**FUNCTIONS OF THE DEPUTY COMMISSIONER**

1. Monitoring and supervision of revenue Administration as Collector.

2. As representative of the Government at the District Level and in the discharge of his duties/ functions will be responsible to the Provincial Government through the Commissioner.

3. Dispose off revenue appeals.

4. Supervise and coordinate with the District Line Departments in Implementation of Government policies.

5. Oversee the law and Order of the District and Keep posted the Commissioner/ Provincial Government.

6. Exercise powers u/s 144 Cr.Pc and 3 MPO.

7. Act as Controller General of prices in the District.

8. Act as District Relief Commissioner.

9. Act as Principal Accounting Officer of A/C –IV and Chairman, District Development Committee (DDC) and other committees.

10. Supervise duties pertaining at Polio, election, encroachment, traffic plans, addas/Bus Stands.

11. Exercise general supervision over programs, projects, services and other activities in the Districts.

12. Controller Civil Defense.

13. Any other duty assigned by the Government.

**FUNCTIONS OF THE ADDITIONAL DEPUTY COMMISSIONER**

1. Assist the Deputy Commissioner in Development Work.

2. Assist the Deputy Commissioner in Revenue work as **Additional Collector.**

3. Work as Driving License issuance Authority.

4. Any other duty assigned by the Deputy Commissioner.

5. Any other duty assigned by the Government.

**Assistant Commissioner**

In Pakistan, Assistant Commissioner is responsible for maintenance of peace, harmony, rule of law, situation of Law & Order under check, price controlling, wheat procurement, disaster management, overall monitoring of Educational Institutes, Hospitals & Health Units, development work in concerned Tehsil, liaison with the law enforcing agencies, Land transfer approval/ deeds and other departments. It is a broader understanding that all the powers vested in Commissioner at Division level are entrusted upon Assistant Commissioner at Tehsil Level. Assistant Commissioner reports to Deputy Commissioner and Commissioner on official business.

**Tehsiladar**

The Tehsildar is a State Government’s Key Position. He has elaborate duties and vast powers to maintain all land and revenue records of his Tehsil. The Land Revenue is collected by his Staff i.e RI ( Revenue Inspector) and Patwari. All land acquisition and Property acquisition cases are prepared by his office. Tehsildar is first to handle and start the immediate relief operations in case of any natural calamity i.e floods to fire to Scarcity or else .All loss assessment of crops due to any reasons and fixing its compensation is managed by Tehsildar. All Weather reports - Rainfall, Temperature etc re maintained by Tehsil Office .He is the in-charge of all Government Lands. Any new Project is based on the availability of Government lands i.e College, Hospital or so on.Tehsildar has many tightly defined Magisterial Powers also to exercise public unrest.

**NaibTehsildar**

Naib Tehsildar enjoys fair deal of administrative authority. He is Assistant Collector Grade -II.He administers his Revenue court and enjoys certain judicail powers.. The main functions of Naib Tehsildar/ACII include  
  
Periodic supervision of record. Attestation of changes in cultivation, possession and rentetc to the extent of 100% and checking of crop inspection for verification of crops sown, choosing at least one village of each Patwar circle and testing at least 5% of fields.

**Qanoongo/Gardawar**

A Girdawar is appointed and transferred by the Assistant Commissioner or Deputy Commissioner, by whatever nomenclature they are called. The basic functions of a Qanoongo/Girdawar include: ⎫

* Periodical and yearly record maintained by the Patwari is inspected by the Girdawar; ⎫
* He is supposed to carry out 100% check of the cultivation inspection record (Khasra Girdawari); ⎫
* All entries made in the revenue record are attested by him
* Any document e.g. mutation, assessment etc. submitted to higher authorities is submitted through him.

**Patwari (Field Assistant)**

1. A Patwari is the lowest official in the revenue hierarchy but the functions performed by the Patwari make him the most important person in land administration.
2. A Patwari is appointed and transferred by the Assistant Commissioner (in most of the areas) or Deputy Commissioner (in some areas) by whatever nomenclature they are called.
3. A Patwari has a big “Basta” (bag) to maintain all land revenue records relevant to the citizens land rights
4. A Patwari is called Tapedaar in Sindh whereas in the other three provinces and FATA, he is called a Patwari.
   1. Patwari or Tapedar Patwari: ⎫ Is custodian of all the records of land rights of the people; ⎫
   2. Records all changes of ownership and tenancy in the relevant registers of land record; ⎫
   3. Is a crop reporter who carries out harvest inspection of every field; ⎫
   4. Is a custodian of state property, located in a village and reports on any encroachment on state land and public roads. ⎫
   5. Is the village official to report on all-important happenings in the area such as floods, rains, calamities, infectious diseases etc.; ⎫
   6. Keeps the particulars of landowners and tenants up to date; ⎫
   7. Supplies copies of revenue records to the public; ⎫
   8. Handles the sale and purchase or creation of lien or charge or loan on any property;
   9. Is directly involved in the process of acquisition of private land by the state for any public purpose such as construction of schools, motorways etc.; ⎫
   10. Assists higher officials in the allotment of resumed land to tenants under land reforms schemes; ⎫
   11. Is the basic official in relief efforts, as he facilitates the disbursement of disaster related relief; ⎫
   12. Collects land related taxes and other taxes such as loans on agricultural land advanced by banks (in some provinces); and ⎫
   13. Has additional functions such as helping in the de-limitation of constituencies, elections, population census and agriculture and livestock census.