

### **Tehsildar**

The Tehsildar is the most important government functionary in the Taluk. Tehsildar is immediately subordinate to the Assistant Commissioner of the Sub- Division.

The Tehsildar is the key officer in the revenue administration and the Functions of this officer are;

1. Their main task being revenue collection, the Tehsildar tour extensively in their areas.  
( Taluk)
2. The revenue record and the crop statistics are also maintained by them.
3. The Tehsildars is responsible for the collection of land revenue and other dues payable to the Government.
4. To remain in touch with the subordinate revenue staff, to observe the seasonal conditions and condition of crops, to listen to the difficulties of the cultivators and to distribute those active loans, the Tehsildar extensively tours the areas in their jurisdiction.
5. They decide urgent matters on the spot, like correction of entries in the account books, providing relief to the people faced with natural calamities, etc.
6. On their return from the tour, they prepare reports and recommend to the Government remission or suspension of land revenue and bring the records up to date.
7. They also sit in the courts to settle disputes of tenancy, arrears of rent ejection of tenants, entries in account books, etc. besides doing another kind of work.
8. He is the Electoral Registration Officer for his Taluk and also the Assistant Returning Officer for the Assembly constituencies covering his Taluk.
9. He is also the Secretary of the Tribunals constituted under the Land Reforms Act unless there is a Special Tehsildar for Land reform functioning as Secretary of the Tribunal.

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### **Panchayat Development Officer( PDO)**

Every Grama Panchayat shall have a full time Panchayat Development Officer, appointed by the Government, and they shall draw their salary and allowances from the Grama Panchayat fund after the same is credited to the Grama Panchayat fund by the Government.

The Panchayat Development Officer shall perform the following functions, namely:-

- (a) Submit to the Grama Panchayat the monthly accounts of the Grama Panchayat before the tenth day of succeeding month.
- (b) Furnish returns, statement of accounts and such other information when called for, by the Government or the auditor.
- (c) Inspect or cause to be inspected the accounts of institutions under the control of the Grama Panchayat.
- (d) Keep records of the Grama Panchayat. Standing committees, and other committees, Grama Sabha and Ward Sabha.
- (e) Co-ordinate the preparation of the annual plan and five year plan so that the approved plan is submitted to the District Planning Committee in time.
- (f) Disburse Grama Panchayat fund and plan fund to the officers concerned and furnish utilization certificate in the manner prescribed.

### **Village Accountant**

Village Accountant is appointed for a Village or a group of Villages and he performs all the duties prescribed in or under the Karnataka Land Revenue Act, 1964 or in under any other law for the time being in force. The functions are as follows.

1. He has to keep all such registers and other records as are prescribed by Government. Whenever called upon by any Superior Revenue Officer of the Taluk or District, he prepares all records connected with the affairs of the Village. The Records may be notices, depositions, Mahajars or reports required by the State or the Public.
2. The Village Account is directly under the supervision and control of the Revenue Inspector. The Village Accountant being an important functionary of Revenue Administration at the Village level, should reside in a central village of his circle to be available to the villagers.
3. The Headquarters of the Village Accountant is fixed by the Deputy Commissioners, non-residence in the Headquarters by the Village Accountant would attract disciplinary proceedings against him.
4. The Village Accountant is under the administrative control of the Tahsildar and is responsible for all matters of Revenue administration at this level. He collects revenue, makes crop entries, draws Mahajars, issues notices and carries out functions that his superiors direct him to perform.
5. The activities of the Revenue Department have increased over the years. Although collection of revenue continues to be one of the most important tasks of the village accountant he is playing an important role in the identification of the beneficiaries under the several programmes launched by the Government for the amelioration of the conditions of the rural population in general and the Weaker Sections in particular.

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