

# Tribhuvan University

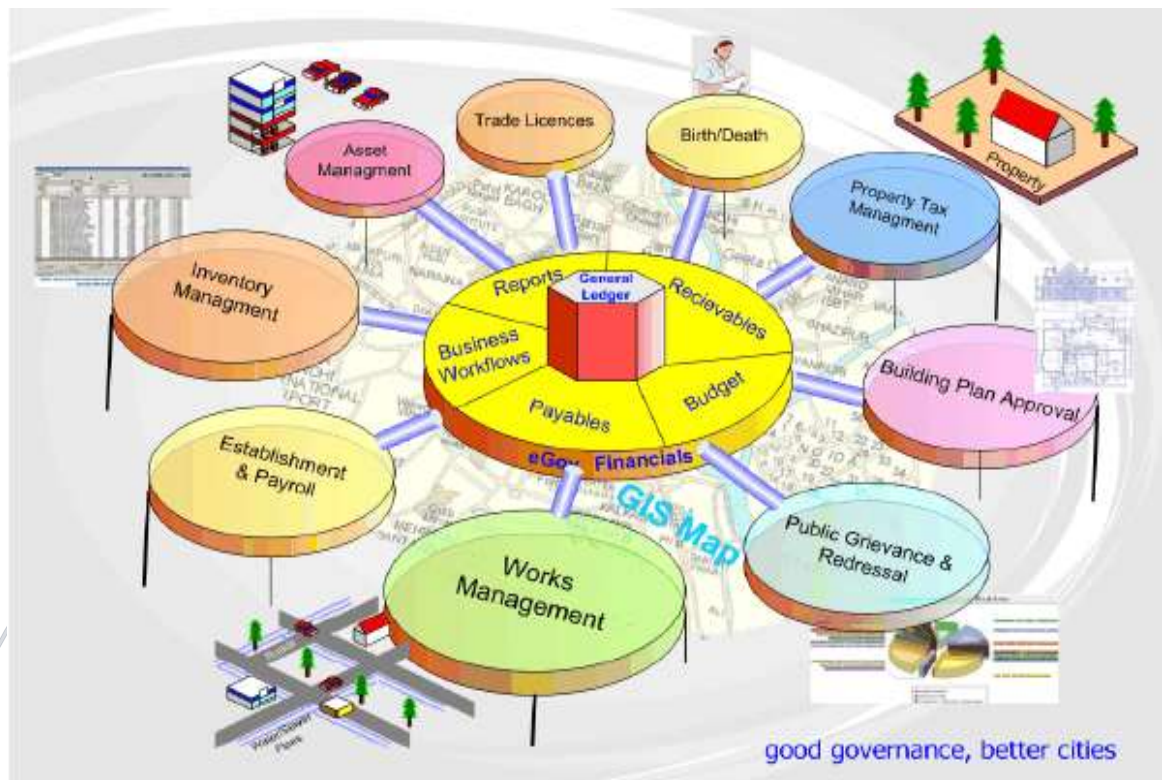
# Bhaktapur Multiple Campus

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## E-Governance

“Report writing on Collectorate”



**Submitted To:**  
**Department of B.Sc.CSIT**  
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## **1.Introduction:**

Collectorate is the Head Quarter of the District Administration leading all the administrative and disaster relief activities in the district. A district is an administrative division of a state. The office of the collector is the chief representative of government in a District. In simple sense, all the general administration of the district is vested with the Deputy Commissioner, who for administrative purposes, is under the Divisional Commissioner. He is at once the Deputy Commissioner, the District Magistrate (DM) and the Collector. As Deputy Commissioner, he is the executive head of the district with multifarious responsibilities relating to development, panchayats, local bodies, civil administration, etc. As District Magistrate, he is responsible for law and order and heads the police and prosecuting agency. As Collector, he is the chief Officer of the revenue administration and is responsible for collection of land revenue, and is also the highest revenue judicial authority in the district. India has approximately 700 districts. Each one of them is headed by a DM. He or she is assisted by a number of officers at the headquarters as well as in the lower levels of administration like subdivisions, tehsils and blocks. These posts, often called Deputy Collectors, belong to the State Provincial Service whereas the DM is almost always a member of the Indian Administrative Service, recruited by the Union Public Service Commission.

## **2.History:**

Collectorate system has a long tradition in India and has been adopted even before independence. District administration (Collectorate) in India is a legacy of the British Raj. District collectors were members of the Indian Civil Service and were charged with supervising general administration in the district. Warren Hastings introduced the office of the district collector in 1772. Sir George Campbell, lieutenant-governor of Bengal from 1871-1874, intended "to render the heads of districts no longer the drudges of many departments and masters of none, but in fact the general controlling authority over all departments in each district. Until the later part of the nineteenth century, no native was eligible to become a district collector. But with the introduction of open competitive examinations for the Indian Civil Service, the office was opened to natives. Romesh Chandra Dutt, Sripad Babaji Thakur and Anandaram Baruah were the first three Indian ICS officers to become Collectors.

The district continued to be the unit of administration after India gained independence in 1947. The role of the district collector remained largely unchanged, except for the separation of most judicial powers to judicial officers of the district. Later, with the promulgation of the National Extension Services and Community Development Program by the Nehru government in 1952, the district collector was entrusted with the additional responsibility of implementing the Government of India's development programs in the district.

## **3.The main functions of the Deputy Commissioner :**

The Co-ordination of development and public welfare activities as Deputy Commissioner, revenue officer/Court of the district as District Collector, and law and order functions as District Magistrate. Thus, he acts as Deputy Commissioner, District Collector and

District Magistrate on different occasions. His role in each of these capacities can be described below :

### **3.1 As Deputy Commissioner**

He is the executive of the district with numerous responsibilities in the sphere of civil administration, development, panchayats, local bodies, etc. Due to immense importance of his office, the Deputy Commissioner is considered to be the measuring rod of efficiency in administration.

The Deputy Commissioner has an Office Superintendent under him, to supervise the work of the clerical staff. He guides functioning of different branches of his office. Each branch is headed by an Assistant and is functionally known after him. For example, the branch looked after by Establishment Assistant (EA) is known as the EA Branch, the one under Miscellaneous Assistant is known as the MA Branch, etc. etc. An Assistant has to perform two types of functions-supervisory and dispositive i.e. he has to supervise the work of the officials working under him, and also to dispose of many cases either at his level or by putting them up to his senior officers. An Assistant has one or more Clerks under him.

The number of branches in the office of the Deputy Commissioner differs from district to district depending upon the requirements in each case, but more important branches existing in almost all the districts are, Establishment Branch, Nazarat Branch, Sadr Kanungo Branch, Development Branch, Miscellaneous Branch, Licensing Branch, Complaints and Enquiries Branch, Local Funds Branch, District Revenue Accounts Branch, Flood Relief Branch, Revenue Records Branch, Records and Issue Branch, Sadr Copying Agency, Registration Branch, Peshi Branch, etc

### **3.2 As District Collector**

The Deputy Commissioner is the highest Officer of revenue administration in the district. In revenue matters, he is responsible to the Government through the Divisional Commissioner and the Financial Commissioner, Revenue. He is responsible for the collection of land revenue, other kinds of Government taxes, fees and all dues recoverable as arrears of land revenue. He is responsible for ensuring the maintenance of accurate and upto date records of rights as regards the land.

He is also the appointing authority for Patwaris and Kanungos and ministerial staff posted in the tahsil offices, and in the offices of Sub Divisional Officers (Civil) and Deputy Commissioner except in the case of Superintendent of Deputy Commissioner's Office and for most of the subordinate revenue staff in the district. As the District Collector, he is the highest revenue judicial authority in the district.

### **3.3 As District Magistrate**

The Deputy Commissioner is responsible for the maintenance of law and order in the district. He is the head of criminal administration and supervises all Executive Magistrates in

the district and controls and directs the actions of the police. He has supervisory powers over the administration of jails and lock-ups in the district.

Besides his above mentioned duties as Deputy Commissioner, District Collector, and District Magistrate, he plays an important role as Deputy Custodian, under the Displaced Persons (Compensation and Rehabilitation) Act, 1954. In this capacity his duties are: revision against the orders of Tahsildars and Officer-in-Charge, Rural, regarding allotment of land and houses in rural areas; revision against the orders of the District Rent Officer, regarding allotment of houses and shops in urban areas and disposal of cases received from the Assistant Custodian (Judicial) regarding evacuee property.

The position of Deputy Commissioner as head of the district administration has become one of expanding responsibilities. As he is the executive head of the civil administration, all departments in the district, which otherwise have their own officers, look to him for guidance and co-ordination. He plays an important role in the administration of municipal committees, market committees, panchayats, panchayat samitis, community development blocks and the zila parishad, which came into existence with the decentralization of authority and expansion of the Panchayati Raj. He is also responsible for the execution of rural development schemes. Besides, he is responsible, as District Election Officer, for the peaceful and orderly conduct of all elections held in the district from time to time. For elections to Lok Sabha constituency/constituencies of his district, he functions as Returning Officer. He renders active help during decennial census. He controls and regulates the distribution of scarce essential commodities, etc. He keeps liaison with military authorities in his jurisdiction and is the Competent Authority for requisition of land for military purposes. In any matter of public importance which does not fall specifically in the sphere of any government department, State or Central, he, as a general administrator, is required to take cognizance of the matter in public interest and take it to its logical conclusion with the help of some Government department or by processing the matter in his own office. In short, there is nothing of importance which takes place in the district with which he is not associated, directly or indirectly.

### **3.4 Additional Deputy Commissioner**

Additional Deputy Commissioner is the chief executive officer of DRDA. The post of Additional Deputy Commissioner has been created to assist the Deputy Commissioner in his day-to-day working. The Additional Deputy Commissioner enjoys the same powers as that of Deputy Commissioner under the rules.

### **3.5 Sub-Divisional Officer**

The Sub-divisional Officer (Civil) is the chief civil officer of the Sub-Division. In fact, he is a miniature Deputy Commissioner of his Sub-Division. He possesses adequate powers to co-ordinate work in the sub-division. He exercises direct control over the Tehsildars and their staff. He is competent to correspond directly with government and other departments on routine matters. His main duties, like those of the Deputy Commissioner, include revenue, executive and judicial work. In revenue matters, he is Assistant Collector 1st grade but the powers of Collector have been delegated to him under certain acts.

The powers and responsibilities of the Sub Divisional Officer relating to revenue, magisterial, executive and development matters within his jurisdiction, are analogous to those of the Deputy Commissioner. His revenue duties include supervision and inspection of all matters from assessment to collection of land revenue; co-ordination of work of all officials in the subdivision, particularly in the departments of Revenue, Agriculture, Animal Husbandry and Public Health within the subdivision.

In his executive capacity, he can call for any of the records and registers which deal with crime, from a Police Station and can call the Station House Officer of Police Station to come to him to explain the matters. He can bind down anti-social elements for peaceful conduct over a period. He commands closer contact with the public and more intimate association with the local bodies and market committees.

He also plays an important role in the rural development programs. He needs co-operation and help from other Government officials in the subdivision for the smooth running of administration and successful implementation of development schemes. On important policy matters, however, he is required to route the matters through the Deputy Commissioner.

For the elections to the Vidhan Sabha, he is generally appointed as Returning Officer for the constituency/ constituencies in his jurisdiction. For elections to the Lok Sabha constituencies, he is generally appointed as Assistant Returning Officer.

### **3.6 City Magistrate**

He is the chief administrative officer under the deputy commissioner and assists him in all executive and administrative functions. He is not required to do touring in the district but stays at the headquarters to supervise the work of the office. He also functions as the District Electoral officer. In addition to the above the General assistant attends to a lot of miscellaneous work.

### **3.7 District Development and Panchayat Officer**

He is the principal officer to help the Deputy Commissioner to carry on the community development and welfare programmes. He deals with the following subjects:-

- Work relating to development
- Five Year Plans and local development works.
- Panchayat Samitis, Local Bodies and Panchayats.

### **3.8 District Revenue Officer**

The post of DRO was created in the year 1983. He is also the principal officer to help the Deputy Commissioner to Carry out work relating to revenue and recovery works. The District Revenue Officer (DRO) in the Cadre of Special Grade Deputy Collectors assists the Collector and Joint Collector in discharging their duties. The District Revenue Officer looks after all the branches of the Collectorate. He deals mainly with general administration and is vested with supervision of day-to-day functions of the Collectorate.

## **4.Role of Collectorate in District Administration:**

The Collectorate play a pivotal role in the District administration. The aims and objectives of the collectorate(organization) are to assist the District Collector in District Administration. It works as the bridge between the people and administration and thereby popularizing and proliferating the various Government schemes and programs. Accordingly, there are different sections functioning within this organization for decentralization and successful implementation of multifaceted activities

Collector in the Cadre of I.A.S heads the District. He acts as the District Magistrate for maintaining Law and Order in his jurisdiction. He deals mainly with planning and development, law and order, scheduled areas/agency areas, general elections, arms licensing etc.

The Joint Collector who also belongs to the I.A.S Cadre runs the Revenue administration under various enactments in the District. He is also designated as Additional District Magistrate. He mainly deals with civil supplies, land matters, mines and minerals, village officers etc.

The Joint Collector-II who is a non I.A.S cadre Special Grade Deputy Collector looks after various developmental activities pertaining to various departments. The Major departments looked after by Joint Collector-II are District Medical and Health Department, Social Welfare Department, BC Welfare, BC Corporation, Disable Welfare, Housing and Other Departments.

The administrative Officer in the rank of a Tahsildar is the general assistant to the Collector. He directly supervises all the sections in the Collectorate and most of the files are routed through him.

## **5.Different Sections of Collectorate:**

Different government has divided the Collectorate into different sections. For example: The Collectorate is divided into 9 sections as per the administrative reforms taken up by the Government of Telangana. An alphabet letter is given to each section for easy reference.

### **5.1 Section A**

Deals with Establishment of Tahsildars/ Dy.Tahsildars/ Sr.Assts,- Transfers and Postings-Sanction of leaves-Performance Indicators.

- Establishment of Jr.Asst./ Typists/VROs/ & Lower cadre transfers & Postings.
- Compassionate appointments-Displaced persons Employment.
- Office Procedure- File disposal-Maintenance of Attendance-Turn duty-Leaves Account.
- Disciplinary cases of all Revenue employees
- Proper Statements

## **5.2 Section B**

Deals with Preparation of Pay bills.

- Fixation of pensions & Gratuity
- GPF, LIF, GIS Loans & Advances
- Budget-Reconciliation-Number Statement.
- Medical Reimbursement-LTC-Income Tax.
- Accounts and Cash Book
- Audit & Audit Paras.

## **5.3 Section C**

Deals with Law & Order.

- Atrocities against S.Cs/S.Ts & POA/PCR Act.
- Cinematography Act.
- Christian Marriage Licenses.
- Freedom Fighters Pension-SSSP
- Verification of cast Certificates.
- Verification of Character & Antecedents
- District level Screening Committee
- Governments Exams
- Law Officers
- State Functions
- Elections-Photo Electoral Roll
- Arms Act
- Petroleum Product Act
- Explosives Act
- Mines & Minerals

## **5.4 Section D**

Deals with Village Accounts.

- Jama bandi.
- Record Of Rights & ROR Appeals
- Irrigation (Major & Minor)
- Water Users
- Suicidal Deaths.
- Prime Ministers Relief
- Land Revenue
- NALA Collections
- Revenue Recovery Act
- Apath Bandhu
- Gruha Raksha-Housing Collapses
- Sessional Conditions
- Natural Calamities & Relief
- Drinking Water
- Help Line



### **5.5 Section E**

Deals with Assignment of Govt Land.

- Alienation of Govt Land
- Transfer of Govt. Lands.
- Land Encroachment
- Koneru Rangarao Committee
- Evacuee Property

### **5.6 Section F**

Deals with Tenancy & Inam Appeals.

- Endowments & District Gazetts
- Grant-in-Aid for Masjids and Eedgas
- Municipalities
- Stamps and Registration Act.
- Census.

### **5.7 Section G**

Deals with General Land Acquisition.

- Land Acquisition for House Sites

### **5.8 Section H**

Deals with Visits of VIPs.

- Protocol
- Govt.Vehicles and Govt.Buildings.
- Chief Ministers Relief Fund.

### **5.9 GB Cell:H3**

- Prajavani Grevances

Similarly, the Collectorate is divided into 8 sections as per the administrative reforms taken up by the Government of Andhra Pradesh. An alphabet letter is given to each section for easy reference.

**Section A ::** Deals with Establishment and Office Procedures

**Section B ::** Deals with Accounts and audit

**Section C ::** Deals with Magisterial (Court/Legal) matters

**Section D ::** Deals with Land Revenue and relief

**Section E ::** Deals with Land Administration

**Section F ::** Deals with Land Reforms

**Section G ::** Deals with Land Acquisition

**Section H ::** Deals with Protocol, Elections and Residuary work.

## **Discussion:**

The Collectorate play an indispensable role in the District administration. District Administration is a bridge between the Government and the common man. The Collector has wide powers and manifold responsibilities. In many ways he is chief custodian of law and authority, the pivot on which runs the local administration. The Collector is assisted by Additional Collectors and Deputy Collectors. Works of office of Collector is divided into different sections. In each section one or two employees are posted who work under the supervision of office superintendent/assistant office superintendent. And the collectorate is the district under the jurisdiction of the collector. So, for the better communication between the government and people, development of districts, state and the entire country and better transparency, collectorate is very vital part of any district administration.

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