

## Key functions of the department

The Board functions as Chief Revenue Authority, both administrative and judicial. Board of Revenue is the highest revenue judiciary in the state with incidental executive functions requiring control over commissioners and collectors.

1. Supervision, direction and control of the work of Divisional Commissioners, Collectors, SDOs and Tehsildars. This also includes inspections of the work of Tehsildars, Collectors and Commissioners and submission of annual remarks to Govt. about the work and conduct of the Commissioners, Collectors and SDOs
2. Establishment of Tehsildars and Nayab Tehsildars and Sadar Kanungos
3. Establishment of district and divisional offices
4. Establishment of accounts organization and board's office at Allahabad and Lucknow
5. Administration of Govt. Estates and Colonization schemes
6. Survey, settlement and record operations
7. Maintenance of land records
8. Collection, compilation and publication of statistics relating to land and agriculture
9. Supervision, direction and implementation of land reforms measures
10. Training of Lekhpals, Kanungos and other staff of land survey
11. Work relating to payment of compensation under U.P.Z.A. & L.R. Act
12. Administration of UP Land Ceiling Act
13. Land acquisition work including establishment of special Land Acquisition Officers
14. Administration of U.P.L.L.H.T and A.I.T. Acts
15. Administration of Taqavi Act including allocation and sanction of taqvi loans to district and divisions
16. Direction and supervision of works relating to collection of land revenue and Land Development tax. Irrigation and Taqvi dues and other Govt. dues which includes:-
  - a) Consolidation costs
  - b) Forest dues
  - c) Excise dues
  - d) Sales Tax
  - e) Motor vehicle taxes
  - f) Development loans
  - g) Industrial loans
  - h) Agriculture seed stores

i) Electricity dues

j) Other dues which are recoverable as arrears of Land Revenue

17. Assisting government in the administration and supervision of the flood, and drought measures
18. Administration and maintenance of Revenue buildings
19. Supervision of all revenue case works in the state
20. work relating to Agriculture and Live Stock Census
21. work relating to small savings

## Departmental Services

Depending on the type of interaction with the customer, the departmental services can be classified into two key categories:

### Information Services

Informational Services; includes those services that solely provide information to customers and does not involve processing of any transactions or documents. Informational services have relatively simple back-office operations.

The following table lists the information services of the department:

#### Information Services of the department

- 
- To provide ownership details to the citizens
  - To provide crop details

### Transactional Service

Transactional Services; includes those services where customers require specific actions to be taken by the department. Transactional services mandate a higher degree of customer interaction and more complex delivery operations than informational services. The following tables list the transaction services of the department.

#### Transactional Services of the department

S. No.	Description – Transactional Services/Departmental Schemes/Programs
1.	Mutation of land
2.	Land owner certificate (RoR)
3.	Crop certificate
4.	Registration of mortgage
5.	Land survey for sub division
6.	Maintenance of Kisaan Bahi

## Departmental Services

1. Informational Services
2. Transactional Services

S. No.	Description – Transactional Services/Departmental Schemes/Programs
7.	Jamabandi
8.	Collection of Irrigation Tax
9.	Issuance of caste certificate
10.	Issuance of domicile certificate
11.	Income Certificate
12.	Allotment of Government land to weaker section
13.	Lease of ponds through fisheries department
14.	Lease of land for pottery

Apart from the above services, which are mainly citizen centric, the department offices also perform some services for the head office, its own officials and other government departments. These are listed below:

#### Office Oriented Services

The services that are rendered / undertaken by the department which facilitates the delivery to the beneficiaries are categorized as internal services.

The following is the list of internal services of the department

Other services those are internal to the department

BoR communication with Government and other offices (Commissionaires and Collectorate) across the state
Generation of weekly, quarterly and monthly reports
Preparation of replies towards Vidhan Sabha and Vidhan Parishad
Preparation of pay bills
Personnel management
Budget preparation