

A FRAMEWORK FOR TRANSPARENCY AUDIT

1. Organization and Function

S.No.	Item	Details of disclosure		Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	i. Name of the Organization and its website`	1. Deputy Commissioner-cum-Controller, Civil Defence, UT, Chd Website is 2. Sub Divisional Magistrate (Centre) Website of Div. is www.sdmcentral.gov.in 3. Sub Divisional Magistrate (East) Website of Div. is www.chdsdmeast.gov.in 4. Sub Divisional Magistrate (South) Website of Div. is www.chdsdmeast.gov.in	
		ii. Head of the organization	1. Deputy Commissioner-cum-Controller, Civil Defence, UT, Chd. 2. Sub Divisional Magistrate (Centre) 3. Sub Divisional Magistrate (East) 4. Sub Divisional Magistrate (South)	
		iii. Vision, Mission and Key objectives	1 Sub Divisional Magistrate (Centre) To providing services related to Court Cases, Registration/Solemnization of Marriages and issue Numbers of Certificate to the public residing under area jurisdiction of the Division. 2 Sub Divisional Magistrate (East) Transparency in public dealing works 3 Sub Divisional Magistrate (South) Transparency in public dealing works 4 EA Branch All establishment matters in respect of employees of DC Office and Controller Civil Defence Organization, UT, Chandigarh 5 DN Branch Not Met 6 MA Branch Maintaining Law & Order with the help of Police and Executive Magistrates, conducting State Functions, facilitating V.I.P. visits, Requisition of vehicles for maintaining Law & Order, Countersignatures, permissions for various types of events, facilitating M.C./P.U. elections, getting the police verification done for verifying the character & antecedents of public persons for the purpose of recommending their names for grant of Commendation Certificates/Padma Awards/as members of Ward Committees, imposition of various orders u/s 144 of the Cr.P.C. to prevent the breach of peace, filing of complaints u/s 195 of the Cr.P.C., issuing of order for grant of Solatium Fund, forwarding of inquest reports in case of custodial deaths of under-trial prisoners, compliance of specific directions of Hon'ble Courts, grant of cinema licences, dealing with misc. complaints received from the general public, dealing with misc. matters received from the Chandigarh Administration. 7 DRA Branch Recovery of arrears of Land Revenue under the Punjab Land Revenue Act, 1887. Release of payment of monthly subsistence allowance to the Kashmiri Migrant families as per Delhi pattern Deal with Court case relate	

			<p>with High Court/Lower Court. Transfer the victim fund to the State Legal Service Authority, Chandigarh as per their demand for disbursement of compensation to the Victims. Release the grant in favour of Chandigarh Waqf Board, Chandigarh as per their demand. Release the payment of Honorarium of Village Lambardar, Chandigarh. Release the onetime payment of War Jagir Holders in year.</p> <p>8 Marriage Branch Registration of marriages in U.T.Chandigarh (under compulsory registration of marriages) already solemnized.</p> <p>9 RIA Branch Firms & Societies, PSARA, Citizenship, Nativity Certificate, NORI, Sikh Jatha, Agency Branch Verification of Character & Antecedents, Haj Freedom Fighters Pension, Courts Cases regarding Nodal Officer</p> <p>10 Arms Branch Online Work Uploading of latest updating in respect of following subjects at NDAL/ALIS software Area Extension of Arms License NOC/TL of Dealers Matters related with CNG Family heirloom cases Cancellation of License Merging of License Sanction Orders Renewal of arms License Entry and deletion of weapons in arms licenses. Permission to purchase weapon. Noting work related to delay Condon, Correction in License Duplicate License Entry of Retainers Registration of other District License NOC/TL of individual licensee Sale Permission New arms License NOC to other Districts Court Cases Related to Sanction Orders Increasing of Cartriages</p> <p>11 STA Branch 1 Refund of Non-Judicial Stamp papers 2 Refund of e-Non Judicial Stamp Papers. 3 Refund of Treasury Challans 3 Refund of Court Fees 4 Issue of certified copies of records pertains to the Court of DC, ADC & Revenue Branch DC Office. 5 Grant of Stamp Vendor Licence. 6 Grant permission of Pvt. Typist licence & renewal of thereof. 7 To receive katchery compound fees from the members sitting in the Katchery Compound in DC Office Premises & Premises of SDM(East)</p> <p>12 Sub Registrar Registration of documents under Indian registration Act, 1908 Supply of certified copies</p> <p>13 Registering & Licensing Authority To provide better service related to issuance of</p>	
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			<p>driving License (DLs) and registration certificate (RCs) of vehicles to the citizens of UT Chandigarh</p> <p>14 Tehsil Branch</p> <p>Jamabandi, Mutation, Maintaining Land Record, Recovery as ACG-I under PLR Act, 1887, Demarcation of land, Partition of Land, Enquiry under Solatium Scheme, Issuance of Income Certificate (Admission purpose only), Caste certificate reports, Other miscellaneous reports i.e. Movable/immovable property, residence, Character and antecedents tec.</p>	
		<p>iv. Function and duties</p>	<p>1 Sub Divisional Magistrate (centre)</p> <p>a) Incharge of the Sub-Division (Central) of the District</p> <p>b) Asstt. Director of Consolidations of holdings.</p> <p>c) To organized & recommend the names of Haj Piligrims to Haj Committee, Bombay as Coordinator of Haj Committee.</p> <p>d) Holding of Court i.e. Criminal Cases U/S 107/150 Crpc, 107/151, 145, 110, 133 Crpc, Eviction cases/PPAct 1971 and Revenue cases U/s Punjab Village Common Land Act, 1961. Appellant Authority under RTI Act, Maintenance Tribunal Cases under "Maintenance & Welfare of Parents & Senior Citizen Act, 2007", Estate Officer, under Capital of Punjab (Development & Regulation) Act, 1952. And Chandigarh Estate Rules, 2007.</p> <p>e) Issuance of SC / OBC / Residence Certificate (for UT Pool Seats)/Dependent Certificate/Legal Heirs / Solvency Certificates/Sound Permission</p> <p>f) Change of parents name in adoption cases.</p> <p>g) Authentication of declarations for publication of news papers, magazines and printing presses.</p> <p>h) Marriage Officer under Special Marriage Act, 1954.</p> <p>i) verification regarding issue of Arms License</p> <p>2 Sub Divisional Magistrate (East).</p> <p>a) HOD/Incharge of the Sub-Division (East) of the District</p> <p>b) Holding of Court i.e. Criminal Cases under Section107-150/107/151, 110, 133,145 & Code of Criminal- 173 , Eviction cases, and Assistant Collector Gr-I in Revenue cases u/s Punjab Village Common Land Act-1961, Appellate Authority under RTI Act-2005, Maintenance Tribunal under the Maintenance & Welfare of Parents and Senior Citizen Act-2007, Estate Officer under PPAct-1971, Estate Officer under Capitol of Punjab (Development & Regulation Act-1952) & Chandigarh Estate Rules-2007, cases of Unauthorized use of Electricity as per section 126 of Electricity act-2003.</p> <p>c) Issuance of SC/OBC Certificate.</p> <p>d) Legal heir/dependent/ solvency/ Residence Certificate (for UT Pool Seats in Medical Institute) certificate in birth certificate on basis of Adoption deed.</p> <p>f) Authentication of declarations for publication of news papers, magazines and printing presses.</p> <p>g) Verification of Cracker/ Arms License.</p> <p>h) Registration of new vehicles on behalf of R&LA (East) Chd.</p> <p>i) Marriage Officer under Special Marriage Act-1954.</p>	

			<p>j) Online sound permissions, various permissions & Grievances etc</p> <p>3 Sub Divisional Magistrate (South)</p> <p>a) HOD/Incharge of the Sub-Division (South) of the District</p> <p>b) Holding of Court i.e. Criminal Cases under Section 107-150/107/151, 110, 133, 145 & Code of Criminal- 173 , Eviction cases, and Assistant Collector Gr-I in Revenue cases u/s Punjab Village Common Land Act-1961, Appellate Authority under RTI Act-2005, Maintenance Tribunal under the Maintenance & Welfare of Parents and Senior Citizen Act-2007, Estate Officer under PPAct-1971, Estate Officer under Capitol of Punjab (Development & Regulation Act-1952) & Chandigarh Estate Rules-2007, cases of Unauthorized use of Electricity as per section 126 of Electricity act-2003.</p> <p>c) Issuance of SC/OBC Certificate.</p> <p>d) Legal heir/dependent/ solvency/ Residence Certificate (for UT Pool Seats in Medical Institute) certificate.</p> <p>e) Changes of parents name in birth certificate on basis of Adoption deed.</p> <p>f) Authentication of declarations for publication of news papers, magazines and printing presses.</p> <p>g) Verification of Cracker/ Arms License.</p> <p>h) Registration of new vehicles on behalf of R&LA (South) Chd.</p> <p>i) Marriage Officer under Special Marriage Act-1954.</p> <p>j) Online sound permissions & Grievances etc.</p> <p>4 EA Branch</p> <p>All establishment matters in respect of employees of DC Office and Controller Civil Defence Organization, UT, Chandigarh</p> <p>5 DN Branch</p> <p>i) To maintain all budget allotment and expenditure of all heads allocated to this office & Accounts & maintaining of all cash books.</p> <p>ii) To maintain office furniture, cleanness, arrangement of office stationery and other office items.</p> <p>iii) Allotment of Lawyers Chambers</p> <p>iv) Auction of Canteens/booths at District Court Complex & Estate Office Bldg.</p> <p>v) Auction of Malkhanas</p> <p>vi) Received payment of Malkhana in cash from all Police Stations of UT, Chd.</p> <p>vii) Grant of financial assistance to the affected persons by riots/terrorists activities.</p> <p>viii) Fixation of DC Rates to the Daily Wages workers/part time employees</p> <p>6 MA Branch</p> <p>i) To maintain all budget allotment and expenditure of all heads allocated to this office & Accounts & maintaining of all cash books.</p> <p>ii) To maintain office furniture, cleanness, arrangement of office stationery and other office items.</p> <p>iii) Allotment of Lawyers Chambers</p> <p>iv) Auction of Canteens/booths at District Court Complex & Estate Office Bldg.</p> <p>v) Auction of Malkhanas</p> <p>vi) Received payment of Malkhana in cash from all Police Stations of UT, Chd.</p> <p>vii) Grant of financial assistance to the affected persons by riots/terrorists activities.</p> <p>viii) Fixation of DC Rates to the Daily Wages</p>	
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	v. Organization Chart		<p>1 Sub Divisional Magistrate (centre) Sub Divisional Magistrate (C) Sub Divisional Assistant PA Reader Ahlmad Data Entry Operators</p>	

			<p>2 Sub Divisional Magistrate (East) Sub Divisional Magistrate Sub Divisional Assistant Reader to SDM (East) Clerk's</p> <p>3 Sub Divisional Magistrate (South) Sub Divisional Magistrate Sub Divisional Assistant Reader to SDM (South) Clerk's</p> <p>4 EA Branch Senior Assistant Junior Assistant Clerk's</p> <p>5 DN Branch</p> <p>6 MA Branch</p> <p>7 DRA Branch Collector Office Superintendent Branch Incharge (DRA) Clerk (C-I & C-II)</p> <p>8 Marriage Branch Chief Registrar of Marriages Additional Chief Registrar of Marriages Registrar of Marriages Branch Incharge Data Entry Operator</p> <p>9 RIA Branch Deputy Commissioner /Registrar Firms & Societies Additional Deputy Commissioner Office Superintendent Branch assistant Dealing Clerk</p> <p>10 Arms Branch District Magistrate Additional District Magistrate Office Superintendent Licensing assistant Dealing Clerk</p> <p>11 STA Branch Deputy Commissioner Additional Dy. Commissioner-cum-Collector Office Superintendent Branch Incharge Dealing Assistant/Clerk</p> <p>12 Sub Registrar Registrar of Documents Sub Registrar Registration Clerk Clerk DEO</p> <p>13 Registering & Licensing Authority Registering & Licensing Authority Registering & Licensing Officer Accountant Motor Vehicle Inspector (MVIs) Branch-In-Charge(vehicle Registration) Record Keeper System Administrator computer Data Entry Operator(DEOs)</p> <p>14 Tehsil Branch Collector Tehsildar (Revenue)/ACG-I Reader to Tehsildar (Revenue) Naib Sadar Kanungo (NSK) Kanungo</p>	
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			Patwari Clerks for recovery (C-I & C-II) Nambardar	
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<p>1 Sub Divisional Magistrate (centre) All administrative/ financial and Judicial powers delegated by Chandigarh Administration to the Sub Divisional Magistrate (C) as competent authority.</p> <p>2 Sub Divisional Magistrate (East) All administrative/ financial and Judicial powers delegated by Chandigarh Administration as competent authority</p> <p>3 Sub Divisional Magistrate (South) All administrative/ financial and Judicial powers delegated by Chandigarh Administration as competent authority</p> <p>4 EA Branch</p> <p>5 DN Branch</p> <p>6 MA Branch</p> <p>7 DRA Branch All administrative/ financial powers delegated by Chandigarh Administration to the Collector, UT, Chandigarh as competent authority and as defined in Punjab Land Revenue Act.</p> <p>8 Marriage Branch All administrative/ financial and Judicial powers delegated by Chandigarh Administration to the Chief Registrar of Marriages/ District-cum-Additional Chief Registrar of Marriages/ Registrar of Marriages as competent authority.</p> <p>9 RIA Branch All administrative/ financial and Judicial powers delegated by Chandigarh</p> <p>10 Arms Branch All administrative/ financial and Judicial powers delegated by Chandigarh</p> <p>11 STA Branch All administrative/financial and judicial powers delegated by Chandigarh Administration</p> <p>12 Sub Registrar Registration of Documents under Indian Registration Act 1908</p> <p>13 Registering & Licensing Authority All administrative/ financial and Judicial powers delegated by Chandigarh to the Registering & Licensing Authority as competent Authority</p> <p>14 Tehsil Branch As Collector-All Administrative/Financial powers delegated by Chandigarh Administration to the Collector, UT, Chd As Tehsildar (Revenue)- All Administrative/Financial powers delegated by Chandigarh Administration to the Collector, UT, Chd and Chd Admn.</p>	
		(ii) Power and duties of other employees	<p>1 Sub Divisional Magistrate (centre) Sub Divisional Assistant - Governs & supervise the work of Division. Reader – Supervise the work related to Court of SDM(C)/EO(C). All the other Staff is working as per their work orders issued by SDM(C).</p> <p>2 Sub Divisional Magistrate (East) Sub Divisional Magistrate (East) HOD/ Overall in-charge of SDM office & Southern Division. Sub Divisional Assistant—Will act as Governs &</p>	

			<p>supervise the whole work of the SDM office, CPIO in RTI Matters, deals of Grievances, work of COVID-19 & other misc work assigned by the W/SDM.</p> <p>Reader to SDM (S)—To note proceedings of court of SDM (S) & other work assigned by the SDM.</p> <p>Clerk's—To deals the cases of Registration of Newspaper/magazines/ Press, verification of Cracker/ Arms License, Registration of Marriage under Special Marriage Act, EWS SC/OBC Certificate, Adoption & Late registration of births and deaths, online sound permission and any other misc work assigned by the Officer's</p> <p>3 Sub Divisional Magistrate (South) Sub Divisional Magistrate (South) HOD/ Overall in-charge of SDM office & Southern Division. Sub Divisional Assistant—Will act as Governs & supervise the whole work of the SDM office, CPIO in RTI Matters, deals of Grievances, work of COVID-19 and assist the SDM in enquiry matters & other misc work assigned by the W/SDM.</p> <p>Reader to SDM (S)—To note proceedings of court of SDM (S) & other work assigned by the SDM.</p> <p>Clerk's—To deals the cases of Registration of Newspaper/magazines/ Press, verification of Cracker/ Arms License, Registration of Marriage under Special Marriage Act, EWS SC/OBC Certificate, Adoption & Late registration of births and deaths, online sound permission and any other misc work assigned by the Officer's.</p> <p>4 EA Branch 5 DN Branch 6 MA Branch 7 DRA Branch Office Superintendent- Governs & supervise the work of Division. DRA – All work assigned to DRA Branch All the other Staff is working as per direction of Branch Incharge</p> <p>8 Marriage Branch Branch Incharge- Governs & supervise the work of the branch, issue verification/genuineness reports on behalf of Registrar of Marriages as demanded by different authorities, deals with the correspondence. Data Entry Operator- Processing of online applications of marriages after verification of uploaded documents, receiving registration service charges from the applicants, clicking photographs, sending online application to the Registrar of Marriages for approval, sending online application to the SSP for verification for delay registration, preparing SSP verification for other states, sending online application to the Chief Registrar of Marriages after obtaining SSP verification, generating Marriage Certificates, Correction in Certificates, maintaining record/register of registration of marriage.</p> <p>9 RIA Branch Put cases of Registration of firms Put cases of Registration of Societies Dissolution of firms Change in Partners Amendment in the constitution of Societies</p>	
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		<p>(iii) Rules/ orders under which powers and duty are derived and</p> <p>(iv) Exercised</p> <p>(v) Work allocation</p>	<p>RIA Branch Partnership Act 1932, Societies Act, 1860, PSARA Act, 2005, Post Office Small Saving Schemes The Citizenship Act, 1955</p> <p>Arms Branch Arms Act Arms Rules</p> <p>STA Branch Indian Stamp Act, 1899. Indian Court Fee Act, 1870 General Financial Rules, 2017</p> <p>Sub Registrar Indian Registration Act, 1908 & Indian Stamp Act, 1899 Punjab Registration Manual , 1929</p> <p>Tehsil Branch The Punjab Land Revenue Act, 1887 The Punjab Land Record Manual</p>	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<p>Process of decision making.</p> <p>(i) Identify key decision making points</p>	<p>As per relevant Act/Rules</p> <p>DRA Branch Recovery of Arrear of Land Revenue</p> <p>Marriage Branch Registration of Marriage within 90 days Registration of Marriage after 90 days and within one year Registration of Marriage after one year</p> <p>Arms Branch Grant of Arms License</p> <p>Sub Registrar Registration of Documents</p> <p>Tehsil Branch The Punjab Land Revenue Act, 1887 The Punjab Land Record Manual</p>	

		(ii) Final decision making authority	<p>1 Sub Divisional Magistrate (centre) 2 Sub Divisional Magistrate (East) District Magistrate Sub Divisional Magistrate Sub Divisional Assistant 3 Sub Divisional Magistrate (South) District Magistrate Sub Divisional Magistrate Sub Divisional Assistant 4 MA Branch Deputy Commissioner/District Magistrate, Chandigarh (in most cases). 5 DRA Branch Collector, Chandigarh 6 Marriage Branch Registrar of Marriages District-cum-Additional Chief Registrar of Marriages Chief Registrar of Marriages 7 RIA Branch Deputy-cum-Controlling Authority Registrar Firms & Societies Additional Deputy Commissioner Office Superintendent RIA assistant 8 Arms Branch District Magistrate Additional District Magistrate Office Superintendent Licensing assistant 9 STA Branch Deputy Commissioner, Additional Deputy Commissioner-cum-Collector</p> <p>10 Sub Registrar Sub Registrar, UT, Chandigarh 11 Registering & Licensing Authority Registering & Licensing Authority (RLA) 13 Tehsil Branch Collector, U.T., Chandigarh</p>	
		(iii) Related provisions, acts, rules etc.	<p>1 Sub Divisional Magistrate (centre) 1. The Special Marriage Act, 1954. 2. Eviction Cases Under Public Premises Act, 1971. 3. Criminal Cases under CrPC Act. 4. Capital of Punjab (Development & Regulation) Act 1952. 5. Chandigarh Estate Rules 2007. 6. Punjab Village Common Land Act 1961. 7. Maintenance and Welfare of Parents and Senior Citizens Act 2007. 8. NCBC Act 1993. 9. Scheduled Caste Orders 1950 2 Sub Divisional Magistrate (East) 1. Sub Divisional Magistrate under area jurisdiction of Southern Division. 2. Estate Officer under PP Act-1972. 3. Pheri Pheri Act. 4. Special Marriage Act-1954. 5. Press & Publication registration Act. 3 Sub Divisional Magistrate (South) 1. Sub Divisional Magistrate under area jurisdiction of Southern Division. 2. Estate Officer under PP Act-1972. 3. Pheri Pheri Act. 4. Special Marriage Act-1954. 5. Press & Publication registration Act. 6 MA Branch</p>	

			<p>1 The Punjab Cinemas Regulation Act, 1952. 2 The Punjab Cinemas Regulation Rules, 1952. 3 The Solatium Act/Scheme. 4 The Right to Information Act, 2005. 5 The Criminal Procedure Code, 1973. 6 The United Provinces Requisition of Motor Vehicles (Emergency Powers) Act, 1947. Other misc. instructions/circulars/guidelines issued by the Chandigarh Administration from time to time.</p> <p>7 DRA Branch 1. The Punjab Land Revenue Act, 1887. 2. The Punjab Registration of Money Lending Act, 1938 3. Chd Waqf Board amendment Act, 1912 4. Revenue Recovery Act</p> <p>8 Marriage Branch 1 The Hindu Marriage Registration Act, 1955. 2.The Haryana Compulsory Registration of Marriages Act, 2008. 3.The Chandigarh Compulsory Marriage Registration Rules, 2012.</p> <p>9 RIA Branch Partnership Act 1932, Societies Act, 1860, PSARA Act, 2005, Post Office Small Saving Schemes The Citizenship Act, 1955</p> <p>10 Arms Branch Arms Act Arms Rule</p> <p>11 STA Branch Indian Stamp Act, 1899. Indian Court Fee Act, 1870 General Financial Rules, 2017</p> <p>12 Sub Registrar Indian Registration Act, 1908 & Indian Stamp Act, 1899 Punjab Registration Manual 1929</p> <p>13 Registering & Licensing Authority Motor Vehicle Act, 1988 The Central Motor Vehicle Rules, 1989 The Chd Motor Vehicle Rules, 1990 Time to time notification/circulars issued by the Morth & Chandigarh Transport Deptt Arms Rule</p> <p>14 Tehsil Branch The Punjab Land Revenue Act, 1887. The Punjab Land Record Manual. The Solatium Scheme/Motor Vehicle Act, 1988. The Right to Information Act, 2005. Other misc. instructions/circulars/guidelines issued by the Chandigarh Administration from time to time.</p>	
		(iv) Time limit for taking decisions, if any	<p>1 Sub Divisional Magistrate (centre) As per Right to Service Act& Other Mentioned Acts.</p> <p>2 Marriage Branch 1. 7 Days from the day of approval by the Registrar of Marriages after receiving of verification from Police Department and other external agencies, if required. 2. 45 Days from the receiving of verification from Police Department and other external agencies (if required) and the appearance of the applicant/ applicants and witnesses in the office after approval by the District/Chief Registrar of Marriages and Registrar of Marriage..</p>	

			<p>4 RIA Branch Firms, Societies, Private Security Agencies, MPKBY Agencies & SAS Agencies all services are in Right to Service Act</p> <p>5 Arms Branch As per arms amended Act 2019 and Arms rule 2016</p> <p>6 STA Branch Refund of Non-Judicial Stamp papers, Refund of e-Non Judicial Stamp Papers, Refund of Court Fees, Refund of Treasury Challans, Issue of certified copies of records pertains to the Court of DC, ADC & Revenue Branch DC Office, Grant of Stamp Vendor Licence. Grant permission of Pvt. Typist licence & renewal of thereof, To receive katchery compound fees from the members sitting in the Katchery Compound in DC Office Premises & Premises of SDM(East)</p> <p>7 Sub Registrar As per Para 137 of the registration Manual, registration of documents can be deferred of registration, in case the impediment to registration is a mere informality or a defect capable of remedy</p> <p>8 Registering & Licensing Authority As per time limit prescribed under Chandigarh Right to service Act</p>	
		(v) Channel of supervision and accountability	<p>1 Sub Divisional Magistrate (centre) DEO/Clerk – SDA – SDM Ahlmad – Reader – SDM</p> <p>2 MA Branch Deputy Commissioner/District Magistrate. Additional Deputy Commissioner/Additional District Magistrate. Office Superintendent. Branch In-charge. Concerned dealing Assistant/Clerk</p> <p>3 DRA Branch Clerk Incharge Office Superintendent Collector</p> <p>4 Marriage Branch Registrar of Marriages for Registration of Marriage within 90 days District Registrar of Marriages for Registration of Marriage after 90 days and within one year. Chief Registrar of Marriages/Additional Chief Registrar of Marriages for Registration of Marriage after one year.</p> <p>5 RIA Branch Deputy-cum-Controlling Authority Registrar Firms & Societies Additional Deputy Commissioner Office Superintendent RIA assistant Dealing clerk</p> <p>6 Arms Branch District Magistrate Additional District Magistrate Office Superintendent Licensing assistant Dealing Clerk</p> <p>7 STA Branch Deputy Commissioner/Additional Dy. Commissioner-cum-Collector</p> <p>8 Sub Registrar DEO Branch Incharge</p>	

			Registering & Licensing Officer Registering & Licensing Authority 9 Registering & Licensing Authority Inspector General of Registration Registrar Sub Registrar 10 Tehsil Branch Collector Tehsildar (Revenue)/ACG-I Reader to Tehsildar (Revenue) Naib Sadar Kanungo (NSK) Kanungo Patwari Clerks for recovery (C-I & C-II) Nambardar	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	1 Sub Divisional Magistrate (centre) To providing services related to Court Cases, Registration/Solemnization of Marriages and issue Numbers of Certificate to the public residing under area jurisdiction of the Division. 2 Sub Divisional Magistrate (East) Sub Divisional Magistrate under area jurisdiction of Southern Division 3 Sub Divisional Magistrate (South) Sub Divisional Magistrate under area jurisdiction of Southern Division 4 EA Branch 5 DN Branch 6 MA Branch Public oriented services include- Countersignatures, permissions for various types of events, verification of the character & antecedents, Solatium fund, cinema licences, misc. complaints received from the general public. Administrative functions include-Law & Order, State Functions, V.I.P. visits facilitating M.C./P.U. elections, forwarding of inquest reports in case of custodial deaths of under-trial prisoners, compliance of specific directions of Hon'ble Courts, dealing with misc. matters received from the Chandigarh Administration. 7 DRA Branch 8 Marriage Branch Registration of marriages in U.T.Chandigarh (under compulsory registration of marriages) already solemnized. 9 RIA Branch Act and Rules as per applicable in UT, Chandigarh 10 Arms Branch Act and Rules as per applicable in UT, Chandigarh 11 STA Branch Act and Rules applicable in UT, Chandigarh 12 Sub Registrar Indian Registration Act, 1908 & Indian Stamp Act, 1899 Punjab Registration Manual 1929 13 Registering & Licensing Authority To provide service related to issuance of driving license (DLs) and registration certificate (RCs) of vehicle to the citizens of UT Chd 14 Tehsil Branch Jamabandi, Mutation, Maintaining land record,	

		all types of recovery as arrear of land revenue under the Punjab Land Revenue Act, 1887, Demarcation of Land, Partition of Land, Deal with court cases, Enquiry under Solatium Scheme (Hit and Run Cases), Issuing income certificate (Admission purposes only), Caste certificate reports, other miscellaneous report i.e. Moveable/immoveable property, residence, character and antecedent etc.,	
	(ii) Norms/ standards for functions/ service delivery	<p>1 Sub Divisional Magistrate (centre) As per Right to Service Act & Other Mentioned Acts.</p> <p>2 Sub Divisional Magistrate (East) As per Rules/ policy framed by the Chd. Admn</p> <p>3 Sub Divisional Magistrate (South) As per Rules/ policy framed by the Chd. Admn</p> <p>4 EA Branch</p> <p>5 DN Branch</p> <p>6 MA Branch</p> <p>7 DRA Branch</p> <p>8 Marriage Branch 1. 7 Days from the day of approval by the Registrar of Marriages after receiving of verification from Police Department and other external agencies, if required. 2. 45 Days from the receiving of verification from Police Department and other external agencies (if required) and the appearance of the applicant/ applicants and witnesses in the office after approval by the District/Chief Registrar of Marriages and Registrar of Marriage.</p> <p>9 RIA Branch Act and Rule applicable in U.T , Chandigarh</p> <p>10 Arms Branch Arms Act and Rule applicable in U.T , Chandigarh</p> <p>11 STA Branch Act and Rules applicable in UT, Chandigarh</p> <p>12 Sub Registrar Indian Registration Act, 1908 & Indian Stamp Act, 1899 Punjab Registration Manual 1929</p> <p>13 Registering & Licensing Authority As per the time Limit prescribed under Chandigarh Right to Service Act</p>	
	(iii) Process by which these services can be accessed.	<p>1 Sub Divisional Magistrate (centre) Through Sampark Centre & Manually.</p> <p>2 Sub Divisional Magistrate (East)</p> <p>3 Sub Divisional Magistrate (South)</p> <p>4 EA Branch</p> <p>5 DN Branch</p> <p>6 MA Branch Manual/Off-line.</p> <p>7 DRA Branch</p> <p>8 Marriage Branch On-line.</p> <p>9 RIA Branch Manual</p> <p>10 Arms Branch Manual</p>	

		<p>11 STA Branch Manual</p> <p>12 Sub Registrar Manual</p> <p>13 Registering & Licensing Authority Online and offline</p> <p>14 Tehsil Branch Manual/Off-line/On-line</p>	
	(iv) Time-limit for achieving the targets	<p>1 Sub Divisional Magistrate (centre) As per Right to Service Act & Other Mentioned Acts.</p> <p>2 Sub Divisional Magistrate (East) As per the guidelines of the Chandigarh Administration</p> <p>3 Sub Divisional Magistrate (South) As per the guidelines of the Chandigarh Administration</p> <p>4 EA Branch</p> <p>5 DN Branch</p> <p>6 MA Branch</p> <p>7 DRA Branch</p> <p>8 Marriage Branch As per the time-table given at point no.(ii)</p> <p>9 RIA Branch</p> <p>10 Arms Branch As per arms amended Act 2019 and Arms rule 2016</p> <p>11 STA Branch As per RTI Act, 2005</p> <p>12 Sub Registrar Receipt target-Annually Registration of document, 15 working days. As per Para 137 of the Registration Manual, registration of documents can be deferred of registration, in case the impediment to registration is a mere informality or a defect capable of remedy Supply of certified copies, 15 working days</p> <p>13 Registering & Licensing Authority As per the time Limit prescribed under Chandigarh Right to Service Act</p>	
	(v) Process of redress of grievances	<p>1 Sub Divisional Magistrate (centre) As per the guidelines of the Chandigarh Administration</p> <p>2 Sub Divisional Magistrate (East) As per the guidelines of the Chandigarh Administration</p> <p>3 Sub Divisional Magistrate (South) As per the guidelines of the Chandigarh Administration</p> <p>4 EA Branch</p> <p>5 DN Branch</p> <p>6 MA Branch</p> <p>7 DRA Branch</p> <p>8 Marriage Branch As per the guidelines of the Chandigarh Administration</p> <p>9 RIA Branch</p>	

			<p>As per the guidelines of the Chandigarh Administration</p> <p>10 Arms Branch</p> <p>As per the guidelines of the Chandigarh Administration</p> <p>11 STA Branch</p> <p>As per the guidelines of the Chandigarh Administration</p> <p>12 Sub Registrar</p> <p>As per the guidelines of the Chandigarh Administration</p> <p>13 Registering & Licensing Authority</p> <p>Online/offline and as per the guidelines of the Chandigarh Administration</p>	
1.5	Rules, regulations, instructions, manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual /instructions.	<p>1 Sub Divisional Magistrate (centre)</p> <p>All the services mentioned at point no. (i) are being provided through Sampark Centre & Manually.</p> <p>2 Sub Divisional Magistrate (East)</p> <p>As per the guidelines of the Chandigarh Administration</p> <p>3 Sub Divisional Magistrate (South)</p> <p>As per the guidelines of the Chandigarh Administration</p> <p>4 EA Branch</p> <p>Not Met</p> <p>5 DN Branch</p> <p>Not Met</p> <p>6 MA Branch</p> <p>Manual record</p> <p>7 DRA Branch</p> <p>Not Met</p> <p>8 Marriage Branch</p> <p>The instruction manual, marriage Registration form, list of documents required for registration of marriage (under compulsory registration of marriages) is available in citizen login of website www.chdservices.gov.in</p> <p>9 RIA Branch</p> <p>10 Arms Branch</p> <p>Arms Act Arms Rule</p> <p>11 STA Branch</p> <p>As per the guidelines of the Chandigarh Administration</p> <p>12 Sub Registrar</p> <p>Registered documents are pasted in the pasting registers and the same is maintained manually</p> <p>13 Registering & Licensing Authority</p> <p>All the services related to driving license and registration certificate of vehicle are being provided online and offline</p>	
		(ii) List of Rules, regulations, instructions, manuals and records.	<p>1 Sub Divisional Magistrate (centre)</p> <p>1. The Special Marriage Act, 1954. 2. Eviction Cases Under Public Premises Act, 1971. 3. Criminal Cases under CrPC Act. 4. Capital of Punjab (Development & Regulation) Act 1952. 5. Chandigarh Estate Rules 2007. 6. Punjab Village Common Land Act 1961. 7. Maintenance and Welfare of Parents and</p>	

			<p>Senior Citizens Act 2007. 8. NCBC Act 1993. 9. Scheduled Caste Orders 1950 2 Sub Divisional Magistrate (East) 1. Sub Divisional Magistrate under area jurisdiction of Southern Division. 2. Estate Officer under PP Act-1972. 3. Pheri Pheri Act. 4. Special Marriage Act-1954. 5. Press & Publication registration Act. 3 Sub Divisional Magistrate (South) 1. Sub Divisional Magistrate under area jurisdiction of Southern Division. 2. Estate Officer under PP Act-1972. 3. Pheri Pheri Act. 4. Special Marriage Act-1954. 5. Press & Publication registration Act. 4 EA Branch 5 DN Branch 6 MA Branch The Right to Information Act, 2005. The Criminal Procedure Code, 1973. The United Provinces Requisition of Motor Vehicles (Emergency Powers) Act, 1947.</p> <p>Other misc. instructions/circulars/guidelines issued by the Chandigarh Administration from time to time. 7 DRA Branch 1 The Punjab Land Revenue Act, 1887. 2 The Punjab Registration of Money Lending Act, 1938 3. Chandigarh Waqf Board amendment Act, 1912 4. Revenue Recovery Act.</p> <p>8 Marriage Branch 1. The Chandigarh Compulsory Marriage Registration Rules, 2012. 2. The record of Registration of Marriages 9 RIA Branch</p> <p>10 Arms Branch Arms Act Arms Rule 11 STA Branch Indian Stamp Act, 1899. Indian Court Fee Act, 1870 General Financial Rules, 2017 12 Sub Registrar Indian Registration Act, 1908 & Indian Stamp Act, 1899 Punjab Registration Manual 1929 13 Registering & Licensing Authority Motor Vehicle Act, 1988 The Central Motor Vehicle Rules, 1989 The Chd Motor Vehicle Rules, 1990 Time to time notification/circulars issued by the Morth & Chandigarh Transport Deptt Arms Rule 14 Tehsil Branch The Punjab Land Revenue Act, 1887. The Punjab Land Record Manual. The Solatium Scheme/Motor Vehicle Act, 1988. The Right to Information Act, 2005. Other misc. instructions/circulars/guidelines issued by the Chandigarh Administration from</p>	
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			time to time.	
		(iii) Acts/ Rules manuals etc.	<p>1 Sub Divisional Magistrate (centre) As provided at point no. (ii) above.</p> <p>2 Sub Divisional Magistrate (East) As provided at point no. (ii) above.</p> <p>3 Sub Divisional Magistrate (South) As provided at point no. (ii) above.</p> <p>4 EA Branch</p> <p>5 DN Branch</p> <p>6 MA Branch As provided at point no. (ii) above.</p> <p>7 DRA Branch As provided at point no. (ii) above</p> <p>8 Marriage Branch 1. The Hindu Marriage Registration Act, 1955. 2. The Haryana Compulsory Registration of Marriages Act, 2008. 3. The Chandigarh Compulsory Marriage Registration Rules, 2012.</p> <p>9 RIA Branch</p> <p>10 Arms Branch Arms Act Arms Rule</p> <p>11 STA Branch As provided at point no. (ii) above</p> <p>12 Sub Registrar As provided at point no. (ii) above</p> <p>13 Registering & Licensing Authority As provided at point no. (ii) above</p> <p>14 Tehsil Branch As provided at point no. (ii) above</p>	
		(iv) Transfer policy and transfer orders	As per transfer policy adopted by Chandigarh Administration.	
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	<p>1 Sub Divisional Magistrate (centre)</p> <p>2 Sub Divisional Magistrate (East) The record of Sub Divisional Magistrate (East), Chandigarh</p> <p>3 Sub Divisional Magistrate (South) The record of Sub Divisional Magistrate (South), Chandigarh</p> <p>4 EA Branch</p> <p>5 DN Branch</p> <p>6 MA Branch</p> <p>7 DRA Branch</p> <p>8 Marriage Branch The record of Registration of Marriages under compulsory registration of marriages</p> <p>9 RIA Branch</p> <p>10 Arms Branch</p> <p>11 STA Branch Fully met</p> <p>12 Sub Registrar Sub registrar, Chandigarh</p> <p>13 Registering & Licensing Authority</p>	
		(ii) Custodian of	1 Sub Divisional Magistrate (centre)	

		documents/categories	<p>Administrative & Special Marriage – PA Certificate Branch – DEO/Clerk Court of SDM/EO – Ahlmad</p> <p>2 Sub Divisional Magistrate (East) Website: www.chdsdmeast.gov.in</p> <p>3 Sub Divisional Magistrate (South) Website: www.chdsdmsouth.gov.in</p> <p>4 EA Branch</p> <p>5 DN Branch</p> <p>6 MA Branch</p> <p>7 DRA Branch Revenue Recovery Record – Clerk-II All other records- Clerk-I</p> <p>8 Marriage Branch Marriage Registration Branch. The marriage Registration Branch shares the website of Chandigarh Administration i.e. www.chdservices.gov.in for providing services online.</p> <p>9 RIA Branch Not Met</p> <p>10 Arms Branch Not Met</p> <p>11 STA Branch Fully met</p> <p>12 Sub Registrar Sub registrar, Chandigarh</p> <p>13 Registering & Licensing Authority Administration-RLO Account related-Account record related to DLs & RCs-Branch Incharge (License)-cum-Record Keeper</p> <p>14Tehsil Branch Patwari – Field related/village revenue record. NSK – All revenue/village land record, demarcation, Partition, Court cases. Reader to Tehsildar – Files related to Tehsildar (R) and other offices record. Clerk/Recovery Clerk - All files/record related to recovery cases.</p>								
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	<table border="1"> <tr> <td>(i) Name of Boards, Council, Committee etc.</td> <td rowspan="7">Not Applicable</td> </tr> <tr> <td>(ii) Composition</td> </tr> <tr> <td>(iii) Dates from which constituted</td> </tr> <tr> <td>(iv)Term/ Tenure</td> </tr> <tr> <td>(v) Powers and functions</td> </tr> <tr> <td>(vi) Whether their meetings are open to the public?</td> </tr> <tr> <td>(vii) Whether the minutes of the meetings are open to the public?</td> </tr> </table>	(i) Name of Boards, Council, Committee etc.	Not Applicable	(ii) Composition	(iii) Dates from which constituted	(iv)Term/ Tenure	(v) Powers and functions	(vi) Whether their meetings are open to the public?	(vii) Whether the minutes of the meetings are open to the public?	
(i) Name of Boards, Council, Committee etc.	Not Applicable										
(ii) Composition											
(iii) Dates from which constituted											
(iv)Term/ Tenure											
(v) Powers and functions											
(vi) Whether their meetings are open to the public?											
(vii) Whether the minutes of the meetings are open to the public?											

		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1)(b) (ix)]	(i) Name and designation	<p>Deputy Commissioner-cum Collector, U.T., Chandigarh-160017. 0172-2700053,2700109.</p> <p>1 Sub Divisional Magistrate (central) Sh. Hardip Singh Sandhu, PCS Sub Divisional Magistrate (central)</p> <p>2. Sh. Chander Shekhar, Jr. Asst. SDA</p> <p>3. Sh. Amit Gupta, Clerk, PA to SDM (C)</p> <p>4. Sh. Ajay Pal Singh, Jr. Asst. Reader</p> <p>5. Ms. Reena Rawat, Clerk, Ahlmad</p> <p>6. Ms. Neha Juneja, Clerk,</p> <p>7. Sh. Shiv Shankar Yadav, Peon</p> <p>2 Sub Divisional Magistrate (East) 1. SH. SUDHANSHU GAUTAM, HCS SUB DIVISIONAL MAGISTRATE (EAST) 2. Ms. Punam Malik, Sr.Asstt.-cum SUB DIVISIONAL ASSISTANT 3. Sh. Raj Kapoor, Sr Asstt READER TO SDM SOUTH</p> <p>3 Sub Divisional Magistrate (South) 1. SH. SATISH KUMAR JAIN, HCS SUB DIVISIONAL MAGISTRATE (SOUTH) 2. Ms. Renu Arora, Sr.Asstt.-cum SUB DIVISIONAL ASSISTANT 3. Sh. Jitender Rawat READER TO SDM SOUTH</p> <p>4 EA Branch</p> <p>5 DN Branch</p> <p>6 MA Branch 1. Sh. Mahavir Singh, Sr. Assistant. 2. Sh. Pritpal Singh, Jr. Assistant. 3. Sh. Himanshu Bhatnagar, Jr. Assistant. 4. Sh. Suresh Verma, Despatch Rider. 5. Sh. Jaspreet Singh, Clerk (O). 6. Sh. Nitin Dogra, Clerk (O). 7. Sh. Manjeet, Peon. 8. Sh. Raju, Peon (O).</p> <p>7 DRA Branch</p> <p>8 Marriage Branch</p> <p>9 RIA Branch</p> <p>10 Arms Branch</p> <p>11 STA Branch Sh. Kuldip Raj, Senior Assistant Sh. Kapoor Singh, Junior Assistant</p> <p>12 Sub Registrar Not Met</p> <p>13 Registering & Licensing Authority Not Met</p> <p>14 Tehsil Branch Sh. Yogesh Kumar,</p>

			<p>Tehsildar (R)/ACG – I. Sh. Chander Shekher, Jr. Assistant. Sh. Vikas Mani, Messenger Mrs. Harpreet Kaur, Clerk (O). Mrs. Alka, Clerk (O). Sh. Jagjiven, PS/Peon.</p>	
		(ii) Telephone , fax and email ID	<p>1 Sub Divisional Magistrate (central)</p> <p>2 Sub Divisional Magistrate (East) 0172-679010 pasdm.east@yahoo.com</p> <p>3 Sub Divisional Magistrate (South) 0172-676016 sdmsouth42@gmail.com</p> <p>4 EA Branch</p> <p>5 DN Branch</p> <p>6 MA Branch 0172-2700060. dcmachd@gmail.com</p> <p>7 DRA Branch</p> <p>8 Marriage Branch</p> <p>9 RIA Branch</p> <p>10 Arms Branch</p> <p>11 STA Branch 8847302095 (deepkulraj1968@gmail.com) 9417779230 (email ID NA)</p> <p>12 Sub Registrar Not MET</p> <p>13 Registering & Licensing Authority Not Met</p> <p>14 Tehsil Branch 0172-2700309. revenue Tehsildar@gmail.com</p>	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with gross monthly remuneration	N.A	
		(ii) System of compensation as provided in its regulations	As per the Chd. Administration Instructions	
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	<p>1 Sub Divisional Magistrate (centre) Estate office Building, 1st Floor, Sector-17, Chandigarh. 0172-2700115. 1. CPIO: Sub Divisional Assistant (C). 2. Appellate Authority: Sub Divisional Magistrate(C)</p> <p>2 Sub Divisional Magistrate (East) Plot No.107, CTU Building, Indl.Area, Phase-I, Chandigarh-160002. 0172-2679010. 1. Sh. Sudhanshu Gautam, HCS Sub Divisional Magistrate (East)-cum- Appellate Authority 2. Ms. Punam Malik, Sr. Asstt.-cum-Sub Divisional Assistant-CPIO</p> <p>3 Sub Divisional Magistrate (South)</p>	

			<p>Hockey Stadium Premises, Sector-42, Chandigarh. 0172-2676016.</p> <p>1. Sh. Satish Kumar Jain, HCS Sub Divisional Magistrate (South)-cum- Appellate Authority 7</p> <p>2. Ms. Renu Arora, Sr. Asstt.-cum-Sub Divisional Assistant-CPIO</p> <p>4 EA Branch Sh. Rajinder Kumar, Superintendent.</p> <p>5 DN Branch Sh. Rajinder Kumar, Superintendent</p> <p>6 MA Branch Sh. Rajinder Kumar, Superintendent.</p> <p>7 DRA Branch 1. CPIO: Superintendent, Deputy Commissioner Office. 2. Appellate Authority: Additional Deputy Commissioner</p> <p>8 Marriage Branch 1. CPIO: Sh. Dhian Singh, Registrar of Marriages (under compulsory Registration of Marriages)</p> <p>9 RIA Branch Sh. Rajinder Kumar, Superintendent</p> <p>10 Arms Branch Sh. Rajinder Kumar, Superintendent</p> <p>11 STA Branch Sh. Rajinder Kumar, Superintendent</p> <p>12 Sub Registrar CPIO, Sh. Mandeep Singh Dhillon, Sub Registrar, UT, Chd</p> <p>13 Registering & Licensing Authority CPIO-Registering & Licensing Officer (RLO) Appellate Authority-Registering & Licensing Authority</p> <p>14 Tehsil Branch CPIO: Sh. Yogesh Kumar, Tehsildar (Revenue)-cum-CPIO. Appellate Authority: Additional Deputy Commissioner.</p>	
		<p>(ii) Address, telephone numbers and email ID of each designated official.</p>	<p>1 Sub Divisional Magistrate (central) 1. Office of the Sub Divisional Magistrate (C), First Floor, Estate Office Building, Sector-17, Chandigarh.</p> <p>2 Sub Divisional Magistrate (East) Sub Divisional Magistrate (East), Plot No 701, Industrial Area, Phase 1, CTU Building Chandigarh, 0172-2679010 Website: www.chdsdmeast.gov.in</p> <p>3 Sub Divisional Magistrate (South) Sub Divisional Magistrate (South), Hockey Stadium Premises, Sector-42, Chandigarh, 0172-276016. Website: www.chdsdmsouth.gov.in</p> <p>4 EA Branch</p> <p>5 DN Branch</p> <p>6 MA Branch Office of the Deputy Commissioner, UT, Chandigarh, Sector 17, Chandigarh</p> <p>7 DRA Branch</p>	

			<p>1. Office of the Deputy Commissioner, First Floor, Estate Office Building, Sector-17, Chandigarh.</p> <p>8 Marriage Branch 1. Office of the Deputy Commissioner, Sector-17, Chandigarh.</p> <p>9 RIA Branch 1. Office of the Deputy Commissioner, Sector-17, Chandigarh.</p> <p>10 Arms Branch 1. Office of the Deputy Commissioner, Sector-17, Chandigarh.</p> <p>11 STA Branch 1. Office of the Deputy Commissioner, Sector-17, Chandigarh.</p> <p>12 Sub Registrar Office of the Deputy Commissioner-cum-Registrar of Documents, Sector 17, Chd</p> <p>13 Registering & Licensing Authority Office of the Registering & Licensing Authority, Sector 17, Chandigarh-2700076 Chandigarh.rla@gmail.com</p> <p>14 Tehsil Branch 1. Office of the Deputy Commissioner, Sector-17, Chandigarh</p>	
1.11	No. of employees against whom disciplinary action has been proposed/taken(Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalized for Minor penalty or major penalty proceedings	<p>1. Sh. Shiv Nath Singh, Peon disciplinary action in major penalty is pending.</p> <p>2. Sh. Gurmukh Singh, Sr. Assistant disciplinary action in minor penalty is pending.</p>	
			Nil	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	N.A	

2. Budget and Programme

S. No.	Item	Details of disclosure		Remarks/ Reference Points (Fully met/partially met/notmet- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Sub Registrar Rs. 4,60,000/- Registering & Licensing Authority Rs. 3,49,00,000/-	
		(ii) Budget for each agency and plan & programmes	Registering & Licensing Authority	
		(iii) Proposed expenditures	Non Plan Office Expenses- Rs. 1250000/- Non Plan Other Charges- Rs. 2240000/-	
		(iv) Revised budget for each agency, if any	N.A	
		(v) Report on disbursements made and place where the related reports are available	N.A	
2.2	Foreign and domestic tours during 2019-20	(i) Budget	N.A	
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. (a) Places visited (b) The period of visit (c) The number of members in the official delegation (d) Expenditure on the visit		
		(iii) Information related to procurements (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above- and (d) The rate /rates and the total amount at which such procurement or works contract is to be executed.		
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	N.A	
		(ii) Objective of the programme		
		(iii) Procedure to avail benefits		
		(iv) Duration of the programme/scheme		
		(v) Physical and financial targets of the programme		
		(vi) Nature/scale of subsidy/amount allotted		
		(vii) Eligibility criteria for grant of subsidy		
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)		
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	N.A	
		(ii) Annual accounts of all legal entities who are provided grants by public	N.A	

		authorities		
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	<p>(i) Concessions, permits or authorizations granted by public authority</p> <p>(ii) For each concessions, permit or authorization granted</p> <p>(a) Eligibility criteria</p> <p>(b) Procedure for getting the concession/ grant and/or permits of authorizations</p> <p>(c) Name and address of the recipients given concessions/ permits or authorisations</p> <p>(d) Date of award of concessions/permits of authorizations</p>		
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	<p>Sub Registrar</p> <p>Para No. 3.2.2 of CAG is pending. Action has been taken by D.C. Office against erring official. Recovery proceeding has also been initiated for the recovery of amount from the defaulter/person.</p> <p>Advance Para titled "Loss of revenue due to short levy of fee for temporary registration of vehicles from dealers of vehicles, amounting to Rs. 1.51 Crore".</p>	

3. Publicity Band Publicinterface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/ partially met/ notmet- Notapplicable will be treated as fully met/partiallymet)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>(a) Members of the public in policy formulation/ policy implementation</p> <p>(b) Day & time allotted for visitors</p> <p>(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports(DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	<p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p> <p>N.A</p>
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy.</p>	

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet(website)	<p>1 Sub Divisional Magistrate (central) All the services mentioned at point no. 1.1 (iii) are being provided through Sampark Centre & Manually.</p> <p>2 Sub Divisional Magistrate (East) The instruction manual is available for citizen login of website www.chdsdmeast.gov.in</p> <p>3 Sub Divisional Magistrate (South) The instruction manual is available for citizen login of website www.chdsdmsouth.gov.in</p> <p>4 EA Branch</p> <p>5 DN Branch</p> <p>6 MA Branch</p> <p>7 DRA Branch</p> <p>8 Marriage Branch The instruction manual, marriage Registration form, list of documents required for registration of marriage (under compulsory registration of marriages) is available in citizen login of website www.chdservices.gov.in</p> <p>9 RIA Branch</p> <p>10 Arms Branch</p> <p>11 STA Branch</p> <p>12 Sub Registrar The Procedure, check list, information reg stamp duty and registration fee payable for registration of documents is available in the official</p> <p>13 Registering & Licensing Authority Through official website-</p>	
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3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronicformat (ii) Printedformat	Chdtransport.gov.in, notice board, through News Papers by press note.	
3.5	Whether information manual/ handbook available freeof cost or not [Section4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of themedium	Registering & Licensing Authority All Form/Booklets pertaining to services relates to DLs and RCs	

4. E. Governance

S .No.	Item	Details of disclosure		Remarks/ Reference Points (Fully met/partially met/ notmet-not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available	(i) English	English	
		(ii) Vernacular/ Local Language		
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	The information is updated from time to time as and when required.	
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Sub Divisional Magistrate (central)	
		(ii) Name/ title of the document/record/ other information	<p>Sub Divisional Magistrate (East) The instruction manual is available for citizen login of website www.chdsdmeast.gov.in</p> <p>Sub Divisional Magistrate (South) The instruction manual is available for citizen login of website www.chdsdmsouth.gov.in</p> <p>Marriage Branch The instruction manual, marriage Registration form, list of documents required for registration of marriage (under compulsory registration of marriages) is available in citizen login of website www.chdservices.gov.in</p> <p>Sub Registrar The Procedure, check list, information reg stamp duty and registration fee payable for registration of documents is available in the official</p> <p>Registering & Licensing Authority Limited particulars with regard to DLs and RCs on the official website</p> <p>www.chdsdmeast.gov.in</p>	

	(iii) Location where available	www.chdsdmsouth.gov.in www.chdservices.gov.in	
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4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	<p>1 Sub Divisional Magistrate (central)</p> <p>2 Sub Divisional Magistrate (East) The instruction manual is available for citizen login of website www.chdsdmeast.gov.in</p> <p>3 Sub Divisional Magistrate (South) The instruction manual is available for citizen login of website www.chdsdmsouth.gov.in</p> <p>4 EA Branch 5 DN Branch 6 MA Branch Working hours: Office working hours from Monday to Friday. Contact person: Sh. Rajinder Kumar, Superintendent. 9814611209</p> <p>7 DRA Branch 8 Marriage Branch The instruction manual, marriage Registration form, list of documents required for registration of marriage (under compulsory registration of marriages) is available in citizen login of website www.chdservices.gov.in</p> <p>9 RIA Branch 10 Arms Branch 11 STA Branch 12 Sub Registrar Registration of documents Issuance of certified copy of the documents within 15 working days As per Section 23 of the Indian Registration Act, the instrument needs to be presented by the executants/party before the Sub Registrar in his office for registration. Three Sub Registrar are working in this office as per days mentioned against each:- Vinay Chaudhary – 1-10 of every month. Mandeep Dhillon – 11-20 of every month Yogesh – 21 to end of month.</p> <p>13 Registering & Licensing Authority Through official email, RTI, and Manually Limited particulars of DLs andRCs Working hours: Office working hours from Monday</p>	
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		(ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, faxemail)	to Friday. Contact person: Sh. Rajinder Kumar, Superintendent. 9814611209	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Received by the Nodal Officer and dealt by the concerned officials of the branches.	
		(ii) Details of applications received under RTI and information provided	rti.mis.gov.in (online application received) manual received in the offices premises i.e Deputy Commissioner's Office, Estate Office Building, Sector 17, Chandigarh.	
		(iii) List of completed schemes/projects/Programmes	N.A	
		(iv) List of schemes/projects/programme underway	N.A	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	N.A	
		(vi) Annual Report	N.A	
		(vii) Frequently Asked Question (FAQs)	N.A	
		(viii) Any other information such as a) Citizen's Charter	Displayed in office	
		b) Six monthly reports loaded on the website or not c) Performance against the benchmarks set in the Citizen's Charter	No -	
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	Available in office record	
		(ii) Details of appeals received and orders issued	Available in office record	
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given		

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
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Such other information as may be prescribed	(i)	<p>Name & details of a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015</p>	<p>1 Sub Divisional Magistrate (central) Current CPIO – Sub Divisional Assistant (C) Current Appellate Authority – Sub Divisional Magistrate (C).</p> <p>2 Sub Divisional Magistrate (East) 1. Sh. Sudhanshu Gautam, HCS Sub Divisional Magistrate (East)-cum- Appellate Authority 2. Ms. Punam Malik, Sr. Asstt.-cum-Sub Divisional Assistant – CPIO</p> <p>3 Sub Divisional Magistrate (South) 1. Sh. Satish Kumar Jain, HCS Sub Divisional Magistrate (South)-cum- Appellate Authority 2. Ms. Renu Arora, Sr. Asstt.-cum-Sub Divisional Assistant – CPIO</p> <p>4 EA Branch 5 DN Branch 6 MA Branch Sh. Rajinder Kumar, Superintendent. 9814611209.</p> <p>Additional Deputy Commissioner, Chandigarh. 0172-2700025.</p> <p>7 DRA Branch Current CPIO – Office Superintendent Current Appellate Authority – Additional Deputy Commissioner</p> <p>8 Marriage Branch CPIO-Mr. Dhian Singh, Registrar of Marriages.</p> <p>9 RIA Branch CPIO-Mr. Rajinder, .</p> <p>10 Arms Branch CPIO-Mr. Rajinder, .</p> <p>11 STA Branch 12 Sub Registrar CPIO-Mr. Mandeep Dhillon Sub Registrar, Chd F.A.A.- Sh. Sachin Rana, IAS, ADC Detail of earlier CPIO and FAA shall be obtained from establishment of this office.</p> <p>13 Registering & Licensing Authority Current CPIO-Registering & Licensing Officer Current FAA - Registering & Licensing Authority</p> <p>14 Tehsil Branch Sh. Yogesh Kumar, Tehsildar (Revenue)-cum-CPIO Additional Deputy Commissioner, Chandigarh. 0172-2700025</p>	
	(ii)	Details of third party audit of voluntary disclosure	Yes, the third party audit carried on.	

		a) Dates of audit carried out b) Report of the audit carried out		
		(iii) Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	The sub Divisional Magistrate(Central) appointed as Nodal Officer for proactive disclosure package audited by third party by CPIOs.	
		a) Date of appointment b) Name & Designation of the officers	Date of appointment” 10.0-8.2020. Sh. Hardeep Singh Sandhu, PCS Sub Divisional Magistrate(Central), U.T., Chandigarh	
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure	N.A	
		a) Dates from which constituted b) Name & Designation of the officers		
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	N.A	
		a) Dates from which constituted b) Name & Designation of the Officers		

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	<p>1 Sub Divisional Magistrate (central) The instruction manual/Forms, list of documents required for issuance of numbers of Certificates is available at Sampark Centres of Chandigarh for Special Marriages is available at the Branch level. And all the information related with court of SDM/EO is available at Reader Branch.</p> <p>2 Sub Divisional Magistrate (East) The instruction/manuals are available on websites of Sub Divisional Magistrate(East), Chd OAdmn i.e. www.chdsdmeast.gov.in</p> <p>3 Sub Divisional Magistrate (South) The instruction/manuals are available on websites of Sub Divisional Magistrate(South), Chd Admn i.e. www.chdsdmsouth.gov.in</p> <p>4 EA Branch CPIO-Mr. Rajinder Kumar,</p> <p>5 DN Branch CPIO-Mr. Rajinder Kumar</p> <p>6 MA Branch CPIO-Mr. Rajinder Kumar</p> <p>7 DRA Branch CPIO-Mr. Rajinder Kumar</p> <p>8 Marriage Branch The marriage Registration Branch shares the website of Chandigarh Administration i.e. www.chdservices.gov.in for providing services online.</p> <p>The instruction manual, marriage Registration form, list of documents required for registration of marriage (under compulsory registration of marriages) is available in citizen login of the above cited website.</p> <p>9 RIA Branch CPIO-Mr. Mohan Singh</p> <p>10 Arms Branch CPIO-Mr. Mohan Singh</p> <p>11 STA Branch CPIO-Mr. Mohan Singh</p> <p>12 Sub Registrar The Procedure, check list, information reg stamp duty and registration fee payable for registration of documents is available in the official website/page of this office available in website of Chandigarh Administration.</p> <p>13 Registering & Licensing Authority The instruction manual/forms/booklets/list of documents required for obtaining RCs and DLs and other issues are easily accessible on the official website i.e. chdtransport.gov.in, notice board and banners located in this office.</p>	