



**PROVINCIAL RECORD CELL | BOARD OF REVENUE SINDH**

1<sup>ST</sup> FLOOR SHAHBAZ BUILDING BLOCK "D" HYDERABAD PH: 9201303-9201116

Email address: [prc.bor2010@yahoo.com](mailto:prc.bor2010@yahoo.com)

No. D.D (PRC) / BOR/493 of 2016.  
Hyderabad Dated: - 14.11.2016

To,

**The Sub Registrar,**

(All in Sindh).

**SUBJECT: - STANDING OPERATIONAL PROCEDURE FOR ISSUANCE OF SALE CERTIFICATE ON PRINTED FORMAT W.E FROM 01.12.2016.**

The Board of Revenue, Sindh has introduced printed Sale Certificate bearing Book and Page numbers w.e. from 1st December.

Accordingly the Standing Operational Procedure comprising of following documents are enclosed for your ready reference.

- ❖ Notification No. SMBR/-1015 (I) of 2016 dated 07.11.2016 issued by Senior Member Board of Revenue, Sindh.
- ❖ Instructions in Sindhi regarding issuance of Sale Certificate.
- ❖ Circular No. DD(E&I)/HQ/BOR/2016/268 dated 28.10.2016 issued by Secretary (Revenue), Board of Revenue Sindh regarding mutation of Agricultural Land on conversion for Non-Agricultural purpose.

You are therefore requested to please do not accept any Sale Certificate other than the prescribed printed format w.e. from 1st December 2016.

**DEPUTY DIRECTOR (PRC)**  
Board of Revenue, Sindh,  
Hyderabad

Cc:-

1. The Member (R&S), Board of Revenue, Sindh, Karachi.
2. The Secretary (Revenue), Board of Revenue Sindh, Hyderabad
3. The Inspector General (Registration), Board of Revenue, Sindh, Hyderabad.

(R&S) WING  
INWARD NO 1302  
DATED 16-11-2016  
REGISTRATION & SPECIAL CELL  
BOARD OF REVENUE SINDH, KARACHI



**REVENUE DEPARTMENT  
GOVERNMENT OF SINDH**

No. SMBR/-1015(1) of 2016

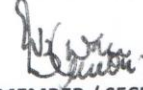
Karachi. Dated: 7-11-2016

**NOTIFICATION**

In order to ensure transparency, minimize general complaints regarding issuance of bogus Sale Certificates and to make a uniform format, competent authority has approved the introduction of Sale Certificates printed by Security Printing Press of Pakistan which should replace all the other formats of Sale Certificates in the Province.

2. The Standard Operating Procedure (SOP) regarding printed Sale Certificates shall be as under:-

- i. All the Sale Certificate registers effective from 1<sup>st</sup> December 2016 shall, henceforth be printed & issued by the Board of Revenue, Sindh in the prescribed format. No private paper or any other form shall be printed, issued or utilized as Sale Certificate by any Revenue Officer classified in Section-7 of the Sindh Land Revenue Act, 1967.
- ii. All the printed registers shall be issued by the Provincial Record Cell to the concerned Mukhtiarkar (Revenue) in the same manner as the Record of Rights registers (VF-VII-A, VF-VII-B and VF-II) are being issued under the orders of Honourable High Court of Sindh in C.P: No.D-11/2007 (Misbahuddin V/S Board of Revenue, Sindh and others).
- iii. The Sale Certificate register published on security paper will remain in custody of Mukhtiarkar (Revenue) who will be responsible for any loss / damage.
- iv. In case, any page is destroyed / damaged / mistakenly written, shall be returned to the Provincial Record Cell, Board of Revenue, Sindh, Hyderabad in original.
- v. The Mukhtiarkar concerned shall send the photostat copies of sale certificate alongwith counter foil for scanning and data indexing at Provincial Record Cell, Board of Revenue, Sindh, Hyderabad, as early as possible.
- vi. In case, of non-utilization of issued Sale Certificate, the original copy bearing cancellation note shall be sent to the Provincial Record Cell before issuance of fresh certificate. While, in case of misplacement, the Khatedar shall submit an Affidavit and copy of Normal Complaint (NC) of concerned police station.
- vii. The Assistant Commissioner concerned shall ensure maintenance of relevant registers and its proper utilization on monthly basis and submit report latest by 5<sup>th</sup> of every month to the Provincial Record Cell in the prescribed format.
- viii. The Sub-Registrar shall accept only the prescribed Sale Certificate on and after 1<sup>st</sup> December, 2016 & onwards.

  
**SENIOR MEMBER / SECRETARY  
TO GOVERNMENT OF SINDH,  
REVENUE DEPARTMENT**

**A copy is forwarded:-**

1. The Chief Secretary of Sindh, Karachi.
2. The Members \_\_\_\_\_ (All), Board of Revenue Sindh
3. The Commissioners, Karachi / Hyderabad / Mirpurkhas / Sukkur / Shaheed Benazirabad.
4. The Project Director (LARMIS), Board of Revenue, Sindh, Karachi.
5. The Director (E&I), Board of Revenue, Sindh, Hyderabad.
6. The Regional Revenue Officer, Hyderabad / Karachi / Mirpurkhas / Sukkur / Shaheed Benazirabad.
7. The Inspector General (Registration), Sindh.
8. The Deputy Commissioner \_\_\_\_\_ (All in Sindh).
9. The Deputy Director (PRC), Board of Revenue, Sindh, Hyderabad.
10. The District Registrar, Karachi.
11. The Divisional Manager (LARMIS), Hyderabad / Karachi / Mirpurkhas / Sukkur / Shaheed Benazirabad.
12. The Assistant Commissioner \_\_\_\_\_ (All in Sindh).
- ✓ 13. The Mukhtiarkar \_\_\_\_\_ (All in Sindh).
14. The Sub-Registrar \_\_\_\_\_ (All in Sindh).
15. The Master File – 2016.

  
**SECRETARY (REVENUE)**  
**BOARD OF REVENUE, SINDH**





# پراونشل رڪارڊ سيل

بورڊ آف ريوينيو سنڌ حيدرآباد

1. جناب اسسٽنٽ ڪمشنر  
2. جناب مختيارڪار (ريوينيو)  
تعلقو:

## سيل سرٽيفڪيٽ جاري ڪرڻ ۽ اسڪيننگ لاءِ هدايتون

- هر هڪ سرٽيفڪيٽ ۾ ڪاتيڊار جو نالو ولديت، زوجيت، نادرا جي طرفان جاري ڪيل شناختي ڪارڊ جي نمبر سميت لکبو.
- نئون ڇپرايل سرٽيفڪيٽ ايگريڪلچر ۽ نان ايگريڪلچر (بني قسمن جي ملڪيت) لاءِ استعمال ٿيندو.
- ڪاتيڊار ستن کان وڌيڪ هجڻ جي صورت ۾ ٻيون ۽ ٽيون صفحو استعمال ڪبو ۽ TOTAL PAGES جي ڪالر ۾ يعني ڀاڱي جي مٿان صفحو نمبر ۽ ڀاڱي جي هيٺ ٽوٽل صفحا لکبا.
- بئنڪ چالان جو ٺهڻ صفحي تي ڪنهن خالي جاءِ تي هٿيو جيئن هر لفظ پڙهڻ ۾ اچي.
- هر هڪ سرٽيفڪيٽ تي تصديق ڪندڙ عملدارن جون نالي ۽ عهدي واريون مهرون چٽيون هٿ ڳهرجن جيڪي با آساني پڙهي سگهجن ۽ تصديق ڪندڙ عملدارن جي صحيح سان تاريخ لکڻ لازمي آهي.
- سيل سرٽيفڪيٽ جاري ڪرڻ کان اڳ زير بار بابت حد جي تهديد کان سر زمين جي رپورٽ ان جي صحيح ۽ نالي واري مهر سان گڏ وٺجي. اهڙي سرٽيفڪيٽ تي Litigation جي رپورٽ پڻ واسطيدار اسسٽنٽ کان سندس صحيح ۽ نالي واري مهر موجب وٺجي. اهڙي رپورٽ کي سيل سرٽيفڪيٽ جو حصو ٺاهجي.
- ڪمپيوٽرائزڊ سيل سرٽيفڪيٽ جا رجسٽر واسطيدار مختيارڪار کي جاري ڪيا ويندا جيڪي سندس تحويل ۾ رهندا ۽ ڪنهن به نقصان جي صورت ۾ سندن ذميواري هوندي.
- ڪمپيوٽرائزڊ سيل سرٽيفڪيٽ پُر ڪرڻ دوران ڪنهن غلطي سبب يا پنو ضايع ٿيڻ جي صورت ۾ اصل پنو/ سرٽيفڪيٽ پراونشل رڪارڊ سيل ۾ فوري طور تي جمع ڪرائڻ لاءِ واسطيدار مختيارڪار پابند هوندو.
- ڪاتيڊار کي جاري ڪيل سرٽيفڪيٽ جو مٿو پورو ٿيڻ کانپوءِ ۽ سب رجسٽرار وٽ استعمال نه ٿيڻ جي صورت ۾ نئون سرٽيفڪيٽ جاري ڪرڻ کان پهرين مذڪوره سيل سرٽيفڪيٽ واسطيدار مختيارڪار رد ڪري اصل سرٽيفڪيٽ پراونشل رڪارڊ سيل ۾ جمع ڪرڻ جو پابند هوندو.
- مختيارڪار صاحب سيل سرٽيفڪيٽ جاري ڪرڻ مهل ۸. سيل سرٽيفڪيٽ جي ڪاپي COUNTER FOLIO سميت ٽپيدار جي سرزمين جي رپورٽ ۽ ۳. عرضدار جي درخواست جي ڪاپي SCANNING جي لاءِ هڪدم ارسال ڪندو. ۽ اهڙي هڪ ڪاپي پنهنجي رڪارڊ ۾ پڻ رکندو. جيڪو نئون ڪتاب وٺڻ مهل PRC ۾ چڪاس ڪرائيندو. اهو پڻ نوٽ ڪجي ته جيسيتائين مڪمل PAGES اسڪين ٿيل نه هوندا ته نئون رجسٽر نه ملي سگهندو.
- اهو پڻ نوٽ ڪجي ته جيڪڏهن استعمال ٿيل رجسٽر جا سڀ صفحا اسڪين ڪرايل نه هوندا ته نئون رجسٽر نه ملي سگهندو.
- سيل سرٽيفڪيٽ جي VALIDITY تاريخ به مهينا ان جي خاني ۾ سال/مهينو/تاريخ
- وضع لکجي جيڪا آئوٽ ورڊ جي تاريخ کان شمار ٿيندي. ۽ ٻيهر مٿو (re-valid) نه وڌايو ويندو.
- آفيس ڪاپي فائيل تي سلسليوار فوٽوگراف PASTE ڪجن ۽ هر فوٽو گراف جي هيٺيان واسطيدار ڪاتيڊار جو نالو لکجي.
- سيل سرٽيفڪيٽ ٺاهڻ مهل بورڊ آف ريوينيو جي SOP جناب سينيئر ميمبر بورڊ آف ريوينيو سنڌ جن جي نوٽيفڪيشن نمبر 2016 NO.SMBR/-1015(I)OF ۽ تاريخ 7-11-2016 موجب جاري ڪجي ۽ عزت مآب هاءِ ڪورٽ جي مليل هدايتن C.P:NO-D-11/2007 موجب عمل ڪجي.

DD	MM	YEAR
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No.DD(E&I)/HQ/BOR/2016/ 268  
**BOARD OF REVENUE SINDH**  
Hyderabad Dated 28.10.2016

### C I R C U L A R

**SUBJECT: - MUTATION OF AGRICULTURAL LAND ON CONVERSION FOR NON-AGRICULTURAL PURPOSE.**

It has been observed that Memorandum No. 1-88-79/Rev-I(ii)/534, dated 18<sup>th</sup> March, 1980 of the Board of Revenue, Sindh addressed to the Commissioners and the Deputy Commissioners through which it was clarified that no premium or altered assessment should be charged in respect of the lands which are used for any other purpose and the Circular No.KB-1/MISC/2040/1981, dated 16.08.1981 of the Secretary to Government of Sindh, Land Utilization Department through which it was clarified that the Kabuli lands could be used for any purpose without obtaining permission from any Revenue Officer but only Survey Department is to be informed to correct the record are being misinterpreted. Both these Circulars were issued only to clarify that neither any premium or altered assessment is to be charged nor any permission for change of use of private Kabuli land from any Revenue Officer was necessary. As far as maintenance of record of rights is concerned there are separate forms for showing ownership and subsequent mutation of Agricultural land and land used or assigned for Non-Agricultural purpose.

2. The Board of Revenue after examining the Recommendations of Prevention Committee of NAB, ground realities and bottle necks and impediments, in proper maintenance of Record of Rights is pleased to issue the following instructions which should be treated as standing orders and be strictly followed:

- (a) The land owner intending to change the use of agricultural land for non-agricultural purpose should get the proper layout plan of the land prepared and approved from the concerned Town Planning Authority or Sindh Building Control Authority, which has the jurisdiction in this respect. Similarly, in case where the mutation of agricultural land has already been made in shape of plots without approved layout plan, the concerned right holders / land owners may be advised to get the layout plans approved before any further transfer or change ownership.



- (b) The approved layout plan duly signed by the land owner, and if land is owned by more than one person, jointly by all the co-sharers may be produced with application supported by an affidavit before the concerned Assistant Commissioner.
- (c) The Assistant Commissioner shall verify the ownership and then approve transfer of the entry from VF-VII to VF-II. Entry in VF-VII shall be made inoperative by writing a specific note to this effect on the entry; and such note duly signed by the Mukhtiarkar and the Assistant Commissioner be got scanned in Provincial Record Cell. Entry in VF-II may then be made plot wise showing area of each plot.
- (d) Assistant Commissioner shall also get the Deh Map and Village Form-I corrected by making such reference by adopting the normal procedure to the Director Settlement Survey and Land Records or the Survey Superintendent concerned as the case may be.

**SENIOR MEMBER**  
BOARD OF REVENUE, SINDH

**C.C to:**

1. The Members\_\_\_\_\_ (All), Board of Revenue Sindh.
2. The Consultants, Board of Revenue Sindh.
3. The Commissioners\_\_\_\_\_ (All)
4. The Director (E&I), Board of Revenue Sindh, Hyderabad.
5. The Additional Director (Staff) NAB, Karachi.
6. The Regional Revenue Officers (E&I)\_\_\_\_\_ (All)
7. The Deputy Commissioners\_\_\_\_\_ (All)
8. The Director Settlement Survey & Land Record Sindh, Hyderabad.
9. The Deputy Director (PRC), Board of Revenue Sindh, Hyderabad.
10. The Deputy Director (E&I) HQ, Board of Revenue Sindh, Hyderabad.
11. The Section Officer (Staff) to Senior Member, Board of Revenue Sindh.
12. The Assistant Commissioner\_\_\_\_\_ (All).
13. The Mukhtiarkar\_\_\_\_\_ (All).
14. Master file – 2016.

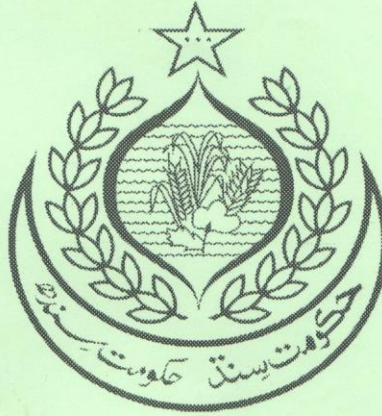
  
**SECRETARY (REVENUE)**  
BOARD OF REVENUE, SINDH

# PROVINCIAL RECORD CELL

1<sup>ST</sup> FLOOR SHAHBAZ BUILDING BLOCK "D" HYDERABAD PH: 9201303-9201116

Email address:

prc.bor2010@yahoo.com



## **STANDING OPERATIONAL PROCEDURE** **FOR ISSUANCE OF SALE CERTIFICATE ON PRINTED FORMAT** **W.E FROM 01.12.2016.**

1.	Notification No. SMBR/-1015 (I) of 2016 dated 07.11.2016 issued by Senior Member Board of Revenue, Sindh.
2.	Instructions in Sindhi regarding issuance of Sale Certificate
3.	Sample of Sale Certificate
4.	Directions of Member (R&S) Board of Revenue Sindh regarding issuance of Sale Certificate
5.	Custody & Security of Record of Rights bearing letter No. DD(E&I)/HQ/2012/-05 dated 04.02.2013 issued by Secretary (Revenue), Board of Revenue Sindh
6.	Circular No. DD(E&I)/HQ/BOR/2016/268 dated 28.10.2016 issued by Secretary (Revenue), Board of Revenue Sindh regarding mutation of Agricultural Land on conversion for Non-Agricultural purpose.





**REVENUE DEPARTMENT  
GOVERNMENT OF SINDH**

No. SMBR/-1015(1) of 2016


Karachi. Dated: 7-11-2016

**NOTIFICATION**

In order to ensure transparency, minimize general complaints regarding issuance of bogus Sale Certificates and to make a uniform format, competent authority has approved the introduction of Sale Certificates printed by Security Printing Press of Pakistan which should replace all the other formats of Sale Certificates in the Province.

2. The Standard Operating Procedure (SOP) regarding printed Sale Certificates shall be as under:-

- i. All the Sale Certificate registers effective from 1<sup>st</sup> December 2016 shall, henceforth be printed & issued by the Board of Revenue, Sindh in the prescribed format. No private paper or any other form shall be printed, issued or utilized as Sale Certificate by any Revenue Officer classified in Section-7 of the Sindh Land Revenue Act, 1967.
- ii. All the printed registers shall be issued by the Provincial Record Cell to the concerned Mukhtiarkar (Revenue) in the same manner as the Record of Rights registers (VF-VII-A, VF-VII-B and VF-II) are being issued under the orders of Honourable High Court of Sindh in C.P: No.D-11/2007 (Misbahuddin V/S Board of Revenue, Sindh and others).
- iii. The Sale Certificate register published on security paper will remain in custody of Mukhtiarkar (Revenue) who will be responsible for any loss / damage.
- iv. In case, any page is destroyed / damaged / mistakenly written, shall be returned to the Provincial Record Cell, Board of Revenue, Sindh, Hyderabad in original.
- v. The Mukhtiarkar concerned shall send the photostat copies of sale certificate alongwith counter foil for scanning and data indexing at Provincial Record Cell, Board of Revenue, Sindh, Hyderabad, as early as possible.
- vi. In case, of non-utilization of issued Sale Certificate, the original copy bearing cancellation note shall be sent to the Provincial Record Cell before issuance of fresh certificate. While, in case of misplacement, the Khatedar shall submit an Affidavit and copy of Normal Complaint (NC) of concerned police station.
- vii. The Assistant Commissioner concerned shall ensure maintenance of relevant registers and its proper utilization on monthly basis and submit report latest by 5<sup>th</sup> of every month to the Provincial Record Cell in the prescribed format.
- viii. The Sub-Registrar shall accept only the prescribed Sale Certificate on and after 1<sup>st</sup> December, 2016 & onwards.

  
**SENIOR MEMBER / SECRETARY  
TO GOVERNMENT OF SINDH,  
REVENUE DEPARTMENT**



A copy is forwarded:-

1. The Chief Secretary of Sindh, Karachi.
2. The Members \_\_\_\_\_ (All), Board of Revenue Sindh
3. The Commissioners, Karachi / Hyderabad / Mirpurkhas / Sukkur / Shaheed Benazirabad.
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5. The Director (E&I), Board of Revenue, Sindh, Hyderabad.
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9. The Deputy Director (PRC), Board of Revenue, Sindh, Hyderabad.
10. The District Registrar, Karachi.
11. The Divisional Manager (LARMIS), Hyderabad / Karachi / Mirpurkhas / Sukkur / Shaheed Benazirabad.
12. The Assistant Commissioner \_\_\_\_\_ (All in Sindh).
- ✓ 13. The Mukhtiarkar \_\_\_\_\_ (All in Sindh).
14. The Sub-Registrar \_\_\_\_\_ (All in Sindh).
15. The Master File – 2016.

  
**SECRETARY (REVENUE)**  
**BOARD OF REVENUE, SINDH**

# پراونشل رڪارڊ سيل

بورڊ آف ريوينيو سنڌ حيدرآباد



1. جناب اسسٽنٽ ڪمشنر

2. جناب مختيارڪار (ريوينو)

تعلقو:

## سيل سرٽيفڪيٽ جاري ڪرڻ ۽ اسڪيننگ لاءِ هدايتون

- هر هڪ سرٽيفڪيٽ ۾ ڪاتيڊار جو نالو ولديت، زوجيت ۽ نادرا جي طرفان جاري ڪيل شناختي ڪارڊ جي نمبر سميت لکيو.
- نئون ڇپرايل سرٽيفڪيٽ ايگريڪلچر ۽ نان ايگريڪلچر (ٻنهي قسمن جي ملڪيت) لاءِ استعمال ٿيندو.
- ڪاتيڊار ستن کان وڌيڪ هجڻ جي صورت ۾ ٻيون ۽ ٽيون صفحو استعمال ڪيو ۽ TOTAL PAGES جي ڪالمر ۾ يعني پاڳي جي مٿان صفحو نمبر ۽ پاڳي جي هيٺ ٽوٽل صفحا لکيا. 

1/3	2/3	3/3
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- بيٺڪ چالان جو ٿيو صفحي تي ڪنهن خالي جاءِ تي هٿيو جيئن هر لفظ پڙهڻ ۾ اچي.
- هر هڪ سرٽيفڪيٽ تي تصديق ڪندڙ عملدارن جون نالي ۽ عهدي واريون مهرون چٽيون هٿن گهرجن جيڪي با آساني پڙهي سگهجن ۽ تصديق ڪندڙ عملدارن جي صحيح سان تاريخ لکڻ لازمي آهي.
- سيل سرٽيفڪيٽ جاري ڪرڻ کان اڳ زير بار بابت حد جي تهيدار کان سر زمين جي رپورٽ ان جي صحيح ۽ نالي واري مهر سان گڏ وٺجي. اهڙي سرٽيفڪيٽ تي Litigation جي رپورٽ پڻ واسطيدار اسسٽنٽ کان سندس صحيح ۽ نالي واري مهر موجب وٺجي. اهڙي رپورٽ کي سيل سرٽيفڪيٽ جو حصو ٺاهجي.
- ڪمپيوٽرائزڊ سيل سرٽيفڪيٽ جا رجسٽر واسطيدار مختيارڪار کي جاري ڪيا ويندا جيڪي سندس تحويل ۾ رهندا ۽ ڪنهن به نقصان جي صورت ۾ سندن ذميواري هوندي.
- ڪمپيوٽرائزڊ سيل سرٽيفڪيٽ پڻ ڪرڻ دوران ڪنهن غلطي سبب يا پنو ضايع ٿيڻ جي صورت ۾ اصل پنو/ سرٽيفڪيٽ پراونشل رڪارڊ سيل ۾ فوري طور تي جمع ڪرائڻ لاءِ واسطيدار مختيارڪار پابند هوندو.
- ڪاتيڊار کي جاري ڪيل سرٽيفڪيٽ جو مڏو پورو ٿيڻ کانپوءِ ۽ سڀ رجسٽرار وٽ استعمال نه ٿيڻ جي صورت ۾ نئون سرٽيفڪيٽ جاري ڪرڻ کان پهرين مذڪوره سيل سرٽيفڪيٽ واسطيدار مختيارڪار رد ڪري اصل سرٽيفڪيٽ پراونشل رڪارڊ سيل ۾ جمع ڪرڻ جو پابند هوندو.
- مختيارڪار صاحب سيل سرٽيفڪيٽ جاري ڪرڻ مهل ۸. سيل سرٽيفڪيٽ جي ڪاپي COUNTER FOLIO سميت تهيدار جي سرزمين جي رپورٽ ۽ ۳. عرضدار جي درخواست جي ڪاپي SCANNING جي لاءِ هڪدم ارسال ڪندو. ۽ اهڙي هڪ ڪاپي پنهنجي رڪارڊ ۾ پڻ رکندو. جيڪو نئون ڪتاب وٺڻ مهل PRC ۾ چڪاس ڪرائيندو. اهو پڻ نوٽ ڪجي ته جيسيتائين مڪمل PAGES اسڪين ٿيل نه هوندا ته نئون رجسٽر نه ملي سگهندو.
- اهو پڻ نوٽ ڪجي ته جيڪڏهن استعمال ٿيل رجسٽر جا سڀ صفحا اسڪين ڪرايل نه هوندا ته نئون رجسٽر نه ملي سگهندو.
- سيل سرٽيفڪيٽ جي VALIDITY تاريخ به مهينا ان جي خاني ۾ سال/مهينو/تاريخ 

DD	MM	YEAR
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 واضع لکجي جيڪا آڏوٽ ورڊ جي تاريخ کان شمار ٿيندي. ۽ ٻيهر مڏو (re-valid) نه وڌايو ويندو.
- آفيس ڪاپي فائيل تي سلسليوار فوٽوگراف PASTE ڪجن ۽ هر فوٽو گراف جي هيٺيان واسطيدار ڪاتيڊار جو نالو لکجي.
- سيل سرٽيفڪيٽ ٺاهڻ مهل بورڊ آف ريوينو جي SOP جناب سينيئر ميمبر بورڊ آف ريوينو سنڌ جن جي نوٽيفڪيشن نمبر NO.SMBR/-1015(I)OF 2016 ۽ تاريخ 7-11-2016 موجب جاري ڪجي ۽ عزت مآب هاءِ ڪورٽ جي مليل هدايتن C.P:NO:D-11/2007 موجب عمل ڪجي.









**PROVINCIAL RECORD CELL | BOARD OF REVENUE SINDH**  
1ST FLOOR SHAHBAZ BUILDING BLOCK "D" HYDERABAD PH: 9201303-9201116

Email address: [prc.bor2010@yahoo.com](mailto:prc.bor2010@yahoo.com)

No. D.D (PRC) /BOR/ 488 of 2016  
Hyderabad Dated:- 09.11.2016

To,

The Deputy Commissioner,

(All in Sindh).

**SUBJECT: SCHEDULE FOR DISTRIBUTION OF PRINTED SALE CERTIFICATE REGISTERS.**

The Senior Member, Board of Revenue, Sindh vide Notification bearing No. SMBR/1015(1) of 2016 Karachi, dated: 07-11-2016 has approved introduction of Sale Certificate printed by Security Printing Press of Pakistan by replacing all other formats (copy enclosed).

It is therefore requested to please depute Taluka Mukhtiarkars to attend this cell alongwith one of their Supervising Tapedar at 10:30 a.m. sharp for brief training and to collect the printed register as per attached schedule.

The Mukhtiarkar Taluka shall bring:-

- Named stamp and round seal.
- Sale Certificate register (in use).
- A certificate of "Non Pendency of Scanning" duly verified by concerned Assistant Commissioner.
- A certificate regarding functioning of Taluka cell duly authenticated by concerned Assistant Commissioner.
- A complete inventory of Record of Rights in original.

This may please be treated as **MOST URGENT** as no Sale Certificate other than prescribed and printed form will be permissible with effects from **1st December, 2016.**

**DEPUTY DIRECTOR (PRC)**  
Board of Revenue Sindh,  
Hyderabad.

Pl. issue another letter to all Mukhtimars mentioning that a strict disciplinary action will be taken against those who will issue the sale certificate after the cut off date on un-approved format.

1. The Member Secy, Board of Revenue, Sindh, Karachi.
2. The Commissioner, Karachi/Hyderabad/Sukkur/MirpurKhas/Larkana/Shahed Benazirabad.
3. The Secretary (Revenue), Board of Revenue, Sindh, Hyderabad.
4. The Section Officer (Staff) to Senior Member, Board of Revenue, Sindh, Karachi.
5. The Assistant Commissioner, \_\_\_\_\_ (All in Sindh).
6. The Mukhtiarkar (Revenue), \_\_\_\_\_ (All in Sindh).
7. The Master File - 2016.

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PROVINCIAL RECORD CELL

10/11/16

DD (PRC)





**Secretariat of the Board of Revenue Sindh, Hyderabad.**

Shahbaz Building Block - 'D', Hyderabad, Phone No. 022 - 9200843 Fax No. 022 - 9201278

**Top-Priority**

No. DD(E&I)/HQ/2012/- 05  
Hyderabad. Dated. 04.07.2013

To

The Commissioners \_\_\_\_\_ (all) (By Name)

The Deputy Commissioners \_\_\_\_\_ (all) (By Name)

**SUBJECT: - CUSTODY AND SECURITY OF RECORD OF RIGHTS.**

Please refer to this Board's letter No.8/2/2005/Rev-I(II)/222, dated 02.03.2005, addressed to the defunct Executive District Officer (Revenue), District Officer (Revenue) and Mukhtiarkars (all) containing therein instructions with regard to custody of revenue record in Sindh, issued in compliance with the order/judgment dated 23.12.2004 of Honorable High Court Sindh Karachi passed in CP.Nos.D-265,266,365,366 & 367 of 2004 (copy enclosed) and to state that it has been observed during the inspection of some offices of Mukhtiarkars by a team of Board of Revenue that the record of rights is not being properly secured in Taluka Cells and vigilantly taken in custody of Mukhtiarkars which amounts to the violation of instructions of Board of Revenue.

2. I am therefore, directed to request you that the record of rights should be kept and secured as under:-

- i) It should be kept in a separate strong room in the office of Mukhtiarkar concerned under his personally custody which must have Iron door, wherein the fire extinguisher as well as electric boards should be installed at its outside wall. There should be no wooden or such other material inside the room to cause for catching fire.
- ii) The record of rights must be preserved / locked in "Iron Almarahs".
- iii) That the Mukhtiarkar should maintain the movement register by sealing and de-sealing of record on daily basis under his own signature as and when required for keeping entries as well as for production of the same before the courts of law.
- iv) The keys of room and "Iron Almarahs" should be kept in the custody of Mukhtiarkar himself and the record of rights should not be removed from the custody of Mukhtiarkar.
- v) Chowkidar/ guard must be posted in the Office of the Mukhtiarkars (all) for security of Record of Rights to perform the duties in this regard round the clock.
- vi) During the transfer and posting of Mukhtiarkar, all the record of rights should be handed and taken over in proper inventory under counter signature of Assistant Commissioner concerned, a copy of which should



be sent to the Deputy Commissioner, Commissioner and Board of Revenue.

3. The Deputy Commissioners are requested to make above arrangements for custody and security of record of rights and furnish a "CERTIFICATE" to the effect that the record of rights is made safe and secured in terms of above arrangements to the Board of Revenue within a week time positively.

  
**SECRETARY (REVENUE)**  
BOARD OF REVENUE SINDH, HYD.

A copy is forwarded to: -

1. The Deputy Director (PRC), BOR, Sindh, Hyderabad.
2. The Section Officer (Staff) to Minister Revenue Sindh Karachi.
3. The Section Officer (Staff) to Senior Member, Board of Revenue Sindh.
4. The Assistant Commissioners \_\_\_\_\_ (all) for information and necessary compliance.
5. The Mukhtiarkars \_\_\_\_\_ (all) for information and necessary compliance.

  
**SECRETARY (REVENUE)**  
BOARD OF REVENUE SINDH, HYD.



No.DD(E&I)/HQ/BOR/2016/ 268  
**BOARD OF REVENUE SINDH**  
Hyderabad Dated 28.10.2016

### **C I R C U L A R**

**SUBJECT: - MUTATION OF AGRICULTURAL LAND ON CONVERSION FOR NON-AGRICULTURAL, PURPOSE.**

It has been observed that Memorandum No. 1-88-79/Rev-I(ii)/534, dated 18<sup>th</sup> March, 1980 of the Board of Revenue, Sindh addressed to the Commissioners and the Deputy Commissioners through which it was clarified that no premium or altered assessment should be charged in respect of the lands which are used for any other purpose and the Circular No.KB-1/MISC/2040/1981, dated 16.08.1981 of the Secretary to Government of Sindh, Land Utilization Department through which it was clarified that the Kabuli lands could be used for any purpose without obtaining permission from any Revenue Officer but only Survey Department is to be informed to correct the record are being misinterpreted. Both these Circulars were issued only to clarify that neither any premium or altered assessment is to be charged nor any permission for change of use of private Kabuli land from any Revenue Officer was necessary. As far as maintenance of record of rights is concerned there are separate forms for showing ownership and subsequent mutation of Agricultural land and land used or assigned for Non-Agricultural purpose.

2. The Board of Revenue after examining the Recommendations of Prevention Committee of NAB, ground realities and bottle necks and impediments, in proper maintenance of Record of Rights is pleased to issue the following instructions which should be treated as **standing orders** and be strictly followed:

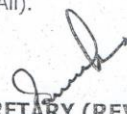
- (a) The land owner intending to change the use of agricultural land for non-agricultural purpose should get the proper layout plan of the land prepared and approved from the concerned Town Planning Authority or Sindh Building Control Authority, which has the jurisdiction in this respect. Similarly, in case where the mutation of agricultural land has already been made in shape of plots without approved layout plan, the concerned right holders / land owners may be advised to get the layout plans approved before any further transfer or change ownership.

- (b) The approved layout plan duly signed by the land owner, and if land is owned by more than one person, jointly by all the co-sharers may be produced with application supported by an affidavit before the concerned Assistant Commissioner.
- (c) The Assistant Commissioner shall verify the ownership and then approve transfer of the entry from VF-VII to VF-II. Entry in VF-VII shall be made inoperative by writing a specific note to this effect on the entry; and such note duly signed by the Mukhtiarkar and the Assistant Commissioner be got scanned in Provincial Record Cell. Entry in VF-II may then be made plot wise showing area of each plot.
- (d) Assistant Commissioner shall also get the Deh Map and Village Form-I corrected by making such reference by adopting the normal procedure to the Director Settlement Survey and Land Records or the Survey Superintendent concerned as the case may be.

**SENIOR MEMBER**  
BOARD OF REVENUE, SINDH

**C.C to:**

1. The Members \_\_\_\_\_ (All), Board of Revenue Sindh.
2. The Consultants, Board of Revenue Sindh.
3. The Commissioners \_\_\_\_\_ (All)
4. The Director (E&I), Board of Revenue Sindh, Hyderabad.
5. The Additional Director (Staff) NAB, Karachi.
6. The Regional Revenue Officers (E&I) \_\_\_\_\_ (All)
7. The Deputy Commissioners \_\_\_\_\_ (All)
8. The Director Settlement Survey & Land Record Sindh, Hyderabad.
- ✓ 9. The Deputy Director (PRC), Board of Revenue Sindh, Hyderabad.
10. The Deputy Director (E&I) HQ, Board of Revenue Sindh, Hyderabad.
11. The Section Officer (Staff) to Senior Member, Board of Revenue Sindh.
12. The Assistant Commissioner \_\_\_\_\_ (All).
13. The Mukhtiarkar \_\_\_\_\_ (All).
14. Master file – 2016.

  
**SECRETARY (REVENUE)**  
BOARD OF REVENUE, SINDH