

(ii) The powers and duties of its officers and employees,**(1) Settlement Officer:**

The Settlement Officer is the Head of the department in respect of the division and exercises full administrative control over the staff. He is responsible for achieving the target of Settlement work on year-to-year basis, also functions as Settlement Collector and decides Appeal cases of various kinds.

(2) Assistant Settlement Officer:

There are three Assistant Settlement Officers to assist the Settlement Officer in carrying out various functions of the Department. They inspect the work done by Patwaris, Kanungos, Naib Tehsildars & Tehsildars at different stages to the extent of 5%. They also do final attestation of record. As Settlement Collector they also decide Appeals filed by the aggrieved persons against the orders of Assistant Collector Ist & IInd Grade.

(3) Tehsildar:

There are five posts of Tehsildars in this Division. Tehsildars inspect and attest 20% of work done by Patwaris and Kanungos appointed in the circle and to this extent are responsible for the same. They also decide revenue cases as Assistant Collector of the Ist and IInd Grade .

(4) Naib Tehsildar:

There are nineteen posts of Naib Tehsildars in this Division. Naib Tehsildars inspect the work of Kanungos and Patwaris working in the circle to the extent of 25% of work done by them and are also responsible for the same. Besides they also decide cases as AC-IIInd grade and also attest mutations on the spot.

(5) Kanungo:

Kanungo inspects the 100% work done by the Patwaris working under him and is duty bound to visit each Patwari once in a month for inspecting his work. He confirms the plotting on the Musavi with ink whereas the patwari can do the plotting with pencil only. Thus he is fully responsible for the entire work done by the Patwari working under him.

(6) Patwari:

Patwari, though lowest functionary of the department, is also most important one .He prepares the entire revenue records from Shajra Kistwar to Misal Haqiat. Patwari measures land on the ground and prepares all the prescribed record, which is checked, verified and made final by the higher officials.

(7) Chainman:

Since Patwaris work involves actual measurement of fields on the spot and plotting them on the Musavi, Chainman is provided to assist him in taking measurement of land on the spot with the help of Jarib and Rope.

The ministerial staff is mostly deputed in the offices and maintains records with regard to the officials/ officers working in the Department.