



## **PUNJAB PUBLIC SERVICE COMMISSION**

### **JOB DESCRIPTION FOR THE POST OF TEHSILDAR/ CONSOLIDATION OFFICER/ HILL TORRENT OFFICER/ READER TO MEMBERS BOARD OF REVENUE (MINISTERIAL QUOTA) (BS-16) IN THE REVENUE DEPARTMENT (CASE NO 62H2020)**

#### **DUTIES OF TEHSILDAR**

The duties of Tehsildar within his Tehsil are almost manifold as those of the District Coordination Officer within his District. In all matters of administration Tehsildar is principle agent of District Coordination Officer. Tehsildar performs various duties with regard to administration, revenue collection, court work, execution of court decrees, inspection work, special duties, special inquiries, reporting etc. Detail of these duties is mentioned below.

1. Collection of Government Dues.
2. Inspection of Khasra Gardawari.
3. Disposal of Partition cases.
4. Execution of Court decrees.
5. Conduct inquiries of other officials and private cases.
6. Price control duty.
7. Special Duty (Flood, Earthquake etc.).
8. Special inquiries.
9. Duty in census and with Election Commission of Pakistan.
10. Acquisition of land for Government from the public through Land Acquisition Act 1894.
11. Reporting etc.

12. Determination of disputes as to any matter of which an entry is to be made in a record or in a register of mutation.
13. Recovery of various taxes.
14. Recovery of cerium arrears through Tehsildar instead of by suit under section 113 of Punjab Land Revenue Act, 1967.
15. Recovery of sums recoverable as arrears of Land Revenue under section 114 of Punjab Land Revenue Act, 1967.
16. Tehsildar define boundaries / limits of any estate, or of any holding, field or other portion of an estate and cause the boundary marks to be erected or repaired under section 117 of Punjab Land Revenue Act, 1967.
17. Demarcation of land under the provisions of Punjab Land Revenue Act, 1967.
18. The imposition of One / penalty to the person who willfully destroys or injures or removes a boundary or survey mark under section 134 Punjab Land Revenue Act, 1967.
19. Section 117 empowers Tehsildar to define the boundaries or limits of any estate, holding or field and to require survey indicating those limits.
20. Demarcation of land under section 117 read With Rule 67-A of the Land Revenue, 1968.
21. The sale of immovable property for the purpose of recovery of arrears under section 88 or 90 read with Rule 59 is conducted by Tehsildar.
22. Preparation, monitoring and inspection of Khasra Gardawari under Punjab Land Revenue Act, 1967.
23. Partition of land held by the co-sharers under chapter XI of Punjab Land Revenue Act, 1967.
24. Preparation of instrument of partition under section 145 of Punjab Land Revenue Act, 1967.
25. Prevention of encroachment upon lands which has been reserved for the common purposes of the residents of the estate under section 175 of Punjab Land Revenue Act, 1967.
26. Imposition of penalty for encroachments under section 175-A Punjab Land Revenue Act, 1967.
27. Monitoring and inspection of work relating to agricultural and livestock statistics and human census and agricultural reforms.
28. On spot reporting in the cases of allotment of colony Ihatajat.
29. Reporting in the cases of renewal of leases of Government land.
30. Appointment of Moeens (Village auxiliaries) fir Colony Districts by Tehsildar.

31. Ejectment of unauthorized tenants and implementation of orders of Collector under section 32 and 34 of Colonization of Government Lands (Punjab) Act, 1912.

32. Report of Tehsildar for appointment of Lambardars.

### **UNDER PUNJAB TENANCY ACT. 1887**

1. In cases of dispute about division or appraisal of produce, after appointment of referee and assessors, Tehsildar after such further enquiry, if any, make an order either confirming or varying the division or appraisal.

2. Tehsildar functions as Revenue Court under Punjab Tenancy Act, 1887.

3. Adjustment of rents expressed in terms of the Land Revenue under section 27 of Punjab Tenancy Act, 1887.

4. Adjustment of rents paid by occupancy tenants in Attock District under section 27-A.

5. Remission and suspension consequent on like treatment of land reduce under Section 30.

6. Ejectment of Tenant for failure to satisfy decree for arrear of rent.

7. Ejectment of Tenant from year to year by notice under section 45.

8. Assessment of compensation for improvements made by tenant on the land held by him under section 72.

9. proceedings under section 27 for the adjustment of rents expressed in terms of the land revenue;

10. proceedings under section 27-A for the adjustment of rents of occupancy tenants in the Attock District];

11. proceedings relating to the remission and suspension of rent under section 30;

12. applications under section 43 for the ejectment of a tenant against whom a decree for an arrear of rent in respect of his tenancy has been passed and remains unsatisfied;

13. applications under section 45, sub-section(5), for the ejectment of a tenant on whom his liability to be ejected but has claimed compensation under section 71;

14. applications under section 53 or section 54 for the fixing of the value of a right of occupancy;

15. applications under section 53 or section 54 by land-lords for possession of land, the right of occupancy in which has become extinct;

16. proceedings under Chapter VI with respect to the award of compensation for improvements or disturbance;

17. applications under section 17 with respect to the division or appraisal of produce;

18. application under section 45, sub-section (5), for the ejectment of a tenant on whom a notice of ejectment has been served and who has not instituted a suit to contest his liability to be ejected and has not claimed compensation under section 71;
19. applications for the determination-
20. under section 49 of the rent payable for land occupied by crops uncut or ungathered at the time of an order made for the ejectment of a tenant, or
21. under section 49 or section 74 of the value of such crops or of the stun payable to the tenant for labour and capital expended by him in preparing land for sowing;
22. applications under section 31 by tenants to deposit rent;
23. applications under section 36 for service of notice of relinquishment;
24. applications under section 43 for service of notice of ejectment;
25. applications under section 53 or section 54 for service of notice of intended transfer or of intended foreclosure or other enforcement of lien.
26. Suits by a tenant to establish a claim to a right of occupancy, or by a land-lord to prove that a tenant has not such a right;
27. suits by a land-lord to eject a tenant;
28. suits by a tenant under section 45 to contest liability to ejectment, when notice of ejectment has been served;
29. suits by a tenant under section 50 for recovery of possession or occupancy, or for compensation, or for both;
30. suits by a land-lord to set aside a transfer made of a right of occupancy, or to dispossess a person to whom such a transfer has been made, or for both purposes;
31. any other suit between land-lord and tenant arising out of the terms or conditions on which a tenancy is held;
32. suits for sums payable on account of village asses or village expenses;
33. suits by a co-sharer in an estate or holding for a share of the profits thereof or for a settlement of accounts;
34. suits for the recovery of over payments of rent or land-revenue or of any other demand for which a suit lies in a Revenue Court under this sub-section;
35. suits relating to the emoluments of kanungos 1[71][\* \* \*] or village officers;
36. suits by a land-lord for arrears of rent or the money equivalent of rent, or for sums recoverable under section 14;

37. suits by a land-owner to recover moneys claimed as due for the enjoyment of rights in or over land or in water, including rights of irrigation, rights over fisheries, rights of pasturage and forest rights;
38. suits for sums payable on account of land-revenue or of any other demand recoverable as an arrear of land-revenue under any enactment for the time being in force, and by a superior landowner for other sums due to him as such.
39. Work as Land Acquisition Collector under the Land Acquisition Act, 1894.
40. Work as Consolidation Officers under the Punjab Consolidation of Holdings Ordinance 1960.
41. Submit various reports to the officers after necessary enquiries under Colonization of Govt. Lands (Punjab) Act, 1912.
42. Recovery of Taccavi loans issued for agricultural purposes under Punjab Agriculture Land Act, 1958, as arrears of Land Revenue.

#### **ADMINISTRATIVE, EMERGENCY AND MISCELLANEOUS DUTIES**

1. Price control in the Tehsil.
2. Flood and other calamity related or disaster management duties.
3. Election duties.
4. Wheat procurement duty.
5. Establishment of Sunday Bazaars and Ramzan Bazaars.
6. Issuance of pass-books at the time of taking loan from ZTBL.
7. Assist DCO and AC in various administrative tasks.
8. Functions as Sub-Registrar under Registration Act, 1908.
9. Work as Sub-Treasury officer in the Tehsil, where sub-treasury officer is not appointed.
10. Various autonomous bodies /Co-operations such as WAPDA, Sui-Gas etc, hires the services of Tehsildars from Revenue Department for recovery purposes.

Most of these duties / functions are of field nature and court activities, performed by the Tehsildar.

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