

## REVENUE DEPARTMENT

### SYLLABUS FOR TEHSILDARS/ NAIB-TEHSILDARS

#### Paper – 1: Land Revenue Acts and Rules

1. The H.P. Land Revenue Act, 1954.
2. The H.P. Tenancy and Land Reforms Act, 1972.
3. The H.P. Ceiling on Land Holding Act, 1972.
4. The Rules framed under the Punjab Land Act as applicable to H.P.
5. The HP Tenancy and Land Reforms Rules, 1975.
6. The HP Ceiling on Land Holdings Rules, 1973.
7. Hindu Succession Act, 1956.
8. Code of Civil Procedure, 1908.
9. Hindu Minority and Guardianship Act, 1954.
10. The Benami Transaction (Prohibition) Act, 1988.
11. The Transfer of property (Prohibition), Act, 1982 (Sarfaesi Act).
12. Limitation Act, 1963.

#### Paper- 2: Arithmetic and Patwaris Mensuration

1. Arithmetic upto matriculation standard.
2. Patwaris mensuration.
3. Computerization of land records.
4. Survey/Re-Survey and Updating of the Survey and Settlement Records.
5. Computerization of Registration.
6. Modern record rooms/Land Records Management Centres.

#### Paper-3: Minor Revenue Acts and Rules

1. The HP Consolidation of Holdings Act, 1971
2. The Land acquisition Act, 1894.
3. The HP Court Fees Act, 1968.
4. Stamp Manual.
5. Registration Manual.
6. The HP village Common Lands vesting and Utilization Act, 1974.
7. The HP land Revenue (surcharge) Act, 1974.
8. The H.P. Holdings (consolidation and prevention of fragmentation) Act, 1971.
9. The HP Agriculture Credit Operations and Miscellaneous Provision (banks) Act, 1972.
10. The HP Land Holdings Tax Act, 1974.
11. The HP Utilization of Surplus Area Scheme, 1974.
12. The HP Public Premises and Land (eviction and rent recovery) Act, 1971.
13. The HP Nautor Land Rules, 1968.
14. Grant of Nautor Land to Landless and Eligible Persons Scheme, 1975.
15. The HP Consolidation of Holdings Rules.
16. The HP Court Fees Act/Rules, 2005.
17. The HP Village Common Lands Vestings and Utilization Rules, 1974.
18. The HP Village Common Land (Vesting and Utilization) Scheme, 1975

19. The Punjab Settlement Manual.
20. The HP Land records Manual.
21. The Land Administration Manual (Chapters II,VI to VIII, XI,XIII,XV,XVI and XXII).
22. Standing Orders of Financial Commissioner on the following subjects:
  - a. Proceedings and suits between landlords and tenants.
  - b. General Procedure of Revenue Officers and Courts.
  - c. Assignment of Land Revenue and Non-Service Pensions.
  - d. Tehsildars and Naib-Tehsildars.
  - e. Tehsil inspections.
  - f. Village headman.
  - g. Land acquisition.
  - h. Corrective processes.
  - i. Suspension and Remission of Land Revenue and Cesses.
  - j. Land Revenue Accounts.
  - k. Land improvement Loans and Agriculturist Loans.
  - l. Business Returns.
  - m. Registers.
23. The H.P.Public Service Guarantee Act,2011.
24. The H.P.Transfer of Land (Regulation) Act,1968.
25. The H.P.Transfer of Land (Regulation) Rules,1969.
26. Indian Stamp Act,1899.
27. Indian Registration Act,1908.
28. H.P.Disaster Management and Relief Manual, 2012.
29. H.P.Disaster Management Act,2005.

**Paper– 4: Hindi (In Devnagri Script)**

100 Marks

1. Written

- a. Translating into Hindi a passage in English.
- b. Rendering into simple Hindi a passage in Hindi.
- c. Letter or memorandum in Hindi.
- d. Translation of some administrative/ revenue and other terms in Hindi and their use in sentence (Glossary issued by the Department of Language, H.P.).
- e. Use of simple idioms and proverbs in Hindi.
- f. Glossary issued by the Department of Language, Art Culture and Revenue Department.

### **Paper-5: Criminal Law and Procedure**

1. Criminal Procedure Code.
2. Indian Evidence Act.
3. Indian penal Code.
4. Emphasis on Magisterial powers under CrPC should be given.

### **Paper – 6 : Revenue Case**

The record of a contested case under the HP Tenancy and Land Reforms Act, 1972 or under the HP Revenue Act, 1954/ Punjab Land Revenue Act, 1887, triable by Assistant Collector Ist or second grade will be given and the candidate would be required to frame the issues requiring determination in the case and write the final order.

Proposed Addition.

Adverse possession (Section-34 under Indian Specific Relief Act, 1962).

### **Paper – 7: Local and Special Laws**

1. The Arms Act, 1959.
2. Indian forest Act, 1927 as applied to HP.
3. The Defense and Internal Security of India act, 1971.
4. The Probation of Offender Act, 1958.
5. The Indian Explosives Act, 1884.
6. The Arms Rules, 1962.
7. The rules framed by the H.P. Government under the Indian forest Act.
8. The Motor Vehicles Rules, 1940.
9. The HP Probation of Offenders Rules, 1961
10. The Prevention of Food Adulteration Rules.
11. The Explosives Rules, 1940.
12. The RTI Act, 2005.
13. The H.P. Prevention of Specific Corrupt Practices, Act, 1983.
14. The Forest conservation Act, 1980.
15. The Himachal Pradesh High Court rules and Orders.
16. Maintenance of Parents Act, 2007.
17. The Himachal Pradesh Maintenance of Parents and Dependents Act, 2001.
18. The H.P. Police Act, 2007 and Rules framed there under, if any.
19. The H.P. RTI Rules, 2006 with amendments.
20. Special Marriage Act.

21. H.P. Town and Country Planning, 1977 and 1978.
22. Cigarettes and other Tobacco Act, (COTPA).
23. H.P. Mines and Mineral Development regulation Act, 1957.
24. Mines and Mineral (Concession revised) Rules, 1971.
25. H.P. Non Biodegradable garbage (Control) Act, 1995.
26. Domestic Violence Act, 2005.
27. Essential Services Maintenance Act, 1968.
28. Inheritance under Muslim Law.
29. Lease Rule.

### **Paper- 8 : Local Funds, treasury and Financial Rules**

1. Fundamental Rules and Supplementary Rules.
2. Pension Chapter of the Civil Services.
3. Liberalized Pension Rules/Central Civil Services (Pension) Rules, 1972.
4. General Provident Fund (Central Services) Rules, 1960.
5. Revised Leave Rules, 1933/Central Civil Services (Leave) Rules, 1972.
6. Central Civil Services (Classification, Control and Appeal) Rules, 1965.
7. Central Civil Services (Conduct) Rules, 1964.
8. H.P. Financial Rules, 2009.
9. Punjab Treasury Rules (as adopted in Himachal Pradesh).
10. Hand Book for supervisory Officers.
11. Hand Book for Assistants.
12. Hand Book for Clerk.