

## **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

### **Special Secretary to Government (Revenue):**

Special Secretary to Govt. (Revenue) is the Head of the Department of Revenue and Disaster Management. He exercises all the financial powers within the framework of the General Financial Rules, other Government Accounting Rules, in accordance with the re-delegation of financial powers.

### **District Collector-cum-District Magistrate:**

Collector is the Chief Controller of the Revenue Administration in Puducherry and Karaikal Districts. He performs the statutory functions as required under various Legislations relating to the Revenue Administration. As a District Magistrate he is responsible for maintenance of law and order. Under Election Law, the Collector performs the functions of District Election Officer. The Collector bestows personal attention in the redressal of all public grievances.

The Collector, Puducherry being the Special Secretary to Government (Revenue) performs all the secretarial functions. As stated in 3.1.1, he is the head of Department of Revenue and Disaster Management and exercises all the financial powers, in accordance with the redelegation of financial powers. He exercises superintendence over Sub/ Deputy Collectors (Revenue) and all subordinate offices. In addition to functions of District Election Officer, he also plays the role of Returning Officer for Parliament elections.

### **Sub Collector / Deputy Collector (Revenue)-cum-Sub-Divisional Magistrate:**

Each Sub-Division of this Union Territory viz. Puducherry (North), Puducherry (South), Karaikal, Mahe and Yanam are headed by respective Sub/Deputy Collectors (Revenue). They exercise their powers and perform their duties within their Sub-divisions in matters relating to Land and Revenue Administration. The Sub/Deputy Collectors (Revenue) performs the functions of the Collector under the Acts like Puducherry Revenue Recovery Act & Indian Stamp Act. They are the licensing authority under Puducherry Pawn Brokers Act

and Money Lenders Act. They are responsible for the enforcement of various Acts described in the Manual 3. They are also the Land Acquisition authority under the Land Acquisition Act, 1894. The Sub/Deputy Collectors (Revenue) exercise their judicial and quasi-judicial powers as Sub-Divisional Magistrate in respect of Acts like Registration of Births and Deaths Act, 1965, Deposits of rents under Puducherry Buildings (Lease & Rent) Control Act, 1969, Cultivating Tenants Act, 1970, Payment of Fair Rent Act, 1970, etc. Executive and Magisterial functions under Sec.41(1), 107, 108, 109,110, 133, 144, 145 of Cr.P.C. Inquest and Inquiry into suspicious deaths are also made with reference to Sec. 174 and 176 of Cr.P.C. The Sub/Deputy Collectors (Revenue) prepare Guide Line Register (GLR) indicating market value of lands for the purpose of registration in the case of transfer of properties. They are also the Head of offices of the Sub Divisions concerned and vested with the financial powers as per the provisions contained in the General Financial Rules and other Government Accounting Rules and in accordance with the redelegation of financial powers. As Sub-Divisional Magistrate, they are responsible for maintenance of Law and Order.

**Special Officer/Revenue Officers:**

Special Officer in the Office of the Special Secretary (Revenue) - cum-District Collector is the Head of Office, performing duties as Drawing and Disbursing Officer and assisting the Special Secretary (Revenue) in the matters of Establishment, Accounts, Budget and all other subject matters.

Revenue Officer in the Office of the Special Secretary (Revenue) looks after the revenue related subjects and assists the Special Secretary (Revenue) in such subjects.

Revenue Officers in Revenue Division (North) and Revenue Division (South) function as section heads performing duties of Drawing and Disbursing Officers and assisting the Sub/ Deputy Collector (Revenue).

### **Tahsildar:**

Tahsildar is the head of Taluk administration. The important functions performed by a Tahsildar are:

- Furnishing inspection, verification reports to the Sub/Deputy Collector (Revenue)
- Issue of various certificates such as Caste Certificate, Residence Certificate, Nationality Certificate, Solvency Certificate, Valuation Certificate, etc.
- Issue of certified copies of Chitta/Settlement/Adangal etc.
- Supervising the work of Revenue Inspectors and Village Administrative Officers.
- Transfer of Registry (Patta Transfer)
- Relief Work during natural calamities/fire accidents, etc.
- Reporting on public petitions.
- Performing functions assigned as Executive Magistrate under Cr.P.C. and thus attending Law and Oder problems
- Collection and furnishing of basic data for Land Acquisition, Land Reforms etc.
- Revenue Recovery
- Collection of returns for preparation of Guideline Value Registers
- Electoral Registration and other allied works
- Officiating as charge officer in census related works

Tahsildars are also posted as "Sections Heads" in-charge of subjects such as Revenue/Land Acquisition/Law and Order/Disaster Management/Relief and Rehabilitation/ Petitions/ Land Reforms/Enactment of various legislations and all other technical functions in the Office of the Special Secretary (Revenue) and Office of the Sub / District Collector (Revenue). Also they perform the duties of Excise Officer/ Assistant Controller of Legal Metrology under the disposal of the Deputy Commissioner (Excise), Puducherry. In the Department of Survey and Land Records they hold the post of Settlement Officer.

### **Deputy Tahsildar:**

Deputy Tahsildar generally assists Tahsildar in Taluk Office in discharging his routine duties. The Deputy Tahsildar is also designated as Executive Magistrate and performs the functions assigned to Executive Magistrate. The Deputy Tahsildars are also authorised to issue various certificates. The Deputy

Tahsildars are also posted as Sub-Registrars in the Registration Department. They are deputed to other Departments as Estate Officers in Land Acquisition allied works. Also they perform duties of Inspector of Excise under the disposal of the Deputy Commissioner Excise. While in the Sub-Taluk Offices, being the head of the Sub-Taluk, they have the powers and discharges duty of Tahsildars of the Taluk Offices.

#### **Revenue Inspector:**

Revenue Inspectors are in-charge of a Firka (a group of Revenue Villages) and supervise the functions of Village Administrative Officers of the Revenue village concerned under the Firka jurisdiction.

- ◆ Verification/scrutiny of reports of certificates issued by the Village Administrative Officers to farmers for availing various loans/concessions from Government, Banks, Cooperative Societies, etc.
- ◆ Verification of various reports on various certificates to be given to the general public.
- ◆ Inspection of all revenue villages periodically and maintenance of Revenue accounts.
- ◆ Verification of documents of the immovable properties which are likely to be hypothecated to the Government for participation in auction of arrack and toddy shops.
- ◆ Co-ordinating with the Tahsildar/Deputy Tahsildar in the performance of their duties.
- ◆ Ajmoish of Adangal, verification of Land Tax Roll, etc.
- ◆ Also posted as Sub Inspector of Excise in the office of the Deputy Commissioner Excise and in the Department of Survey and Land Records as Settlement R.I.

#### **Village Administrative Officer:**

The Village Administrative Officer is the basic village level functionary. He is assisted by one Village Assistant.

His main functions are:

- ❖ Preparation and Maintenance of Village Revenue and Land Records
- ❖ Collection of Land Tax, Tree Tax, etc.
- ❖ Recovery of dues to the Government

- ❖ Keeping vigil and reporting to the higher authorities regarding important happenings in the village such as unnatural death, caste feud, objectionable encroachments, etc.
- ❖ Issue of certain certificates to the farmers
- ❖ Furnishing inspection reports and enquiry reports on petitions.
- ❖ Assistance to higher authorities in carrying out inspections, searches, raids etc.
- ❖ Keeping vigil and immediate reporting to higher authorities during natural calamities and assisting in relief operations/rehabilitation measures.
- ❖ Gathering of vital field level data useful for various departments such as Below Poverty Line (BPL) survey for Civil Supplies and Consumer Affairs Department
- ❖ Keeping vigil over incidents of bonded labour.
- ❖ Arrangement of polling booths during election and for periodical electoral registration.
- ❖ Issue of Solvency Certificate for Bail purposes.
- ❖ Keeping vigil and reporting Law and Order problems to his higher authorities.
- ❖ Acting as official witness in Court/ Police in the situation of non-availability of public witnesses.

#### **Village Assistant:**

The Village Assistant assists concerned Village Administrative Officer in his all duty matters.

#### **Duties and Functions of Revenue Department:-**

- Assessment and collection of land revenue, collection of local cess, local cess surcharge on behalf of local bodies, collection of court fees, recovery of loans and advances, excise arrears, other dues of various departments, and all the dues recoverable as arrears of land revenue.
- Preparation of Crop Report (Adangal) and maintenance of related revenue accounts.
- Implementation of Land Ceiling Laws, declaration of surplus land under Land Reforms Act and distribution of the same to landless poor.
- Redressal of Public Grievances / Land Disputes.
- Implementation of Rent control legislations.
- Maintenance of Law & Order in co-ordination with the Police.
- Conduct of Revenue Court by the Sub-Divisional Magistrates and making decisions of belated registration under the Registration of Births and Deaths Act.
- Implementing the Cultivating Tenants Protection Act, Public Premises (Eviction of unauthorized occupants) Act
- Issue of licences under Arms Act, Explosives Act, Cinematograph Act, Mines and Minerals Act and Petroleum Act, etc.
- Management of all Government poramboke lands, licensing of Government lands.
- Fixation of fair rent in respect of private buildings taken on lease by the Government
- Acquisition of land for various agencies/ Departments of the Government for public purpose
- Census related works
- Performing duties of Asst. Electoral Registration Officer by Tahsildars /

Deputy Tahsildars.

- Functioning as Charge Officers by Tahsildars / Deputy Tahsildars for census related works.
- Preparation of Guide-Line Registers for fixation of Land value.
- Assessment of market value of instruments undervalued by the executants, collection of deficit stamp duty as per the market value.
- Conduct of Parliamentary/ Assembly/ Civic Elections-District Election Office.
- Framing State & District level Disaster Management Action Plan.
- Constituting Emergency Support Forces & Task forces under Disaster Management Act, 2005 to act effectively at the time of Disasters.

### **List of Services:**

The Department of Revenue and Disaster Management provides a myriad of valuable services to the public of the Union territory of Puducherry. The Department shoulders the responsibility of rendering a variety of time bound services as follows:

Providing relief & Rehabilitation by way of gratuitous relief, housing subsidy, etc. to those affected by flood and fire and other natural calamities

Issue of certificates of residence, nativity, income, nationality, solvency, no arrear certificate at the level of Deputy Tahsildar / Tahsildar in charge of Sub-Taluk / Taluk.

Grant of permission for shooting of films and T.V. Serials.

Scribers license, stamp vendor licensing, Money lender and Pawnbroker licences.

The entire gamut of activities entrusted in the Disaster Management Act, 2005.

Grant of compensations to the BPL family member (Death / Accident) under the Rajiv Gandhi Social Security Scheme, 2012.

Other Licenses (Arms, Pawn Brokers, etc.)

Refund of Court fee.

Refund of unused / damaged stamp papers.

### **Working Hours:**

Forenoon Session: 8.45 A.M. to 1.00 P.M.

**Lunch :** **1.00 P.M to 2.00 P.M.**

Afternoon Session: 2.00 P.M. to 5.45 P.M.