



**PUNJA PUNJAB PUBLIC SERVICE COMMISSION**  
**7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore**

**JOB DESCRIPTION OF CANAL PATWARI (BS-11) IN THE**  
**IRIGATION DEPARTMENT (CASE NO.26 G2023)**

**Main Duties and Tasks:**

01. Preparation / updating record of CAA & occupiers.
02. Process of remission in case of shortage of supply & calamity situation.
03. Monitoring of recovery of Abiana and charges of miscellaneous use of water.
04. Preparation of e-bills of water rate / Tawan of occupiers, village-wise assessment statement / Khatuni.
05. Distribution of e-bills of water rate and recovery of water rate.
06. Preparation demand of statement of special charges (Tawan) cases.
07. Preparation of arrears of water rate occupier / crop wise.
08. Case of wastage of water and unauthorized irrigation.
09. Preparation of cases under section 20, 20-A, 20-B, 68, 68-A, 32-A of Canal & Drainage Act, Chakbandi and Warabandi.
10. Service of notices / summons.
11. Attendance of offices and courts.
12. Preparation of statement for annual check of sanctioned gardens and fish farms.
13. Maintenance of record (Lal Kitab, Roznamcha and Naqsha No. 7)
14. Social Mobilization and motivation of cultivators and self help works.

\_\_\_\_\_END OF DOCUMENT\_\_\_\_\_