

**GOVERNMENT OF TAMIL NADU**

**ABSTRACT**

District Revenue Administration – Toning up of the District Revenue Administration – Job Chart prescribed for subordinate officers – orders issued.

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**REVENUE DEPARTMENT**

G.O.Ms.No. 581

Dated 3.4.1987

Read:

1. Erstwhile Board's Ref. Y1/4021/79-1 dated 27.4.79

Read also

2. From the Special Commissioner and Commissioner of Revenue Administration Letter No. Y1/92948/86 dated 26.3.87

3. From the Special Commissioner and Commissioner of Revenue Administration letter No. T1/334/87 dated 25.3.87

4. From the Special Commissioner and Commissioner of Land Reforms D.O.Lr.No. H2/6860/87 (L.Ref) dt. 26.3.87

**ORDER:**

The erstwhile Board of Revenue in its ref. Y1/4921/79 dated 27.4.79 prescribed the duties and responsibilities for certain functionaries with executive functions such as Revenue Divisional Officers / Tahsildars / Deputy Tahsildars / Revenue Inspectors with a view to tone up the administration in the Revenue Department at the district and lower levels and to ensure normal standards of efficiency among Revenue officials.

2. The duties and responsibilities already prescribed by the erstwhile Board of Revenue need revision in the context of present nature of work and welfare measures introduced by the Government. The Special Commissioner and Commissioner of Revenue Administration, Special Commissioner and Commissioner of Land Administration, and The Special Commissioner and Commissioner of Land Reforms, have therefore sent proposals for the issue of revised Job chart in respect of the departments under their administrative control. The Government approves the revised job charts sent by the Special Commissioner and Commissioner of Revenue Administration, Special Commissioner and Commissioner of Land Administration. In addition to Job Charts, a time chart prescribing maximum time limit for the final disposal of each item of work and a monitoring chart have also been prescribed. The Job chart the time chart and the review chart as approved by the Government are appended to this order.

3. The Special Commissioner and Commissioner of Revenue Administration is requested to issue suitable supplemental instructions to the Collectors in this regard. He is also requested to ensure that the Time Chart and Review chart prescribed by the Government are scrupulously adhered to by the subordinate officers.

(By Order of the Governor)

Sd. M. Mayilvahanan,  
Commissioner & Secretary to  
Government.

## **ANNEXURE**

### **DUTIES OF THE REVENUE DIVISIONAL OFFICERS:**

1. General Supervision of the work of the Tahsildars and Deputy Tahsildars and Special staff employed in the Division and periodical inspection of Taluk and Sub Taluk offices. Review of monthly and fortnightly diaries of the Executive Revenue staff working in the Division. Half yearly inspection of the loans branch in Taluk offices.
2. Conduct of periodical kist centres and expediting collections of Land Revenue, Loans, Panchayat Taxes, Survey costs. Agricultural Income Tax, Urban Land Tax, Court fees, Stamp duty in Pauper suits and other misc. demands, pertaining to various departments referred to the Revenue Department for collection under the Revenue Recovery Act.
3. Sanction of Old Age Pension, quarterly inspection of OAP (Old Age Pension) branch in the Taluk office and General Administration of the scheme.
4. Supervision of the Mass Conduct Programme and conduct of Grievance days.
5. Work relating to rehabilitation of Burma and Srilankan repatriates.
6. Inspection of Natural Calamities (Fire, Flood & Cyclone) Relief cases.
7. Inspection of Fire Accident cases.
8. To act as 1<sup>st</sup> Class Executive Magistrate in his area and be responsible for the maintenance of Law and Order.
9. To conduct preliminary enquiry in cases under Section 107-110 Cr.P.C. and to commit the accused persons to the Judicial District Magistrate.
10. Passing orders under Section 143 Cr. P.C. / 145 Cr.P.C.
11. Conducting enquiry in cases coming under P.S.O. 145
12. Inspection of assignment and alienation cases.
13. Inspection of encroachment cases, hearing of land encroachment appeals, passing orders under the public premises (Eviction of unauthorized occupation) Act.
14. Inspection of Land Transfer proposal cases.

15. Grant of Patta outside the scope of Z.A. Act.
16. Enforcement of Tamil Nadu Land Utilisation Order.
17. Performance of the duties and functions assigned to the R.D.Os under the various Land Reforms enactments and tenancy Laws.
18. To function as Collector under the Indian Stamp Act and work relating to Court Fees Act.
19. Inspection of Special Minor Irrigation programme works and levy of watercess, relating to irrigation sources.
20. Betterment levy appeals.
21. Appeal under the Minimum Wages Act.
22. Functioning as Land Acquisition Officer in all land acquisition cases in the division wherever the compensation to be paid exceed Rs.25000/-
23. Appointment and punishment of Village Administrative Officers and hearing of appeals against the orders of the Tahsildars in the matter of appointment and punishment of Village servants and V.A.Os.
24. Inspection of fair price shops, rice mills and other connected with the Civil Supplies.
25. Inspection of Accounts and Godowns of procuring agents.
26. Inspection of Government Godowns for storage of food grains and conduct of quarterly physical verification of stores.
27. Inspection of Adi-Dravida, colonies and Welfare measures.
28. Backward Classes Welfare work.
29. To act as Accommodation Controller in the specified area
30. The Madras Buildings (Lease and Rent Control) Act. 1960
31. Adverse seasonal conditions inspection of Land grant of remission of land revenue.
32. Appeals under the Tamilnadu Inams (Fixation of fair rent) Act 1963

33. Inspection of permanent and touring cinema sites and cinema theatres.
34. Inspection of Chavadies.
35. Inspection of Cattle pounds
36. Inspection of Rain Gauges
37. Inspection of Survey stones and Survey Depot
38. Verification of Birth and Death Registers
39. Checking Village Accounts and over azmoish especially at the time of remission and water rate appeals.
40. Conduct of Jamabandhi and annual Auditing of Village Accounts and Settlement of Demands.
41. Work under the Explosive Act, Areas Act and Petroleum Act.
42. Enquiry regarding alteration of date of birth of Government servants.
43. Hearing appeals under the Tamil Nadu Agricultural Lands record of Tenancy Rights Act 1969
44. Hearing appeals on tree patta scheme and passing orders
45. Inspection of D.L. and Molasses Licences Accounts and verification of stock.
46. Administration of Pawn Brokers Act.
47. Attending to visits of V.I.Ps.
48. Revision of Electoral rolls and other works relating to Elections
49. All other items of work which R.D.O. to be expected to do under B.S.O.
50. Review of Insurance schemes
51. Grant of Accident Relief
52. Verification of cases of lease of Government lands
53. Processing of proposals of levy of water cess
54. Conducting Sales Tax Advisory Committee Meetings.



### **DUTIES OF THASILDARS:**

1. Administrating Revenue Inspectors / Deputy Tahsildars / Revenue Inspectors / Village Administrative Officers, Assistants and other Revenue staff at the Taluk level. Receipts, review of fortnight diaries of Revenue Inspectors and Special Revenue Inspectors.
2. The function as Taluk Magistrate.
3. Attending to Law and Order work.
4. Arrange patrol duty to protect Railway line at time of emergency.
5. Conduct of Mass Contact Programme in the village according to the programme drawn in advance.
6. Over azmoish of crops/Inspection of Survey works.
7. Passing orders on assignment of lands for cultivation purpose where the land value is upto Rs.2000/- where the extent does not exceed 3 acres of dry or one and half acres of wet.
8. Passing orders on house site applications in respect of cases in non valuable lands.
9. Inspection of acres affected by Natural Calamities (Fire Accident cases, Flood, Cyclone affected victims and arrangements for relief works and disbursement of grant / loans.
10. Passing orders of eviction on encroachments on Government lands under Land Encroachments Act. 1905.
11. Passing orders on B.Memo cases charging appropriate assignment / penalty.
12. Inspection of village pounds / Chavadies / Stone depots / 2C trees/ Alienation cases / Assignment cases / Leases / Water rate cases / Encroachment cases / Poramboke lands / Government Assessed waste and unassessed waste lands.
13. Maintenance of Old Age Pension records and grant of certified copies.
14. Passing orders on transfer of registry cases.

15. Passing award in Land Acquisition cases where the land value does not exceed Rs.25,000/-
16. Sending proposals in cases of breach of conditions brought to his notice on assignment / alienation.
17. Inspection of irrigation sources and rain gauges, and matter relating to irrigation disputes.
18. Cases relating to grant of permission under R.S.O., 11C for agricultural / Industrial purposes to take water from irrigation sources.
19. Implementation of provisions of various irrigation Acts and Regulations.
20. To function as Assistant Returning Officers for Assembly Constituencies at the time of elections. To function as Assistant Electoral Registration Officer.
21. To make all arrangements for the conduct of Assembly / Lok Sabha Elections in the Taluks.
22. Incharge of collection of all dues due to Government by enforcing the Revenue Recovery Act and also to corporations sponsored by Government.
23. Conduct of Periodical kist centres and expediting collection of Land Revenue, Loans, Panchayat taxes, Survey costs, Agricultural Income tax, Urban Land Tax, Court Fees, Stamp duty in pauper suits and other miscellaneous demands pertaining to various departments referred to the Revenue Department for collection under the Revenue Recovery Act.
24. Checking of cash accounts and other accounts maintained by Village Administrative Officer.
25. Scrutiny and approval of accounts prepared by the Village Administrative Officer and Revenue Inspectors for annual Jamabandhi.
26. Passing orders on Fair rent cases relating to Agricultural Lands.
27. Levy of Ground rent.
28. Levy of Tract rent.
29. Passing orders under Section 144 Cr.P.C.
30. Passing orders on water rate cases.
31. Passing orders on tenancy registration cases.
32. Passing orders on appointment of Village servants.

33. Passing orders on disciplinary cases against village officers by imposing fines.
34. Maintenance and control of Village Establishment.
35. Passing orders on disciplinary cases against Village Servant.
36. Passing orders on leave application of Village Administrative Officers.
37. Passing orders on 2C patta applications.
38. Inspection of poramboke trees and take action against illicit cutting of trees.
39. Inspection of all quarries and take action against illicit quarrying.
40. Exercising of powers under B.S.Os.
41. Enquiries under claims for patta outside the scope of Abolition Act.
42. Lease of salt lands and collection of lease rent on salt lands.
43. Implementation of Bonded Labour Act.
44. To deal with matters like Public Health, Cattle diseases measures to be taken on the outbreak of cholera and other epidemics registration of births and deaths.
45. Issue of Community and Solvency Certificates.
46. Issue of heirship certificates
47. Reception of V.I.Ps.
48. Maintenance of accounts prescribed in the Taluk Manual of Accounts.
49. Attending to Civil Supplies work.
50. Inspections of Fair Price Shops / Rice Mills / Explosives / Fire work shops.
51. Passing orders on unclaimed properties produced by police.
52. To conduct exhumation of dead bodies on requisition from Police.
53. Sanction of Sub-Divisions in ryotwari lands.
54. Disposal of Bought in lands.
55. Enforcing authority at Taluk Levels All Acts, Rules and Manuals issued by Government then and there.
56. Disposal of applications under Debt Relief Act.
57. Issue of Cement permit in Municipal Town Limits





**DUTIES OF FIRKA REVENUE INSPECTORS.**

1. Azmoish
2. Supervision over the work of the Village Administrative Officers and Village Last Grade Servants.
3. Collection of Land Revenue, Loans or other dues of other Departments wherever demands are being received for collection.
4. Inspection of Village accounts.
5. Inspection of A and B memoranda cases.
6. Inspection of all poramboke trees not covered under 2C patta but their usufructs are sold in auction every year (Amaroy sales).
7. Carrying out orders of eviction passed by the Tahsildar.
8. In cases of natural calamities, to inspect the house of each family make immediate arrangements for their feeding and submissions of proposals for sanction of grants.
9. Verification of Old Age Pension cases.
10. Verification of distribution of Patta Pass Books.
11. Inspection of irrigation sources.
12. Participation in the Mass Contact Programme in the village.
13. Inspection of quarries with a view to detect illicit quarrying of stones, earth, sand, silt etc.
14. Checking of collection accounts during kist seasons.
15. Scrutinizing and approval of accounts prepared by the Village Administrative Officers for the Annual Jamabandhi.
16. Verification of Registry.
17. Scrutinizing of Birth and Death Registers.
18. Verification of conditional assignments.
19. Inspection of tenancy cases.
20. Inspection of all cases of alienation.
21. Verification of enjoyment cases.
22. Detection of forest offence cases.
23. Attendance of V.I.Ps.

24. Inspection of Thiruvai Jasthi, Fasli Jasthi cases of remission, Tree pattas, Government and Cowle topes.

25. Inspection of Village Stone depots.

26. Inspection of boundary marks.

27. Miscellaneous items of field work

- a. Valuation of trees.
- b. Inspection of lands in connection with grant of loans, Assignment
- c. Inspection of loan wells.
- d. Inspection of Cattle pounds accounts and State of pounds.
- e. Sale of land etc.
- f. Inspection of minor irrigation works
- g. Miscellaneous papers requiring local enquiries.
- h. Preparation of cultivation accounts and draft reports to Taluk Officers.
- i. Remarks about the sanitary conditions of the Village men and cattle, drinking water supply, rainfall and conditions of crops.
- j. Inspection of Village Chavadies and State of Chavadies.



**DUTIES OF VILLAGE ADMINISTRATIVE OFFICERS:**

1. Maintenance of Village Accounts and Azmoish /Survey
2. Collection of Land Revenue, Loans, Panchayat Taxes, Betterment taxes and other dues to Government.
3. Reports on the issue of community, Income Nativity Solvency certificates.
4. Issue of copies of Chitta and Adangal to the Public for obtaining loans from Co-operative Societies and other Banks.
5. Maintenance of Birth and Death Registers.
6. Intimation regarding Fire Accidents, Floods, Cyclones etc. to the higher officials, whenever and wherever arises and assistance to the Revenue Inspectors in assessing the loss sustained by natural calamities.
7. Giving of information to the Police Departments in regard to Murders, Suicides and unnatural deaths and also help the Police Department for conduct of enquiries.
8. To report about epidemic like cholera, Cattle diseases, Plague.
9. Arranging Patrol duties on Railway lines.
10. Preparation of Pay bills to Village Servants.
11. Maintenance of Cattle Pound Accounts / Chavadies.
12. Upkeep of Government properties, such as Building, trees and Government poramboke lands.
13. Informing the higher officials in respect of Treasure Trove.
14. Works relating to payment of Old Age Pension in the columns prescribed.
15. Maintenance of Public Property Register.
16. Maintenance of Old Age Pension Register (To be made upto as on 18<sup>th</sup> January each year)
17. Furnishing the required particulars to the various service organizations and to coordinate with them for the successful implementation of developmental activities.

STATEMENT SHOWING THE MAXIMUM TIME LIMIT FIXED FOR THE  
FINAL DISPOSAL OF THE FOLLOWING ADMINISTRATIVE ITEMS IN  
REVENUE DEPARTMENT

**Assignment of lands for house sites:**

1.	a. Assignment of Natham Poramboke	2 months
	b. Assignment of lease of other Govt. poramboke lands	3 months
	c. Assignment of lands vested with the local bodies	3 months
2.	Assignment of lands for cultivation	3 months
3.	Old Age Pension	1 month
4.	Eviction of encroachment	2 months
5.	Transfer of patta	1 month
6.	Relief on accidents	20 days
7.	Relief of handicapped and widows	1 month
8.	Supply of tools to weaker sections of society	1 month
9.	Facility for drinking water	3 months
10.	Employment for village menials and watchman	3 months
11.	Repairs to village pounds and chavadies	30 days
12.	Opening of new fair price shops	30 days
13.	Debt relief	2 months
14.	Redemption of pawned articles	20 days
15.	Free legal Aid	2 months
16.	Miscellaneous petitions	2 months
17.	Petitions forwarded to other departments	3 months
18.	Indian Stamps Act.	
	a. Where field inspection not involved	1 month
	b. Where field inspection is involved	3 months
19.	Pawn Brokers Act	1 month
20.	Kudiyiruppu Act	2 months
21.	Grant of lease to Ceylon and Burma Repatriates	1 month
22.	S.M.I.P. Inspection	1 month

23. Arms Act	2 months
24. Appeal	2 months
25. Issue of Cement permit	1 month
26. Disposal of Disciplinary cases	3 months
27. Bonded Labour	2 months
28. Bought in Lands	4 months
29. Issue of licences	2 months



REVIEW CHART SHOWING THE SUBORDINATE OFFICERS TO BE  
REVIEWED BY THE SUPERIOR OFFICERS

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|------------------------------------|--|
| 1. Revenue Divisional Officers     | The District Revenue Officer will review the duties and responsibilities once in a month.    |
| 2. Tahsildars                      | The Divisional Officers will review the duties and responsibilities once in a month.         |
| 3. Revenue Inspectors              | The Tahsildars will review the duties and responsibilities once in a month.                  |
| 4. Village Administrative Officers | Tahsildars / Revenue Inspectors will review the duties and responsibilities once in a month. |



## GOVERNMENT OF TAMIL NADU

### ABSTRACT

Revenue Administration – District Revenue Administration – Creation of 222 posts of Zonal Deputy Tahsildars - orders issued.

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### REVENUE DEPARTMENT

G.O.Ms.No. 921

Dated 15.6.1991

Read:

1. From the President, Tamil Nadu Revenue Officials Association letter dated 15.3.1991
2. From the President, Tahsildars and Deputy Tahsildars Association letter dated 20.3.1991

### ORDER:

Keeping in mind the request of the One Man Committee under the Chairmanship of Thiru S.P.Ambrose to introduce a scheme of Zonal Deputy Tahsildars, Government have under consideration a scheme, to make Revenue Administration speedier and more easily accessible.

2. It is considered that speedier redressal of Public Grievances is possible only if the administrative machinery is made more effective. In order to make the administrative machinery more effective, it is imperative to create the posts of Zonal Deputy Tahsildars. This is intended to reduce the work load of Tahsildars, improve the supervision and make the administration more responsive to the people. The number of posts required for the Zonal Deputy Tahsildar system by computing one Zone for 3 firkas comes to 360. Counting the 138 posts of Additional Headquarters Deputy Tahsildars now available in heavier taluks of the State the extra number of posts of Zonal Deputy Tahsildars to be created will be 222. It is therefore decided to create 222 additional posts of Deputy Tahsildars. The Government also had discussions with the representatives of the Tamil Nadu Tahsildars and Deputy Tahsildar Association and Tamil Nadu Revenue Officials Association on this issue.

3. Accordingly the Government hereby direct that:
  - i) 222 Additional posts of Deputy Tahsildars be created on the revenue unit for Taluk revenue work or such other similar work, and
  - ii) by way of compensating the extra expenditure involved in the creation of Zonal Deputy Tahsildars equivalent number of posts of Junior Assistants that would consequently fall vacant will be kept vacant and not be filled up.

4. The Zonal Deputy Tahsildars offices will be located in the Taluk Offices as to utilise the common services available in the Taluk Offices and also interact with the Taluk office staff on various problems.

5. The duties and responsibilities of the Zonal Deputy Tahsildars will be as indicated in the annexure to this order. The Zonal Deputy Tahsildars will be subject to general superintendence and control of the respective Tahsildars. The Tahsildar will delegate his functions to the Zonal Deputy Tahsildars to ensure quick disposal.

6. The Zonal Deputy Tahsildar system will come into effect from the date of the issue of this order and the duration of the post will be for a period upto 31.5.1992. Zonal Deputy Tahsildars are entitled to draw their pay and allowances as per rules in force.

7. Further instructions regarding accommodation will be issued by the Special Commissioner and Commissioner of Revenue Administration.

8. Separate orders will issue for provision of furniture to the Zonal Deputy Tahsildars.

9. The expenditure will be debited to "2052. District Administration -093. District Establishment – I Non Plan – AA. Collectors and Magistrates – 01 Salaries"

10. This order issues with the concurrence of Finance Department vide its U.O.No.Fin.Secy.2572/FS/P/91 dated 20.5.1991.

(By order of the Governor)

R.A.Seetharam Das,  
Special Commissioner and  
Secretary to Government.



**DUTIES AND RESPONSIBILITIES OF THE ZONAL DEPUTY  
TAHSILDARS:**

1. Supervision over the work of the Revenue Inspectors, Maintenance Field Surveyors, Village Administrative Officers and Village Last Grade Servants and their establishment matters.
2. Review on collection of Land Revenue, Loans or other dues of other departments wherever demands are being received for collection.
3. Inspection of Village Accounts
4. Inspection of "A" and "B" Memoranda cases and passing of eviction orders.
5. Inspection of poramboke trees (not covered under 2C patta) whose usufructs are sold in auction (Amaroy sales).
6. Verification of Old Age Pension cases.
7. Verification and distribution of Patta Pass Books.
8. Inspection of irrigation sources.
9. Participation in the Mass Contact Programme in the Villages.
10. Inspection of quarries with a view to detecting illicit quarrying of stones, earth, sand silt etc.
11. Checking of collection accounts during kist, season.
12. Scrutinizing and approval of accounts prepared by the Village Administrative Officers for the Annual Jamabandhi.
13. Scrutinizing of Birth and Death Registers.
14. Verification of conditional assignment.
15. Inspection of tenancy registration cases.
16. Inspection of cases of alienation
17. Detection of forest offence cases.
18. Over azmoish of crops.
19. Inspection of Theervai Jasthi, Fasli Jasthi cases of remission, Tree pattas, Government and cowl thopes.
20. Issue of Income and Nativity Certificates.
21. Issue of copies.

22. Issue of Community Certificates (Except for Scheduled Caste and Scheduled Tribes)

23. Rectification of defects in the updating of registry cases.

24. Issue of orders for transfer of Registry applications.

25. Inspection of Chavadies and Cattle pounds.

26. Inspection of rain gauges.

27. Inspection of survey stones and survey depots and

28. Inspection of Government Poramboke lands and prevention of encroachment of Government land.

