting the date of collection against each item of the bill furnished to him. The Maintenance Officer should however, endeavour to induce the ryots to pay the charges at once, allowing them to inspect the statement and explaining to them how the charges have been calculated and apportioned.

At the same time the original copy of Form II bill together with an abstract bill in Form III should be submitted to the taluk office together with an extract from the village stock register which should be a copy of all entries appearing in the village headman's stock register (Form I) since the date of the last inspection and verification. For convenience a form of extract is combined with the abstract bill in Form III. The extract

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should invariably be written up from the village stock register before submission of the abstract bill to the taluk office whether stones have been actually utilised or not.

Where the cost of maintenance is debitable to any Government Department or local body, collections or adjustments on this account will be attended to in the Taluk Office. In such cases where stones are used, the abstract bill in Form III should be prepared in triplicate, one copy being handed over to the village headman as a voucher for the stones used. The Form II bill in duplicate with the copies of the abstract bill in form III should be sent to the Taluk Office. In no circumstances should the bills relating to charges debitable to Government or local bodies be combined one with the other or with bills which represent a demand against private parties. When carting charges are incurred for the transport of stones from one depot to another, such claims should be prepared separately with the voucher for the charges paid and extracts of Form I of the Villages concerned duly enclosed. Any officer of any department of Government who uses stones stocked for maintenance purposes in a village depot is required either to pay for them in cash at the fixed selling rate or to prepare a bill for the stones used. Otherwise, in the absence of explicit orders from the taluk Tahsildar, village headman are not empowered to issue stones.

16. (*a*) Hired labourer may be employed whenever required and the cost thereof debited to the parties concerned. Village menials may also be employed on this work and when they are so employed their services should be treated as hired labour, except in cases in which the stones are maintainable at the cost of Government. Where the ryots by working themselves or sending their own coolies render it unnecessary for the Maintenance Officer to hire coolies their labour should be accepted and the ryots should not be charged for hired labour. Similarly, it is open to a ryot to supply stones of the requisite quality, size and description, instead of buying them from the Government depot. Mere offers to produce stones where the maintenance officer is ready to begin work should not, however, be accepted.

(G.O. No. 504, Rev., dt. 4-3-16.)
(B.P. No. 59, dt. 2-5-21.)

(*b*) In order to enable maintenance Officers to meet the cost of hired labour in the first instance, each Maintenance Field Surveyor or other special surveyor employed on maintenance work will be sanctioned a permanent advance not exceeding Rs. 50 under article 97 of the Tamil Nadu Financial Code from the permanent advance sanctioned for the taluk.

(B.P. No. 17, Press, dt. 27-6-45.)

(*c*) In cases where the Maintenance Officer incurs cooly charges, he should forward the vouchers for payment with the copy of the bill in Form II and an abstract bill in Form III to the Taluk Office. The Tahsildar should have the recoupments bill prepared, draw the amount in cash against overdraft available and pay the Maintenance Officer without delay. If in the course of his work the Maintenance Officer has nearly exhausted his permanent advance, he should forthwith submit the vouchers with the necessary bill for the work so far done with a view to get his advance recouped immediately.

17. Should the village officers not be able to collect within one week the amount shown in column 6 of the detailed bill (Form II) the Karnam should prepare a statement (Form X) in duplicate for each registered holder in respect of the arrears due from him under the bill as indicated in the sample entries in Form X, tender the duplicate to the registered holder and submit the original to the taluk office with the certificate of having tendered the duplicate to the registered holder. The Tahsildar will thereupon issue demands under the provision of Tamil Nadu Act II of 1864 and such subsequent coercive processes as may be necessary for the recovery of the sums due. In the absence of special reasons for delay, no demand should remain outstanding for more than two months from the date of adjustment of the bill in the Taluk office. All remittances made on account of bills by village officers should be accompanied by a special remittance list in Form IX appended.

18. *Procedure in the Taluk Office*—(*a*) *Stock Register*:—A stock register in Form Ie written up by villages should also be maintained in the taluk office. It should be posted from the village officer's acknowledgement of the receipts of stones from the contractor

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or from another depot under orders of the Tahsildar, from the chalans sent with remittances made on account of stones purchased by ryots for cash and from the bills in Form III sent in by the maintenance Officer. The entries in the taluk stock register must also be tallied with the extracts from the village stock registers which accompany every bill in Form III and with the extracts sent to the taluk office from time to time by the Revenue Inspector, the Maintenance Field Surveyor/Special Surveyors, the Tahsildar or Deputy Tahsildar and other officers. Any disagreement between the taluk register and the extract from the village stock register is to be put before the Tahsildar for orders without delay. The fact that the stock register was compared with the extract should be noted on the stock register as also on the extract. All the extracts except those combined with abstract bills in Form III should be filed in chronologically between boards with a village war index.

When the stock of stones is seen to be approaching exhaustion, the Taluk Tahsildar or Deputy Tahsildar will make arrangements to replenish the village stone depots.

The number of stones in balance and the value of stones at cost price, on the 31st March and 30th September of each year should be posted at the end of the Register and totalled so that the value of the total stock of stones in the Taluk, at cost price can be ascertained for the purposes of the half-yearly returns [From XI *See* paragraph 19 (*f*) (iii) below.]

(*b*) *Bill File* :—The copy of the Bill in Form II and abstract bill in Form III should on receipt in the taluk office be filed immediately between boards and be given serial numbers for the official year by which they will thereafter be known for account purposes. Bills for work done on behalf of Government Departments, should be kept separate and should be given serial numbers separately, as adjustment bill Nos. 1, 2, 3, etc. Bills presented by contractors for stones supplied should be numbered as contractors' bill Nos. 1, 2, 3, etc., contingent bills prepared for transfer of stones from one depot to another with vouchers only enclosed should be assigned separate serial numbers.

If stones have been used for work done on behalf of Government Department the taluk stock register in Form I will then be posted from the entries in the abstract bill and balance verified with the accompanying extract from the village depot register. The number of stones and the stone value will be entered in columns (5) and (6) of Register V(*b*) which is an independent account for stones. The demands under all heads (Stones, hired labour and chainman's fees) in respect of the bills should be entered in the register in Form VI showing the village war demand, collection and balance. Entries must be posted in respect of all bills except adjustment bills. The amount of hired labour will be drawn in cash against the over draft and paid to the maintenance officer to recoup his permanent advance the maintenance surveyors bill number and the amount of hired labour being entered under columns (2) and (3) of Register (v) (*a*) which is an account of the over draft.

The full amount of the form II bill, i.e., cost of stones hired labour and measurers fees will be entered in Register VI.

As soon as stones are supplied by the contractors the cost of the stones will be paid in cash drawn from the treasury against the overdraft, under column I of the v (*a*) register will be entered the date of payment under column (2) contractor's bill number and under column (3) the amount. Simultaneously entries must be made in the Taluk Register in Form No. 1 and in columns 1, 2 and 3 of the Register in V (*b*). When stray survey stones are added to the depot the value of such stones calculated at the existing cost price should be adjusted to the debit of "cost of Survey Mark-Collectors" and to the Credit of "029—Land Revenue—01 (*c*) Survey and Settlement Operation—other receipts". Necessary entries should be posted in the stock Register in Form I and in columns 1, 2 and 3 of Register V (*b*). Charges incurred for the transfer of stones from one depot to another, should be drawn in contingent bills, supported by vouchers against the overdraft. Entries should be made in columns 1, 2, 3 of Register V (*a*) and in Column Nos. 1 and 4 of Register V (*b*).

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(c) On receipt of collections from the village munsiffs, the amounts collected towards the cost of stones and hired labour will be posted in column No. 4 of the Register V(a). Entries should be made simultaneously in Register VI showing the collections inclusive of measurers ' fees, if any. The amount collected towards the value of stones should be entered in Column 7 of Register V (b). For this purpose, the collections should be set off against the value of stones till full price of stones has been collected. Collections have to be noted in the last named register on the date of receipt and also in red ink with the date receipt against the original entry in columns (5) and (6).

In regard to the bills for work done on behalf of Government Departments, where only stones have to be paid for, the amount of the Bill will be adjusted by debit to the service head concerned. (25 General Administration) and credit to "Cost of Survey marks, Collectors ". The credit should be entered in column 4 of Register V (a) with the adjustment bill numbers noted under column (2). In the event of hired labour being used, the full amount of the bill in Form II will similarly be adjusted by debit to " 25. General Administration " the value of stones being credited to " Revenue Advances—Cost of Survey marks—Collectors " and the surveyor paid in cash to recoup his permanent advance, the amount claimed or hired labour being drawn in a contingent bill. The duplicate of Form II bill in these cases will not be handed over to the village officers but will be the voucher on which the adjustment bill is made. The value of stones adjusted will also be posted in column (7) of Register V (b). From the village war demand, collection and balance register a taluk monthly demand collection and balance register in Form VII will be prepared as the office copy statement to be submitted monthly to the Collector. The Register in Form VIII should give the particulars of all bills pending at the beginning of the month, in the order of bills received, the collections made during the month and the bills pending at the end of the month. The total amount of the Bill and the amount collected shown in this register will include the measurers' fee also as in the case of the VI registers. The difference in the total collection towards a bill as entered in this register and that entered in column 4 of the V (a) register should be shown in the remarks columns with the remarks that the amount has been credited to " 029. Land Revenue—01 (c) Survey and Settlement operation—Other receipts " Measurers fees."

19. The following are further detailed instructions for the maintenance of these accounts :—

(a) The Register in Form V (a), is an administrative account and is to be kept separate from the sub-treasury accounts. It is to be posted regularly as withdrawals are made from the overdraft, remittances are received and bills relating to Government Departments are adjusted. Any delay of more than three days in the receipt of a bill in the taluk office from the date on which the work was done should be severely dealt with. Ordinarily a couple of days should suffice for further action to be taken, in the Taluk Office. In any case, delay beyond a week should automatically end in punishment.

(B.P. 17 Press, dated 27th June 1945).

Collections in one Taluk or District for another should not as a rule be made except on a formal requisition from the Tahsildar of the taluk concerned. Such requisitions should as far as possible be avoided following the instructions in paragraph 20 of Standing Order No. 41. When they are unavoidable, the procedure given below should be followed. Officers issuing requisitions for collections in other Taluks should note full particulars of the demand and the correct head to which it relates. These requisitions should be dealt with by the clerk doing the survey advance accounts in Taluk Office which receives them. The collections made should go into the treasury account of the Taluk but not into the administrative account. The fact of collection should be intimated to the Taluk or District concerned on the very day the amount is credited into the treasury. It will be the duty of the Headquarters Deputy Tahsildar to see that such intimations are put up for his signature when he signs the daily chitta; and, in order

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to be able to explain the difference between the Treasury and administrative accounts, he should have a special note made in the sub-treasury accounts and in due time in the plus and minus memorandum that the collections relate to other Taluks or Districts. In the Taluk where the demand arose, the collection must be noted in the administrative accounts when intimation of it has been received. A note should be prominently made in the last column of the adjustment register that the collection was made in other taluks the names of which should also be specified. This will help in the reconciliation of the administrative with the treasury figures.

(B.P. mis. 2840, dated 4th December 1926).

(*b*) All payments made by the Tahsildar on account of stone maintenance are to be debited to " Revenue Advances—Cost of Survey Marks—Collectors ". Such payments are to be drawn from the Sub-treasury on contingent Bills. Such payments will be made—

(1) to stone contractors for stones supplied the claims being supported by the contractor's receipts and the acknowledgements of the village officers.

(2) to village officers or contractors for cartage charges, supported by the receipts of the contractors or village officers concerned and

(3) to the same officers on account of the cost of hired labour employed to recoup the permanent advance originally made to them, on production of receipts from the coolies actually employed.

(*c*) *Book debits.*—Amounts debited to " Cost of Survey marks—Collectors " by adjustment should be supported by adjustment vouchers in Form IV and entered in column 3 of the Register in V (a) and in the appropriate columns in the V (b) Register. such adjustments will occur.

(i) When stones are taken over from the Survey Department or from other taluks,

(ii) When profits are adjusted by credit to " 029—Land Revenue—01 (*c*) Survey and Settlement Operation—Other receipts " and

(iii) When the cost of stray stones added to the depots is adjusted.

(*d*) *Adjustments of Profits and Losses.*—Profits or loss on stone transactions should be struck at the end of each half year ending 31st March, 30th September. The total of columns (3) and (4) of v (*b*) should first be struck. The difference between this and column 7 will be the cash profit or loss. The difference between the total of columns (3) and (4) and Column (6) will be profit accrued. Cash profits may be adjusted by debit to " Revenue Advances—Cost of Survey marks—Collectors " and credit to " 029—Land Revenue—01 (*c*) Survey and Settlement Operation—Other receipts "—Profits accrued but not yet realised should not be adjusted. Cash profits may be adjusted provided that a sufficient amount is retained to meet such contingent charges as may be reasonably be anticipated and that after adjustment the undrawn balance of overdraft is not unduly small as otherwise any immediate indenting for stones will not be possible. The adjustment should be at convenient intervals, preferably at the end of the half year. Tahsildars submitting proposals (which may most conveniently, accompany the half-yearly return in Form XI) for adjustment of profits to Collectors for sanction are required to state clearly the total amount of unadjusted profits which they have at their disposal and to certify that the amount which they propose to surrender for adjustment is not likely to be required to meet charges for cartage or similar contingencies in the near future. The adjustment, if sanctioned by Collector, must be supported by a debit voucher in Form IV and entered in register No. V (*a*) and V (*b*) in the manner indicated in the sample form.

Charges incurred on account of cartage, etc., of stones should always be debited " Revenue Advances—Cost of Survey Marks—Collectors ", in the first instance. Losses arising from such cartage of stones, etc., in a taluk where there are no unadjusted profits,

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should be met from the profits available for adjustment in the other taluks of the district. Ordinarily the Tahsildar who has no profits at his disposal, should not incur any cartage without first obtaining the orders of the Collector of the district who will sanction the required expenditure after ascertaining whether there are unadjusted profits in the other Taluks of his district to meet such losses. To enable the Collector to know easily and without delay the amount of unadjusted profits in the several taluks, the Tahsildars should note in the extracts from the Registers in Form V (*a*) and V (*b*) submitted to the Collector every month the amount of profits remaining unadjusted at the end of each month.

(B.P. No. 118, dt. 13-11-33.)

In the taluk in which the loss has occurred the amount of loss should as stated above be debited to "Revenue Advances—Cost of Survey Marks—Collectors" in the first instance. In the taluk, the profits in which are to be set off against the loss, a sum equal to the loss should be debited to "Revenue Advances—Cost of Survey marks—Collectors" and credited to "029—Land Revenue—01 (*c*) Survey and Settlement operations—Other receipts and correspondingly the same amount should be Credited to to "Revenue Advances—Cost of Survey Marks—Collectors" and debited to "029—Land Revenue—01 (*c*) Survey and Settlement Operation—Other receipts" in the taluk in which the loss has occurred on the usual adjustment vouchers. Till such adjustments have been made the losses should be shown as unadjusted losses in the half-yearly returns.

Where there are no cash profits in any Taluk in the District, the losses should ordinarily be kept unadjusted till sufficient profits secure. But when they are heavy and owing to excessive stocking of stones in certain villages, there is no likelihood of sufficient profits accruing in the very near future, the Collector should address the Board which will sanction the adjustment of the losses after ascertaining from the other Collectors, if they can spare the required amount from the profits, if any, in their districts.

(*e*) *Comparison of administrative and sub-treasury accounts* :—It will be noted that all entries in the register in form V (*a*) must be supported by either (i) chalans for receipts in cash in the sub-treasury or (ii) contingent bills for cash drawn in sub-treasury, or (iii) adjustment bills in form IV for adjustments made in the sub-treasury accounts. Consequently, either each item or a number of consecutive items taken together in the administrative account register in Form V (*a*) will have a corresponding item in the sub-treasury day book. Further the total amounts withdrawn and the total amounts deposited as noted in the register V (*a*) should correspond with the debits and credits as shown in the plus and minus memos in the sub-treasury monthly statements of receipts. Consequently, the Tahsildar should be able to check the entries in Form V (*a*) with the sub-treasury accounts and thus detect any discrepancies.

(*f*) *Returns* :—(i) The Tahsildar should submit an extract from his registers in Forms V (*a*) and V (*b*) to the Collector at the end of each month. This extract should show the opening and closing progressive totals as well as the items of transactions during the month. The Tahsildar should append a certificate that necessary alteration memoranda for wrong credits and debits have been submitted in all cases (giving a list of them). These extracts and the certificate should be checked in the Collector's office by the Treasury Deputy Collector with the treasury plus and minus accounts. The Treasury Deputy Collector should note at what stage each of the alteration memoranda is and at the same time furnish the Collector with information as to the particulars of wrong credits and debits. The Collector in the administrative branch will issue orders so that all discrepancies may be promptly rectified.

(ii) The Tahsildar will also submit a monthly demand, collection and balance statement showing the progress of collections under "Cost of Survey marks—Collectors" in Form VII appended. The office copy of this return will be the Taluk monthly demand, collection and balance register already referred to above in paragraph 18 (*d*), which will be prepared from the village-war demand, collection and balance register.

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(iii) A statement in Form XI will be prepared by the Tahsildar and submitted at the close of the half-years ending 31st March and 30th September. The figures to be used for this statement, and to be verified before the certificates can be signed are to be taken from the stock register in Form I, overdraft account in Form V (*a*), Stone account in Form V (*b*) and village-war demand collection and balance register 19 (*g*). In districts on which the Survey Department is or has been working, there may be amounts outstanding under the head " Revenue Advances—Cost of Survey marks—Survey Officers ". This head of account must not be confounded with those described above. Separate registers and returns are prescribed for this purpose. They are briefly as follows :—

Register A (Form XIV).—Village Headman's register of bills received for collection.

Register B (Form No. XV).—Taluk demand, collection and balance registers of Survey Officer's bills which show the village to which the bills have been sent for collection and the date and amount of collection when received.

This register is to be maintained in two parts, one to account for demand under " Revenue Advances—Cost of Survey Marks—Survey Officers " and other to be credited to " 029—Land Revenue—01 (c) Survey and Settlement Operation—Other receipts ".

New Register C (Form No. VIII A).—Administrative account of advance under " Cost of Survey Marks " relating to Survey Officers in the District should be maintained in the Collector's Office.

New Register No. D (Form No. VIII-B) :—Administrative account for the advances under Cost of Survey Marks relating to Survey Officers of the outside district should also be maintained in the Collector's Office.

A monthly demand collection and balance return showing the progress of collections under " Cost of Survey Marks—Survey Officers " is to be submitted by Tahsildars to Collectors in the same Form (VII) as that prescribed for the taluk monthly demand, collection and balance of maintenance charges, the figures being taken from Register B in Form XV. The progress of collections under this head is also to be shown in a half-yearly return in Form XII.

B.P. No 73, dt. 28-4-02.) (B.P. No. 277, dt. 27-7 08.)
(B.P. No. 259, dt. 1-8-14.) (B.P. No. 207, dt. 17-7-15.)

(*h*). When the Tahsildar gets the cost rate statement from the Survey Unit, he should work out the demand separately for the amount relating to " Cost of Survey Marks " and for the amount relating to " 029—Land Revenue—01 (*c*) Survey and Settlement Operation—Other receipts " for each holding and the headman should post the demand for each registered holder in his register. The headman should maintain two registers one to note the demand, collections and balance under " Cost of Survey Marks—Survey Officers " and the other for accounting the amount relating to " 029—Land Revenue—01 (*c*) Survey and Settlement Operation—Other receipts ".

When he sends a remittance to the Taluk Office, the headman should clearly specify whether the collection relates to C.S. M.B.—Survey Officers or "029—Land Revenue—01(*c*) Survey and Settlement Operation—Other receipts" and what part of the collection is excess so that the Tahsildar may note the excess collection in the remarks column of the village-war demand, collection and balance register and the rest of the collection only in the body of the register under collection. When such excess collections are refunded or adjusted or transferred to any other head of account, the fact should be noted in the remarks column of the above register and in case of adjustment in the body of the register under collection. The fact should also be intimated to the headman who should note it in his own register. The total excess collection at any time should be treated as equal to balance register. Excess collections should be excluded in working out the balance in the taluk demand collection and balance statement due to the Collector every month. The Tahsildar should also reconcile the balance

in the demand, collection and balance statement with the balance in the treasury plus and minus memorandum in a note which should accompany the demand, collection and balance statement.

In order to avoid discrepancies between the Survey and Revenue demands the following instructions should be observed by Collectors and by the Survey Department :—

As the survey of each village or group of villages in a taluk is completed, the Survey Department should obtain from the Tahsildar the areas, village-war of villages surveyed, with reference to the adangal as finally made up according to the previous jamabandi.

The Tahsildar should furnish the above information within ten days of the receipt of the requisition for it from the Survey Unit Officer. The cost rates for each village the survey of which has been completed, should be worked out by the Unit Officer with reference to the areas furnished by the Tahsildar after taking into account the five classes of charges referred to in rule 177 Chapter XX of the Survey Manual Volume II.

The cost rates thus arrived at and the total demand recoverable from ryots in respect of each village should be intimated to the Revenue Department. A list of the changes in area, if any, taken into account by the Survey Department for purposes of working out the cost rates should also be sent along with the statement.

A list of re-survey fields of over fifty acres (twenty hectares) in extent with the corresponding old numbers should accompany this list but only those old survey and sub-division numbers the whole or major portions of which have been included in the re-survey field should be shown therein, as they alone will be entitled to the benefit of the one-fourth rate.

It will be the duty of the Tahsildar immediately on receipt of the intimation from the Survey Department to apply the rates to the several holdings according to the current revenue accounts paying due attention wherever necessary to the changes intimated by the Survey Department as having been taken into account for working out the cost rates.

In the case of the fields of over fifty acres (twenty hectares), the Tahsildar should apply the concession rate only to the entire old survey numbers of sub-divisions mentioned in the list sent by the Survey Department. The Tahsildar should work out the demand within a fortnight or a month at the latest after the receipt of the intimation of the cost rate from the Survey Department. It should be borne in mind that failure to do so will unduly delay the adjustment of the Government share of the cost. Collectors should take very severe notice of any delay beyond the above period on the part of the Tahsildar.

The amount arrived at by the Tahsildar for each village should be compared with the village war demand intimated by the Survey Department, and any differences should be reconciled as promptly as possible in consultation with the Survey Department. When the amount arrived at by the Tahsildar and intimated to the Survey Department has been accepted as correct, the latter will send the cost rate statements to the Collector of the Headquarters district for further action.

The following action will be taken in the Collector's office on the cost rate statements received from the Survey Unit Officers :—

The Survey Unit Officers will prepare and send the cost rate statements in duplicate where the locality surveyed lies, within the headquarters district and in triplicate where the locality surveyed lies outside the Headquarter's district.

If the locality lies within the headquarters district, the Collector will note the amount of the cost rate statements (only the amount relating to cost of survey marks, survey officers) in the Survey Unit folio as a credit under the survey officers and as a debit under the Tahsildar, in the Administrative account in Form No. VIII (*a*) and at the same time note the amount in the demand, collection and balance statement and send the duplicate copy to of he Tahsildar of the taluk, in which the survey was made

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The Tahsildar will note the demand and collection in the Register in Form B. As amounts are collected, two-thirds of the collections must be credited to "Cost of Survey Marks—Survey Officers" and one-third to "029—Land Revenue—01 (c) Survey and Settlement—Operation—Other receipts" and reported to the Collector who will enter them as credits in his cost of survey marks survey unit folios and note the amounts in his respective demand, collection and balance statement. The collections should not be confused with collections relating to maintenance which will be entered in separate ledger folios for each taluk.

If the locality surveyed lies outside the headquarters district of the Survey Units, the Collector will note the amount of the cost rates statement as a debit to the Collector of outside district and send the cost rate statement (duplicate and triplicate) copies to the Collector of the foreign district who will enter the amount as a debit in his cost of survey marks account (opening a survey unit folio) and note it also in his demand, collection and balance statement and proceed to collect the amount through the Tahsildar concerned. He should send the copy of the cost rate statement to the Treasury Officer to raise a debit in the plus and minus memo, of the district (paragraph 4 article 90 of the Tamil Nadu Account Code). The Collector of the Headquarters district on receipt of acceptance from the Collector of the other district will enter the full amount as credit in his "Cost of Survey Marks"—Survey Unit folio entering the date of adjustment and noting by adjustment from the cost of Survey Marks 'X' district.

In order to accept the debit passed on by the Collector of the Headquarters district, the collector of the foreign district should have sufficient overdraft limit, to allow for the immediate acceptance of the debit. The Collector should either get a fresh allotment or arrange with the Collector whose temporary advance required for the survey unit now stands with the Collector of the headquarters district alone, the amount covered first by way of an allotment and then taken credit for on receipt of the acceptance of the cost rate statement by the Collector of the foreign district. Therefore, in effect, the amount of overdraft limit sanctioned to the Collector of the headquarters district and placed at the disposal of the Survey Unit Officer will be reduced by the amount transferred to the Collector of the foreign district.

The ryots share of demarcation charges having been determined and accepted in the manner described above, the charge debitable to Government will be entered by the Survey Unit Officer on a contingent bill against the Survey budget and credited by adjustment to the "Cost of Survey Marks—Survey Officers". The Collector will note the credit in the Survey Unit folio under the "Cost of Survey Marks—Advance".

The credits given to the Survey Officers in the Survey Unit folio of the headquarters district are offset in the case of cost rate statement by corresponding debits to the Tahsildar of the same district or Collectors of foreign district and the balance of the overdraft limit available at any time is not effected by these entries. It is only by prompt collection by the Tahsildar of the Headquarters district or prompt adjustment by the collector of the foreign district (only where a portion of the overdraft of the headquarters district is not transferred) that the balance of the overdraft limit can be increased.

The Survey Unit Officers should submit to the Joint Director of Survey and Land Records to the Collectors on the 20th every month, extracts of the transaction of the proceedings months in regard to their debits and credits under "Cost of Survey Marks—Survey Officers". The Tahsildar of the Taluk for which cost rate statements have been accepted should similarly submit to the Collectors a statement of debits and collections in their taluks. A consolidated statement should be maintained on the administrative side by the Collectors concerned to watch the state of advance in Form VIII (a) by the Collectors of the district in which the Survey Unit Officers have their headquarters and in Form VIII (b) by the collectors of other districts. The Administrative accounts should be compared with the Treasury figures. The double columns of debits

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and credits in Form VIII (*a*) will show whether cost rate statements are worked out by the Survey Officers to keep pace with the expenditure and whether the Tahsildars are prompt in collecting the amounts according to these statements. The Collectors should send a copy of their review to the Survey Unit Officers noting the collections made in the Taluks to enable them to know the balance of the overdraft available for drawal and to furnish the particulars in the columns provided in the bills for drawal of moneys from the overdraft.

The cost rate for supplemental survey should be worked out by the Survey Department on completion of all field work in the taluk and intimated to the Revenue Department for collection. The Survey Unit Officers and the Tahsildars will be guided by the instructions in rule 185 of Chapter XX of the Tamil Nadu Survey Manual Volume II. The particulars of area, etc., adopted for the supplemental cost rates and demand notices will be taken from the re-survey records.

[a] B.P. Mis. No. 3976, dt. 24-11-28.
[a] G.O. Mis. No. 483, Rev., dt. 25-7-29.
[a] B.P. No. 58, dt. 2-8-29. B.P. Mis. No. 2593, dt. 31-8-32.

20. *Duties of Collectors, Divisional Officers and Inspectors of Survey and Land Records.*—The maintenance of the accounts mentioned above should be strictly watched by Collectors and Divisional Officers who should make periodical inspections for this purpose. It is the duty of divisional officers to check these registers thoroughly in the course of their inspections of taluk officers and questions have been prescribed in Part IX * of Appendix II to Standing Order No. 116-2 (ii) for this purpose. The Inspector of Survey and Land Records should also check these registers and accounts in the course of his tours and should submit a note on their condition to the Collector.

(B.P. No. 333, Sett., dt. 1-11-14.) (B.P. No. 207, Sett., dt. 17-7-15.)
(B.P. No. 39, dt. 17-8-25.) (G.O. No. 2633, Rev., dt. 17-12-27.)

21. In the last week of March, the Karnam should prepare from his stone registers an abstract return in Form XIII for the year just closing and send it to the taluk office by the 1st April. The village returns will be consolidated into a taluk return in the same form and submitted to the Divisional Officer by the 20th of April. The Divisional Officer will incorporate the taluk returns in his annual report on the maintenance of revenue records and registration to be submitted to the Collector by the 15th May and the divisional returns will in like manner be incorporated in the district report due with the Board on the 15th June.

(B.P. No. 36, Sett., dt. 27-1-15.) (B.P. No. 171, Sett., dt. 20-6-16.)
B.P. 98, dt. 16-8-22. *B.S. OS., Vol. III.

FORM I.

Register of stock and issue of survey marks in village taluk

Total number of maintainable stones in the village

Wet or dry Th. F.

(1) Received issue balance.	(2) Description of transaction with reference to number and date.	(3) First class stones at.	(4) Second class stones at.	(5) Total stones.	(6) (*a*) The value of stones at cost price.	(6) (*b*) The value of stones at selling price.	(7) Remarks.

B.P. Misc., 2011, dt. 3-10-33.

NOTE: Column 6 (*a*) need not be filled in the registers maintained by the Villlage Officers. This column should be filled up only in the Taluk Office, so as to be able to note the value of balance stock of stones at cost price in the half yearly return direct from the abstract of Form I.

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FORM No. II—Bill—Maintenance Field Surveyor's

Bill No. 1/47—48, Taluk Bill No. 1.

Register of Charges incurred for the repair and renewal of Survey Marks on
Village Town Taluk District.

Survey stones number in Register 'A' or Survey Field number and Stone number in Register 'B'.	Cost of renewal or repair.				Survey Field number or Sub-division number from the holders of which the cost is to be recovered.	Amount apportioned as payable by each holder.	Collection.		
	Cost of Stones.	Cost of hired labour.	Pay of Chainman.	Total.			Amount.	Date.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	Rs. P.	Rs. P.	Rs. P.	Rs. P.		Rs. P.	Rs. P.		
3—1	0·75	0·37	0·13	1·25					
9—5	0·75	0·37	0·13	1·25					
10—3	..	0·37	0·13	0·50					
10—7	0·75	0·37	0·13	1·25					
10—8	..	0·37	0·13	0·50					
	2·25	1·85	0·65	4·75					

(Signed)————
Maintenance Field Surveyor.

FORM No. II—Bill—Maintenance Field Surveyor's

Bill No. 2 Taluk Adjustment

Bill No. 1, Register of Charges incurred for the renewal and repair of Survey Marks in Village/Town Taluk District.

Survey Stone number in Register 'A' or Survey Field number and Stone number in Register 'B'.	Cost of renewal or repairs.				Survey Field number or sub-division number from the holders of which the cost is to be recovered.	Amount apportioned as payable by each holder.	Collection.		
	Cost of Stones.	Cost of hired labour.	Pay of Chainman.	Total.			Amount.	Date.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	Rs. P.	Rs. P.	Rs. P.	Rs. P.		Rs. P.	Rs. P.		
15—1	0·75								
15—2	0·75								
15—3	0·75								
15—4	0·75								
	3·00								

(Government Revenue Department.)

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FROM III.

(Enclosure to Form II—Bill No. 1.)

Statement of charges incurred for the repair and renewal of Survey Marks in Village Taluk.

Recoverable from private parties / To be charged to Government .. .. Date on which work was—done 28—6—1947.

Name of Government Department.

Number of stones used.	Sale price of stones.	Date entered in Form I and in Register B.
(1)	(2)	(3)
	Rs. P.	
3	2·25	Entered in Form I on 3rd July 1947. Entered in Register B on 3rd July 1947. Initials of Clerk.

N.B.—Where amount has to be charged to Government, the number and date of adjustment bill should be noted in column (3).

EXTRACT FROM THE VILLAGE STOCK REGISTER (FORM I) OF THE ABOVE VILLAGE.

Received, issued, balance.	*Description of transactions with reference to number and date.*	*First class stones.*	*Second class stones.*	*Total.*	*Total value.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)
					Rs. P.	
Balance ..	TK. Bill No.	..	20	20	15·00	Verified with Form I. Initials of Clerks.
28-6-47 ..	1/47-48.	..	3	3	2·25	
Balance ..	....	..	17	17	12·75	

Verified with the actual stock in the depot and found correct.

Date,

Signature
Maintenance Field Surveyor.

FORM III.

(Enclosure to Form II—Bill No. 2)

Statement of charges incurred for the renewal of Survey Marks in Village Taluk

To be charged to Government .. Date on which work was done—29th June 1947.

Name of Government Department .. Revenue Department.

Number of stones used.	*Sale price of stones.*	*Date entered in Form I and in Register B.*
(1)	(2)	(3)
	Rs. P.	
4	3 00	Entered in Form I on 3rd July 1947. Entered in Register B on 3rd July 1947. Initials of Clerk.

Adjustment Bill No. 1/47-48, dated 3rd July 1947.

N.B.—When amount has to be charged to Government the number and date of adjustment bill should be noted in column (3).

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EXTRACT FROM THE VILLAGE STOCK REGISTER (FORM I) OF THE ABOVE VILLAGE.

Received, issued, balance.	*Description of transactions with reference to number and date.*	*1st class stones.*	*IInd class stones.*	*Total.*	*Total value.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)
					Rs. P.	
Opening 29th June 1947.	Balance issued.	Maintenance Field Surveyor's Bill No. 2.	17	17	12·75	Verified with Fo
			4	4	3·00	
			13	13	9·75	Initials of Clerk

Verified with the actual stock in the depot and found correct.

Signed
Maintenance Field Surveyo

Date

Verified with the entries in taluk
Form I and found correct/ action taken in
C. No. to reconcile the discrepancy of stones.

Tahsildar.

FORM IV.

Extract from Form II, dated received for village, taluk district.

	Rs. P.
Cost of stones	
Cost of hired labour	
Total ..	

Words rupees.....
be debited to—
and credited to—

Tahsildar.

EXTRACT FROM FORM V (*a*).

Date	Item.	Withdrawal.	Deposit	Undrawn balance.
(1)	(2)	(3)	(4)	(5)

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REGISTER No. V (*a*).

Amount of overdraft sanctioned Rs. 2000 *Collector's D. Dis. No.* 1742/46, *dated* 4—4—1946.

Date. (1)		*Item.* (2)	*Withdrawal.* (3) Rs. P.	*Deposit.* (4) Rs. P.	*Undrawn balance of overdraft.* (5) Rs. P.	*Remarks.* (6)
		Opening balance.				
3—7—47	..	**Hired Labour charge drawn and paid for maintenance Field Surveyor's Bill 1/47-48 Village Taluk Bill 1/47-48.**	1·85	....	1248·40	
3—7—47	..	Stone contractor's bill No. 1 for 500 stones at 70 paise per stone.	350·00	....	898·40	
3—7—47	..	Adjustment Bill No. 1/47-48—X village	....	3·00	901·45	
14—7—47	..	From V.M. 'A' Village collections relating to Bill No. 33—46—47 remitted in chalan No. /14–7–47.	....	3·25	904·65	
15—7—47	..	From V.M. 'B' village—collection relating to bill No. 1/47–48 remitted in Chalan No. /15– 7—47.	....	4·10	908·75	
20—7—47	..	From V.M. 'C' village—Cost of B stones sold to ryot	....	3·00	911.75	
21—7—47	..	Contingent bill. Cartage of stones from 'X' village depot to 'Y' village depot.	4·00	....	907·75	
22— 7—47	..	By adjustment of cost of 1 stray stone added to depot in 'Y' village to the debit of cost of survey marks and credit of IX Land Revenue.	0·70	....	907·05	
23—4—47	..	By adjustment of profits to the credit of IX L.R. — .. —	40·00	....	867·05	
		Total for the month — — ..	396.55	13·35		
		Total upto the month in the half-year ..				

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		Withdrawal. (1)	*Deposit.* (2)
		Rs. P.	Rs. P.
	Total as per Treasury accounts	994·70	13·25
	Total as per administrative accounts	365·55	13·35
	Difference ..	+ 602·55	0·10
			994·70
3—7—47 ..	Hired Labour charges relating to TK. Bill No. 1/47–48 wrongly debited to C.S.M. Survey officers in the Treasury accounts instead of C.S.M. Collectors.	..	+ 1·85
	Bill for hired labour drawn survey unit officer wrongly debited to C.S.M. Collectors instead of CSM survey officers.	..	— 600·00
		..	— 396·55
	Treasury credits	..	13·25
15—7—47 ..	Collections remitted by V.M. "B" village towards measurer's fees wrongly credited to CSM. Collectors instead of IX.L.R. Measurer's fees.	..	0·65
22—7—47 ..	Collection of stone value in a assignment case wrongly credited to CSM. Collectors instead of IX L.R. Misc. Collection of stone value.	..	2·25
20—7—47 ..	Cost of stones sold to ryots wrongly credited CSM. survey officers instead of CSM. Collectors.	..	3·00
		—	13·55

Certified that necessary alteration Memoranda for the wrong credits and debits have been submitted in all above cases.

Tahsildar.

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FORM No. V (*b*.)

Selling price of stones fixed in Collectors No. A B dated,

Date and Bill No.		*Stones bought.*		*Cost price.*		*Charges.*	*Stones sold.*		*Money value*	*Cash recoverable and adjustments.*	*Remarks.*
(1)		(2)		(3)		(4)	(5)		(6)	(7)	(8)
		A	B	A	B	RS.	A	B	RS. P.	RS. P.	
3—7—47	Stones used towards maintenance bill 1/47-48 'B' village ..	..		..		..	3		2·25	..	Selling price fixed by Collector Rs. 0·75 (*Vide* Collector's D. Dis. No. dated).
3—7—47	Stone contractor's bill No. 1/47-48, dated 30-6-47 for supply to the villages as shown below at Re. 0·70.	500		350·00		..	..		..	..	
3—7—47	Stones used in village adjustment bill No. 1/47-48	..		..		..	4		3·00	3·00	
15—7—47	Collections towards Bill No. 1/47-48	..		..		..	..		..	2·25	Chalan No.
20—7—47	Cost of stones sold to ryots in 'C' village	..		..		..	4		3·00	3·00	
21—7—47	Contingent bill for cartage of stones from 'X' village to 'Y' village, dated 29-6-47.	..		..		4·00	..		..	..	
22—7—47	By adjustment of cost of stray stones added to the depot in 'Y' village.	1		0·70		..	..		..	..	
23—7—47	By adjustment of profits to the credit of "029—Land Revenue—01 (C) survey and settlement—operation—other receipts.	..		..		40·00	..		..	..	
		501		350·70		44·00	11		8·25	8·25	

Abstract to be put up at the end of each half-year.

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Opening stock of stones and their value at cost price at the beginning of the Half-year. (1)	*Purchase during the half-year.* (2)	*Total.* (3)	*Number of stones issued during the half-year.* C.P. (4)	S.P. (5)	*Balance stock at C.P.* (6)
10 'A' stones at Rs. 1·00 each Rs.10·00 300 'B' stones at Re. 0·60 Rs. 180·00.	500 B stones @ 0·70 each 350·00	10 A stones @ Rs. 1 each 10·00 300B stones at 0·60 each 180·00 500 B stones@ 0·70 each 350·00	200 B stones @ 60 P. 120·00 50 stones @ 0·70 each .. 35·00	150 stones @0·65 P. each .. 97·50 100 stones @ 0·75 each 75·00	10A @ 1 each 10·00 100B, 0·60 each 60·00 450B @ 0·70 each 315·00
	Rs. P.	540·00	155·00	172·50	385·00
Profits available at the beginning of the half-year.	172 30				
Profits carried during the Half-year.	17 50				
Total ..	189 80				
Deduct charges incurred during Half-year.	44 00				
	145 00				

Tahsildar.

FORM VI.

Village war demand collection and balance Register of charges incurred for the repairs and renewal of Survey Marks.

Serial number and date of receipt of Statement. (1)	*Total cost of renewals and repairs.* Cost of stones. (2)	Cost of hired labour. (3)	Pay of Chainman. (4)	Total. (5)	*Recoveries.* Amount. (6)	Date of credit in the sub-treasury. (7)	*Balance.* (8)	*Remarks.* (9)
	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.		Rs. P.	
				'A' Village.				
33/46–47	2·00	3·75	1·00	7·75	1·50	25—3—47	6·25	D.T.
					2·00	15—6—47	4·25	D.T.
					3·25	14—7—47	1·00	D.T.
					1·00	14—7—47	..	D.T.
				'B' Village.				
1/47–48	2·25	1·85	0·65	4·75	4·75	15—7—47	..	..

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FORM VII.

Demand Collection and Balance under Cost of Survey Marks– Survey Officers / Cost of Survey Marks– Collectors *in the taluk of* *for the month of July* 1947.

Number of the bill remaining to be collected in whole or on part.	*Date of receipt by the Tahsildar.*	*Amount of the bill.*	*Collections.* Up to last month.	*Collections.* In the month.	*Collections.* Total.	*Add collections in other taluks.* Taluk.	Month.	Amount.	*Total collections.*	*Balance.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
		Rs. P.	Rs. P.	Rs. P.	Rs. P.				Rs. P.		
33/46–47	20—3—47	7·75	3.50	4·25*	7·75	..	..	..	7·75	..	* Difference of Rupee one with reference to the entries in Register V (*a*) represents measurer's fees credited to IX Land Revenue.
1/47–48	3—7—47	4·75	..	4·75	4·75†	..	..	..	4·75	..	† Difference of 0·65 P with reference to the entries in Register V (*a*) represents measurer's fees credited to IX Land Revenue.
		12·50	3·50	9·00	12·50	..	..	..	12.50	..	

Tahsildar

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FORM VIII A

Folio for Assistant Director Survey Unit Office

Overdraft Account under "Cost of Survey Marks (B)—Survey Officers".

Date	Item.	Survey Officers. Debit.	Survey Officers. Credit.	Tahsildars of the district or Collectors of Foreign district. Debit.	Tahsildars of the district or Collectors of Foreign district. Credit.	Balance of overdraft.	Remarks.
1—10—1950	Overdraft sanctioned in G.O. No. dated.	..	..	..	..	1,00,000·00	
5—10—1950	Bill from Survey Officer for stones and Hired Labour.	60,000·00	..	..	..	40,000·00	
	Bill for cost rates worked out for first batch of villages—A Taluk.	..	20,000·00	20,000·00	..	40,000·00	
	Bill for Government share of Survey charges adjusted.	..	5,000·00	..	..	45,000·00	
	Bill from Survey Officer for Stones and Hired Labour.	39,000·00	..	..	..	6,000·00	
	Bill for cost rates worked out for villages in Y District and B Taluk.	..	23,000·00	23,000·00	..	..	
	Adjustments by the Collector of Y District.	..	..	..	23,000·00	37,000·00	An amount equal to the debit transferred from the over draft of Y district to this district.
	Collections by the Tahsildar, A Taluk ..	..	..	..	8,000·00		
	Total	99,000·00	48,000·00	43,000·00	31,000·00		

Net debit under Survey Officers	+ 51,000·00
Net debit under Tahsildars ..	+ 12,000·00
Total ..	+ 63,000·00
Balance ..	— 37,000·00

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FORM NO. VIII (*b*).

Folio for *Survey* *Unit Office*
overdraft Account under Cost of Survey Marks Survey Officers.

Date.	Item.	Debit.	Credit.	Balance of overdraft limit.
		RS. P.	RS. P.	RS. P.
	Overdraft limit sanction in G.O. No. , dated or Transferred from X district in collection dated	..	..	50,000·00
6-5-1956	By adjustment to Collector of X district.	..	..	..
	Cost rate statements of Taluk B.	..	23,000·00	..
	Collection from Taluk B.	..	827·00	..

FORM NO. IX.

REMITTANCE LIST.

Name of village.

Number and date of Maintenance Officer's Form No. II to which this remittance relates.

Field or sub-division No. or Letter.	Amount to be recovered from each field sub-division as per Form No. II.	Amount already collected and remitted by the maintenance officer or village officers.	Amount now collected and remitted by the village officers.	Remarks.
(1)	(2)	(3)	(4)	(5
	RS. P.	RS. P.	RS. P.	

Total amount remitted Rupees

Karnam.

Date:

Monigar.

Date:

NOTE.—When the entire amount of the bill is remitted there is no need to fill in columns (1) to (3).

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Statement of sums to be recovered under section 15 of Tamil Nadu Act VIII of 1923 on account of lands registered in the name of pattadar No. of Village Taluk.

Number and date of Maintenance Officer's Form No. II to which this statement relates.

Survey stone number in Register A or survey field number and stone number in Register B.	Cost of renewal or repair.			Fields and sub-divisions on which cost in column (4) is to be apportioned.	Cost to be recovered from each field or sub-division registered in the name of the pattadar.	
	Cost of stones.	Cost of hired labour.	Total.		Field or sub-division No. or letter.	Amount to be recovered.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Rs. P.	Rs. P.	Rs. P.			Rs. P.
3–1	0·37	0·25	0·62	3–1 4–2 12–7	3–1	0·21
9–5	0·37	--	0·27	9–7 115–3 116–1	115–3	0·12
10–3	0·37	0·19	0·56	10–2 11–4 19–6	19–6	0·19
70–7	0·37	0·25	0·62	72–3	72–3	0·62

Amount already collected from the pattadar and remitted by the Maintenance Officer or Village Officer.		Date of remittance.	Balance to be recovered from the pattadar.	Remarks.
(8)		(9)	(10)	(11)
Rs.			Rs. P.	
0·12	5th June 1927.	--	0·08	..
..	Do.	..	0·12	..
..	Do.	..	0·19	..
0·37	Do.	..	0·25	..
		Total due from the pattadar ..	0·64	

Certified that the duplicate of this statement was tendered to the pattadar and that he refused to receive it. (Score out the words "and that he refused to receive it" in case the pattadar received the duplicate).

Karnam.

Date.

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FORM NO. XI

Statement showing the transactions under Survey Marks—

Collectors for the half year ending.

1. Advance Account.

   Amount of overdraft sanctioned is Rs.
   Undrawn balance of overdraft at the begining of the half year.

2. Debit balance at the beginning of the half year (i.e.) amount of overdraft sanctioned minus undrawn balance of overdraft.
3. Withdrawals during the half year.
4. Deposits during the half year.
5. Increase (or decrease) of debit balance.
6. Debit balance at the end of ½ year (column 2 plus 3 minus 4).
7. Undrawn balance of the draft at the end of the half year.

II. Collection Accounts :—

1. Arrear balance.
2. Demand during the half year.
3. Collection during the half year.
4. Amount written off.
5. Balance at the end of the half year.
6. Increase (or decrease) or balance.

III. Stone Account :—

(*a*) Value of stock at the beginning of the half year (cost price).

(*b*) Value of stock supplied during the half year (cost price).

2. Value of stones issued number. Value.

   (1) Selling price.

   (2) Cost price.

3. Value of stock at the end of the half year—cost price.
4. Collections of stone value.
5. Amount not yet realised.
6. Charges.
7. Profit or loss upto date; difference between sales and cost price plus charges
8. Profit adjusted upto-date.

IV. Reconciliation Account :—

1. (*a*) Difference between 1–6 and II 5.

   (*b*) Profit available at the end of the half year.

   (*c*) Value of stones at cost price taken to account for which the cost is yet to be paid to the contractor.

   (*d*) Hired labour charges yet to be drawn and paid for bills taken to account during the half year.

   (*e*) Excess collections or collections on account of bills not included in demand, if any.

   (*f*) Cost of stray stones, if any, taken to stock-cost of which is yet to be adjusted.

Total

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2. Item irrecoverable or not recovered other than collectable charges.

(a) Irrecoverable charges.

(b) Value of stock of stones at cost items of work for which bills have not been adjusted but stones have been deducted from stock.

Total

1. Certified that the amount in column III (3) is actually represented by value of the balance stock of stones in the village depots at cost price.

2. Certified that the figures entered in the return have been taken from the administrative register prescribed in B.P. No. 17, Press, dated 27th June 1945 and that they have been compared with the Treasury account and all differences noticed have been adjusted.

3. Certified that the balance under bills pending collection has been verified with the total of balances shown in the taluk register Form No. VI.

In the reconciliation account, item 1 given the details for the liabilities and item 2, the assets.

FORM XII.

Statement showing the Transactions under "Survey Marks—Survey Officers" for the half year ending.

Amounts.
Survey Marks.
Survey Officers.

Particulars.

Rs. P.

1. Amount outstanding at beginning of the half year.
2. Amount debited during the half year.
3. Total amount to be collected.
4. Collections.
5. Amount written off.
6. Total of items 4 and 5.
7. Balance remaining uncollected.

ENCLOSURE TO FORM XII.

Survey Marks.
Survey Officers.

Rs. P.

Year.

Collection of amount relating to balance remaining uncollected out of amounts debited in.

1. Certified that the balance under "Survey Marks—Survey Officers has been verified with the total of the balance according to Register B, prescribed in B.P. No. 73, dated 28th April 1902.

2. Certified that the figures entered in the return have been taken from the administrative registers prescribed in Board's L. Dis. No. 4252/50, dated 1st May 1952 and that they have been compared with the treasury account and all differences noticed have been adjusted.

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FORM NO. XIII.

Statement showing the inspection of Survey Marks and their repair and renewal in the district of *for the year* 19 .

Taluk.

(1)	Total number of stones.	Total number of stones to be inspected in the year by		Number inspected by the		Number of stones overchecked by			Number of stones overchecked by—*cont.*				Repair and renewal of missing stones.			
		(3) Karnam.	(4) Maintenance Field Surveyors.	(5) Karnam.	(6) Maintenance Field Surveyors.	(7) Maintenance Field Surveyor.	(8) Revenue Inspector.	(9) Taluk Deputy Surveyor.	(10) Head Surveyor.	(11) Inspector of Survey and Land Records.	(12) Tahsildar.	(13) Other Officers.	(14) Balance number of missing stones at the beginning of the year.	(15) Discoveries during the year.	Number of stones repaired or renewed by (16) Ryots.	Total. (17) Maintenance Field Surveyor. (18)

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Taluk.	Repair and renewal of missing stones—*cont.*	Number of renewals or repairs overchecked by					Remarks.
	Balance at the end of the year.	Taluk Deputy Sur-veyor.	Head Surveyor.	Inspector of Survey and Land Records.	Assistant Director of Survey and Land Records.	Other Officers.	
(1)—*cont.*	(19)	(20)	(21)	(22)	(23)	(24)	(25)

A. Government Villages.

B. Non-Government villages.

NOTE.—1. Under overcheck should be included only those stones which were inspected by Superior officers within two months from the date of inspection by Sub-officers.

2. Under ryots renewals only the ryots renewals overchecked should be shown under the column renewal by ryots.

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FORM XIV.

REGISTER A.

Number and name of registered holder

Village headman's register of bills received for collection.

Order of Thasildar.	Demand.		Collections.	
	Number of Bill.	Amount due.	Date.	Amount paid.
		RS. P.		RS. P.

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FORM XV.

REGISTER B.

Register showing demand, collection and balance of survey advance for fasli

Name of Village

Number of bill.	(2) Date of receipt.	(3) Amount of bill.	(4) Date of transmission of the bill to village Officers.	(5) Date fixed for payment.	Amount of collections made during												Amount of collections made during—*cont.*												Add—Collections in other taluks.			Amount of collections made during—*cont.*			Remarks.
					July	August.	September.	October.	November.	December.	January.	February.	March.	April.	May.	June.																			
					(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)												
(1)		Rs. P.			Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Taluk.	Date.	Amount.	Total collections.	Balance at the end of the year.												(11)

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APPENDIX III.

CHAPTER I.

Duties of Deputy Assistant Director of Survey and Land Records, Inspectors of Survey and Land Records, Divisional Head Surveyors, Taluk Deputy Surveyors, Maintenance Field Surveyors and Draughtsman in connection with the Maintenance of Revenue Records and Registration.

1. The duties of Collectors, Revenue Divisional Officers and Taluk Tahsildars in connection with the maintenance of Revenue records and registration are mentioned in the several Rules in Chapter I. The duties of the officers who are primarily concerned with this branch of the revenue administration are summarized below :—

(a) Duties of the Assistant Director of Survey and Land Records.

2. The Deputy Assistant Director of Survey and Land Records will be in-charge of all items of regular wing including mobile and adhoc works and also maintenance of land records. He will perform his duties and responsibilities in his capacity as Personal Assistant to the Collector in all items of survey work and maintenance of land records in the district. This will not however affect his statutory functions to be exercised in his capacity as Deputy Assistant Director of Survey and Land Records.

3. The duties of the Deputy Assistant Director of Survey and Land Records will broadly be as indicated below :—

(1) Formulating proposals for carrying out all practical improvements in the existing Revenue Records and making effective arrangements for their systematic maintenance.

(2) Training in Survey and Revenue Records and Registration of I.A.S. Officers and Probationery Deputy Collectors.

(3) Examination of the Revenue Subordinates and Officers of the Co-operative Department after training by the Inspector of Survey and Land Records.

(4) Inspection of Taluk Offices with the assistance of Inspectors. All Taluk Offices in the District should be covered each year.

(5) Enquiry and disposal of appeals as land complaints.

(6) Attending to important papers of the Land Records Branches in the district.

(7) Inspections of all items of survey work including adhoc items of survey work in the district.

(8) Any special items of work on urgent nature, relating to the Survey and Revenue Records and Registration entrusted by the Collectors/District Revenue Officers.

(9) Examining proposals for resurvey of villages.

(10) Inspection of Branch Survey Offices at least once a year.

(11) The Deputy Assistant Director of Survey and Land Records (Personal Assisfant to Collector) will obtain from the Sub-Registrars and the Tahsildars a list of registry changes (indicating the number of items in the list) intimated by Sub-Registrars to the Tahsildars, so that the Deputy Assistant Director of Survey and Land Records will be able to watch the implementation in the Taluk Records.

(12) Agreements on contract should be entered into for the survey stones required for the district.

NOTE.—Existing contracts for the Supply of stones will continue.

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4. The Deputy Assistant Director of Survey and Lands Records will do, not less than 10 Field Inspections a month. If there is an Additional Officer in the District Unit, allocation of work between him and the Unit Officer will be done by the Collector in consultation with the Joint Director of Survey and Land Records. An Additional Officer will do, not less than 12 fields inspection a month.

An Additional Officer may also be employed on Inspection of Taluk Offices and other items of work in the district. Any reallocation of work between the Deputy Assistant Director of Survey of the District Unit and the Additional Officer may be made by the Collector in consultation with the Joint Direcor of Survey and Land Records. The diaries of all the Deputy Assistant Directors of Survey and Land Records and Additional Assistant Directors of Survey and Land Records will be sent on the 5th of every month to the Director of Settlements through the Collector/District Revenue Officer and the Joint Director of Survey and Land Records. The Joint Director of Survey and Land Records will send a review on the 10th of each month along with the diaries for the perusal of the Director of Settlements. The diaries will then be filed in the Office of the Joint Director of Survey and Land Records. The copies of the review should be submitted to the Board of Revenue (SE) once a quarter.

The Deputy Assistant Director of Survey and Land Records should also submit a copy of his notes of inspection of the maintenance records, maps and registers and of the survey advance accounts in the Taluk Offices to the Joint Director of Survey and Land Records who will forward them to the Collectors concerned with his remarks. Copies of the inspection reports in survey forms Nos. 36 and 40 should be enclosed with the diaries to be submitted to the Joint Director of Survey and Land Records who on perusal, will return them with necessary remarks. Inspection notes on other matters such as stone inspection, renewals, etc., need not however be submitted to the Joint Director of Survey and Land Records. The Joint Director of Survey and Land Records will call for them from the Collector's Office during his tours and see whether they disclose critical inspection.

The Travelling Allowance Bills, medical reimbursement bills, etc., of the Deputy/ Assistant Director of Survey and Land Records of District Units will be countersigned by the Collectors/District Revenue Officers. The Travelling Allowance bill of the Additional Assistant Director of Survey and Land Records of the District will also be countersigned by the Collector/District Revenue Officer. But the Travelling Allowance Bill of Deputy/Assistant Director of Survey and Land Records, Madras Unit will be countersigned by the Collector of Madras. The Travelling Allowance Bills, medical reimbursement bills, etc., of the Photographic and Printing Expert and the Deputy/ Assistant Director of Survey and Land Records, Central Survey Office, Madras, will be countersigned by the Joint Director of Survey and Land Records, Madras.

It shall be the duty of the Deputy Assistant Director of Survey and Land Records to see that the Survey staff employed on Land Records work are properly utilised. As the diaries of all the Land Records subordinates are passed by him, he will be in a position to assess the work of each subordinates, and give suggestions and instructions regarding the utilisation of the Staff to the maximum advantage to bring the Land Records work upto date.

The Deputy Assistant Director of Survey and Land Records should during the inspection of Taluk Offices cover all the points mentioned in the check memorandum in Form B besides other matters requiring his attention. In the case of the Deputy Tahsildar's Offices the check memorandum to be used for the Taluk Manual Registers will be in Form B-1. Orders on those notes will be issued by the District Revenue Officer/ Collector.

(b) *Duties of the inspector of Survey and Land Records* :

Every Inspector of Survey and Land Records will carry out the duties assigned to him by the Deputy Assistant Director of Survey and Land Records and will be his

Executive Assistant. The Inspectors allotted for maintenance and mobile staff work in the District will be allotted functional or territorial jurisdiction as the case may be (depending on the nature and volume of work) by the Deputy Assistant Director of Survey and Land Records after getting the approval of the Collector/District Revenue Officer. He will have a Branch Office, consisting of one or more clerks and as many computor Draftsman as may be required for the work entrusted to him. He will submit his fortnightly diary to the Deputy Assistant Director of Survey and Land Records who will review his work . The main duties of an Inspector of Survey and Land Records will be as indicated below :—

1. Inspection of the work of the Field and Deputy Surveyors in the District.

2. Inspection of maintenance registers and record of Municipal Towns and Panchayats and Inspection of 5 per cent of the Field work of Town and Panchayat Surveyors in the questionnaire form.

3. Preparing the notes for the inspection of Taluk Offices by the Deputy Assistant Director of Survey and Land Records and assisting the Deputy Assistant Director of Survey and Land Records generally and inspecting Taluk Offices when ordered by the Deputy/Assistant Director of Survey and Land Records.

4. Centre check of the diaries of Surveyors with the records of the survey done by all the staff under him and testing their work in field.

5. Enquiry of original or appeal land complaints and their disposals under the Tamil Nadu Survey and Boundaries Act, 1923 in respect of the Survey work attached to his section.

6. Examination of karnam candidates after survey training.

7. Imparting training in Survey to the Revenue Subordinates, Block Development Officers (Commissioners of the Panchayat Union Councils) and Officers of the other Departments.

8. Supervision of the Survey branch offices and all the work done in the section.

9. Conducting examination in Survey and Maintenance of the Revenue Subordinates after two years ' service as Revenue Inspector.

10. An Inspector will do atleast 15 field inspections a month. While checking the work of the maintenance staff in the villages the Inspector will also follow generally the procedure prescribed for the Head Surveyors.

(c) *Duties of the Head Surveyors* :

The Head Surveyors on supervision of Land Records work will be attached to the Office of the Revenue Divisional Officer, as there will be a Head Surveyor for each Revenue Division. The adhoc items of survey work done by the Field Surveyors and Deputy Surveyors in the Revenue Division will also be done under his supervision, unless a separate Head Surveyor is warranted by the number of Field and Deputy Surveyors employed on any special project. The Head Surveyor should submit his diary in duplicate, one copy through the Revenue Divisional Officer and another through the Inspector of Survey and Land Records. The Revenue Divisional Officer will review the diary and transmit it to the Deputy Assistant Director of Survey and Land Records. The Inspector's review will also be received by the Deputy Assistant Director of Survey and Land Records. The Copy received from the Revenue Divisional Officer will

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be retransmitted to him with the remarks of the Deputy Assistant Director of Survey and Land Records if any. The following duties will also be discharged by the Head Surveyor :—

1. Technical Scrutiny of sub-division records and supervision of the Maintenance work of the Karnams and Maintenance Field Surveyors and over-check of the plotting of sub-divisions in the maintained copy of the field atlas, both in villages and in the Taluk Offices.

2. Overcheck of 5 per cent of the work of the Maintenance Field, Town and Panchayat Surveyors and of the Surveyors employed on 'investigation' and adhoc items of survey work, including incorporation of the post-survey changes in the Taluk records and registers.

3. Detailed and General checks of the village accounts in the form of the questionnaire prescribed.

4. Correction of "Survey errors" in plotting, measurement and computation of areas involving alteration in areas.

5. Replacement of missing theodolite stations.

6. Progress inspection of Karnam's survey schools and taking a few practical and theory classes in the school.

7. Fifteen per cent check of all sub-divisions and post-survey changes incorporated in village and Taluk records, during his inspection of the village.

8. Hearing of original land complaints.

9. Testing of the Karnam's Survey knowledge.

Head Surveyors supervising moblie staff and 'investigation' work will submit their diaries to the Deputy Assistant Director of Survey and Land Records through the Inspector of Survey and Land Records. In Revenue Divisions where the Head Surveyors attend to both the Land Records items of work and the mobile staff and 'investigation' work, the Head Surveyors' work relating to the latter items will be reviewed by the Inspector and the Revenue Divisional Officer. Such Head Surveyors should submit their diaries in duplicate, one copy to the Inspector of Survey and Land Records and another to Revenue Divisional Officer, both of them to be sent to the Deputy Assistant Director of Survey and Lands Records for consolidated review. One copy of the diary will be returned to the Revenue Divisional Officer by the Deputy Assistant Director of Surveys and Land Records with his remarks on the performance of the Head Surveyors.

All the Head Surveyors should do, not less than 15 days' field inspection per month at the rates of outturn fixed for inspecting officers for each process checked. Every Head Surveyor should see that the Deputy Surveyors and Field Surveyors under his charge have carried out the duties assigned to them and guide them personally wherever there is any difficulty.

During his stay in a Taluk, the Head Surveyor should inspect the maintenance work of the karnams, Revenue Inspectors, Deputy Surveyors and Maintenance Field Surveyors. He should examine a percentage of the instruments, maps and Registers already checked by the maintenance field surveyors and of the stones planted, renewed or repaired in order to see that the work has been done properly. The stone registers

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should be scrutinised and a percentage of stones inspected in order to find out whether the karnam, the Revenue Inspector and the Maintenance Field Surveyor have been properly inspecting the stones all over the village. As theodolite stones constitute the frame work of the field survey, stones at village trijunctions and their pointers, must be replaced with care, when they are missing or out of position, by the Deputy Surveyor or by the Head Surveyor himself. Difficulties reported by the Maintenance Field Surveyors should be investigated and proposals made for overcoming them.

The extracts regarding theodolite stones referred to in the last sentence of paragraph 8 of Appendix II should be posted in the Head Surveyor's Office in the register (Form D appended). An alphabatical index list of villages should be prefixed to each register as in the case of taluk 8A register. As entries are made in the register, the serial numbers should be noted against the concerned villages in the index list. When a stone is attended to a circle should be put round the number in the index list.

The Head Surveyor should, in particular watch the progress made by each Maintenance Field Surveyor and if he finds that any Maintenance Field Surveyor for no fault of his own is unable to keep pace with the disappearance of survey marks or with the formation of new sub-divisions, he should make proposals for clearing off arrears. He should as far as possible, scrutinise the village accounts and note whether the rules regarding transfer of registry have been observed by the officers concerned and whether registry has been brought up to date.

Where incompetency of a Karnam in surveys has been reported by the Maintenance Field Surveyor, the Head Surveyor should personally satisfy himself of the correctness of the report. If he finds it true he should report the fact to the Revenue Divisional Officer for orders.

In order to ensure a thorough and systematic inspection of village records and to secure uniformity of procedure in all Districts a check memorandum has been standardised in Form B-2 for the use of all Head Surveyors. The Head Surveyor cannot inspect the village records of all the villages in the District every year in the manner required by the check memorandum. He should therefore as a rule inspect thoroughly the records of two villages in each firka every year with reference to the above check-memorandum and should in addition make a general inspection of the records of as many as possible of the remaining villages of the Firka with special reference to the defects disclosed during the inspection of the villages selected for detailed check. In the case of the villages other than those selected for detail check it will be enough to draw up the inspection notes village war, in the form of a narrative under various sections referred to in the check memorandum. In the following year another two villages should be selected for detailed check and so on, so that all the villages in the firka may be checked in detail in the course of few years. Collectors may at their discretion increase or reduce the number of villages to be selected for detail check according to the nature of the Head Surveyors' charge or any special duties he may have to perform. The Selection of the villages should not however be announced long in advance of the Head Surveyor's inspection. The number having been fixed by the Collector, Head Surveyor should select at random the villages of the firka shortly before his inspection and he should do as much field work as possible in the selected villages.

Copies of the inspection notes should be sent to the Revenue Divisional Officer, the Tahsildar and the Maintenance Field Surveyor of the firka concerned for necessary action. The Revenue Divisional Officer or the Collector should take disciplinary action against the persons responsible for bad or indifferent work.

The work of Firka Surveyor being only in villages come under the scrutiny of the Head Surveyor during his inspection of village records. In the check memorandum provision has been made for comparing the appendix to the Firka Surveyor's diary with the village records in order to see whether the appendix has been correctly prepared. After completing his inspection of the village records of the firka, the Head Surveyor should submit a note to the Collector embodying the general results of his

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inspection of the firka Surveyor's work in connection with Revenue Records under the various heads specified in paragraph below with special reference to registry, stone inspection, maintenance and check-measurement of sub-divisions. In the note it should also be mentioned whether the firka surveyor has the full complement of the survey instruments and village maps for all the villages of his firka whether the stock file which the firka surveyor has to maintain is maintained properly.

All sub-division records received from the maintenance Field Surveyor should after tentative sanction be scrutinised by the Head Surveyor and such of them as are found correct should be sent to the Tahsildar for the incorporation of changes in the village accounts and F.M.B. and then in the Taluk accounts and in the Taluk copy of F.M.B. These files that are found defective should be sent to the Surveyor through the Tahsildar for rectification of defects and return for scrutiny. The records should be examined with special reference to the check memorandum in Appendix IX. A register of sub-divisions for each taluk should be maintained in the form in Appendix X.

Survey errors should be rectified in accordance with the instruction contained in Chapter II.

The investigation of disputes necessitating the rectification of boundaries, involving question of the correctness of the village survey records is a work that may legitimately be referred to the Head Surveyor. Care should, however, be taken not to divert the energies of the Head Surveyor to petty works of this kind which well be attended to by the Taluk Deputy Surveyors and Tahsildar and ought to be done by them. References to Head Surveyors should be made through the Revenue Divisional Officer.

(*d*) *Duties of the Taluk Deputy Surveyor.*

Maintenance.—There will be a Deputy Surveyor supervising the work of the Field Surveyors employed in each Taluk. He will be responsible for the prompt and effective supervision of the work of the Maintenance Field Surveyors and Special Surveyors, if any, in the Taluk. He will over check 15 per cent of each Surveyor's work under each item under his charge, including incorporation of the sub-divisions measured and the necessary changes incorporated in the village records and registers. This inspection should be completed within the succeeding month in which the surveyor credits the work. All cases of changes in registry and those requiring new sub-divisions to be effected, brought to the notice of the Deputy Surveyor during field inspections should be reported by him to the Tahsildar to enable suitable action to be taken to bring the Land Records upto date.

Important items of work, such as preliminary enquiry into petitions, refixing of theodolite stations, verification of changes of topo details, etc., should personally be attended to by the Deputy Surveyors. The following items of work also will be attended to by him :—

1. Checking of the Taluk Register No. 8A with reference to Taluk Registers Nos. 4, 5, 6 (including the transactions intimated by Sub-Registrars whether involving new sub-divisions or not) and Maintenance of Survey Advance Accounts Registers V (*a*), V (*b*), VI and VII and preparation of connected records.

2. Scrutiny of Form II bills and enclosures in form III and posting them in the Survey Advance Accounts.

3. Checking the maintenance of the Stock Register of Stones (Form I) in the Taluk Office including verification of stocks of stones in the village with reference to the extracts from Depot Registers received from surveyors and other Inspecting Officers.

4. Checking the stocks of stones in all the villages in the Taluk once in six months and taking action to replenish stocks.

5. Working out cash profit or loss in the transactions once a year.

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6. Scrutiny of chalans relating to remittance under " C.S.M (A), Collectors ' and " C.S.M. (B) Survey Officers ".

7. Preparation and submission of periodicals relating to Land Records section.

8. Maintenance of diaries of Maintenance Field Surveyors and the Register of Pay and allowances due to them.

9. Conducting Survey training schools for Karnams.

10. Testing the Karnam's survey instruments and records.

The General instructions regarding the submission of diaries by Field Surveyor will apply to Deputy Surveyor also.

A Deputy Surveyor should spend not less than 15 days on field inspections. A Deputy Surveyor should inspect 15 renewals of stones per day or 12 sub-divisions per day or inspection of 100 stones under over check of stone inspection done by the Field Surveyor.

Where the work in a Taluk warrants it (i.e.) where there are numerous entries in 8-A registers a large number of transactions in survey advance accounts, etc., which cannot be done by the Deputy Surveyor in-charge of a Taluk, more than one Deputy Surveyor can be posted in the Taluk. The duties of the Deputy Surveyors employed on Maintenance of Town and Panchayat Surveys will be governed by the instructions in Chapters IV and V.

(e) Duties of Maintenance Field Surveyor.—

A Maintenance Field Surveyor will generally be in-charge of a firka or any other Unit, as may be fixed by the District Unit Officer. His main duties shall be :—

1. Inspection of 35 per cent of maintainable stones in each village in his jurisdiction, booking encroachments and making necessary entries in the Adangal and other connected records. A Maintenance Field Surveyor should do, not less than 5 day's work under stone inspection in a month.

2. Over check of 15 per cent of the Karnam's stone inspection. Normally, the Karnam's stone inspection will not cover the stones previously inspected by the Maintenance Field Surveyor durnig the same year.

3. *Renewal of missing stones.*—The outturn for this will be 10 stones per day. A Maintenance Field Surveyor should renew not less than 50 stones per month.

The ' D ' sketches for the inspection and renewal of stones will be revised to facilitate easy stone inspection and identification. For this purpose one copy of the village map may be used as a ' D ' sketch to number the stones in red ink, to avoid overcrowding of the figures in the context of metric conversion. Renewals should be done only after over check of stones inspection work by atleast one Inspecting Officer. Renewals should be done Khandam-wise or in serial order of survey numbers except in fields in which or in fields adjoining which sub-division work is involved. All villages should be covered under stone inspection and renewals every year.

4. (*a*) Preparation of bills relating to survey charges with reference to item 3 supra; and

(*b*) Inspection of stone depots. When the Maintenance Field Surveyor visits the villages, he should check the balance of stones in the depot.

5. Measurement and plotting of sub-division in the Karnam's copy of Field Measurement Book and corrections of village accounts :—

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The outturn for measurement of sub-divisions will be ten (excluding parent sub-divisions) sub-divisions per day or 120 chains per day. Atleast, 8 days field work should be done under this head each month provided there are adequate sub-divisions to be measured. In case, there are no adequate sub-divisions to be measured, the deficit field work should be covered by stone renewals or stones inspections.

6. Correction of Survey errors in measurement not involving alteration of areas.

7. Inspection of Karnam's survey instruments and testing the knowledge of karnams in survey.

8. Pointing out 'F' lines on applications from parties.

9. Checking the entries in the enjoyment register in the village, verification of registry in field at the time of stone inspection as required in the instructions contained under enclosure 'B' to Statement No. 10 in the Revised Manual of village Accounts (General).

The verification of registry should be confined to blocks prescribed for stone inspection for the year with the exception that applications received through the Registration Department should receive prompt attention irrespective of the block in which the land is situated.

10. *Measurement of new topo details and noting changes in details* :—Usually a Field Surveyor may devote about 2 days for items (6) to (8) in a month.

The Maintenance Field Surveyors should see that proper notices are served on concerned persons and the procedure cut lined in the "Draft Instructions of Survey Maintenance work" is followed suitably in respect of each process. The Field Surveyors employed on mobile or adhoc items of survey work or resurvey will carry out the tasks allotted to them and at the rates of outturn prescribed for each process as has been fixed or which will be fixed from time to time. The existing procedure for these items of work will be followed.

Field Surveyors on land records work will prepare their diaries in duplicate and submit them to the Taluk Deputy Surveyor, who will prepare an outturn statement in duplicate showing the abstract of work done by the surveyors under his control. One copy of the diary should be submitted to the Tahsildar. The Tahsildar will submit this copy to the Revenue Divisional Officer with his remarks. The Revenue Divisional Officer will transmit it to the Deputy/Assistant Director of Survey and Land Records with his remarks. The other set of diaries and outturn statement should be submitted to the Deputy/Assistant Director of Survey and Land Records through the Head Surveyor and the Inspector of Survey and Land Records with their remarks, after centre check of the diary with records wherever possible. The Deputy/Assistant Director of Survey and Land Records will critically review the diary and pass the pay to be drawn on each diary and on the outturn statement. This copy of the diary and outturn statement will be sent to the Tahsildar to enable him to take further action with regard to the pay passed by the Deputy/Assistant Director of Survey and Land Records. This copy of the diary will be filed in the Taluk Office but the outturn statements should be sent to the Office of the Deputy/Assistant Director of Survey and Land Records, after certifying that the drawal of pay has been made in accordance with the orders of the Deputy/Assistant Director of Survey and Land Records.

A register showing the pay passed by the Deputy/Assistant Director of Survey and Land Records and particulars of drawal and recovery, if any made, should be maintained in the Taluk Office and checked periodically by the Revenue Divisional Officer and the Deputy/Assistant Director of Survey and Land Records at the time of their inspection of the Taluk Offices.

The diary and outturn statements received in the Office of the Deputy/Assistant Director of Survey and Land Records with the remarks of the Tahsildar and Revenue Divisional Officer wil be field in his office, after any further review that may be necessary.

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Similar action in regard to the diary and outturn statements of Field Surveyors employed on adhoc items of work will be taken with the difference that the diaries and outturn statements will be routed through the Officers under whom they work. The outturn for the adhoc items of work will be fixed by the Officers concerned in consultation with the Deputy/Assistant Director of Survey and Land Records.

The existing procedure for passing the diaries and outturn statements of mobile staff surveyors and surveyors employed on other items of survey will continue to be followed. The procedure will apply to all other surveyors employed on investigation and other items of work done under supervision of the Deputy/Assistant Director of Survey and Land Records and other survey personnel.

(f) Duties of the Revenue Inspector.

The duties of the Revenue Inspector in connection with the Maintenance of Revenue Records and Registration are given below.

1. *Stone Inspection*--over check of Karnams work (3 per cent) of the number to be inspected by the karnam in the year.

2. Collection of survey charges.

3. Collection of stone progress reports from karnams also with the monthly cultivation accounts and transmission to the Maintenance Field Surveyor.

4. Incorporation of changes in village accounts and records not involving field work.

(g) Duties of the Junior Computor Draftsman.

1. Scrutiny of sub divisions newly measured and other records prepared by field staff. In each taluk office, there will be atleast one Junior Computor Draftsman to implement the changes in the taluk accounts and other miscellaneous mapping work in the taluk. He will work under the administrative control of the Tahsildar and the technical supervision of the Divisional Head Surveyor.

2. In regard to adhoc items of work, the Junior Computor Draftsman will work in the offices to which the field staff on adhoc items of work are attached and their pay will be drawn in those offices.

3. At the Divisional level, the Divisional Head Surveyor will be assisted by one or more Junior Computor Draftsmen consistent with the volume of work for technical scrutiny of sub-division records and any other mapping work. The diaries after review by the concerned offices will be passed by the Deputy/Assistant Director of Survey and Land Records and will be given effect to by the Officers, as in the case of the subordinate field staff. The outturn for several processes to be done by Junior Computor Draftsman will be as per the existing orders or as may be fixed from time to time.

4. The Junior Computor Draftsman attached to the Inspector of Survey and Land Records will incorporate the topographical details and alterations of field boundaries in the village map maintained under the custody of the Inspector of Survey and Land Records.

(B.P. Permanent No. 235, dt. 29-4-68.)

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Diary of the District Inspector of Survey and Land Records for the month of

(1) Date.	(2) Name of taluk.	(3) Village of camp.	(4) Village inspected.	(5) Nature of work inspected.	(6) Distance travelled.	Surveyor work Inspected. (7) Name.	(8) Rank.	Field work. Maintenance work. (9) Number of fields.	(10) Number of items verified for stone inspection.	(11) Number of repairs and renewals over checked.	(12) Number of subdivision over checked.	(13) Other items.

Field Work—*cont.* Mobile staff or adhoc item of work or estate survey work. (14) Khandam Ward Unit.	(15) Chains measured by the Surveyor.	Inspection. (16) Remeasured Chain.	(17) Calculated Chain.	Result of inspection. Demarcation. (18) Items Examined.	(19) Errors found.	Measurements. (20) Lines measured.	(21) Errors found.	(22) Quality of work	(23) Remarks.

District Inspector of Survey and Land Records.

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ABSTRACT I.

Period.	Number of days spent.							
	At Head-quarters.	On Tour.		On Holidays or Leave.	On Field work.	On Inspection of records and registers.	On Survey Training.	
		In the month.	Up to the end of the month.					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	

Maintenance Work.				Mobile staff Adhoc of Estate.			
Number of subdivisions over checked.	Number of repairs and renewals over checked.	Number of stones verified or Stones Inspected.	Number of chains measured for inspection.	Number of demarcation items inspected.	Number of items measured.	Number of Location items verified.	Remarks.
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

ABSTRACT II.

Abstracts of Land Complaints received and disposed of during the terms.

Locality.	Number pending on the beginning of the month.		Number received during the month.		Total.		Disposed of		Balance.		Remarks.
	Boundary.	Field.	Boundary.	Field.	Boundary.	Field.	Boundary.	Field.	Boundary.	Field.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

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ABSTRACT III.

Progress Statement of Inspections,

Total to be inspected in the year.			Number inspected during the month.			Number inspected up to the end of the month.			Balance.			Remarks.
(1) Taluk office.	(2) Towns.	(3) Panchayats.	(4) Taluk Office.	(5) Towns.	(6) Panchayats.	(7) Taluk Office.	(8) Towns.	(9) Panchayats.	(10) Taluk Office.	(11) Towns.	(12) Panchayats.	(13)

FORM A-2.

Diary of the head Surveyor for Term in the month of

						Surveyor whose work Inspected.		Field work.				
								Maintenance work.				
Date.	Name of Taluk.	Village of Camp.	Village Inspected.	Nature of work inspected.	Distance travelled.	Name.	Rank.	Number of fields.	Number of stones verified for stone inspection.	Number of repairs and renewals over-checked.	Number of Subdivisions over-checked.	Other items.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Field work.									Remarks.
Mobile staff on Adhoc item of work.				Result of Inspection.					
		Inspection.		Demarcation.		Measurement.			
Khandam No. Ward No. Unit No.	Chains measured by the Surveyor.	Remeasured Chains.	Calculated chains.	Item examined.	Errors found.	Lines measured.	Errors found.	Quality of work.	
(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)

ABSTRACT I.

Progress Statement of Inspections.

(1) Period.	Number of days spent.													Remarks. (15)
	On Tour.				Maintenance work.			Mobile and ad hoc work.						
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
	On inspection of records.	At headquarters.	In the month.	Up to the end of the last month.	On holidays or leave.	Number of repairs and renewals over checked.	Number of subdivisions overchecked.	On field work.	Number of location items verified.	Number of stones verified for stones inspected.	Chains measured for inspection.	Number of demarcation items inspected.	Number of lines measured.	

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ABSTRACT II,

Progress Statement of Scrutiny of Sub-divisions.

(1) Taluk.	(2) Number of subdivision pending at the beginning of the month.	(3) Number of subdivision received during the month.	(4) Total.	(5) Number plotted in the Taluk Copy of the Field Measurement Book.	(6) Balance.	Total number scrutinised by the Draftsman.		Total number returned to the Surveyor.		Remarks (Number of Land Acquisitions other subdivisions records received for scrutiny before sanction and the number scrutinized by the Head Surveyor in the Month. (11)
						(7) For the first time.	(8) For the second time.	(9) For the first time.	(10) For the second time.	

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ABSTRACT III.

Progress of Inspection of Maintenance Register and Records.

Taluk.	Number of Firkas to be inspected.	Number of Firkas inspected up to the last month.	Number of Firkas Inspected during the month.	Balance.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)

Diary of the Taluk Deputy Surveyor Thiru — FORM A-3 — of Taluk of District.

Particulars of Inspection by the Taluk Deputy Surveyors.

(1) Date.	(2) Name of the taluk.	(3) Number and name of the village.	(4) Date of last visit.	(5) Name of Maintenance Field Surveyor whose work inspected.	Particulars of work done by the Maintenance Field Surveyor.					Over check of stones.					Renewals and repairs.			Measurement work.						(26) Remarks.
					(6) Number of stones originally checked.	(7) Number of stones over checked.	(8) Number of repairs and renewals attended.	(9) Number of sub divisions measured.	(10) Number of encroachment booked.	(11) Original inspections.	(12) Karnams work.	(13) Number of error.	(14) Quality of work.	(15) M.F.S. Work.	(16) Number of errors.	(17) Quality of work.	(18) Number of renewals or repairs checked.	(19) Number of errors.	(20) Quality of work.	(21) Number of subdivisions and encroachment checked.	(22) Number of chains measured.	(23) Number of lines measured.	(24) Number of errors detected.	(25) Quality of work.	

Taluk Deputy Surveyor.

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ABSTRACT I.

Number of days spent.						Maintenance work.				Ad hoc items of work.			
		On the tour.											
Period.	At Head quarters.	In the month.	Up to the end of the month.	On holidays or leave.	On field work.	Number of subdivisions over checked.	Number of repairs and renewals over checked.	Number of stones verified for stone inspection.	Number of chains measured for inspection.	Number of demarcation items inspected.	Number of lines measured.	Number of location items verified.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

ABSTRACT II

Taluk.	Total number of villages.	Number of villages in which maintenance work is so far attended by the Maintenance Field Surveyor up to the end of F.N.	Number of villages in which 15 per cent check in the it ms completed up to the end of last F.N.	Number of villages in which 15 per cent check in all items completed during the F.N.	Total.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

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Form A-4.

DIARY OF MAINTENANCE FIELD SURVEYOR ..... of

For the Fortnight ending .....

Unit.

TALUK.

Date.	Village.	Total number of Maintainable stones in the village.	Number of Stones to be inspected by the Karnam during the year.	Number of Stones inspected by the Karnam.	Number of stones to be inspected by the maintenance Field Surveyor.	Number of stones to be over checked by the Maintenance Field Surveyor.	Number of stones inspected.		Number of errors detected.	Number of stones available in the depot.	Number of stones requiring repairs and renewals in the village before his visit.	Number of stones discovered missing during the visit.	Number of Ryot's renewals or repairs verified by the surveyor.	Number of stones renewed or repaired by the surveyor.	Number of stones requiring renewals or repairs at the end of the visit.	Number of stones for which 15(2) notices are yet to be served.	Number of encroachments booked.	Number of correction Chains measured.	sub-division.			F Lines.			Outturn actually realised in Units.	Number of Form II Maintenance bill 8A file or Taluk current connected with the paper to be entered here.
							Original Inspection.	Over check.											Pending.	Measured.	Balance.	Pending.	Measured.	Balance.		
No.	Name	A | B	A | B	A | B	A | B	A | B	A | B	A | B		A | B	A | B	A | B	A | B	A | B	A | B	A | B	A | B								
(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)

Maintenance Field Surveyor.

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ABSTRACT OF OUTTURN.

Outturn fixed for the month.

Particulars of work.	Unit. I Fortnight.	II Fortnight.	Total.	Outturn converted into Units.
Store Inspection.				
1 Over check.				
2 Original inspection.				
Stones renewed or repaired.				
Ryot renewals or repairs verified.				
'F' Line. Pointed out.				
Sub-divisions measured.				
Encroachment Booked.				
Correction Chains.				
Total.				

Number of days outturn realised.

Other items of work.

List of pending papers.

Particulars of files.	Balance at the beginning of the fortnight.	Renewal during the fortnight.	Total.	Disposed off during the fortnight.	Balance.	Papers pending more than 3 months.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
8A files LA cases						
Others						
'F' Lines.						
Survey errors.						
Other papers.						

ABSTRACT OF BILLS PENDING ENCASHMENT.

Bill No.	Number and name of the Village to which the Bill relates.	Amount of Hired labour to be recouped.	Date of submission to Taluk Office.	Remarks.
(1)	(2)	(3)	(4)	(5)
Abstract for visiting villages.				
Total Number of villages.				
Number of villages in which Original inspection over checked, etc., was completed up to the end of Last fortnight.				
Completed during the fortnight.				
Total.				
Balance.				
Abstract for equipment Reports.				
Total village for which reports, were submitted up to the end of the fortnight.				
Submitted during the fortnight.				
Total.				
Balance.				

Diary of Thiru

Maintenance field Surveyor of ..... Firka.

.....Taluk ..... District for the fortnight ending with.

Remarks of the Taluk Deputy Surveyor—

Remarks of the Divisional Head Surveyor—

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FORM No. A6.

SPECIMEN DIARY FORM FOR SPECIAL SURVEYOR (LAND ACQUISITION L.D. WORKS).

Date.	Village. No.	Village. Name.	Name of the Road.	Survey No. measured.	Number of metres actually measured including refixing.
(1)	(2)	(3)	(4)	(5)	(6)
Number of stones planted.	Total number of new sub-divisions included.		Area of the new sub-division measurement. Hect.	Are.	Length of the road concerned in linear Km.	Remarks.
(7)	(8)		(9)	(10)	(11)	(12).

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FORM B.

Check Memorandum of the Maintenance Registers and Records of the Taluk.

Date of Inspection :

Date of Last Inspection :

Name of the Officers and the period during which they were in-charge :

Permanent Registers.

Taluk A Register :

1. Are all the permanent A and B registers available in the Taluk Office with the accompanying taluk copies of field measurement books? If not what explanation is forth coming for their absence?

2. Have the permanent changes in taluk register No. 7 and all subdivisions disposed of in register No. 8A been entered in the permanent A and B registers wherever necessary, in the course of the fasli?

3. Is a certificate to the effect that the changes have been noted in the Taluk copies of the permanent A and B registers and of the F.M.B., wherever necessary, put up in the file under the signature of the Tahsildar or Headquarter's Deputy Tahsildar before it is formally recorded?

4. (*a*) In the case of Town Survey of areas cadastrally surveyed have necessary particulars in terms of Town Survey been added to Part II of the A register and the corresponding entries in Part I of the register been rounded off.

(*b*) In the cases of areas re-town surveyed in areas already Town surveyed have the particulars in terms of the re-town survey been added to Part II of the Village A Registers and the old entries rounded off.

5. (*a*) Is the Taluk A Register maintained as prescribed in the Taluk Manual of Accounts.

(*b*) Are the changes affecting the villages noted in it with the authority for the change.

Taluk Manual of Accounts :

6. Are the register Nos. 4, 5, 6, 7 and 8A written up in the course of the fasli and are all the stages of (them) action gone through properly and noted in them? Is prompt action taken at every stage ? If not, is the delay satisfactorily accounted for?

(*a*) Has the maintenance surveyor certified that the grants made subject to special conditions been entered in the village register of conditional assignment?

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7. Has an alphabetical index list of villages been prefixed to the register? Has a list of the serial numbers of the cases of the previous Faslis remaining undisposed of on 30th June been written in the first page of the new fasli registers and are these numbers ringed off as they are disposed of?

8. Are any Darkhast cases pending sub-division for more than three months from the date on which the sub-division was ordered? If so, is any explanation forthcoming and have reminders been issued.

9. Have the closed Dharkast files been separated into two parts in accordance with the instructions in the manual of Taluk Accounts?

10. (*a*) Are the sub-division records scrutinised before assignment is ordered?

(*b*) Are the sub-division records of Darkhast cases filed with Part I of the original Darkhast files?

11. Has stone value in Darkhast cases been properly collected in accordance with the instructions in Paragraphs 12 and 17 of Chapter I of Land Records Manual. Do the topo sketches show the maintainable stones as instructed in paragraph 6 of Board Standing Order 15?

12. Do the sketches showing the plots to be assigned contain the classification of the adjoining plots as instructed in paragraph 6 of Board Standing Order 15?

13. In what villages, has the work of the Karnams and the maintenance surveyors been checked in the year by (*a*) Head Surveyors, (*b*) by Inspector of Survey and Land Records and (*c*) by Deputy/Assistant Director of Survey and Land Record? In what villages did the Head Surveyor make a thorough check?

14. Is register number 6 kept in two sections, one for cases received from the sub-registrars and another for all other cases.

15. Are the cases received from the sub-registrar compared with the entries in the R.I's Rsgister No. 6?

16. Has the monthly list of transfer received by the Deputy/Assistant Director of Survey and Land Records from the Tahsildar and sub-registrars been compared under the Village Munsif Register No. 6? If so what is the result?

17. (*a*) Has the register No. 6 (1) of R.I.'s been examined? Are they detecting cases of wrong registry as required by S.O. 31 (5) (ii) under Board Standing Order?

(*b*) Has the register with the Maintenance Field Surveyor been examined? Are they detecting wrong registry as required in B.P. permanent 235, dated 29th April 1968?

18. Are the orders in original of the competent authority sanctioning the change in the classification from one head to another kept in the 7 register files?

19. Have the sub-divisions entered in the register Nos. 4, 5, 6 and 7 been all brought to register No. 8A? Is an extract from the Register sent to the Head Surveyor by the 10th of each month?

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20. Does the Deputy Tahsildar, maintain the 8A Register with only the first six columns filled in? Do the entries in the register show that extracts are sent every month to the Taluk Office?

21. Has the Deputy Tahsildar noted in the extract the numbers of the 8A files to be returned to this office to be filed with the original files? Have such files been returned from the Taluk Office?

22. Are sub-divisions pending measurement and plotting in the Taluk sets of field maps for more than six months from the date of sanction? If so how many such sub-divisions are there and with whom are they pending? Give details of the sub-division files pending more than six months with proposals for clearing the arrears.

23. How many sub-divisions are pending (i) for measurement and (ii) for plotting in the F.M.B.?

24. Is there any discrepancy between the Taluk 8A register and the extract received by the Head Surveyor and the entries in his sub-division register? If so, what is the nature of the discrepancy and how is it reconciled?

25. Have the sub-division brought to account in Taluk Register No. 8A been properly plotted in the Taluk copy of the field atlas?

NOTE.—In small offices, a complete check should be made but in larger offices one-third of the entries will be enough.

26. Are there any cases in which sub-division files were closed before the final publication of a notification under section 13 of the Tamil Nadu Survey and Boundaries Act? Where such notification was necessary, have the formalities under Tamil Nadu Survey and Boundaries Act been duly observed in the cases mentioned in paragraph 13 (*b*) of Chapter I of the Land Records Manual.

27. In case where sub-division records are to be kept with the connected original files has the 8A clerk handed over the sub-division records to the clerk concerned and obtained his initials in the last column of the 8A register as instructed in the Taluk Manual of Accounts.

28. In cases of transfer from assessed waste to poramboke and vice versa, have proper certificates been furnished by the surveyor regarding intensive demarcation of elimination of stones from the stone register and D sketches? When detailed demarcation is necessary, have the formalities prescribed under the Tamil Nadu Survey and Boundaries Act been observed.

29. Stock Register.

Is a uniform rate fixed for the sale of stones in the Taluk? Specify the rates now in force for first class and field stones separately?

30. Is the total number of maintainable stones entered against each village in this register under (*a*) the first class and (*b*) field stones separately?

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31. Is the register posted up properly with reference to the village officers receipts for stones supplied by the contractor or transferred from one depot to another under the orders of the Tahsildar? Chalans for remittances made on account of stones sold for cash and bills in the prescribed form received from the maintenance and other officers who have taken stones from the village depots?

32. When stray stones found in the field or stones found in excess of the stock in the depots are added to the stock has the cost of such stones been adjusted to the debit of "C.S.M. (A) Collectors" and to the credit of "029—Land Revenue—01(C) Survey and Settlement Operation—Other receipts" at the prevailing cost prices by presenting adjustment bills.

33. How many depots were inspected by (a) M.F.S.,(b) Taluk Deputy Surveyor, (c) Head Surveyor during the last twelve months? Have extract from village stock registers been sent to the Taluk Office for the depots inspected? Have the extracts been compared with the Taluk stock register and have recoveries of value of deficit stock been effected promptly under a current in the personal Register?

34. Does this register show that there is adequate stock of stones in all the depots? How many depots are there where the stock is either nil or nominal?

35. Are extracts from the village stock register received from the Surveyors and other officers except those combined with abstract bills in form III filed chronologically between boards with a village war index appended to the file?

Register of Survey Advances and their adjustment—"C.S.M. (A) Collectors".

36. (*a*) Is the amount of sanctioned overdraft limit for the taluk noted at the head of V (a) Register? What is the amount? Has the sanctioned amount been exceeded at any time?

(*b*) Are the entries made in the V (a) and V (b) registers under the initials of the Deputy Tahsildar on the date of entry in sub-treasury day book?

37. (*a*) Are all transactions in cash or through adjustments as far as they relate to survey advance accounts (excluding measurer's wages) brought into this register, receipts under deposits and charges under withdrawals? Is undrawn balance of the over draft worked out at the time of every transaction and noted in column (5) of the register?

(*b*) Are the monthly totals and the total up to the end of the month in the half year struck?

38. Does the difference between the overdraft limit and the undrawn balance agree with the debit balance shown in the plus and minus memo. of the Treasury Account for the month? If there is any difference, how is it reconciled?

39. Are there any cases when stones have been taken from the village depots by Surveyors or other officers without either payment in cash to the village headman or the presentation of a bill in the prescribed form?

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40. (*a*) Have the opening balance and the issue of stones shown in the enclosure to the form II bill been checked with the Taluk stock register in the case of all the bills verified and have the difference noticed been reconciled?

(*b*) Is the stock of stones with its total value at cost price entered in register V (b) at each time when fresh stock is received while making necessary entries in the taluk stock register of survey marks.

41. (*a*) Does the stock balance at the end of March and September as per V (b) register agree with the stock balance adopted in the half yearly advance account return and with the total stock of stones in the taluk according to the posting at the end of the Taluk Stock Register?

(*b*) Is an abstract put up in the V (b) Register at the end of each half year showing the balance stock of stones at various cost prices?

(*c*) Is an abstract put up showing the profits at the beginning of the half year and the profit earned during the half year?

42. Are stones issued either by direct sale to private parties or to maintenance officers, as well as stones, the cost of which is recovered or written off exhibited with their total selling value in columns (5) and (6) of V (*b*) Register?

43. Are amounts realised by sale, collection recoveries and adjustments which relate to stone value brought to V (b) Register in column (7) date war? Have amounts realised in cases of collections been noted in red ink against the original issue entries of stocks?

44. (*a*) Have the villlagewar D.C.B. Register and the vilagewar D.C. and B register, been written up properly and in accordance with the rules?

(*b*) Is there a specific remark in each cases in form VII credited correctly under separate htads " S.S.M. 'A' Collectors " between the " Collection " noted therein and the deposit shown in register V (a) represents the measurer's fee which has been adjusted to " 029—Land Revenue—01(C) Survey and Settlement Operation—Other receipts."

45. Are collections received in payment of Form II bill credited correctly under separate heads "C.S.M. 'A' Collectors" for stones and hired labour and " 029—Land Revenue—01(C) Survey and Settlement Operation—Other receipts " for the measurer's fees? Verify the chalans.

46. (*a*) Are the collections entered in villagewar and Taluk D.C.B. Register and Form II bill and under deposits in V (a) Register? Are there undue delays in realising arrears of charges for maintenance of survey marks?

(*b*) Are bill war particulars shown in the Taluk D.C.B. in the entries for each month?

47. Does the balance under colections acording to the Taluk D.C.B. Register for March and September agree with the balance shown in the half yearly statement under collection accounts?

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48. Is the number of each bill with the amount, shown separately in column (2) of the V (a) register for every transaction relating either to a withdrawal or deposits? Are there undue delays either in receipt of bills or in their adjustment and payment to the Surveyors?

49. Have bills for work done on behalf of Government Departments and private parties been kept separately writing the name of the Department across the top of Forms II and III bills?

50. Does the net debit balance calculated for the half year, tally with the figure arrived at with reference to (1) the value of the total number of stones left in balance in all the village depots in the taluk (less excess of selling value over actual cost of stones sold and paid for until profit realised is adjusted, (ii) total of bills recouped by surveyors but not yet collected from ryots and (iii) total of irrecoverable charges? Verify the last half year's account.

51. (*a*) Are the debits and credits as per the Treasury Accounts entered at the end of each month and details of discrepancies noted?

(*b*) Are there any items adjusted to wrong heads of account either in the administrative or treasury accounts? If so, have necessary alteration been proposed to transfer them to correct heads? Do the charges and receipts in Treasury account tally with the withdrawals and deposits respectively as per V (a) Register?

Register of Survey Advances—C.S.M. 'B' Survey Officers.

52. (*a*) Have any cost rate statements been received in the Taluk Office in regard to collection of ryot share of survey charges for any such survey work done in the taluk.

(*b*) Has the Tahsildar worked out the individual demands in the above cases and sent out the bills to the villages for collection.

53. Has the Tahsildar submitting the D.C.B. statement taking 5 prescribed in Appendix II to L.R. Manual Chapter I—Paragraph 4 with separate details for the amounts to be credited to "C.S.M. 'B' Survey Officers" and to "029—Land Revenue —01(C) Survey and Settlement Operation—Other receipts."

54. Is the Tahsildar submitting the D.C.B. statement taking the particulars from the Register mentioned in question 52?

55. Is the Tahsildar comparing the administrative figures in Form XV with the Treasury figures and has he sent necessary A.M. for any wrong credits detected?

56. Give details for amounts outstanding collection.

Survey Instruments.

57. Is the register of Survey Instruments maintained in the prescribed form, appendix XI and is it posted regularly with reference to the inspection reports in the prescribed form received from the Maintenance Surveyors? Were reports submitted in respect of all villages before the end of December?

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58. Have the reports in the prescribed form received from the maintenance Surveyors by the Head Surveyors been compared with the Taluk register and found to agree.

59. Are instruments supplied to Karnams as soon as the inspection reports in the prescribed form are received in the Taluk Office?

60. Is a stock and issue register of survey instruments maintained in the form in Appendix XVII (4) to the Stationery Manual?

61. Does the balance in the above register agree with the stock in the Taluk Office? Have any instruments been supplied to Karnams or others in excess of the authorised scale?

62. Is a reserve stock of 10 per cent of all survey instruments including spare parts of chain and Town Surveyors instruments (where necessary) kept in the Taluk Office?

Miscellaneous.

63. Is the register of Karnams to be trained in Survey maintained in the prescribed form (appendix form No. C). What is the number of them if any.

64. (*a*) Has the Taluk register of Karnams to be trained in Survey been compared with the Head Surveyor's file of Maintenance Surveyor's reports in the prescribed form and found to agree.

(*b*) Have orders of the Revenue Divisional Officer been obtained in respect of Karnams to be sent for retraining?

65. Are the Maintenance Surveyor's remarks in the report in the prescribed form regarding village maps extracted into the Taluk Current Register and prompt action taken wherever necessary?

66. (*a*) Have the Taluk records been examined to see if the procedure prescribed for the correction of Survey errors has been duly followed and the corrections have been carried out in the Taluk maintenance sets of maps and registers?

(*b*) Have such cases been dealt with in the personal Register of the Clerk?

Stone Maintenance.

67. Are Karnams inspecting stones regularly as prescribed? What is the percentage of stones missing or requiring renewal to the Taluk number of maintainable stones in the Taluk?

68. Have the maintenance Surveyor's stone inspection reports been examined to see if their inspections have been adequate?

69. Are the Taluk returns of maintenance of demarcation and mapping kept in the form of a register? Does the register show that statements are received regularly from all Karnams.

70. Is a register of applications to point out 'F' boundaries maintained in the Taluk Office? Does it show that the fees have been correctly levied and boundaries pointed out and subdivisions made promptly?

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71. (*a*) Is a sub-division Fee Register maintained in the Taluk Office in two sections, one for Town Panchayats and the other for Rural areas.

(*b*) Do the entries show that the subdivision fees are collected properly?

(*c*) Is the moiety of the fees due to the Karnam paid promptly?

(*d*) In the case of fees collected in respect of maintained Panchayats has 1/3 of the fees been credited to the Panchayats concerned and in the case of maintained towns has 2/3 of the collections been credited to the Municipality concerned.
General Administration: (Board's Ref. A2. 15700–66, D.O.S., dated 5th June 1967).

72. What is the sanctioned strength of maintenance staff in this taluk?

	Permanent.	*Temporary.*
(*a*) Maintenance Field Surveyors.		
(*b*) Town Deputy Surveyors.		
(*c*) Junior Draughtsmen		
(*d*) Chainmen.		

73. (*a*) Is a pay cut register in respect of short pay of Maintenance Field Surveyors, maintained and the initials of Taluk Tahsildar obtained in column (7) of the Register?

(*b*) Have the cross entries under column (ii) of the pay bill been made in respect of short drawals of pay of the individuals relating to previous month and Rough Pay Bill item numbers noted therein?

(*c*) Are the Outturn Statement and Diaries of Maintenance Field Surveyors properly maintained duly noting the Rough Pay Bill item numbers against each individual, every month?

74. Are the Service registers of Land Records Personnel maintained properly?

(*a*) Whether the fixation of pay of the individuals is correctly made, as per revised scales of pay?

(*b*) Whether the service verification has been done every year?

(*c*) Whether Annual and Quinquennial attestations were made wherever due?

(*d*) Whether the leave account is maintained up to date and the entries attested by the Tahsildar?

(*e*) Whether the periodical increments have been sanctioned to the individuals?

75. General.

For District Revenue Officer.

[B.P. R.T. No. 670 (SE), dt. 29—4—68.]

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FORM B-1.

Check memorandum of the Taluk Manual Registers of the Deputy Tahsildar's Office.

Date of inspection. Date of last inspection.

Names of officers and the periods during which they were in-charge.

1. Are Taluk Manual Registers Nos. 4, 5 and 6 written up in the course of the year and are all the stages of them gone through properly and noted in them?

2. Are alphabetical villagewar indexes affixed to Taluk Manual Registers Nos. 4, 5 and 6?

3. Have the numbers of currents pending at the beginning of the fasli been entered on the first page of the register for the new fasli? Are they being encircled as they are disposed of?

4. Are any darkhasts pending subdivision for more than three months from the date on which subdivision was ordered? If so, is any explanation forthcoming and have reminders been issued?

5. Is register No. 6 kept in two sections, one for cases received from sub-registrars and the other for all other cases?

6. Are pouthi cases received regularly from each village every month?

(G.O. Ms. No. 1374, Rev., dt. 16-6-41.)
(B.P. No. 104, Press, dt. 18-9-41.)

7 What is the total number of cases in register No. 6 for—

(*a*) disposal up to date (including arrears of previous faslis) and the number of these, (*b*) accepted and (*c*) rejected?

(G.O. Ms. No. 1294, Rev., dt. 21-6-32.)
(B.P. No. 35, Press, dt. 28-6-32.)

8. Are transfer of registry cases rejected for proper and sufficient reasons? Have any transfer of registry case been forwarded to Revenue Inspectors for enquiry and report or for disposal? If so, specify the number under each head.

9. Is the Deputy Tahsildar maintaining Taluk Register No. 8-A with the first six columns only filled in? Has an alphabetical index list of villages been prefixed to it?

10. Have all the subdivisions arising Taluk Registers Nos. 4, 5 and 6 been brought to the Taluk register No. 8-A? Does the Deputy Tahsildar send an extract from his 8A register at the end of every month in respect of all sub-divisions conditionally sanctioned by him and entered in the register so as to reach the Tahsildar not later than the 5th of the following month?

11. Are separate stock files one of orders relating to transfer of registry and another of orders relating to other branches of revenue records and registration maintained properly?

(B.P. No. 147, Press, dt. 19-10-34.)
(G.O. Mis. No. 1483, Rev., dt. 25-7-29.)
(B.P. No. 58, dt. 2-8-29.)

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FORM B-2.

Check memorandum of the maintenance registers and records of the village of selected for detail check in the year.

Name of firka and Name of Taluk. Name of the Revenue Inspector the period of this incumbency.

'A' Register and Field Measurement Book.

1. Are the permanent 'A' and 'B' Registers and Field Measurement Book in good condition?

2. Have all new fields formed since resettlement been entered in serial order at the end of the permanent 'A' Register and against the original numbers from which they were formed? If there is any break in the continuity, what is the explanation? Have all the columns of the register been filled in properly in respect of the new numbers entered at the end of the register?

3. (*a*) Note the numbers of all new fields formed since resettlement. Are all the items noted in the changes Register incorporated in the village map maintained by the Karnams with the authority for such changes?

(G.O. Ms. No. 2704, Rev., dt. 24-8-70.)

NOTE.—The Head Surveyor should, immediately on return to headquarters, verify if all these new numbers have been plotted in the maintained copy of the village maps. If any of them have not been plotted, steps should be taken to get them plotted.

3. (*b*) Note the number of all fields that have been included since resettlement within the limits of a Municipality, if any.

(*c*) Are field maps available for all fields including new fields in the Field Measurement Book?

(*d*) Where new fields were formed out of an old field, have the new fields been plotted in the map for the old field?

(*e*) Have the side numbers in the maps of all fields adjoining new fields been corrected?

4. Have all the subdivisions in the 'A' register and current adangal been plotted in the Field Measurement book and do all mapped subdivisions find a place in the 'A' register and current adangal? Have all the necessary particulars been entered in the 'A' register in respect of subdivision?

5. Has the authority number in Taluk Register No. 7 or 8-A been quoted in respect of all changes entered in the 'A' Register?

(B.P. No. 147, Press, dt. 19-10-34.)
'A' Register and Field Measurement Book.)

6. For the portions of villages included if any, after resettlement within the limits of a Municipality and surveyed under the Town Survey System are the fields concerned eliminated from Part I of the 'A' Register and are new town survey numbers brought into Part II of the Register.

Current Changes.

7. Have all changes sanctioned under darkhasts, relinquishments and transfers of registry together with permanent changes in respect of holdings been properly and regularly entered in village account No. 3?

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8. Have these changes together with sub-divisions in, and changes in classification of unoccupied lands including unassessed and poramboke been entered in the adangal and in 'A' register, 'B' register and chitta where necessary, with the number and date of the order?

9. Where the changes concern portions of survey numbers, have the sub-divisions been plotted in the Field Measurement Book by the Maintenance Field Surveyor? Is the plotting correct and neat? Are there any cases in which the Karnam did the plotting?

10. What is the number of sanctioned sub-divisions that are pending check-measurement for (a) three months and more, (b) less than three months?

11. What is the number of sub-divisions that are pending measurement with the Maintenance Field Surveyor? Is he unduly delaying measurement work?

12. What is the result of your overcheck on ground of sub-division work of Maintenance Field Surveyor.

Maintenance of village maps with upto date Topo changes.

13. Do the field boundaries, boundary marks and details of adjoining villages correspond with each other in all side villages?

14. Are the names of Tanks, Ponds, Temples, rocky ground and important village sites (including parent village sites) etc., neatly and correctly furnished in the map.

NOTE.—See that the details like bunds, sluice and calingula for tanks, well details and wherever the streams and channels cross roads, the bridges and culverts are shown correctly in the map.

15. Have arrow marks been drawn to show the directions of flow of rivers, channels and streams, and also the leading names of places and distances in miles (Kilometres) for all paths and roads running across hte vilage boundary been shown correctly in the map.

16. Have all the important foot paths, cart tracks and the upto date changes of other cart tracks and roads been incorporated in the village map correctly.

17. (*a*) Where new fields are formed out of an old field have all the new fields and the residual fields been assigned numbers correctly?

(*b*) Have all appropriate details in the acquired portions of fields been furnished correctly?

18. If there is any change in the names of villages (parent) and the names of side villages have all such changes been attended to correctly in all the concerned village maps?

19. (*a*) In cases in which entire tank (poramboke) fields are split up into smaller fields and where the names of such tanks and details shown in broken lines to indicate the water spread area are still found in the maps? Have remarks been made in the margin of the map to the effect that such of these fields are water spread fields?

NOTE.—In cases where no such remarks are found necessary to be furnished in the maps, steps should be taken to see that details are deleted in the maps neatly.

(*b*) Where old tank fields (Kanmoi and Neerpidi poramboke) are split up into several fields during maintenance and assigned on patta, have all necessary changes been made in the map to delete the streams and channel which have the source from or which flow into such tanks?

20. What action has been taken to ensure that the necessary changes noticed during the detailed check have been incorporated in the maintained copy of the village maps.

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Registry.

21. (*a*) Does the Karnam maintain the special registers and submit the monthly progress report prescribed in B.P. No. 87, Press, dated 17th July 1936? Have the Village Officers appended a certificate to the progress report with reference to the names of the payees entered in column (3) of Village Account No. 13 that, so far as they know, there are no unreported cases?

(*b*) Is the verification by the Karnam genuine, adequate and generally systematic?

(*c*) Is the Karnam regularly submitting pouthi cases every month?

(*d*) Have the Maintenance Field Surveyor and other Inspecting Officers made sufficient verification and check of the karnam's entries in the special register?

(G.O Ms No. 1374 Rev., dt. 16-6-41.) (B.P. No. 104, Press, dt. 18-9-41.)

22. Is the Maintenance Field Surveyor detecting wrong cases of Registry as laid down in Board's Standing Order No. 31, 5 (ii)? What is the number detected by him up-to-date since 1st July?

(B.P. No. 64, Press, dt. 30-5-35..)

23. How many transfer of registry cases are pending with the karnam for report? Is he unduly delaying his report?

24. What is the general state of Revenue Registry in the village as revealed by verification in field and examination of ryots about the enjoyment? Scrutinize joint pattas and death registers in particular.

(G.O. Ms. No 58, Rev., dt. 9-1-39.) (B.P. No. 14, Press, dt. 13-3-39.)

Store registers and Demarcation sketches.

25. Are stone registers and demarcation sketches in good condition?

26. Have stones, both 1st Class and field been correctly numbered in the demarcation sketches and entered in the stone registers?

27. Has column (2) of the stones registers been completely revised with reference to the latest orders? In particular, check the entries in column (2) in respect of stones on the village boundary.

28. In cases in which full fields or registered subdivisions passed into or out of the possession of the Government, has the Karnam revised column (2) of the stones registers at the same time as h centered the changes in the Village Account No. 3? Have non-maintainable stones been eliminated from and newly planted stones inserted in the demarcation sketches and stone registers?

29. Have new fields and poramboke subdivisions been exhibited in the demarcation sketch? Have the newly planted stones been entered in the demarcation sketches and stone registers? Have stones which have ceased to be maintainable been eliminated from the demarcation sketches and stone registers? Have the necessary corrections of side numbers been made in the demarcation sketch in all cases of formation of new fields?

30. In cases involving subdivisions or new fields, has column (2) of the stone registers been revised in respect of all stones on the boundaries of newly formed fields or subdivisions at the time of plotting in the Field Measurement book?

Register of Acknowledgements.

31. Has the register of acknowledgements for notices under section 15 (2) of the Survey and Boundaries Act been kept in the form prescribed by the Board of Revenue in B.P. Mis. No. 44, dated 5th January 1928?

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32. Have discoveries been noted in it promptly and signatures of parties obtained with the date of service?

NOTE.—The service of notices by affixture in the village chavadi and by beat of tom-tom is illegal. They should be served individually on the concerned persons in accordance with the Statutory Rules under section 26 (2) (c) of the Survey and Boundaries Act.

33. What is the number of discoveries, for which notices have not yet been issued? What is the explanation for the delay, if any?

Stone Inspection.

34. Is the inspection by the Karnam since 1st April genuine, adequate and generally systematic?

35. What is the number of stones inspected by the Maintenance Field Surveyor since 1st April?

(*a*) Original. (*b*) Over-check.

Is his inspection genuine?

NOTE.—'Overcheck' means inspection of stones within two months following the Karnam's inspection.

36. Has the Maintenance Field Surveyor inspected stones on the sides of Government wastes and porambokes?

37. Have the prescribed stone inspection progress reports of Karnams been correctly prepared?

38. What is the number of stones inspected since 1st April by superior officers for verification of inspection by karnams and Maintenance Field Surveyor?

(*a*) Taluk Deputy Surveyor.

(*b*) Head Surveyor.

(*c*) Tahsildar.

(*d*) Revenue Divisional Officer.

Stone Maintenance.

39. What is the total number requiring action including arrears of previous years? Number attended to by Maintenance Field Surveyors since 1st April—

(*a*) Repair.

(*b*) Renewal.

Number attended to by ryots—

(*a*) Repair.

(*b*) Renewal.

Balance requiring action including those of previous years—

(*a*) Repair.

(*b*) Renewal.

What is the number of 1st class stones in particular requiring action?

(*a*) Repair.

(*b*) Renewal.

40. Are the Maintenance Field Surveyor's renewals and repairs genuine? What is the number over-checked by (1) the Taluk Deputy Surveyor and (2) the Head Surveyor?

41. Are there cases in which the Maintenance Field Surveyor repaired and renewed stones without the issue of fthe necessary notices or before the expiry of the time prescribed in the notices.

NOTE.—Such repairs and renewals are illegal and no charge can be levied from the ryots.

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42. Is the maintenance field surveyor treating the village menials as hired labour and remunerating them whenever their services are utilised for the repair and renewal of stones maintainable by private parties?

(*b*) Village menials only are employed in the case of repair or renewal of stones maintainable by Government?

43. Have the village officers and the Maintenance Field Surveyors induced ryots to repair or renew stones themselves? What is the percentage of ryots renewals to those listed for action?

44. Are there any renewals of 1st class stones by the Head Surveyor?

Equipment.

45. Has the Karnam the full complement of survey instruments? Note their condition and your recommendation.

46. Does the karnam possess sufficient knowledge of Survey?

47. Is the village map in good condition?

Stock Register.

48. Is the stock register in Form I maintained properly and is it being checked by officers from time to time as also the actual stock in the depot?

49. (*a*) Are extracts submitted whenever inspections are made?

(*b*) Is the stock adequate?

(*c*) What is the result of your verification of the stock in depot?

Survey charges.

50. Note the number and date of bills pending collection. What is the explanation for delay, if any in collection?

General.

51. Compare the appendices to the Maintenance Field Surveyors ' diaries with the stone registers and other records to see if the outturn noted in the appendices is correct.

52. Note the General result of your inspection of—

(*a*) Karnam's work and

(*b*) Maintenance field Surveyor's work in the village in regard to revenue records and registration.

(G.O. Mis. 1483, Rev. dt. 25—7—29.)
(B.P. No. 58, dt. 2—8—29.)

Register of Form Cuntrained and incompetent karnams.

Serial number. (1)	Number and name of the Village. (2)	Name of Karnam or Assistant Karnam to be trained. (3)	Copy of remarks of the Maintenance Field Surveyor or other officer regarding the qualification of the Karnam. (4)	Final orders. (5)	Date and place of the school at which the Karnam was sent for training. (6)

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FORM D.

Register showing the 1st Class stations to be attended to by the Head Surveyor

Taluk.

Serial number. (1)	Number and name of the Village. (2)	Serial number of stones in the village and Description of stones. (3)	Date of receipt of the extract from Maintenance Field Surveyor. (4)	Date of reference to the Joint Director of Survey and Land Records. (5)	Date of reply. (6)	When attended to and by whom. (7)	Remarks. (8)

FORM 'E'

Inspection Report

No.

District Village

Dt. Name

Taluk

Date of inspection

Total No. of Maintainable ( )

Stones in the village

	Work done			Errors detected			Other stones				
	Karnam (1)	Maintenance Field Surveyor. (2)	Taluk Deputy Surveyor. (3)	Karnam. (4)	Maintenance Field Surveyor. (5)	Taluk Deputy Surveyor. (6)	Quality of work. (7)	Inspection by Karnam since 1st April. (8)	Over-checked by M.F.S. Tk. Dy. Surveyor, Dvl. Head Surveyor. (9)	Errors detected. (10)	Remarks. (11)
Stone Inspection											
Renewals											
Subdivisions											

Signature of the Inspecting Officer.

General remarks of Superior Officers.

Details of Inspection.

Nature of work.	Survey number.	Work of			Errors found.	Particulars of errors.	Quality of work.	Remarks.
		Karnam.	Maintenance field Surveyor.	Taluk Deputy Surveyor.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Stone inspection								
Renewals								
Subdivisions								

Signature of the Inspecting Officers Office.

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STATEMENT SHOWING ARREARS UNDER INSPECTION BY THIRU

Stones Inspection.

(1) Serial number.
(2) Name of the Maintenance Field Surveyor.
(3) Number of subdivisions to be inspected at the begining of the month 15 per cent, 5 per cent.
(4) Number of the stones inspected by the Maintenance Field Surveyor during the month.
(5) Total number of stones to be inspected 15 per cent, 5 per cent of column (4).
(6) Total number of stones to be inspected 15 per cent, 5 per cent.
(7) Number of stones inspected during the month.
(8) Balance to be inspected.

Stones repairs and renewals.

(9) Number of stones pending inspections at the begining of the month 15 per cent, 5 per cent.
(10) Number of stones repaired and renewed by Maintenance Field Surveyor during the month.
(11) Number of stones to be inspected 15 per cent, 5 per cent of column (10).
(12) Total number of stones to be inspected.
(13) Number of stones inspected during the month.
(14) Balance to be inspected.

Sub-divisions,

(15) Number of subdivisions pending inspection at the beginning of the month 15 p.r cent, 5 per cent.
(16) Number of subdivision attended by the Maintenance Field Surveyor during the month.
(17) Number of subdivisions to be inspected 15 per cent, 5 per cent of column (16).
(18) Total number of subdivisions to be inspected 15 per cent, 5 per cent.
(19) Number of subdivision inspected during the month.
(20) Balance to be inspected.

Adhoc and other items.

(21) Total number of claims measured by the Maintenance Field Surveyor.
(22) Number of claims to be inspected 15 per cent, 5 per cent.
(23) Number of claims inspected including.
(24) Balance to be inspected.
(25) Remarks.

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APPENDIX IV.

(CHAPTER I.)

"Instructions for the guidance of the Joint Director of Survey and Land Records"

The Joint Director of Survey and Land Records will be the Technical Adviser to the Board of Revenue in all matters connected with the survey and the Maintenance of Revenue Records and Registration and be subject to the control and supervision of the Director of Survey and Settlement and the Board of Revenue. His main duties will be as follows :—

1. Over-all control and supervision including field checks of the survey and maintenance work in the State and of the work connected with the compilation, production, reproduction, printing and publication of the Departmental Publications in the Central Survey Office.

2. Scrutiny of the preliminary investigation report, examining the reports and recommending to the Board of Revenue through the Director of Survey and Settlements, the nature and scope of survey to be done in the various localities taken up for survey operations and directing the surveys under section 5 of the Tamil Nadu Survey and Boundaries Act VIII of 1923.

3. Scrutiny and approval of the proposals for the formation of main circuit traverse in the taluks taken up for survey.

4. To see that all returns, control of expenditure statements and Budget proposals, etc., relating to the Department as per Calendar of Returns are submitted by the Subordinate Officers on the date specified and submit to the Director of Survey and Settlements for approval, the annual forecast of the survey works and publication of Departmental maps.

5. To check and compile the annual Administration Report on regular surveys sent by the Collectors/District Revenue Officers and the maintenance of Revenue Records and Registration, calling for additional particulars, where necessary for submission to the Director of Survey and Settlements along with his remarks.

6. To secure uniformity of work and procedure and to bring to the notice of the Director of Survey and Settlements any important procedural difficulties in the various district units.

7. Inspection of the work of the District Maintenance Staff to see that the maintenance of Revenue Records and Registration is properly attended to by them in accordance with the instructions contained in the Board's Standing Orders and in particular, inspection of the offices of the District Deputy/Assistant Directors of Survey and Land Records.

8. To see that the provisions of the Tamil Nadu Survey and Boundaries Act VIII of 1923 are strictly implemented by the Subordinate Officers.

9. Advising the Board in all matters connected with Surveys and Revenue Records and Registration.

The Joint Director of Survey and Land Records will inspect the work of the Survey staff in the district and bring to the notice of Collectors any case of bad work to enable the Collectors to take necessary action in connection therewith. He may send proposals to Collectors for the improvement of maintenance work within their districts. Collectors/District Revenue Officers should report for the information of the Joint Director of Survey and Land Records, the action taken by them on his proposals. If they differ from the Joint Director of Survey and Land Records, they should refer the matter to the Director of Survey and Settlements and Ex-Officio Secretary to the Board of Revenue Settlement of Estates who will obtain the final orders of the Board of Revenue.

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Collectors/District Revenue Officers should furnish the Joint Director of Survey and Land Records any information he requires and render him all possible help. All correspondence between the Joint Director of Survey and Land Records and Collectors/ District Revenue Officers should be carried on by letter. The Joint Director of Survey and Land Records may also correspond direct with other District Officers.

The Joint Director of Survey and Land Records should send his diary to the Director of Survey and Settlements on the 15th of each month. His Travelling Allowance bill will be countersigned by the Director of Survey and Settlements.

Office Inspections :

The office of the Joint Director of Survey and Land Records, Madras will be inspected by the Director of Survey and Settlements annually.

The officers of the Deputy/Assistant Directors of Survey and Land Records will be inspected by the Joint Director of Survey and Land Records in his capacity as Technical Adviser to the Board of Revenue. He shall send the copy of notes of Inspection to the Board of Revenue (Settlements of Estates) through the Director of Survey and Settlements immediaely after the inspection.

General.

The Collectors/District Revenue Officers may grant casual leave to the Deputy/Assistant Directors of Survey and Land Records and the Additional Assistant Director of Survey and Land Records working under them. When the Deputy/Assistant Director of Survey and Land Records/Additional Assistant Director of Survey and Land Records applies for casual leave, he will mark a copy thereof to the Joint Director of Survey and Land Records. A copy of the Collector's/District Revenue Officer's proceedings granting casual leave will also be marked to the Joint Director of Survey and Land Records, Madras. The Joint Director of Survey and Land Records, Madras may grant casual leave to the Deputy/Assistant Director of Survey and Land Records, Central Survey Office, Madras. The earned leave application from the Deputy/Assistant Directors of Survey and Land Records should be submitted to the Board of Revenue (Settlement of Estates) through the Joint Director of Survey and Land Records and the Director of Survey and Settlements, Madras.

The Collectors/District Revenue Officers are free to correspond with the Joint Director of Survey and Land Records on Accounts and Technical matters. Such matters need not be routed through the Director of Survey and Settlements. But, cases in which the orders of the Board of Revenue and the Government have to be obtained may pass through the Director of Survey and Settlements, Madras.

In matters where the District Revenue Officers/Collectors make references in respect of survey, they may address the Director of Survey and Settlements, Madras (Ex-Officio Secretary to Board) with a copy of such reference to the Joint Director of Survey and Land Records. The Director of Survey and Settlements, after obtaining the remarks of the Joint Director of Survey and Land Records will either send replies direct to District Revenue Officers/Collectors or submit the report to Board, as the case may be with a copy to the Joint Director of Survey and Land Records.

In respect of matters in which the Deputy/Assistant Director of Survey and Land make references direct, they should invariably address only the Joint Director of Survey and Land Records and all such papers should be routed through him.

Except in cases where a direct report by way of clarification or amplification or rectification is called for from the Deputy/Assistant Director of Survey and Land the Board of Revenue (Settlement of Estates), correspondence should be routed by them only through the Joint Director of Survey and Land Records and Technical Adviser to the Board of Revenue and the Director of Survey and Settlements, Madras.

In the excepted cases too, copies of the references issued to them and replies thereon should invariably be marked to the Joint Director of Survey and Land Records who is expected to be in close touch with what transpires at each stage.

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APPENDIX V.

CHAPTER I—PARAGRAPH 6, CLAUSE (2).

Register of applications for copies of field maps.

Serial number of application. (1)	Date of receipt. (2)	Name and address of the applicant. (3)	Number and name of the village and survey number of the field map, copy of which is required. (4)
Amount of fees payable in cash. (5)	Date of intimation to the party as to the amount to be paid. (6)	Amount of cash deposited with the initials of the taluk head accountant or sarishtadar and date. (7)	
Date on which copy is ready. (8)	Name of the copyist. (9)	Name of examiner and the date on which the copy was examined with his initials. (10)	Date on which the copy was signed by taluk head accountant. (11)
Date of despatch or delivery to the party with party's signature if delivered in person. (12)	Number and date of the bill in which remuneration was drawn and paid. (13)	Remarks. (14)	

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APPENDIX VI.

[CHAPTER I—PARAGRAPH 8—CLAUSE (iii).]

Rules for the record of changes in village maps.

(These rules apply to areas under maintenance.)

A complete set of village maps of the district (on paper) should be maintained in the Collector's Office in the immediate charge of the Inspector of Survey and Land Records. * The maps should be kept flat and should not be folded or rolled up. Where copies are available in the reserve stock at the Collector's disposal they may be utilized for the set in any case, the maps should not be mounted on cloth, but the edges of each sheet should be protected by a tape or strip of long cloth sewn along each margin so as not to encroach on the rectangle drawn on each sheet. Where copies of particular maps are not available in the reserve stock, the copy mounted on cloth in the Collector's library should be utilized to make up the set, unless the map is about to be reprinted (without revision) by the Survey Office, in which case the reprints may be awaited. The village maps already supplied to Inspector of Survey and Land Records are not to be utilized for the purpose of these rules as they are intended for their use in their inspections.

2. On the maps maintained under these rules, the Inspector of Survey and Land Records should cause to be entered, from time to time by his draftsman under his personal supervision and check, the corrections and additions detailed in the following paragraphs. The entries should be made in red ink so as to be easily differentiated from the black of the original.

3. *Topographical details.*—The Inspector of Survey and Land Records should carry out in the village maps changes in topographical details which come to notice from the sub-division records and the acquisition sketches that pass through him, if they will be perceptible in the village maps. In incorporating the details he should use the symbols given in the Chain Survey and Land Records Manual or the Tamil Nadu Survey Manual, Volume 1.

A separate register of topographical details should be maintained in the Collector's office by the Maintenance Field Surveyor, in the immediate charge of the Tahsildar, in the form appended below :—

The Maintenance Field Surveyor should fill in this register from column 16 of the cultivation note books, deposited in the Taluk Office, of the villages he proposes to visit.

Register of topographical details for Taluk.

Number. (1)	Fasli of the cultivation note book from which the entry is taken. (2)	Survey number and sub-division. (3)	Brief description of the detail to be inserted omitted or altered. (4)
Date of receipt of the topo sketch from the karnam. (5)	Date of verification of the sketch by the maintenance field surveyor. (6)	Date of submission of the sketch by the maintenance field surveyor to the district surveyor (Development). (7)	
Intermediate reference and replies, if any. (8)	Date of insertion in the village map by the Land Records Draftsman (to be filled up periodically by the L.R.D.) (9)		

NOTES.—(1) The register should be kept villagewise, two or more papers being allotted to each village.

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(2) Column (2) should be filled up by the Maintenance Field Surveyor in the first instance from the cultivation note books deposited in the taluk office and on his arrival in the village from the cultivation note books of the current fasli.

(3) Column (9) will be filled up by the Head Surveyor (Divisional) or by the Maintenance Field Surveyor concerned of the District with reference to the topographical register maintained in the Collector's Office.

(4) The Maintenance Field Surveyor should instruct the Karnam not to enter in column (16) of the cultivation note book any detail for which a sketch has been already submitted by the Karnam.

(B.P. 13, dt. 16-1-1920.)

(i) All post Survey changes either in the boundaries of villages or field and in topographical details and certain of new survey fields and the existence of new topo details affecting the village map should be shown in the annual return due to the Deputy/Assistant Director of Survey, Central Survey Office, Madras. The Deputy/Assistant Director, Central Survey Office should review the returns received from the Collectors/District Revenue Officers each year after check up with developmental statistics.

(B.P. Rt. 4944 (N), dt. 18-7-1961.)

4. *Cadastral changes.*—The following cadastral changes should be noted on the maps referred to in paragraph 1 above.

(*i*) The boundaries and numbers of new fields formed by splitting up existing survey numbers which contain numerous sub-divisions or are formed out of waste blocks.

(*ii*) Alterations in the boundaries of survey numbers and villages (*a*) that have already been sanctioned by the Joint Director of Survey and Land Records and (*b*) that may hereafter be sanctioned under Chapter II.

Information regarding these changes, except in case (*ii*) (*a*) is or will be available with the Inspector of Survey and Land Records as the sketches pass through him. As regards alterations in case (*ii*) (*a*), the maps on which alterations were noted at the time of sanction have not infrequently been mislaid or are worn out. Such changes, however, as appear on the maps now with the karnams or in the Collector's office should, if they are credited to in the usual manner on the margin of the map, be incorporated in the maps referred to in paragraph 1 above.

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APPENDIX VII.

CHAPTER I—PARAGRAPH 13 (*a*).

Statement of subdivisions in the villages of (No.)

Taluk, *District.*

Number of present survey field or subdivision.	Its classification survey, area and assessment.			Names of present registered holders.
	Dry, wet or poramboke.	Survey area.	Assessment.	
(1)	(2)	(3)	(4)	(5)
		A. C. C. (Hec. Ares.)	Rs. P.	

Particulars of the proposed subdivisions.				
Dry, wet or poramboke.	Sub-division number or letter.	Extent according to the area square.	Adjusted extent with reference to column (3).	Assessment.
(6)	(7)	(8)	(9)	(10)
		A. C. C. (Hec. Ares.)	A. C. C. (Hec. Ares.)	Rs. P.

Number of present survey field or subdivision.	Numbers and names of proposed registered holders.	Signature of parties.
(11)	(12)	(13)

Remarks.			Number of sub-divisions in the field fit for clubbing and whether the holder thereof has any objection to their being clubbed.
Are there well defined boundaries on the ground and whether the sub-divisions have been duly demarcated where necessary.	Reasons for omissions, if any, on the part of parties to sign in column (12).	Reasons for sub-division.	
(14)	(15)	(16)	(17)

NOTE.—(1) The actual areas of the new sub-divisions should first be computed by means of the area square paper and then adjusted in accordance with the Instructions given in Appendix VIII. The former extent should be noted in column (8) and the latter in column (9) of the Sub-division statement.

(2) Details must be given in columns 1—5 for the sub-divisions mentioned in column 16 as fit for clubbing.

B.P. 20, dt. 28-2-1921.

Signature of Karnam and date.

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APPENDIX VIII.

CHAPTER I—PARAGRAPH 13 (*b*).

Instructions for adjustment of areas.

Where the difference between the actual area and the registered area of either the entire survey filed or of its component sub-divisions does not exceed five per cent, no alteration should be made in the registered area—

Illustration.

Subdivision.	Registered area. Hectares (Acs.)	Actual area. Hectares (Acs.)	Adjusted area.	Final area to be adopted. Hectares (Acs.)
1 ..	7·51	7·85	..	7·51
2 ..	0·85	0·87	..	0·85
3 ..	2·32	2·30	..	2·32
Total ..	10·68	11·02	..	10·68

2. Where the actual area of the entire field does not differ from its registered area by more than 5 per cent, but the actual area of any of its component sub-divisions differs from the registered area by more than that limit, the area of each of the sub-divisions should be adjusted rateably with reference to the registered area of the whole field and the areas so adjusted should be adopted.

Illustration.

Subdivision.	Registered area. Hectares (Acs.)	Actual area. Hectares (Acs.)	Adjusted area. Hectares (Acs.)	Final area to be adopted. Hectares (Acs.)
1 ..	3·34	2·85	2·74	2·74
2 ..	1·56	2·91	2·80	2·80
3 ..	1·25	0·89	0·85	0·85
4 ..	1·82	1·65	1·58	1·58
Total	9·97	8·30	7·97	7·97

3. Where the actual area of the entire survey field differs from its registered area by more than 5 per cent, no adjustment is permissible, but the actual area should be adopted for the entire survey field and for its component sub-divisions.

Illustration.

Subdivision.	Registered area. Hectares (Acs.)	Actual area. Hectares (Acs.)	Adjusted area.	Final area to be adopted. Hectares (Acs.)
1 ..	0·91	0·88	..	0·88
2 ..	1·39	1·40	..	1·40
3 ..	6·93	6·10	..	6·10
Total..	9·23	8·38	..	8·38

4. The above instructions apply also to cases when new sub-divisions are created in an entire survey field or in an already existing sub-division.

5. The recomputed areas of Revenue fields less than 10 ares (20 cents) in extent will not be adopted in the accounts unless a difference between the recorded areas and the recomputed areas of such fields are 1 ' Are ' (2 cents) or more.

(B.P. Mis. No. 4151, dated 1st November 1955.)

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APPENDIX IX.

CHAPTER I—PARAGRAPH 13 (*b*).

Sub-division current No. *of the* 19 .

Reply of the Maintenance Field Surveyor.

Returned to the Maintenance Field Surveyor for re-submission after rectifying the following defects :—

1. The certificate is not in the prescribed form.

2. The measurement of the lines marked are wrong with reference to chain and offset distances.

3. The sub-division points should be offsetted on 'G' line.

4. Actual measurements taken by the Maintenance Field Surveyor are not noted in red ink.

5. The sum of the segments does not agree with the recorded measurement of the whole line.

6. Original and actual measurements of converging lines are not noted in junction pointers in black and red ink respectively.

7. The actual areas of the sub-divisions computed in this Office differ from the Maintenance Field Surveyor's areas as noted in the sketch. The sub-division statement should be amended accordingly and the areas entered in the village accounts should be revised wherever necessary.

8. The numbering of sub-divisions is not done from north to south, west to east and generally from north-west to south-east.

9. The sub-division sketch and statement are not signed by the Maintenance Field Surveyor and by the Officer ordering the change.

10. The totals of columns (9) and (10) are not struck and the adjustment of areas is not correctly made in the sub-division statement.

(B.P. No. 33, Press, dt. 16-5-33.)

11. Signature of registered holder is wanting in column (12) and reason for omission is not given in column (14).

12. Reasons for the sub-division are not given in column (15).

13. (*a*) 9 (1) certificate and the draft final notification under section 13 of the Tamil Nadu Survey and Boundaries Act VIII of 1923 have not been submitted with the sketch, this being a case of formation of new survey fields.

(*b*) Acknowledgements in respect of notices under section 9 (2) or 10 (2) of the Tamil Nadu Survey and Boundaries Act VIII of 1923, as the case may be, have not been submitted with the sketch, this being a case of Land Acquisition involving the observance of formalities under the Survey and Boundaries Act.

14. Village Officer's certificates of publication of the notification under section 6 (1) of the Act in the village chavadi and by beat of tom-tom is wanting or is not signed or dated.

15. The sub-division sketch and statement do not show all the sub-divisions noted as fit for clubbing in column (16) of the sub-division statement.

16. There is a survey error in and action is therefore required under Chapter II.

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17. Neither the original chalan nor particulars of chalan number date and amount of remittance have been furnished in the file in regard to sub-divisions fees to be collected.

18. The sub-division fee collected is insufficient.

19. An extract of the village 'A' Register for all sub-divisions in the Survey number has not been enclosed to the file.

20. A copy of the order sanctioning the change under current number in Taluk Register Nos. 4, 5 or 6 or a copy of the Award proceedings in the case of Land Acquisition or a copy of the orders sanctioning the change in classification by the competent authority together with the sanctioned sub-division records are not available in the file.

21. In respect of the file received for final scrutiny—

(1) The certificate of incorporation in the village accounts is not available in the file?

(2) The certificate as recorded under section 9 (1) of the Tamil Nadu Survey and Boundaries Act VIII of 1923 is not available in the file or is defective?

(3) Acknowledgements in respect of notices under section 9 (2) or 10 (2) as the case may be and the draft final notification under section 13 of the Tamil Nadu Survey and Boundaries Act VIII of 1923 have not been submitted with the sketch. this being a case of poramboke sub-divisions or formation of new field.

Head Surveyor.

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APPENDIX X.

CHAPTER I PARAGRAPH 13 (*b*).

Head Surveyor's register of sub-divisions received from Taluk

Serial number.	Number in the taluk 8-A register.	Number and name of village.	Survey number and sub division number from which the new sub-division is formed.
(1)	(2)	(3)	(4)

Number of new sub-divisions or new survey fields formed.	Date of receipt.	Date of return to taluk office for transmission to the Maintenance Field Surveyor.	Date of retransmission by the taluk office.
(5)	(6)	(7)	(8)

Date of incorporation of changes in the maintenance set of village maps.	Date of despatch to the Taluk Office after final approval.	Date of plotting in the taluk copy of the F.M. Book.	Remarks.
(9)	(10)	(11)	(12)

G.O.Ms. 1573, dt. 28-7-32. B.P. 47, Press, dt. 2-8-32.
G.O.Ms. 1992, Rev., dt. 22-9-31. B.P. 82, dt. 29-9-31.

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APPENDIX X-A.

CHAPTER I—PARAGRAPH 13 (b).

Draft instruction for the measurement of sub-division in Nilgiris district.

1. The maintenance field surveyor shall inspect the registered survey field or sub-division proposed to be sub-divided and the new sub-division to be formed out of it. If the sub-division falls under any one of the items mentioned in paragraph 13 (*a*) of Chapter I the surveyor should publish a notification under section 6 of Tamil Nadu Survey and Boundaries Act before he commences the work.

(*a*) If the work can be done without the use of any angular instrument and by the Chain and cross staff only he should demarcate the sub-divisions and measure the new sub-divisions on the ground and plot the measurement on a tracing of so much of the field map as may be necessary for the purpose and also prepare a statement in the form prescribed as Appendix VII and submit the records to the Tahsildar or Deputy Tahsildar of the Taluk with a certificate on the sketch that it is a true tracing from the F.M. Book.

(b) If the work cannot be done by the chain and cross staff alone, but also requires the use of the angular instruments, the Maintenance Field Surveyor will instruct the Karnams to give notice to the ryots concerned to get ready as many stones as may be approximately necessary and to have the boundaries of the proposed sub-division cleared. The Maintenance Field Surveyor should then measure the proposed new sub-division after necessary demarcation.

2. On receipt of sub-division records from the Maintenance Field Surveyor, the Tahsildar or the Deputy Tahsildar should send these records to the Head Surveyor for scrutiny. The Head Surveyor should get the records examined in his office with reference to his check memorandum in the form given in Appendix IX get the defects, if any, rectified by the Maintenance Field Surveyor by transmitting the records to him through the Taluk Tahsildar or Deputy Tahsildar. He should then send the records to the Taluk Tahsildar or Deputy Tahsildar for sanction or for obtaining sanction of the competent authority.

The tracing and the statement together with a copy of the order sanctioning the change should be sent to the Maintenance Field Surveyor under a new current to be opened in Taluk Register No. 8-A.

3. The procedure prescribed in paragraph 13 of Chapter I will then be allowed.

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APPENDIX X-B (NEW)

Instructions for the measurement of sub-divisions and incorporation of changes in regard to Land Acquisition.

1. There are four distinct stages in all land acquisition as follows :—

(i) the draft notification stage, i.e., the stage up to the submission of the draft notification under section 4 (1) of the Act;

(ii) the draft declaration stage, i.e., the stage up to the submission of the draft declaration under section 6 of the Act;

(iii) the award stage, i.e., the stage up to the passing of the award under section 11 of the Act ; and

(iv) the post award stage ending with the incorporation of the changes in the village accounts and the issue of the final notification under section 13 of the Tamil Nadu Survey and Boundaries Act VIII of 1923.

2. It is only for the third stage that the correct record of lands to be acquired are required. At the time of inspection of the land for the preparation of notification under section 4 (1) of the Act, information as to whether the village is proprietary, or not, and whether surveyed or not are to be ascertained. If the villages concerned is an unsurveyed proprietary one, a notification under section 17 (*b*) (*ii*) or under section 5 read with section 17 (*b*) (ii) should be published at the same time as the notification under section 4 (1) of the Land Acquisition Act is published.

3. After the publication of the notification under section 4 (1) of Land Acquisition Act the measurement of sub-division (or Survey fields in the case of unsurveyed non-government villages) should be commenced by the Revenue Inspector, Maintenance Field Surveyor or the special Surveyor after publication of the notification under section 8 (1) of the Survey and Boundaries Act. The fact of publication of the notification should be certified to by the Village Officers. In areas under maintenance, the observance of the formalities under the Survey and Boundaries Act is not necessary in cases where the land after acquisition will be registered as a private holding (except private holdings relating to local bodies) provided that the sub-divisions formed do not affect the boundaries of any existing porambokes and that no new fields or alterations of existing field boundaries are involved.

(B.P. M's. No. 1388, dt. 20-4-1931 and B.P. Press, No. 26, dt. 13-5-1942.)

4. In surveyed proprietary areas, the areas to be acquired should be measured as independent survey fields with connections to surveyed boundaries where necessary, as in the case of roads and channels and with topographical details in the vicinity exhibited in the sketches. Villages surveyed under the soil block survey method should be considered as unsurveyed. In cadastrally surveyed estates, or in ryotwari areas the area under acquisition should be marked as sub-divisions in the copies of the previous survey sketches obtained locally or from the Central Survey Office. The sub-divisions newly formed in Cadastrally surveyed estates should have independent plottable data.

Two categories of sub-division records should be prepared.

(1) the temporary sub-division sketches showing all the sub-divisions newly formed according to holdings and (2) permanent sketches showing the amalgamation of the sub-divisions after acquisition. The temporary sketches are for the purpose of award and the permanent sketches are for incorporation of changes after the award. Two sets of temporary sketches and statements of sub-divisions and one set of permanent sketches and statement of changes due to land acquisition should be prepared. In cases where new fields are formed, three more sets of permanent sketches should be prepared.

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two of these are intended for insertion in the village and taluk copies of the Field Measurement Books and the third is to be sent to the Deputy/Assistant Director, Central Survey Office for file with the original Field Measurement Book. A copy of the notification under section 6 of the Survey and Boundaries Act should be enclosed in the file. A certificate of demarcation should be furnished in each of the sketches where necessary. A separate combined sketch showing the names of the land holders adjoining the areas acquired should be enclosed in the file. In estates areas, the names of the proprietors should also be noted.

When errors in registered measurement or area are detected in the old Survey records, prompt action should be taken for rectification simultaneously with the sub-division work. Thus if there is an error in area, the correct area should be computed in field and revised field maps in duplicate and draft notices as required in Chapter II, paragraph 7 should be submitted separately but simultaneously with the sub-division records for obtaining Collector's Orders regarding the alteration. Similarly in the case of errors in measurement the village copies of field measurement book should be corrected and sketches illustrating the corrections should be submitted simultaneously with the sub-division records.

Just at the time the draft declaration has been sent to the Collector for publication, the survey sketches should be sent for preliminary technical scrutiny and determination of accurate areas.

The defects generally noticed in the sub-division files relating to land acquisition at the preliminary scrutiny for the check of accuracy of the sketches and certification of the areas leading to the draft declaration stage are as follows :—

(1) Non-publication of notification in the *Tamil Nadu Government Gazette* under section 17 (*b*) (*ii*) or under section 5 and 17 (*b*) (*ii*) of the survey and boundaries Act in the case of acquisition in unsurveyed proprietary areas.

(2) Failure to enclose the sub-division file and the notification published in the village under section 6 (1) with certificates by the Village Officers of the fact of publication in the villages.

(3) Failure to prepare sketches in the manner required in Board's Standing Order No. 9 (13) (v) for unsurveyed proprietary areas, especially the omision of Topographical details in the vicinity.

(4) Failure to furnish independent plottable data for the acquired sub-divisions in cadastrally surveyed estates the survey of which is not maintained at the cost of the Government.

(5) Detection of survey errors of measurement of area in the parent fields or sub-divisions which are sub-divided for acquisition and failure to take prompt action for their rectification simultaneously with the sub-division work. For example, if the Revenue Inspector or Special Surveyor or the Maintenance Field Surveyor detects an error in the recorded areas, he generally fails to follow the procedure prescribed in Chapter II paragraph 7 but submits the file for the Head Surveyor's preliminary scrutiny and it is later left to the Head Surveyor to return the file and to point out the procedure to be followed. Similarly when errors in measurement are noticed sketches illustrating the corrections with certificates of correction in the village copy of the field measurement book are not separately submitted.

(6) Failure to furnish certificates of demarcation in the sub-division sketches.

(7) Failure to note in the sketches the names of the adjoining land holders to whom 9 (2) notices under the survey and Boundaries Act have to be issued at a later stage.

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(8) Failure to submit sub-division sketches (for cadastrally surveyed proprietary areas) in authentic copies of the sketches of the previous survey. Cases are noticed where only a private survey had been done in an estate, but the Revenue Inspector of Maintenance Field Surveyor nevertheless, measures the new sub-division on the basis of that survey.

(9) Failure to distinguish between a cadastral survey and a soil block survey.

Many cases have been noticed where laborious work done by the Revenue Inspectors or Maintenance Field Surveyor in measuring sub-divisions on the basis of the soil block survey which should have been ignored and

(10) Failure to submit both the temporary and permanent sub-division sketches for preliminarly scrutiny, temporary sub-division sketches for the award and permanent sketches for incorporation of changes.

The incorporation of changes in the village set of records should be done only after the Taluk Deputy Surveyor inspects the sub-division work and in the Taluk set of records only after the Divisional Head Surveyor completes his inspection.

(B.P.No. 19, Press, dt. 30-6-1947.)
(B.P. Misc. No. 994, dt. 10-8-1950.)

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(CHAPTER I—PARAGRAPH 19.)

Survey Instruments and books.

The following statement shows the survey instruments and books which should be supplied to each class of officers, the number and the minimum period of wear and tear allowed and the method of obtaining fresh supply :—

Instrument or book.	*Number and period of wear and tear of the instruments supplied to various officers.*												*How to be obtained.*
	Karnams.		*Head Surveyor.*		*Maintenance field Surveyor.*		*Taluk Deputy Surveyor.*		*Revenue Draftsman.*		*Town and Panchayat Surveyors.*		
(1)	(2)		(3)		(4)		(5)		(6)		(7)		(8)
	No.	Years.	No.	Years.	No.	Years.	No.	Years.	No.	Years.	No.	Years.	
+20 Metres Chain	1	10	2	10	2	8	2	8	..	..	1	8	By indent on the Deputy/Assistant Director, Central Survey Office, Madras.
Arrows	10	5	20	5	20	4	20	4	..	..	10	4	
Spare arrows	..	..	..	..	..	..	..	..	..	..	..	..	
Spare Indices	..	..	..	..	..	..	..	..	..	..	..	..	
Spare handles	..	..	..	..	..	..	..	..	..	..	..	..	
cross staff { Head	1	5	1	5	1	5	1	5	..	..	1	5	
cross staff { Iron rod with screw for the head.	..	10	..	10	..	10	..	10	..	..	..	10	
Offset pole (male bamboo with iron ferrules rivetted).	1	5	..	..	..	..	..	..	..	..	..	..	
Teakwood standard pole 10 links (2 Metres).	..	..	2	10	2	10	2	10	.	..	(a)2	10	
Drawing Board (with cross pieces fitted at both ends).	1	10	1	10	1	8	1	8	1	8	1	8	
Shape ruler or flat ruler ..	1	5	..	..	..	8	..	..	..	..	..	..	
Area square paper—													
1 m.m. = 5,000 m.m. ..	2	2	2	1	2	1	2	1	2	1	*2	1	
1 m.m. = 1,000 m.m. ..	2	2	2	1	2	..	2	1	2	1	2	1	
1 m.m. = 500 m.m. ..	..	..	..	..	..	..	..	..	..	..	2	1	
Protractor (ivory)	..	..	1	15	(b)1	15	=1	15	=1	15	1	15	By indent on the Board of Revenue
Parallel ruler	..	..	1	15	1	10	1	10	1	10	1	10	
Computing Scale	..	..	2	15	..	..	..	..	..	..	..	..	
Drawing Pen	..	..	1	5	1	5	1	5	1	5	1	5	
Plotting and offset scales (wooden).	1	7	1	10	1	7	1	7	1	7	(c) 1	7	
Brass dividers or compasses, cf	1	10	2	15	2	10	2	10	2	10	2	10	
Measuring tape, 50 feet (20 metres).	..	11	1	5	..	..	..	..	..	..	1	5	

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APPENDIX XI—*cont.*

(CHAPTER I—PARAGRAPH 19.)—*cont.*

Survey Instruments and books.—cont.

The following statement shows the survey instruments and books which should be supplied to each cases of officials the number and the minimum period of wear and tear allowed and the method of obtaining fresh supply :—

Instruments or book.	*Number and period of wear and tear of the instruments supplied to various officers.*												*How to be obtained.*
	Karnams.		*Head Surveyor.*		*Maintenance field Surveyor.*		*Taluk Deputy Surveyor.*		*Revenue Draftsman.*		*Town and Panjayat Surveyors.*		
(1)	(2)		(3)		(4)		(5)		(6)		(7)		(8)
	No.	Years.	No.	Years.	No.	Years.	No.	Years.	No.	Years.	No.	Years.	
Outercover for measuring tape.	..	..	1	10	..	..	..	..	..	..	1	10	
Chain Survey and Land Records Manual Part I.	1	10	1	10	1	10	1	10	..	..	1	10	**
Table of square roots ..	1	10	1	10	1	10	1	10	..	..	1	10	**
Hypotenuse tables ..	..	..	1	10	1	10	1	10	1	10	1	10	**

+ 50 feet (20 Metre) chain in the case of town or Panchayat Surveyors and Karnams whose charge comprises portions of surveyed towns or Panchayats.

* To be supplied only on adequate reasons being assigned.

= G.O. 1734, Revenue, dated 10th September 1930.

** By indent on the Director of Stationery and Printing, Madras.

Remarks :—(*a*) Two 2 metres standard poles in the case of town or Panchayat Surveyors.

(*b*) The Nilgiris and the Shevaroys,

(*c*) 33 feet (1 m.m. = 500 m.m.) inch scale in the case of town and Panchayat Surveyors and Karnams in charge of portions of Surveyed towns as Panchayat.

B.P. No. 67, Press, dated 1st June 1935,

B.P. No. 75, Press, dated 16th August 1940.

B. P. No. 27, Press, dated 8th March 1935,

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2. Fresh instruments should not be supplied at the end of the periods fixed for wear and tear as a matter of course, as many of the articles should be found quite serviceable at the end of those periods. The period of wear and tear has been fixed merely as a guide. Fresh articles should be supplied without demur if the period fixed has been exceeded and the article is certified to be unserviceable. If by bonafide accident or unavoidable hard and continuous use an article becomes unserviceable before the expiry of the period fixed, such article may be replaced at Government cost with the special sanction of the divisional officer in the case of Karnam's instruments and of the Collector in the case of the instruments with other district officers. Spare brass indices for chains should always be supplied at Government cost. Spare brass handles and spare arrows should not be supplied at Government cost unless the period of wear and tear allotted for the chain or set of arrows has already expired. Unserviceable articles should not be mixed up with the articles intended for supply to Karnams and Inspectors. Arrows should not be treated as unserviceable but should be added to the stock in the register prescribed in paragraph 3 below. Serviceable brass handles and indices should be removed from the old stock and entered in the register as above. The other parts and instruments should be sold in auction as old iron or wood and the sale-proceeds should be credited to "029—Land Revenue—01 (*c*) Survey and Settlement Operation—Other receipts".

The Collector can condemn actually unserviceable articles that have served the period of wear and tear or write off the cost of articles lost if the total value of the articles does not exceed Rupees 300. The Board is competent to do so upto a value of Rs. 1,000 and the full Board upto Rs. 5,000.

3. The Taluk Tahsildar should maintain a stock and issue register of survey instruments in the form prescribed for stationery and printed forms (Appendix XVII—4 of the Stationery Manual). The Tahsildar should maintain a reserve stock of 10 per cent of the number of instruments of each kind in actual use in the taluk, so that old and unserviceable instruments may be renewed without delay. A reserve of 10 per cent of spare parts of the Twenty Metres (Gunter's) Chain i.e., brass indices, arrows and brass handles, should also be maintained by Tahsildars.

4. To replenish the stock in his office, the Tahsildar will prepare an indent in the form prescribed below and send it to the Collector. The indents received from Tahsildars should be consolidated in the Collector's Office and the consolidated indent should be sent to the Deputy/Assistant Director of Survey and Land Records, Joint Director of Survey and Land Records, the Board of Revenue or the Director of Stationery and Printing, Madras, as the case may be. Indents to the Board of Revenue should be sent so as to reach that office not later than he 1st June of every lear. Indents for the instrument required from the Survey Office should reach the Deputy/Assistant Director of Survey, Joint Director of Survey and Land Records not later than the 1st of July every year. Artclies obtainable from the Deputy/Assistant Director of Survey, Joint Director of Survey and Land Records may be obtained locally by Collectors provided they are satisfactory in quality and their cost is not higher than that charged by the Deputy/Assistant Director of Survey, Joint Director of Survey and Land Records.

(B.P. No. 67, Press, dt. 1-6-35.)

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Indent for the supply of survey instruments required from the Survey Office, Madras, during year ending with the

Description of survey instruments.	Cost of each approved by the Board of Revenue.	Quantity required.			
		for Karnams.		For other members of Land Revenue Staff.	
		Number.	Cost	Number.	Cost
(1)	(2)	(3)	(4)	(5)	(6)
1. Gunters (Twenty Metres) Chain with 10 Arrows					
2. Spare arrows					
3. Spare indices (pure brass) Details of the number required of 10, 20, 30, 40, 50 marks to be specified in the foot note.*					
4 Spare handle (pure brass)					
5 Cross-staff (iron rod with screw for the head,					
6. Offset pole) male bamboo with iron ferrules rivetted).					
7. Drawing Board with cross pieces fitted at both ends.)					
8. Shape ruler					
9. Area square 16" (1 m.m. = 5000.) Area square 40" 1 m.m. = 1000 +					
	Free for supply from Survey Office.				
10. Teakwood Standard pole					
Total					

10 Mark. 20 Mark. 30 Mark.
40 Mark, 50 Mark. Total.

† To be charged for at 9 P. a sheet when sold to karnams in lieu of those lost.

5. In addition to the above, certain special instruments and books are supplied as shown below :—

Articles.		To whom supplied.
1. Prismatic Compass	..	Karnams in the Nilgiris.
2. Protractor, box wood	..	Karnams in the Nilgiris.
3. Circumferenter	..	Head Surveyor and Town and Panchayat Surveyors and Maintenance Field Surveyors in the Nilgiris and Kodaikanal.
4. Theodolite	..	Head Surveyors of the Nilgiris.
5. Chambers Mathematical Tables	..	Head Surveyors of the Nilgiris, Town Surveyors and Maintenance Field Surveyors of the Nilgiris.

(G.O. Ms. No. 23, Rev., dt. 6-1-31.) (B.P. Mis. No. 108, dt. 12-1-31.)

No uniform period of wear and tear can be fixed for these special instruments. They will have to be periodically repaired and in each case the question whether anybody is to be blame bad usage will have to be considered. This will be left to the discretion of Collectors. Renewals of these instruments other than protractor require the sanction of the Board. Renewals of boxwood protractors may be sanctioned by Collectors.

(G.O. Ms. No. 2238, Rev., dt. 20-11-30.) (B.P. Mis. No. 3591, dt. 3-12-30.)
(G.O. Ms. No 400, Rev., dt. 18-2-32.) (B.P. No. 11, dt. 26-2-32.)
(B.P. No 60, Press, dt. 26-7-33.) (B.P. No. 73, Press, dt. 22-8-33.)

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6. In order to enable the Talsildar to regulate the supply of survey instruments to karnams, a register of survey instruments should be maintained in the taluk office in the form noted below :—

Register of survey instruments and books.

Name of village.

Name of instruments.	Period of wear and tear allowed.	Date of last supply if known.	19	19
			Whether missing or useless according to Maintenance Field Surveyor's report date.	Whether supplied at Government cost or karnam's cost and date of supply.
(1)	(2)	(3)	(4)	(5)
1. Chain.				
2. Arrows.				
3. Cross-staff.				
4. Offset pole.				
5. Brass dividers.				
6. Plotting and Offset scales.				
7. Drawing Board.				
8. Flat rule.				
9. Area square.				
10. Chain Survey and Land Records Manual-Part I.				
11. Square root book.				

NOTES.—(1) Columns (4) and (5) should be repeated as often as the width of the paper will allow so as to save the trouble of preparing the registers afresh at frequent intervals.

(2) Columns (1) and (2) should be written on a flap to be pasted on the left-hand side of the register.

B P. 41., Dt. 5-3-17.

7. Maintenance Field Surveyors and Town and Panchayat Surveyors should each be supplied with one spade, one crow bar, one sickle and one prickly-pear or billhook (where necessary) and one stone-cutting chisel and one hammer. They should be purchased locally and their cost should be debited to supplies and services under 'R.E. 27 General Administration—District Administration—Other Establishments—Taluk Establishments "or" 229 Land Revenue (c) Survey and Settlement operations—AH Maintenance of Municipal and Union Survey's" as the case may be.

8. Maintenance Field Surveyors and Town and Panchayat Surveyors will each be supplied with one saucer and one cake of Indian ink. Should the saucer be broken, the officer responsible for it should buy a fresh one at his own cost. If the Indian Ink Cake is exhausted, a fresh one will be supplied. The annual district indent should include provision for supply of Indian Ink Cake to the above mentioned Officers.

9. Maintenance Field Surveyors should inspect the equipment generally at their first visit to the village after the commencement fo the fasli. In any case it should not be postponed beyond the end of October. The report to be submitted by Maintenance Field Surveyors on the condition of Survey instruments, maps, etc., should be in the form given below. On receipt of the above report in the Taluk Office, prompt action should be taken. The equipment register should be posted with reference to the above reports and fresh instruments issued, where necessary. The question of recovery of cost, if any, should be separately dealt with and on that account the issue of instruments should not be delayed. As for maps, an extract from the report should be taken in the current registers and prompt action taken. The report should be transmitted with the least possible delay to the Head Surveyor noting the action taken thereon. The latter will keep a file of these reports and during his inspection of the taluk will verify the accuracy and also see that prompt action has been taken in the Taluk Offices.

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Maintenance Field Surveyor's report on the checking of Karnam's survey instruments, maps and survey qualifications.

(To be submitted on the Maintenance Field Surveyor's first visit to a village after the commencement of the fasli and to be transmitted by the Tahsildar to the Head Surveyor after taking the action required).

Date of visit. (1)	Name of Karnam. (2)	Number and name of village. (2)

Survey Instruments.

Serial number. (1)	Description of instruments. (2)	Date of supply if known. (3)	Condition. (4)	Remarks showing action to remedy defects locally or recommendation for fresh supply. (5)	Action taken in Taluk Office and Tahsildar's orders. (6)
1.	Chain.				
2.	Arrows.				
3.	Cross Staffs.				
4.	Offset poles.				
5.	Dividers.				
6.	Plotting and Offset Scales.				
7.	Drawing board.				
8.	Flat ruler.				
9.	Area sq. 16" (1 m.m. = 5,000 m.m.) Area sq. 40" (1 m.m. = 1,000 m.m.)				
10.	Chain Survey and Land Records Manual, Part I.				
11.	Square root book.				

(a) Village maps.

Number and description of maps with karnams including the copy on which stones have been numbered. (1)	Condition. (NOTE.—See if paper maps are mounted on cloth). (2)	Action taken to remedy defects locally or recommendation for fresh supply. (3)	Action taken in Taluk Office and the number and date of Tahsildar's order. (4)

(B.P. 147, Press, dated 19th October 1934.)

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(*b*) *Field maps.*

Number of volumes. (1)	Condition. (NOTE.—See if sketches are forthcoming for all the fields). (2)	Action taken to remedy defects locally or recommendation for fresh supply. (3)	Action taken in Taluk Office and Tahsildar's order. (4)

(*c*) *Demarcation Sketches.*

Condition. (1)	Action taken to remedy defects locally. (2)	Action taken in Taluk Office and Tahsildar's Order. (3)

(*d*) *Survey qualifications.*

1. Has the karnam undergone the revised course of survey training for six weeks, and if so, when ? Note whether he was then trained free or not.

2. Does he understand the nature and use of the various survey instruments in his charge ?

3. Can he unaided save by the village menial staff measure and plot sub-divisions and compute and adjust areas?

4. Can he ascertain the correct position of missing stones?

5. Does he know how to find the length of lines obstructed by houses, hedges, etc., and can he fix the correct position of points on obstructed 'F' lines?

NOTE.—In answering the above questions, explain how you tested the karnam.

(B.P. Mis. No. 230, dt. 20-1-28.)

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APPENDIX XII.

(CHAPTER I—PARAGRAPH 20).

Register of applications to point out 'F' boundaries to be maintained in the Taluk Office.

(1) Serial number.	(2) Date of receipt.	(3) Number and name of village.	(4) Name of applicant.	(5) Survey numbers the boundaries of which are to be pointed out.	(6) Number of 'F' lines to be pointed out.	(7) Amount of fees paid.	Reference sent out.		(10) When filed
							(8) When and to whom.	(9) Number and date of reply.	

(G.O. 645, Revenue, dated 15th March 1921).
(B.P. 55, dated 27th April 1921).
G.O. Ms. 505, Revenue, dated 24th February 1938).
(B.P. 24, Press, dated 11th March 1938).

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APPENDIX XIII.

(CHAPTER I.)

Instructions for the collection of sub-division fees and maintenance of sub-division fee register.

1. A fee of Rupees Four should be levied for each sub-division requested to be effected. The sub-division fees should be collected in advance with the applications for measurement of sub-divisions.

(G.O. Ms. No. 3104, Rev., dt. 29-12-69.)

NOTES.—(1) A flat rate of rupees four only (Rupees six per sub-division in Madras City) should be levied for every sub-division applied for by a ryot without regard to the other sub-divisions that may be formed automatically in the survey field or the amount of work involved.

(2) No sub-division fee need be collected from the Government of India for Land Acquisition.

(B.P. Mis. No. 1127, dt. 23-6-42.)

(3) No sub-division fee need be collected in cases of assignment in favour of members of the communities eligible for help by the labour department.

(G.O. Ms. No. 351, Rev., dt. 7-2-42.)

2. The amount of sub-division fees collected should be credited to "029—Land Revenue 01 (*c*) Survey Settlement Operations Miscellaneous—Recoveries on account of services rendered".

3. A sub-division fee register, as in the specimen at the end should be maintained by the S-A Clerk in the Taluk Office. The chalans for remittance of the sub-division fee should be sent to the S-A clerk by the concerned clerks for entry in the sub-division fee register. The sub-division fee register should be treated as a subsidiary chitta, like the Land Revenue chitta. A sub-division fee register is to be maintained in the Deputy Tahsildars offices also. This register must be maintained in two parts one for the rural tracts and the other for towns and panchayats.

4. If the Tahsildar refuses to permit a sub-division after the fees has been paid, and the sub-division is not measured by the surveyor, a refund order of the sub-division fee should automatically be issued to the applicant and the fact noted in the sub-division fee register. When a fee is actually refunded an entry should be made to the effect in the column with particulars of the voucher numbers.

Sub-division fee register.

Date of Collection. (1)	Name and Number of Villages. (2)	Name of party from whom collected. (3)	Survey No in which subdivision is to be collected. (4)	No. of sub-division made. (5)	Amount collected sub-treasury with Chalan No. (6)	Serial No. 4, 5, 6, registers. (7)	Serial No. in the S-A Register. (8)	Remarks. (9)

(Bd's Ref. No. (N) 4177/60-4, dt. 12-3-41.)
(B.P. Mis. No. 181 (M), dt. 15-2-42.)
(B.P. No. 58, Press, dt. 12-10-45.)
(Bd's Resolution No. 276 (M), dt. 13-8-42.)

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APPENDIX XIV.

CHAPTER II—PARAGRAPH 7.

Notice.

To

of son of Pattadar No.
village taluk.

Notice is hereby given that the alteration specified in the appended schedule is found necessary and that it is proposed to alter the village records. Any objection to the proposed change can be presented to undersigned within 15 days from the date of receipt of this notice. If nothing is heard by that time it will be presumed that the proposed alteration is accepted.

SCHEDULE.

Memorandum of alterations to be made in the records of village No. taluk, district.

For						*Read*						
Survey number.	Sub-division number or letter.	Ryotwari or poramboke.	Extent.	Rate per Hectare.	Assessment.	Survey number.	Sub-division number or letter.	Ryotwari or poramboke.	Extent.	Rate per Hectare.	Assessment.	Records to be corrected.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

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APPENDIX XV.

CHAPTER II—PARAGRAPH 7.

Memorandum of alteration to be made in the area of village taluk district.

For						*Read*						
Survey number.	Sub-division number or letter.	Ryotwari or poramboke.	Extent.	Rate per hectare.	Assessment.	Survey number.	Sub-division number or letter.	Ryotwari or poramboke.	Extent.	Rate per hectare.	Assessment.	Records to be corrected.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Note by the Head Surveyor explaining the necessity for the alteration.

APPENDIX XVI.

CHAPTER II—PARAGRAPH 7.

Head Surveyor's register of survey errors corrected taluk.

Number and name of the village.	Number of Survey field and Sub-division.	Date on which sketch or plan was received.	Nature of correction made.	* Date on which corrections, if any, were made in the maintenance set of village maps.†	Date on which corrections were made or fresh plan inserted in the taluk copy of the field measurement book.	Signature of draftsman and initials of Head Surveyor.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

N. B.—This register should be kept taluk war. In it should be recorded all corrections whether affecting area or not.

*G.O. Ms. No. 1483, Revenue, dated 25th July 1929.

†B.P. No. 58, dated 2nd August 1929.

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APPENDIX XVII.

MAINTENANCE OF PERSONAL FILES FOR THE MAINTENANCE STAFF.

The Board directs that the following procedure be adopted in the maintenance of personal files of the Maintenance and adhoc staff.

The Confidential reports on the taluk Maintenance staff are now being kept by the Revenue Divisional Officer and those on the District Staff by the Collector. The Personal files will be maintained as follows, in the new set-up. Reports on maintenance and adhoc survey staff will be in duplicate. The second copies of the reports on Field Surveyors will be kept for reference by the Taluk Officers concerned, those on Deputy Surveyors by the Deputy Collectors concerned and those on Head Surveyors and the Inspector of Survey and Land Records by the District Revenue Officer/Collector.

Designation.	*Immediate Reporting Officer.*	*Intermediate Reporting Officer.*	*Scrutinising Officer.*	*Custodian.*
(1)	(2)	(3)	(4)	(5)
(a) (i) Maintenance Field Surveyor.	Head Surveyor.	Inspector of Survey and Land Records/ Tahsildar.	Revenue Divisional Officer.	Dy/Assistant Director of Survey and Land Records.
(ii) Special Field Surveyor ..	Do.	Inspector of Survey and Land Records/ Special Tahsildar.	Special Deputy Collector.	Do.
(b) (i) Deputy Surveyor	Do.	Inspector of Survey and Land Records.	Revenue Divisional Officer.	Do.
(ii) Special Deputy Surveyor ..	Do.	Inspector of Survey and Land Records/ Special Tahsildar.	Special Deputy Collector.	Do.
(iii) Town and Panchayat Surveyor.	Do.	Inspector of Survey and Land Records and Municipal Commissioner (in the case of Town Surveyors).	Revenue Divisional Officer or District Revenue Officer/Collector (in the case of Panchayat Surveyors having jurisdiction over more than one Revenue Division).	Do.
(c) (i) Head Surveyor	Inspector of Survey and Land Records.	Assistant Director of Survey and Land Records.	District Revenue Officer or Collector.	Joint Director of Survey and Land Records.
(ii) Special Head Surveyor ..	Inspector of Survey and Land Records.	Special Deputy Collectors/Deputy/Assistant Director of Survey and Land Records.	Do.	Do.
d) Inspector of Survey and Land Records.	Dy./Assistant Director of Survey and Land Records.	....	District Revenue Officer or Collector.	Do.
(e) Dy/Assistant Director of Survey and Land Records.	Collector/District Revenue Officers.	Joint Director of Survey and Land Records.	Board of Revenue (Settlement of estates)	Director of Survey and Settlements.

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APPENDIX XVII-I
(Existing)

This appendix contains the instructions for the maintenance of Survey Advance Accounts in Estates. This appendix may be deleted as practically all estates have been abolished and converted into ryotwari and the question of taking up maintenance work in Estates will not arise.

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APPENDIX No. XVIII-A

Instructions for the Conduct of Survey Training Schools for Karnams.

Karnams and candidates seeking admission for training in Survey will apply to the Collector of the District. Applications received will be kept as a file in the Survey Section and one or two classes will be ordered by the Collector to be conducted at suitable centres. The candidates called for selection should have passed the karnam's Test. The Tahsildar will select a suitable building for holding the school.

2. The classes will be conducted for a period of 6 weeks by the Taluk Deputy Surveyor (or by a Deputy Surveyor of the mobile staff) according to the syllabus appended. The Tahsildar should attach a Taluk L.G.G.S. to assist the instructor. The Divisional Head Surveyor should select the candidates to be admitted for the class. The number of candidates to be admitted to a class is limited to 24.

(ii) Karnams and candidates for the posts of Karnams seeking admission should be first tested in simple addition, substraction, multiplication and division. Those found altogether ignorant of these processes should not be admitted into the school. Such men, if in service, should be reported to the Revenue Divisional Officer for further action.

(iii) The private candidates selected to undergo the training should pay a fee of Rupees ten each. Karnams who have been trained for six weeks but who have been found incompetant on examination in their villages and ordered for retraining by the Revenue Divisional Officer in the interest of the administration should pay a fee of Rs. 5 each. The selected candidates should remit the fees in the Sub-Treasury in a Chalan under the head "L.R. 01 (c) Survey Settlement Operations Miscellaneous—Fees for training in Survey" and produce the chalan for the remittance before they are admitted to the class.

(iv) The pupils should next be formed into as many classes as there are competent instructors available, but no class should contain more than 24 pupils. On the first day of the second week, each class should be divided into batches of four. As far as practicable, men of equal abilities should be put into a batch. The smartest of the four should be appointed the head of the batch.

(v) The instructor should see that each pupil provides himself with a copy of Chain Survey and Land Records Manual Part I and has the following stationery ready :

(*a*) A field book for drawing rough sketches and entering measurements.

(*b*) A book for plotting fields measured in the instruction and the independent courses.

(*c*) A book for preparing demarcation block sketches for numbering stones.

(*d*) A book for writing the stones register.

(*e*) A book for preparing a statement of sub-divisions measured.

(*f*) A book for working exercises in the class and at home.

(*g*) A book for writing notes.

(vi) The instructor should provide himself with a black board and a few pieces of chalk. He should see that each batch is provided with a chain, cross staff, offset pole, five flags and a dozen wooden pegs and that each pupil is provided with or provides himself with plotting scales, brass compasses, flat ruler, and area square paper.

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(vii) As soon as a process has been explained, the batches should be asked to practice it under the immediate supervision of the instructor. At the close of the work for the morning or the afternoon, the portions in the Chain, Survey and Land Records Manual Part 1, relating to the matters taught should be read out and explained. Before dispersing the class in the evening, the instructor should invariably question the pupils for a few minutes on the subjects taught during the day and assign exercises for home work in them. Home work given in the evening should invariably be checked on the following day. If the instructor does not find time to check the work of all the 24 pupils, constituting the class, the work of at least one in each batch selected at random should be inspected. The instructor should constantly inspect the registers detailed above and satisfy himself that each pupil is making fair progress. Pupils should attend the class at 6.30 in the morning and 2.30 in the afternoon. They should be dispersed at 11 A.M. and 5-30 P.M. An attendance register should be maintained with separate columns for noting the hour of attendance of pupils both in the morning and the afternoon.

(viii) The order of items, the work allotted for each day, and the methods laid down for instruction during the first three weeks of the course should be followed as far as possible, subject only to such diviations as the Inspector of Survey may deem necessary, to suit special circumstances and requirements of the district.

2. *First Week* :—The first week should be devoted to instructing the pupils in the definitions of simple geometrical terms, the construction and the use of the several survey and plotting instruments, the rules of demarcation, the measurement of fields and sub-divisions in unobstructed tracts, plotting and computation of area. The course for each day is prescribed here under :—

Day	*Morning*	*Afternoon.*
(1)	(2)	(3)
First day ..	The arrangement of the prelimineries detailed above.	Instruction in the extraction of square root and the explanation of the following geometrical terms:—A line, a point, a straight line, an angle, a right angle, an obtuse angle, an acute angle, a triangle, a right angled triangle, similar triangles, a quadrilateral, a diagonal, a square, a rectangle, a trapezoid, a polygon parellel lines.
Second day..	The construction of the Metre chain, arrows method of measurement- Duties of leader, follower and surveyor reading of measurement—Measurement where the closing or both the closing and starting stations become invisible after a certain length—Measurement on slopes, decend, ascend, running chain over prickly pear and such like obstructions, walking in a straight line between two points tracing a line in the direction of two distant points, testing chain. The tables of linear square and land measures.	The construction of the cross staff—Method of using the cross staff—first use Measuring a right angle from the chain line-socond use, Setting off a right angle from the chain-line to a spot where it is proposed to fix an object, offset—why long offsets should not be taken—why a right angle is is formed on the ground—testing the cross—staff constructions and use of the Offset pole.
Third day ..	Identification of fields adjoining village boundary, of theodolite, field and sub-division stones, elementary rules of demarcation of fields and sub-divisions.	Properties of right angled triangles and trapezoids:— 1. Calculation of the third side in right angled triangle when two sides are known. 2. Where perpendiculars fall on a straight line from points on either sides, how the distance between the points is calculated. 3. Calculation of the fourth side of a trapezoid when three sides are known.

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Day.	*Morning.*	*Afternoon.*
(1)	(2)	(3)
Fourth day ..	1. Preparation of a rough hand sketch and measurement of a field of 3 sides.	1. Instruments required for plotting; Scale an offset scale, called the bit compasses-scale of map— 1 m.m. = 1,000 m.m. 1 m.m. = 2,000 m.m. and 1 m.m. = 5,000 m.m.
	2. Next a field of 4 sides and division of it into two triangles by measuring a diagonal.	2. Additional plotting instruments, a drawing pen and a flat ruler for inking-method of plotting. plotting the morning work to different scales— The construction and use of the area square paper.
	3. Next, a field of 5 or 6 sides and dividing it into 2 triangles—Principles of triangulation—First method: simple triangulation—Second method:—triangulation and Offset method, Advantageous of the second method—process of measurement —recording of measurements.	Do.
Fifth day ..	Preparation of a rough hand sketch and measurement of a field of ten sides with two sub-divisions according to the triangulation and offset method-recording of details-correcting mistakes due to measurement with a wrong chain.	Plotting the morning work and computing the area with the area square paper calculating mathematically the area of (1) a rectangle, (2) a triangle with an offset, (3) a quadrilateral with offsets, (4) a trapezoid, (5) a triangle by calculating chain and offset distances.
Sixth day ..	Measurement of a narrow field running zig-zag for 300 metres and the explanation of the necessity for departing in such cases from the triangulation and offset method. The field selected should be measured first according to the triangulation and offset method and afterwards by offsetting all the stones on one convenient diagonal or on the longer of the two sides containing the right angle of a large right angled triangle.	Plotting the morning work separately with the two sets of measurements and computing area with the area square paper and the explanation of the difference in shapes.
Seventh day ..	Review of the instruction given in the first six days.	....

3. *Second week mornings*—In the mornings of the whole of this week, the pupils should be instructed in the measurement of obstructed lines. The nature of the obstruction and the method to be taught each day are noted below. A field to illustrate the description given should be formed with 10 sides containing three sub-divisions so that line obstructed may be either a diagonal or a boundary of it. A rough sketch of the field should be prepared by each pupil and measurements taken according to the triangulation and offset method. The instructor should then explain the process prescribed for the day, by applying it to a line not obstructed and verifying the result with length given by direct measurement. After the process is understood by the pupil, it should be applied to the line actually obstructed:—

Day.	*General nature of the obstruction.*	*Illustration.*	*Process to be adopted.*
(1)	(2)	(3)	(4)
First day ..	I (a) Both Stations accessible and visible from each other but not chainable.	A line obstructed by tank or a bed of prickly-pear.	Construction of a rectangle.
First day ..	I (b) Measuring an offset on a line obstructed as above.	A line obstructed by a tank or a bed of prickly-pear.	Construction of a rectangle.
Second day..	II (a) Both Stations accessible but not visible from each other, nor the line between them chainable.	A line obstructed by houses.	1. Construction of a right angled triangle or two equal right-angled triangles with cross staff and chain.
			2. Construction of two equal triangles with chain only.
			3. Construction of two similar triangles with chain only.
Third day ..	(b) Measuring an offset on a line obstructed as above.	do.	Constructing a rectangle by producing both ways the base of the small similar triangle formed in any triangle.

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Day.	*General nature of the obstruction.*	*Illustration.*	*Process to be adopted.*
(1)	(2)	(3)	(4)
Fourth day ..	I (a) Both stations accessible and visible from each other but not chainable.	A line obstructed by houses.	Construction of a rectangle.
	(b) Measuring an offset on a line obstructed as above.	Do.	Do.
Fifth day ..	II (a) Both stations accessible but not visible from each other, nor the line between them chainable.	Do.	1. Construction of a right-angled triangle or two equal right-angled triangles with cross-staff and chain. 2. Construction of two equal triangles with chain only. 3. Construction of two similar triangles with chain only.
Sixth day ..	(b) Measuring an offset on a line obstructed as above.	A line obstructed by houses.	Constructing a rectangle by producing both ways the base of the small similar triangle formed in any triangle.
Seventh day	Review of the instructions given in the previous days.		

4. The afternoon should be devoted to—

(1) A repetition on the blackboard, of the instructions given in the morning,

(2) The plotting of fields measured and computing area,

(3) Application of the formulae for finding out sides of right-angled triangles and trapezoids, in checking the correctness of the measurements taken on the ground and in the system of 'purtalling'.

5. Third week :—The third week should be devoted to instructing the pupils in the maintenance of village survey records and the replacement of missing field stones.

The first thing to be done is to instruct the candidates in the—

(1) legal and executive rules for the maintenance of demarcation in Government Land, contained in Chain Survey and Land Records Manual Part I.

(2) preparation of demarcation sketches, stone registers and extracts of missing stones and statement of charges to be recovered for stones replanted or repaired.

For this purpose, a convenient block of about 100 fields should be assigned to a batch of four pupils, each of whom will prepare a demarcation sketch, number stones and write up the stone registers for 25 fields, noting down also the 'F' measurements. The instructor will take the pupils to the field and teach them how to inspect stones with the village map demarcation sketch, and record the result in the stone register. Each batch should then be told to inspect its 100 fields block and to render to the instructor extracts of stones missing or requiring repair. The latter should, in consultation with the Maintenance Field Surveyor concerned, arrange to get the necessary notices issued, so that the cases in need of repair or renewal way be ripe for execution in the last week of the training course. The instructor should next select fields in which missing marks have been duly notified and are ripe for replanting, make arrangements for conveying stones to them and instruct the pupils in the

I. Replacement of missing field stones using the scale and bit method.

II. Measurement of sub-divisions in surveyed fields, including cases of isolated plots in waste blocks.

III. Remeasurement of a case or two of field surveyed but since found to be discrepant in shape or size.

6. In the afternoon the sub-divisions, if any measured in the morning should be plotted, sub-division statements prepared and the morning processes repeated on the blackboard.

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7. *The fourth, fifth and sixth weeks*—Independent field work.—The pupils should be deputed for independent field work during the mornings of the last three weeks. A block of 50 hectares comprising from 20 to 25 fields with a fair number of sub-divisions should be assigned to each batch of four pupils and two weeks assigned to the measurement and mapping thereof according to the triangulation and offset method. The Inspector of Survey and Land Records may, in his discretion, raise or lower the acreage prescribed therein, having regard to the peculiar circumstances of the tracts surveyed. The blocks should, as far as practicable, be close to one another in the village in which the school is held. If work cannot conveniently be found for all the five batches of a class in one village (ordinarily it should) blocks in an adjoining village may be selected. A rough outline of the whole block with the interior fields and sub-divisions should be prepared by the instructor and given to the batch, and the pupils told to identify the stones before measurement is commenced. For those found missing or requiring repair, the pupils should apply to and obtain from the instructor the measurements necessary for determining their correct position which, when found later on should be marked by pegs. Where, however a notice have already been issued and the period of 15 days has expired, arrangements should be made for planting stones at the positions thus found. The members of a batch should survey by turns, i.e., when one surveys, the others should act as his chainmen and flag holders. On the completion of the measurement of a field, the latter should copy in their own note-books the measurements recorded by the surveying pupil, so that each may plot the field and compute area independently of the other. Thus every one of the pupils included in the batch should be made to plot and ink all the fields allotted for the batch and to find out their area. None should, on any account, be permitted to get the chaining done by coolies.

The third week of the independent course should be devoted to replanting stones in the hundred-field blocks inspected by them during the third week. Simple repairs which do not require measurement need not be attended to. For a replanting, the pupils should obtain from the instructor diagonal measurements, wherever necessary and available. The instructor should, in consultation with the Maintenance Field Surveyor and the Village Officers concerned, make prompt arrangements to have stones conveyed to fields from the village depot. If sufficient work cannot be found for a batch in the block assigned, he should arrange to give them work in other blocks where the work is heavy. During these three weeks, the instructor should go round and inspect the work of two batches a day and note down his check measurements in the records prepared. If any errors in survey are discovered by pupils in the course of the independent field work, they should be rectified and the records revised under the supervision of the instructor with reference to the rules in force in the district.

8. In the afternoons of the last three weeks.

(1) The pupils should assemble in the school and plot the morning's field work under the immediate supervision of the instructor.

(2) They should prepare statements for sub-divisions measured.

(3) They should also prepare statements of charges for stones replanted which should, after scrutiny and countersignature by the instructor, be forwarded to the Village Headman and Tahsildar concerned for necessary action.

(4) The instructor should scrutinize the records prepared from day to day and impart instructions when needed. The candidates should be instructed on the system of survey adopted in their Taluks or District.

(5) The method of correcting survey records, where errors are discovered, should be explained with particular reference to the rules in force in the district.

(6) Instructions given in the previous weeks should be thoroughly reviewed and the pupils asked to explain on the blackboard the various processes taught particular, attention being paid to the measurement of obstructed lines, the replacement of missing field stones and the maintenance rules.

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9. The classes will be conducted under the general supervision of the Head Surveyor. The Head Surveyor, and the Inspector of Survey and Land Records should inspect the class in the third, fourth or fifth weeks and examine the candidates in theory and practice to ensure that the candidates understand their work and that the training is being given on proper lines. The Inspector of Survey and Land Records sould examine the candidates in the last two days of the class in theory, plotting and practical field work. The candidates securring 30 per cent in each subject and 35 per cent in the aggregate should be declared to have passed in the examination. A certificate in the form appended should be issued to each candidate by the Inspector of Survey and Land Records.

10. The class must be closed in the evening after the examination on the last day, and a report on the working thereof and also the records prepared by the pupils [registers (*a*), (*b*), (*c*), (*d*) and (*e*) referred to in paragraph 1 supra] should be submitted by the instructor to the Inspector of Survey and Land Records. A special note should be made of the Karnams whose work requires to be carefully scrutinized in their villages. The Inspector of Survey and Land Records should submit to the Collector (1) the attendance register maintained for the class, (2) the answer papers of the examination valued by him, (3) a list of marks obtained by the candidates in each subject together with the aggregate marks and the result of the examination noted for each candidate and (4) a list containing the names of the candidates, father's name and the permanent addresses to enable the publication of the result in the District Gazette. The answer papers received will be preserved in the Collector's Office for one year from the last date of examination.

CERTIFICATE (R.F. XVII—24).

Name :

Address in full :

Father Name :

Whether permanent Karnam or acting Karnam and of what village? If none of the above whether private candidate.

Whether admitted free or on payment of a fee Rs. 10.

This is to certify that the individual mentioned above attended the Karnam's survey training school held at from to and is declared to have passed the survey test.

Inspector of Survey and Land Records.

(B. P. No. 296, dt. 11-8-11.)
(B.P. Mis. No. 145, dt. 10-1-31.)
(B.P. No. 79, Press, dt. 5-8-41.)
(G.O. Ms. No. 1578, Rev., dt. 11-7-41.)
(B.P. Mis. No. 927, dt. 11-8-54.)

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APPENDIX XVIII-B.

Instructions for the conduct of Survey Training Schools for Revenue Inspectors.

The Collectors of all Districts will send a list of Junior Assistants to be trained in Survey every half year to the Joint Director of Survey and Land Records. The candidates so selected should have passed parts I, II and III of the Revenue Test and should have also completed one year of service in Taluk Office. The Joint Director of Survey and Land Records should select the Districts in which the Survey Training classes are to be conducted with reference to the list of candidates received from each district and allot them to the districts so selected, keeping in view that the candidates are allotted to their own districts or nearest possible districts. According to the instructions in B.S.O. 141, paragraph 3 (ii) the maximum strength of a class is twenty-four.

The Collectors of districts to which the schools are allotted will select suitable centres for the conduct of the classes and fix the date of commencement of the class in consultation with the Deputy Assistant Director of Survey and Land Records. The date and place of training should be intimated by the Collectors to the officers under whom the candidates are working and to the Joint Director of Survey and Land Records. The Tahsildar of the taluk should select a suitable building for holding the class and give instructions to the Revenue Inspectors and village officers concerned to render all assistance necessary for the conduct of the class.

The candidates should be instructed to provide themselves with the following articles and report to the instructor at the centre selected on the morning of the date of commencement of the class :—

(*a*) A field book for drawing rough sketches and entering measurements,

(*b*) A book for plotting fields measured in the instruction and in the independent courses,

(*c*) A book for preparing demarcation block sketches for numbering stones,

(*d*) A book for writing the stone register,

(*e*) A book for preparing a statement of subdivisions measured,

(*f*) A book for working exercises in the class and at home,

(*g*) A book for writing notes,

The Inspector of Survey and Land Records will conduct the class. He will be assisted by the Taluk Deputy Surveyor (or by a Mobile Staff Deputy Surveyor). The class should be divided into batches of four. As far as practicable, men of equal abilities should be put into a batch. The smartest of the four should be appointed as the head of the batch. The training must be given according to the syllabus given below.—

Day.	*Morning.*	*Afternoon.*
(1)	(2)	(3)
First day ..	The arrangements of the preliminaries.	Instructions in the extraction of square root and the explanation of the following geometrical terms.— a line, a point, a straight line, an angle, a right angle, an abtuse angle, an acute angle, a triangle, a right angled triangle, a quadrilateral, a diagonal, a square, a rectangle, a trepeziod, a polygen, parallel lines.
Second day..	The constructions of the Metric chain, arrows, method of measurements duties of leader, follower and surveyor-reading of measurements-measurement where the closing or both the closing and starting stations become invisible after a cert in length measurement of slopes descend,a round, running chain over prickly pear, and such like obstructions, walking in a straight line between two points, tracing, a line in the directions of two distant points, testing chains, the tables of linear, square and land measures.	The construction of the cross staff, method of using the cross staff-first use-measuring a right angle from the chain line second use setting off a right angle from the chain line to a spot where it is proposed to fix on object offset, why long offsets should not be taken, why right angle is formed on ground testing the cross staff.

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Day.	*Morning.*	*Afternoon.*
(1)	(2)	(3)
Third day ..	Identification in fields adjoining village boundary of theodolites, field and sub-division stones, elementary rules of demarcation of fields and sub-divisions.	Properties of right angled triangles and trepezoids:— 1. Calculation of the third side in right angled triangle when two sides are known. 2. Where perpendiculars fall on a straight line from points on either side, how the distance between the points is calculated. 3. Relation between the sides of a right-angled triangle, where a perpendicular is drawn from the right angle for the hypotenuse. 4. Calculation of the fourth side of the trepezoid when three sides are known.
Fourth day	1, Preparation of a rough hand sketch and measurement of sides. 2. Next a field of 4 sides division of it into two triangles by measuring a diagonal. 3. Next a field of 5 or 6 sides and dividing it into 2 triangles principles of triangulation, first method, second method; triangulation and offset method—advantageous, of the second method—procedure of measurement—recording of measurements.	1. Instruments required for plotting scale and off-set scale called the bit compasses, scale of 1m.m.=1,000m.m. 1m.m.=2,000m.m. and 1m.m.=5,000 m.m. 2. Additional plotting instruments—a drawing pen and flat ruler for inking-method of plotting the morning work to different scales. The construction and use of the area square paper. ....
Fifth day ..	Preparation of rough sketch and measurement of a field of 10 sides with two sub-divisions according to the triangulation and offset method recording of details correcting mistakes due to measurement with a wrong chain. Measurement of a narrow field running zig-zag for 300 metres and the explanation of the necessity for departing in such cases from the triangulation and offset method and afterwards by offsettings all the stones on one convenient diagonal or on the longer of the two sides containing the right angle or a large right angled triangle.	Plotting the morning work and computing the area with the area square paper calculating mathematically the area of (1) a triangle (2) a triangle with an offset (3) a quadrilateral with offsets (4) a trepezoid (5) a triangle by calculating chain and Offset distances (6) a triangle without calculating the offsets (7). Fields where offsets fall outside the field boundary on a common diagonal. Correction of areas of plotting prepared from measurements taken with a chain Plotting the morning work separately with two sets of measurements and computation of the area with the area square paper and the explanation of the difference in shapes. Instructions in scales to be adopted for fields of different area. Procedure to be followed when scales of square paper and Plan differ.
Sixth day ..	Review of he instruction given in the first five days.	....
Seventh to Eleventh day	....	Measurement of obstructed lines.
Twelth day..	....	Revision of the portion dealt with till then.
Thirteenth day to Sixteenth day.	....	Instructions in maintenance of village accounts, replacing missing stones; maintenance of survey advance accounts, etc.
Seventeenth to Twenty eighth day.	....	Independent field work A block of 16 Hectares can be given to each batch. The candidates should do some renewals of missing stones also during this period.

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Last two days examination.

In the afternoons of the days spent on original work.

1. The pupils should assemble in the school and plot the morning field work under the immediate supervision of the instructor.

2. They should prepare statements of charges for stones replanted which should after scrutiny and countersignature by the instructor be forwarded to the Tahsildar concerned for necessary action.

3. They should prepare statements for sub-divisions measured.

4. The Instructor should scrutinise the records prepared from day to day and impart instructions when needed.

5. The different methods of survey adopted and the records prepared in Tamil Nadu in the original, resurvey and revision surveys should be explained (Khasra system the simple triangulation system, Triangulation and Offset system, the Plane table system and the block map system).

6. The method of correcting survey records, where errors are discovered should be explained with particulars reference to the rules in force in the district.

7. Instructions given in the previous weeks should be thoroughly reviewed and the pupils asked to explain on the blackboard the various process taught, particular attention being paid to the measurement of obstructed lines, the replacement of missing field stones and the maintenance rules.

8. Measurement of land acquisition sub-divisions including the preparation of the connected records and measurement of sub-divisions on ground and incorporating the changes in the accounts.

The candidates should not be permitted to avail of any holidays. The Deputy/Assistant Director should inspect the class in the third week, examine the candidates in theory and practical field work and satisfy himself that he training is being imparted on proper lines.

The Deputy/Assistant Director should examine the candidates in theory, plotting and practical fieldwork doing the last two days. The candidates should secure 40 per cent of the marks in each subject and 50 per cent in the aggregate. The result of the examination should be communicated, with a copy of the marks list, to the Collectors of the districts concerned, and to the Joint Director of Survey and Land Records. The answer papers of the candidates should be preserved in the Survey Unit Office for one year from the date of closure of the class. The Collectors should take necessary action to get the result of the examination recorded in the Service Registers of the candidates

The Inspector should close the class on the evening of the last day. He should give a certificate of attendance, at the training class, to each candidate, duly noting therein the nature of absence, if any, during the period of the class. The Inspector should report the closure of the class to the Collector. Along with the report he should send the attendance register maintained during the training for being kept in the file of correspondence relating to the class for future reference.

Each Revenue subordinate will be allowed three chances for qualifying himself in survey. The first will be at the expense of Government. The second will be at his expense that is to say, he will not be allowed to reckon the period of his training as duty but will take such leave as he may be entitled to for the purpose of undergoing the training. The third and the last training also will be at his own expense and on payment of a fee of Rs. 25.

(G O. Ms. No. 1252, dt. 15-10-43.)
(B.P. Mis. No. 1279, dt. 10-10-55.)
[B.S.O. No. 141, Paragraph 3 (ii)]

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APPENDIX XVIII C.

Instructions for the conduct of Survey Training to Assistant Collectors and Probationery Deputy Collectors.

Every Assistant Collector/Probationery Deputy Collector will be trained for a period of two weeks in Survey and Maintenance of Revenue Records and Registration by the Deputy/Assistant Director of Survey and Land Records.

The course of instructions will be as follows :—

I. *Survey.*

(i) Survey of fields and sub-divisions as taught to Karnams. Plotting of field maps and taking of areas.

(ii) General principles on which village and taluk maps are constructed. Methods of angular survey and instruments employed in so far as their knowledge may be necessary to explain the process.

(iii) Nature and use of Survey and Land Register.

II. *Maintenance of Revenue Records and Registration.*

(*i*) Use of field and village maps. Identification of fields. Replacing of missing stones.

(*ii*) Maintenance duties of Karnams and other Revenue Officials. Use of demarcation sketches and stone registers.

(*iii*) Measurement and plotting of sub-divisions, maintenance of village permanent registers and Field Measurement Books.

(*iv*) Chain Survey and Land Records Manual Parts I and II.

(*v*) General principles on survey and the basis of land revenue accounts. Necessity of maintenance. History of Survey in Tamil Nadu.

(*vi*) System of Registration—

Principles on which ryotwari holdings are registered and transferred.

(*vii*) Inams—how dealt with.

As the end of the training the Deputy/Assistant Director of Survey and Land Records will report to the Collector whether the trainee Officer has profited by the training.

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APPENDIX XVIII-D.

INSTRUCTIONS FOR THE TRAINING IN SURVEY OF SUB-MAGISTRATES.

Syllabus.

First week. (1)	*Morning.* (2)	*Evening.* (3)
1st day ..	Preliminary instructions object and scope of survey Ryotwari system—Survey Instruments used.	Instruction in the extraction of square root and the explanation of geometrical terms.
2nd day ..	The construction of the Metric chain-method of measurement. Measurement where the closing or both the closing and starting stations become invisible after a certain length, measurement of slope, descend, ascend, walking in a straight line between two points. Testing chain, Tables of linear square, and land measures.	The construction of the cross staff, method of using the cross staff-first use, measuring a right angle from the chain line—second use setting off right angle from the chain line to a spot where it is proposed to fix an object-offset—why long offsets should not be taken, testing the cross staff construction and use of the offset pole.
3rd day ..	Identification in fields adjoining village boundary of theodolite, field and sub-division stones, elementary rules of demarcation in wet and dry lands—Equalisation of bonds Demarcation of porambokes Booking of encroachments.	Properties of right angled triangles and trapezoids. 1. Calculation of the third side in a right-angled triangle when two sides are known. 2. Where perpendiculars fall on a straight line from points on either side, how the distance between the points is calculated. 3. Relation between the sides of a right angled triangle when a perpendicular is drawn from a right angle to the hypotenuse. 4. Calculation of the fourth side of a trapexoid when three sides are known.
4th day ..	1. Preparation of a rough hand sketch and measurement of a field of three sides next a field of four sides and division of it into two triangles by measuring a diagonal—Next a field of five or six sides and dividing it into two triangles, principles of triangulation, principles of the system of simple triangles, punganur system and Diagonal and Offset system.	1. Instruments required for plotting scale bit and compasses — Scales of plotting 1 m.m. = 1000 m m., 5 m.m. = 2000 m.m and 1 m.m = 5000 m.m. 2. Additional plotting instruments drawing pen and a flat ruler for inking, method of plotting—plotting the morning work to different scales —area computation—use of area square paper.
5th day ..	Preparation of rough hand sketch and measurement of a field of ten sides with two sub-divisions according to the triangulation and offset method recording of details. Correcting mistakes due to measurement with a wrong chain.	Plotting the morning work and computing through area square paper calculating mathematically the area of (1) a rectangle, (2) a triangle with an offset, (3) a quadrilateral with offsets.
6th day ..	Measurement of a narrow plot running zig-zag for 150 metres and the explanation of the necessity for departing in such cases from the triangulation and offset method. The field selected should be measured first according to the triangulation and offset method and afterwards by offsetting all the stones on one convenient diagonal.	Plotting the morning work separately with two sets of measurements and computing area with the area square paper and explanation of the difference in shapes. Instruction in scales to be adopted to fields of different areas and procedure to be followed when scales of area square papers and plan differ.
7th day ..	Review of the instructions given in the first six days.	....

Second Week :—

Mornings—For the First three days the candidates should be instructed in the measurement of different kinds of obstructed lines. The nature of the obstruction and the method to be taught each day are noted below. A field to illustrate the description given should be formed with ten sides and with three sub-divisions.

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The lines obstructed should be both diagonal and a field boundary. A rough sketch of the fields should be prepared by each candidate and measurements taken according to the triangulation and offset method. The instructor should then explain the processes prescribed for the day, by applying them to a line not obstructed and verifying the result with the length obtained by direct measurement. After the process is understood by the candidates it should be applied to the lines actually obstructed.

Day.	*General nature of instruction.*	*Illustration.*	*Process to be adopted.*
(1)	(2)	(3)	(4)
1st day	1. (a) Both stations accessible and visible from each other but not chainable.	A line obstructed by a tank.	Construction of a rectangle.
	(b) Measuring an offset on a line obstructed as above.	A line obstructed by a tank.	Construction of a rectangle.
	2. (a) Both stations accessible but not visible from each other nor the line chainable.	A line obstructed by houses.	Construction of right angled triangle or two equal right angled triangles with cross staff and chain. 2. Construction of a trapezoid from any line with cross staff and chain. 3. Construction of two similar triangles with chain only.
2nd and 3rd day.	(b) Measuring an offset on a line obstructed as above.	A line obstructed by houses.	1. Construction of a rectangle by producing both ways the base of the small similar triangle formed in a triangle.
	(c) Measuring where the offset itself is obstructed.	Construction of a rectangle.	2. Forming a similar triangle in a right angled triangle. 3. Converting a trapezoid into a rectangle.
	3. (a) One of the two stations alone accessible and the other visible but the line between them not chainable.	A line across an unfordable river.	1. Constructions of two equal right angled triangles.
		A stone with prickly-pear all round but visible.	2. Construction of two similar right angled triangles.
	(b) Measuring an offset on a line obstructed as above.	A stone with prickly pear all round but visible.	Same as processes 1 and 2 above.
	4. Both Stations visible but not accessible to the surveyor and therefore the line between not chainable from his position.	A line between two stations on one bank of an unfordable river the surveyor standing on the other bank.	Construction of a right angled triangles.
	(b) Measurement of an offset on line obstructed as above.	do.	do.
	Measurement of obstructed lines-special cases.	Betal leaves gardens in village sites and such other fields,	When a subdivision point on a field boundary is invisible, Calculation of chain and offset distances on an obstructed line from those measured on another line.
Afternoon:—General Instructions—Plotting—Area computation.			
4th to 7th day	Identification of fields and stones refixing.. missing stones N.O.S Problem.	..	Use of the Demarcation sketch and stone register, Description of the Survey Land Register both for initial and Resurvey—Nature of the connected Revenue Accounts—i e. Settlement Register—Adangal and Chitta—Inam—B. Register.

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Third week—

Study of the Chain Survey and Land Records Manual Part I and the Rules in Part II regarding inspection of stones and refixing of stones missing—Instructions in the maintenance of Survey records and connected Revenue Accounts in the Village and Taluk Office—General Instructions in the inspection of Porambokes, Detection of encroachments—Study of the Tamil Nadu Survey and Boundaries Act and General revision.

Candidates may be attached to the Head Surveyors concerned for training according to the above syllabus.

(B.P. Ms. No. 496, dated 10th May 1954.)

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