

CHAPTER-2

DUTIES OF VARIOUS SECTIONS

The Land & Development Office may broadly be divided into the following five Wings:-

- (i) Administration and Vigilance Wing
- (ii) Leased Properties Wing
- (iii) Conversion Wing, and
- (iv) Accounts Wing.

These Wings have been further sub-divided into various sections and specific terms of work have been allotted to each section.

ADMINISTRATION SECTION

Administration Section shall deal with the following items of work:-

- (i) All establishment matters in respect of staff working in this office.
- (ii) All matters relating to budget preparation and control of contingent expenditure.
- (iii) Maintenance of Articles Register.
- (iv) Purchase and distribution of furniture and T&P articles.
- (v) Purchase and distribution of Staff Council/Joint Consultative Machinery.
- (vi) Purchase and maintenance of electronic Typewriters, Cycles, typewriters, room coolers, water coolers, electric heaters etc.
- (vii) Purchase and distribution of liveries of Class-IV staff.
- (viii) Purchase and issue of books and maintenance of Library Register.
- (ix) Issue of Identity Cards to staff.
- (x) Receipt and issue of stationery.

- (xi) Purchase of newspapers for office use.
- (xii) All the court cases filed by the members of the staff against the Government.
- (xiii) Maintenance of Confidential Reports of Gazetted and Non-Gazetted Officers.

BILL GROUP (CASH CELL)

The Bill Group shall deal with the following items of work:-

- (i) Receipt and disbursement of all cash and maintenance of cash book.
- (ii) Maintenance of Contingency Register and preparation of contingency bills.
- (iii) Maintenance of account of service postage stamps and issue thereof.
- (iv) Preparation of all bills including pay and advance bills of Gazetted and Non-Gazetted officers.
- (v) Maintenance of Register of over-time allowances.
- (vi) Leave travel concession.
- (vii) Verification of service with reference to pay bills.
- (viii) Maintenance of G.P. Fund Account of Group 'D' staff and Income Tax Account of the Gazetted or Non-Gazetted staff.

CENTRAL RECEIPT/INQUIRY CELL

The Central Receipt/Inquiry Cell shall deal with the following items of work:-

- (i) Receipt and registration of all Dak.
- (ii) Distribution of all Dak to Sections.
- (iii) Reception of visitors.

(iv) Issue of application forms to visitors for various purposes.

DESPATCH CELL

The Despatch Cell shall deal with the following items of work:-

- (i) Despatch of all communications to the addressees.
- (ii) Maintenance of separate records of despatch of registered and un-registered letters.
- (iii) Maintenance of record of service postage stamps.

CO-ORDINATION SECTION

The Co-ordination Section shall deal with the following items of work:-

- (i) Upto date compilation of orders or instructions on all policy matters.
- (ii) Drafting and issuance of all policy instruction.
- (iii) Circulation of copies of important notes.
- (iv) Co-ordination work relating to P.A.C. Audit paras and Parliament Question.
- (v) Permission under Section 26 and 27 of the Urban Land Ceiling & Regulation Act, 1976.