

## **CHAPTER-2**

### **DUTIES & RESPONSIBILITIES OF VARIOUS OFFICERS AND OFFICIALS**

1. LAND AND DEVELOPMENT OFFICER
2. DEPUTY LAND AND DEVELOPMENT OFFICER
3. ENGINEER OFFICER
4. ASSISTANT SETTLEMENT COMMISSIONER
5. VIGILANCE-CUM-LEGAL OFFICER (Jr.)
6. PUBLIC RELATION OFFICER
7. ACCOUNTS OFFICER
8. ADMINISTRATIVE OFFICER
9. ESTATE OFFICER
10. BUILDING OFFICER
11. ASSISTANT ENGINEER
12. HINDI OFFICER
13. SUPERINTENDENT
14. ASSISTANT
15. UPPER DIVISION CLERK
16. LOWER DIVISION CLERK
17. STENOGRAPHER GRADE-I
18. STENOGRAPHER GRADE-II
19. STENOGRAPHER GRADE-III
20. SENIOR SURVEYOR
21. OVERSEER
22. SURVEYOR
23. SENIOR DRAFTSMAN
24. DRAFTSMAN(GRADE-II)
25. DRAFTSMAN(GRADE-III)

- 26. ACCOUNTANT
- 27. HINDI TRANSLATOR
- 28. FERRO PRINTER
- 29. DAFTRY
- 30. PEON
- 31. KHALLASI
- 32. FARASH
- 33. CHOWKIDAR
- 34. SAFAI KARAMCHARI

### **1. LAND AND DEVELOPMENT OFFICER**

- (i) Head of the office.
- (ii) Attending to all policy matters; attending meetings in various organizations i.e. Delhi Govt., DDA, NDMC etc.
- (iii) He has also to inspect the various sites which are to be allotted to institutions requesting for allotment of land in the Union Territory of Delhi.
- (iv) To give final decision/orders in the cases submitted by the Branch Officers in respect of cases relating to Property Sections, Lease Sections, Administration, Coordination & Vigilance Sections.
- (v) To act as disciplinary authority in respect of staff of Land & Development Office.
- (vi) Competent authority under the Urban Land (Ceiling & Regulation) Act.
- (vii) To exercise financial & administrative powers delegated as Head of Office.

### **2. DEPUTY LAND AND DEVELOPMENT OFFICER**

- (i) Administration of lease of Nazul & Rehabilitation land.
- (ii) Execution of contracts and administration of properties on behalf of the President of India.
- (iii) Execution of contracts/deeds in respect of Nazul land leases.
- (iv) Processing of cases for grant of sale/mortgage permission and carrying out mutation/substitution etc. on behalf of the President of India.
- (v) Consultation with counsels/attending the court of law, wherever necessary.

(vi) Inspection of properties for finding lease deed assessment and recovery of charges for change of purpose, charges for unauthorised or additional construction; periodical inspection of premises before the issue of notice for recovery of ground rent.

(vii) Conversion of properties from lease-hold to free-hold.

(viii) Any work/function assigned by the Land & Development Officer.

### **3. ENGINEER OFFICER**

(i) Initiating proposals for approval by Ministry of Urban Development and allotment of land, recovery of premiums and ground rent, execution of agreement for lease & Perpetual Leases and administration of lease thereof to

(a) Social and Cultural Institutions

(b) Diplomatic Missions

(c) MCD, DESU, Delhi Water Supply & Sewage Disposal Undertaking, Delhi Milk Scheme and similar autonomous bodies

(d) Newspapers

(e) Hotels

(f) Petrol Filling-cum-Service Stations and L.P.G. godowns to various Oil Companies.

(ii) Handing over vacant land to Central PWD for construction for General Pool Accommodation, after approval by the Ministry.

(iii) Initiating proposals and after approval by the Ministry of Urban Development, allotment of land to other Ministries and Departments of Govt. of India and Delhi Administration.

(iv) Temporary allotment of vacant sites etc. for short periods to various parties and recovery of charges thereof.

(v) Lands placed for care and maintenance with Delhi Development Authority.

(vi) Assessment and recovery of damages from unauthorised occupants and eviction of the unauthorised occupants after filing plaints in the court of Estate Officer and conducting the cases in his Court leading to ultimate orders of eviction and recovery of damages.

(vii) Cases in Supreme Court, High Court, District Court and Estate Officer's Court in respect of disputes in leases etc. including preparation of the petitions, counter affidavits, replies etc.

(viii) Technical Branch work comprising of

(a) survey of lands, preparation of site plans/lay-out plans for allotments, agreement for lease and perpetual leases

(b) scrutiny and approval of building plans for new construction as well as additions and alterations under the terms of the lease

(c) periodical and special inspections of properties to detect misuse and unauthorised constructions and other breaches of the terms of the lease

(d) working out damages misuse charges and conversion charges  
(e) inspection of vacant Govt. lands under the control of Land & Development Office to detect squatting and report to Enforcement Section  
(f) tracing out copes and safe custody of all zonal Development Plans, lay-out plans, land plans and Development plans and Building plans in respect of properties under the control of Land & Development Officer.

(ix) Revision of schedule of market rates, for schedule of licence fees, for temporary allotment from time to time, working out reserve price of markets etc.

(x) Site inspections with senior officers and Chief Architect, CPWD & other Ministries regarding carrying out and allotment of plots and other problems arising thereof.

(xi) Advice on various technical matters pertaining to administration of leases referred by other Branch Officers.

(xii) And a number of other types of works pertaining to safe custody, allotment of and administration of leases thereof as required from time to time.

For discharging the above duties, the Engineer Officer is assisted by Enforcement Section headed by a Superintendent with complimentary ministerial staff of assistants etc. [22 numbers (three Assistant Engineers with 17 Overseers/surveyors, one Senior Draftsman with 4 other Draftsman and P.A.-cum-Stenographer)]

#### **4. ASSISTANT SETTLEMENT COMMISSIONER**

(i) Administration of leases relating to Nazul Land/Rehabilitation Lands.

(ii) Execution of contracts and administration of properties on behalf of the President of India.

(iii) Execution of contracts/deeds in respect of Nazul land leases.

(iv) Processing of cases for granting sale/mortgage permission and carrying out mutation/substitution etc. on behalf of the President of India.

(v) Consultation with counsels/attending the Courts of Law, wherever necessary.

(vi) Conversion of properties from lease-hold to free-hold.

(vii) Any work/function assigned by the Land & Development Officer.

#### **5. VIGILANCE-CUM-LEGAL OFFICER (Jr.)**

(i) To vet the Agreement for lease, Perpetual Lease, Tripartite Agreement etc.

(ii) To examine the legal documents etc., referred to by other branch officers.

(iii) To act as Vigilance Officer in the Land & Development Office.

## **6. PUBLIC RELATION OFFICER**

(i) To attend to the public visiting this office in connection with the lease- hold properties and guide them properly and also help them in solving their difficulties.

(ii) Any work/function assigned by the L&DO.

## **7. ACCOUNTS OFFICER**

He is to act as Audit Officer. For that purpose he is required to interpret financial provisions of the Lease Deeds and ensure their enforcement with due regard to the financial aspects involved. He has also to understand technical implications of the Master Plan, Municipal Bye-laws etc. To get the accounts of the receipts prepared and reconciled with Pay and Accounts Officer; attestation of entries in the Ledger; to advise in the establishment matters wherever necessary. He shall look after Internal Audit Cell, Accounts Section and Audit Paras.

## **8. ADMINISTRATIVE OFFICER**

(i) Administration of Land & Development Office.

(ii) Record Section.

(iii) Receipt and Issue Section.

(iv) To act as Drawing & Disbursing Officer.

## **9. ESTATE OFFICER**

To act as Semi-Judicial Officer under the Public Premises (Eviction of Unauthorised Occupants) Act; to start proceedings for eviction and realization of damages under the above said Act; issue of summons to witnesses; service of notices; pursue the proceedings; passing of orders and other work related to these proceedings. To look after the pursue appeals filed in the higher courts against the orders passed by Estate Officer.

## **10. BUILDING OFFICER**

(i) To supervise all the duties carried out by Overseers/Surveyors/Senior Surveyors/Selection Grade Overseers in Technical Section.

(ii) To assist Engineer Officer/Land & Development Officer and all other senior officers in technical matters/duties done by technical staff.

(iii) To carry out inspections at site, wherever necessary.

## **11. ASSISTANT ENGINEER**

- (i) To supervise all the duties carried out by Overseers/Surveyors/Senior Surveyors in Technical Section.
- (ii) To assist Engineer Officer/Land & Development Officer and all other senior officers in technical matters/duties done by technical staff.
- (iii) To carry out inspections at site, wherever necessary.

## **12. HINDI OFFICER**

- (i) Implementation of Official Language Act.
- (ii) To do complicated translation work.
- (iii) To attend cases of reports and returns regarding Hindi; progressive use of Hindi, Hindi Teaching Scheme etc.
- (iv) To assist the staff in doing their day to day work in Hindi.
- (v) To attend meetings, conference in connection with Hindi.
- (vi) Any other work assigned by the Land & Development Officer.

## **13. SUPERINTENDENT**

- (i) Supervision and checking of work relating to Lease, Property Sections, Administration Section, Enforcement Section and Internal Audit Cell.
- (ii) Interpretation of the various conditions/covenants of leases etc.
- (iii) To deal with the public on lease matters.
- (iv) Issuing of first notice to the Lessees regarding the breaches existing in the premises.
- (v) Intimating to the lessee the factual position of the inspection of the premises, if the lessee has given some counter reply.
- (vi) Demanding ground rent where such demand do not prejudice Government interest.
- (vii) Address letters for seeking information/clarification for decision of the case.
- (viii) Routine communication to the Ministry e.g. acknowledgement, reminders, routine enquiries and supply for routine materials.
- (ix) Grant of casual leave to the non-gazetted staff.
- (x) To check the terms for regularisation of breaches involving lakhs of rupees.

Apart from the above, the **Superintendent (Admn.)** shall deal with the following matters in his own powers:-

- (a) Address letters to the Inspector of Schools/School authorities in connection with the information required regarding the payment of children education allowance or tuition fees to the officials of this office;
- (b) Disposal of requisitions of stationery and other misc. items.
- (c) Entries in stock register of stationery and stores including furniture, liveries, typewriters and bicycles.
- (d) Entries in Telephone Rent register and trunk call register.
- (e) Entries in register of library books etc.

#### **14. ASSISTANT**

- (i) To see whether all the statements and receipts so far as they are open to check, are correct.
- (ii) Point out mistakes, mis-statements, missing data or information, if any,
- (iii) Referencing and the like in accordance with the instructions from time to time.
- (iv) Accurately and objectively summarising the points of view of the applicants/lessees and then dealing with each point specifically.
- (v) Draw attention, where necessary, to the statutory or customary procedure and point out the relevant Law and rules.
- (vi) Draft communications in accordance with the decision on the file.
- (vii) State the questions for consideration and bring out clearly the points requiring decision.
- (viii) Suggest, where possible, alternative courses of action for consideration.
- (ix) A self-contained summary bringing out briefly but clearly relevant facts including view expressed on the subjects by other Departments, if any, consulted in the matter is to be put up with every case submitted to the Hon'ble Minister.
- (x) Examination of plans under terms of lease.
- (xi) Examination of inspection reports submitted by the Technical staff.
- (xii) Calculation and working out terms and conditions for unauthorized construction, change of purpose, re-entry etc.
- (xiii) Encashment of cheques, preparation of challans, Civil Writs.
- (xiv) Preparation of reply of Complaints, Civil Writs etc. filed in the Courts etc.
- (xv) To attend to the Courts of Law, consultation with the Government Counsels.
- (xvi) To attend to the visitors through Public Relations Officer

(xvii) To deal with cases relating to mutation, substitution, transfer, sale etc. etc.

### **15. UPPER DIVISION CLERK**

Same as those of Assistants.

### **16. LOWER DIVISION CLERK**

(i) Examination of receipts and putting them with necessary noting, drafting and orders to dispose of the receipts.

(ii) Collection of material and interpretation of lease conditions etc.

(iii) Drafting of legal documents such as Agreement for lease, perpetual lease, etc.

### **17. STENOGRAPHER GRADE-I**

To taken dictation from L&DO and transcribe the same. Receive letters addressed to the L & D Officer and keep record of the files and appointments etc. To arrange Meetings in the room of L&DO and supervise the staff of L&DO's Personal Section.

### **18. STENOGRAPHER GRADE-II**

To take dictation from the officer with whom attached and transcribe the same. Receive letters addressed to the officer by name and keep record of the files and appointments etc.

### **19. STENOGRAPHER GRADE-III**

To take dictation from the officer with whom attached and transcribe the same. Receive letters addressed to the officer and keep record of the files and appointments etc.

### **20. SENIOR SURVEYOR**

(i) Scrutiny of building plans for sanction under lease.

(ii) Inspection of leased premises with respect to sanctioned plans and terms of lease and to establish the date of breaches, if any.

(iii) Surveying of Govt. lands for making proposals for allotment.

(iv) Inspection of Govt. lands of detection of unauthorised encroachments.

(v) Calculation of damages and misuse charges recoverable for the breaches of terms of lease and calculation of damages for unauthorized encroachments of Government lands.



(vi) Contesting of cases of unauthorised encroachments in the court of Estate Officer/District Judge.

(vii) To serve letters received undelivered, to serve notice issued by Estate Officer and to do all liaison work i.e. to contact DDA/MCD or any other department or lessees etc.

(viii) To calculate Additional Premium and Additional Ground Rent for changing the character of leases, multi-storey buildings etc.

## **21. OVERSEER**

(i) Scrutiny of building plans for sanction under lease.

(ii) Inspection of leased premises with respect to sanctioned plans and terms of lease and to establish the date of breaches if any.

(iii) Surveying of Government lands for making proposals for allotment.

(iv) Inspection of Government lands for detection of unauthorized encroachments.

(v) Calculation of damages and misuse charges recoverable for the breaches of terms of lease and calculation of damages for unauthorized encroachments on Government lands.

(vi) To serve letter received undelivered, to service notices issued by Estate Officer and to do all liaison work i.e. to contact DDA/MCD or any other department or lessees etc.

(vii) To calculate Additional Premium and Additional Ground Rent for changing the character of leases/multi-storey building etc.

## **22. SURVEYOR**

Same as those of Overseer.

## **23. SENIOR DRAFTSMAN**

(i) Maintenance of record and checking and supervision of work of Draftsman; maintenance of record of plans.

(ii) Maintenance of record of Nazul land under the jurisdiction of the Land & Development Office.

(iii) To give proposal of sites according to land use in Master Plan.

(iv) Working out charges for permanent change of purpose.

(v) Attestation of plans required by the lessee for court purposes.

## **24. DRAFTSMAN (GRADE-II)**

(i) Calculation of charges for temporary/permanent allotment.

(ii) Preparation of plans according to Scale, Tracing super imposition in Zonal Plans and calculations of area.

(iii) Comparing and numbering of plans sanctioned by local bodies; checking of distance in T.A. bills.

(iv) To give proposals of sites according to land use in Master Plan.

(v) Preparation of plans for execution of Agreement for lease and perpetual lease and other leases.

### **25. DRAFTSMAN (GRADE-III)**

Same as those of Draftsman Grade-II.

### **26. ACCOUNTANT**

(i) Checking the work of Account Section.

(ii) Maintenance of Ledger in respect of approximately 70,000 leases of Nazul land and Rehabilitation Properties – posting of entries in the Ledger Folios regarding breaches, regularisation of terms: noting down of mutation, substitution and posting of ground rent etc.

(iii) Reconciliation of Accounts.

(iv) Maintenance of revenue register for recoveries.

### **27. HINDI TRANSLATOR**

Translation of documents; and implementation of various schemes in Hindi, etc.

### **28. FERRO-PRINTER**

To operate Ferro-Printing machine and maintain it in working condition.

### **29. DAFTRY**

(i) Arranging of files in the Record Room or in Sections.

(ii) Stitching of files in Record Room and Sections.

### **30. PEON**

To deliver dak and files etc. from one section to another and from officer to another officer. Some peons shall also carry dak to offices located in different parts of Delhi/New Delhi.

### **31. KHALLASI**

They are attached with the Overseers/Surveyors for carrying out the plans etc. to the sites and to help in the measurement of areas and location of properties etc. and also the Overseers in surveying a particular site.

### **32. FARASH**

To clean the tables, chairs etc.

### **33. CHOWKIDAR**

Watch and Ward duty of the office.

### **34. SAFAI KARAMCHARI**

To sweep the office premises.