

AGENCY AND ENGAGEMENT

# District Collectorate / District Administration

WHAT THIS INSTITUTION IS

The District Collectorate is the headquarters of the district administration, headed by the District Collector (also called District Magistrate or Deputy Commissioner depending on the state). The Collector is also the district's chief revenue officer, responsible for land revenue collection, maintenance of land records, mutations, land acquisition, and presiding over revenue courts under the State Land Revenue Code. Every central and state scheme, every law-and-order decision, and every inter-departmental coordination function converges here. The Collector can summon any district officer, chairs almost every district-level committee, and controls the release of funds for virtually every scheme in the district. If you need to understand how governance works in your district, this is where it starts.

WHY THIS MATTERS TO YOU

If you need to find the right government office for any problem – a stuck scholarship, a missing certificate, a scheme you want to access – the Collectorate is where all district officers are located or reachable, and where public grievance hearings happen.

GOVERNANCE

LAW / POLICY	SCOPE
Bharatiya Nagarik Suraksha Sanhita (BNSS), 2023 (replaced CrPC, effective Jul 2024)	District Magistrate functions – law and order, executive magistracy
Disaster Management Act, 2005	Collector heads District Disaster Management Authority
Right to Information Act, 2005	Public Information Officer at the Collectorate
DISHA Guidelines	MP-chaired District Development Coordination and Monitoring Committee
State Land Revenue Codes (state-specific, e.g. Maharashtra Land Revenue Code 1966, UP Revenue Code 2006)	Collector heads revenue administration: land records, mutations, acquisition, revenue courts
Arms Act 1959 + Arms Rules 2016	DM is the designated licensing authority for arms licences in the district: receives applications, conducts inquiry, grants/refuses
Representation of the People Acts 1950 (§13AA) and 1951 (§20A)	Collector/DM is designated District Election Officer: coordinates and supervises all parliamentary and state-legislature elections under the Chief Electoral Officer and Election Commission
State Right to Public Services Acts	Mandated timelines for citizen services

- **Centre:** Various central ministries fund schemes implemented at district level
- **State:** State Government → Divisional Commissioner → District Collector / DM / DC
- **District:** Additional District Magistrates (ADMs), Sub-Divisional Magistrates (SDMs), and district-level officers from line departments

**KEY POSITIONS**

POSITION	RESPONSIBILITY
District Collector / DM / DC	Head of the district – overall administration, law and order, scheme coordination
Additional District Magistrate (ADM)	Handles specific portfolios: often finance/revenue and development/protocol
Sub-Divisional Magistrate (SDM)	Field-level executor under the Collector: sub-divisional revenue administration, executive magistracy under BNSS, certificates, first appellate authority for tehsil-level matters
Development-side officer (CDO in UP/ Uttarakhand, DDC in Bihar, equivalent posts in other states)	Heads the development side of the district: VB-G RAM G, rural development, block-level schemes
District Programme Officers	Officials from line departments (District Social Welfare Officer (DSWO), DIO, DLEO) with offices in or near the Collectorate
Public Grievance / Jansunwai Cell	Processes citizen complaints

**MANDATED SERVICES**

- Implement central schemes (VB-G RAM G, PMAY, PMJDY, Pradhan Mantri Kaushal Vikas Yojana (PMKVY), scholarships) at the district level
- Chair the District Skill Committee under PMKVY for local skill training planning
- Conduct DISHA meetings to review central scheme implementation
- Run Jansunwai / public hearing days for citizen grievances, alongside Centralised Public Grievance Redress and Monitoring System (CPGRAMS) and state portals
- Coordinate all district offices for inter-departmental issues
- Administer e-District services for online certificate and application processing
- Revenue administration: maintenance and digitisation of land records (DILRMP), issuance of rural property cards under drone-based abadi survey (SVAMITVA), mutations, and land acquisition under LARR Act 2013
- Prepare, approve and implement the District Disaster Management Plan (DDMP) under §31 of the Disaster Management Act 2005, and coordinate district-level disaster response
- Conduct all parliamentary and state-legislature elections in the district as District Election Officer under the superintendence of the Chief Electoral Officer and the Election Commission
- Publish a Citizen Charter listing services offered, standards, and time limits (DARPG framework, complementing the statutory timelines under State Right to Public Services Acts)



## LINKED SCHEMES

- **PMKVY / Skill India** – Collector chairs District Skill Committee
- **VB-G RAM G** – CDO/Collector oversees district implementation
- **PMAY (Urban and Gramin)** – Collector monitors beneficiary selection and fund release
- **Scholarship schemes** – DSWO operates under Collectorate oversight
- **e-District services** – online certificates and applications processed under Collectorate authority
- **DILRMP (Digital India Land Records Modernization Programme)**: Collector/DC is the district reporting authority for land-records computerisation, survey/resurvey, registration integration, and modern record rooms
- **SVAMITVA**: drone-based survey of rural inhabited (abadi) areas issuing legal property cards; State Revenue/Land Records Department is the nodal department, with Collector overseeing district roll-out

## HOW TO LOCATE

**Portal:** District website at [districtname].nic.in – officer list, contact numbers, and recent orders

**Also:** The Collectorate is the most prominent government building in the district headquarters town

## KEY FACILITIES

A Collectorate should have: a public information board listing all district officers with names, designations, and room numbers; a functioning reception or helpdesk; accessible and labelled offices; and a Jansunwai / grievance cell that is open to the public on designated days.

## WHAT A FUNCTIONING COLLECTORATE LOOKS LIKE

- The District Skill Committee has met in the last six months with available minutes
- Jansunwai / public grievance day is actually happening on the designated day
- A public information board lists all district officers with names, designations, and room numbers
- A young person can walk in and find the right office without needing a personal connection
- e-District and online services are being processed – not just redirecting people to physical queues
- DISHA meeting records are available and show regular reviews of scheme implementation

## GRIEVANCE REDRESSAL

**During service delivery.** The first point of contact is the Public Grievance Officer / Jansunwai Cell at the Collectorate. The PIO handles RTI applications. Jansunwai days are a public, time-bound forum.

**After service.** Escalation is to the Divisional Commissioner (for administrative matters) and the State Government (Chief Secretary / Department Secretaries). For scheme-specific grievances, the relevant state line department is the next level.

**External.** CPGRAMS (pgportal.gov.in) is the Centre's unified grievance portal and accepts complaints against every central ministry. State grievance portals (Jansunwai UP, Samadhan MP, Sampark Rajasthan, Harsamadhan Haryana, Bihar RTPS) accept state-level complaints. Right to Public Services Acts (state-specific) provide time-bound service delivery guarantees with appeal structures. The State Information Commission handles RTI appeals under the 2005 Act.