

1) OBJECT

With a view to provide Record of Rights (ROR) in the lands held by the Ryots, and also to give title deeds, the R.O.R. work is taken up in the State as per R.O.R. Act 1971, as amended in 1980, 89 and 1993. Rules were issued thereon and executive instructions were also issued by the Government, and Commissioner of Survey, Settlements and Land Records, Hyderabad.

2) UPDATING OF RECORDS

As per the provisions contained in sec.3(1) of the Act, the Record of Rights (ROR) shall be prepared and brought uptodate.

3) PREPARATION OF REGISTERS

After the notification is issued by the Commissioner, a notice in Form-II has to be issued calling upon the persons interested to furnish a statement in writing in Form-1A showing the particulars of lands and the nature of their interest. A register in Form-II – A has to be maintained for the claims received. (Rule 5)

4) ENQUIRY

The Recording Authority will conduct enquiry under Rule 6,7,8 and verify the documents and inspect the land.

5) ORDERS

After completion of the enquiry, the Recording authority shall pass orders in respect of all cases requiring change of Registry due to death of the registered holder, succession, sale, gift after duly satisfying that the change of registry is not in contravention of any provisions of the Act mentioned in Rule 9(1) (a) (iv) and 9(1) (b) & (II).

6) DISPUTED CASES : All disputed cases shall be referred by the Recording Authority to Mandal Revenue Officer (MRO) for disposal (Rule 9(1) (a) & 1(b).

7) DRAFT R.O.R. – PUBLICATION OF FORM – III

After passing orders as stated above the Recording Authority shall prepare draft ROR (Rule 9(2), and there after publish notice in Form–III as prescribed under Rule 5(2) (a) to (e) to the effect that draft R.O.R. has been prepared and the persons concerned shall furnish a statement on their claims for rectification and that Grama Sabha would be held and the villagers can attend and submit claims and objections within the time limit prescribed (Rule 10(1) to (4).

8) ENQUIRY AFTER PUBLICATION OF FORM–III AND RECTIFICATION OF DEFECTS :

Enquiry shall be held by the Recording Authority as per rule 11, to examine the claims received and determine whether or not to alter the draft R.O.R. after affording a reasonable opportunity to the persons concerned. Orders shall however be passed after obtaining the orders of the Spl.Dy.Tahsildar, ROR or M.R.O.

As per rule 12, after the enquiry is completed under Rule 11, the Recording Authority may make alteration of any entry, in the draft R.O.R. after affording an opportunity to the persons concened.

9) CONFIRMATION, TEST CHECK/REVISION OF THE R.O.R. :

After the completion of enquiry under rule 11 the Recording authority shall confirm the draft ROR under rule13 (1).

As per rule 13(2) the M.R.O. the Revenue Divisional Officer (RDO), the Deputy Collector R.O.R., the D.R.O, the Collector and any officer designated by the Collector shall be competent to test and revise the entries in the confirmed R.O.R., after giving an opportunity to the concerned individuals. Before making revision the recording Authority shall obtain orders of his immediate superior Officer.

10) PUBLICATION OF FORM – IV :

Completion of the preparation of the R.O.R. shall be notified in the District Gazette and A.P.Gazette in Form-IV and also in the manner specified in Rule 5(2) (Section 3(2) read with Rule 14).

Once Pass Books and Title Deeds are distributed, Form-IV for those villages should be published in the State Gazette. Copies of the Gazette should be given to credit agencies indicating that no loan in those villages shall be granted without production of pass books and title deeds after 3 months from the date of publication of the notification in the State Gazete. (Proviso to Sec.6C)

11)PREPARATION OF 1-B REGISTERS/ DISTRIBUTION OF PATTADAR PASS BOOKS AND TITLE DEEDS.

Form-1B shall be prepared (in triplicate) as per rule 14-A and with reference to the entries made in Form 1B, the pattadar passbooks and title deeds shall also be got written and distributed to the concerned persons in a Grama Sabha with prior notice of atleast 7 Days to be published as per Rule 5(2).

12) RECTIFICATION OF ENTRIES IN R.O.R.:

As per Section 3(3), any person affected by an entry in R.O.R. may within a period of 1 year from the notification under section 3(2) apply for rectification of the entry to the M.R.O and he shall dispose of the application within 90 days from the date of filing the same for this purpose. The procedure prescribed under rules 15,16 and 17 have to be followed.

13) INTIMATION OF ACQUISITION OF RIGHTS :

As per section 4(1) of the Act, any person acquiring by succession, partition, purchase, mortgage etc. any right as owner, pattadar, mortgagee, occupant etc. shall intimate in writing his acquisition to the M.R.O. within 90 days from the date of such acquisition.

U/S 4 (2) of the Act every registering officer shall intimate to the M.R.O of such transaction.

14) AMENDMENT TO R.O.R.

U/S. 5(1) of the Act, the M.R.O on receipt of intimation of the fact of acquisition of any right, shall

determine as to whether the R.O.R. requires to be amended and carry out the amendment therein duly giving opportunity to the concerned.

Appeal shall lie to the R.D.O U/s.5(5) within 60 Days. The M.R.O shall also have the power to correct clerical errors if any in the pass books.

15) MAINTENANCE OF R.O.R :

As per rule 18, the maintenance of ROR including correction of entries in pursuance of the orders passed under rule 17 and incorporation of all mutations pursuant to the orders passed under Sec.5 has to be ensured by M.R.O.

16) REGULARISATION OF CERTAIN ALIENATIONS OR OTHER TRANSFER OF LANDS

Section 5-A of the Act read with Rule 22 provides for regularisation of the unregistered transactions. After issue of notification in Form IX by M.R.O. as per Rule 22, the alienee or transferee shall file an application in Form-X to the M.R.O. The MRO., shall on enquiry require such alienee or transferee to deposit an amount equal to the registration fee and stamp duty that would have been payable had the alienation or transfer been effected by a registered document at the time, the transaction had actually taken place. On deposit of the amount the M.R.O shall issue a certificate in Form XIII B and the Recording Authority shall on production of the certificate shall make an entry in the ROR and issue Pattadar Pass Book in the category of Owner-Pattadar.

An appeal shall lie to the R.D.O within 30 days from the date of passing of the order by M.R.O (Sec.5B Rule 22(A) 1). The R.D.O after due enquiry shall pass orders as he deems fit subject to revision u/s 9.

17) RECORDING OF SALES/PURCHASES ETC. OF LANDS IN THE PATTADAR PASS BOOKS :

Notwithstanding any thing contained in the Regn. Act, the pass book holder shall get the entries of sales, purchases, mortgage, gift, lease etc., of lands recorded in the pass book and Title Deed by the Registering

officer (Sec.6(B) (1) & (2).

18 RECORDING OF GRANT OF LOANS AND ENCUMBRANCE CERTIFICATES :

As per Sec.6(c) (1) of the Act every loan granted by any credit agency on the security of the land, every encumbrance of the land and every repayment of loan shall be recorded in the pass book and the title deed.

After 3 months from the date of publication of notification under Sec.3 (2) no loan shall be granted by the credit agency to a owner pattadar without production of pass book and title deed. Every loan shall be liable to be recovered as arrears of land revenue.

19) REGISTERING AUTHORITY TO MAKE ENTRIES IN PASS BOOKS AND TITLE DEEDS :

The Registering Authority has to make entry of every transaction in the pass books and title deeds as per Sec. 6D at the time of registering any document relating to the lands owned by the pass book holders and he shall not register any document without production of the Pass Book or title deeds by the vendor and Vendee.

20) REVISION :

As per Sec.9 read with Rule 23, the Collector either suomotu or on an application can call for and examine any ROR and pass orders amending or reversing the ROR after giving due opportunity to the concerned.

21) INSPECTION OF RECORDS OF ROR :

As per Sec 7 read with Rule 24 and 25, the ROR records shall be open to the public for inspection and Certified copies, shall be given on payment of prescribed fees.

22) BAR OF SUITS :

No suit shall lie against the Recording Authority or other officer concerned [Sec.8(1)].

23) POWERS OF RECORDING AND APPELLATE AUTHORITY :

The Recording Authority or other Officers for the purpose of holding enquiry under the Act, shall have the powers of Civil Court under CPC (Sec.10).

24) INCORPORATION OF CHANGES IN VILLAGE ACCOUNTS :

After final publication, the MRO shall take action to incorporate the particulars of ROR in the village Revenue Records (Sec.10.A).

25) ACT NOT TO APPLY TO GOVERNMENT LANDS :

Nothing in the Act shall apply to Government Lands (Sec.12).

26) PASS BOOKS/ TITLE DEEDS FORMATS/ DISTRIBUTION :

I. Title Deed Form----- XIV-A

II. Pass Book for Pattadar/Owner ----Form XIV-B

III. Pass Book for Tenants/Mortgagees----- Form XIV-C

IV. Pass Book for occupants of Inam Lands. ---Form XIV-D

Title Deed establishing the ownership of Pattadar/Owner.

Pass Book shall be the record of Title in respect of an owner and rights and interests in land in respect of others.

27) AFFIXING PHOTOGRAPHS :

There shall be a photograph of Pattadar owner on title Deed.

Photographs of Patadar Pass Book holder shall be on the Pattadar Pass Book. It shall be attested on the

Pattadar Pass Book and sealed by M.R.O.

4 Photos have to be furnished. 2 Photos for Pass Book, Title Deed and one copy to be affixed on Form I B and the remaining shall be filed in the files.

The R.D.O. shall attest the 1st page of Title Deed with Seal, Date besides embossing the photo on right side column and laminated. Xerox copy of FMB Sketch may be attached to Title Deed/Pass Book for easy identification of the land.

28) DISTRIBUTION OF PASS BOOKS OR TITLE DEEDS :

They shall be distributed to persons who are in actual possession of the land, @ Rs.15 per set. Acknowledgement shall be obtained in a Register in Form XVII.

29) LOSS OF PASS BOOK OR TITLE DEED AND ISSUE OF DUPLICATE COPIES :

As per Rule 31(1) and 31(2) in case of loss of pass book/title deed it should be noted in the duplicate copy that it is a duplicate copy on the 1st page and it shall also be noted in Form I.B. The connected person has to notify the loss to the Police and M.R.O and credit agencies not to deal with the lost title deed by any unauthorised person.

After satisfying that the conditions are complied with, the RDO may issue a duplicate title deed duly endorsing on the 1st page and noting in Form I-B. Fees for duplicate copies is fixed at Rs.1000/- to check frivolous applications. In case of mutilated title deed or Pass Book the fee for duplicate Pass Book is Rs.100/- it shall be surrendered. The RDO., before issuing the duplicate copy of the title deed shall obtain the permission of the Collector for issue of duplicate copy. Amount has to be remitted to MH-0029 LR. MrH:106 Receipts on A/c of survey of settlement operation SH-01-Receipts A/c New P.P. Book.

ACTS

The Andhra Pradesh Rights in Land and pattadar Pass Books Act, 1971.

The Andhra Pradesh Rights in Land and pattadar Pass Books Rules, 1989.

FORMS

Form I

Form I-A

Form I-B

Form II

Form II A

Form III

Form III B

Form IV & IV A

Form V

Form 6 A

Form 6 B

Form 6 C

Form 7

Form 8

Form 9

Form 10

Form 11

Form 12

[Form 13 A, B, C](#)

[Form 14 –Part I](#)

[DCB in PPB I](#)

[Loans in PPB I](#)

[Repayment of loans in PPB I](#)

[SAO Loans in PPB I](#)

[Form 14– Part II \(Owner Cultivation\)](#)

[Loans in PPB II](#)

[Repayment of Loans in PPB II](#)

[SAO Loans in PPB II](#)

[Form 14 Part III \(Tenant cultivation Mortgage\)](#)

[Loans in PPB III](#)

[Repayment of Loans in PPB III](#)

[Form 14 Part IV \(Land Revenue & DCB\)](#)

[Form 15](#)

[Form 16](#)

[Form 17](#)

[Form 18](#)

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