

**GOVERNMENT OF HIMACHAL PRADESH  
PUBLIC WORKS DEPARTMENT**



**STANDING ORDER NO. 28**

**OF**

**LAND ACQUISITION ACT**

[Land Acquisition No:28]

## LAND ACQUISITION

*Original issue, dated the 26th June, 1909**First reprint, dated the 27th January, 1911**Second reprint, dated the 5th May, 1920**Third reprint, dated the 22nd January, 1926**Fourth reprint, dated the 18th August, 1934**Fifth reprint, dated the 22nd January, 1952**Sixth reprint, dated the 3rd June, 1963*

In connection with this Standing Order Chapter XIV of the Land Administration Manual should be consulted.

This standing order deals with the acquisition of land for public purposes, whether the land be taken up by private negotiation or in accordance with the provisions of Act I of 1894.

The standing order is divided into the following sections:—

	<i>Paragraphs</i>
A—Cases of acquisition to which the provisions of Act are not applicable	... 1—6-E
B—Preliminary estimates	... 7—19
B(1)—Procedure of Collector after issue of notifications under section 4	... 19-A
C—Acquisition by private negotiation	... 20—27-A
D—Compulsory acquisition under the Act	... 28—32
E—Procedure of Collector after issue of notification under section 6	... 33—39 (40 cancelled)
F—Acquisition by a special officer	... 41—47
G—The award	... 48—60
H—Reference to the court	... 61—64
K—Taking possession	... 65—70
L—Payment of compensation after award by the Collector	... 71—77
M—Payment of compensation after an award by a court	... 78
N—Reduction of land revenue	... 79—82
O—Temporary occupation	... 83—85
P—Abandonment of land taken up permanently or temporarily	... 86—90
Q—Disputes as to boundaries of land acquired or occupied for public purposes	... 91—93
R—Special rules relating to the acquisition of land for railways	... 94—130
S—Registers and returns	... 131—135
Appendix A—Model form of sale deed.	
Appendix B—Notes on land transfer rules.	
Appendix C—Model form of transfer of land, etc.	

STANDING ORDER

[Land Acquisition No. 28]

PART-A

A. CASES OF ACQUISITION TO WHICH THE PROVISIONS OF ACT I OF 1894 ARE NOT APPLICABLE

Proceedings under the Land Acquisition Act I of 1894 in appropriate.

1. When it is proposed to transfer land in the possession of Government, from one Government to another, or from one department to another, proceedings under Act I of 1894 are inappropriate.

Land of this description may fall under the following categories :—

- (1) Land in possession of the Government of India.
- (2) Land in possession of the State government :—
  - (a) Nazual land.
  - (b) Town sites in colonies.
  - (c) proprietary rights held by Government in land occupied by tenants—
    - (i) in colonies.
    - (ii) elsewhere.
  - (d) Undeveloped agricultural land.
  - (e) Departmental land including land in the charge of the Forest Department.

Rules regulating transfer of State Lands and Buildings between Central and State Governments. Government of India, Finance Department, resolution No. D-3428-A, dated the 10th December, 1925.

2. The following rules have been prescribed to regulate the transfers of State lands and buildings from the Central Government to the local Government or vice versa :—

I. The ownership of land now or hereafter in the occupation of a Government in India vests in the Crown the Government of India or the Local Government, as the case may be, has the right of user for the effective discharge of its duties under the Government of India Act, and section 30 of that Act, has no application to transfers between Government and Government.

II. (a) The Government of India has the right to remain in undisturbed possession of any land in its occupation in any province on the 1st April, 1921 subject to the conditions then ruling, so long as such occupations is necessary for the effective discharge of its duties.

(b) A Local Government has no power without the consent of the Government of India, to alienate or in any way to interfere in regard to land situate within the provincial boundaries which is in the occupation of the Central Government.

III. If Local Government is of opinion that land in the occupation of the Government of India is not being used for the purposes originally intended and is not required by that Government for the effective discharge of its duties the Local Government shall be entitled to make a representation on the subject to the Government of India, and in the event of a difference of opinion arising between the two Governments to request that the matter may be referred for the decision of the Secretary of State in Council.

IV. When the Government of India no longer require land which is in its possession, the local Government of the province in which it is situated shall be given the option of assuming possession of the whole or any portion thereof, subject to the conditions laid down in the following clauses;

Provided that :—

- (i) when the Local Government desires to assume possession of only a portion of the land surrendered, it shall only be entitled to do so, if the value of the land not taken over is not materially reduced by the division;



STANDING ORDER

[Land Acquisition No. 28]

- (ii) A Local Government shall not be entitled to demand the surrender of isolated plots of land within cantonment or other areas on the ground that such plots are not actually required for the discharge of specified military duties.

V. In the case of land acquired by the Government of India in any province before the 1st April, 1931, and surrendered after that date to the Local Government the amount of compensation, if any payable to the Government of India by the Local Government to whom possession is surrendered in any given case shall be determined in accordance with the principle set out below:—

- (i)(A) In the case of land other than that relinquished by railway administration, if the surrender of land results in expenditure to the Government of India for the acquisition of an alternative site or if, in the case of land surrendered by the military authorities, the land was actually being used by them for the effective discharge of their duties, the amount of compensation payable by the Local Government shall be limited to the market value of the buildings if any, plus:—

- (a) the cost, if any, of acquisition and improvement of the land, or  
(b) half the market value of the land whichever is greater.

(B) In other cases the amount payable by the Local Government shall be limited to the market value of the buildings, if any, plus—

- (a) the cost, if any, of acquisition and improvement, or  
(b) the market value of land.

whichever is less:

Provided that in the case of land surrendered by the military authorities in presidency towns Rangoon, Karachi or any cantonments in which the land has a specially high value, the terms on which the land shall be transferred shall be decided by mutual arrangement under rule X below:—

- (ii) in the case of land relinquished by a railway administration the local Government shall be required to pay to the Government of India or the railway administration, as the case may be, the market value of the land and buildings surrendered.

VI. The Local Government will be at liberty to sell or lease to a third party land of which it assumes possession under rule 5; but if such sale or lease takes place within five years from the date of such assumption and the purchase price or the capitalized value of the full market rent (including land revenue or ground rent), is more than double the amount payable by the local Government under rule 5, the amount so payable shall be raised to half the purchase price or the capitalized value of the rental, as the case may be; provided that (i) in exceptional cases. In such cases Rule 10 or Rule 11 might be applied where special reasons exist, the Government of India shall be entitled to claim a larger share or even the whole of the purchase price or the capitalised value of the rental, and (ii) if improvements have been effected by the Local Government during the period of its occupation of the land, the disposal value of such improvements shall be deducted from the purchase price before division of the sale proceeds.

VII. In the case of land acquired by the Government of India in any province after the 1st April, 1921, the amount payable by the local Government on re-transfer shall be the market value of the land and buildings.

VIII. If the local Government does not desire to assume possession on the foregoing terms, the Government of India shall be free to dispose of the land to a third party in such manner as it thinks fit after consultation with the State Government regarding the manner of disposal and conditions, if any, which should be laid down for the use of the land after sale.

IX. A local Government shall be bound to acquire and hand over to the Government of India any land in the province required by the Government of India for the effective discharge of its duties on



## STANDING ORDER

[Land Acquisition No. 28]

payment (a) if the land is not in its immediate occupation of the State Government of the cost of acquisition, or (b) if the land is in its immediate occupation the market value, provided that the Government of India shall have the right to refer to a competent tribunal or with the agreement of the Local Government of arbitration, the question of the reasonableness of the payment demanded.

X. The forgoing rules shall not be held to preclude a settlement by mutual arrangement between the Government of India and the local Government or Governments concerned even though the terms of the settlement may be inconsistent with them.

XI. If any question arises between the Government of India and a Local Government in regard to the application of these rules, the matter shall be referred to the Secretary of State for India in Council for decision if the Local Government so desires.

Note.—For interpretation of these rules see rule appendix B.

XII. It shall not be competent for a local Government to sell to a third party or otherwise dispose of land situate within the limits of its Government which is in the occupation of the Governor-General in Council save in accordance with rules I to XI.

Government of India  
Notification No. D.  
3428, dated the  
17th December, 1925.

Acquisition of land  
owned by Muni-  
cipalities.

3. Where nazul land is vested in or occupied by a municipal committee, the following procedure will be adopted :—

- (a) If the municipal committee is merely custodian of the land on behalf of Government, the provisions of the Act are of course inapplicable. The committee should be consulted to see if there is any objection to the transfer e.g., the land may have been leased for a period or its retention may be desirable on sanitary or other grounds. If there is no objection Government can resume the land and transfer departmentally.
- (b) If, however, the land has been vested in the municipal committee under the provisions of section 56 of the Punjab Municipal Act III of 1911 [especially *vide*— section 56 (f)] a notification might be required and compensation might have to be paid under the Land Acquisition Act, but the ordinary course would be to ask the municipal committee to proceed under section 59 of the Municipal Act, and the compensation would be settled by private negotiation.

Other nazul land town sites in colonies and undeveloped land are in charge of the Deputy Commissioner, and the department for which land is required should apply to the Financial Commissioner through the Deputy Commissioner and the Commissioner.

Land in possession of  
Military Department.

3-A In all cases of land in cantonments, camping grounds in the vicinity of forts or otherwise occupied for military purposes, the consent of the military authorities is necessary before it can be entered upon or occupied, or before any work can be commenced thereon. The detailed procedure to be followed when land held for military purposes is required for railway purposes is laid down in Government of India's circular No. 2650-RG, dated the 2nd September, 1913, viz., the sanction of the Government of India in the Army Department should be obtained (though the Quartermaster General in India) by the General Officer Commanding the division or independent brigade and should be generally observed in the Acquisition of such land for any civil department of Government.

Procedure when land  
required by the Irriga-  
tion Department is in  
possession of the  
Forest Department.

4. When lands, which it is desired to acquire on behalf of the Irrigation Department, are in possession of the Forest Department the following procedure shall be observed :—

- (1) As soon as any such scheme is proposed an intimation shall be given to the local forest officer.
- (2) An index map and schedule of the land proposed to be acquired shall, as soon as is practicable, be forwarded by the Superintending Engineer, to the Conservator of Forests. The index map and schedule will be similar to those prepared for and to be notified under the Act, the heading only of the schedule being altered.

STANDING ORDER

[Land Acquisition No. 28]

(3) If the land proposed to be acquired is not situated in a reserved or protected forest and is required merely for canal water-courses or banks or the like subsidiary purposes, the local forest officer may make it over to the canal officer concerned in anticipation of the sanction of the Financial Commissioner, for which he shall apply through the Conservator of Forests.

(4) In any other case, as for instance, where the land is required for colonisation or when it is situated in a reserved or protected forest the sanction of the Financial Commissioner must not be anticipated. In particular, no scheme for alienating land may be taken up by the Irrigation Department until the Conservator's consent shall have been obtained and in case of his not concurring in the proposal, the matter shall be referred by the Irrigation Department for the decision of Government in the Revenue Department.

5. The procedure prescribed in paragraph 4 in respect of lands required by the Irrigation Department which are in the possession of the Forest Department applies, *mutatis mutandis*, to the case of unclassified forest or other undeveloped agricultural lands similarly required which are in the possession of the Deputy Commissioner. This intimation will be given to the Deputy Commissioner; the index map land schedule will be forwarded through the Commissioner to the Financial Commissioner; and required for merely subsidiary purposes will be made over by the Deputy Commissioner in anticipation of Government sanction, for which he will apply through the Commissioner and Financial Commissioner, and no scheme for alienating land may be taken up by the Irrigation Department until the Financial Commissioner's consent shall have been obtained.

Procedure when land required by Irrigation Department is unclassified forest.

6. Departmental lands under the State Government or under the following Departments:—

Forests	Police
Irrigation	Education
Buildings and Roads	Animal Husbandry
Electricity	Agriculture
Excise and Taxation	Health and Medical
Stamps	Industries
Judicial	Co-operative Societies
Jails	Fisheries
Registration	Reclamation
	Development Department

Transfer of land already in possession of one department to another department of the State Government.

Except as otherwise provided for forest lands in paragraph 4, the department for which land is required should, after consulting the local authorities of the department in possession of the land for the purpose of ascertaining whether there is any objection on their part, to the transfer apply to the Financial Commissioner for the necessary transfer order, if there is no difference of opinion. If there is a difference of opinion the application should be made to Government.

6-A. I. When any land or building is transferred from one department to another, the transfer shall be free of all charges, save as provided in the sub-paragraphs that follow.

Rules regarding credits and debits Punjab Government Finance Department No. 1246-SB. dated 17 June, 1926.

II. If any land or building is transferred to or from a commercial department for which regular revenue and Capital accounts are kept, the full market value of the land or building transferred shall be debited or credited as the case may be, to such department.

The only commercial departments for the purposes of sub-paragraph II are the Railway Department of the Government of India, the Colonization Department, the Irrigation Department (Major works and also minor works for which regular capital and revenue accounts are kept), and the Electricity Branch of the State Government.

III. The following rules regulate the proper credits and debits to be made in cases of transfers of land and buildings between the various departments of Government:—

(a) No credit or debit is to be made when the transfer is between non-commercial departments.



STANDING ORDER

[Land Acquisition No. 28]

- (b) When the transfer is from a commercial department to a non-commercial department, no credit or debit is to be made unless the cost of the land or buildings transferred was previously debited to the capital head of the transferring department. The credits will then be made to the transferring department and the debit in accordance with the instructions contained in Schedules I and II of paragraph 6-D.
- (c) When the transfer is from a commercial to a commercial department there should always be debit to the later, but the credit will be given to the transferring department or some other head in accordance with the instructions contained in Schedules I and II of paragraph 6-D).
- (d) When the transfer is from a non-commercial department to a commercial department there should be a debit to the latter and a credit to the transferring Department in accordance with the instructions contained in Schedules I and II of paragraph 6-D:

Provided that land shall be transferred to the Electricity Branch (a) free-where no cost shown to have been incurred by Government, or (b) at the actual cost, if incurred any, or the present market value, whichever is less.

Award in case of Government land included in a notification under the Land Acquisition Act.

6-B. Where land owned by Government is included in a notification issued under the Land Acquisition Act, the award shall deal with the Government land in the same manner as if it were privately owned, except that in the award statement no cash payment will be shown the transaction being recorded as a payment by book-transfer.

6-C. Where land is taken up for a commercial department by transfer, the transfer applied for will not be sanctioned until the valuation made by the department in possession or by the Deputy Commissioner, if the land is not in the possession of any department, has been accepted by the Railway, Canal or Electricity Department, as the case may be. When sanctioning the transfer the sanctioning authority will inform; (i) in the case of land transferred from the Railway, Canal or Electricity Department, the Chief Accounts Officer or the Chief Auditor of the Railway concerned or the Accountant-General and (ii) in the case of other land the Accountant-General and Deputy Commissioner concerned. The Accounts Officer will raise necessary debit and credit to the heads specified in paragraph D. The value of forest land, whether under the control of Forest Department or of the Deputy Commissioner, will not be credited to the Forest Department, but to V—Land Revenue, but the timber on the land to be transferred if not previously disposed of should be separately valued and its value debited to the transferee department concerned and credited to the Forest Department. It will usually be preferable to arrange for the Forest Department to dispose of the timber before transfer where it is possible to give sufficient time for this to be done.

Government of India letters Nos. 538-A, dated 19th September, 1912 and 379-A, dated 16th April, 1913, Punjab Government letter No. 79 (Forests), dated 17th February, 1911.

Heads to which sale proceeds of land should be credited.

6-D. The following Schedules show the heads to which the sale proceeds of Government land and building are creditable.

*Schedule I.— Sale proceeds of land, etc.*

*Head to which creditable*

- \*(i) When the cost of the land was originally debited to the capital account or to the revenue account of any project for which regular capital and revenue accounts are kept. The capital or revenue account of the project, as the case may be (as recoveries of expenditure).
- (ii) When the cost was originally debited to a capital expenditure head outside the revenue account even though no regular capital and revenue accounts are kept for the work covered by the capital expenditure. The Capital expenditure head originally debited (as recoveries of expenditure).

\*Note—In the case of land acquired by Government on payment for Companies, Railways or Government Lands made over to such Railway by other Government Departments or Railways where the cost was originally debited to "subsidised companies land" or "guaranteed companies' land", the sale proceeds are creditable to "subsidised companies" on the receipt sides.

STANDING ORDER

[Land Acquisition No. 28]

- (iii) When the cost was originally debited within the revenue section of the accounts to any service of revenue department for which no capital and revenue accounts are kept. The receipt head relating to the department concerned or, in the case of department not having a corresponding receipt head "XXXV—Miscellaneous—Miscellaneous".
- (iv) When the cost was not so debited—
- (a) the rights of Government in agricultural land not covered by clause (b). V—Land Revenue.
- (b) Nazul lands in the Uttar Pradesh, the Punjab and the Madhya Pradesh and lands in the Punjab equipped at the cost of provincial revenues for re-sale for building purposes. XXXV—Miscellaneous—Sale of lands and house.
- (c) All other items. XXXV—Miscellaneous—Miscellaneous.

Schedule II.—Sale proceeds of buildings (including the actual area occupied by or auxiliary to a building)—

Head to which creditable

- (a) When the cost of the building was originally debited to the capital account or to the revenue account of the project for which regular capital and revenue accounts are kept. The Capital or revenue account of the project as the case may be (as recoveries of expenditure).
- (b) When the cost of the building was originally debited to a capital expenditure head outside the revenue accounts even though no regular capital and revenue accounts are kept for the work covered by the capital expenditure. The capital expenditure head originally debited (as recoveries of expenditure).
- (c) When the sale affects irrigation, navigation, drainage and embankment works for which capital accounts are not kept. XIV—Irrigation, Navigation, Embankment and Drainage Works for which no capital accounts are kept.
- (d) When the sale is of building the cost of which was originally debited within the revenue section of the accounts to any service or revenue department for which no capital or revenue accounts are kept. The receipt head relating to the department concerned or, in the case, of departments not having a corresponding receipt head "XXXV—Miscellaneous—Miscellaneous."
- (e) In all other cases—
- (i) If so, in the Public Works Department, Army Department, Indian Marine or Military Engineer Services. XXX—Civil Works; XXXVI—Army; XXXVII—Marine; XXXVIII—Military Engineer Services, respectively.
- (ii) If sold by civil agency XXXV—Miscellaneous sale of land and houses

Note.—Any special and non-recurring receipts unconnected with expenditure previously delivered to a capital head falling under Schedules I and II of this rule may be credited to the Major Head "XI—Extraordinary Receipts" if the State Government desires to distinguish them from the ordinary revenues of the year, provided that the amount involved is so large as to justify this special treatment



STANDING ORDER  
[Land Acquisition No. 28]

6-E. In some districts the practice exists of taking over lands required for heads or channels of inundation canal "or for other specific purpose, e.g., Construction of Schools, Hospitals, seepage, drains, etc.", without payment on the condition that when the land is no longer required for the purpose mentioned, it shall be restored to the former owner. In such cases it is only necessary to obtain a written agreement from the owner the land being loaned to Government rather than acquired. "A model form of the agreement is at appendix C".

B. PRELIMINARY ESTIMATES (PARAGRAPH 465 LAND ADMINISTRATION  
MANUAL)

Two methods of acquisition.

7. Land may be acquired by Government in one of the following two ways :—
- (a) by private negotiations ;
  - (b) by compulsory acquisition under the provisions of Act I of 1894.

Whichever of these two methods is eventually employed, it will be necessary to frame preliminary estimates as hereinafter laid down, and in both cases the provisions of sections 4 and 5 of the Act may be utilised, if required; preliminary estimates, however, can usually be framed without recourse to the legal powers granted by the sections named.

*Note.*—For special rules relating to the acquisition of land for railway see section R, paragraphs 94-130 of this Standing Order.

Initial proceeding. Preparation of plans by the Acquiring Department.

8-I. When it is necessary to provide land for a public work, the departmental officers entrusted with the execution or supervision of the work shall prepare information as to the situation and general character of the land required. This shall include, in the case of railways, canals or other similar important works, a separate sketch map for each district traversed by the work, showing the exact course of the centre line of the lands to be taken up with reference to villages and towns. The scale of map shall ordinarily be one inch to the mile; and it shall show :—

- (1) village boundaries where they have been surveyed;
- (2) the distances traversed by the work; and
- (3) the average width of the strip to be acquired.

For land near towns or which for other reasons is likely to have a specially high value, a map of a sufficiently large scale be prepared showing the approximate boundaries of the land likely to be required with a note of any valuable trees, buildings or other property for which compensation will have to be paid in addition to the price of the land itself.

II. In the case of petty works or of important works not traversing a considerable distance such information and such maps or plans shall be prepared by the departmental officers, as will suffice to enable the Collector of the district to furnish his opinion and supply the data referred to below.

Assistance of Patwari.

III. If a departmental officer requires the services of a patwari for any length of time in order to point out boundaries etc. the collector of the district will make necessary arrangements charging the departmental officer with the pay of a substitute when one has to be appointed.

Reference to Collector for opinion.

9. When the information referred to in paragraph 8 *supra* is ready the departmental officer shall refer to the Collector of the district the questions whether there is any grave objection to the acquisition from his point of view and whether any undue or unnecessary hardship will be caused to the person about to be expropriated which might be avoided by such slight or unimportant change in detail as would leave the main scheme unaffected. In no circumstances, however, shall any religious place of worship, shrine, tomb, graveyard or any immovable property attached to any such institution, the boundaries of which are continuous with the site of the same be acquired compulsorily. If any other immovable property attached to any such institution or any waqf property be required, the Collector must refer the matter to Government in the acquiring department which should consult at least four legislators of the Community concerned before taking action. The Collector, on receipt of such reference, shall make such enquiry as he may consider necessary and suggest any practicable alterations. If his opinion is averse to the scheme, or if his suggested alteration do not commend themselves to the acquiring department, the matter shall be referred by the acquiring officer through his official superior to the Commissioner and, if necessary to Government in the Revenue Department.

STANDING ORDER

[Land Acquisition No. 28]

10. The departmental officer shall ask for the data, necessary for an estimate of the value of the land including the value of the trees, buildings or other property from the Collector of the district at the time when he sends the draft notification under section 4 for countersignatures or earlier if possible and in case the Collector does not supply this data within three months and in urgent cases within one month, the Special Land Acquisition Collector shall frame the estimates by collecting the data from the Revenue Field Staff through his own agency of the land acquisition staff. The data so collected shall be forwarded to the Departmental Officer and a copy thereof to the Collector for his approval. The Collector shall accord his approval within one month and the award will be announced accordingly. If the approval of the Collector is not received within that period, the approval will be presumed. If however, the Collector does not approve of this data, he shall within this period furnish his own data to the departmental officer and the land acquisition Collector and the same will be taken into consideration at the time of framing the award.

Application for supply of data necessary for an estimate.

Under para 2.79 of the Public Works Department Code such an application will not usually be made when the estimated cost of land to be acquired—

- (i) does not exceed Rs. 5,000 :
- (ii) does not exceed 5 per cent of the total amount of the estimate (works only).

11. When the work is confined to a single district, the application for the preliminary estimate mentioned in paragraph 465, of the Land Administration Manual shall be made to the Collector; when it extends to more than one district, to the Commissioner; when to more than one division, to the Financial Commissioner. On receipt of an application the Commissioner or Financial Commissioner will give the necessary instructions to the Collector concerned.

Application to whom made.

12. I. On receipt of the application or instructions, the Collector of the district will furnish data in the shape of rates per acre of the land along with a preliminary estimate of the value of trees, buildings, and other property, if any, for which compensation will have to be paid.

Data to be supplied by Collector.

II. Rates per acre may be shown as in the following illustration by the Collector when he furnishes data to the departmental officer :—

Miles	cultivated		Uncultivated	REMARKS
	Irrigated	Unirrigated		
3—15	*80	30	10	**Town lands of Rampur
15—17	300	120	30	
17—27	50	25	5	

\*Lands under tea will average about Rs. 800 per acre.

\*\*Lands within municipal limits will cost about Rs. 900 an acre and in the town itself, say Rs. 3, a square yard.

This form is intended as an illustration, and may be varied according to the circumstances of the case. In all cases reasons for the rates estimated should be stated.

III. As it is on these data that the department bases its estimates it is of the utmost importance that they should be as accurate as possible and should represent the usual market price obtainable.

On the one hand the result of pitching the estimates too low will probably be that the award will exceed the estimates, on the other hand if they are pitched too high, they may possibly be taken as a guide by the officer who makes the award and thus cause unnecessary expense to Government. Therefore, whenever it is found that the original rates were materially under estimated or over-estimated and no sufficient reason is apparent, the officers responsible for them should invariably be called on for an explanation. A copy of the data will be supplied to the acquiring officer.

IV. Kanungos and patwaris should not be called upon to give their opinion on the value of land.

13. When the Collector of the District or the Special Land Acquisition Collector, as the case may be, has prepared the data, he will report the same to the Head of the Acquiring Department

Report of data by Collector.



## STANDING ORDER

[Land Acquisition No. 28]

through the Commissioner, when the estimated value of the land and other property exceeds Rupees one lakh in any district and the Commissioner shall report through the Financial Commissioner when it exceeds Rupees Ten Lakhs in any division. If the data is prepared by the Special Land Acquisition Collector, he will, while making a reference to the Commissioner as above; also supply the details thereof to the Collector of the District simultaneously. The District Collector, if he differs with the data proposed by the Special Land Acquisition Collector, shall intimate to the Commissioner, his own data together with detailed reasons therefor within a fortnight, failing which the Commissioner will be at liberty to approve or recommend to the Financial Commissioner, as the case may be, the data reported by the Special Land Acquisition Collector. In other cases the data shall be sent direct by the Collector or the Special Land Acquisition Collector, as the case may be, to the Departmental Officer-in-charge.

Revised Estimates  
when necessary.

14. In dealing with railways, roads, canals and the like, where the exact area cannot be ascertained in anticipation, the department concerned should frame the best practicable estimate in the first instance, and a revised estimate should be prepared after the land plans have been completed. If the difference in quantities or probable cost is such as to require a further sanction of outlay, the revised estimate should be submitted as early as possible.

Acquiring officer to be  
informed.

15. A copy of the estimates or the revised estimates as the case may be, referred to in the foregoing paragraph, will be given to the acquiring officer, who being already furnished with a copy of the data (*vide* paragraph 12 *supra*) will thus be able to check the amount he proposes to give as compensation. In this way it should be possible to ensure that the total of the award statement does not exceed the departmental estimate.

Notification under  
section 4 of the Act  
when necessary.

16. If the preliminary inquiry necessary for the preparation of these estimates cannot be efficiently made otherwise, the departmental officer will submit an application in the form given in paragraph 17 *infra* for the notification of the land likely to be required under section 4 of Act I of 1894, through the usual departmental channels to the Secretary to Government in the department concerned for publication in the Gazette. The measures which may be taken after publication of this notification are described in section 4 of the Act. The State Government has under this section\* invested all Executive Engineers of the Public Works Department, including the Irrigation and Railway Departments with authority to take these measures which are designed to enable officers so empowered to ascertain whether the land is adopted for the purposes and to make a complete preliminary inquiry.

Budget provision  
(Financial Commissioner's unofficial  
No. 2268-R, dated the  
4th May, 1936 to Finance Department).

16-A. The department acquiring land should not make budget provision for the payment of compensation without first ascertaining from the Land Acquisition Officer when funds are likely to be required. In no case should budget provision be made where the plans, estimates and other data are incomplete and the scheme not sufficiently advanced to permit the publication of a notification under section 6 of the Land Acquisition Act by the month of October, at the latest. It should be noted that budget provision is not likely to be utilised during the year unless the notification under this section is published by October. The acquiring department should, therefore, enquire from the Land Acquisition Officer after the issue of the notification under section 6 of the Act, whether the funds provided should be retained or surrendered in the list of excesses and surrenders. If the Land Acquisition Officer is of the opinion that funds will not be required before the ensuing financial year, they should be surrendered and a request for a regrant made by the acquiring department. It is a responsibility of the acquiring Department to satisfy itself as regards the probable time when funds will be required for payment by the Land Acquisition Officer by direct correspondence with that Officer.

The following procedure should be adopted in so far as the land required for execution of works by the Buildings and Roads Branch of the Public Works Department is concerned:—

"The Collector of the district when supplying necessary data as to value of land, etc., (*see* paragraph 10 *supra*) should also state the time likely to elapse between the publication of the notification under section 6 and the payment of compensation. This information should then be furnished by the local Buildings and Roads Branch officer to the administrative department concerned when supplying rough estimates for purposes of administrative approval, for inclusion in B. M. Form 17 of the Punjab Budget Manual in due course".

Act XXXVIII of 1923,

17. A notification under section 4 must issue whether a preliminary survey or other act provided for in section 4 is necessary or not. A copy of this notification shall be posted at the Collector's office and at the tehsil, and shall be served on all persons known to be interested in the land. Those persons only are to be considered as 'interested' who would be entitled to claim an interest in the land acquired under the Act.

Note.—All owners, mortgagees and tenants should ordinarily be included in the term "persons interested" for the purpose of this rule.

\*Notification No. 675, dated 13th May, 1870.



STANDING ORDER

[Land Acquisition No. 28]

II. The notification under section 4 will be prepared by the departmental officer in the form given below :—

Preparation of a notification under section 4.

Notification by Government under section 4, Act I of 1894. Whereas it appears to the Governor of the Punjab that land is likely to be required to be taken by Government at the public expense for a public purpose, namely, for.....

..... it is hereby notified that land in the locality described below is likely to be required for the above purpose.

This notification is made, under the provisions of section 4 of the Land Acquisition Act, 1894, all whom it may concern.

In exercise of the powers conferred by the aforesaid section the Governor of the Punjab, is pleased to authorise the officers for the time being engaged in undertaking with their servants and workmen to enter upon and survey any land in the locality and do all other acts required or permitted by that section.

Any person interested who has any objection to the acquisition of any land in the locality may within thirty days of the publication of this notification file an objection in writing before the Collector of.....

(SPECIFICATION)

District	Tehsil	Locality	Area

Note.—The description of the locality should be so framed as to indicate as clearly as practicable, where the land lies in a particular village but it should be broad and general.

II-A. The draft notification should be accompanied by a statement giving full particulars of any religious buildings, tombs and graveyards on the land. This procedure may, however, be dispensed with under the orders of the State Government in any case in which, owing to the large area involved or any other cause, the preparation of the necessary statement would cause excessive delay.

III. The departmental officer will refer it to the Collector of the district in which the land is situated with a view to having the entries therein (e.g., the name of the tehsils, villages, etc.) checked. The Collector will check the major points of description; but need not verify areas or refer the notification to the tehsildar or partwari. After check the departmental officer will forward the notification through his departmental superiors to the Secretary to Government concerned for publication in the Gazette. The notification must be in print and not in manuscript; it must be in duplicate and the duplicate copy must be unsigned.

The collector should also prepare and submit confidentially to Government in the acquiring department through his superior officer, a note dealing with the nature of, and weight to be attached to objections which have already been raised or are likely to be raised by person directly or indirectly interested or by any section of the public. If no objections have been raised or are anticipated, the fact should be stated, and it should at the same time be explained whether, in the event of acquisition the demolition of the buildings or obliteration of the tombs will be necessary.

18. It will be observed from the above that the departmental officers concerned are responsible for surveys and the preparation of maps and plans. The Collector of the district is responsible for the data upon which the valuation prior to acquisition or award can be made, and, in framing this data, he should as far as possible under the circumstances, have regard to the considerations laid down in paragraph 50 *infra*.

Department prepares the estimates; Collector furnishes data.

19. The separate rates shown in the preliminary data furnished by the Collector of the district should not include the 15 per cent allowed for compulsory acquisition by section 23(2) of the Act, but the fact that this percentage is not included should be especially stated, and after the grand total of the estimate the departmental officer preparing it should make one entry as follows:—

Data not to include 15 per cent allowed for compulsory acquisition.

Add 15 per cent under section 23(2) of Act I of 1894 if the land is compulsorily acquired.



STANDING ORDER

[Land Acquisition No. 28]

B(I). PROCEDURE OF COLLECTORS AFTER ISSUE OF NOTIFICATION UNDER SECTION 4

Act XXXVIII of 1923,  
The disposal of objections.

19-A.(a) Any person interested (*see* paragraph 17 *supra*) in any land which has been notified under section 4, sub-section (1), may within 30 days after the issue of the notification object to the acquisition of the land or of any land in the locality, as the case may be. Every such objection must be made to the Collector in writing; and the following procedure is to be observed for the disposal thereof :—

- (i) When the Collector receives an objection he shall fix a date for hearing it and shall give notice of the date to the objector and to the officer of the department, or to the local body, on whose application the notification under section 4 has been issued.

It will generally be convenient to hear all objections after the limit of thirty days has expired.

- (ii) On the date fixed for hearing, if the objector fails to appear in person or by pleader, the Collector may, if he thinks fit, make, an *ex parte* enquiry regarding the objection or he may at once report to the State Government the fact of the objector's failure to appear. In either case he shall without unnecessary delay, report, his opinion as to the validity of each ground of the objection.

- (iii) The Collector shall forward his report together with the record of his proceedings direct to the Home Secretary to Government, if the acquisition appertains to a reserved subject, and to the secretary concerned when it appertains to a transferred subject.

- (iv) No costs shall be allowed.

(b) If the State Government after consideration of the report of the collector decides to withdraw from the acquisition proceedings, the notification, under section 4 of the Act shall be cancelled without delay.

C. ACQUISITION BY PRIVATE NEGOTIATION

20. When the preliminary estimate has been sanctioned by competent authority it is to be determined whether the land should be acquired—

- (1) by private negotiation; or
- (2) compulsorily under the Act.

The reasons which should determine the choice of the mode of acquisition are stated in paragraph 464 of the Land Administration Manual.

Note.— The State Government will not undertake any acquisition of land by private negotiations for any Department of the Government of India or any other State Government.

Initial proceedings when acquisition is by private agreement.

21. Negotiations for the acquisition of land by private agreement may be conducted by the Officers of any department to acquire land, but preliminary notification under section 4 is essential, and in every case the permission of the head of the department must be obtained both to the opening and concluding of the negotiations.

Duties of Deputy Commissioners when acquisition is by private agreement.

22. The Deputy Commissioners shall render to officers of other departments conducting private negotiations preliminary estimates in the manner described in part B of this order. But a Deputy Commissioner shall not carry on private negotiations for any other department unless the department acquiring the land has itself failed to acquire land by such negotiations.

Note.— Paragraphs 21 and 22 do not apply to the acquisition of land by Public Works Officers for railway purposes. Except preliminary inquiries all proceedings for the acquisition of land for railway purposes (either through the Act or by private negotiation) are undertaken by the civil authorities (Government of India, Department of Public Works letter No. 31-R.C., dated 11th January, 1893),—*vide* Part B.

STANDING ORDER

[Land Acquisition No. 28]

23. I. The officer conducting the negotiations must in each case obtain from the vendor a complete abstract of title extending over the full period of limitation for suits relating to immovables (twelve years) supported by all documents of title on which the vendor relies, and accompanied by strict proof of all matters and facts forming a link in the chain of his title.

Abstract of title to be obtained.

II. It is not sufficient to obtain mere copies of documents of title; it is of prime importance to examine such documents in original where title rests upon that. On the other hand there may be cases (e.g. the case of indisputable adverse possession by the vendor for more than the period of limitation which confers a substantive title) where it is unnecessary to obtain even copies of such documents.

Original document to be examined.

III. If the land be in the possession of a widow governed either by Hindu or customary law, the nearest male reversioners of the last male holder should be required to join with the widow in the execution of the sale. If the vendor is a minor he can act only through his guardian and the competence of the guardian should be scrutinized, particularly in the case of Muslims. If there is no guardian competent to alienate the minors, rights one would have to be sought from the civil court.

Precautions to be taken in the case of widow or minor vendors.

24. The procedure to be following in concluding a bargain by private negotiation is as follows.—

Procedure for concluding a bargain by private negotiation.

(a) When agricultural land is to be acquired, and the jamabandi entries for 12 years show an undisputed title, and the value of the land does not exceed Rs. 2,000 a Deputy Commissioner, may, with the sanction of the Commissioner of the division acquire the land. In reporting the matter for sanction, the Deputy Commissioner should submit copies of the jamabandi entries and the draft deed of sale.

Agricultural land.

(b) In other cases the officer concerned must submit to the head of his department a report with full details showing the nature of the land, the persons interested in it, and the nature of their claims. The report must be accompanied by the proof of title described in paragraph 23-I above and a draft of sale.

Other cases.

(c) A model form of sale deed is annexed as appendix A; but Commissioners and Heads of Departments should submit the draft sale deed to the Legal Remembrancer for approval in every case where a special condition is to be agreed upon, and in every other case of doubt. If the special condition is to be performed before the deed is executed, the officer concerned should see to its actual performance before he executes the deed; and the fact that the condition has been performed should be recited in the first appropriate blank space in the model form. Other types of conditions, e.g., restrictive covenants by the vendor where he retains other land adjoining the actual land sold will be unnecessary because the model form conveys all easements, etc., but even in such cases the existence of such easement, etc., could, with advantage, be recited and even emphasised as "special conditions".

When incorporating any special condition in the model form the circumstances of the proposed condition should be inserted in the space left for the purpose in the recitals and operative portion respectively so as to bring them clearly to the notice of the Legal Remembrancer. Further, the conditions should be defined where necessary in a plan or schedule or both.

These remarks apply *mutatis mutandis* to covenants undertaken by the President as vendee.

25. I. On receipt of the Commissioner's sanction or the sanction of the head of the department as described in the preceding paragraph, the officer concerned will inform the vendor of his readiness to conclude the transaction on the vendor's—

Conclusion of negotiation.

(a) handing over possession of the land sold and all former title deeds relating to it, and

(b) executing and causing to be registered and delivered to such officer a valid deed of sale, on proper stamped paper in the form supplied by such officer at the time; and that on the



STANDING ORDER

[Land Acquisition No. 28]

vendor's complying with those requirements, the purchase money will be paid to him. [Government of India, Home Department (Judicial), No. 485-501, dated the 28th March, 1895.]

Signatures of Deputy Commissioner, when necessary.

II. A conveyance in favour of Government ordinarily only requires execution by the vendor. If the instrument in any case contains stipulations binding on Government in favour of the vendor then the signature of the Deputy Commissioner is necessary.

Statement required at time of payment.

26. I. At the time of making payment to the vendors, the officer concerned shall draw up a statement in the form given below:—

Date of statement.....  
 Name of work for which land has been bought.....  
 No. and date of letter of head of department sanctioning opening of private negotiation, No. ...., dated .....  
 Date of letter sanctioning purchase No. .... dated .....

Statement showing the price settled by the parties for a plot of land situated in the village of ..... No. in tehsil ..... district acquired by private negotiation.

1 Serial No.	2 Name of person to whom payments due	3 Area of land	4 Khasra and Jamabandi Numbers of land	5 Abatement of land revenue	6 Total amount due to each person	7 No. AND DATE OF VOUCHER		8* Date on which possession was taken
						No.	Date	

\*To be filled in by the auditing office.

Officers acquiring the land are requested to note at the foot of the statement, the harvest from which the abatement of land revenue is to have effect.

II. With reference to column 6 of the above statement, it must be remembered that the statement showing the reduction in the land revenue (*vide* Paragraph 79 *infra*) is to be submitted whether the land is acquired by private negotiation or compulsorily.

Payments how made.

27. Payments should be made in accordance with the entry in column 6 of the above statement and receipts or an acquittance roll taken from the vendors in the same way as in the case of acquisition under the Act (*see* paragraph 75 *infra*). The officer purchasing the land will forward the statement prepared under paragraph 26 *supra* and receipts or acquittance roll to the audit officer with whom he is in account (*see* para 76 *infra*) when forwarding to him the account of the month in which payments are made.

27-A. In order to avoid any possible claims for interest, payment must be made before or immediately after taking possession. If for any reason this course is impracticable, the circumstances of the case are to be reported through the Commissioner and Financial Commissioners for the information of the Government in the acquiring department.

STANDING ORDER

[Land Acquisition No. 28]

D. COMPULSORY ACQUISITION UNDER ACT I OF 1894

28. Where action is taken under this part, i.e., the land is acquired compulsorily it is essential to conclude the transaction with as much expedition as is compatible with accuracy. When the Collector of the district knows that a notification under section 6 is likely to issue, he should have all preparations complete as regards acquiring officer, establishment forms, etc., so that on issue of the notification the proceedings may begin at once. Under ordinary circumstances the transaction should not take more than six months after issue of the notification under section 6. When necessary the services of a special officer should be applied for (vide paragraph 32 infra).

General instructions.

29. All correspondence should be marked "Land Acquisition" urgent so that the least possible delay be caused in delaying with it in the different offices.

30. I. A notification under section 6 must issue in all cases in which it is intended to put Act I of 1894 in force. As in the case of a notification under section 4, it will be prepared by the departmental officer, in the form given below, and sent by him to the Collector of the district for check and should similarly be accompanied by a statement giving full particulars of any religious buildings, tombs and graveyards on the land. As in the case of a notification under section 4 this step may be dispensed with under the order of the State Government in any case in which owing to the large area involved or any other cause, the preparation of necessary statements would cause inordinate delay. The check will be of the same nature as that described in paragraph 17-III supra. After it has been checked the draft notification will be drawn up in duplicate exactly in the same way as a notification under section 4.

Notification under Section 6.

II. After check the notification will be returned to the departmental officer concerned and forwarded by him to the head of his department for submission to the Secretary to Government concerned for publication in the Gazette.

The notification will be in the following form:—

Notification by Government in Gazette under section 6, Act I of 1894

Whereas it appears to the Governor of the Punjab that land is required to be taken by Government on the public expense for a public purpose, namely, ..... and ..... it is hereby declared that the land described in the specification below is required for the above purpose.

This declaration is made under the provisions of section 6 of the Land Acquisition Act, 1894, to all whom it may concern and under the provisions of section 7 of the said Act, the Collector of ....., is hereby directed to take order for the acquisition of the said land.

Plans of the land may be inspected in the offices of the Collector of ..... district and of the Executive Engineer, ..... division .....

SPECIFICATION

District ..... Mauza .....

Tehsil ..... Area in acres .....

DIRECTIONS AND BOUNDARIES

North ..... belonging to ..... son of ..... son of ..... of .....

East ..... belonging to ..... son of ..... son of ..... of .....

South ..... belonging to ..... son of ..... son of ..... of .....

West ..... belonging to ..... son of ..... son of ..... of .....

Note.— The law requires that the description should be specific. Therefore, small areas required for hospitals, schools etc. may be described by their Khasra number. But in the case of bigger schemes like the building of roads and irrigation projects, a broad description should be given followed by the demarcation of site which should be completed within 15 days after the issue of the notification. In such cases the description should, however, be specific and definite and not too general.



STANDING ORDER

[Land Acquisition No. 28]

II-A. The Collector should also prepare and submit confidentially to Government in the acquiring department through his superior officer, a note dealing with the nature of, and weight to be attached to, objections which have already been raised or are likely to be raised by persons directly or indirectly interested or by any section of the public. If no objections have been raised or are anticipated the fact should be stated, and it should at the same time be explained whether in the event of acquisition, the demolition of the buildings or obliteration of the tombs will be necessary.

*Explanation to accompany the draft notification*

31-I. The draft notification when forwarded to the head of the department will be accompanied by a statement showing :—

First that the cost of the land has been provided in an estimate which has been administratively approved and for which budget provision has been or will be made; and

Second that endeavours to obtain the land by private negotiation have been unsuccessful, or have been considered inexpedient.

The second part of the statement is not necessary in the case of land to be acquired for railways.

Departments to whom the notifications are to be sent.

II. (a) Heads of Departments will forward the draft notifications direct to the Secretary to Government in the Department concerned primarily with the public purpose for which land is to be acquired and who is responsible for the provision of funds for the acquisition of land. They should be careful to ensure that notifications for the acquisition of land are forwarded to the proper department of Government as for instance the notifications relating to the works under the management and control the Public Works Department, Buildings and Roads Branch, shall be forwarded for disposal to the Secretary to Government, Punjab, Public Works Department, Buildings and Roads Branch. Similarly all notifications required for the purposes of works under the Irrigation Department shall be forwarded to the Secretary to Government, Punjab, Irrigation and Power Departments, But as acquisition of land for minor canals is governed by sections 44 (3) and 45 of the Punjab Minor canals Act, 1905, the notifications are issued in the Revenue Department of Government, unless the canal in question is exclusively under the control of the Irrigation Branch of the Public Works Department.

(b) For acquisition of land for a department of the Central Government, or another State Government, all notifications shall be forwarded to the Department under the Punjab Government corresponding to or doing work similar to that of the department, under the Central Government or another State Government, as the case may be, which wishes to acquire land; [Government notification No. F-26(5)/57/J-II, dated the 20th February, 1957] unless the Government of India have undertaken to acquire land themselves. Thus notifications relating to the Income-tax Department and Central Board of Revenue shall be forwarded for disposal to the Excise and Taxation Department and for Military works to the Home Department of Punjab Government.

The notifications relating to the Railway Department and the Indian Posts and Telegraphs Department shall, however, be forwarded to the Public Works Department, Buildings and Roads Branch.

Land acquired for the Military Department.

III. It should be noted that previous sanction of the Government of India in every case is essential before land can be acquired for the Army Department. The sanction will be applied for by the military authorities after they have consulted the State Government (Army Regulations, India, Volume II, paragraph 407). All applications to the civil authorities for the acquisition of land for the Army Department should be from the Military Estates Officer concerned and should be accompanied by certified true copies of the extracts from the Government of India's Order sanctioning the acquisition.

Procedure after issue of notification under section 6.

32-I. When the notification under section 6 has been published in the Gazette, all further proceedings rest with the Collector or other officer specially empowered by Government to perform the functions of a Collector under section (3) (c) of the Act.

When a special officer or additional clerical staff should be applied for.

II. When the area of land to be thus acquired is so considerable that the appointment of a special officer or additional clerical staff for the work seems advisable, the Collector of the district or head of the department concerned will apply to the Commissioner of the division, who will take such steps as seem necessary. The special rules applicable to the special officer will be found in part F below.



STANDING ORDER

[Land Acquisition No. 28]

With a view to guarding against claims, there is no objection to the communication by the acquiring department to the acquisition officer of the results of any negotiations which the acquiring department may have entered into with the parties to be expropriated previous to the opening of proceedings under the Act.

E. PROCEDURE OF COLLECTORS AFTER ISSUE OF A NOTIFICATION UNDER SECTION 6

33. When the Collector or other officer invested with the powers of a Collector has received a direction under section 7 of the Act to take order for the acquisition of the land, he will proceed in accordance with the provisions of section 8 *et seq.*

Procedure of acquiring officer empowered under section 7.

34-I. Under section 8 of the Act the acquiring officer will send to the tehsildar (if necessary through the Collector of the district) a copy of the notification under section 6, and have the land marked out and measured. At the time of marking out and measuring the land as officer of the Department for which the land is to be acquired should, if possible, be present, and see that the boundaries are correctly aligned.

Land to be marked out.

II. Proceedings should not be stayed merely, because when action is taken under sections, it is found that there is a discrepancy between the land to be acquired and the description or measurements of the land given in notification, provided the notification describes the land with approximate correctness and the owners in this and other areas have had due notice of Government's intention to acquire the land, the acquisition should be completed, and no revised notification need be issued.

Treatment of discrepancies in measurement.

35. The notice to persons interested in the land, required to be served under section 9 of the Act, shall be in the form given below :—

Form of notice under section 9.

*Notice to persons interested in land to be acquired under Act I of 1894.*

Whereas the undermentioned land is about to be taken up for a public purpose namely....., under notification of the Punjab Government No..... published in the *Punjab Gazette* of.....all persons interested in the said land are hereby called upon to attend personally, or by agent at (place).....on the.....(date) at.....o'clock to state the nature of their respective interests in the land and the amount and particulars of their claims to compensation for such interests.

This notice is issued under section 9 of Act I of 1894.

Boundaries—

North	East	Extent
South	West	
Dated	196 ,	Collector.

36-I. In order to facilitate the enquiry into the value of the land and into the claim of persons interested the acquiring officer will cause two statements, in the forms given below to be prepared by the tehsildar or other competent revenue officer, as noted in paragraph 471, Land Administration Manual.

Statement of values and owners.

Form (I)

1	2	3	4	5	6	7	8		9	10	11	12
							Cash	Kind				
Serial No.	Khasra Number whole or part	Khatauni number	Total area of field (in local measure)	Owner, mortgagee, tenant mafidar or other person interested	Area taken up (in local measure)	Revenue on land taken up	RENT PER BIGHA OR GHUMAO		Class of land	Crops, trees, wells or houses on land taken up	Value of such crops, trees, wells, houses	REMARKS



STANDING ORDER

[Land Acquisition No. 28]

Form (ii)

1	2	3	4	5	6	7	8	9	10	11
Serial No.	Jamabandi and Khatauni number	Names of owners, etc.	Names of occupancy tenants	Khasra number, whole or part	Total area of land in holding taken up (in acres)	Classes of land taken up	Crops, trees, wells or houses on land taken up	Value of crops, etc., shown in column 3	Revenue payable on the land taken up	REMARKS

Report giving data for estimate of market value.

II. The statements will give in a tabular form most of the information necessary to come to a decision as to the compensation to be awarded. Statement No.1 will give details for each khasra number while statement No. 2 will merely give the totals for each holding. In addition to these statements the tehsildar or other revenue officer will submit a report in which he will give in detail all the data from which the market value of the land can be estimated, viz.—

- (a) the prices paid for land recently acquired in that or neighbouring villages,
- (b) the prices paid in private transactions as discoverable from the register of mutations, etc.
- (c) all other informations available, especially with regard to the points referred to in section 23 of the Act.

III. Care should be taken that a copy of the portion of the settlement field map, in which the land taken up is situated with the boundaries of the land marked on it is filed with the patwari's papers and with the proceedings of the case.

Report when to be complete.

37. The statement and the report should be completed and checked before the date fixed in the notice issued under section 9 for the attendance of parties and enquiry into claims.

Notice to departmental officer.

38. The acquiring officer must give at least 15 days previous notice of the date fixed under section 9 to the departmental officer acting on behalf of the department for the acquisition of the land, in order that he may have an opportunity of making in person, by agent or by letter, any representation regarding its value which he may think necessary. The notice shall be accompanied by a copy of the statements and report prepared under paragraph 36 *supra* or in cases in which the file is too bulky for copies to be conveniently prepared, the notice shall inform the departmental officer that this is the case and that the file is open to inspection by him or by any other officer named by him, on a day not later than two days before the date fixed in the notice issued under section 9. In the later case, however, a note of the value of the land, house, etc., arrived at in the report shall invariably be forwarded along with the notice.

Opportunity to be given to the departmental officer to make representations to acquiring officer.

39. Due consideration shall be given by the acquiring officer to any representations the departmental officer may make in reply to this notice, whether made in person, by agent or by written statement. It will rest with the department concerned to decide whether there is ground for making any such representation. The officer acquiring the land is only required to see that due opportunity for doing so is afforded, and that the representation, if made, is duly considered before an award is made under section 11 of the act.

40. Cancelled.

F. ACQUISITION BY A SPECIAL OFFICER

41. In paragraph 32 *supra* it has been explained when the services of a special officer should be applied for. Generally the procedure to be followed by the special officer is exactly the same as the procedure for the Collector of a district or other civil officer acquiring land. (The special rules contained in paragraphs 42 to 47 that follow must, however be carefully observed by the special officer.)



## STANDING ORDER

[Land Acquisition No. 28]

42. The special officer will report every award made by him to the Collector of the district in which the land, the subject of the award, is situated. The report will show the area, kind of soil, rate per acre, and total amount in each case.

Special officer to report award to Collector of the districts.

43. In any case in which the special officer proposes to award 10 per cent or more in excess of the original estimate or in which the original estimate would be exceeded by more than Rs. 10,000, he must before announcing his award, report the circumstances to the Collector of the district in which the land the subject of the award, is situated. If it is proposed to exceed the original estimate by 25 per cent or more, the Collector of the district must report the case to the Commissioner and if the excess is more than 50 per cent or more than a lakh of rupees, the orders of the State Government in the department concerned with finding funds for the acquisition of the land must be taken before the award is announced.

Proposed awards in excess of original estimates (Government of India, Circular No. 9-292-1, dated 28th June, 1906).

*Note.*—By original estimate is meant the estimated rate for each class of land in any estate according to the data originally furnished by the Collector.

43-A. In any case where land is acquired by a Special Officer for some Autonomous Board or Body, Government in the Department concerned may, by a specific order, authorise that Board or Body to exercise any or all powers under paragraph 43 above.

44. The Collector of the District shall have the power of requiring all cases to be referred to him before an award is given whether it is proposed to exceed the original estimate or not.

Collector's powers to require cases to be referred to him before award.

While it is open to the State Government to cause the proceedings of the officer framing the award under Section 11 of the Land Acquisition Act to be laid before a superior authority before the award is actually made and while it is open to that superior authority to give the Land Acquisition Officer any information which it may have as to the proper valuation of the land, or instructions as to the information which the Land Acquisition Officer is to take into account in framing his award, the superior authority is not competent to direct the Land Acquisition Officer to award any particular amount as compensation. Such action would virtually result in the award being made by some authority other than the officer, holding the inquiry under section 11 of the Act. But when the Land Acquisition officer, after considering all the information placed at his disposal, either in the course of the proceedings under section 11, or extra judicially by Government or other authority superior to him has finally decided the amount of the award to be made, the only alternative open to Government is—

Government of India, circular No. 10, dated the 12th June, 1913.

- (i) either to withdraw from the acquisition proceedings, or
- (ii) to allow them to proceed on the basis of the Land Acquisition Officer's award.

45. The rules for the payment of compensation by special officers are given in Part L.

Rules for the payment compensation.

46. In framing his award, the first essential point for an acquiring officer to remember is that he is acting as an agent of Government and not as a judicial officer. He need not, therefore, be reluctant to receive any evidence not brought before him judicially. It has been held that the enquiry and valuation made by the Collector are departmental in their character for the purpose of enabling Government to make a tender through him to the persons interested, and that it is open to him, in making his award as to the compensation to be offered, to consider all available information on the question.

Acquiring officer, an agent of Government and not a judicial officer. (Government of India, circular No. 9-292, dated the 28th June, 1906).

47. A second and equally important point is that in certain cases the department for which the land is being acquired be allowed an opportunity of withdrawing from the transaction. It is imperative that such opportunity should be given before possession has actually been taken, as indicated in section 48 (1) of the Act, and it is to be observed that this permits withdrawal even after the award has been announced and compensation paid provided only that possession has not passed. Once the possession has passed, the Collector's award becomes binding on Government who have no power to claim a reference to the court under section 18 of the Act. It follows that Government's power of withdrawal must be exercised at some previous stage of the proceedings. Such stages would be—

Opportunity of withdrawal to be given to acquiring department.

- (1) When the Collector finds that his award is likely to exceed the original estimate of the cost of acquisition for any class of land in any estate by more than 25 per cent the case should then be reported to the Commissioner who will himself pass necessary orders if the excess is 50 per cent or under; if it is more than 50 per cent a reference should be made through the Financial Commissioner to the State Government.



## STANDING ORDER

[Land Acquisition No. 28]

- (2) When the amount claimed in pursuance of the notice issued under section 9 of the Act is more than 25 per cent of the amount which the Collector proposes to award, a report should be made to the Commissioner who may deal finally with the case, if the excess is 50 per cent or under; where the excess is more than 50 per cent or more than a lakh of rupees, the orders of the State Government through the Financial Commissioner should be obtained.
- (3) When the court's award appears to be excessive a reference to the State Government through the usual channels will be necessary and it is consequently of great importance that possession should not ordinarily be taken until the court's award has been received and considered by the Collector. Similarly, in default of the order of higher authority, possession should not ordinarily be taken until the time within which an application for a reference to the court must be made under section 18 of the Act, has elapsed without an application being made. Further remarks on the subject of possession will be found in part K of this order.

In the interest of Government departments acquiring land, the Collector is further required to inform the departmental officer of the facts, before announcing the award, if his award, as finally settled after objection petitions have been heard, exceeds by more than 20 per cent of the preliminary estimate of the cost of acquisition prepared before the issue of notification under section 6 of the Act or if the evidence is conflicting such as to indicate the possibility that a civil court may award a sum similarly exceeding that estimate. Further action must then be postponed until the proper authority has decided whether the acquisition should be proceeded with or not.

### G. THE AWARD

48. When a local body or company utilises under section 50 the provisions of the Act and the services of Government agency, similar considerations apply and such local body or company is as much bound by the award of the acquiring officer as Government would be, and may not under section 18(1) as a person interested require the Collector to refer the matter to the court.

49. (I) The award must in all cases be made by the acquiring officer himself and recorded with his own hand. On the date fixed in the notice issued under section 9 he will cause those persons who are interested in the land to be acquired to appear before him. He will then prepare two lists, the one showing the names of persons present, the other the names of the absentees. Unless it appears to him that there is sufficient reason for adjourning proceedings to later date, the case will be conducted *ex parte* so far as absentees are concerned.

(II) The statements of the persons interested shall then be recorded as to whether they accept the measurements given in the report furnished under paragraph 37 *supra* and agree to the rates of compensation proposed for the various qualities of land, for trees, houses, standing crops, etc., and to the apportionment thereof. If a holding or field is jointly owned or is mortgaged, or held by the officer acquiring the land will also enquire as to the shares of the compensation to be paid to the several owners and to mortgager respectively. These points are important, and the officer should in no case fail to take them into consideration. Where compensation is payable on account of standing crops, the amount of compensation awarded should be the market value of the crops less the amount of land revenue and cesses payable on the land, since under paragraph 82 *infra* the land revenue will be reduced from the harvest during which the land has been taken up.

50. (I) The Collector will pay special attention to the directions given in sections 23 and 24 of the Land Acquisition Act. The chief matter for determination is the market value of the land at the date of the publication of the notification under section 4, sub-section (1). The officer acquiring land may consider the prices paid for the land recently acquired under the Act in the same neighbourhood, if any, or prices paid in private transactions and recorded in registered deeds or judicial proceedings or the letting value of the land, and the amount of the Government revenue, if any. In the case of private transactions he will recollect that the recorded price may be misleading from the indebtedness of the vendor or from over statement in order to avoid pre-emption claims. It will always be open to him to consult respectable people who are disinterested. His main data, however, will be, of course, the original estimate framed by the Collector of the district in accordance with paragraph 12 *supra*. He is not bound to follow this estimate closely but the reasons which lead him to make any important departure from it must be carefully weighed.



## STANDING ORDER

### [Land Acquisition No. 28]

(II) In regard to house property it may be found convenient to consult the following authorities : I.L.R. 15-Bom.-279; I.L.R.-2 103 : II B.L.R. 236.

(III) In all cases, however, when the point arises he will do well to take into view the third head in section 23(1) of the Act. Compensation for damage in consequence of severance is a matter of importance and difficulty. In the case of railways or canals with crossings at considerable distances, the compensation may often be unavoidably high. If land upon acquisition will be severed from its source of irrigation, and the department acquiring the land does not undertake to grant irrigation facilities equal to those previously enjoyed, the difference between the market value of irrigable and non-irrigable land must be taken into consideration in estimating the value of the land so severed. The provisions of subsection (2) of section 9 of the Act should, however, be borne in mind in cases in which exorbitant claims are made on account of severance (*see* also paragraph 478 of the Land Administration Manual).

51. It should be noted, however, that under the present Act no person can claim compensation unless some land has been taken in which he claims an interest, or over which he has an easement. He cannot claim compensation on general grounds that his land is injuriously affected by the acquisition if no part of it is taken under the Act.

Persons who may claim compensation on the ground that his land is injuriously affected.

52. (I) In cases where the Government revenue has been alienated in favour of any one, the value of the loss of revenue to the assignee must be estimated as noticed in paragraph 489, Land Administration Manual.

Treatment of revenue assignments.

(II) In shared villages reduction in revenue due to the acquisition of land for the State should be made from the khalsa rent roll unless this course is impossible owing to the method of the division of the shares, or for other sufficient reasons.

(III) Where jagir or muafi land taken up is insignificant in amount and reduction cannot be made from the Khalsa rent roll, compensation must be awarded in cash, in accordance with the directions given below. But when the amount of jagir or muafi on the land taken up is more than Rs. 100 per annum or when such amount is more than one-fifth of the total land revenue enjoyed by the assignee, and the reduction cannot be charged to the khalsa rent roll, the State Government is willing to receive proposals through the Financial Commissioner for the grant of a pension or of a new assignment in lieu of the cash compensation otherwise payable for the assignee's interest in the land. Such proposals should not be made as a matter of course, but only when clearly indicated by the circumstances of the case. When such proposals are not made the matter will be dealt with according to the rules for cash compensation.

Treatment when the assignment is petty and where considerable.

53. In cases where cash compensation is awarded, the following rules shall be observed. If the assignment is for more than one life, or in perpetuity, the compensation is to be calculated at 20 years purchase of the Government revenue assessable on the land. If the assignment be only for life, the value is to be calculated (excluding months and days) according to the scale laid down by Government for *buying* out pensions by which a fixed graduated value is given with reference to ages. The amount thus calculated is to be paid to the encumbrancer and his right is thus extinguished. Where *nazrana* is paid annually by the jagirdar, this is really a deduction from the revenue of jagir. In such a case a proportionate amount of the *nazrana* should be remitted and the amount of the compensation must be calculated after deducting the *nazrana* proportionate to the amount of the assignment extinguished. If the assignment be for the term of settlement, compensation must be calculated with reference to the number of years the settlement has yet to run : provided that in no case more than twenty years purchase—the limit for perpetual grants—be allowed.

Cash compensation how to be calculated.

54. When all statements have been recorded the acquiring officer shall draw up his award, which will indicate the total area of the various qualities of land taken up, the rate and the amount of compensation to be paid on account of land of each quality, the total amount of compensation to be paid on account of crops, trees, houses, etc., the proportion of the compensation to be enjoyed by mortgagees and by occupancy tenants, and decision on the objections that may have been raised by interested persons. The extra 15 per cent awarded under section 23 (2) of the Act on account of compulsory acquisition should not be included in the rates awarded per acre but should be added to the total compensation and shown separately. It should be noted that section 23 (2) of the Act provides the grant of 15 per cent compensation on the market value of the land acquired and not on the total award. Land as defined in section 3 (a) of the Act would include land, trees and buildings. But 15 per cent is not to be added to compensation awarded in consideration of any of the matter specified in clauses 3 to 6 of section 23 (1). Nor is it to be added to the capitalized value of jagir revenue granted under paragraphs 52 and 53 *supra*.

How the award is to be drawn up.



STANDING ORDER

[Land Acquisition No. 28]

Statement showing compensation for each holding.

55. Below the general award he shall have drawn up a statement in English showing the compensation awarded on account of each holding. This will be in the form given in illustration below:—

1	2	3	4	5	6
Serial No.	Jamaband and Khatauni Nos.	Names of owners, tenants, etc., with shares	Khasra Nos. out of which land has been taken up	Area in acres of land taken up	Quality of land
	2/7	Khuda Bkhash, son of Gulam Muhammad, and Izimo, son of Piru, equal share owners Partap Singh 2/5 and Harnam Singh 3/5, occupancy tenants Section 5. 2/8 Hussaina, son of Sadiq	17 25 min. 1092 1 7	10.5	2 acres sotar barani 7 acres nahri  1.5 acres banjar qadim  1 acre sotar barani

7	8	9	10	11	12	13
Compensation for land	Number of trees, houses, etc., on the land or area of standing crops	Compensation for trees, houses, etc.	Total of columns 7 and 9	Compensation under section 23(2) of the Act	Total compensation	REMARKS
Rs. 160.00 700.00	1 kikar Nil	Rs. 4.00 Nil	Rs. 900.00	Rs. 135.00	Rs. 1,035 of which owners Rs. 646.25 nP. tenants Rs. 388.12nP.	
301.00 800.00	1 hut Nil	6.00 Nil	80.00	12.00	92.00	

Value of life annuity of one Rupee per annum

Year	Rs. nP.	Year	Rs. nP.
Under 10	13.00	45 to 49	9.00
10 to 19	12.50	50 to 54	9.00
20 to 24	12.00	55 to 59	8.00
25 to 29	11.50	60 to 64	7.00
30 to 34	11.00	65 to 69	6.00
35 to 39	10.50	70 or above	5.00
40 to 44	10.00	—	—

Announcement of the Award.

56. The award shall then subject to the instructions referred to in paragraph 47 *supra* regarding the submission of the award to higher authority for approval before announcing it, be explained to the persons present, and those interested in each holding shall be informed of the amount of compensation to which they are entitled. Notices of the award shall also be sent to all persons interested in the land who are not present in court. It will be noted that the Act requires immediate notice to be sent. The notice should be in the following form.—

Form of notice under sections 12(2) and 31(1) of Act 1 of 1894

Land Acquisition case No.	Object	Gazette notification

STANDING ORDER

[Land Acquisition No. 28]

Notice is hereby given that in the above case, in which you have been treated as a person interested, an award was made by me on the ..... of ..... 19 ..... under section 11 of Act I of 1894. The sum payable to you is Rs. .... If you are willing to accept it you should appear before me personally or by authorised agent on or before..... Interest will not be payable in case of failure to appear.

57. Separate proceedings must be taken as to land acquired under separate notification and separate awards should be drawn up on account of each village in which land is acquired.

Proceedings under separate notification.

58. In all cases an award of cash compensation must be made. If, however, not infrequently happens that either (a) the person from whom the land is being acquired asks that Government land no longer required for public purposes may be given to him in lieu of cash compensation or (b) it would be convenient to Government to award compensation in the form of land instead of cash. This latter case would occur chiefly when a new cut was being made and the land under the old cut was no longer required. All land no longer required must however be disposed of in accordance with the provisions of paragraph 87 *infra*. It follows firstly that no land to which any person has any claim under that paragraph can be awarded to other persons as compensation for land acquired from them; and secondly that no departmental officer can have private negotiation or otherwise acquire land for a public purpose and give in exchange for it other land no longer required. All land not required must be handed over to the collector of the district. If it is proposed by any departmental officer to relinquish land and to acquire other land in the neighbourhood, he must treat the two transactions as entirely separate. All he can do is to hand over the land to the collector of the district and represent to him that, if possible, the land should be given as compensation for the other land to be acquired. If the acquiring officer after having satisfied that no person has any claim to the land under paragraph 87 *infra* proposes to award it as compensation he will award cash compensation as usual, but will record in the award and in the award statement A (*vide* paragraph 73 *infra*), note to the effect that it is proposed to give land in lieu of cash. The question of the land to be awarded will then be dealt with in a separate file.

Compensation in form of land in lieu of cash.

58-A. It has been the practice of Government in recent years and will continue to be its policy in future to give land in compensation if desired, instead of cash subject to the following conditions :—

Treatment of such cases.

(a) that land is available for the grant; and

(b) that the land acquired from any one person—

(i) bears a reasonably large proportion to the amount of land still left to him; or

(ii) affects in an appreciable degree the possibility of his making livelihood out of the land; or

(iii) exceeds Rs. 4,000 in value.

Finally every case will be considered on its own merits with reference to above considerations.

It must, however, be clearly understood that the above instructions refer to agricultural land proper and do not apply to urban lands or save in exceptional circumstances to land in the close vicinity of a town or mandi.

This paragraph does not affect the instructions in paragraph 58 in the conditions to which the latter is applicable.

59. Under the provisions of sub-section (4) of section 31 of the Act the Collector may come to any agreement with the parties as to the method of payment; but except in the cases provided for by sub-section (3) of that section the Collectors cannot force a party to take land in lieu of cash. Where, however, the interest of a party is so limited, as in the case of a trustee of a waqf property, or a Hindu widow as to make it extremely difficult, if not impossible, to arrive at an adequate cash estimate of its value or where from the circumstances of the case it is impossible to place the parties concerned by a cash compensation in the same or nearly the same position as before acquisition, sub-section (3) enables the Collector to arrange to award land (subject to the same limitation of interest) in lieu of cash.

Collector's power to award land in lieu of cash.

60. In cases in which compensation is granted in the shape of other land in exchange or remission of revenue, as provided in section 31(3) of the Act, and the land is acquired for Government

Value of such land how to be adjusted.



STANDING ORDER

[Land Acquisition No. 28]

purposes no adjustment of the value of the land given in exchange will be required, unless it is separately purchased by Government. If, however, the land is acquired for a body financially independent of Government the value of the Government land given in exchange and the capitalized value of the abatement of land revenue should be charged against advances of funds (*vide* paragraph 77 *infra*) made by that body.

H. REFERENCE TO THE COURT

Reference under section 19 how made.

61. When action is taken under section 19 of the Act, the acquiring officer should be guided by the following considerations in deciding whether to make a separate reference on account of each holding included in the award, as to which an application has been filed under section 18, or to make a single reference covering several holdings. In all cases there must be a separate reference on account of each village. If the persons interested in a number of holdings in the same village object to the award on the same grounds one reference may be made as to all the holding ; if, however, the person interested in any holding object to the award on grounds which apply only to that holding then a separate reference must be made as to that holding. References to the court should, of course, be made only in the case of persons interested who have objected to the award, remaining owners being settled with/without a reference to the court. The sections of the Code of Civil Procedure on the subject of misjoinder of cause of action and of parties should be consulted in this connection.

Departmental officer to be informed.

62. The officer should at once inform the departmental officer concerned of any reference to the court made under section 19, and should forward to him a copy of the grounds on which the objection to the award is taken [section 18(2)]. When a notice is served under section 20(c) the acquiring officer should immediately forward copy to the departmental officer.

After the reference is decided by the Civil Court, the Acquiring Officer should ensure that the acquiring department is kept informed from time to time in cases where the parties interested go in appeal, till the proceedings are finally disposed of and closed.

Representation of Government in court.

63. The proceedings before the court under Part III of the Act are of a regular judicial kind and the provisions of the Civil Procedure Code and of the Indian Evidence Act are applicable. References to civil courts under the Act fall within the definition of 'suit' as defined in the suit rules (*vide* note 1 below para 15.1 of the Punjab Law Department Manual). The collector should, therefore, proceed in the manner provided for the defence of civil suits as laid down in the suit rules contained in chapters 13—15 of the manual. The sanction of the Controlling authority to the defence of the award should be obtained by the Land Acquisition Officer or the Head of the Department concerned under intimation to the Deputy Commissioner, having obtained this sanction he should forward to the Legal Remembrancer the necessary papers including the award, petitioner's objections, and referring order to enable the Legal Remembrancer to instruct suitable counsel on behalf of Government. Facts must be proved in a legal manner, and all evidence, whether oral or documentary, on which the case is to be decided, must be produced in court. If the Collector is not represented before the court the case will be decided *ex parte* and Government will be prejudiced if it is found necessary to present an appeal.

Legal advice.

64. (I) Subject to the directions given in paragraph 63 *supra*, cases which are referred to the civil court, under section 19 of the Act, should only be reported to the Financial Commissioners, if the Financial Commissioner is the controlling authority; but the Legal Remembrancer should be consulted in the usual manner on any points that may arise in respect of such case involving legal doubts or difficulties.

Appeal Report to Financial Commissioner.

(II) When a departmental officer is of the opinion that an appeal should be filed under section 54 of the Act, he will report the case to his departmental superiors for transmission to the Financial Commissioner. The report should be drawn up in accordance with the Government suit ruling contained in chapters 13 to 18 of the Punjab Law Department Manual, and should contain in addition an abstract of all the evidence, oral or documentary, produced on behalf of either side in the lower court. A similar report must be submitted by the departmental officer to the Financial Commissioner if the opposite party files an appeal.

Cost of interest on excess to whom charged

(III) If the court orders the Collector to pay costs under section 27 of the Act or to pay interest under section 28 such costs or interest shall be charged to the department for which the land has been acquired as part of the costs of acquisition.



STANDING ORDER

[Land Acquisition No. 28]

K. TAKING POSSESSION

65. The importance of the act of taking possession has already been emphasized in paragraph 47 *supra* and all acquiring officers should bear it carefully in mind. It has been found necessary to warn Collectors that possession must not ordinarily be taken until after the lapse of the period named in section 18(2) of the Act unless the acquisition of the land appears to be absolutely necessary. Cases of special urgency are dealt with in section 17 of the Act, and it is to be noted that proceedings under the section can be taken only in the case of waste or arable land and not of building sites and that it is necessary (1) that a notice under section 9(1) should issue; (2) that the previous sanction of the State Government should be obtained before the Collector takes possession of the land; and (3) that compensation for damage should be offered at the time of taking possession.

When possession may be taken.

66. Whenever the Collector deprives an owner suddenly of his land, he should meet liberally the exception expenses to which the owner may be put.

Urgent cases.

Liberal treatment in cases of sudden dispossession.

67. Although legal possession cannot be taken save as described above, the Collector of a district or other civil officer acquiring land may by agreement with the owners enter into and take possession of land after issue of notifications, but before the declaration of the award. Such action should only be taken in cases where early possession is of great importance, and the officer is ensured that no exorbitant demand for compensation for the land acquired will be raised by the persons interested. In every case in which possession is taken before the declaration of the award efforts should be made to conclude the award as soon as possible. At the time of taking possession an accurate note should be made of the crops standing on the land and their estimated value.

Possession before the award when permissible.

68. Land required for the construction of the major and minor distributaries of canals and watercourse in cases in which zamindars who are interested in the early completion of the irrigation works themselves invite the occupation of the land, may be taken possession of by an Executive Engineer prior to the issue of the formal notification and to the delivery of formal possession by the Collector under the following conditions:—

Possession prior to notification when permissible.

- (a) The irrigation officer, who wishes to avail himself of the permission granted by this rule, must apply to the Collector of the district concerned, who will depute his revenue assistant or other revenue officer to accompany that officer and assist him in ascertaining who have interests in the land in obtaining their consent of possession being taken at once, and in estimating the compensation due for standing crops, or for damage caused through the occupation of the land, and the interference of cultivation pending the occupation of the land under the Act.
- (b) The irrigation officer will then obtain from the owners and cultivators of the land a written application assenting to the occupation of land and shall forward it in original with a rough sketch and area details of the land to the Collector of the district not later than the date on which possession is taken.
- (c) It will be for the Superintending Engineer to see that notifications as to the land so occupied are at the same time promptly submitted to Government through the usual channel.

69. It is most important, therefore, that officers should avail themselves of the provisions of section 17 of the Act, and of the concession made in paragraphs 67 and 68 *supra* only in cases of necessity and strictly in accordance with the provisions of the Act and of this standing order. When land is taken possession of prior to the award, it is, in the first place, difficult for the Collector afterwards to assess compensation for the standing crops, trees, etc. and in the second place, it will be proportionately more difficult to carry out the orders for withdrawal from the acquisition proceeding when the demand is exorbitant.

70. Under sections 16 and 17 of the Act, the Collector alone is entitled to take possession of the land acquired (see paragraph 484 of the Land Administration Manual).

Collector alone may take possession.



STANDING ORDER

[Land Acquisition No. 28]

L. PAYMENT OF COMPENSATION AFTER AWARD BY THE COLLECTOR

Payment of compensation when made.

71. As soon as the award has been announced the acquiring officer will proceed to pay the compensation awarded to those persons who are present and who accept the award. Sufficient notice should be given to enable all payees to assemble at the place where they will receive their dues but no time should be wasted in useless endeavours to secure the attendance of absentees. A note shall be made of the names of those persons who refuse to accept the amount awarded or who accept it under protest. Much trouble will be avoided if the principle that payment of compensation should be made at the time of award, is strictly observed. Most of the persons interested will then be present and immediate payment will save them the necessity of making frequent journeys to the tehsil. It will usually be found of advantage to draw in advance a sum sufficient to cover the probable amount of the award and to make payments against this especially when the award is announced at a place distant from the headquarters.

(a) Provision of Funds

Provision of Funds when land taken up by Collector of district. See Government of India resolution No. 2209-A, dated 10th May, 1895, paragraphs 8, 13 and 15.

72. (I) When land is taken up by the Collector of a district or other civil officer not specially employed for the work, such Collector or civil officer draws money for payment due under his award from the civil treasury, but no amount of land compensation charges should be drawn until the officer is actually about to proceed to the place where he will disburse them. The Treasury Officer has no concern with the award or with the award statement; he makes the payments on the authority of the civil officer assessing compensation, who may either draw money in advance for direct payment or make payments in any of the other ways described in paragraph 75 *infra*. The receipt sent to the treasury as described in paragraph 75 *infra* will be the Treasury Officer's vouchers for the payments and will be forwarded by him with the accounts of the month to the Accountant-General.

Provision of funds when land is acquired by special officer for Public Works Department.

II. Officers who are specially employed for this work, being invested with the powers of a Collector under the Act and placed at the disposal of the Public Works Department, are regarded as Public Works disbursers, the expenditure being accounted for under the rules in the Public Works Account Code.

(b) Procedure in making payments

Statement to be forwarded to the Accountant-General, Government of India, resolution No. 2209-A, dated the 10th May, 1895, paragraph 4.

73. (I) When an award is made under section 11 of the Act, the acquiring officer shall have a statement prepared in the following form marked "A" showing the amounts payable to each person under the award and shall, on the day the award is made, forward a copy of the statement signed by him to the Accountant-General or other audit officer, with whom he is in account. Before signing the copy, the officer should carefully satisfy himself that it correctly shows the amounts due under the award and should himself enter the total of column 6 of the statement in words both in the original and copy. Subsidiary statement in form AA below, giving particulars regarding the acceptance by the persons concerned of the amounts entered in column 6 of the award statement should also be furnished to the auditing officer as soon as possible. If the subsidiary statement is not complete on the day that the award is made the necessary entries in column 7 of the statement in form A will be made in the auditing offices on receipt of the statement in form AA.

FORM A

No. and date of statement.....

Date of award.....

Name of work for which land has been acquired.....

No. and date of declaration in.....

Page.....Gazette viz, No.....dated.....

STANDING ORDER

[Land Acquisition No. 28]

Statement showing compensation awarded by.....under section.....  
Act I of 1894, to all the persons interested.....in the plot of land situated in the  
village of.....in estate No.....on revenue  
roll of the district of.....

1	2	3	4	5	6	7	8	9	10
Serial No.	Names of persons to whom payment is due under the award	Area of land	Abatement of land revenue	Valuation of any buildings that may be taken up on the land	Total amount due to each person including the amount shown in column 5 the amount awarded for the land, interest, costs and any other amounts due to the payee in connection with acquisition of the land	*Distribution of the amount in column 6 taken from the subsidiary statement in Form AA	REMARKS	NO. AND DATE OF VOUCHER No. Date	DATE ON WHICH POSSESSION, OF THE LAND WAS HANDED OVER TO THE DEPARTMENTAL AUTHORITIES FOR WHOM IT IS ACQUIRED Reference to the report stating the date

Date

Rs. nP.    Rs. nP.    Rs. nP.    Rs. nP.

\* To be filled up in the Auditing Office.

Note 1.— Each award statement should be confined to the Lands to be taken under declaration, i.e., the awards given for lands acquired under more than one declaration should not be incorporated in one statement but as many statements submitted as there are declarations.

Note 2.— Regarding column 7 see note to statement in Form AA.

Note 3.— Acquiring officers are requested to note at the foot of the statement the harvest from which the abatement of land revenue entered in column 4 is to take effect.

Note 4.— When no reduction of Khalsa revenue is required, the fact should be noted,—*vide* note to statement in paragraph 79 *infra*.

FORM AA

Particulars regarding the acceptance by the persons concerned of amounts entered in award statement No. ...., dated ..... 196 .

Name of work for which land has been acquired .....  
No. and date of declaration in ..... Gazette, viz. No. ...., dated 196 ..... page .....

1	2	3				Amount undi- bursed owing to non-attendance and the treasury in which it is deposited
		PARTICULARS OF AMOUNT ENTERED IN COLUMN 6 OF THE AWARD STATEMENT				
		(a) Amount accepted without protest	(b) Amount accepted under protest	(c) Amount deposited in Court		
				Amount	Court	Reasons for depositing
		Rs. nP.	Rs. nP.	Rs. nP.		

Note.—In noting these particulars in the award statement it may be sufficient to enter the letter a, b, c or d as the case may be, in column 7 of the statement when the whole amount of the award is shown in one of the four sub-columns a, b, c or d in the statement.



STANDING ORDER

[Land Acquisition No. 28]

Methods of making payments.

74. There are five methods of making payments:—

- (1) By direct payments, *see* paragraph 75 (I) *infra*.
- (2) By order on treasury, *see* paragraph 75 (II) *infra*.
- (3) By money order, *see* paragraph 75 (III) *infra*.
- (4) By cheque, *see* paragraph 75 (IV) *infra*.
- (5) By deposit in a treasury, *see* paragraph 75 (V) *infra*.

Direct payments—  
Government of India,  
resolution No. 2209-A,  
dated the 10th May,  
1895, paragraph 8 and  
14.

75. (I) For making direct payments the acquiring officer provides himself with money as described in paragraph 72 *supra*. In making the payments he shall take the receipt of each person to whom money is paid on a separate voucher in the Form marked C below, containing a reference to the item showing the amount due to that person in the statement prescribed in paragraph (73) *supra*. In cases where payments are made to a number of persons under a single award an acquittance roll in Form CC below may be substituted for separate receipts in Form C.

If the acquiring officer be a civil officer not specially deputed for this work, he shall send the receipt or acquittance roll, as the case may be, to the Treasury Officer, who will deal with it as shown in paragraph 72 *supra*; if he be an officer specially deputed for this work, he shall forward separate receipts of the payees or the acquittance roll to the Accountant-General or to the Divisional Officer, if any, with whom he is in account when forwarding to him the account of the month in which the payments are made.

Amounts which ultimately remain undisbursed shall, if over and above actual requirements, be refunded at once to the credit of Government; or if they relate to absentees, be credited forthwith to revenue deposit.

In no circumstances whatever should more than one month be allowed to elapse between the date on which the money is drawn from the treasury and the disposal of the undisbursed balance; and payees receipt for the amount actually paid should reach the audit officer within that month.

FORM C

No. of voucher  
Name of work for which the land has been acquired  
No. and date of declaration in.....  
Gazette, viz, No.....and date.....  
Serial No.....in award statement No.....  
dated.....  
Name of payee.....  
I, .....of.....  
.....tahsil.....zillah.....  
do hereby acknowledge to have received  
Rs.....on account of cost of land taken up  
by Government as detailed on reverse.

Duplicate No. of Voucher.  
Name of work for which the land has been acquired  
No. and date of declaration in.....  
Gazette, viz, No.....and date.....  
Serial No.....in award statement No.....  
dated.....  
Name of payee.....  
I, .....of.....  
.....tahsil.....zillah.....  
do hereby acknowledge to have received  
Rs.....on account of cost of land taken up  
by Government as detailed on reverse.

Signature of the payee.

Signature of the payee.

Locality

Locality

Note.—The receipt should be in English; but when the payee is unable to write in English, he may give a receipt in regional language.

Note.—The receipt should be in English; but when the payee is unable to write in English, he may give a receipt in regional language.

C. (Reverse)

C. (Reverse)

Details of land, etc., and its value Village, Tehsil, Zillah.

Details of land, etc., and its value Village, Tehsil, Zillah.

Land } Bighas, Biswas, Biswansi  
          } Ghumao, Kanai

Land } Bighas, Biswas, Biswansi  
          } Ghumao, Kanai

Value—Rs.            nP.

Value—Rs.            nP.

STANDING ORDER

[Land Acquisition No. 28]

FORM CC

Consolidated Voucher for payment made during ..... 19... in accordance with award statement No. .... dated ..... on account of land acquired for in the district of ..... tehsil ..... village .....

Serial No. in award statement	Name of payee	Area of land	Amount paid	Signature of the payee and date of payment
			Rs. nP.	
		Total		

in cash  
 Paid in my presence ..... to the above persons the total sum of rupees ..... nP.  
 by cheque  
 only (in words).  
 Dated the ..... 19.....

Signature of Officer.

(II) The second method of payment, i.e., by order on a treasury is only admissible in the case of civil officer not specially deputed for the acquisition of land. In this case the officer instead of making direct payment as described in the preceding paragraph, should countersign the receipt in Form C and make it payable at the treasury to the payee, altering the words "paid in my presence in cash/by cheque" to "pay". An advice list of the orders passed for payment should be sent to the treasury officer, who in turn should send weekly an advice of orders paid.

By order on treasury-  
 Government of India  
 resolution No. 2209-A,  
 dated the 10th May,  
 1895, paragraph 15.

(III) In the case of petty payments, if the payees do not appear on the day fixed for payment and do not apply for a reference to the civil court under section 18, the officer shall issue notices to them informing them that, if they do not attend by a certain date, the compensation awarded to them will be remitted by money order, the amount of the money order fee being deducted. The following rules must be observed in making such payment by money orders:—

Rules concerning pay-  
 ment by money order-  
 Government of India  
 letter No. 4166-A,  
 dated the 4th  
 September, 1897.

- (i) No sums exceeding Rs. 50 in each separate case may be paid by money order, save in the case of women, minor and disabled persons, in whose case the maximum limit will be Rs. 250.
- (ii) No compensation due on account of land which is owned jointly by the proprietors of a village or sub-division of a village may be paid by money order.
- (iii) In each money order so issued, the purpose of the remittance should be briefly stated in the acknowledgement portion thereof in continuation of the printed entry "Received the sum specified above on", sufficient space being left below the manuscript entry thus made for the signature of thumb-impression or the payee. On receipt of the money order acknowledgement duly signed by the payee, it should be attached to the usual receipt in Form C in which the full amount of compensation and the deduction made therefrom on account of the money order fee should be clearly shown; the receipt will then be disposed of in the usual way. The Account Department will accept such voucher with the money order acknowledgement as a valid receipt for full amount entered therein.

(vi) For the word "paid in my presence by cash/by cheque" in Form C the words "paid by money order" shall be substituted.

The Accountant-General will accept in the case of compensation paid by money order, a receipt for the amount entered in the award statement less the amount of the money order fee as a valid receipt for the full amount entered in the award statement.

(IV) *Payment by Cheque.*—The Government may authorise any particular land acquisition officer to make all or any of his payments by cheques, provided no inconvenience is caused thereby to the payee in consequence of the property being situated at a distance from the treasury. The use of

Rules concerning pay-  
 ments by cheque—  
 paragraph 11 of Gov-



STANDING ORDER

[Land Acquisition No. 28]

Government of India resolution No. 2209-A, dated 10th May, 1895.

cheque should be safeguarded by strict observance of the following rules:—

- (i) Every cheque book should contain a certain number of cheques with consecutive printed numbers, and each book should contain its own serial number.
- (ii) The serial number to the cheque book and the number of cheques it contains should be reported to the treasury officer before the book is brought into use.
- (iii) The cheque book should be kept under lock and key by the land acquisition officer himself.
- (iv) The cheques should be filled up by the land acquisition officer with his own hand in words as well as in figures and cheques should be enfacéd "under Rs."
- (v) A periodical examination of pass books from the treasury with the counter-foils of the cheque book should be made by the land acquisition officer himself.

By-treasury deposit—  
Government of India resolution No. 3469-A, dated the 12th August, 1896.

(V) *Payment by treasury deposit.*—In giving notice of the award under section 12(2) and tendering payment under section 31(I) to such of the persons interested as were not present personally or by their representatives when the award was made, the officer shall require them to appear personally or by representatives by a certain date to receive payment of the compensation awarded to them, intimating also that no interest will be allowed to them if they fail to appear. If they do not appear, and do not apply for a reference to the civil court under section 18, the officer shall after any further endeavour to secure their attendance that may seem desirable, cause the amounts due to be paid to the treasury as revenue deposits payable to the persons to whom they are respectively due and vouched for in the Form marked E below. The officer shall also give notice to the payees of such deposits, specifying the treasury in which the deposits have been made. When the payees ultimately claim payment of sums placed in deposit, the amounts will be paid to them in the same manner as ordinary revenue deposit. The officer should, as far as possible, arrange to make the payments due in or near the village to which the payees belong in order that the number of undisbursed sums to be placed in deposit on account of non-attendance may be reduced to a minimum. Whenever payment is claimed through a representative whether before or after deposit of the amount awarded, such representative must show legal authority for receiving the compensation on behalf of his principal.

FORM E

FORM E

Name of work for which land has been acquired  
.....  
To the officer in charge of.....  
treasury.  
Please receive for transfer to credit of revenue deposit the sum of Rs.....  
on account of compensation for land taken up for the above purpose payable as detailed below:—

Name of work for which land has been acquired  
.....  
To the officer in charge of.....  
treasury.  
Please receive for transfer to credit of revenue deposit the sum of Rs.....  
on account of compensation for land taken up for the above purpose payable as detailed below:—

Serial number in award statement No.	Name of persons to whom due	Area of land	Amount payable to each	REMARKS
		Acres	Rs. nP.	
Total.....				

Serial number in award statement No.	Name of persons to whom due	Area of land	Amount payable to each	REMARKS
		Acres	Rs. nP.	
Total.....				

Land Acquisition Officer.

Land Acquisition Officer.

Dated.....

Dated.....

Received the above amount and credited to revenue deposit.

Received the above amount and credited to revenue deposit.

Treasury Officer.

Treasury Officer.

Note.—This form should be used when the amounts of compensation due are sent to treasury in the absence of proprietors who have failed to present themselves for payment.

Note.—This form should be used when the amounts of compensation due are sent to treasury in the absence of proprietors who have failed to present themselves for payment.



STANDING ORDER

[Land Acquisition No. 28]

(D) AUDIT BY ACCOUNTS OFFICER

76. (I) The accounts officers charged with the audit of expenditure on account of land acquisition are—

Audit.

*Accountant-General, Punjab.*—If land is acquired for any purpose of the Public Works Department under a declaration of Government in the Public Works Department.

*Controller of Military Accounts.*—If the land is acquired for the Military Works Department.

*Controller of Military Accounts.*—If the land is acquired for the Army Department.

*Chief Auditor, Northern Railway.*—If the land is acquired for the Northern Railway.

*Accountant-General of Posts and Telegraphs.*—If the land is acquired for the Posts and Telegraph Department.

*Accountant-General, Punjab.*—If the land is for the Civil Department or for any local fund or other body financially independent of Government.

(II) Whether the payment is made by a special officer or by the Collector of a district or other civil officer, the audit of the Accountant-General, Punjab, shall consist in seeing that every payment is supported by a receipt in Form C, CC, D, or E (*see* paragraph 78 *infra*) and that the amount paid on such receipt is the amount payable under the award as shown in the statement copies of which would have been received by him under the orders contained in preceding paragraphs. The Accountant-General will also note in the last column of Form A the date on which possession is taken as reported to him by the Executive Engineer or other officer concerned.

Audit of accounts—  
Government of India,  
resolution No. 2209-A,  
date 10th May, 1895,  
paragraphs 16—19.

(III) The Accountant-General will, as he receives the vouchers, fill in the entries in the appropriate columns of the award statement (Form A and B, paragraphs 73 and 78 *infra*) and as he receives the report of possession he will fill in the entries in column 10 of the statement in Form A. When all the vouchers showing either payment to the payee or payment into the court on deposit and the reports of the possession have been received, he will forward the completed statements in Forms A, AA and B to the Deputy Commissioner. This will complete the audit of the Accountant-General; any other or further returns or reports from the officers who assess or pay compensation will be disposed of by the chief revenue authority without reference, to the Accountant-General.

(IV) When the land is acquired for and the cost is debitable to the Military Works Department, the procedure above laid down will be observed, the Controller of Military Accounts being substituted for the Accountant-General, Punjab.

(V) When the land is acquired for and the cost is debitable to any other department than the Public Works Department or Military Works Departments, the procedure will also be the same, the accounts officers who will audit the payments being substituted for the Accountant-General, Punjab.

(E) AUDIT, ADJUSTMENT AND RECOVERY OF PAYMENTS ON BEHALF OF BODIES FINANCIALLY INDEPENDENT OF GOVERNMENT

77. In any case in which land is acquired for a municipality or other body financially independent of Government, the State Government may direct that the payments instead of being made and audited in the same manner as the ordinary payments of such body, shall be made and audited as if the land were being acquired for Government. If the State Government issues such an order the Collector of the district or other officer who makes payments on account of the land acquired shall draw funds from the treasury and make payments in the manner laid down in these rules, using the forms prescribed and shall render his accounts to the civil Accountant-General. The municipality or other body will pay the estimated cost of the compensation to the credit of Government in advance on such dates and in such instalments as the State Government may direct, further payment to Government being required as soon as the Accountant-General reports that the payments made exceed the amount received in advance. The Accountant-General will deal with the account and payments as prescribed in these rules, debiting the payments against the advance received from the municipality or other body.

Government of India  
resolution No. 2299-A,  
dated 10th May, 1885,  
paragraph 22.



STANDING ORDER

[Land Acquisition No. 28]

M. PAYMENTS OF COMPENSATION AFTER AN AWARD BY A COURT

78. The general rules for payment of compensation after an award by the Collector of the district or special acquiring officer has been made, apply also to payment after an award by a court. The following further provisions must also be observed :—

(I) In cases where an award has been made by a court under section 26 of the Act, a second award statement should be prepared in the form marked B, below by the officer acquiring the land as soon as the decision of the Court is ascertained and copy thereof forwarded to the Accountant-General or other audit officer with whom he is in account. On receipt of this statement the audit officer will proceed to check the entries in columns 1 to 4 with the original award of the officer.

Payment of compensation after award by the court (copy of court's decision to be sent to Accountant-General)—paragraph 5—Government of India resolution No. 2209-A, dated the 10th May, 1895.

Note.—The attention of disbursing officers is invited to articles 87 and 88 of the Civil Account Code. Money should not be drawn from the treasury until it is required for immediate disbursement. When giving notice of the award, the land acquisition officer should fix a period of one month (or such longer period as may seem necessary) ahead for the representative to appear and receive payment of the compensation due to them. Money due to those who fail to appear on the day fixed for disbursement should be deposited in treasury without delay unless the acquisition officer has reason to believe that these persons are likely to appear to receive it at an early date. The deposit of such sums in the treasury in no way prejudices the claims of the payees and it relieves the acquisition officer of responsibility for the custody of the sums in question.

FORM B

No. and date of statement.....

Name of work for which land has been acquired.....

No. and date of declaration in....., Gazette, viz. No.....  
dated..... page.....

Statement showing the amount of compensation awarded by the court of.....  
under section 26 of Act 1 of 1894.

1	2	3	4	5	6	7	8
Serial No. in the statement of award under section 11 of the Act	Names of persons to whom payment is due under the award	Amount originally awarded	Amount paid by collector under the original award	Total amount awarded by the court	Further payments due	REMARKS	No. and date of voucher
		Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.		

Communication of change in appointment paragraph 6, Government of India resolution No. 2209-A, dated 10th May, 1895.

(II) Any change in the appointment of the officer's award made by a court under section 30 of the Act should similarly be communicated to the Accountant-General for the necessary correction in the award statement. And if, under section 31 (3) of the Act, it has been arranged to grant compensation otherwise than in cash, the nature of such compensations should be clearly specified in the column of remarks in the award statement.

Payments into court how made, paragraph 9, Government of India resolution No. 2209-A, dated 10th May, 1895.

(III) All payments into court for deposits under the Act should be made by means of cheques in favour of the presiding officer of the court, payable by order of the court to credit of Civil Court deposits. The cheques should be accompanied with receipts in triplicate in Form D below duly filled up, of which one will be retained by the court for record, and the other two returned duly signed to the Collector, who will keep one copy and forward the other to the audit officer with the accounts of the months in which the payments are made, payments of the amounts deposited shall be made under the rules for the payment of Civil Court deposits.

STANDING ORDER

[Land Acquisition No. 28]

FORM D

FORM D

FORM D

Name of work for which land has been acquired. To the judge of the court at..... The sum of Rs..... on account of compensation for land taken up for the above purpose, payable as detailed below, is tendered for deposit in court under section 31(2) of Act I of 1894.

Name of work for which land has been acquired. To the judge of the court at..... The sum of Rs..... on account of compensation for land taken up for the above purpose, payable as detailed below, is tendered for deposit in court under section 31(2) of Act I of 1894.

Name of work for which land has been acquired. To the judge of the court at..... The sum of Rs..... on account of compensation for land taken up for the above purpose, payable as detailed below, is tendered for deposit in court under section 31(2) of Act I of 1894.

Serial No. in award statement No.	Names of parties	Area of land	Amount payable to each	Remarks	Serial No. in award statement No.	Names of parties	Area of land	Amount payable to each	Remarks	Serial No. in award statement No.	Names of parties	Area of land	Amount payable to each	REMARKS
		Acres	Rs. nP.			Acres		Rs. nP.			Acres		Rs. nP.	
Total					Total					Total				

Land Acquisition Officer

Land Acquisition Officer

Land Acquisition Officer

Dated.....196

Dated.....196

Dated.....196

Received the above amount for credit to civil court deposits

Received the above amount for credit to civil court deposits

Received the above amount for credit to civil court deposits

Judge

Judge

Judge

Note.—This form should be used when the amounts of compensation due are sent to a civil court for deposit.

Note.—This form should be used when the amounts of compensation due are sent to a civil court for deposit.

Note.—This form should be used when the amounts of compensation due are sent to a civil court for deposit.

(IV) When a court has awarded any compensation in excess of the acquiring officer's award, further payment due as entered in column 6 of the award statement in Form B should be made into the court by means of a cheque, and the procedure described in the preceding paragraph should be followed, Form D being used with the necessary changes to give full particulars of the order of the court.

Compensation in excess to be paid into the court—paragraph 10, Government of India resolution No. 2209-A, dated 10th May, 1895.

(V) In any case in which a reference is made to the civil court and the award of the court is not made till after the special officer has been relieved of his special duties, the further payment due under the award shall be made by the Collector of the district, who will observe the same procedure as if the reference to the civil court had been made by himself as prescribed above.

Payments when to be made by the Collector of the district—paragraph 12, Government of India resolution No. 2209-A, dated the 10th May, 1895.



STANDING ORDER

[Land Acquisition No. 28]

Investments — paragraph 21, Government of India resolution No. 2209-A, dated 10th May, 1895.

(VI) Investments, under section 32 and 33 of the Act, of money DEPOSITED IN COURT should be arranged for, in the case of purchase of Government securities in communication between the court and the Deputy Controller of the Currency and purchase of land should be effected under the court's orders through the Collector of the district or other revenue authority of the province. The Deputy Controller of the Currency will inform the court what sum should be remitted to enable him to make the investment, and this amount will be paid from the deposits in court.

N. REDUCTION OF LAND REVENUE

Yearly statement of reduction of revenue.

79. The Collectors of districts will by a date not later than May 1st of each year submit to the Financial Commissioner a statement in the following form showing the khalsa amount of reduction from the land revenue roll due on account of land acquired during the past financial year. This statement will be accompanied by copies of the award statement [returned after audit in accordance with paragraph 76 (III)] containing the entries in respect of which sanction to the reduction of revenue is applied for. These copies will be destroyed in the Financial Commissioners' office when orders on the reduction have been passed.

Statement showing reduction in revenue of land taken up for requiring sanction of the Financial Commissioner.

			Yearly revenue of estate		Yearly revenue of land acquired		Reduction of revenue to be made in rent roll for			Future Jama	Amount to be remitted for harvests previous to incorporation of reduction in rent roll	
Number	Estate and tehsil	No. and date of notification	Khalsa	Jagir	Khalsa	Jagir	Khalsa	Jagir	Date of possession	Harvest and year from which reduction proposed	Khalsa	Jagir
1	2	3	4	5	6	7	8	9	10	11	12	13

N.B.— If any reduction of khalsa revenue is required the statement should be submitted whether the land is taken up by private bargain or under compulsion. Where no such reduction is required, the fact should be noted in the compensation statement and the district register and the reduction statement need not in such cases be submitted,— vide note 4 to statement A in paragraph 73 *supra*.

Columns 13 to 14 should show the actual amounts involved, not neglecting fractions of a rupee (c.f. paragraph 10 of standing Order No. 31).

Dated ..... 200

Collector.

In case of land taken up for canals the Collector of the district will send a copy of the above statement to the divisional canal officer concerned.

Reduction how calculated.

80. The reduction of land revenue to be granted must be calculated according to the amount actually paid to Government as land revenue on the plots taken up or if no specific amount is assessed on them, the settlement rate of the village for the particular class of land should be applied.

## STANDING ORDER

[Land Acquisition No. 28]

81. (I) When land paying revenue to Government is taken up for a public purpose, the revenue demand will be reduced if the work is chargeable to Central or Provincial revenues. It shall be the responsibility of the Land Acquisition Naib-Tahsildar or Tahsildar, accompanying the Land Acquisition Collector, to get the mutations entered by the Revenue Patwari in his presence, either at the time the award is announced or soon thereafter when the necessary statements under para 55, showing the particulars of the land acquired are prepared and then attest such mutations on the spot. Entry of such mutations and their attestation should be completed by them, within one month of the preparation of statement under para 55. However, the Circle Revenue Officers should not cease to be responsible for getting such mutations entered and attested in case the Land Acquisition Naib-Tahsildar or Tahsildar, for any reason, has been unable to do so. Such mutations must be decided by the end of July at the latest so that reduction in the land revenue may be made in the Rent Rolls which are submitted before the Financial Commissioner in the month of September. Entries in the Dhall Bachh should also be corrected accordingly.

Revenue demand on acquired land when payable, Government of India Nos. 2055, dated 26th July, 1877 and 3510, dated 8th October, 1877.

(II) Land taken up for works chargeable to district or municipal funds falls under two heads:

Government of India, Revenue and Agriculture Department No. 613-134, dated 7th May, 1884.

(a) Land appropriated for markets, cart stands and similar objects from which income is raised, will continue to contribute their share of land revenue and cesses.

(b) Lands taken up for roads, avenues, sites of hospitals, dispensaries, schools and the like, which yield to return to local bodies and are devoted to public purposes, will be exempted so long as the condition on which the exemption is made is fulfilled.

(III) When land yielding revenue to Government is acquired for an autonomous body or Board or Government Commercial undertakings, capitalized value at 25 times the land revenue shall be charged.

(IV) When land yielding revenue to Government is acquired for an individual or a private body, industry, company, institution, etc., land revenue demand shall not be reduced; even though a nominal sum is contributed by the Government towards the cost of acquisition.

All cases in which it is intended to exempt land from assessment should be referred for the orders of the Financial Commissioner.

82. The reduction in the rent roll will be effected from the kharif harvest following the date of submission of the statement prescribed in paragraph 79. Collectors are competent to sanction in such cases the remission of land revenue borne on the rent roll previous to reduction. If possession of the land is taken after the rabi crop usually begins, the land revenue will be remitted with effect from the kharif harvest, otherwise with effect from the rabi. The year-wise details of the amount remitted by the Collector as above should be entered in the remarks column of the statement.

Reduction from which crop to be reckoned.

### D. TEMPORARY OCCUPATION

83. (I) The temporary occupation of land requires no declaration in the Gazette but it requires the sanction of Government if action is to be taken under Part VI of the Act. Application should be made to Government through the same channel as an application for the issue of a notification under section 6 (*vide* paragraph 30 *supra*). The Collector of the district will take action on the sanction of Government being communicated to him.

Procedure for temporary occupation.

(II) Only waste and arable land can under section 35 (1) be acquired for temporary occupation. Building sites cannot therefore be so taken up under the Act.

What land may be acquired temporarily.

(III) When land is temporarily taken up by private bargain and without recourse to the provisions of Part VI of the Act, the negotiations should be carried out and completed by the departmental officer. The Collector of the district will give the departmental officer any information he may require as to rent, etc., but he will not himself conduct the negotiations.

When by private negotiation.

(IV) The departmental officer should send the Collector of the district a copy of the agreement arrived at with the owners and occupiers of the land.



STANDING ORDER

[Land Acquisition No. 28]

How paid for.

84. For land temporarily occupied a yearly rent will ordinarily be paid. Such rent should be paid through the Collector of the district and not by the departmental officer direct, whether the land has been occupied under Part VI of the Act or by private agreement.

The amount of land revenue suspended under paragraph 85-III *infra*, should be deducted from the amount of compensation before it is paid to the owners and former occupants. The Collectors should ensure that this direction is not overlooked.

Title of owners and former occupants.

85. (I) The owners and former occupants shall receive and extract from the field registers, describing precisely their tenure and the extent of the lands they will eventually be entitled to recover.

Land revenue, how treated.

(II) The temporary occupation will not interfere with the liability of the person settled with to pay land revenue, and no reduction of revenue will be sanctioned.

(III) In cases where compensation is not paid to owners before taking over possession, the Collectors should suspend the land revenue demand of the land temporarily acquired after taking over possession. If possession of the land is taken after the rabi crop has been cut and before the date on which the harvesting of the kharif crop usually begins, the land revenue will be suspended with effect from the kharif harvest, otherwise with effect from the rabi harvest. Care should be taken to ensure that the amount of such suspended land revenue is not remitted but is deducted from the amount of compensation before it is paid to the owners and former occupants.

P. ABANDONMENT OF LAND TAKEN UP PERMANENTLY OR TEMPORARILY

86. Sections 36 and 37 of the Act provide for the procedure to be followed when lands temporarily occupied are abandoned.

Procedure for abandonment of agricultural land and pastoral land acquired permanently.

87. When agricultural or pastoral land has been permanently acquired for public purpose by any department of Government and is no longer required for such purposes, the disposal of it shall be guided by the general considerations mentioned in paragraphs 493 to 495 of the Land Administration Manual which are reproduced below :—

"493. Where land in the permanent occupation of any department of the Punjab Government is no longer required, it should be handed over to the Deputy Commissioner of the district, who becomes responsible for the disposal of it under the orders of the Commissioner. It may not, however, be permanently alienated without the previous sanction of Government. There is no legal bar to its being put to auction. But, as a matter of grace, Government is usually willing to restore agricultural and pastoral land to the persons from whom it acquired it or to their heirs on their refunding the amount paid as compensation less the 15 per cent granted for compulsory acquisition. The price may be lowered, if necessary, on account of deterioration, or enhanced in the rare case of land having been improved by the use to which Government has put it. The improvement must be one affecting the quality of the land. The fact that land which was unirrigated at the time of acquisition can, when relinquished be watered by a canal is not an improvement of this sort. Considering how great the rise in the market value of land has been. The terms stated above are very liberal. It is not necessary to adopt them in their entirety where the persons concerned are remote descendants or relations of the original holders. And, where the circumstances of the case are at all out of the common, when, for example no price, or merely a nominal price, was paid to the owner in the first instance, or when the rise in the value of land in the neighbourhood has been exceptionally large, these facts should be pointed out when referring such cases for orders so that Government may have sufficient material before it to decide whether to offer any special terms to the heirs of the persons from whom that land was acquired. In the case of rendition of land under 'Kassies' and abandoned water channels which came under the possession of the Irrigation Department free of cost, land should be restored to the original owners or their heirs free of charge."

"494. In the case of plots which from their size or shape are practically of no value to any one but the owners of the adjoining fields, Government will be prepared to consider proposals for giving these owners the option of purchasing at the market value. The mere fact that an outsider is prepared to outbid them should not deter the Deputy Commissioner from recommending to Government the acceptance of any fair offer which they may make."



STANDING ORDER

[Land Acquisition No. 28]

"495. If the heirs of the original owners cannot be traced, or if they or the proprietors of adjoining land decline to accept the terms approved by Government, a further reference to Government will be necessary if it is proposed to alienate the land permanently in some other way".

These orders apply equally to all lands taken up at any time for State purpose, whether by private purchase or compulsory acquisition, under any act or procedure at any time in force. When a building and site are sold together the sale should be conducted in consultation with the Deputy Commissioner of the district, though the actual sale may be effected by the Public Works Department (or the departmental officer concerned). In case of all property whether land or buildings relinquished from occupation by the Railway Department, the property will be sold through the local civil authorities and in case there be any reason to object to the sale the local officers can do so on receipt of the documents.

It will be observed that the principles set forth in the Land Administration Manual apply to agricultural and pastoral lands only, and not to building sites or town lands.

87-A. Each Deputy Commissioner in the State should every three years ending the 31st March, prepare and forward, to the Revenue Department, through the Commissioner of the Division concerned, a statement showing the lands that have been acquired in his district for public purposes but not utilized as such during the period under report. Government will consider each case separately on its merits, and if the land in question is no longer required for the purpose for which it was originally acquired or for any other public purpose, it will ordinarily be sold, the first preference being given to the original owners. These orders apply only to agricultural and pastoral land situated outside the boundaries of urban areas, *i.e.*, municipalities, small towns, cantonments and notified areas. Land situated within such urban areas and acquired for public purposes under the Land Acquisition Act should also be included in the triennial statements but such lands will not ordinarily be sold, even if not required immediately for any public purpose.

88. The department by which the land is surrendered should be given an opportunity of criticising the rendition price to be demanded and of commenting upon any bid or tender before it is accepted.

89. In every case, whether the terms offered are accepted or the rendition price is not subject to any objection, the Collector of the district should report for the orders of the Financial Commissioner, in the form given below, the assessment which he proposes to impose on the land. The assessment proposed should be framed according to the classification or description of the land at the time of relinquishment and at the assessment rates sanctioned for land of the same class or description in the vicinity at the previous settlement. Culturable land not actually under cultivation should be assessed until the next settlement at the rates, if any sanctioned for such land. "Care should, however, be taken that the land revenue imposed on such land does not raise the total assessment of the circle in which it is situated to more than one-fourth of the net assets of the circle. If the land forms part of an estate and is not excluded from the provisions of section 51 (3) by section 51(4) of the Punjab Land Revenue Act, 1887, this object can in most cases be secured for all practical purposes by providing that the average rate of incidence on such land does not exceed the average rate of the estate in which it is included. Any case in which this is not suitable, as for example of especially valuable land, should be referred for orders. If, however, the land consists of a fresh estate, the rate of incidence of the assessment imposed thereon should not be such as to raise the existing average rate of incidence of the assessment circle beyond the limit prescribed in section 51(3)". It should be explained to the persons to whom the land is sold or restored that it is sold or restored subject for the current settlement to assessment approved by the Commissioner.



STANDING ORDER

[Land Acquisition No. 28]

Statement of proposed addition to the rent roll of.....on account of land released from occupation by the.....department.

1	2	3	4	5	6	7	8	9	10	11	12	13
Tahsil	Village	Khalsa or Jagir	Area of land released	Description land released	Settlement rate per acre	Jama at settlement rate	Amount to be added to rent roll	Present jama of village	Total proposed jama	Harves from which increase is to take place	Amount to be collected as fluctuating revenue for harvest previous to incorporation of increase in rent roll with details of harvest	REMARKS
												State here (1) date of notifications or order under which the land was acquired; (2) the condition of the land and the time; (3) the price per acre then paid; (4) the condition of the land at the time of relinquishment; (5) the present condition of land; (6) the date of the order; if any, reducing the revenue on the land; (7) the terms on which it is proposed to restore it.

Note.—Column 12 should show the actual amount to be collected, not neglecting fractions of a rupee (cf. paragraph 10 of Standing Order No. 31).

Sums realised from the sale, how dealt with.

90. Sums realised by the lease or sale of land, in accordance with these instructions will be credited by the Collector of the district to the department on account of which they were acquired. Collectors are directed to bring to the notice of the Financial Commissioner any case in which land previously occupied for public purposes is restored by the public officer, or by the company incharge thereof otherwise than in the manner prescribed in these orders.

**Q. DISPUTES AS TO BOUNDARIES OF LAND ACQUIRED OR OCCUPIED FOR PUBLIC PURPOSES**

Boundaries of Government lands to be demarcated and checked.

91. Officers in charge of lands acquired for Government are primarily responsible that the boundaries of all land belonging to Government are properly demarcated; that accurate land plan are maintained; and that the boundaries and the land plans are periodically checked to test their accuracy. In the case of land occupied by the Public Works Department, Government has ordered that land plans should be prepared in consultation with the Collector of the district concerned, the plans being prepared from the revenue records in possession, of Executive Engineers being also consulted. Executive Engineers have also been ordered to verify the boundaries from the land plans once every two years.

Disputes as to boundaries how to be settled.

92. When a dispute or doubt arises as to the correct limits of land owned by Government or occupied for public purposes, local officers should bear in mind that question of this nature cannot be decided by them of their own authority. An officer cannot surrender land of which he is incharge unless he has first obtained the proper departmental sanction to the surrender or is acting in obedience to the judicial order of competent authority; nor can he take possession of land merely because in his opinion the records of his office show that Government is entitled to it. When an officer has grounds for believing that an encroachment has been made on land of which he has charge or for other reasons has doubts concerning the boundaries of such land, he should (after such reference to higher authority as may be required by the circumstances of each case) apply to the Collector of the district who will then cause the land to be demarcated according to the map contained in the revenue records.



## STANDING ORDER

[Land Acquisition No. 28]

93. If any encroachment is found to have taken place, the Collector of district should warn the people guilty of it that proceedings will be taken against them if they do not vacate. It is, however, for the department in charge of the land and not for the Collector to take action under the suit rules contained in the Punjab Law Department Manual. The collector should at the same time render the officers of other departments all reasonable assistance in the preparation of the report required by that rule.

Who should institute suits against encroachers.

### R. SPECIAL RULES RELATING TO THE ACQUISITION OF LAND FOR RAILWAYS\*

(For general rules in paragraphs 8, 9, 11, 12, 13, 14, 30 and 47 of this Standing Order, read paragraphs 98, 99, 102, 103, 108, 109 and 110 of this section).

#### (A) General Instructions

94. All land for railway purposes, whether acquired temporarily or permanently, will ordinarily be taken up in the first instance as for permanent occupation and valued accordingly. In special circumstances, however, where land is needed for temporary purposes and where there is little likelihood of the land on the expiration of the term of temporary occupation being rendered unfit to be used for the purpose for which it had been utilised immediately before such occupation, temporary acquisition may be undertaken under section 35 of the Land Acquisition Act (Act I of 1894), provided that such procedure would result in economy. Waste or arable land can be occupied temporarily only for a period not exceeding three years from the commencement of occupation—*vide* section 35(I) of the Land Acquisition Act I of 1894.

95. With a view to determining what the disposition of the land will probably be on the completion of the work for which it had been acquired, the classification given below will be adopted. On railways constructed by Government, or by Companies not entitled to receive land free of cost under their contracts, land is divided into two classes, *viz.*—

Classification of railway land, Paragraphs 613 to 621 of the Indian Railway Code.

- (i) Permanent land, and
- (ii) Temporary land.

(i) *Permanent land* is land which will be required permanently after the railway is open for traffic and the work of construction is complete. Under this head will be included all land to be occupied by the formation of the permanent line of railway with side slopes of banks and cuttings, and the berms connected therewith; catch-water drains and borrow-pits or such parts of them as it is necessary to retain; the entrances to tunnels and shafts belonging to them; the site of bridges, and protection or training works; station yards; landing places for railway ferries; ground to be occupied by works belonging to the railway such as gas works, arrangements for water-supply, septic tanks, collecting pits, filter beds and pumping installation, etc., ground for the storage, manufacture or acquisition of materials; land for sanitary zones, cemeteries, churches, plantations, gardens, and recreation grounds; sites for stations, offices, workshops, dwelling houses and other buildings required for the purposes of the railway, or the accommodation of the staff, with the grounds, yards, roads, etc., appertaining thereto. Under this head will also be included land outside the permanent railway boundary, which will be required for the permanent diversion of roads or rivers, or for other works incidental to the construction of the railway, which are made for public purposes and will not on completion of the works be maintained by the railway authorities.

(ii) *Temporary land* is land which is acquired for temporary purposes only, and which is disposed of after the work of construction is completed.

On railways constructed by Companies which are entitled to receive land free of cost, land is divided into four classes *viz.*—

- (i) Class "A" land. (ii) Class "B" land. (iii) Class "C" land. (iv) Class "D" land.

\*A collection of the rules relating to the acquisition of land for railways are contained in Chapters VI-VIII of the Indian Railway Code for the Engineering Department and may be usefully referred to when necessary to supplement those of the rules which are reproduced in this section.



## STANDING ORDER

[Land Acquisition No. 28]

Class "A" land is land which the company receives for permanent occupation, free of charge under its contract or other arrangement with Government. Under this head is included all land required for works of the railway which are permanent and will be necessary for the line when opened, such as land for the formation of the permanent line with side slopes, berms, catch-water drains, etc. The occupation of this land by the Company will be so far permanent that it will cease only when the contract is terminated or surrendered and the whole lapses to Government.

Class "B" land is land which the Railway Company receives for temporary occupation free of charge under its contract or other arrangements with Government. Under this head is included all land essential for the execution of the permanent works of the railway but not required after the completion of the line in part or whole, such as land for spoil banks, for extra excavation to make banks, and for the storage of material held in stock by the Railway Company pending the construction of the line or their despatch to the works.

Class "C" land is land which the railway company has to provide at its own cost. Under this head is included land which is required for the provision or preparation of materials, for purposes contingent on the actual execution of the works on the line, or for other miscellaneous objects which the Government recognises as falling legitimately within the scope of the Railway Company's operations, though not giving the company a claim to the provision of land free of charge.

Class "D" land is land which though required in consequence of the works of a railway, does not come directly into the occupation of the Railway Company, such land will be provided by Government free of cost. Under this head is classed land required outside the railway boundary for the diversion of roads or rivers, and for the construction of roads which are made for public purposes and which will not afterwards be maintained by the Company.

Paragraph 622 of the Indian Railway Code.

96. The above classification generally applies to Railway Companies that receive land free of cost. In some cases, however, where the conditions under which Railway Companies receive land free of cost vary according to the terms of their respective contracts (or other arrangements), it will be necessary to modify the classification to suit such conditions. For instance, where a railway is entitled to receive land referred to in Class C above, free of cost from Government, such land should be shown under Class A or B according as the land is required permanently or temporarily.

When the transfer of land from one Class to another is contemplated, the approval of the Railway Board should be applied for to such transfer only when it involves a charge against State funds.

97. Cancelled.

### (B) Procedure for the Acquisition of Land

Application for land—  
Paragraph 70h of the Indian Railway Code.

98. Whenever land is required for railway purposes, an application should first be made direct to the Revenue Officer in charge of the district in which the land is situated, for a statement of the value of the land and a draft declaration for acquiring it. The application should set forth clearly the purpose for which the land is required, and should be accompanied by the following documents specifying the extent of the land and such other particulars necessary for its identifications :—

- (a) A complete set of land plans prepared in accordance with the instructions given in paragraph 120 *infra*.
- (b) A complete set of Schedules prepared in the form given below or in such other form as may be prescribed by the State Government or Administration concerned.

*N.B.*— Every endeavour should be made to avoid interference with religious edifices, burial grounds or other places or objects which may be considered as sacred, and if the land applied for contains religious edifices, etc., the fact must be specially noted in the application form.

STANDING ORDER  
[Land Acquisition No. 28]

**FORM**  
(For revenue authorities)

**GONDA-AZIMGARH RAILWAY**  
**AZIMGARH SECTION**

*Schedule showing land required for railway purposes in the Bilaspur tahsil of the Banda district.*

Name of village.— Mandwal.

REFERENCE TO PLAN		Purpose for which the land is occupied	Are of land required (pink)
Set	Sheets		
			Acres
Set-C-Banda-district	3	Main line from chainage 36,627 to chainage 38,900, land to be permanently occupied. ....	4.6,963
	3	Same length for side cuttings ...	3.1,309
	3	Extra land for stacking material, etc. at site of bridge No. 57. ....	9.5,500
	4	Mandal Station yard ...	28.6,961
	4	Approach road to Mandwal Station ...	2.7,548
	4	Site for temporary house and office for Assistant Engineer. ....	5.5,096
	5	Brickfield to north of line opposite chainage 42,350, to be permanently occupied. ....	11.2,163
	6	Main line from chainage 41,440, to chainage 42,728, land to be permanently occupied. ....	2.4,389
	6	Same length for side cuttings ....	1.5,243
	Total	...	69.5,172

Azimgarh :

General Manager.

Executive Engineer  
Engineer-in-Chief,  
Chief Engineer.

99. When the work of acquisition extends to more than one district but lies within one division, application should be made to the Commissioner, when in more than one division to the Chief Revenue Authority of the State.

Paragraph 702 of the Indian Railway Code.

100. For the better identification of land in cases where the areas to be taken up are extensive, the following further information should also be furnished by a Railway Administration to the State Government or Administration in applying for the acquisition of land:—

Paragraph 703 of the Indian Railway Code.

- (a) The name of the railway.
- (b) The copy of the order of Government, when necessary, sanctioning the construction of the railway.
- (c) A brief general description of the route to be followed by the railway with the names of the more important villages or towns through or near which it is intended that the railway should pass.
- (d) A list of the civil districts in which the land will be required for the purposes of the railway with the approximate area in acres of the land required in each.
- (e) For each civil district, the name or description of the place or places at which the land plans for the district will be available for inspection by the public.



## STANDING ORDER

[Land Acquisition No. 28]

The State Government or Administration should also be furnished with a general index plan to a scale of 1 mile to 1 inch showing the route to be followed by the railway.

Paragraph 705 of the Indian Railway Code.

101. Should any land be required for temporary occupation only under section 35 of Act I of 1894, it should form the subject of a separate application in which the fact that permanent acquisition is not required should be clearly stated.

Estimate preliminary to putting Land Acquisition Act into force. Paragraphs 706 and 707 of the Indian Railway Code.

102. On receipt from the Railway Administration of the application for land drawn up in accordance with the procedure prescribed above, the responsible Revenue Official will forward to the Railway Administration a statement showing the nearest approximate cost of the land which can be obtained without a detailed valuation of the property and also a draft declaration under section 6 of the Land Acquisition Act on which it should be recorded that there is no objection to the acquisition of the land on any general or specific grounds. In the case of large projects, in lieu of the statement prescribed above, the Revenue Authorities will furnish to the Railway Administration data in the form given in paragraph 12 *supra* showing the estimated average value per acre as near as may be for the different classes of land in the localities affected by the projects.

In no circumstances should the Local Revenue Authority be called upon to furnish *data* even rough approximations, before they are supplied with a sketch map (or detailed plans, if such have already been prepared), for each district traversed by the railway, showing the exact course of the centre line of the land to be taken up, with reference to villages and towns, as a departure from the strict observance of this requirement throws upon the Revenue Authorities undue responsibility for the adequacy of the preliminary estimates. The sketch map should be to a scale of one inch to the mile and should show village boundaries wherever they have been surveyed. The distances should also be marked upon it, and the average width of the strip to be taken up should be stated. For the land near towns, or which for other reasons is likely to have specially high value, a map to a sufficiently large scale should be prepared, showing the approximate boundaries of the land likely to be required, with a note of any valuable trees, buildings or other property for which compensation will have to be paid in addition to the price of the land itself.

Paragraph 708 of the Indian Railway Code.

103. When the estimated value of the land exceeds Rs. 25,000 in any one district or one lakh in any division, it is necessary that the data should be counter-signed by the Commissioner of the division in which the land is situated or the Chief Revenue Authority of the State, respectively.

Paragraph 709 of the Indian Railway Code.

104. The statement or data received from the Revenue Authorities should be taken as representing the value of the land, inclusive of tenants' rights but exclusive of the value of houses, trees, standing crops, etc. on the land, the approximate cost of which should be separately furnished by the Revenue Authorities. In addition to the data prescribed above, the Revenue Authorities should also give a rough estimate of the amount of such further items (if any) as are likely to be included in an award based on section 23 (1) of the Land Acquisition Act, including when necessary an estimate of the capitalised value of the abatement of land revenue or of payments to be made direct to the proprietors of the area acquired in lieu of abatement of land revenue, and charges for establishment and contingencies. Special care should be taken by the Revenue Authorities in furnishing as accurate data as possible, so as to prevent inaccurate estimating. With this information in hand, the Railway Administration should proceed to frame an estimate\* of the total cost of acquisition in detail, including (in cases where voluntary surrender is not probable) the additional 15 per cent laid down in section 23 (2) of the Land Acquisition Act, on the market value of the land under section 23 (1), clause I of that Act.

*Note.*— The charges for capitalisation of the abatement should be calculated at twenty-five times of the amount of the land revenue remitted.

104-A. In preparing land estimates, it will be found generally convenient to adopt the following form:—

Value of land.—

Waste.

Arable.

Homestead.

Bazar.

\*In the reports and estimates submitted by Railway Administration, it should be specially mentioned whether or not the land estimates have been prepared from data furnished by the Revenue Authorities.



STANDING ORDER

[Land Acquisition No. 28]

Value of—

- (a) Masonry houses.
- (b) Thatched houses.
- (c) Trees.
- (d) Standing crops.

Add additional compensation at 15 per cent under section 23(2) of the Act on the market value of the land including houses, trees and crops.

Add market value of Government land taken up.

Add damages under clauses 2 to 6 section 23 (1) of the Act.

Add capitalized value of land revenue (when necessary).

Add cost of establishment (when necessary).

Add contingencies.

105. Should the estimate so framed be within the powers of the Railway Administration to sanction and there be no objection to the acquisition of the land on the part of the revenue authorities, the General Manager of any other Officer duly empowered to sanction the estimate will then accord sanction and allot the necessary funds and forward the estimate duly countersigned by the Accounts Officer together with the draft declaration and duly signed plans and schedules, to the State Government or Administration for taking necessary steps for the acquisition of the land. When it is decided to make reduction in the extent of the land which the State Government has already been asked to arrange to acquire, prompt warning should be given to them to take steps to modify the declaration already issued, or to make necessary withdrawal from acquisition. If the sanction of the Railway Board is necessary to the estimated cost of the land, the Railway Administration should apply for and obtain that sanction before applying to the State Government or Administration for the acquisition of the land.

Paragraph 711 of the Indian Railway Code.

105-A. After receipt of such an application the State Government or Administration will issue a notification under section 4 whether a preliminary survey or other act provided for in section 4 is necessary or not. A copy of this notification shall be posted at the Collector's Office and at the tehsil and shall be served on all persons known to be interested who would be entitled to claim an interest in the land acquired under the Act.

Act XXXVIII of 1923, notification under section 4.

Note.— All owners, mortgagees and tenants whether occupancy or not should ordinarily be included in the term "persons interested" for the purposes of this rule.

105-B. (a) Any person interested in any land which has been notified under section 4, subsection (1) may within 30 days after the issue of the notification object to the acquisition of the land or any land in the locality as the case may be. Every such objection must be made to the Collector in writing and the following procedure is to be observed for the disposal thereof.

Act XXXVIII of 1923. Disposal of objections.

(i) When the Collector receives an objection, he shall fix a date for hearing it, and shall give notice of the date to the objector and to the officer of the department or to the local body, on whose application the notification under section 4 has been issued. It will generally be convenient to hear all objections after a limit of thirty days has expired.

(ii) On the date fixed for hearing, if the objector fails to appear in person or by pleader, the Collector, may if he thinks fit make an *ex parte* enquiry regarding the objection, or he may at once report to the State Government the fact of the objector's failure to appear. In either case he shall without unnecessary delay, report his opinion as to the validity of each ground of the objection.

(iii) The Collector shall forward his report together with the record of his proceedings direct to the Home Secretary to the Punjab Government.

(iv) No costs shall be allowed.

(b) If the State Government after considering of the report of the Collector decides to withdraw from the acquisition proceedings, the notification under section 4 of the Act shall be cancelled without delay.



## STANDING ORDER

[Land Acquisition No. 28]

Procedure in cases of urgency. Paragraph 714 of the Indian Railway Code.

106. In cases of urgency, Railway Administration are empowered to depart from the ordinary rule stated in the previous paragraph and sanction the acquisition of land prior to the preparation and sanction of estimates either for the work of the land, provided the total probable cost of the work is within the power of Railway Administration to sanction. Where it is anticipated that the estimated cost of the land or the work will exceed the powers of sanction of the Railway Administration, the reasons for urgency of acquisition and brief particulars of the work for which it is required together with information regarding the probable cost of the land and of the work should be reported to the Railway Board and their sanction to the acquisition of the land applied for.

Where land is granted free of cost, Government undertake to secure to the railway only empty possession. Paragraph 717 of the Indian Railway Code.

107. Where land is acquired by Government and made over free of cost to a Railway Company, for the construction of a railway, the Railway Company, in the absence of any express stipulation to the contrary, are entitled to dispose of, or use for the purpose of the railway any material, trees, buildings or other property that may be on the land when it is handed over to them, but Government are entitled, before handing over the land, to dispose of or stipulate for the disposal of, any such material, trees, buildings, etc., which they may have been obliged to acquire with the land and to apply the sale proceeds in reduction of the cost of acquisition. Further it is the business of the Railway Company to clear the land of all obstacles or obstructions and prepare it for the construction of the railway, Government undertaking to secure to them empty possession only free of encumbrances.

### (c) Procedure after the act is put into force

After publication of declaration. Paragraph 718 of the Indian Railway Code.

108. After the publication of the declaration under section 6 of the Land Acquisition Act, the State Government or Administration will direct the Collector, or other Officer specially appointed for the purpose, to proceed to acquire the land in the manner indicated in the Land Acquisition Act and all subsequent proceedings will be taken by the State Government or Administration. When the awards have been announced the Railway Administration may enter into possession of the land, but before doing so, the authority of the Land Acquisition Officer to its occupation should be obtained. When possession is taken, the acquisition is completed and the land then vests absolutely in Government. Up to the moment of taking possession under the Act, Government is at liberty to withdraw from the acquisition but not afterwards. It should be noted that withdrawal from acquisition entails liability for payment of compensation for any damage suffered by the owner in consequence of the notice or any proceedings thereunder. [Section 48 (2) of the Land Acquisition Act.]

Valuation for purposes of the award. Paragraphs 719 & 720 of the Indian Railway Code.

109. A Land Acquisition Officer in an inquiry and award under section 11 of the Land Acquisition Act, will give notice to the Railway Administration or their chief local representative of the day on which the inquiry is to be held, and will take into consideration any representation which the Railway Administration or their chief local representative may make whether orally or by letter. Also before finally making the award, the Land Acquisition Officer will allow the Railway Authorities an opportunity of appearing in person or by agent and of producing evidence as to the value of the land. Railway Administration should take advantage of these opportunities for representing their views and protecting their interest. Further, in order to protect the interests of Government in cases where land is granted free of cost to a railway, it is incumbent on the Collector of the District, or should he himself not be making the award, the Land Acquisition Officer so authorised to refer to the Officer nominated as Government Director of the Circle or the General Manager of the Railway Administration or his representative, all cases in which the awards are likely to exceed the original estimates by more than 10 per cent or by more than Rs. 10,000. The Officer nominated as Government Director or the General Manager of the railway should then decide whether it is advisable to be present, and if so, he should inform the Collector or the Land Acquisition Officer (though the Collector to that effect within one month of the date of the receipt of the reference. If no such intimation is received by that date, it should be assumed by the Collector that the officer nominated as Government Director or the General Manager does not want to be present and that there is no objection to the award being then made. It is very important that the procedure herein above laid down is taken advantage of in order that the interests of the purchaser may be adequately represented.

If the award, as finally settled after objections have been heard in the course of proceedings, exceeds by more than 20 per cent the original estimate of the cost of acquisition or if the evidence as to the value is conflicting and such as to indicate a reasonable probability that the Civil Court will award a sum exceeding that estimate, the Land Acquisition Officer should defer the award and inform the Railway Administration concerned of the facts. Further action will then be suspended until the Railway



## STANDING ORDER

[Land Acquisition No. 28]

Administration has decided whether acquisition should be proceeded with or not. Before Communicating such decision, the Railway Administration should, when the excess is likely to exceed their powers of sanction, submit a report of the matter for the orders of the Railway Board, explaining at the same time whether the acquisition of the land is necessary or whether some plot of land other than that originally contemplated may not be taken up instead. It is incumbent on Railway Administration to endeavour to avoid the location of railway line upon land the acquisition of which will entail either unnecessary expenditure to Government, or annoyance to the owners, if the object sought can be equally well attained by a slight alteration of the alignment or in some other manner.

**109-A.** Possession of the Land will be made over by the local Revenue Authority or his representative and will be taken over by a representative not lower in status than a Sub-Divisional Officer of the Engineering Department of the Railway. The area on the ground should be carefully checked with that on the Plan, and if found correct, the permanent boundary marks should be affixed as soon as possible thereafter.

Taking possession.  
Paragraphs 721 & 722  
of the Indian Railway  
Code.

A certificate, atleast in duplicate, to the effect that the land has been on that day correctly made and taken over, will then be signed by both parties and recorded by the Revenue and Railway Authorities, respectively.

**110.** If during the proceedings under section 11 of the Land Acquisition Act, it becomes apparent to the Land Acquisition Officer that the cost of the land will exceed the amount of the sanctioned estimate, he should report the excess to the Railway Administration concerned and at the same time furnish fresh data for the revision of the estimate. The Railway Administration will then frame a revised estimate of cost in full detail, and if the excess is within the powers delegated to the Railway Administration, sanction the estimate and allot the further funds necessary. Should the revised estimate, however, require the sanction of the Railway Board such sanction should be applied for and in doing so, an explanation of the cause of excess should be furnished, where it exceeds the initial estimate by more than 10 per cent. It should be noted that the countersignature of responsible Revenue Authorities should be obtained to the revised estimate as in the case of the original estimates.

Revised estimates.  
Paragraph 723 of the  
Indian Railway Code.

**110-A.** When acquisition has been finally completed and awards made, a completion report showing the actual expenditure incurred on the acquisition should, in the case of lines under construction, and of open line works costing Rs. 20 lakhs and over, be submitted to the Railway Board either separately or along with the completion report of the works for which the land has been acquired. These completion reports should be drawn up in detail by the Railway Administration on the awards actually made. As regards land taken up for open line works costing less than Rs. 20 lakhs, no completion report need be submitted to the Railway Board unless it is found that expenditure has been incurred over the original or revised estimate, in excess of the power of the Railway Administration.

Completion Reports.  
Paragraphs 724 & 725  
of the Indian Railway  
Code.

### (d) Management of Land

**111.** A State Government may be offered the management of such areas of "available" land as it may agree to accept and, if necessary may be permitted to retain a percentage (to be agreed upon between the Railway Administration and the State Government) of the gross receipts accruing from the lease etc. of the land. In such cases the following conditions will apply, viz:—

Paragraph 810 of the  
Indian Railway Code.

- (i) That such transfer conveys no power to sell, exchange or give away the land without the sanction of the Railway Administration (*i.e.* the land will still remain in the "occupation" of the Central Government), and that the latter may impose such restrictions as it may consider necessary on the use or occupation of the land so entrusted.
- (ii) That the Railway Administration reserves the right to withdraw such land, without compensation after giving reasonable notice or on payment of a fair price if resumption is made at such short notice as to preclude the gathering of any crop, indigenous to the locality, sown thereon.
- (iii) Receipts, less any percentage that may be agreed upon, will be credited to the Railway. Taxes, which would be leviable on the land were retained under the management of the Railway Administration, will continue to be a charge on the Railway.



STANDING ORDER

[Land Acquisition No. 28]

(iv) That on the resumption of the land by the Railway Administration or if under disposal on its sale, it should be handed over with a clear title, any steps necessary to preserve such title being taken by the State Government on behalf of the President.

Land made over for management to the State Government should be properly demarcated, and accompanied by the necessary plans.

Paragraphs 812, 813, 814 and 815 of the Indian Railway Code.

**112. Methods of Management.**—To enable management to be conducted on commercial lines, Railway Administration are permitted to grant to outsiders or other Departments, under a lease or license, rights and facilities in respect of "available" land for such purposes, whether or not connected with Railway working, as they may deem suitable.

The leasing or licensing of "available" land agreeably to these rules, for purposes connected with the working of the Railway (e.g. Bulk Oil Installations; Warehouses, Wharfs or other premises for storing goods on receipt from the Railway after arrival or before being made over to the Railway for dispatch; Shops for Station Vendors; schools for the children of railway employees, etc., etc.) does not require a reference to a State Government or other authority; but, in the case of land leased or licensed for other purposes, the State Government or other authority concerned should be consulted whenever the contingent circumstances are such as to render it relevant or advisable, particularly if the alienation is of a quasi-permanent nature.

The leasing or licensing of Railway land for religious or educational purposes or the granting of permission for the erection on railway land of new structures to be used for religious purposes or the modification or extension of existing structures, will require the sanction of the Railway Board. The General Manager of a Railway is, however, empowered to license plots of vacant railway land to railway employees for the purposes of "praying platforms".

In addition to the lease or license of land itself, rights pertaining thereto, such as grass-cutting grazing, fruits, fishing, mooring etc., may be let out by Railway Administration.

Paragraph 816 of the Indian Railway Code.

**113.** The method by which land is managed by a State Government will be decided by that authority, subject only to the conditions on which such management is undertaken.

(e) Relinquishment of Land

Paragraphs 801, 823 and 824 of the Indian Railway Code.

**114.** The instructions in this section are subsidiary to the land Transfer Rules issued by the Government of India and contained in paragraph 2 *supra*.

The general position is that under section 172 of the Government of India Act, 1935, relevant portions of which are reproduced below, all lands and buildings which vested in His Majesty immediately before 1st April, 1937, and which were then used (otherwise than under a tenancy agreement between the Central and State Government) for purposes which thereafter became purposes of the Central Government (e.g. for the purposes of Federal Railways) would automatically vest in the Central Government. Lands and buildings, which were not actually so used immediately before 1st April, 1937, even though formerly intended to be used for Central purposes, would vest in the provinces, unless they are certified to have been retained for future use for Central purposes or to have been retained temporarily for more advantageous disposal by sale or otherwise. Under this section, therefore, Railway Administrations have the right to remain in undisturbed possession of only such lands in their occupation on the 31st March, 1937 as were actually required for the *effective discharge of their duties* (*cf.* paragraph 825 *infra*).

"Section 172 of the Government of India Act, 1935—

(1) All lands and buildings which immediately before the commencement of Part III of this Act were vested in His Majesty for the purposes of the Government of India shall as from that date :—

(a) in the case of lands and buildings which are situate in a province, vest in His Majesty for the purposes of the Government of that Province unless they were then used, otherwise than under a tenancy agreement between the Governor-General



STANDING ORDER

[Land Acquisition No. 28]

in Council and the Government of that Province, for purposes which thereafter will be purposes of the Federal Government or of His Majesty's Representative for the exercise of the functions of the Crown in its relations with Indian States, or unless they are lands and buildings formerly used for such purposes, as aforesaid, or intended or formerly intended to be so used, and are certified by the Governor-General in Council, or, as the case may be, His Majesty's representative, to have been retained for future use for such purposes, or to have been retained temporarily for the purpose of more advantageous disposal by sale or otherwise;

- (b) in the case of lands and buildings which are situate in a Province but do not by virtue of the proceeding paragraph vest in His Majesty for the purposes of the Government of that Province, and in the case of lands and buildings which are situate in India elsewhere than in a Province, vest in His Majesty for the purposes of the Government of the Federation or for the purposes of the exercise of the functions of the Crown in its relations with Indian States, according to the purpose for which they were used immediately before the commencement of Part III of this Act ;

XX XX XX XX XX XX

- (5) Any question which may arise within the five years next following the commencement of Part III of this Act as to the purposes for which any lands or buildings are by virtue of this section vested in His Majesty may be determined by His Majesty in Council."

In regard to all railway land the policy of the Railway Board is to limit holdings to actual requirements, present and prospective. Every Railway Administration, should therefore, be in a position to justify the retention of land occupied by them, and where unable to do so, should classify it as "eligible for disposal" and arrange for its disposal agreeably to the rules in the following paragraphs.

While land is not to be retained unreasonably, it is equally not to be disposed of and prices incommensurate with its value, nor surrendered free of cost.

115. In deciding whether or not a certain area is eligible for disposal, Railway Administration should be guided by the consideration that land may be said to be required for the *effective discharge of the duties* of the Ministry of Railways, if it falls within one or the other of the following categories :—

Paragraph 825 of the Indian Railway Code.

- (a) Land in the active occupation of a railway, *i.e.* land actually occupied by the permanent works of the railway, or required for their construction, maintenance or repair.
- (b) Land not so occupied, but to the permanent alien control of which specific objections exist, *i.e.*, land in the midst of or adjoining that in active occupation and to separate which from such area would be detrimental to railway interests.
- (c) Land required in the interest of the health or welfare of the staff, or for the safety of railway property (*e.g.* sanitary or fire zones, etc.).
- (d) Land required for such future development as may properly be contemplated.

Paragraph 826 of the Indian Railway Code.

116. When it has been decided that a certain area of land is no longer required by any department of the railway and that it is, therefore, eligible for disposal. The following procedure should be observed :—

- (1) If the land adjoins or is in the near vicinity of land belonging to any other railway of department of the Central Government it should first be offered to such railway or department. If one of these desires to acquire it, the land should on the terms being agreed upon, be made over by the responsible railway authority to an officer of the department or railway deputed for the purpose. A formal record of the transfer should be made and the State Government advised; or if willing, the latter may be entrusted with the work of transfer.



STANDING ORDER

[Land Acquisition No. 28]

- (2) If the land is not adjacent to or in the close vicinity of that held by other railways or departments of the Central Government or though so situate, is not required by such railways or departments; it should be offered to the State Government. If the State Government is willing to purchase it, it should on the terms being agreed upon, be made over to the officer appointed for the purpose, the procedure laid down in paragraphs 109 and 109-A, *supra*, being following *mutatis mutandis*.
- (3) If the State Government is unwilling to purchase it, the land should be disposed of to the best advantage possible.
- (4) If neither another railway nor a department of the Central Government nor the State Government, desire to acquire the land, and if no reasonable offer is forthcoming from other parties, the land should be retained by the Railway Administration and managed in accordance with the procedure laid down in paragraph 807 of the Indian Railway Code for the Engineering Department, until such time as one or the other of the above contingencies eventuate.

Paragraph 827 of the  
Indian Railway Code.

**116-A.** In the disposal of land under clause (3) of the preceding paragraph, the following procedure should be adopted:—

- (a) The State Government may be asked to undertake the whole process of disposal, the Railway Administration merely concurring in the terms.
- (b) If the State Government is unwilling to undertake negotiations for sale, these should be carried out by the Railway Administration and the State Government requested to carry out the final transaction on the terms arranged.
- (c) If the State Government is unwilling to effect even the actual transfer, a formal deed of conveyance should be drawn up by the Railway Administration (ordinarily at the expense of the purchaser), submitted to the authority competent to execute it for signature, and registered, the land being thereafter made over, by the responsible authority to the purchasers.
- (d) In any case the State Government should be consulted as to the manner of disposal, the conditions (if any) that should be laid down for the use of the land after sale, and the extent to which (if at all) the principles of the Resolution of the Government of India in the Department of Revenue and Agriculture No. 13/44-13, dated 30th October, 1896, reproduced below, should be applied.—

*Resolution No. 13/44-13, dated 30th October, 1896 of the Government of India in the Department of Revenue and Agriculture.*—The Government of India desire that whenever agricultural or pastoral land has been acquired for public purposes, whether by private purchase or by compulsory acquisition, and is no longer required for such purposes, the disposal of it may be guided by the following general considerations:—

"In the first place all proprietary rights and all rights of occupancy which were extinguished by the acquisition should be first offered to the persons from whom they were acquired, or to their heirs if discoverable; the former (where both kinds of rights co-existed) being made subject to the latter under the provisions of the Crown Grants (Act XV of 1895).

"In the second place of the price at which these rights are offered should be the amount of compensation originally paid for them, less the 15 per cent in excess of the value which will have been paid if the acquisition was compulsory. This price may be reduced, if necessary, on account of any deterioration that may have taken place in the fitness of the land for agricultural or pastoral purposes while it was in the occupation of Government, but it should not be increased, except in the case stated below, on account of any rise in its market value during that period.

STANDING ORDER

[Land Acquisition No. 28]

"In the case of plots which by reason of their size or shape are practically of no value to anyone but the owners of the adjoining land of those owners are not entitled to the first offer as above, they ought nevertheless to receive the first offer; but in that case there is no objection to asking the market value, though the reasonable offer of a neighbouring holder should always have the preference over that of an outsider.

"The Superior Revenue Authority will, of course, always retain and exercise discretion in the application of the general rule about the charge of cost price. Special cases will occur, and exceptions will be justifiable, as for example, when the persons first entitled are remote descendants or relations of the original holders, or when the rise in the market value of the land has been so exceptionally great as to take the case out of the general rule. The Government of India lay down no hard and fast rule, but only a principle for general guidance.

"It will be observed that the above principles apply to agricultural and pastoral land only, and not to building sites or town lands".

"2. It will be for Local Governments and Administrations to issue instructions adapted to local circumstances, in general conformity with the above considerations. Those instructions will be mere executive instructions; and the greatest care should be taken to avoid anything which might have the semblance of conferring a right, or affording a basis for any claim either as against Government or as between private parties, and to make it clear that the concessions in question are made as an act of grace, and are wholly within the pleasure of Government to grant or to refuse in any particular case".

117. Cancelled.

118. The terms of disposal. The terms on which railway land may be disposed of will, in the case of a State Government, be subject to the following conditions:—

Paragraphs 828-830 of the Indian Railway Code.

- (1) The Central Government themselves will be the judges of whether they require to retain any particular land or not;
- (2) If the State Government desire to assume possession of the land, the option to do so should be exercised within six months of the date on which the Central Government signify their intention of surrendering the land;

- (3) The amount payable for the land will in all cases be its market value at the date of transfer; and
- (4) When the State Government desire to assume possession of only a portion of the land surrendered they shall be entitled to do so only if the value of the land is not materially reduced by the division.

In the case of disposal of land to another railway or department of the Central Government, the amount payable will be the market value of the land and buildings thereon. In all other cases land will be disposed of at the highest offer which is considered reasonable.

In all cases of disposals of land mentioned above, conditions or restrictions of uses agreed upon by both parties may be embodied in the transfer of sale deeds. Where the estimated value of the land exceeds Rs. 1 lakh, a prior preference should be made to the Railway Board.

118-A. In cases where railway land is transferred to a State Government and where the capitalized value of the land revenue had been paid to the State Government on acquisition, the amount payable by the State Government for the land should include the refund of the capitalized value. In the case of land disposed of to private parties the refund of the capitalized value of land revenue by the State Government will not, however, be necessary.

Refund of capitalized value of Land Revenue Paragraph 831 of the Indian Railway Code.



## STANDING ORDER

[Land Acquisition No. 28]

Paragraph 832 of the Indian Railway Code.

118-B. The proceeds of all railway lands disposed of less any charges properly incurred in their disposal, will be credited as follows :—

- (a) When the land was provided free of cost by the Government of India, to Head XVI—Subsidised Companies.
- (b) In all other cases, to the Capital account of the Railway.

As in the case of acquisition, a State Government may be reimbursed the cost of special establishment employed in connection with disposal proceedings.

Paragraph 833 of the Indian Railway Code.

119. As in acquisition, the process of disposal is not completed until possession of the land is made over (and in no circumstances should this be done until the terms of sale or transfer have been settled), and until sale or transfer is complete all rights in the land continue to vest in the Central Government, of Railways. After sale or transfer is complete, the railway boundary marks, land plans, etc., should be adjusted accordingly.

### (F) Land Plans And Schedules

Paragraph 640 of the Indian Railway Code.

120. To enable the revenue authorities to take action for the acquisition of land required for railway purposes, it is necessary \*that proper plans should be made for reference by all concerned. The scale for these land plans should under ordinary circumstances be 400 feet to 1 inch; but where this would not admit of sufficient detail being shown with clearness, the scale should be 100 feet to 1 inch. A scale of 50 feet to an inch may, however, be used in special cases for congested areas in large towns.

\*See Land Acquisition Act, 1894, Sections 6 and 8.

Note. (a) This rule may be waived when the land to be acquired forms an addition to that already previously acquired. In such cases the plans showing additions may be drawn to the same scale as the original plans.

(b) In cases where the existing Revenue maps are not on smaller scale than 400 feet to an inch they may, with the consent of the State Government, be used for the preparation of land plans. Where, however, the State Governments have prescribed separate scales of plans and sections in respect of acquisition of land for railway projects, such scales should be adopted.

121. *Cancelled.*

Paragraph 641 of the Indian Railway Code.

122. The data for the preparation of the land plans should generally be obtained during the progress of the Survey for the location of the line, and the general instructions for the preparation of plans to accompany a project for a railway should be held to apply also to plans required for the acquisition of the land necessary for the construction of the railway. The land plans should also give the additional information required under para 123 *infra*.

Paragraphs 642—650 of the Indian Railway Code.

123. In the case of a railway to be constructed by Government, or by a Company under the terms of whose contract land is divided into two classes, "permanent" and "temporary" the plans made out for the first acquisition of the land should show the outer boundary line and all land, for whatever purpose it may be required, should be taken up as for permanent occupation. This land should be distinguished on the land plans by being coloured pink.

M.B.— This rule applies only to the copies of the plans made for the Revenue Authorities for use on the acquisition of the land, and is not intended to prevent Engineers from marking on their office copies the intended disposition of the land as "permanent" and "temporary" or any other information which may be found convenient for use during construction, for the purpose, of the estimate.

As early as practicable, after the line is opened and after it is known definitely what land can conveniently be spared and disposed of the original plans should be corrected (or fresh plans made) to show the boundaries of the land required for permanent occupation 'permanent land', and also those of the land to be disposed of 'temporary land'. On these land plans, the two classes of land are to be distinguished by colour as follows:—

STANDING ORDER

[Land Acquisition No. 28]

Permanent land ..... Pink.

Temporary land ..... Yellow.

In the case of railway constructed by a Company, by the terms of whose contract (or other arrangement with Government) land has to be taken up under special classes A, B, C & D as defined in paragraph 95 *supra* or under other conditions of a like nature, the plans made out for the first acquisition of the land for use of the revenue authorities should show the outer boundary line and all land irrespective of the purpose for which required, will be taken up as for permanent occupation. This land should be distinguished in the land plans by being coloured pink. The plans retained by the railway authorities, however, will show clearly the boundaries of the land to be taken up under each of these classes.

As early as practicable, after the line is opened, the original plans should be corrected (or fresh plans made), to show the disposition of the land as determined after the work of construction is completed. On these land plans, the four classes of land should be distinguished by colour as follows :—

Class "A" land-Pink.

Class "B" land-Yellow.

Class "C" land-Purple.

Class "D" land-Green.

Detached portions of land should be referred to fixed point on one of the main sheets with distances and compass or other bearings, or such reference to the published maps of the neighbourhood as will ensure a ready identification of the land. A corresponding entry should in each case be made on the nearest main sheet to draw attention to the detached plot.

On all land plans, the position of the boundary of each class of land should be determined by dimensions written on the plan; these dimensions should be sufficiently complete to enable such boundaries being, at any time, readily ascertained or verified.

The name of villages to which the land belongs should in each case, be written on the plan alongside of the line indicating the village boundary. If the boundary line crosses the railway line, the names should be repeated on the other side of the railway line, and the chainage of the crossing point noted.

When boundary marks have been erected for the demarcation of railway land, the position and corresponding number of every detached mark should be inserted in the land plans.

The plans should in short be full and complete and should show all existing roads and buildings; and when the latter are known to be used for public purposes or by special departments, their purposes and ownership should be stated.

124. The land plans should be made up in sets for continuous portions of land, each set being complete for a revenue district or charge of a Collector or Deputy Commissioner. On each end sheet (first and last) of every set of land plans, a sufficient portion of the continuation sheet of the next set should be repeated, to enable the two sheets to be connected or traced together, if required. For each set of land plans the sheets should be numbered consecutively throughout, and the name of the revenue district to which the set relates, is to be marked conspicuously on each sheet.

Paragraph 651 of the Indian Railway Code.

125. The schedules showing details of the land required may be drawn up in the forms numbered 1 to 3 in Appendix IV of the Indian Railway Code for Engineering Department but these are not prescribed as standard forms for adoption on all railways in it is recognised that land tenures vary in different parts of India, and that each State Government or Administration may desire land schedules to be prepared in a form and with particulars to suit local conditions and local land revenue procedure. Railway Administrations should, therefore, prepare the land schedules in the forms that may be required by each State Government or Administration.

Paragraph 652 of the Indian Railway Code.

126. The minimum number of sets of land plans and schedules required is two—one for the revenue authorities and one for the railway. Each set of land plans and schedules should be signed by the

Paragraph 653 of the Indian Railway Code.



STANDING ORDER

[Land Acquisition No. 28]

officer immediately responsible for its preparation and by the Chief Engineer or Engineer-in-Chief of the railway. In the case of land required for a line already opened, the General Manager should also countersign the plans and schedules before sending them on.

127. Cancelled.

(g) Adjustment Of Charges Establishment And Capitalized Abatement Of Land Revenue

128. Unless otherwise provided under the terms of its contract the cost of all land taken up permanently for a railway which is not entitled to receive land free of cost, is debitable to the capital account of the line irrespective of the amount involved or whether required for capital or revenue works. In the case of railways worked by the Government, land required for the manufacture of materials as also for the acquisition of materials by quarrying, mining boring or operations and payments for royalty, mining rights, etc., connected with the same should not be included in land estimates, but may be dealt with as part of the cost of manufacturing operations, or if more convenient, charged off finally to the work concerned. In the case of other railways such charges are included or excluded according to the terms of the contracts. The compensation payable, for land acquired temporarily under Section 35 of the Land Acquisition Act I of 1894, will be chargeable to work or purpose concerned.

Cost of land, which is supplied free to a railway Company by Government, prior to purchase and is booked under the head "15-C—Subsidized Companies Land" shall not be brought on to the Capital account of the line after purchase, but merely noted at the foot of the Capital Statement (Form A 1210).

129. In the case of railway constructed by a Company or other body, under the terms of whose contract (or other arrangement with Government) land is granted free of cost by Government, the cost of all land will be borne by Government and charged to the head "15-C—Subsidized Companies' Land", where land is taken up under Classes A, B, C, & D is defined in paragraph 95 *supra*, or under other condition of a like nature, Class C land will be acquired by Government at the cost of the railways concerned.

129-A. Cancelled.

130. When a point of law is at issue in connection with any land acquisition proceedings, the State Government or Administration should be consulted before legal proceedings are entered upon.

S. REGISTERS AND RETURNS

131. A misalband register of cases under the Land Acquisition Act shall be kept up in the following form by the *sadr wasil baqi nawis* or other *ahmad* (clerk) specially entrusted with the work. Each case shall be entered in this register as soon as it is instituted with a series of numbers for each year :—

Serial No.	Number or English office connected file	Date of institution	Village and tahsil	No. and date of notification	Area	Purpose of acquisition	Date of dispatch of file	Officer to whom sent and purpose	Date of final order	Name of deciding officer	Abstract of order	Date of sending file to record room with initials of record keeper	REMARKS
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Cases of release from occupation and other miscellaneous cases shall be entered in a register in Form XIII laid down in para 3 of Standing Order No. 55.

Incidence of cost of land taken up at the cost of a railway. Paragraph 656 of the Indian Railway Code.

Incidence of cost of the land taken up for railways entitled to receive land free of cost. Paragraph 657 of the Indian Railway Code.

Legal procedure. Paragraph 751 of the Indian Railway Code.

Misalband register.

STANDING ORDER

[Land Acquisition No. 28]

132. As soon as any case in which land is acquired, whether by a special officer or not is decided by the acquiring officer, it shall be sent to the *sadr wasil baqi nawis* and be entered by him in a register in the following form:—

Register of decided cases.

COMPENSATION AWARDED							AREA						
No.	Tehsil	Village	No. and date of notification	Name of office acquiring	Date of order	Purpose of acquisition	Abatement of assessment	For land under assessment (excluding 15 per cent)	Total for all objects (including 15 per cent)	Interest on award-section 34 of the Act	Cost of proceedings in civil court section 22	Roads	Canals
1	2	3	4	5	6	7	8	9	10	11	12	13	14

TOTAL COST OF ACQUISITION										
A	B	Companies Railways (note class)	Buildings and Miscellaneous	Road	Canals	A	B	Companies railways (note class)	Buildings and Miscellaneous	Original estimates
15	16	17	18	19	20	21	22	23	24	25

Where a case is taken to the civil court the final decision will be communicated to the *sadr wasil baqi nawis* who will amend the previous entries accordingly.

133. As soon as any case in which land is restored is finally decided it shall be entered by the *sadr wasil baqi nawis* or other *ahlmad* (clerk) in a register in the following form:—

Register showing land restored.

No	Department restoring	Tehsil	Village	Area re-stored	Amount recovered	Increase to assessment	Date of decision
1	2	3	4	5	6	7	8

134. The above register may be in the regional language and shall be totaled on September, 30th for the past year, providing material for the land revenue report statement No. XVII. Complete extracts in the case of land taken up for, and restored by railways during the past financial year shall be forwarded in the case of the Northern Railway and the open line portion of companies' lines worked by that railway to the Engineer-in-Chief, Northern Railway, in the case of company worked railways to the Agent to the railways and in the case of land taken up for the Canal Department to the Divisional Canal Officer, as soon as possible after March 31st in each year.

Extracts to be forwarded to officers concerned.



STANDING ORDER

[Land Acquisition No. 28]

135. The following English and bilingual forms have been standardised in the office of the Financial Commissioner and are obtainable on indent from the Controller, Printing and Stationery, Punjab, Chandigarh, Form L-A, 1, 3, 4, 8, 11 and 12 are also obtainable in the regional language:

Office	Reference No.	Paragraph of standing order	Subjects
Financial Commissioners	L.A. 1	17	Notification under section 4
Ditto	L.A. 2	26	Statement of payment in acquisition by private negotiation
Ditto	L.A. 3	30	Notification under section 6
Ditto	L.A. 4	35	Notice to persons interested
Ditto	L.A. 5	36	Guide to value of land, form (i) (bilingual)
Ditto	L.A. 6	36	Guide to value of land, form (ii) (bilingual)
Ditto	L.A. 7	55	Award statement (bilingual)
Ditto	L.A. 8	56	Notice under section, 12(2) and 31(1)
Ditto	L.A. 9	73	Form A. Statement showing compensation
Ditto	L.A. 10	73	Form AA. Statement showing acceptance
Ditto	L.A. 11	79	Statement of reduction of revenue
Ditto	L.A. 12	89	Statement of addition to rent roll
Ditto	L.A. 13	78	Form B. Statement of compensation awarded
Ditto	L.A. 14	75	Form C. Voucher for direct payment
Ditto	L.A. 15	75	Form CC. Consolidated Voucher
Ditto	L.A. 16	78	Form D. Voucher for payment into civil courts
Ditto	L.A. 17	75	Form E. Statement accompanying payment into deposit.

APPENDIX A

(PARAGRAPH 24)

*Model form of sale deed to be executed when land is acquired for public purposes by private negotiations*

INDENTURE made this.....day of.....19..... between (hereinafter together with their heirs, successors and assigns where the contest so requires called the vendors) for the one part and the Governor of Punjab (hereinafter called the purchaser) of the other part.

WHEREAS the vendors are the absolute owners of the property hereinafter mentioned and hereby conveyed in the following shares that is to say..... son of.....share.....

AND WHEREAS the land is required by Government for a public purpose, vide notification No....., dated....., and it has been agreed that proceedings under the Land Acquisition Act, would cause unnecessary expense, inconvenience and hardship to the vendors, and that sale by private negotiation is in the interest, and for the benefit of the vendors who have agreed to the absolute sale accordingly to the purchaser for the sum of Rs.....

Now these Present Witness that in pursuance of the above agreement and in consideration of the sum of rupees..... paid by the purchaser to the vendors..... day of.....19... (the receipt whereof the vendors do hereby acknowledge) the vendors do hereby as beneficial owner grant, shall convey and assign unto the purchaser ALL that piece or parcel of Land situated at measuring and entered as khewat No..... Khatauni..... Khasra .....of.....the jambandi of.....in the tehsil of.....district and more particularly described or delineated in the map or plan hereto annexed together with all trees, plants, liberties, privileges, easements and appurtenances whatsoever to the same, belonging or in anywise appertaining and all the estate, right, title, interest claim and demand of the vendors in and to the same and every part thereof TO HAVE AND TO HOLD the same unto and to the absolute use and benefit of the purchaser and his successors and assigns in full proprietary right free from all encumbrances FOR EVER.

Recitals or special conditions, if any.

[Land Acquisition No. 28]

AND the vendors do hereby covenant with the purchaser that they now have good right, title and power to sell and convey the same to the purchaser in manner aforesaid free from encumbrance and that the purchaser may at all times hereafter peaceably and quietly possess and enjoy the same without any interruption, claim or demand from or by the vendors or any person or persons lawfully or equitably claiming for or of any of them AND that special conditions the vendors shall whenever reasonably so required execute and do any such further act assurance or thing as may be deemed necessary by the purchaser IN WITNESS WHEREOF, etc., etc.

*Note.*—By virtue of section 29(c) read with proviso of section 3 Indian Stamp Act, no stamp is needed on this document.

## APPENDIX B

(See note under paragraph 2-XI)

Government of India, Finance Department, letter No. D/2091-A, dated Shimla, the 5th August, 1929 is reproduced below :—

*Subject.*—Notes on land transfer rules.

I am directed to refer to the Government of India, Finance Department, resolution No. D/3428-A, dated the 10th December, 1925, prescribing the rules regulating the transfer of State lands and buildings between the Government of India and the local Government of any Governor's province. Orders have been issued from time to time regarding the interpretation of these rules and the Government of India have for some time felt the desirability of bringing together all such orders for the purpose of convenient reference. They have accordingly prepared a complete list of interpretations so far issued and have put them in the form of a set of "Notes on Land Transferred Rules". I am to enclose a copy of these notes for your information.

**Notes on Land Transfer Rules promulgated with the Finance Department resolution No. D/3428-A, dated the 10th December, 1925:**

*Preamble.*—(1) All the rules in this resolution are applicable to lands as well as to buildings and have effect from the 19th November, 1925, the date of the Secretary of State's despatch on the subject.

(2) Adjustments between railway administrations and local Government in the case of land transferred prior to 19th November, 1925, should be governed by the old rules then in force. The new rules will, however, be applicable to those cases in which though the transfers were effected prior to 19th November, 1925, the settlement of the pecuniary terms of the transfer had been deliberately kept in abeyance with a view to its determination under these rules.

*Rule 2 (a).*—The Government of India, and not the local Government should be regarded as having been in occupation on the 1st April, 1921, of any property used on that date for the discharge by a local Government of its functions as agents of the Government of India administering central subject.

*Rules 5 and 6.*—'Market Value' means the market value on the date of transfer to the local Government and includes the capitalised value of the land at the time of its acquisition for the Central Government.

*Rule 7.*—(1) The principles laid down in the resolution of the Government of India in the Department of Revenue Agriculture, No. 13-44-13, dated the 30th October, 1896, may be observed in making recommendations to the Government of India for the disposal of land under this rule.

(2) Land sold by the Central Government to third parties becomes subject to the provisions of the provincial land revenue enactments except in certain cases where the capitalised value of land revenue has been paid to the local Government. In the latter class of cases, the Central Government is entitled to dispose of the land as a revenue free holding if the local Government does not repay the capitalised value of land revenue.



STANDING ORDER

[Land Acquisition No. 28]

(See also notes under rule 8).

Rules 8.—(1) The capitalised value of land revenue assessable on the land should be included in the payment to be made to a local Government for land required under this rule only in cases where the transfer of the land to the Government of India causes actual loss of and revenue to the local Government. Where lands are at the disposal of a local Government and the latter does not derive any land revenue therefrom, it can have no claim equity to compensation for a loss which does not arise.

(2) A local Government cannot charge land revenue on land transferred to the Government of India as land which vests in the Crown and is at the disposal of the Government of India and cannot constitutionally be treated as liable to land revenue the ultimate reason being that the local Government could only effect recovery in the name of the Secretary State in Council while recovery could only be effected from the Government of India under the same name.

(3) In cases where rights in the land required by the Government of India vest in part in a local Government and in part in a private party, the expression 'costs of acquisition' means the market value of the land plus the outlay incurred by the local Government in the land acquisition proceedings minus the market value of the rights extinguished by the land acquisition proceedings.

(4) Although the acquisition of land by a Provincial Government on behalf of the Central Government is a function appertaining to the provincial subject of 'land acquisition' and cannot be treated as an agency function, a Provincial Government may be reimbursed the cost of any special establishment employed on the work connected with such acquisition.

(5) All waste lands not in the occupation of the Government of India in respect of which there are no rights adverse to the Crown may be regarded as being in the immediate occupation of a local Government.

APPENDIX C

(PARAGRAPH 6-E)

*Model form of transfer of land for public purposes without payment to be executed by owners on condition that the lands be restored to the owners when no longer required by Government.*

This agreement made this ..... day of ..... 200 ..... between .....

(hereinafter together with heirs, successors and assigns, where the context so requires, called the owners) of the one part and the Government of the Punjab (hereinafter referred to as Government) of the other part.

Whereas the owners are the absolute owners of the property hereinafter referred to and hereby transferred in the following shares that is to say :—

- son of ..... share
- son of ..... share
- son of ..... share
- son of ..... share

And whereas the land is required by Government for a public purpose, viz., for heads or channels of inundation canals and WHEREAS it has been agreed that the said transfer without payment is for the mutual benefit of parties.

NOW THESE PRESENT WITNESS that in pursuance of the said agreement the owners do hereby as beneficial owners grant convey and assign into Government.

STANDING ORDER

[Land Acquisition No. 28]

All the land or lands situate as ..... measuring ..... and entered as khewat No. .... Khatauni ..... Khasra ..... of the jamabandi of the ..... in the ..... tehsil of ..... district and more particularly described or delineated in the map or plan hereto annexed together with all trees, plants, liberties, privileges, easements and appurtenances whatsoever to the same, belonging or in anywise appertaining hereto and all the right, title and interest of the owners in and to the same.

TO HAVE AND TO HOLD the same unto and to the absolute use and benefit of Government subject to this condition that when the land transferred is no longer required for the purpose mentioned above it shall be restored to the owners in its former condition and proper deed executed AND it is mutually agreed that the decision of ..... as regards whether the land is wholly or in part required for the said purposes shall be final and binding on the parties AND that stamp duty if any on this Instrument shall be borne by Government.

AND the owners shall whenever reasonably so required do any further act assurance or thing that may be deemed necessary by Government.

In WITNESS WHEREOF, etc., etc.