**Land Records/Settlement Branch**

1. All matters relating to Chapter-X/Forecast of land/Allotment of lands.

2. Creation of Revenue Circles & villages.

3. High Court matters.

4. Updating of Land Records.

5. On-going resettlement operation/retention of Mandal/SK & Chainman

6. Appointment of ILR.

7. Agricultural Statistics including census.

8. Maintaining of Govt. Notification, Circular etc. of Revenue matters.

9. List of Gaonburha and creation of Gaonburha lots and appointment of Gaoburhas.

10. Tour programme and submission of inspection reports by the officers.

11. Matter relating to celebration of Independence Day and Republic Day etc.

12. Annual Administrative Report of this Directorate.

13. Annual administrative report of district revenue offices and compiling of reports

etc.

14. VLMCC matters.

15. Rajah Adalat/Waste Land.

16. Maintenance of records of Revenue village and Char village, Mouza, Circle

district wise compiling records etc. along with Mouzadar.

17. Land policy etc.

18. Wakf properties and evaque etc.

19. Bhudan, Gramdan matters

20. Inspection Report of SR offices.

21. Collection of Land Revenue and monthly compilation of Land Revenue figures.

22. Updating of Land Records matters.

23. List of Mouzadars (Circle wise) compilation.

24. List of Revenue villages.

**Accounts Branch**

1. Preparation of Annual Budget (Plan & Non-Plan)

2. Governor/CM/FM budget speech.

3. All pension cases of the Directorate and district offices under the control of this Directorate including High Court cases.

4. Matter relating to HB/HUDCO/Scooter/Cycle etc. Adv. of this Directorate and District Offices.

5. Fixation of Pay etc.

6. Verification of figures with AG/Appropriation of Accounts.

7. Medical reimbursement Bills.

8. Preparation of bills relating to salary, pension, GPF etc.

9. All demands of FOC/Fund from Government.

10. House rent of district office and SR offices.

11. All matters relating to cash and Maintenance of Cash Book.

12. Drawing and Disbursement of Cash and Financial aspects etc.

13. All advance bills with GPF Adv. sanction.

14. Up to date entries of Service Book of the staff of the Directorate.

15. Sanction of LTC

16. All TA bills of officers and staff and Contingency, TA bills of field staff etc.

17. Maintenance of Departmental vehicles.

18. Maintenance of Roster Register etc.

19. PAC Matters.

20. AOC meeting, liaison with AG.

21. Replies to Audit objection.

**Plan Branch**

1. All Plan matters.

2. Preparation of various schemes etc. including NLRMP and Dharitree scheme.

3. Preparation of scheme for SRA & ULR to CSS etc.

4. Matters relating to Modern Survey etc.

**Establishment Branch**

1. All Establishment matters relating to officers and staff of the Directorate and ASSTC.

2. All Service Rule matters of officers and staff under control of the Directorate.

3. Departmental Proceedings against officers and staff.

4. Confirmation in service of staff

5. Preparation of Gradation List of staff etc.

6. High Court cases relating to of Establishment Branch.

7. Appointment matters under control of the Directorate.

8. Matters relating to promotion of officers and staff of this Directorate and ASSTC.

9. Condonation/relaxation of age and break in service.

10. Training of officers and staff inside and outside.

11. ACR of the staff of Directorate including maintenance of Register and regular recording of ACR of staff.

12. Matters relating to Census works/Election works.

13. Matters relating to appointment on Compassionate ground works.

14. ACRs of Circle Officers.

15. Maintenance of all kinds of leave (CL/EL/HQ leave/RH) of officers and staff.

**Registration Branch**

1. Preparation of budget for Registration and Stamp Head of Account.

2. Govornor/CM Budget speech.

3. Audit Para (Registration)

4. Verification of figures with Govt./AG, Assam.

5. TA bill of P.C. members.

6. Appointment of MMR and Kazi.

7. Allegation against SR/staff of Registration Department.

8. ACR of Sub-Registrar.

9. Inspection report of AIGR/Deputy Registrar.

10. All matters relating to Extra Writers including appointment/confirmation/transfer etc.

11. Preparation of Gradation list of Extra Writer/Roster Register.

12. Creation and retention of posts of SR.

13. Matter relating in Mortgage/Deeds/Documents/e-Panjeeyan.

14. Transfer duty/revenue payable to the MC/MB/TCs.

15. Collection of Registration Fees.

16 Progress Report of Registration Offices.

17. Issue of CML

18. Repairing/renovation works of SR offices.

19. Matters relating to High Court Cases

**Stamp Branch**

1. Distribution of fund and demand for FOC etc. relating to Stamp & Registration.

2. Verification of Departmental figures with AG, Assam /Appropriation Accounts.

3. Indent of Non-postal Stamps etc.

4. Forecast report of Stamps.

5. Collection of Revenue receipt and expenditure statement.

6. Matters relating to Commission to Stamp Vendor.

7. Entertainment Tax & Stamps.

8. Exemption of Stamp duties.

9. Matters relating to High Court Cases

**Survey Branch**

1. Matters relating to ASSTC.

2. Training of Officers/SKs/Mandals/Recorders etc.

3. Selection of candidates for RCCC Training/holding examination/result declaration etc.

4. High Court cases.

5. All matters relating to seasonal field staff.

6. All matters relating to Inter District/Interstate/International boundary -- holding conference etc.

7. Budget estimate of BPs etc.

8. Supply of polygon and maps.

9. Matters relating to field survey works.

10. Any other survey matters.

11. Matters relating to Private Survey Firm.

12. Matters relating to Char Survey, Char Survey arrear matter and compilation statement.

**Stationery Branch**

1. Supply and purchase of stationery items under this Directorate and SR offices.

2. Submission of Indent to Govt. Press for stationery and forms.

3. Payment of Telephone and Electricity bills.

4. Supply of Liveries etc. to the Grade-IV staff of the Directorate.

5. Maintenance of Office Library/office building and campus.

6. Maintenance of Stock Registers.

7. Maintenance of Office Computer/Intercom/Telephone/Fax Machine/Xerox etc.

8. Maintenance of High Court cases.

**General Branch**

1. Despatch of official letters/DAK.

2. Maintenance of accounts of Service Postage Stamps.

3. Maintenance of Records of Dak etc.

4. Special Messenger deployed for delivery of DAK etc.

5. Issue and receipt of official letters etc.

6. Log Book entries of each Dealing Assistants.

7. Maintenance of Issue/Receipt and Despatch Register.