

29. MOUZA MAP

**Government of West Bengal
Office of the Director of Land Records & Surveya &
Joint Land Reforms Commissioner, West Bengal.**

CIRCULAR NO.229/2736/C/87

dated Alipore the 15.6.87

Sub : Correction of Maps.

It is reported that there have been some cases where certain plots badars have been entered in the Register of Map Corrections and incorporated in the Khatians of the relevant Mouza records, but those corrections in the plot concerned have not been surveyed / incorporated in the relevant mouza maps. Evidently, such cases are highly unsatisfactory.

2. It is, therefore, impressed on all Revenue Officers that they should ensure that (i) the map is thoroughly updated upto the K.B.stage and the K.B.records are prepared accordingly, (ii) all corrections relating to plot boundaries to be made during the attestation and post - D.P. stage are invariably made in the map followed by making consequential entries in the Register of Map Corrections and incorporation of the corrections in the khatians and the khasra and (iii) all corrections in the map to be made in the post K.B.Stages are duly shown in the map or in case the map has been already sent to the Directorate then report to the Directorate for incorporation in the map, followed by making consequential entries in the Register of Map Correction and incorporation of the corrections in the khatians and the khasra.

During post-attestation and post - D.P. Sheet janch, particular care should be taken to the scrutiny of all corrections made in the plots as shown on the map and as shown in the Register of Map Corrections in the khatians and the Khasra.

K. S. Rajendrakumar
D.L.R. & S & Jt. L.R. C., West Bengal.

Memo No.229/2737-2745/C/87

dated Alipore the 15.6.87

Copy forwarded to the S.O., for information and necessary action.

A. C. Dutta.
For D.L.R. & S. & Jt. L.R.C., West Bengal.

**Government of West Bengal
Office of the Director of Land Records and Surveys and
Joint Land Reforms Commissioner, West Bengal
35, Gopal Nagar Road, Calcutta - 700 027.**

Memo No.150/125-142/D/89

Dated, Alipore, the 24th April, 2000

From : The Director of Land Records & Surveys and
Joint Land Reforms Commissioner, W.B.

To
The District Land & Land Reforms Officer (All).

Sub: Despatch of FP LR maps from the DL&LROs to the Dte. Record Room.

He is aware that a large number of Finally Published L.R. maps of his district are still remaining to be sent to the Dte. Record Room. The situation is so pathetic that the

publication of all the pending maps if it were to proceed at the present rate, it would require a few decades. Most of them are most probably still lying in the BL&LRO offices. They should be brought back to his district Drawing Section in the earliest because the longer the FP sheets remain in the BL&LRO offices, the more the damage to the sheets due to unnecessary handling, which render them unfit for reproduction. The LR black print map sheets, after Final Publication of the RORs of any mouja, should not be kept in the BL&LRO offices for more than six months after the date of the final publication. All post FP work on the sheets including sheet janch etc should be completed within that period and the sheets should be sent to the respective DL&LRO offices for final inking in the district Drawing Sections. The probable confusions regarding the despatch of FP sheets from the BL&LRO offices to the DL&LRO are cleared as follows :-

Sl. No.	Question	Answer
1.	Whether the Finally published LR sheets are to be retained at the BL&LRO offices till the disposal of all 51A (4) objections ?	No, it is not necessary. As soon as the Map and RORs is finally published, sheet janch may be taken up prior to despatch of the maps to the DL & LRO. If there be any change in the field, the changes may be incorporated in the FP map subsequently after first printing of the maps, as per relevant provision of the Technical Rules.
2.	Whether the FP LR sheets may be sent to the DL&LRO before the area mil of the FP record?	Yes. It should be borne in mind that, in case of revisional survey on black prints in LR operation, the total mouza area does not change unless there is any splitting up and amalgamation proceeding in the concerned mouza. The problem of area – mil in a mouza does not normally happen due to the changes in the map but due to the innumerable incidences of shares in the RORs. As such, the area-mil of the map can be simplified by checking the areas of the new bata plots only with the plot badar register, the areas of the other undivided plots remaining unchanged. If the areas of the new bata plots tally with the badar register, then the area of the mouza on the map may be taken to be agreeing to the RS area of the mouza map.
3.	What should be checked during sheet – janch in the Block?	The main items of sheet-janch are a) whether all plots, including the new bata plots have been properly numbered, b) whether there is any gap plot in the sheet, c) whether all bata plots have been shown in the reference block, d) whether sheet-partial by RO/TA has been shown on the sheet, e) whether boundary comparison certificate has been given on the sheet by the RO, f) whether dates of commencement and completion of settlement operation in the mouza are given on the sheet, g) whether the alamats have been properly drawn as per khasra , h) whether the reference block shows the natural features like roads, paths, canals etc. properly.
4.	What is to be done, if khasra is not available or incomplete?	Efforts should be made to reconstruct / correct the khasra within three months of the Final Publication, after which the sheet janch should be taken up.

After sheet janch with the khasra, plot badar register etc. as mentioned above, the FP LR sheets along with the khasra and badar register, should be immediately sent to the Drawing Section of the DL&LRO for subsequent works on the sheets as per Technical Rules. The sheets should again be checked at the Drawing Section with the khasra and badar register in the earliest and after completion of the checking the khasra, PB register etc. should be sent back to the BL&LRO to carry on with the exercise of area-mil of the RORs, if not already agreed.

With the above-mentioned simplified system of sheet-janch, he may now fix a greater target for the BL&LROs for despatch of sheets to the District Drawing Section and in turn his rate of despatch of sheets to the Dte. should also increase considerably. One Amin in each BL&LRO office should be specially earmarked for the purpose for doing sheet-janch and shall deliver the out turn as fixed by the TA in consultation with the BL&LRO from time to time without fail.

The services of the Technical Adviser should be fully utilised for monitoring this work. He should be made to visit all Blocks in the sub-division at least once a month to identify the mouzas to be taken up for sheet-janch in each Block in consultation with the BL&LRO and render necessary advise to the concerned staff if required. It may be seen that the services of the TA are utilised for works connected to survey and cadastral mapping as much as possible. The TA should submit inspection reports every month to the concerned DL&LRO/SD&LRO with copy to the Deputy Director of Surveys, WB. TA's of Subdivisions should be called to district-level monthly monitoring meetings with the BL & LROs for following the sheet-junch progress too. I would hope that these steps and the clarifications given shall improve the situation remarkably.

S. Suresh Kumar, IAS
Director of Land Records & Surveys and
Joint Land Reforms Commissioner,
West Bengal.

Memo No.150/ /D/89

Dated, Alipore, the 24th April, 2000

Copy forwarded to the SDL & LRO/TA Hd. Qtrs/Sub-divisional TA for information and necessary action.

C. R. Das
for Director of Land Records & Surveys and
Joint Land Reforms Commissioner,
West Bengal.

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GOVERNMENT OF WEST BENGAL
Office of the Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, West Bengal,
35, Gopalnagar Road, Calcutta – 700 027.

Memo No.150/254-271/D/89

Dated, Alipur the 13th June, 2000

From : S. Suresh Kumar,
Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, W.B.

To : **The District Land & Land Reforms Officer,**
Bankura / Bardhaman / Birbhum /Darjeeling /
Haora / Hugli / Jalpaiguri / Kochbehar / Malda/
Medinipur / Tamluk / Murshidabad / Nadia /
Purulia / North 24-Parganas / South 24-Parganas/
Dakshin Dinajpur / Uttar Dinajpur.

Sub : Additional reporting to be made alongwith the Monthly Progress Return.

I find that despite the improvement in the manning of the drawing section with draftsman, there is no significant outturn in the submission of the sheets at all. To assess the actual outturn a report be submitted alongwith the MPR in the proforma given below regarding the LR FP Sheets despatched to the Directorate for reproduction.

I want to inform you that after the Computerisation of land records project, we propose to take up the digitization of the map project for which there would be enormous pressure on you to finalize the sheets of mouzas. Hence, I would urge you to take up this issue much more seriously. The Pilot Project on digitization of maps in Hooghly should be completed within December, 2000. This learning experience would be utilized for the project elsewhere in the State which should be completed within the 9th Plan i.e. 2001-2002 after which there would be no more Central funding.

Proforma regarding outturn of LR FP Sheets

No. of Draftsman including Head Draftsman	No. of working days in the month	Total no. of days on leave by all the Draftsman	Total no. of mandays available (1) × (2) - (3)	No. of Mouzas for which Sheets are sent	No. of Sheets despatched this month	Total no. of plots involved in all the sheets being despatched this month	Average Outturn in no. of plots per Man day
1	2	3	4	5	6	7	8

The prescribed accepted outturn for 16" : 1 mile sheet is 800 plots per man day as per Rule 150 of Technical Rules and Instruction. Please ask your TA, supervising the Drawing Section to ensure that you get this outturn from your Draftsman without fail. Outturn in other related matters should also conform to the same Rule at Page 80 of the Technical Rules & Instructions.

S. Suresh Kumar
Director of Land Records & Surveys &
Jt. Land Reforms Commissioner,
West Bengal.

Memo No.150/272-273/D/89

Dated, Alipur the 13th June, 2000

Copy forwarded to :

- 1) The Principal Secretary, Land & Land Reforms Department
- 2) The Joint Secretary, Land & Land Reforms Department.

Suresh Kumar
Director of Land Records & Surveys &
Jt. Land Reforms Commissioner,
West Bengal.

GOVERNMENT OF WEST BENGAL
Office of the Director of Land Records & Surveys
and Joint Land Reforms Commissioner, West Bengal,
35, Gopalnagar Road, Alipore, Calcutta – 700 027.

Memo No.150/687 – 704/D/2000

Dated, Alipore, the 27th September, 2000

From : The Director of Land Records & Surveys
and Joint Land Reforms Commissioner,
West Bengal.

To : The District Land & Land Reforms Officer,

Sub : Management of Cadastral Survey work at field level.

It is known to him that the L.R. Survey and Settlement Operation is coming to an end except for the urbanised areas in the State. The prospect of completion of Survey & Settlement Operation in these areas in near future seems to be bleak as fresh mapping is required to be done on P-70 Sheets due to enlargement of the scale of mapping. The progress of work at different places has got inexplicably delayed, mostly due to ineffective management of Cadastral Survey work at the field level.

2. A detailed guideline regarding management of Cadastral Survey to expedite the field work, is enclosed herewith for implementation from the ensuing field season. Copies of the guideline should be circulated among the S.D.L.&L.R.Os and the Technical Advisers in his district.

S. Suresh Kumar
Director of Land Records & Surveys &
Joint Land Reforms Commissioner,
West Bengal.

Encl: As stated.

Memo No.150/705-706/D/2000

dated, Alipur the 27th September, 2000

Copy forwarded for information and necessary action to :

- 1) The Dy. Director of Surveys, West Bengal.
- 2) The Asstt. Director of Surveys, West Bengal.

S. Suresh Kumar
Director of Land Records & Surveys &
Joint Land Reforms Commissioner,
West Bengal.

MANAGEMENT OF CADASTRAL SURVEY WORK AT THE FIELD LEVEL

Revision of Cadastral Survey maps has been taken up under the LR Settlement Operation in certain heavily urbanized areas and where total change in the configuration of the field has taken place. Work has started since 1976 in various places but the total completion of the work is extremely distant light at the end of the tunnel. The prospects presently are extremely bleak and would make our land records totally irrelevant. In fact the existing Cadastral Survey work is not keeping pace with the rate of urbanization and has made the survey work infructuous totally which in turn be necessitated fresh survey. The costs of survey are extremely high and the cost of traversing an acre itself can be as high as Rs.1200 per acre and added to it is the cost of kistwar of an acre which can also be as high as Rs.2200 per acre. Presently most of the work is pending

since 1979 in Barrackpore, Asansol , Kharagpur and Siliguri – Dabgram areas. Work of the CMC added areas is yet to be taken up which would be a gigantic exercise.

Inspite of spending such an exorbitant amount, the outturn is extremely miserable and is an outrageously scandalous state of affairs. In my opinion, it appears that most of the DL&LRO have a mental block that the work is technical when it is unfortunately not so and in fact is purely managerial or administrative in nature. The technical aspect is very limited. The **common problems** created are :

1. Wrong selection of mouzas for P-70 traverse in a higher scale by the DL&LRO.
2. No cross – checking done by the DDS / ADS as to the requisition made by the DL&LRO for the P-70 traverse.
3. No coordination between the traverse team and the District Drawing Sections.
4. No field-level coordination between the Traverse team and the District Drawing Section.
5. Delay in the supply of sheets from the W.B. Drawing Office of the Directorate.
6. Problem of identification of the field and the problem of missing pegs.
7. Non-placement of sufficient kistwar teams for completing the P-70 sheets generated by the Directorate and other associated man-power problems.
8. Poor outturn of kistwar work by the amins. No emphasis on outturn by the senior officers.
9. Extensive supervision by TA/RO regarding the work and they should not be given any other work until work really takes off.
10. Lack of leadership from senior officers.
11. Absence of supervision by superior officers or very little supervision.
12. Lack of awareness of the basic technical aspects of the work which in turn has caused indifference in the senior officer levels.
13. Little cooperation from the public or the local body representatives.

CADASTRAL SURVEY OR KISTWAR WORK

Constitution of teams :- This is the most important activity to be taken up and should be done preferably before the Puja itself. Needless to say this is one activity in which amins would not like to be involved generally because it is perceived as a thankless job and more so because they would be outside their traditional work place for quite sometime. Employees Associations would also interfere and would possibly create a problem. Hence, the posting of amins and group 'D' for this work is something which the DL&LRO should assert himself and shall involve himself in the process personally and not leave it to any of his subordinates. You should consult the TAs as they would be able to report the competence level of the amins . Each team shall constitute one experienced amin and one not so experienced amin and 2 group 'D's' . Care should be taken that the amins or the group 'D' do not reside too far away from the kistwar site as then they would only be commuting and no significant work would be done at all by them. Various incentives can be worked out to ensure that there is no resentment as such but should be within rules and one should not get carried away in the process of negotiating. For the sake of supervision every 4-5 tables should be supervised by a good Revenue Officer. In case of extensive kistwar work going on, a SRO-II who was formerly a T.A. can be utilized exclusively.

Work Plan :- This is yet another important activity which needs to be thought about. The number of P-70 sheets pending for kistwar and the average outturn depending on the scale of the P-70 sheet and the area pending for kistwar should be identified. The number of teams required should be estimated and the number of team – months should also be calculated as given below :

$$\text{Number of teams required} = \frac{\text{(Total area to be kistwarred depending on the P-70 sheets received)}}{\text{(average outturn per team)} \times \text{(No. of months available for work)}}$$

In North Bengal districts kistwar will not be possible during the monsoon but in South Bengal kistwar is quite possible as rains are scattered and not continuous. In South Bengal work during month of May would be difficult but in North Bengal there would be no problem at all. It should be assured that all the pending P-70 sheets should be disposed off in one season.

Outturn – This has been totally neglected by everyone and it has reached such a situation that kistwar teams are giving one-tenth of the expected outturn. As per the Rule 53 of Technical Rules and Instructions the expected outturn per day including plotting is as follows :

Scale	Outturn per day
16" : 1 mile	12.35 acres
32" : 1 mile	4.32 acres
64" : 1 mile	1.73 acres
128" : 1 mile	0.62 acres

It is expected that a team would physically perform in the following manner including on the P-70 sheet as follows :

14. Occasional shortcomings of traverse work.
15. Influence of the TA is extremely weak and is unable to obtain a response / support from the senior officers and no backing for harsh decisions.
16. Slackness and excessive liberal outlook towards the kistwar teams which in turn leads to progressive deterioration of productivity and quality of work.
17. Total neglect of post-kistwar work. Absolutely no planning at all as to how the work should be completed within a time frame.
18. Immediate placement of a team for KB-Cum-Attestation work is not done again due to perceived man-power problems.

TRAVERSE

Requisition for a theodolite traverse shall be given by the DL&LRO and S.O. in the form specified in Pg 109 of the Technical Rules and Instructions. Requisitions shall be placed keeping in mind that in some North Bengal districts no traverse work is possible during the rains. TA should keep in touch with the DDS regarding the availability of a traverse team. Proper planning should be done by calculating backwards to arrive at the area to be kistwarred in a season by the available number of teams and the average outturn i.e.

$$\text{Area to be traversed} = \text{(Number of available kistwar teams)} \times \text{(Average outturn per team per month)} \times \text{(Number of months in the season)}$$

P-70 sheets should as a rule be available before the Pujas, i.e. just before the start of the season. Presently the gap between actual traverse and the supply of P-70

sheets is at least six months. Hence, the planning of requisition and traverse work has to be so scheduled. We presently are working on a technology to ensure that the P-70 sheets can be supplied in the field itself within one month, as this is the minimum time it takes to complete the last field book in the field or to complete the circuit in the P-70 sheet itself.

Accommodation and required pegs should be provided to the traverse team. An experienced amin who will be involved in the kistwar work subsequently should be tagged along with them to note down the position of the pegs from nearby building corners or electric posts. Most of the markings of control points get wiped out due to election campaign, postering or the wooden pegs are removed by children or by the municipal staff involved in laying pipeline or widening of roads. Hence this “missing pegs” problem should be eliminated totally to enable the kistwar team to start their work without any delay. Rule 8 of Technical Rules and Instructions may also be seen. The experienced amin shall also prepare the khaka and a field book giving the relative positions of each control point to any important fixed post structures. The District Drawing Section should in advance outline the outer periphery for kistwar work in the sheet itself to avoid overlapping work or incomplete kistwar work.

Sl. No.	Scale	Urban Areas		Rural Areas	
		No. of Chains per day	Average number of offsets per chain	No. of chain	Average number of offsets per chain
1.	16" : 1 mile	Not necessary	Not necessary	Not necessary	Not necessary
2.	32" : 1 mile	30	10	40	7
3.	64" : 1 mile	15	20	20	15

Outturn is something which should not be compromised with at any cost.

Equipment – In addition to P-70 sheet, the khaka of the P-70 and other equipment should be supplied to the team. The list of the equipment is given in Rule 13 of the Technical Rules and Instructions. The best available equipment should be supplied and no compromise should be made on quality. In addition, if necessary, hats, gum shoes, bags can also be provided. The TA should personally test the chain and the tape being provided with a standard length for each team. In addition, he shall also test the offset scale, diagonal scale and optical square and if necessary shall re-calibrate the optical square. There have been cases when the chain length was found short after the kistwar work was completed. As there is a possibility that some equipment given could find it's way elsewhere a receipt form given in page 110 of Technical Rules and Instructions should be used. Inspecting officers should also verify the equipment in the field table also to ensure that no substitution has taken place.

Inspection – Inspection of work is equally important and should be continued frequently. In fact, kistwar teams working in the field acquire great importance if the DL & LRO himself visits the teams frequently. The work of inspection should not be left to the mercy of the TA alone as is being done now. A supervising Revenue Officer shall be in-charge of 4-5 tables and shall be present in the field daily without fail. The SDL&LRO shall visit the tables twice a week and the DL&LRO at least once a week. Surprise visits are a must and should be the norm. Chapter IV relating to the Inspection of Cadastral Survey in Technical Rules and Instructions is fairly exhaustive.

At the table, it should be checked whether the equipment is in order, the sheet heading is written properly, the P-70 sheet is being worked after carefully, the field book is being maintained properly, the outturn is being regularly maintained and the inking of the sheet is being kept up with the field work done. A spirit of competition between the teams should be created and satisfactory work should be praised and encouraged and unsatisfactory work should not be accepted and should be condemned.

It should be ensured that the amins and the group 'D' shall arrive for work by 7-30 A.M. and work starts positively by 8-00 A.M. during summer and by 9-00 A.M. during winter without fail. Field work can continue upto 1-00 P.M. after which they can break off for lunch and then do further field work and complete the inking of the day's work. An amins' diary given in page 111 of Technical Rules and Instructions should be maintained and should be inspected. The visiting officer should give his comments in English / Bengali on the field book and the amin's diary itself.

Timely attendance of all the members of the group together is of extreme importance. More often than not a lot of time is wasted waiting for one of the members to turn up which should be avoided. As a rule none should go on casual leave without the prior permission of the supervising officer.

Another form of inspection of work is the drawing of the Partal. Both the DL&LRO and the SDL&LRO shall draw partals and conduct a check of the work in addition to the work of TA. The process is fairly simple and only the attempt would appear to be difficult.

POST KISTWAR WORK :

The sequential steps in inking as already done are boundary comparison (Rules 117, 118), plot numbering (Rule 74), preparation of hal-sabek list (Rule 173, Appendix XXXIX), area extraction (Rules 122 – 127) and lastly final area checking (Rule 129). If inking is not done previously then it would be boundary comparison, inking, and then followed by other stages mentioned above. The outturns should be as per Rule 131 of the Technical Rules.

Completion of kistwar work is not the end of the process but is yet another neglected job of completing the post-kistwar is to be taken. In fact, presently it is taking much longer to complete the post – kistwar work than the kistwar work itself. To avoid delay a separate expert amin team should be constituted to start work as soon as P-70 sheets are received by the drawing section. A process is being worked out to complete the boundary comparison and area extraction by reducing the time taken for post kistwar work drastically.

Regular inspection of the work in the drawing office should ensure that regular progress is being ensured. Excuses can not be condoned in this respect.

A review meeting should be done at the earliest and a work plan should be made before the next 2000 – 2001 kistwar season starts.

S. Suresh Kumar
Director of Land Records & Surveys
and Joint Land Reforms Commissioner, West Bengal.

<http://wbllroa.in>