

DUTIES OF THE LAND ACQUISITION SECTION

LAND MANAGEMENT

SHRI P. Phadate UDC/SECTION OFFICER

- 1) Tapal distribution of LA Branch
- 2) Work supervision of LA Branch
- 3) To refer the cases to the District Court U/s 30 and U/s 18 of the Land Acquisition Act, 1894
- 4) To maintain cash book and cheque book
- 5) Compensation payment fixation of land acquisition cases
- 6) Disbursement of compensation of land acquisition cases
- 7) Deposit unclaimed amount in revenue deposit/EDC
- 8) To maintain register for revenue deposit
- 9) Withdrawing Draft/Cheques from Accounts department/EDC
- 10) To prepare bills and get cheque of land acquisition cases from Directorate of Accounts/EDC
- 11) Statements of claims received from various heirs of dead person after issue of notices u/s 12(2)
- 12) Disposal of application received for payment from Revenue deposit amount
- 13) To Supervise Election matters:
 - (a) Summary revision
 - (b) Conduct Assembly/Lok Sabha election
 - (c) Inspection of Polling stations for rationalisation
- 14) Matter related to election
- 15) Summary revision of electoral rolls
- 16) Continuous updation of electoral rolls
- 17) To control the Booth Level Officers

SMT. SHARMILA SAWANT/UDC

- 1) Assembly question of land acquisition cases
- 2) Scrutiny of Land acquisition cases
- 3) Submission of new proposals to Government for issue of notification u/s 4(1) of LA Act
- 4) Submission of note to Government for issue of Order u/s 7 of LA Act
- 5) Forwarding of final awards to NIC for scanning and uploading on website
- 6) To scrutinize 5-A report of all LAO's and submit to the Government for issue of notification under section 6
- 7) Maintaining roster for equal distribution of land acquisition cases of south Goa
- 8) Maintain central register of all land acquisition cases of south Goa
- 9) Compilation of monthly progress reports of all LAO's

SMT. VIJAYA KHOBREKAR, JR. STENO

- 1) Taking dictation of Deputy Collector (LA) and UDC of the branch
- 2) Maintenance of case diary of Deputy Collector (LA)
- 3) Typing notices u/s 12(2)
- 4) Typing possession certificates land acquisition cases
- 5) Typing work of section
- 6) Maintain the tapal received of mutation of land acquired by Government

SHRI. IMARAN MULLA, F.S (ADDITIONAL CHARGE)

- 1) Court matters of Land acquisition cases
- 2) To deal with all land acquisition cases of Revenue and Development branch
- 3) Site inspection of the site for preparation of 5-A report and Sales statistics report
- 4) Preparation of site inspection report and sales statistics report
- 5) To comply correspondence received from the District Court/High Court & other Court
- 6) To deal with queries by the Government and other correspondence of Revenue and Development (old cases)
- 7) To deal with cases dealt by Development branch transferred to LA branch
- 8) Issue of certified copies of any documents pertaining to LA section

SMT. SANDHYA NAIK /LDC (ADDITIONAL CHARGE)

- 1) Maintain register of Land acquisition cases allotted to Deputy Collector(LA)
- 2) Issue of Public Notices u/s 4, publication of the same through Mamlatdar of Salcete/concerned Municipal Councils in case of city projects
- 3) Recording/Typing of statements of the objectors u/s 5-A
- 4) Fixing site inspection for 5-A report
- 5) Preparation of 5-A report and submission of the same to the Collector for onward submission to the Government for issuance of section 6
- 6) Issue of Public notice U/s 6 and publication of the same through Mamlatdar of Salcete/Municipal Councils incase of city projects
- 7) Issue of individual notices u/s 9&10 to the interested parties
- 8) Fixing inspection of sale statistics
- 9) Framing of Draft award u/s 11
- 10) Feeding of land details and generating compensation statement u/s 11
- 11) Maintenance of Register u/s 18 of LA Act 1894
- 12) To refer References u/s 18 to the Court
- 13) Preparation of monthly progress reports

SMT. SANDHYA NAIK/LDC

- 1) Inward/outward correspondence
- 2) Typing work