

**MANIDHANAHEYAM FREE IAS ACADEMY – TNPSC GROUP II & IIA**  
**UNIT - II**

**District Administration**

**1. The Commissioner of Revenue Administration.**

The Commissioner of Revenue Administration is the supervisory officer for the district administration and revenue officials at the sub-district level. He is designated as the State Relief Commissioner, tasked with coordinating all the activities related to disaster management.

**The core functions of this Department includes:-**

- 1) General Revenue Administration
- 2) Collection of Land Revenue
- 3) Implementation of Social Security Pension Schemes
- 4) Issuing of Certificates
- 5) Distress Relief Schemes
- 6) Redressal of grievances
- 7) Disaster Management and Mitigation works
- 8) Regulatory/Enforcement functions under
  1. Revenue Recovery Act 1864
  2. Treasure Trove Act 1878
  3. Tamil Nadu Explosives Act 1884
  4. Tamil Nadu Pawn Brokers Act 1943
  5. Public Buildings License Act 1965
  6. Tamil Nadu Birth and Death Registration Act 1969
  7. Tamil Nadu Exorbitant Interest Prevention Act 2003
  8. The Arms Act 1959
  9. Disaster Management Act 2005

This department has field-level units from the district level upto the village level.

**2. District Administration:**

The district administration headed by the district collector. The district revenue officer and other district level officers of various departments carryout the functions under the overall supervision of the District Collector / District Magistrate.

**3. Sub-Division Level Administration:**

For administrative convenience, each district is divided into sub- divisions which is headed by Sub Collector/ Revenue Divisional Officer.

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**4. Taluk Level Administration:**

The Taluk administration is headed by Tahsildar. Tahsildar is assisted by Deputy Tahsildars, Revenue Inspectors, in rendering services like issue of Patta, Chitta, Adangal and other Certificates like Income, Nativity, Legal heir and other Online Certificates. There are 313 taluks in the State at present.

**5. Firka Administration:**

Each taluk is divided into firkas comprising of a group of villages. Revenue Inspector plays a vital role in land revenue collection and supervising the work of Village Administrative Officers.

**6. Revenue Village Administration:**

Village Administrative Officers function as the fundamental and grass-root functionaries. They are responsible for maintenance of village accounts, collection of land revenue and protection of Government land.

**Duties and Responsibilities of Revenue Inspectors**

- 1) Research
- 2) Supervising the work of Village Administrative Officers and Village Workers.
- 3) Land collection, debt collection and collection of amounts due to various departments of the Government.
- 4) Audit of village accounts.
- 5) Scrutiny of memo types “A” and “B”.
- 6) Audit of trees in outlying areas.
- 7) Finding objectionable encroachments and removing them.
- 8) To make immediate arrangements to provide food to the victims of natural calamities and document relief.
- 9) Verification of details of beneficiaries under old age stipend and other welfare schemes.
- 10) Belt, pass book survey and verification of records.
- 11) Auditing of irrigation sources.
- 12) Taking action to redress the grievances of the public by participating in human justice day camps.
- 13) To monitor and take action against illegal mining of sand, stone etc. in rivers and government out-of-state lands.
- 14) Audit of all collection accounts during tax collection periods.

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- 15) To verify and approve the accounts prepared by the Village Administrative Officer in connection with the revenue settlement work.
- 16) Verification of Registrations and Registration Changes.
- 17) Audit of birth, death and marriage records.
- 18) Verification of conditional transfer of land, usufructuary lease, transfer of usufruct and detection of violations of conditions.
- 19) Audit of leasehold species.
- 20) Auditing of land parathine species and checking whether conditions are violated.
- 21) Verification of experience in leased lands.
- 22) Detection and action of forest crimes.
- 23) Overseeing the work related to the visit of important dignitaries.
- 24) Auditing of tax exempt species, tax exempt varieties of pulses, marapattas and government groves.
- 25) Audit of village stone depots.
- 26) Verification of field boundaries
- 27) Various other works:-
  1. Determination of timber value
  2. Conducting field audits in respect of land transfer leases and land conversions.
  3. Visiting the cattle bars and verifying the accounts relating thereto.
  4. Revenue Collection Act and other confiscation proceedings.
  5. Inspection of minor irrigation schemes.
  6. Conducting inquiry on various petitions seeking personal inquiry.
  7. Prepare monthly cultivation accounts and send them to District Collector.
  8. Sending reports on health condition of villagers, health condition of livestock, water supply, rainfall, crop condition.
  9. Visiting village booths and reporting on their condition.
- 28) Sending report for furnishing various evidences.
- 29) Supervising the work of population census, cattle census, irrigation sources survey etc.
- 30) Electoral census and works relating to elections.

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**Duties and Responsibilities of Village Administrative Officer:**

- 1) Maintenance and analysis of village accounts.
- 2) Collection of Land Tax, Loans, Panchayat Taxes, Development Taxes and other amounts due to the Government.
- 3) Filing of necessary reports to provide proof of caste, proof of income, proof of residence, and proof of property value.
- 4) Issuance of chitta and indorsement copies to public for borrowing from co-operative societies and banks.
- 5) Maintenance of birth, death and marriage registration records.
- 6) In case of natural calamities such as fire, flood, storm etc. immediately inform the higher officials and make relief arrangements for the victims.
- 7) Reporting murder, suicide and suspicious deaths in the village to the police and assisting the police during investigation.
- 8) Promptly report to higher authorities and take appropriate action in cases of epidemics, cholera, plague and animal diseases.
- 9) Arrange for monitoring of stock lines.
- 10) Preparation of pay rolls for village workers.
- 11) Maintenance of Livestock Accounts and Booths.
- 12) Protection of rights of Government buildings, trees and outcrops.
- 13) Communication of treasure related information to higher officials.
- 14) Reporting eligibility of petitioners for old age stipend and other welfare assistance and maintaining register of beneficiaries.
- 15) Maintenance of Public Property Register.
- 16) To carry out coordination work by giving the statistics requested by various departments and charitable organizations for the successful implementation of development projects.
- 17) Carrying out of belt and pass book survey work.
- 18) Proper preparation of all accounts in connection with revenue settlement work.
- 19) Periodical audit of irrigation sources.
- 20) To monitor and take action against illegal mining of sand, stone etc. in rivers and government lands.
- 21) Participation in human justice day function and help in quick redressal of grievances of common people.

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- 22) Immediate execution of orders for registrations and changes in registration.
- 23) Verification of conditional transfer of land, lease of land, transfer of land and detection of violations of conditions and action.
- 24) Audit and registration of leasehold species.
- 25) Auditing the land parathine species and verifying whether the conditions are violated and sending a report.
- 26) Verification and registration of tenure in leasehold lands.
- 27) Detection and reporting of forest crimes and taking action.
- 28) Deductible Jasti, Pasali Jasti, Tax Rebate Species. Audit and survey of mangroves and government groves.
- 29) Maintenance of accounts of village stone depot and land surveying stones.
- 30) Prepare monthly cultivation accounts and send them to the Revenue Inspector in due time.
- 31) Conduct of census, livestock census, irrigation resources survey etc.
- 32) Conduct of work relating to voter enumeration and elections.
- 33) Co-operation in conducting special government schemes like Enlightenment Movement etc.

#### **Duties and Responsibilities of Zonal Deputy Tahsildar:**

1. To supervise the work and work organization of Revenue Inspectors Land Surveyors, Village Administrative Officers and Village Workers.
2. To examine the collection work of Income Tax Collection, Debt Collection and other departments.
3. Audit of village accounts.
4. Issuance of orders for audit and eviction of “A” and “B” memo species.
5. Auditing of trees in outlying areas and taking steps to auction their produce.
6. Verification of details of beneficiaries under old age stipend and other welfare schemes.
7. Patta pass book survey and verification of records.
8. Auditing of irrigation sources
9. Participation in human justice day camps and taking steps for quick redressal of public grievances.
10. Monitor and take action against illegal quarrying of sand, stone etc. in rivers and government lands.
11. Audit of all collection accounts during tax collection periods.

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12. To verify and approve the accounts prepared by the Village Administrative Officer in connection with the revenue settlement work.
13. Audit of birth, death and marriage records.
14. Verification of types of conditional transfer of land, transfer of land leases and detection of violations of conditions.
15. Audit of leasehold species.
16. Audit of land parathine species and verification of non-conformity.
17. Detection and action of forest crimes.
18. Survey of crop condition.
19. Audit of settlement jasti, pasali jasti, tax exempt species marapattas and government groves.
20. Provision of proof of income and proof of residence.
21. Passing orders on petitions seeking copies.
22. Issuance of caste proof (except for Scheduled Castes and Tribals).
23. Rectification of errors in activities undertaken under the Land Tenure Development Scheme and issuance of orders.
24. Issuance of orders regarding registrations and changes in registration.
25. Visiting the cattle stalls, and verifying the accounts thereon, visiting the village booths and reporting on their condition.
26. Auditing of rain gauges.
27. Audit of village stone depots and land surveying stones.
28. Government to audit alienated lands and find objectionable encroachments and take action.
29. Audit of Revenue Inspector's own records.
30. Scrutiny of Revenue Inspector's diaries and transmission to District Collector.

#### **District Governance:**

##### **i. Revenue Management Functions:-**

1. Deputy District Collectors, Revenue Inspectors, Village Administrative Officers working at the circle level. Monitoring the work of assistants and other revenue staff,
2. Survey of crops, inspection of land surveying works.
3. Passage of decree in respect of land mortgaged species where the land value does not exceed Rs.2000/- in the species whose area does not exceed three acres of land or 1½ acres of land.

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4. Passing orders on petitions seeking house plots on worthless lands.
5. To visit the affected places during natural calamities, fire, floods, storms, take protective measures and provide relief.
6. Taking steps to remove encroachments on Government lands under the Land Encroachment Act, 1905.
7. Imposition of levy and penalty on B.Memo species.
8. Field inspection of village hut, cattle shed / stone reserve / 2C trees land tenure species / land transfer species / lease / water settlement species / encroachment / government alienated lands / cessed and non cessed lands.
9. Provision of old age stipend and other welfare scheme assistance.
10. Promulgation of order in land transfer castes.
11. Promulgation of order in respect of land acquisition castes.
12. Land allotment / Taking appropriate action in case of non-compliance of norms in Paradeena species.
13. Survey of sources of irrigation and rain gauges Settlement of disputes over irrigation.
14. Works relating to regularization of abstraction of water for agricultural and industrial use from irrigation sources under clause 11C of the Revenue Status Ordinance.
15. Implementation of various irrigation laws and regulations.
16. Collection of amounts due to Government and Government Public Sector Undertakings under the Revenue Collection Act.
17. Conduct review meetings at regular intervals on land, credit, panchayat tax, survey fee, agricultural income tax, urban land, court fee, agricultural income tax, urban land, court fee, stamp duty, poor suit fee, and from various departments. Expediting the collection of dues.
18. Inspection of tax collection accounts and other accounts maintained by Village Administrative Officers.
19. To examine and approve the annual income statement accounts.
20. Fixation of reasonable tenancy week for agricultural lands.
21. Determination of land tax.
22. Fixation of tolls for conveyance of water through Government alienated lands.
23. Promulgation of water settlement in species.
24. Issuance of leasehold registration order.

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25. Appointment of Village Assistant.
26. Punishment in cases of disciplinary action against Village Administrative Officer.
27. Works relating to village administration infrastructure.
28. Passing order in respect of disciplinary action against Village Assistant.
29. Passing orders on leave petitions of Village Administrative Officers.
30. Passing order on 2C marapatta petitions. v 31. Physical inspection of trees in outlying lands and action against illegal fellers.
31. To monitor and take action against illegal quarrying of stone and sand in rivers, and government outposts.
32. Exercise of powers conferred in revenue status orders.
33. Proceedings on petitions against castes beyond the period of Adenial Abolition Act.
34. Leasing of lands for salting and collection of rent.
35. Maintenance of records and accounts as per circular accounting procedure.
36. Subdivision and decree in ryatwari lands.
37. Provisional settlement of lands acquired by Government.

**ii. Criminal Administrative Functions:-**

1. Officiating as Circuit Criminal Magistrate.
2. Law in circle. Maintenance of order.
3. Taking appropriate measures to monitor reserve route during emergency.
4. Passage of order under section 144 of the Criminal Procedure Code.
5. Enforcement of Bonded Labor Act.
6. Action on unclaimed goods handed over by police.
7. Re-exhumation and medical examination of buried bodies at the request of police officers.

**iii. Common Tasks:-**

1. Conduct of People's Grievance Day Camp.
2. Acting as Assistant Electoral Officer of Legislative Constituencies, Acting as Assistant Voter Registration Officer during general elections.
3. Making all arrangements for conducting assembly/parliamentary elections.
4. To take immediate measures to prevent public health, cattle distemper and other communicable diseases like cholera, monitoring of registration of births and deaths.

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**Duties and Responsibilities of Commissioner of Revenue:**

1. Supervising the various tasks of the District Collectors, Deputy Collectors, Circle Officers and Special Project Officers.
2. Auditing of Circle Offices.
3. Study of diaries of field workers in the field.
4. Half-yearly audit of credit units in circle offices.
5. To act as First Class Administrative Judge and administer law and order in the district.
6. Conduct of inquiry and pass order under sections 107 to 110 of the Code of Criminal Procedure.
7. Investigation under Section 145 of Police Ordinance No.
8. Inquiring and issuing orders under Sections 142 and 145 of the Code of Criminal Procedure.
9. Appointment, transfer and punishment of village administrative officers.
10. Hearing of appeals against order of District Collector regarding appointment and punishment of Village Assistants.
11. Conducting collection review meetings to collect arrears due to the government including rent, government loans, land survey charges, arrears due to other government departments, agricultural income tax, urban land, court case fees, pauper case fees etc. Collection of arrears.
12. Censorship of land transfer and caste.
13. Taking action on encroachments, appeals against encroachments and taking steps to recover public spaces from encroachers.
14. Audit of land transfer proposals.
15. Taking measures to grant patta in castes other than Adenial Abolition Act.
16. Implementation of Land Use Ordinance, 1960.
17. Exercise of powers conferred in Land Reforms Acts and Tenancy Acts.
18. Determination of appeals against levy of development tax.
19. Inspection of special minor irrigation projects and determination of water levy.
20. Working as land acquisition officer with compensation exceeding Rs.25000.
21. In case of natural disasters such as floods and droughts, if it is recommended by the local authority that the land should be waived, visit the relevant places and take steps to waive the land.

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22. Exercise of powers conferred on the District Collector under the Indian Stamp Act.
23. Audit of village accounts and survey of crops.
24. Hearing of appeals under the Tamil Nadu Caste (Judiciary) Act, 1963.
25. Consideration of appeals under the Minimum Wages Act. Consideration of appeals under the Minimum Wages Act.
26. Audit of surveyors, survey stones, stone depots.
27. To complete the annual audit of the village accounts (revenue settlement) and decide on the appropriate inquiry.
28. Hearing of appeals under the Tamil Nadu Agricultural Tenancy Act, 1969.
29. MARAPATTA- Hearing of appeals relating to grant.
30. Inspection of leased species of Government lands.
31. Study on determination of proper water solution. 31. To monitor the work of old age allowance and other allowances, to audit the distribution of Old Age Allowance by the Circle Office on a quarterly basis.
32. Implementation of Burma and Ceylon Refugee Welfare Schemes.
33. Supervision of rescue operations and relief work during natural disasters like flood, fire, storm etc.
34. Visiting Adi Dravidian settlements and implementing Adi Dravidian welfare schemes.
35. Implementation of welfare schemes for backward and most backward classes.
36. Provision of Accident and Road Accident Relief Fund.
37. Inspection of Insurance Schemes.
38. Human Justice Project Camp and Conduct of People's Grievance Redressal Day.
39. Inspection of Fair Price Shops, Rice Mills Audit and Civic Supply.
40. Audit of Purchase Centers and Warehouses Inspection of Government Food Grain Warehouses and Audit of Stocks.
41. Acting as Residential Control Officer (in certain areas).
42. Implementation of the Tamil Nadu Buildings (Regulation of Lease and Rent) Act, 1960.
43. Censorship of permanent and temporary theaters.
44. Audit of birth, death and marriage registration records.
45. To carry out work relating to Explosives Act, Mines Act, Petroleum Act.

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46. Inquiry into date of birth by Government officers.
47. Audit of Accounts of Sugarcane and Molasses.
47. Censorship of pawnshops and enforcement of the Pawnbrokers Act.
48. Observance of visits of dignitaries.
49. Revision of Electoral Roll and performance of election related works.
50. To co-operate in the implementation of government schemes such as the Enlightenment Movement.
- 51.52 Inspection of village booths and cattle sheds.
52. To perform other duties as specified in the Revenue Regulations.

**District Collector**

District collector is the head of the district administration. The post of District Magistrate was first created by Warren Hastings in 1772 for the dual purpose of revenue collection and administration of justice.

Initially the District Collector was there only to collect land. But now the district collector has a lot of work to do.

Following are the general roles and duties of the District Collector.

1. As District Magistrate, he is responsible for collection of land revenue.
2. As the District Magistrate, he is responsible for maintaining law and order in the district.
3. As the District Officer, he is responsible for looking after personnel matters such as salaries, transfers within the district.
4. As Development Officer, he is responsible for the implementation of rural development schemes.
5. As Electoral Officer, he presides over elections to Parliament, State Assembly and Local Government in the district. Therefore, he coordinates the election work in the district.
6. As the District Census Officer he conducts census operations once in ten years.
7. As the Chief Security Officer, he is responsible for protecting the travel and accommodation of the most important people in the district.
8. As coordinator, he supervises other staff and departments at district level.
9. He heads the District Plan Implementation Committee.

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10. He acts as the official representative of the State Government during public functions in the district.
11. He acts as Public Relations Officer of the State Government.
12. He acts as the chief problem solver during natural calamities and other emergency situations.
13. He supervises and controls local government agencies.
14. He undertakes civil and defense related work.
15. He is responsible for civil distribution of food and essential commodities.

Therefore, at the district level, the District Collector is a multi-tasking employee. In fact, as per the welfare state policy of the government, which is committed to implement more number of schemes for the people, a District Collector has a heavy workload.

In practice, the post of District Head is highly valued. District Collector is the leader of the district administration.

**District Rural Development Agency (DRDA)**

- 1) The main objective of District Rural Development Agency (DRDA) is to carry out anti-poverty projects at the district level in rural areas.
- 2) These District Development Agencies are registered under the Societies Registration Act, 1860 of the Government of India and are functioning under the Tamil Nadu Department of Rural Development and Panchayats since 1 April 1999.

**Administration**

The Program Director of the District Rural Development Agency will be the Additional District Commissioner or the Associate Director of the Rural Department. Assistant Directors of Rural Development Departments under the Program Director act as Assistant Program Officers. Since 1999, the Government of India bears 90% of the administrative expenses of the District Rural Development Agency and the State Government bears 10%. At the state level, the Tamil Nadu Department of Rural Development and Panchayats supervises the activities of the District Rural Development Agency.

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**Assignments**

The Panchayat Unions through the District Rural Development Agency undertake socio-economic development work such as infrastructure of village panchayats, rural employment, health, basic education, medicine, social security, women's development, handicraft development with the funds allocated for the rural development program by the Government of India and Tamil Nadu Government.

**Schemes of Government of India to be implemented**

- 1) Mahatma Gandhi Rural Employment Guarantee Scheme
- 2) Sukanya Samriti Scheme (Wealth Savings Scheme)
- 3) Suvavalamban scheme for organizational professionals
- 4) Clean India Movement
- 5) Janani Suraksha Yojana
- 6) Mudra Bank
- 7) Model Village Project
- 8) Prime Minister's Rural Housing Scheme

**Tamil Nadu government projects to be implemented**

- 1) Village Self Sufficiency Scheme
- 2) Government of Tamil Nadu Nalindh Family Welfare Assistance Scheme
- 3) Namakku Naame Thittam (NNT)
- 4) Assembly Member Constituency Development Scheme
- 5) Rural Infrastructure Project
- 6) Rural building maintenance and renovation project
- 7) Full health campaign drive
- 8) Solid waste management plan
- 9) Rural Roads Development Scheme