GOVERNMENT OF HARYANA REVENUE AND DISASTER MANAGEMENT DEPARTMENT
STANDARD OPERATING PROCEDURE HANDBOOK
Preparation, Finalisation and Maintenance of
RECORD OF RIGHTS IN ABADI DEH

Under the Haryana Abadi Deh (Vesting, Recording and Resolving of Ownership Rights) Act, 2025 (Act No. 4 of 2026) and the Haryana Abadi Deh Rules, 2026

CONSOLIDATED FINAL FIELD-LEVEL SOP

Status and precedence

This SOP consolidates the substantive field procedure contained in the ***Haryana Abadi Deh (Vesting, Recording and Resolving of Ownership Rights) Act, 2025 (Act No. 4 of 2026) and the Haryana Abadi Deh (Vesting, Recording and Resolving of Ownership Rights) Act, 2025 (Act No. 4 of 2026) and the Haryana Abadi Deh Rules, 2026 (hereinafter referred to as the Act and rules respectively), and other relevant revenue Department circulars and notifications as applicable to creation of Record of Rights herein after referred to as RoR*** ,with the useful operational safeguards and documentary requirements contained in the accompanying property-certificate procedure. It is intended to provide one coherent, non-duplicative workflow for revenue Department's field functionaries like Collector, Assistant Collector First Grade, Assistant Collector Second Grade, Field Kanungo, Patwaris inter-alia;

Whereas this SOP prescribes an administrative timeline, facilitation measure, portal practice or evidentiary checklist not expressly contained in the Act or Rules, it shall operate as implementation guidance only. In the event of any inconsistency, the Act, Rules, Gazette notification and binding Government order shall prevail.

1. Purpose, Scope and Guiding Principles

1.1 Purpose

The purpose of this SOP is to provide a clear, uniform and legally defensible procedure for survey verification, identification and recording of ownership rights, publication of the draft Record of Rights (RoR), receipt and adjudication of objections, finalisation of the Standing Record of Rights, issue of the SVAMITVA Rights Certificate/Property Identification Right Certificate/Deed of Title or Ownership, and subsequent maintenance of the record.

1.2 Scope

This SOP applies to Abadi Deh areas of villages outside municipal limits and operates from the stage of receipt/verification of the survey record through finalisation and maintenance of the Standing RoR and commencement of subsequent mutation and partition proceedings.

2. Legal Framework

Provision	Subject	Operational requirement
Section 1	Extent/application	Applies to Abadi Deh outside municipal limits, subject to statutory exceptions.
Section 2(b)	Appointed day	08.03.2019.
Section 3	Vesting of rights	Rights in built houses, shops and establishments are treated in accordance with the statutory vesting framework, subject to Panchayat/common-land and Government/institutional exceptions.
Section 6	Survey and mapping	Survey, mapping, survey units, Field Book and submission to the Assistant Collector 2nd Grade; qualifying earlier Government/Survey of India survey remains valid.
Section 7	Power to enter	Entry for survey/measurement subject to statutory safeguards; dwelling entry requires the statutory advance notice where consent is not available.
Section 8	Standing RoR	Standing RoR comprises the prescribed survey records, maps, certificates, pedigree/family-tree material and Village Committee proceedings.
Section 9	Village Committee	Committee constituted by AC II Grade to assist in identification/verification and village-level participation.
Section 10	Draft RoR	Proposed ownership entries as on appointed day, with lawful

		subsequent changes taken into account.
Section 11	Display	Map/record displayed at the prescribed village location and on the Government-specified website; copy supplied to Panchayat.
Section 12	Objections and decision	Objections within 90 days, subject to statutory power to entertain delay; hearing and reasoned decision by AC II Grade.
Section 13	Final RoR and certificate	No-objection entries become final; objected entries are finalised after the statutory post-order period; certificate follows final RoR.
Section 14	Appeal	First appeal to AC I Grade and further appeal to Collector within prescribed limitation.
Section 15	Review	Review within prescribed limitation and subject to statutory conditions.
Section 16	Revision	Commissioner may exercise revisional jurisdiction within prescribed limitation or suo motu as provided.
Section 17	Transfer/maintenance	Attested Standing RoR transferred to Collector; one set maintained with Patwari; future mutations based upon the Standing RoR.
Sections 19–21	Partition	Consensual and disputed partition dealt with by the competent revenue authorities under the statutory scheme.
Section 22	Service	Service may be personal, by affixation, post/courier, newspaper or electronic mode as permitted.
Section 23	Presumption	Entries in the Standing RoR carry the statutory presumption until the contrary is proved or a lawful substituted entry is made.

3. End-to-End Implementation Sequence

Stage	Activity	Principal responsibility
I	Receipt, authentication and reconciliation of survey record	District administration / AC II Grade/ Patwari / Field Kanungo
II	Constitution of Village Committee and village publicity	AC II Grade/ Patwari
III	Completion of missing Pedigree table/contact particulars and preparation of proposed entries	Village Committee / Patwari / AC 2nd Grade
IV	Publication of map and Draft RoR	AC II Grade/ Patwari
V	Receipt and registration of objections; facilitation through Help Desk	AC II Grade/ Tehsil-Sub-Tehsil Help Desk
VI	Notice to affected/interested persons	AC 2nd Grade
VII	Inquiry, hearing, corrections and reasoned decision	AC 2nd Grade
VIII	Consideration of inheritance/transfer/gift and other lawful changes	AC 2nd Grade
IX	Finalisation of Standing RoR	AC 2nd Grade
X	Issue of SVAMITVA Rights Certificate	AC 2nd Grade
XI	Printing, attestation, consignment and digitisation/maintenance	AC II Grade/ Collector office / Patwari
XII	Subsequent mutation, partition, appeal/review/revision and enforcement	Competent Revenue Authorities

1.3 Guiding principles

- No person shall be deprived of a meaningful opportunity to object to boundary, area, measurement or ownership entries or to take any other objection
- **The appointed day for determining the original right/occupation is 08.03.2019.**
- The AC II Grade shall determine the person best entitled to be recorded as owner on the appointed day and shall thereafter take into account lawful changes occurring between the appointed day and preparation of the RoR and properly documenting the same at every stage
- The role of Village Committee is advisory and facilitative; the statutory decision rests with the competent Assistant Collector

- Every adjudicatory order shall be speaking and reasoned and shall identify the evidence relied upon and the reasons for accepting or rejecting material claims.
- A certificate shall be issued only on the basis of the final lawful RoR entry made as per the *Haryana Abadi Deh (Vesting, Recording and Resolving of Ownership Rights) Act, 2025 (Act No. 4 of 2026) and the Haryana (Vesting, Recording and Resolving of Ownership Rights) Act, 2025 (Act No. 4 of 2026) and the Haryana Abadi Deh Rules, 2026*
- Every correction ordered in a case shall be carried into the map, Field Book and relevant RoR record and official website made by Revenue Department for this purpose; an order shall not remain confined to the case file.

4. Stage I — Receipt, Authentication and Verification of Survey Record

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage I — Receipt, Authentication and Reconciliation of Survey Record (Day "T" = date of receipt of survey record)						
1	Acknowledge receipt of survey map, Field Book (Schedule I) and village particulars	AC 2nd Grade	Tehsil office	Within 3 working days of T	SOP Section4.2	Proposed
2	Reconcile map, Field Book and village details — check four-side dimensions (feet / inches and metres / cm), area (sq yards and sq metres) and type / use of each unit; flag missing, duplicate or inconsistent survey units and report to AC 2nd Grade	Patwari; Field Kanungo	—	Within 15 days of T	Rule 3; SOP Section4.2	Proposed
3	Obtain correction of discrepancies through the Survey Agency / statutory survey process	AC 2nd Grade	Survey Officer / Survey of India	Within 30 days of reference to Survey Agency	SOP Section17	Proposed

4.1 Survey already undertaken under SVAMITVA

Where the survey and mapping of Abadi Deh has already been undertaken by Survey of India under the SVAMITVA scheme, as per the provisions of the Act and conducted and reported strictly as per the **Schedules appended to the Act ,** the existing survey shall be treated as the survey under the statutory framework. The SOP therefore begins, for such villages, with receipt and verification of the completed survey record.

4.2 Contents and reconciliation

- The survey record shall include, as applicable, the survey map, survey-unit numbers, measurements, boundaries, area, property type and Field Book/Schedule-I data.
- The AC II Grade shall acknowledge receipt and ensure that the village particulars and survey-unit numbering correspond with the physical and digital record.
- The Patwari and Field Kanungo shall reconcile the map, Field Book and village details and flag missing, duplicate or inconsistent survey units before finalisation.
- Where practicable, relevant survey details may also be supplied individually to the concerned owner/occupier before the display stage.
- Timeline: The AC II Grade shall acknowledge receipt of the survey record within 3 working days of its receipt. The Patwari and Field Kanungo shall complete the reconciliation and report discrepancies within 15 days of receipt, and discrepancies referred to the Survey Agency shall be got corrected within 30 days of such reference.

5. Stage -II Constitution of Village Committee and village publicity

5.1 Constitution

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage II — Village Committee and Village Publicity						
4	Constitute the Village Committee by written order	AC 2nd Grade	Patwari	Within 15 days of T	Section 9(1); SOP Section5.1	SOP

On receipt of the survey record, the AC II Grade shall constitute a Village Committee by written order. The Committee shall comprise:

a. Sarpanch of the Panchayat.
b. Lambardar of the village.
c. One woman Panch, or one woman nominated by the Gram Sabha.
d. One Panch belonging to the Scheduled Caste/Backward Class.
e. Gram Sachiv of the concerned Gram Panchayat, as a member specified by the Government under Section 9(1)(e) of the Act.

The Committee shall ordinarily be constituted within fifteen days(15) of receipt of the survey record. The Sarpanch shall act as convenor; where unavailable or the office is vacant, the AC II Grade shall designate a member.

5.2 Publicity and record

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage II — Village Committee and Village Publicity						
5	Inform inhabitants of the proposal to prepare the Standing RoR: (i) proclamation (Munadi); (ii) notice pasted at conspicuous places; (iii) intimation to Sarpanch to publicise and convene a Gram Sabha meeting; (iv) notice by e-mail/electronic mode to the Gram Panchayat.	AC 2nd Grade	Patwari; Sarpanch / Panch	Within 7 days of constitution of Committee	Rule 6(2) (modes); timeline and start date proposed	Proposed
6	Record the proclamation and constitution of the Committee in the Rapat Roznamcha	Patwari	—	Same day as proclamation	SOP Section5.2	SOP
7	Upload Committee constitution order and proceedings on the Department portal; preserve as part of Standing RoR	AC 2nd Grade office	Patwari	Within 3 days of order / meeting	Section 8; SOP Section5.2	Proposed

- The formation of the Committee and commencement of the RoR process shall be announced by way of Munadi in the village. Information regarding the same may also be displayed on common sites like panchayat ghar, patwar khana, dharamshala, community centre , gram sachivalaya , citizen service centre or common religious places .
- In accordance with Rule 6(2) of the Rules, the inhabitants shall also be informed about the proposal of preparation of the Standing RoR by
  (i) intimation to the Sarpanch to give due publicity and to convene a Gram Sabha meeting for information, and
  (ii) notice through electronic mode on e-mail etc. of the Gram Panchayat.
  (iii) The proclamation and all such notices shall be issued within 7 days of constitution of the Village Committee and shall clearly specify:
  (a) the start date of the RoR process in the village, and
  (b) the window of 7 days from the start date during which village camps shall be held for verification and updating of particulars, with the dates and venue of the camps.
- The Patwari shall record the proclamation and constitution of Village committee in the **Rapat Roznamcha.**
- The Committee's constitution and proceedings shall be placed on the relevant digital portal of revenue Department /physical record and preserved as part of the Standing RoR.

5.3 Role of Committee

The Village Committee shall assist in

a) local identification,
b) verification of particulars and
c) dissemination of information.
d) It shall **NOT** adjudicate disputes relating to ownership, possession, shares or title.
e) **The final legal decision shall be made by the competent Assistant Collector.**

5.4 Missing particulars

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage III — Missing Particulars and Preparation of Draft RoR (Schedule II)						
8	Prepare village-wise list of survey units with incomplete Pedigree table / basic particulars	Patwari	Village Committee	Within 15 days of constitution of Committee	SOP Section5.4	Proposed
9	Hold village camps for updating particulars after verification of documents	Patwari	Village Committee / Gram Panchayat	Within the 7-day window from the start date announced in the proclamation	SOP Section5.4	Proposed
9A	Where a particular detail cannot be reliably ascertained, record 'Not verified / unable to ascertain' with brief reasons; no entry shall be invented	Patwari	Village Committee / Gram Panchayat	During the village camps, before the list is placed before AC 2nd Grade	SOP Section5.4	Proposed
10	Verify the completed list and place it before AC 2nd Grade for authorising updation	Patwari	Field Kanungo	Within 7 days of completion of camps	SOP Section5.4	Proposed

- The Patwari shall prepare a village-wise list of survey units in which Pedigree table or other basic particulars are incomplete, without converting this exercise into an ownership adjudication.
- The Patwari along with village committee/Gram Panchayat present shall hold village camps for people to come and get their details updated, after proper verification of documents which an individual is desirous of getting updated . The camps shall be held within the 7-day window announced in the proclamation under para 5.2.
- Where a particular detail cannot be reliably ascertained, the record shall state 'Not verified / unable to ascertain' with brief reasons; no entry shall be invented.
- The Patwari shall verify the completed list and place it before the AC II Grade, who may authorise updating of the Draft RoR.

6. Stage III — Preparation and Publication of Draft Record of Rights

6.1 Preparation

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage III — Missing Particulars and Preparation of Draft RoR (Schedule II)						
11	With Village Committee assistance and after hearing interested parties, consider claimants' documents and record proposed entries as on 08.03.2019 in Schedule II in summary manner	AC 2nd Grade	Village Committee; Patwari	Within 30 days of receipt of verified list	Rule 6(1)(i), (iii); Section 10; SOP Section6.1	Proposed

After examination of the relevant material, the AC II Grade shall prepare the proposed ownership entries in **Schedule-II.**

6.2 Principles for entries

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage III — Missing Particulars and Preparation of Draft RoR (Schedule II)						
11A	Where a survey unit is found sub-divided, mark the parts as 1/1, 1/2 … or 1/1/1, 1/1/2 … and record the area of each sub-divided unit	AC 2nd Grade	Patwari; Field Kanungo	While preparing the proposed entries in Schedule II	Rule 6(1)(ii); Section 10(3); SOP Section6.2	Proposed

The following shall be recorded in accordance with the statutory vesting and ownership provisions

- **Built-up structures,**
- **dwellings, residential areas with courtyard,**
- **vacant plots,**
- **shops and establishments**
- Common areas and land vested in the Panchayat under the Haryana Village Common Lands (Regulation) Act, 1961 **shall be recorded in the name of the Panchayat, except where possession is acknowledged, authorised or admitted in accordance with the provisions of Haryana Villlage Common Lands(n Regulation) Act 1961 .**
- **Land or institutions owned by the Central Government, State Government, juristic person or other entity shall be recorded in their respective names**
- Public streets, wells, common grounds, burial grounds, drains, ponds, tanks, watercourses, playgrounds and similar community facilities shall

not be recorded in the name of an individual merely on the basis of a private claim.

- Vacant Abadi Deh land for which no owner/occupier is identifiable shall ordinarily be dealt with in accordance with the Panchayat/common-land provisions, unless a specific claim is established through the statutory process.
- **Where AC II grade find that survey unit is sub-divided and escaped the attention of survey officer, he shall assign a unique survey number to each survey unit.(S.10(3)**
- Where more than one co-occupier is entitled, their respective shares shall be recorded unless a lawful relinquishment/release is established.

6.3 Publication

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage III— Publication of Draft RoR (Day "D" = date of display)						
12	Display Schedule II with survey map at a conspicuous place in the village and on the Government-specified website	AC 2nd Grade	Patwari; IT / portal team	Within 7 days of approval of Schedule II (= Day D)	Section 11; Rule 2(3)	Proposed
13	Supply copy of Schedule II to the of the Gram Panchayat through Sarpanch against receipt	Patwari (official functionary)	Sarpanch	On Day D	Rule 7; SOP Section6.3	Proposed
14	Record date, place and manner of publication in Rapat Roznamcha; prepare display certificate signed by Patwari and countersigned by Sarpanch	Patwari	Sarpanch	On Day D	SOP Section6.3	SOP
15	Supplementary newspaper notice (one notice may cover several villages); does not change the statutory objection period	AC 2nd Grade	DRO / District office	Within 7 days of D	SOP Section6.3	Proposed

The Draft RoR in Schedule-II, together with the survey map showing units, boundaries and area, shall be displayed on the Government-specified website and at a conspicuous place in the village.

- A hard copy shall be supplied to the Gram Panchayat through the Sarpanch against acknowledgement.
- The display shall be made at a place reasonably accessible to villagers, such as Panchayat Ghar, Patwar Khana, Gram Sachivalaya, Community

Centre, Citizen Service Centre, Dharamshala or other suitable public place.

- The Patwari shall record the date, place and manner of publication in the Rapat Roznamcha and preserve a display certificate signed by the Patwari and countersigned by the Sarpanch.
- As an additional publicity safeguard, notice of display may be published in a widely circulated newspaper(maybe for many villages all together), particularly to reach owners/occupiers who may be residing outside the village. Such supplementary publicity shall not substitute the statutory display or alter the statutory commencement of the objection period.

7. Stage IV — Objections, Facilitation and Service

7.1 Right and period of objection

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage V — Objections, Notice and Adjudication						
16	File objection in Schedule III (boundary, area, dimension, ownership or any other ground), physically or online	Aggrieved person	Tehsil / Sub-Tehsil Help Desk	Within 90 days of D	Section 12(1)	**Statutory**
17	Admit delayed objection on sufficient cause; record reasons on file and on portal	AC 2nd Grade	—	At the time of admission	Section 12 (proviso); SOP Section7.1	**Statutory**

Any person aggrieved by a survey-unit's
boundary, **area,**
dimension or
ownership or
any other reason,
may file an objection(s) before ACII Grade in Schedule-III **within ninety days** from the date of display.
However, if AC II Grade finds that the applicant had **sufficient cause** for not filing objections within that period, he may entertain such objections after expiry of such period also.
Such delayed objections shall ordinarily be entertained by the AC II Grade only if filed within thirty days after expiry of the ninety-day period, and the reasons for condoning the delay shall be recorded on file and on the portal.

7.2 Categories of objection

A. Boundary in Survey record
a) area
b) dimension:

c) incorrect boundary,
d) measurement or area.

B. Entry regarding Ownership in Draft ROR in a survey unit

a) proprietary rights:
b) incorrect owner,
c)omitted co-owner,
d) incorrect share or
e) competing claim.

C. Combined objection:
Boundary/measurement and ownership together.

D. Other objection falling within the statutory process.

E. After hearing the parties and seeing the record AC II G shall make necessary corrections of the boundaries

F. After hearing the parties and seeing the record AC II G shall ascertain best entitled occupier to be recorded as owner of the survey unit.

- If parties don't appear despite successful and valid service, they may be proceeded against ex-parte .
- In both the above cases covered under E and F above, he has to decide the case within a period of 90 days from which parties put in appearance or are proceeded against ex- parte . . [Section 12(2) of the Act]

7.3 Filing and identity

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage V — Objections, Notice and Adjudication						
18	File objection containing the survey-unit particulars, grounds, supporting material and identity of the objector	Objector (aggrieved person)	—	At the time of filing	Section 12(1); SOP Section 7.3	—
18A	Verify the objector's identity from Aadhaar, EPIC/Voter ID, PAN Card, Driving Licence, Passport or another Government-issued photo identity document	AC 2nd Grade office	—	At the time of receipt of objection	SOP Section 7.3	—

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
18B	Where no such document is available, accept other satisfactory identity document after recording reasons	AC 2nd Grade	—	At the time of receipt of objection	SOP Section 7.3	—
18C	File objection electronically through the Government portal	Objector	Tehsil / Sub-Tehsil Help Desk	Within the objection period	SOP Sections 7.3, 7.4	—

The objection shall contain the survey-unit particulars, grounds, supporting material and the identity of the objector.

- Acceptable identity evidence may include Aadhaar, EPIC/Voter ID, PAN Card, Driving Licence, Passport or another Government-issued photo identity document.
- Where no such document is available, the AC II Grade may accept other satisfactory identity document after recording reasons.
- Objections can be filed electronically through the Government portal.

7.4 Digital inclusion

- A Help Desk shall be made available at the Tehsil/Sub-Tehsil level for persons requiring assistance in filing an online objection. The Help Desk shall facilitate the filing process without deciding the merits of the claim or drafting substantive grounds on behalf of the claimant.

7.5 Notice to interested parties

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage V — Objections, Notice and Adjudication						
19	Identify all affected/interested persons and issue notice (personal, adult family member, affixation, registered post, newspaper, e-mail/SMS/electronic)	AC 2nd Grade	Patwari (service report)	Within 7 days of registration	Section 22; SOP Section7.5	Proposed

- On receipt of an objection, the AC II Grade shall identify every person whose recorded or claimed right may be affected and ensure service of notice before passing an order.
- Notices may be served personally, on a recognised agent or adult family member, by affixation, registered post, Hindi newspaper publication or e- mail / SMS/ other permitted electronic mode.

- Prints of electronic delivery shall be retained on the record.

8. Stage V — Inquiry and Adjudication of Objections

8.1 Decision sequence

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage V — Objections, Notice and Adjudication						
20	Identify the survey unit, nature of objection and all interested parties; serve notice	AC 2nd Grade	Patwari (service report)	—	Section 22; SOP 7.5, 8.1	—
20A	Call for and examine records: survey map, Field Book, Draft RoR, Village Committee proceedings and parties' documents	AC 2nd Grade	Patwari; Field Kanungo	—	SOP 8.1	—
20B	Hear the parties and determine the best-entitled owner / occupier as on 08.03.2019, considering lawful inheritance, transfer or gift thereafter	AC 2nd Grade	—	—	SOP 8.1	—
20C	Where required, order correction of the map with corresponding red-ink correction in the Field Book; pass reasoned order and ensure it is incorporated in all physical and digital records	AC 2nd Grade	Field Kanungo; Patwari; IT / portal team	Within 90 days of appearance of parties or ex-parte proceedings	Section 12(2); SOP 7.2, 8.1	Statutory

- Identify the survey unit and nature of the objection.
- Identify and serve all necessary/interested parties.
- Call for relevant revenue, public and other legally relevant records.
- Examine the survey map, Field Book, Draft RoR, Village Committee proceedings and documents produced by the parties.
- In an ownership dispute, determine who was best entitled to be recorded as owner/occupier on 08.03.2019.
- **Consider lawful inheritance, transfer, gift or similar change occurring between 08.03.2019 and preparation of the RoR.**
- Give the parties a fair opportunity of hearing and record the material submissions.
- Where required, order correction of the map and **corresponding red-ink correction in the Field Book.**
- Pass a clear, reasoned order and ensure that the decision is incorporated in every affected physical and digital record.

8.2 Evidence concerning possession on 08.03.2019

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage V — Objections, Notice and Adjudication						
20D	Assess evidence of possession on 08.03.2019 as per the illustrative list, not present possession alone; record reasons for accepting / rejecting evidence	AC 2nd Grade	Village Committee (verification only)	—	SOP 8.2	—

The decision shall not be based merely on present possession. Depending upon the facts, the following may be considered:

a. Revenue/public records and earlier records of rights
b. Documents showing occupation on or before 08.03.2019.
c. Utility/service records and local-body records.
d. Existing title, transfer or succession documents.
e. Statements of parties and other persons examined.
f. Village-level verification and material supplied by the Village Committee.

The evidentiary list is illustrative. The AC II Grade shall assess the material on its own merits and record reasons for accepting or rejecting material evidence.

8.3 Boundary and measurement corrections

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage V — Objections, Notice and Adjudication						
21	Carry the correction into the map and Field Book in red ink with cross-reference to the order; update digital record	Field Kanungo; Patwari	IT / portal team	Within 7 days of order	SOP Section8.3	Proposed
22	Correct clerical/arithmetical mistakes (suo motu or on application); intimate parties free of cost and the implementing officer	Authority that passed the order	Patwari	Within 7 days of detection / application	SOP Section8.3	Proposed

- Every correction in area, boundary or dimension ordered during adjudication shall be incorporated in the survey map and corresponding Field Book entry in red ink, with cross-reference to the order.

- Any clerical or arithmetical mistake made by any officer made in any order may be corrected by authority concerned either suo moto or upon application by the party.
- Parties to be intimated of such corrections free of cost.
- Officer duty bound to implement shall also be intimated.

9. Stage VI — Treatment of Inheritance, Transfer, Gift and Co-Ownership

9.1 Inheritance

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage VI — Inheritance, Transfer, Gift and Co-ownership						
23	Update record in single-heir cases after verification of death proof	AC 2nd Grade	Patwari; Lambardar	Forthwith (within 7 days of verification)	SOP Section9.1	Proposed

- Identify the person having ownership rights as on **08.03.2019**
- Ascertain whether that person died before preparation of the RoR and whether succession is claimed by examining death certificate or other valid proof establishing the same – newspaper obituary, bhog invitation etc.
- Verify the lawful heirs under the applicable succession law and available documents.
- Field verification may be undertaken through the Lambardar/Numberdar and official/local records, with the verification recorded on file.
- Record the lawful heirs and shares as determined by the competent authority.
- In case of single heir – action be taken forthwith to update his details.
- Where heirs or shares are disputed, notice shall be issued to all claimants and the matter shall be decided after hearing.

9.2 Transfer or gift after the appointed day

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage VI — Inheritance, Transfer, Gift and Co-ownership						
24	Disputed heirs / shares / transfer or gift after 08.03.2019: notice to all claimants, recording of statements / affidavit, decision after hearing	AC 2nd Grade	Patwari; Lambardar	Within 90 days of appearance of parties or ex-parte proceedings	Section 12(2); SOP Section9.1–9.3	**Statutory**

- Verify the original ownership rights and shares as on 08.03.2019.
- Examine the transfer/gift deed or other legally relevant instrument.
- Where a transfer/gift is relied upon without a formal document, the statement of the transferor/donor, or lawful heirs where appropriate, may be recorded before the AC II Grade and supported by an affidavit.
- The final entry shall reflect the lawful change only to the extent proved and permissible under applicable law.

9.3 Co-occupiers and relinquishment

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage VI — Inheritance, Transfer, Gift and Co-ownership						
24A	Record shares of all entitled co-occupiers; alter shares only on an attested / registered relinquishment document, never on oral assertion	AC 2nd Grade	Patwari	Along with Schedule II preparation (within 30 days of receipt of verified list)	SOP 9.3	Proposed
24B	Refuse partition with written reasons where the survey unit is impartible or partition impractical	AC 2nd Grade	Patwari	Within 90 days of issue of summons / notice (longer only with written reasons)	Rule 9(vi); SOP 9.3	**Statutory**
24C	Fair enquiry: notice to all in pedigree table, verify and keep copies of documents, take non-concealment declaration; penal action against parties concealing facts	AC 2nd Grade; Government (penal action)	Patwari	Before passing the order	SOP 9.3	SOP

- Where several co-occupiers are entitled, their shares shall be recorded.
- A co-occupier shall not be removed merely on the basis of an oral assertion of another co – occupier-claimant.
- A relinquishment/release relied upon for altering shares shall be supported by a duly attested or registered document in accordance with applicable laws and departmental instructions.
- Where after examining co- owners of the survey unit and such other persons AC II Grade is of the opinion that survey unit in impartible or partition is impractical, he may refuse//disallow partition after recording reasons in writing.
- Where one/ two co-occupiers/ owners misrepresent facts/ documents so as to take away the right of another rightful co-owner and obtains an order on the basis of such record, the ACII Grade shall not be held

liable in any legal proceeding provided it is established by his superior officer that he had made a fair enquiry before proceeding in the mater.

- **Fair enquiry** for this purpose shall include :
    1. Notice to all person as per pedigree table by means of registered post/letter, WhatsApp or any other electronic means and hold record for the same and contacting their family members.
    2. Verify all documents produced, and maintained copy of all such documents
    3. Non-concealment declaration to be obtained from the parties
- Further penal action shall be taken by Government against such parties that are found to be misleading revenue officials / officers by concealing facts/ records .

9.4 Sub-division

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage VI — Inheritance, Transfer, Gift and Co-ownership						
24D	Assign unique sub-unit numbers to sub-divisions missed in survey; record area; update map, Field Book and RoR	AC 2nd Grade	Field Kanungo; Patwari	While preparing Schedule II (within 30 days of receipt of verified list)	Rule 6(1)(ii); Section 10(3); SOP 9.4	Proposed

Where a survey unit is found to have been subdivided and the subdivision was not captured in the original survey, the AC II Grade shall assign unique sub-unit numbers, record the area of each part and update the map, Field Book and RoR.

10. Documentary Requirements and Verification Checklist

The following documentary framework shall be used as a practical checklist. It is intended to assist verification and shall not be applied mechanically so as to defeat a genuine statutory claim where legally sufficient alternative evidence is available.

10.1 Mandatory

- Affidavit of the claimant, duly attested by the competent Revenue Authority, stating the claimed ownership/possession as on 08.03.2019 and, where applicable, the
- subsequent chain of inheritance, transfer or gift.

10.2 Illustrative evidence of possession/occupation

- Electricity bills covering the relevant period.
- Water bills covering the relevant period.

- Government-issued address documents such as EPIC, Driving Licence, Passport, Aadhaar, PAN card, PPP ID, ration card or similar record, where relevant.
- Proof of constructed structure, water/sewer connection record or dated photograph verified by the Patwari.

10.3 Title/succession material, where available

- Sale/conveyance deed.
- Transfer, relinquishment or release deed.
- Court decree
- Registry/sale deed and other legally relevant documents.

10.4 Death/succession

Where the original owner/occupier has died, a legal-heir certificate or other legally acceptable succession evidence shall be produced where required.

The AC II Grade may call for additional evidence where the nature of the dispute so requires.

11. Stage VII — Finalisation of the Standing Record of Rights

11.1 No-objection cases

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage VII — Finalisation of Standing RoR (Schedule IV)						
25	Incorporate no-objection entries in Schedule IV	AC 2nd Grade	Patwari; Field Kanungo	Within 15 days of expiry of the 90-day objection period	Section 13; SOP Section11.1	Proposed

Where no objection is filed within the statutory period of 90 days or within which AC II grade has accepted objections after expiry of the statutory period ,such entry shall be treated as final and incorporated in Schedule-IV. The AC II Grade shall incorporate such entries in Schedule-IV within 15 days of expiry of the objection period.

11.2 Objection cases

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage VII — Finalisation of Standing RoR (Schedule IV)						
26	Incorporate decided entries in Schedule IV — not before expiry of 30 days from the decision, subject to appeal/review/revision	AC 2nd Grade	Patwari; Field Kanungo	After 30 days of decision; entry within 7 days thereafter	Section 13; SOP Section11.2	**Statutory**

Where an objection has been filed, the entry shall be finalised in accordance with the order passed under the Act after expiry of the statutory period of 30 days, following that order.

In an objection case, the entry shall be made in the final Record of Rights in accordance with the Section 12 , decision is to be given only after expiry of thirty days from the date of that decision, subject to the applicable appeal, review or revision position.

11.3 Pre-finalisation certification

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage VII — Finalisation of Standing RoR (Schedule IV)						
27	Pre-finalisation certification: all objections decided, corrections carried to map/Field Book, Schedule IV cross-checked	Field Kanungo	Patwari	Before signing of Schedule IV	SOP Section11.3	SOP

- All objections have been decided or their current procedural status has been properly recorded.
- All orders affecting area, boundary or dimension have been incorporated in the map and Field Book.
- All lawful ownership/share changes have been incorporated in the RoR.
- Schedule-IV is complete, internally consistent and cross-checked with the survey record.
- The prescribed certification and signatures have been completed.

Where an appeal has been filed, its existence and status may be noted in the Remarks/status field without prejudging the appellate outcome.

12. Stage VIII — Issue of SVAMITVA Rights Certificate

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage VIII — Issue of SVAMITVA Rights Certificate						
28	Verify name, pedigree table, survey-unit number, area, dimensions, boundaries, property type and share against final Schedule IV; reconcile any SVAMITVA card already issued with the final record	AC 2nd Grade	Patwari; Field Kanungo	—	Section 13(5); SOP 12	—

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
28A	Generate certificate in Annexure-A, signed by Patwari, Field Kanungo and AC 2nd Grade, only for persons in final Schedule IV (not on possession, claim or draft entry); it remains subject to general law and court decrees	AC 2nd Grade	Patwari; Field Kanungo	Within 15 days of final entry in Schedule IV	Rule 8; Section 13; SOP 12	Proposed
29	Make certificate available in prescribed mode, incl. digital download; link it to the survey unit and Standing RoR	AC 2nd Grade office	IT / portal team	Within 7 days of issue	SOP 12	Proposed

- The AC II Grade shall issue the SVAMITVA Rights Certificate / Property Identification Right Certificate / Certificate or Deed of Title or Ownership in the prescribed form only after the relevant name and right have been entered in the Final RoR.
- Verify name, **Pedigree table**, survey-unit number, area, dimensions, boundaries, property type and share, where applicable, against Schedule-IV.
- Generate/prepare the certificate from the final record.
- The certificate shall correspond exactly with the person(s) recorded in the final Schedule-IV record and shall contain the prescribed particulars. It shall not be issued merely on the basis of possession, an unresolved claim or a draft entry.
- Where a certificate/property card was already issued by a Government authority under the SVAMITVA scheme or Government directions and is covered by section 13(5), the certificate shall be reconciled with the statutory final record rather than treated as a separate or conflicting title source.
- Ensure prescribed authentication/signatures.
- Make the certificate available through the Government-prescribed mode, including digital download where enabled.
- Link the certificate to the relevant survey unit and Standing RoR.
- The certificate shall remain subject to the general law governing transfer of property and to any decision or decree of a competent court, to the extent applicable. The certificate shall not by itself override a binding statutory or judicial determination.

13. Stage IX — Appeal, Review and Revision

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage IX — Appeal, Review and Revision						
30	First appeal against order of AC 2nd Grade	Assistant Collector 1st Grade	—	Within 30 days of order (condonable on sufficient cause)	Section 14	**Statutory**
31	Second appeal against order of AC 1st Grade	Collector	—	Within 30 days of appellate order (condonable)	Section 14	**Statutory**
32	Decision of appeal	AC 1st Grade / Collector	—	Within 60 days of appearance of respondent or ex-parte proceedings	Section 14	**Statutory**
33	Review (on own motion or application), with prior sanction as required	AC 2nd Grade / AC 1st Grade / Collector	—	Within 60 days of the order	Section 15	**Statutory**
34	Revision (on application or suo motu)	Commissioner	—	Application within 60 days of order	Section 16	**Statutory**
35	Incorporate appellate / review / revisional order in Standing RoR, map and Field Book (red ink)	AC 2nd Grade	Patwari; Field Kanungo	Within 7 days of receipt of order	SOP Section13	Proposed

Remedy	**Authority**	**Limitation / principal rule**
First appeal	Assistant Collector 1st Grade	Normally 30 days, subject to statutory condonation.
Second appeal	Collector	Normally 30 days from the appellate order, as prescribed.
Review	Competent authority under Section 15	Within 60 days, subject to statutory conditions and required sanction.
Revision	Commissioner	Within 60 days or suo motu, as provided by Section 16.

First appeal: an aggrieved person may appeal from an order of the Assistant Collector 2nd Grade under section 12 to the Assistant Collector 1st Grade within **thirty days** of the order, subject to condonation where sufficient cause is established.

Second appeal: an aggrieved person may further appeal from the order of the Assistant Collector 1st Grade to the Collector within **thirty days**, subject to the statutory power to condone sufficient cause.

The appellate authorities shall hear the parties interested and likely to be affected and shall pass reasoned orders. Appeals are ordinarily to be decided within **sixty days** from the respondent's appearance or ex-parte proceedings, unless reasons are recorded in writing or otherwise directed.

An appellate authority shall not remand a case except where the record establishes that an adverse order was passed against a necessary party who was not duly served.

Review: the Assistant Collector 2nd Grade, Assistant Collector 1st Grade or Collector may, within sixty days of the order sought to be reviewed, review on its own motion or on an application by an interested party after notice and reasonable opportunity of hearing. The statutory prior-sanction requirements for review by the respective authorities shall be followed.

Every appellate, review or revisional order altering ownership, share, area, boundary or dimensions shall be promptly incorporated into the Standing RoR, map and Field Book, including the prescribed red-ink correction where applicable.

An order against which an appeal or revision has been preferred shall not be reviewed where prohibited by Section 15. Revision lies to the Commissioner, who may act on an application by an aggrieved party within sixty days or on his own motion and, after hearing affected parties, may confirm, modify or reverse the order on legality or propriety.

14. Stage X — Consignment, Maintenance and Mutations

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage X — Attestation, Consignment and Maintenance						
36	Attest the Standing RoR and transfer it to the District Collector for consignment; retain one authenticated set with the Patwari	AC 2nd Grade	Collector office (Sadar Kanungo / Record Room); Patwari	Within 30 days of finalization of village RoR	Section 17; SOP Section14	Proposed
37	Enter subsequent mutations in Schedule V; keep digital and physical records synchronized.	Patwari	Revenue Officer attesting mutation	As per mutation procedure under Haryana Land Revenue Act, 1887	Section 17; SOP Section14	**Statutory**

- After finalisation, the AC II Grade shall attest the Standing RoR and transfer it to the District Collector for consignment in the district record.
- One authenticated set shall remain with the concerned Patwari for future maintenance and mutation purposes.
- Future mutations shall be entered in Schedule-V on the basis of the Standing RoR and in accordance with the applicable statutory procedure.
- Each mutation shall identify its lawful basis, such as inheritance, transfer, gift, partition or an appellate/review/revisional order. A mutation shall not by itself alter the permanent survey map or Field Book; any such alteration shall be made only through the competent statutory process.
- After transfer of the record, the applicable provisions of Chapter IV of the Haryana Land Revenue Act, 1887 shall operate mutatis mutandis as provided by the Act.
- The digitised record shall be kept synchronised with the authenticated physical record so that subsequent transactions do not create divergent versions.

15. Stage XI — Partition and Enforcement

15.1 Consent based partition

- Where all co-owners agree to partition, the competent Assistant Collector may finalise the record after examining the co-owners and relevant persons.
- Partition may however be refused by a speaking order where the survey unit is legally impartible or partition is impracticable.

15.2 Disputed partition

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage XI — Partition and Enforcement						
38	Consent partition: where all co-owners agree, finalise the record after examining co-owners and relevant persons; refuse by speaking order if the unit is impartible or partition impracticable	Competent Assistant Collector	—	—	Section 20; SOP 15.1	—

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
38A	Disputed partition: file application with khewat / khatauni / khasra particulars, co-owners' names, addresses and mobile numbers, possession status, rasta / nala / easementary rights and estimated value	Co-owner (applicant)	Patwari (report)	Any time after final RoR	Section 20; Rule 9; SOP 15.2	—
39	Issue summons / notice to all recorded co-owners	AC 2nd Grade	Patwari	Within 7 days of receipt of application	Rule 9(vi); SOP 15.2	Proposed
40	Hear objections of co-owners and decide partition in summary manner, considering land valuation, rasta, nala and other easementary rights	AC 2nd Grade	—	Within 90 days of issue of summons / notice (longer only with written reasons)	Rule 9(vi); SOP 15.2	**Statutory**

- The partition application shall, to the extent applicable, state the khewat, khatauni and khasra particulars; names, addresses and contact/mobile particulars of recorded co-owners; possession status; requirements concerning rasta, nala and easementary rights; estimated value; and other particulars necessary for fair partition.
- The Assistant Collector 2nd Grade shall issue summons/notices to all recorded co-owners and decide the matter in the prescribed summary manner. Rule 9 provides for decision within ninety days from issuance of summons/notices, unless a longer period is justified by reasons recorded in writing.
- An application shall contain the particulars of the survey unit, names and addresses of co-owners, contact details where available, possession status, requirements relating to rasta/nala or other easementary rights, estimated value and other particulars necessary for fair partition. Notice shall issue to all recorded co-owners and the matter shall be decided after hearing objections in accordance with the statutory procedure.

15.3 Survey/demarcation marks

S. No.	Function / Activity	Functionary (Responsible)	Supporting Functionary	Timeline	Legal / SOP Basis	Nature of Timeline
Stage XI — Partition and Enforcement						
41	Notice for fine for willful destruction /removal of survey or demarcation mark, stating particulars of the act	Assistant Collector 1st Grade	Patwari (report)	Within 15 days of receipt of report	Rule 10; Section 29	Proposed
42	Payment of fine (cash / electronic mode / bank draft as directed); if unpaid, recover as arrears of land revenue	Person(s) responsible; AC 1st Grade	Tehsil office	Within 1 month of receipt of notice	Rule 10	**Statutory**
43	Inspection of record and supply of certified copies	Copying Agency / Tehsil office	—	As per Haryana Land Revenue Act, 1887 procedure	Rule 11	**Statutory**

- Where a person wilfully destroys, dismantles or unlawfully removes a survey or demarcation mark, the **Assistant Collector 1st Grade** shall issue the statutory notice and may impose a fine up to ₹1,000 for each survey/demarcation mark destroyed, dismantled or unlawfully removed.
- Unpaid fine is recoverable as arrears of land revenue in the prescribed manner.
- Inspection of and supply of copies from the Abadi Deh record and proceedings shall follow the applicable revenue-record procedure under the Haryana Land Revenue Act, 1887 as applied by the Act/Rules.

16. Stage XII-Officer-wise Responsibility Matrix

Authority / function	Principal responsibilities
Survey of India / Survey Officer	Survey/mapping, measurements, boundaries, survey-unit numbering and Field Book preparation/correction where required.
Collector	District-level supervision, appellate functions, custody of transferred Standing RoR and other functions assigned by the Act/Rules.
Assistant Collector 1st Grade	First appellate authority and other statutory supervisory/review functions.

Assistant Collector 2nd Grade	Constitutes Village Committee; authenticates/oversees survey record; prepares Draft RoR; conducts publication; receives and decides objections; orders corrections; finalises RoR; issues certificates; transfers record.
Field Kanungo	Checks, compiles and authenticates prescribed field records and incorporates ordered corrections.
Patwari	Village publicity/rapat entries; field verification; reconciliation of survey record; publication record; Panchayat acknowledgement; maintenance of Patwari set and mutation record.
Tehsil/Sub-Tehsil Help Desk	Facilitates online filing without influencing merits.
Village Committee	Local identification and verification, dissemination and proceedings; no adjudicatory power.

17. Situation Handling and Escalation

Situation	**Immediate action**
Survey map and Field Book mismatch	Flag discrepancy; reconcile and obtain correction through Survey Agency/statutory survey process before finalisation.
Father/ husband / Pedigree table detail missing	Place before Village Committee for verification; if unascertainable, record that fact rather than inventing particulars.
Multiple ownership claims	Treat as ownership objection; identify all necessary parties, serve notice, examine appointed-day possession and subsequent lawful changes, and pass a reasoned order.

Original occupier died after 08.03.2019	Determine right on appointed day and verify lawful heirs/succession before final entry.
Transfer/gift after 08.03.2019	Verify instrument or prescribed alternative evidence; record statements/affidavit where relied upon; incorporate only lawful proved change.
Boundary dispute	Proceed under Section 12; correct map and red-ink Field Book entry where ordered.
Delayed objection	Place before AC II Grade for consideration of sufficient cause under the statutory proviso.
Necessary party not served	Do not pass a final adverse order until statutory notice and opportunity have been provided.
Appeal/review/revision filed	Record status and implement the eventual lawful order in the Standing RoR.
Sub-division discovered	Assign unique sub-unit numbers and update map, Field Book and RoR.

18. Stage XIII- Village-Level Completion Checklist

18A. Statutory Compliance Gate — Act and Rules 2026

• Confirm statutory applicability and, where relevant, that a process commenced from the appointed day is not defeated merely because the area subsequently came within municipal limits.

• Confirm the appointed day as 08.03.2019.

• Verify Schedule-I Field Book, survey map, unique survey numbers, four-side dimensions, boundaries, area in square metres and square yards, and property type.

• Verify that every missed subdivision has been assigned a unique survey number.

• Confirm constitution of the Village Committee in the statutory composition and preserve its proceedings.

• Confirm prescribed display/publication and supply of Schedule-II to the Gram Panchayat through the Sarpanch against receipt.

• Record the exact display date for computation of the ninety-day objection period.

• Use Schedule-III for objections and record reasons where a delayed objection is admitted.

• Ensure service upon every necessary/affected party before an adverse order.

• Ensure reasoned orders and carry every correction of area, boundary or dimensions into the Field Book in red ink as prescribed.

• In objection cases, do not enter the decided entry in the final record until expiry of the statutory thirty-day period from the decision, subject to the appellate/review/revisional position.

• Issue the prescribed SVAMITVA Rights Certificate only to the person(s) recorded in final Schedule-IV.

• Attest and transfer the Standing RoR to the District Collector and retain one authenticated set with the Patwari.

• Record subsequent mutations in Schedule-V and maintain consistency between physical and digital records.

• For partition, follow the statutory consensual/disputed routes and Rule 9 particulars and time requirement.

• Maintain survey/demarcation marks and initiate the statutory fine/recovery procedure for wilful destruction or unauthorised removal.

• Apply the prescribed procedure for inspection and supply of copies of records and proceedings.

☐ Survey record/map/Field Book received and reconciled.

☐ No missing or duplicate survey unit remains unaddressed.

☐ Village Committee constituted by written order and particulars recorded.

☐ Village proclamation and Rapat Roznamcha entry completed.

☐ **Missing Pedigree table**/basic particulars verified or appropriately marked.

☐ Draft Schedule-II and survey map published on the Government-specified portal.

☐ Hard copy supplied to Panchayat against acknowledgement.

☐ Village display completed and display certificate preserved.

☐ 90-day objection period correctly calculated from statutory display date.

☐ Help Desk operational for digital filing.

☐ All objections registered and linked to the concerned survey unit.

☐ All necessary/interested parties identified and served.

☐ Appointed-day possession/occupation examined in ownership disputes.

☐ Inheritance/transfer/gift between appointed day and RoR preparation considered.

☐ Reasoned orders passed and uploaded/placed on record.

☐ All map/area/dimension corrections entered in the Field Book in red ink.

☐ Schedule-IV checked for completeness and consistency.

☐ Certificate issued only on the basis of the Final RoR.

☐ Appeal/review/revision status recorded wherever applicable.

☐ District and Patwari sets authenticated and transferred/retained.

☐ Digital record synchronised with authenticated physical record.

☐ Subsequent mutation/partition procedure initiated where required.

19. Annexures and Prescribed Forms

Annexure / Schedule	**Purpose**
Schedule-I	Field Book
Schedule-II	Draft record of entries of owner in a survey unit
Schedule-III	Objections with regard to survey units
Schedule-IV	Final Record of Rights of survey units
Schedule-V	Register of Mutations
Annexure-A	SVAMITVA Rights Certificate / Property Identification Right

	Certificate / prescribed title or ownership certificate
Annexure-B	Document checklist for ownership/possession claims
Annexure-C	Village Committee constitution order and portal-entry format
Annexure-D	Village proclamation/publicity format
Annexure-E	Supply of survey record to Village Committee / verification of missing particulars
Annexure-F	Display/publication certificate
Annexure-G	Objection acknowledgement and service report
Annexure-H	Transfer/consignment memo for Standing RoR
Annexure-I	Appeal/review/revision status register

The statutory schedules shall be used in the form prescribed under the Act/Rules. The operational annexures shall be issued by the Department in bilingual format shortly .

20. Administrative Safeguards and Record Integrity

The date of statutory display shall always be capable of independent verification from the file.

The case record shall contain proof of service upon all necessary/interested parties.

Every material correction shall be traceable to the order by which it was authorised.

Digital and physical records shall be kept consistent.

No field functionary or Village Committee shall substitute informal consensus for the statutory adjudicatory process.

No ownership entry shall be altered merely because present possession differs from possession on the appointed day; the statutory criteria shall be applied.

No certificate shall be issued from the Draft RoR.

Where the Act or Rules leave a procedural detail to Government prescription, the Department may issue supplementary instructions, formats or technical specifications without disturbing the statutory scheme.

— END OF CONSOLIDATED SOP —

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