

## **DUTIES & RESPONSIBILITIES UNDER- TAKEN BY THE VILLAGE**

### **ADMINISTRATIVE OFFICER**

1. Maintenance of Village records like Chitta, Chalan Register, Settlement Register, Register of Rights, Collection Accounts, Receipt and Dispatch Book etc.
2. Processing of applications for Mutation and Furnishing report thereon after inspection of the lands.
3. Maintenance of Crop Register (Adangal) and inspection of all the lands (Ajmoish).
4. Inspection of scenes of fire accident/other calamities and furnishing report for relief.
5. Assisting in the relief operation during occurrence of Natural Calamities like floods, fire accident, etc.
6. Furnishing land particulars in respect of lands proposed for other Departments.
7. Service of various notices from Taluk office intended for public in the Village.
8. Conduct of enquiry into various Kinds of petitions submitted by the public to higher authorities.
9. Assisting higher Officials in times of law & order, elections, Census etc.

- 10. Periodical inspection of encroachments and furnishing report for levy of penalties.**
- 11. Periodical supervision of Irrigation sources.**
- 12. Maintenance of Lease Register for Government lands.**
- 13. Issue of basic report for various certificates like Residence, Income, Caste etc.**
- 14. Furnishing of basic statistics on land for other Departments.**