Start of Business Process

Person who acquired right/ person acting on his behalf

- Reports within 3 months to Patwari in writing or oral form his acquisition of right
- Makes report in writing by registered post to Revenue Officer in case Patwari fails to record report and Revenue Officer orders Patwari to enter report

Patwari

- Finds that acquisition of right not reported to him within 3 months but transaction acted upon by parties

Kanungo

- Delivers to Patwari order of Revenue Officer regarding entry of mutation
- Delivers to Patwari Registration Memorandum pertaining to transaction
- Delivers to Patwari order/ decree of court necessitating entry of mutation
- Instructs Patwari to enter mutation by way of correction of Register Haqdaran Zameen in case where kanungo records in red ink on counter foil of mutation regarding final order on that mutation passed on appeal or review or revision after 30 June of the year up to which Register Haqdaran Zameen was prepared

Patwari

- In each case records brief report in his Roznamcha Waqiati giving also number of mutation entered. If possible, he should get signature of Jamabandies concerned on Roznamcha Waqiati in the case of report got entered by the person who acquired right, and he should furnish a copy of such report free of cost to person making the report and also send a copy of the report to office of Union Administration concerned within one week of receipt of the report. He should also display in Patwar Khana for one month from date of entry of a report of person acquiring right, copy of report in Roznamcha Waqiati.
- In each case enters in column 14 of mutation sheet (counter foil and foil) report number of Roznamcha Waqiati
- In each case completes entries in columns 1 to 6 and 8 to 12 of counter foil of mutation, after getting necessary information from parties and thereafter the copies these entries in foil of the mutation. Completion of entries should not be delayed beyond 15 days of the original report, except for reasonable ground
- In each case writes report in column 14 of counter foil of mutation, briefly explaining the change, basis of entry of mutation (report regarding oral transaction/ order with date of Revenue Officer and his designation/ registered deed number and date, along with name of Registry/ Sub Registry/ name of court, names of parties, extract of decree and date of decision/ date of final order of appellate/ review/ revisional forum, along with name of forum. In case of inheritance mutation he briefly states the fact of death of right holder and the result of inquiry regarding legal heirs of the deceased. Thereafter he copies these entries in foil of the mutation
- Prepares Shajra Nasab on counter foil and foil of mutation showing names of all heirs of the deceased, in case of inheritance
- Prepares Tatima Shajra on back of mutation sheet (counter foil and foil) in case transaction involves subdivision of Khasra number
- In each case writes with lead pencil mutation number and its type in Remarks column of Register Haqdaran Zameen against relevant Khata/ Khatauni number
- Enters particulars of each mutation in columns 1, 2 and 4 to 6 of Memorandum regarding Transfer of Rights
- Waits for visit of Kanungo/ Revenue Officer Halqa

Kanungo

- Visit as per tour programme

Patwari

- Records report in Roznamcha Waqiati on arrival of Kanungo and gets signature of Kanungo on Roznamcha Waqiati
- Verifies mutations according to record and entries in Memorandum regarding Transfer of Rights. He attests by his signature entries on counter foils and foils of mutations/ Tatima Shajras
- Records report in his diary regarding mutations verified by him

- Sends notice of his tour programme to Patwari in advance

Patwari

- Informs parties to mutations about Revenue Officer's tour programme by service in person at least 7 days ahead of arrival of Revenue Officer
- Records report in his Roznamcha Waqiati on arrival of Revenue Officer and obtains signature of Revenue Officer on Roznamcha Waqiati
- Goes through entire mutation register and detects all pending mutations for passing orders thereon
- Passes interim orders on mutations not ripe for disposal due to any reason, indicating further action required to make cases ripe for disposal on his next visit
- Directs for deposit of mutation fee etc. (except where no mutation fee is chargeable) in a case which can be disposed of

Revenue Officer Halqa

- Provides filled challan to party required to pay mutation fee

Party required to pay mutation fee

- Deposit mutation fee in the specified Bank and other dues as per rules and submits receipted copy of challan and receipts to Patwari

Patwari

- Attaches receipted challan/ receipts with foil of mutation
- Records in column 13 of mutation sheet (counter foil and foil) the mutation fee paid along with number and date of challan
- Passes order on mutation (foil and counter foil) in Ijlas-e-Aam. The order which should written by the Revenue Officer with his own hand. The order should show Khata number/ Khasra numbers affected and their total area, the name of parties along with the details of their shares, and the exact consideration money. In case of oral transaction, the order shall be passed in the presmer of person whose right has been acquired after such person has been identified by two respectable persons, preferably from Jamabandies and members of Union Council concerned whose signatures or thumb impressions shall be obtained by the Revenue Officer. The order shall state briefly the persons examined by the Revenue Officer, the facts to which they deposed and the grounds of order. In case of acquisition of right by a registered deed or by or under order or decree of court it shall not be necessary to record statements of parties and witnesses or to enforce their attendance. In case of scale, gift, mortgage or exchange, the order of Revenue Officer should always state whether the state of share of Shamilat is included in the transfer. Entries in columns 8 to 12 of foil and counter foil of the mutation should correspond every case with the order passed on the mutation. Where owing to a mistake or otherwise they do not correspond, they should be corrected in red ink by the Revenue Officers (with his initials) so as to bring them to correspond with the order of Revenue Officer
- Gets completed entries in Memorandum regarding Transfer of Rights, signs the Memorandum, after having the same signed by the Patwari and Kanungo and then he shall
  (a) furnish the first copy of the Memorandum, free of cost to the person whose right has been transferred (i.e., vendor, mortgage or donor, etc.); and
  (b) deliver the second copy of the Memorandum, free of cost, to the person acquiring any right (i.e., vendee, mortgagee or donee, etc.)
  A copy should also be sent to Union Administration concerned
- Directs Patwari to arrange in serial order two bundles, one for accepted and the other for rejected mutations and to enter necessary particulars in Register of accepted mutations and Register of rejected mutations

Patwari

- Enters necessary particulars in Register of accepted mutations and Register of rejected mutations
- Writes reference of accepted mutations with red ink in Remarks column of Register Haqdaran Zameen after deleting entries made with lead pencil
- Detaches foils from counter foils of accepted and rejected mutations and affixes as indices to the two bundles, each of which should be stitched together with stout thread
- Despatches or personally hands over bundles of sheets of accepted and rejected mutations to Tehsil Office Kanungo

End of Business Process

AS – IS PROCESS