

The Gazette of West Pakistan



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GOVERNMENT OF WEST PAKISTAN

REVENUE DEPARTMENT

NOTIFICATION

The 2nd August, 1969

Rules

No. 4915-69/3847-E(F)IV—In pursuance of the provisions in rule 8 and sub-rule (4) of rule 10 of the West Pakistan Tehsildari and Naib-Tehsildari Service Rules, 1962, the Government of West Pakistan is pleased to make the following rules prescribing the syllabus and other matters in respect of the departmental examinations to be passed and the training to be undergone under the said rules for the posts of Tehsildar and Naib-Tehsildars, namely:—

THE WEST PAKISTAN TEHSILDARI AND NAIB-TEHSILDARI DEPARTMENTAL EXAMINATIONS AND TRAINING RULES, 1969.

PART I—GENERAL

1. *Short title and commencement*—(1) These rules may be called the West Pakistan Tehsildari and Naib-Tehsildari Departmental Examination and Training Rules, 1969.

(2) They shall come into force at once.

2. *Definitions*—In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say—

- (a) "Central Examination Committee" means the Central Examination Committee appointed by Government for conducting the departmental examinations of Assistant Commissioners and Extra Assistant Commissioners;
- (b) "Competent authority" with reference to a post in, or a member of, the Service means the authority competent to make appointments to that post or to the post held by that member under the Board of Revenue Delegation of Power Rules, 1958;
- (c) "Director of Land Records" means the Director of Land Records (Northern Zone) West Pakistan;
- (d) "Schedule" means a Schedule to these rules; and
- (e) "Service" means the West Pakistan Tehsildari and Naib-Tehsildari Service.

PART II—TEHSILDARI EXAMINATIONS

3. The Tehsildari Departmental Examinations shall be held twice a year on the dates and places notified by the Central Examination Committee in the Official Gazette for the Departmental Examinations of Assistant Commissioners and Extra Assistant Commissioners.

4. *Eligibility*—(1) A person selected for recruitment to the service in the rank of Tehsildar (hereinafter in this part referred to as "Candidate") shall be eligible to appear in the Examinations under this Part,

(2) No Candidate who fails to pass the examinations under this part—

- (a) within two years from the date of his selection in the case of persons selected by initial recruitment; or
- (b) within one year from the date of his selection in the case of persons selected otherwise;

shall be eligible to appear at a subsequent examination except with the permission in writing from the competent authority.

(3) A member of the Service in the rank of Naib-Tahsildar who has passed examinations under Part III of these rules shall, notwithstanding anything elsewhere contained in these rules, be eligible to appear in the examinations conducted under this Part, without any restrictions as to the period.

5. *Procedure for appearance in the examination*—(1) The candidate who intend to appear in the examinations under this Part shall submit their applications through such authority, within such time, in such manner and in the form as may be specified from time to time by the Central Examination Committee or the Board of Revenue.

(2) The candidates intending to appear in the examinations for the purposes of Tehsildari examinations only shall notify their intention at the time of submission of their application under sub-rule (1). Such candidates will be allowed to appear in the Tehsildari examination only.

6. (1) There shall be combined examinations for Extra Assistant Commissioners and Tehsildar i. e. the papers for Tehsildari examinations under this Part will be the same as for the examinations of Extra Assistant Commissioners, but candidates intending to appear for Tehsildari examinations only will not be required to answer paper on Jails in Criminal Law Group A-1, or to appear in the papers on Treasury in Group-C-1.

(2) Examinations shall be held in the following subjects :—

- | | |
|--------------------------------------|---------------|
| (i) Criminal Law (including Jails) | .. Group A-1. |
| (ii) Civil Law (Law and inheritance) | .. Group A-2. |
| (iii) Revenue Law | .. Group B |
| (iv) Treasury (Rules and Procedure) | .. Group C-1. |
| (v) Basic Democracies/Local Funds | .. Group C-2. |
| (vi) Patwari Mensuration | .. |

(3) The papers will be set and marks assigned in each subject as specified in Schedule I in accordance with the Syllabus prescribed for examination of Extra Assistant Commissioners.

(4) A candidate shall be considered to have passed the examinations by the Higher Standard in a particular Group if he obtains not less than two-thirds of the maximum number of marks allotted to that Group.

(5) If a candidate obtains not less than three-fourths of the maximum number of marks allotted to a Group, he shall be deemed to have passed the examinations in that Group with credit.

(6) A candidate who has passed the examination in any subject by the Higher Standard shall be deemed to have also passed the Tehsildari examinations under this Part in that subject.

7. The answers to questions shall be given in Urdu or in English at the option of the candidate to be exercised at the time of submission of applications under rule 5.

8. (1) The minimum number of marks for passing Tehsildari examinations in any subject under this Part shall be forty per cent of the marks allocated to that subject.

(2) In the case of candidates appearing for the Tehsildari examinations and who having so notified their intention under rule 5, the minimum number of marks for passing examinations in Criminal Law (excluding Jails) Group-A-1, shall be 144.

9. A candidate who fails to secure the minimum number of marks prescribed under rule 8 in any subject may, subject to the provisions of rule, 4, appear in that subject at a subsequent examination.

10. The result of candidates, who have passed the examination by any standard under this Part, shall be published in the Official Gazette.

11. Tehsildars or Naib Tehsildars who put in at least three years continuous service in the West Pakistan Tehsildari/Naib Tehsildari Service may appear in the Departmental Examination prescribed for Assistant Commissioners or Extra Assistant Commissioner in all the subjects or in Criminal Law papers only by the Higher Standard.

12. The examinations under this Part shall be conducted by the Central Examination Committee.

13. (1) The papers will be set by the Examiners appointed under the rules for the conduct of the Departmental Examinations of Assistant Commissioners and Extra Assistant Commissioners, but in all cases answers shall be examined and marks awarded by the Examiners appointed by the Revenue Member and approved by Government. The papers in the Patwaris Mansuration will be set by the Director of Land Records, and the answer papers will also be examined by him or by such other authority as may be nominated by the Revenue Member.

(2) In papers which are to be answered with the aid of books, the questions should not be such as can be answered by copying a passage from a book, but shall be designed to test the practical knowledge of the candidates, and shall be confined as much as possible to cases arising

in ordinary, practice, facts of probable occurrence being stated and the candidates being required to find and apply the law bearing on them.

14. The answer papers of the candidates shall be forwarded by the Secretary of the Central Examination Committee to the examiners appointed by the Revenue Member under this Part who shall submit their awards of marks, alongwith the answer books in original, under sealed cover to the Secretary Revenue, Board of Revenue, West Pakistan, direct. The result statement will be tabulated in the Board of Revenue Office and final result shall be declared by the Revenue Member.

15. The answers to the questions must be written leaving one-fourth margin on both sides of the paper and numbered according to the numbers of the questions. Writing papers will be supplied to the candidates in the examination room but each candidate must bring his own pen and ink-pot. Except as provided for in this Part no books or writing of any kind should be brought by the candidates into the examination room. Any transgression of this rules, or any copying from the papers of another candidate, shall vitiate the examination of both the parties concerned, and shall render them liable to have their names removed or, if holding already an appointment under Government, to be dismissed from service.

16. Candidates shall not answer more than the specified number of questions. The examiners shall mark the specified number of questions, and shall mark the questions upto the specified number in the order in which the candidate has answered them and shall not award marks to questions answered in excess of the specified number.

17. The candidates shall, before delivering their answer books to the officer supervising the examination, number each page of all sheets containing their answers and write on them the subject and number of papers and the standard by which he is eligible to appear in the examination.

18. It shall be the duty of every Deputy Commissioner/Settlement Officer/Political Agent/Colonization Officer to see that upto date copies of the text books are available in each tehsil/office for the use of candidates.

19. No candidate, during the time that the examination is held shall be allowed to leave the examination room except for necessary purposes and with the permission of the officer supervising the examination.

20. (1) No grace marks shall be allotted to any candidate in any paper by the Examiners.

(2) The Revenue Member may at the discretion grant grace marks to a candidate in special cases at the rate of 4 percent of the marks obtained by the candidate in each subject to prevent undue hardship to an individual.

21. *Delegation of powers*—The Competent Authority may delegate all or any of its powers under this Part to any officer subordinate to it.

22. The Examiners appointed to examine the answers of the candidates shall forward to the Secretary Revenue, Board of Revenue, a report embodying their recommendations regarding each candidate together with a statement in the form appended to these rules showing the marks obtained by each candidate in each subject, with the examiner's opinion.

23. The candidate shall not communicate in their answer books any reference or indication which can disclose their identity. The candidates shall not also approach the Examiners. Any candidate who does so shall be disqualified for appearing in the examinations under rules and shall also be liable to such penalty which the competent authority may impose upon him.

PART III—THE NAIB-TEHSILDARI DEPARTMENTAL EXAMINATION

24. Extent of application of this Part. The rules contained in this Part do not apply to persons who have already passed the Naib Tehsildari Examinations under the rules here-to in force.

25. *Dates of Examination*—Examinations under these rules shall be held twice a year on the dates and places notified by the Board of Revenue in the official Gazette at least two months before the dates of such examinations.

26. Eligibility—(1) A person selected for recruitment to the Service in the rank of Naib-Tehsildar or who is eligible for appointment otherwise as a Naib-Tehsildar (hereinafter in this Part referred to as "Candidate" shall be eligible to appear in the examination under this Part.

(2) No candidate who fails to pass the examinations under this Part :—

(a) within two years from the date of his selection in the case of persons selected by initial recruitment ; or

(b) within one year from the date of his selection in the case of persons selected otherwise; shall be eligible to appear at a subsequent examination except with the permission in writing from the competent authority.

(3) Permanent Mahal Kanungos and officiating or permanent Sadar Kanungos shall, notwithstanding anything elsewhere contained in these rules, be eligible to appear in the examinations conducted under this Part, without any restrictions as to the period.

27. *Qualifying standard*—The qualifying standard for the examinations under this Part, shall be forty per cent of the marks in each subject.

28. *Re-examination of Failures*—A candidate who fails to secure the minimum number of marks prescribed under rule 27 in any subject, may, subject to the provision of rule 26, appear in that subject at a subsequent examination.

29. (1) The candidates who intend to appear in the examinations under this Part shall submit their applications through such authority, within such time, in such manner and in the form as may be prescribed by the competent authority from time to time.

(2) The Commissioners/Deputy Commissioners/Political Agents/Settlements Officers/Colonization Officers shall ensure that all candidates have timely notice of the dates and places of the examinations.

(3) No candidate other than those recommended by the Commissioner concerned shall be allowed to appear in the examinations under this Part.

30. *Conduct of Examination*—The competent authority shall for the purpose of conducting examinations under this Part, appoint a committee consisting of three members viz., Director of Land Records, Assistant to the Director of Land Records, and the Deputy Secretary Revenue, Board of Revenue (hereinafter in this Part referred to as "Committee") of which the Director of Land Records shall be the Chairman. The committee shall be responsible for the due observance of all the instructions issued from time to time regarding the Examinations under this Part.

31. The Examinations under this Part shall be held in the subjects specified in Schedule II. There shall be six papers in all, two papers being allotted to the first, two to the second, and two to the third day.

32. Papers I, II and VI shall be set by the Director of Land Records and papers III, IV and V shall be set by his Assistant in accordance with the syllabus mentioned in Schedule II.

33. The question papers which are to be answered with the aid of books shall not be such as can be answered by copying at passage from a book, but shall be designed to test the practical knowledge of the candidate, and shall be confined, as much as possible, to cases arising in ordinary practice, facts of probable occurrence being stated and the candidates required to find and apply the law bearing on them.

34. The answer to the question shall be given in Urdu or English at the option of the candidate to be exercised at the time of submission of the applications for appearance under rule 29.

35. The answers to the questions must be written leaving one-fourth margin on both sides of the paper and numbered according to the numbers of the questions. Writing papers shall be supplied to the candidates in the examination room but each candidate must bring his own pen and inkpot.

36. Candidates shall not answer more than the specified number of questions. The Examiner shall mark the specified number of questions, and shall mark the questions, upto the specified number in the order in which the candidate has answered them and shall award no marks to the questions answered in excess of the specified number.

37. The candidates shall, before delivering their answer books to the Officer supervising the examination, number each page of all sheets containing their answers and write on them the subject and the number of papers.

38. No candidate during the time that the examination is held shall be allowed to leave the examination room except for necessary purposes and with the permission of the officer supervising the examination.

39. At the time appointed for each sitting the candidates shall be so assembled and placed that no opportunity is feasible for communication with one another. If practicable the candidates should be given separate tables. The officer supervising the examination shall remain in the examination room during the whole of each sitting.

40. The allotment of marks for the answers in each paper shall be made by the Examiner by whom the paper was set and joint report on the merit or fitness or otherwise of the examiners shall be submitted by the two examiners (i. e. setter and the assessor) to the Board of Revenue through the Director of Land Records.

41. The Director of Land Records may at his discretion grant grace marks in special cases at the rate of 4 per cent of the marks obtained by the candidate in each subject to prevent undue hardship to an individual.

42. A candidate may present himself in any or all of the subjects. A candidate who has passed in all the six subjects shall be held to have qualified in the Naib-Tehsildari examination in terms of rule 8 and sub-rule (4) of rule 10 of the West Pakistan Tehsildari/Naib-Tehsildari Service Rules, 1962.

43. It shall be the duty of every Deputy Commissioner/Political Agent/Settlement Officer/Colonization Officer to see that upto date copies of the text books are available at each tehsil/office for the use of candidates.

44. The names of the candidates who have passed examinations under this Part shall be published in the official Gazette by the Board of Revenue.

45. All communications regarding the examinations shall be addressed to the Deputy Commissioners/Political Agents of the District/Agency, wherein the candidate resides and is serving.

46. No books or writing of any kind should be brought by the candidates in the examination room. Any transgression of this rule, or any copying from the paper of any other candidate shall vitiate the examination of both the parties concerned and shall render them liable to disqualification to appear in that examination or subsequent examination or both and if already holding an appointment under Government shall be liable to be dismissed from service.

47. *Delegation of Powers*—The competent authority may delegate all or any of its powers under this Part to any officer subordinate to it.

48. If any candidate approaches the Examiner for showing favour he shall render himself liable to such penalty as the Revenue Member deems fit.

49. The examinations under this Part shall be conducted in accordance with the instructions as may be issued from time to time by the Board of Revenue, West Pakistan.

PART IV—TRAINING

50. The candidates selected for appointments as Tehsildars or Naib-Tehsildars (hereinafter in this Part referred to as the candidates) shall be introduced to the general outlines of revenue work, in particular mutation procedure, and should be made to understand the nature of the jamabandi and the method by which the changes are incorporated in it by mutations. The Deputy Commissioner shall make the arrangement for a candidate to work with an able patwari under the close supervision of an experienced Field Kanungo when he should learn the patwari's work in all its details. He should be introduced to the preparation of the Khasra girdawari and crop inspection work, to the compilation of the Jinswar statement from the girdawari papers and to their incorporation in the village note book. He should learn measurement work. Every candidate should be made to measure at least 1,000 field numbers preferably in a circle where alluvion diluvion work is done. He should prepare the field map, field book, genealogical tree, khatauni, jamabandis, fard batch and other connected papers with his own hands. He should learn how the annual statement are prepared and also learn the duties of a mahal patwari. He should be instructed not only in remeasurement (Jadid) but in the correction of field maps (tarmim) and the preparation of tatima shairas. He should also become acquainted with the process of training records from one settlement to another. After the completion of his first six months training he may be placed in charge of patwaris circle for the next six months to learn the duties of a field Kanungo. He should be responsible for the conduct and work of the patwaris in his charge and shall see that their mutation work is not in arrears. He should supervise the preparation of the bachh, the mutation, alluvion and diluvion papers of their villages and the accurate preparation of Jamabandis and the statements which accompany them. He should learn how jamabandis are attested on the spot and check the incorporation of decided mutations in the new Jamabandi. He should keep a diary during the period of his training which should be submitted regularly through the usual channel to the Revenue Assistant.

51. The candidates sent to the Settlements should follow the programme of training prescribed for Extra Assistant Commissioners. In the third stage when the candidate has the status of a Naib-Tehsildar he should be expected not only to supervise the field work of his circle but also to prepare all assessment statistics required by the Settlement Officer. This should give him a working acquaintance with the Lal Kitab and other revenue records. For the fourth stage of training the candidate should tour for a week or ten days with Extra Assistant Settlement Officer. This should be followed by at least two months in a Tehsil office, preferably during the period of Revenue Collection. It is essential that this stage of the training should be thorough. It is not necessary that the candidates should deal with miscellaneous clerks. Such as the District Board Muharrir, etc. during their training, but they must be thoroughly acquainted with the work and registers of the Wasil Baqi, Nawis, the Siah Nawis and the sub-treasurer so that they are able on their own account to check and cross check through the registers of all three officials. Ordinary settlement supervision should be sufficient check on the candidates work in the field. Their office training should be checked by special inspection including oral examination at the Deputy

Commissioner's inspection of the Tehsil. Until the candidates have completed their course of revenue training they should not be given any general training such as magisterial work.

52. After undergoing training for one year, if the Deputy Commissioner, in the case of candidates undergoing training in districts not under settlement, or the Settlement Officer, in the case of districts under settlements, is satisfied that the candidate is fit to be recommended for a Kanungo's certificate, he shall recommend him to the Director of Land Records, who may issue the required certificate after imposing such test as he may consider suitable and shall submit a report to the Revenue Member, Board of Revenue in the case of Tehsildar candidates and the Commissioner in the case of Naib-Tehsildar candidates.

53. The training of candidates for appointment otherwise than by initial recruitment shall also be on the lines prescribed above, but in their case, it shall last for only six months. Those who have worked as Kanungo, etc., may be exempted from the training by the Revenue Member, Board of Revenue.

54. Direct Tehsildar candidates, after receiving the training prescribed above and obtaining the Kanungo's certificate from the Director of Land Records, shall have to serve as Naib-Tehsildar for one year.

55. The candidate shall be placed in charge as Naib-Tehsildar of two or more kanungo circles. During this time he shall deal with the mutation, partition, demarcation, Jamabandi and other revenue work of the circle. He should supervise the collection of the revenue of the villages in the circle, make reports about suspensions and remissions, when necessary, compile taccavi files, inspect wells and other works built with the aid of taccavi loans, carry out the orders of civil courts with regard to the attachment and sale of agricultural land and attend to all other revenue work of the circle. For two weeks he should sit with a Naib-Tehsildar to learn the treasury and registration work. He should also master the work of Siahnawis, office Kanungo and Wasil Baqi Nawis of the Tehsil. He should learn how kishtabandi, Khatauni running register, dakhla and siah are prepared. During this period he may be invested with the powers of a Magistrate, 3rd class, and Assistant Collector 2nd grade and may be given simple criminal and revenue judicial cases to introduce him to the procedure in trying cases under the general supervision of the Tehsildar or the Naib Tehsildar. In circles under fluctuating assessment his crop inspection work should be subject to the approval of the Tehsildar or Naib-Tehsildar. All mutations disposed of by him should be examined by the Tehsildar.

56. When the service of a candidate is utilized as an officiating Naib-Tehsildar, his progress should from time to time, during the course of training, be inspected by the Deputy Commissioner and the Revenue Assistant.

57. A quarterly progress report of the training of all candidates serving as Naib Tehsildars, should be submitted by the Commissioner to the Revenue Member, Board of Revenue. It should contain resume of the work done by the candidate and include information concerning his capacity, industry and integrity. If the reporting officer considers that the candidate is not likely to make a good tehsildar, the fact should be specifically mentioned.

58. At the close of two year's training a report should be submitted by the Commissioner to the Board of Revenue containing a resume of the work done by the candidate. On receipt of this report, the Board of Revenue shall decide whether the candidate should be declared as qualified for the post of Tehsildar. After a candidate is declared by the Board of Revenue as qualified, no progress report should be submitted for him.

PART IV—RULES FOR THE REVENUE TRAINING OF NAIB-TEHSILDARS CANDIDATE

59. (1) Rules 50 to 52 shall also apply to direct Naib-Tehsildar candidates. The report mentioned in paragraph 52 *ibid* will be submitted by the Director of Land Records to the Commissioner in the case of Naib Tehsildar candidates.

(2) The training of promoted Naib-Tehsildar candidates, other than Kanungos, will be on the lines prescribed for direct Naib-Tehsildar Candidates, but in their case, it will usually last for six months only. It should be in a settlement or if no settlement is in progress in a Tehsil.

60. Promoted Naib-Tehsildar candidates, who have been Kanungos, are not required to undergo the revenue training mentioned in the preceding rule, but may be pronounced by the Commissioner to be duly qualified when they have passed the examinations and when the Deputy Commissioner and the Commissioner are satisfied that they possess the requisite character and ability.

61. A report should be submitted by the Collector to the Commissioner at the end of each stage of the training prescribed in respect of Naib-Tehsildar candidates.

S. A. M. KHAN

Secretary to Government of West Pakistan,
Revenue Department.

SCHEDULE I

(REFERRED TO IN RULE 6 (3) OF THE TEHSILDARI AND NAIB-TEHSILDARI DEPARTMENTAL EXAMINATION RULES).

<i>Subject</i>	<i>Maximum marks</i>	<i>Group</i>
I. Criminal Law, 1st Paper ..	120	A-1
Criminal Law, 2nd Paper ..	120	
jails ..	30	
Criminal Law Rest of Papers ..	120	
II. Civil Law ..	120	A-2
Law Inheritance ..	80	
III. Revenue Law, 1st Paper ..	120	B
Revenue Law, 2nd Paper ..	120	
IV. Treasury ..	80	C-1
V. Local Funds/Basic Democracies ..	80	C-2
VI. Patwaris Mensuration Manual ..	30	

SCHEDULE II

(REFERRED TO IN RULES 31 AND 32)

<i>Time allowed</i>	<i>Subject of examination</i>	<i>Marks</i>
9-00 A. M. to 12-00 noon (3 hours)	First paper-Land Revenue act and Rules (with the aid of books).	50
	Chapters 2, 3, 4, 6, 7, 8, 10 and 18 of the Land Records Manual and Standing Orders No. 2, 3, 4, 7, 20, 21, 29, 30 and Part E of Standing Order No. 16 (with the aid of books).	50
		100
1-00 P. M. to 4-00 P. M. (3 hours)	Second paper-Arithmetic up to the Matriculation standard ..	40
	Patwaris Mensuration ..	60
		100
9-00 A. M. to 12-00 Noon (3 hours)	Third paper-Tenancy Act and rules thereunder, Land Alienation Act, Paragraphs relating to these Acts contained in the Land Administration Manual and Standing Order No. 1 with the aid of Books) Appendices VII, VIII, IX and XXI of the Settlement Manual and Chapters II, VI, VII, VIII, XI, XIII, XV, XVI, and XXIII of the Land Administration Manual (with the aid of Books).	50
		50
		100
1-00 P. M. to 4-00 P. M. (3 hours)	Fourth paper-Registration Manual (with the aid of books) ..	25
	Chapters 1, 4, 5, and 11 of the Sub-Treasury Manual (with the aid of books).	25
	Stamp Act (with the aid of books) ..	25
	The Punjab Excise, Act, the Punjab Local Option Act, the Opium Act, the Punjab Opium Smoking Act, 1923, the Dangerous Drugs Act, 1930 (with the aid of the books).	25
		100

9-00 A.M. to 12-00 Noon	Fifth paper-Criminal Procedure Code omitting Chapters 18, 22, 23, 27, 28, 31, 32, 33, 37, 43, 44-A and 45 (with the aid of books) Pakistan Penal Code omitting Chapters 6, 7, 12, 8, and 21 (with the aid of books).	50
(3 hours)		50
		100
1-00 P. M. to 4-00 P. M.	Sixth paper—Civil Procedure Code omitting sections 88, 89, 93, Parts VII, VIII, and IX, Orders XXIX, XXX, XXXI, XXXVII, XL, XLI, XLII, XLIII, XLIV, XLV—XLVI, XLVII, XLVIII, and XLIX (with the aid of books). Evidence Act (with the aid of books)	70
(3 hours)		30
		100

FORM 2

[See RULE 22]

Form in which the Examiners should be forwarded their report to the Secretary
(Revenue) Board of Revenue.

District	Name of candidate	1st paper	2nd paper	3rd paper	4th paper	5th paper	6th paper	Opinion of examiner	Order of the Board of Revenue
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	26.	Gilla Dedar Singh	Vehari	87.	Vehari
rat	27.	Gujrat		88.	Burgwala
	28.	Lalamusa		89.	Malloi
	29.	Knarrian	Khaneval	90.	Khaneval
	30.	Jalalpur Jattan		91.	Mian Channu
	31.	Sara-e-Alamgir		92.	Kabirwala
okot	32.	Sialkot		93.	Jaharian
	33.	Pasrur	Lodhran	94.	Kehrore Pacca
	34.	Sambrial		95.	Duniapur
	35.	Daska		96.	Lodhran
owal	36.	Shakargarh	Pakpattan	97.	Pakpattan
	37.	Narowal		98.	Arifwala
zabad	38.	Pindi Bhattian	Bahawalpur	99.	Hasilpur
	39.	Haifzabad		100.	Ahmedpur East
Din	40.	M.B.Din		101.	Bahawalpur
	41.	Phalia	Bahawalnagar	102.	Haroonabad
	42.	Malakwal		103.	Fort Abbas
zabad	43.	Faisalabad-I		104.	Bahawalnagar
	44.	Faisalabad-II		105.	Chishtian
	45.	Chak Jhumra	Rahim Yar Khan	106.	Liaquatpur
	46.	Samundri		107.	Sadiqabad
	47.	Faisalabad-III		108.	Khan Puri
	48.	Jaranwal		109.	Rahim Yar Khan
	49.	Tandlianwala	Rajanpur	110.	Rajanpur
Tek Singh	50.	Toba Tek Singh		111.	Kot Mithan
	51.	Gojra		112.	Jampur
	52.	Pir Mahai	D.G. Khan	113.	D.G. Khan
	53.	Kamalia	Layyah	114.	Chawk Azam
g	54.	Jhang-II		115.	Karoor Lal Easan
	55.	Chiniot		116.	Layyah
	56.	Jhang-I	Muzaffar Garh		Ailpur
	57.	Chenab Nagar			Kot Adu
walpindi	58.	Rawalpindi			Muzaffar Garh

SHAMAIL AHMAD KHAWAJA
SECRETARY TO GOVERNMENT OF THE PUNJAB
EXCISE & TAXATION DEPARTMENT

GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT (REGULATIONS WING)

Dated Lahore, the 7th January 2010.

NOTIFICATION

No. SOR-III(S&GAD)1-21/2006. In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act 1974, the Governor of the Punjab is pleased to make the following rules:

Short title and commencement.- (1) These rules may be cited as the Punjab Revenue Department (Revenue Administration Posts) Rules, 2009.

(2) These shall come into force at once.

Method of recruitment etc.- The method of recruitment, minimum qualifications, age limits and other matters related thereto for the posts shall be as given in the Schedule.

Repeal.- The Punjab Revenue Department (Revenue Administration Posts) Rules, 1990 are hereby repealed.

BY THE ORDER OF THE GOVERNOR OF THE PUNJAB

JAVAD ASLAM
ADDITIONAL CHIEF SECRETARY

11-12-13-14-15-16-17

Name of the Department	Functional Unit	Name of the Post with Grade	Appointing Authority	Minimum Qualification for Appointment by		Method of Recruitment	Age for Initial Recruitment		Examination, Test & other condition required for confirmation
				Initial Recruitment	Promotion		Min	Max	
Board of Revenue	Revenue Administration	1-Tahsilam (BS-16)	Member (Revenue) Board of Revenue	5	-	(i) 30% by initial recruitment on the recommendations of the Punjab Public Service Commission based on the total of combined competitive examination (ii) 53% by promotion on seniority-cum-fitness basis from amongst Naib Tehsildars in the functional unit (iii) 17% by selection on merit from through the Punjab Public Service Commission from amongst Superintendents, Private Secretaries, Personal Assistants, Senior Scale Stenographers Assistants, Head Stenographer, Clerks, Inspectors of Stamps, Revenue Auditors and Colony Auditors who are graduate from a recognized University with 3 years service of Board of Revenue and other offices subordinate to the Board of Revenue.	21	28	Passing of F.A.S. Departmental Examination and successful completion of prescribed training
Board of Revenue	Revenue Administration	2-Naib Tehsildar (BS-14)	EDO(R)	(i) Graduation (2 nd Division) from a recognized University. (ii) Computer literate	-	(i) 50% by initial recruitment on the recommendations of the Punjab Public Service Commission. (ii) 35% by promotion on seniority-cum-fitness basis from amongst Kanungos in the District with 3 years experience as such and are computer literate. (iii) 12% by selection on merit through the Punjab Public Service Commission from amongst Assistants, Stenographers and Senior Clerks who are intermediate from a recognized Board of Intermediate and Secondary Education (BISSE) with 3 years service of Board of Revenue and other offices subordinate to the Board of Revenue, provided they are computer literate. Note: These officials shall be eligible to apply for the vacancies in their respective Districts.	21	25	Passing of Naib Tehsildar Departmental Examination and successful completion of prescribed training

P U B L I C

Name of the Officer	Functional Unit	Name of the Post with Grade	Appointing Authority	Minimum Qualification for Appointment by		Method of Recruitment	Age for Initial Recruitment			Examination to be conducted & other condition required for confirmation
				Initial	Promotion		Min	Max		
Board of Revenue	Revenue Administration	1-Tehsildar (BS-13)	Member Board of Revenue	Graduation (2 nd Division) from a recognized University		(i) 30% by initial recruitment on the recommendations of the Punjab Public Service Commission based on the result of continued competitive examination (ii) 53% by promotion on seniority-cum-fitness basis from amongst Naib Tehsildars in the functional unit. (iii) 17% by selection on merit from through the Punjab Public Service Commission from amongst Superintendents, Private Secretaries, Personal Assistants, Senior State Stenographers, Assistants, Head Vernacular Clerks, Inspectors of Stamps, Revenue Auditors and Deputy Auditors who are graduate from a recognized University with 3 years service of Board of Revenue and other offices subordinate to the Board of Revenue.	21	25	20	Passing of Punjab Departmental Examination and successful completion of prescribed training
Board of Revenue	Revenue Administration	2-Naib Tehsildar (BS-14)	EDO(R)	(i) Graduation (2 nd Division) from a recognized University. (ii) Computer literate		(i) 50% by initial recruitment on the recommendations of the Punjab Public Service Commission. (ii) 38% by promotion on seniority-cum-fitness basis from amongst Kanungos in the District with 3 years experience as such and equivalent. (iii) 12% by selection on merit through the Punjab Public Service Commission from amongst Assistants, Stenographers and Senior Clerks who are intermediate from a recognized Board of Intermediate and Secondary Education (BISSE) with 3 years service of Board of Revenue and other offices subordinate to the Board of Revenue, provided they are computer literate. Note: These officials shall be eligible to apply for the vacancies in their respective Districts.	21	25	25	Passing of Naib Tehsildar Departmental Examination and successful completion of prescribed training

Name of the Department	Functional Unit	Name of the Post with Grade	Appointing Authority	Minimum Qualification for Appointment by		Method of Recruitment	Age for Initial Recruitment		Examination, training & other conditions required for confirmation
				Recruitment	Promotion		Min	Max	
Board of Revenue	Revenue Administration	3-Kanungo (BS-11)	Collector of District Concerned	5	6	7 By promotion on the basis of seniority-cum-fitness from amongst Patwaris in the District with 3-year service as such. Note: Promotion against the post of Kanungo shall be made proportionate to strength of the following categories of Patwaris:- (i) Patwaris already in service on the date of commencement of these rules. (ii) Patwaris to be recruited after commencement of these rules. By initial recruitment.	8	9	Passing of Kanungo Departmental examination and successful completion of prescribed training.
Board of Revenue	Revenue Administration	4-Patwar (BS-8)	Collector incharge of Tehsil concerned	(i) ICS 2 nd Division/ Grade-B, or Intermediate 2 nd Division from a recognized Board, and (ii) 40 WPM typing speed on Computer.		Note: Vacancies in the service shall be reserved for Patwaris residents of the Tehsil in which they occur.	18	25	Passing of prescribed departmental examination after one year's training at a Revenue School / Institution established by the Government.

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