

THE DEPUTY COLLECTOR.

Cases of assessment of compensation for damage done to crops by breaches in Government channels.

Cases of errors found in Settlement maps (shujrah) or register of areas of fields (khasrah bandobast).

Cases in which malpractice on the part of the Patwari is suspected to have taken place.

Deputy Collector required to report upon Revenue Establishment amount.

3.4. As has been stated in paragraph 7.5, the intimate knowledge that a Deputy Collector is able to acquire of the merits of each member of the Revenue Establishment, coupled with his knowledge of the relations and connections that exist among the Canal officials in the Division, renders it desirable that he should be consulted in the cases of transfers, &c. For the same reason the Deputy Collector should report upon the qualifications of all Zilladars within the Division. These reports should be submitted confidentially to the Sub-Divisional Officer every half-year, and should be sent on by the latter with his own Recommendation Rolls to the Divisional Officer, so that the latter may have the benefit of the opinions of both the Sub-Divisional Officer and the Deputy Collector regarding each man.

3.5. All applications for leave (other than casual leave) from Zilladars should be submitted through the Deputy Collector who should record his recommendation, adding his proposals for filling the vacancy, and submit it to the Sub-Divisional Officer for orders.

Deputy Collectors are empowered to grant casual leave to Patwaris, Munshis and Zilladars to the extent laid down in serial No. 6 of Appendix C, Punjab Financial Hand-Book No. 2 (Volume II), provided the total period of casual leave granted to a Patwari does not exceed a maximum of 15 working days in one year.

Deputy Collectors are also empowered to fine Patwaris for dereliction of duty.

3.6. It is a definite part of the duties and responsibilities of a Deputy Collector to train candidates for Zilladarship and to teach a young Zilladar who has been appointed for the first time. Many really promising men fail to make good Zilladars because they have not been fairly and sympathetically treated in the early

Leave applications of Revenue Establishment to be submitted through Deputy Collector.

Duties in connection with training and posting of establishments.

THE DEPUTY COLLECTOR.

days of their service, and are expected to be equal to men of longer service and more mature experience. Such men invariably need a good deal of assistance in their novel duties. The Deputy Collector should also bring to the Divisional Officer's notice deserving candidates for Patwarship, and should watch their training dates for Patwarship, and eventually assist in their final examination in accordance with Article 1.6 of the Irrigation Manual of Orders (Second Edition). The Deputy Collector is expected to draw the attention of the Divisional Officer to the employment of the relatives, and connections of other Canal officials within the Division, and to suggest their proper location so that they may be least affected by improper influence to the detriment of Government interests. For this purpose he should keep up a register in the Ahmad's Office to place before the Divisional Officer at the time that any transfer in the Revenue Establishment is made; such a register will be very useful to an officer new to the Division.

3.7. Since the Deputy Collector is responsible for all work appertaining to the assessments, he should be placed in charge of the Ahmad's Office, and all work done by the Ahmad and his assistants should be done under his supervision and control. For this purpose he should be present in that office to personally check and generally supervise the work of the Ahmad, his assistants and the Munshis called in to assist him during the time they are employed in completing and checking the demand and other statements preparatory to submitting them to the Divisional Officer for signature and despatch to the Deputy Commissioner or Tahsildar for collection of the revenue. The Deputy Collector should pay particular attention to see that all items, extra to the ordinary water-rates such as fines on account of unauthorised irrigation, or waste of water, on which orders are passed from time to time, are included in the original or supplementary demand statements, and also that 50 per cent. of those *khatauns* which have only been subjected to the check of Patwaris before receipt in the Divisional Office, are subjected to a final check as laid down in paragraph 5.2. He should also see that the orders contained in paragraph 5.4 regarding the inclusion of all additions and remissions, the final orders on which are received by the Ahmad up to within seven days of the date fixed for the despatch of the demands statement to the Deputy Commissioner, are

Deputy Collector to be placed in charge of the Ahmad's Office.

