

Dated: 11<sup>th</sup> August, 2010.

WORK DISTRIBUTION ORDER

In supercession of all the previous Orders on the subject the following duties/functions are allotted/assigned to the members of Revenue Section.

Sr. No.	Name of the Official	Work Allotted	Link Official
1.	Smt. Vera Gonsalves Tax Inspector/H.C.	a) Overall Supervision b) Interpretations and clarification of different provisions of L.R.C. and rules and other different Acts dealt by Revenue Section. c) Preparation and checking of different drafts of the Section. d) Watch over incoming and outgoing correspondence. e) All LAQ matters including Assembly/Lok Sabha questions and maintenance of registers, Action plans and other Govt. matters. f) Election Supervision. g) Staff matters. h) Right to Information Act correspondence. i) Maintenance of file registers of files dealt by the staff of the Revenue Branch. j) Maintenance of weekly arrears/ statement, compilation of monthly progress report, supervision, monitoring, etc. k) Matters regarding maintenance of Inventory of State Govt. property/ Assets. l) Audit/Land Tax & P.A.C. matters m) Action plan n) All High Court matters o) All TBR & C.S./C.M. References to be monitored.	

