

**SETTLEMENT DEPARTMENT
SHIMLA DIVISION****(i) The particulars of its organization, functions and duties**

The Settlement Department in Himachal Pradesh is entrusted with the preparation of permanent record, its revision by taking upon a fresh measurement of land- whether government or private- on the spot and preparation of records of right i.e. Shajra Kistwar or Field Map (Musavi), Field book, Aks Momi Shajra, Latha Shajra, Khatauni Bandobast Hal, Misal Haqiat and Khasra Girdawari etc.

Apart from preparation of above record, Settlement also implies reassessment of land revenue as the same is assessed only during the Settlement operations .The organizational structure of the department is as under:-

- 1 Settlement Officer
- 2 Assistant Settlement Officer
- 3 Settlement Tehsildars
- 4 Settlement Naib Tehsildars
- 5 Kanungo Settlement
- 6 Patwari
- 7 Chainman

Besides the department consists of Ministerial staff as under:--

- 1 Supdt, Grade II
- 2 Sr., Assistant
- 3 Jr, Assistant
- 4 Personal Assistant
- 5 Steno Typist
- 6 Clerks
- 7 Driver
- 8 Peons