

OFFICE OF THE DEPUTY COMMISSIONER, MANDI, DISTRICT MANDI, H.P.

No. ADM/SR/SW/2005-39192-391

Dated, Mandi the 19 th December, 08.

NOTIFICATION

In accordance with the clause (b) of sub section 1 of section 4 of Right to Information Act, 2005 the following records and other activities in respect of Deputy Commissioner's office, Mandi, District Mandi under the Revenue department of Himachal Pradesh are as under:-

THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES;

The District Mandi came into existence on 15th April, 1948 on the merger of two princely states namely Mandi and Suket on the very existence of the state of Himachal Pradesh. The area of the District is 3973 sq.km. The Deputy Commissioner is the Chief Executive officer in the District. The next officers in the District are Addl. Deputy Commissioner, Addl. District Magistrate, Assistant Commissioner to the Deputy Commissioner, District Revenue Officer, Tehsildar (Recovery). At District Headquarter there is one Superintendent Gr.1 and two nos. of Superintendent Gr.11 i.e Superintendent (Revenue) and Superintendent (Development). P.A to D.C and Sr. Scale Stenographer with ADC and ADM have been posted and a post of Steno typist is with District Revenue Officer. There are twenty nos. of Senior Assistant and fifty nos. of Junior Assistant and class-4 staff posted in the different branches at the District Headquarter for the smooth functioning of the Collectorate. The Mandi District has been divided in seven Sub-divisions, nine Tehsils, seven Sub- Tehsils and 450 patwar circles.

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES;

DEPUTY COMMISSIONER

The office as well as District is headed by the Deputy Commissioner. He is responsible for the implementation of program and policies of Central and State Government in the district. As such he is representative of the government at district level. The Deputy Commissioner deals and coordinate the working of all Government offices within the district and looks after the law and order situation in the district. He is the primary relief agency in cases of natural calamities, be it fire, flood or drought. He controls the elections of MP's, MLA's, Panchayats, Panchayat Samitis, Zila Parishad and urban local bodies.

The Deputy Commissioner is also appointing and disciplinary authority of the entire class III & IV staff (except Superintendent Grade- II) including Patwari and Kanungoo working in the District. He is vested with powers under various Act, rules, regulations, codes and manuals etc. He is also District Election Officer and conducts and superintends the general and bye elections for Panchayats, Legislative Assembly, Zila Parishad, Panchayat Samities, Panchayats and Local Self Governments.

In brief, the Deputy Commissioner is responsible for the following functions and activities:

(A) **As District Magistrate**

1. Deputy Commissioner is responsible for the maintenance of Law and Order in the District.
2. Controls and supervisions the issuance of various licenses under Arms and Explosion Act, etc.
3. Supervisions and monitors the performance of Prosecution Agency and the police.
4. Conducts and gets conducted the inspection of Police Stations/Posts.
5. He is also responsible for taking action against hoarding, black-marketing and charging of higher rates of essential and eatable commodities and fixed the rates of essential commodities.

(B) **As District Collector**

1. He is an appellate authority in the revenue cases and other cases under various Acts and gets execute the orders of Civil Courts.
2. He is responsible for relief and rehabilitation during natural calamities and disasters management.
3. Inspects and monitors the functioning of stamp venders and Notary Public.
4. He is the appointing and disciplinary authority of Kanungos and Patwaris.
5. As Registrar, he looks after the registration & sales, purchases and other transactions of land and other immovable properties and ensures that the stamps duty is not evaded and the value of land is not under assessed.
6. All licensed liquor shops are auctioned in his chairmanship in the District.

(C) **As Deputy Commissioner**

1. Ensures implementation of Government programs and polices and coordinates development works in the district.
2. Coordinate the developmental, cultural, social, health and medical, promotion of tourism and other activities of various departments in the district.
3. He is Chief Executive Officer of District Rural Development Agency.
4. He is the Chairman of District Red Cross society and District Child Welfare Society.
5. He conducts and ensures the inspection of Offices of Block Development Officers.
6. Monitors, inspects and controls the functioning of all the branch officers and branches under them.
7. He is Appellate Authority under the Right To Information Act for DC Office, District Red Cross Society, Gram Panchayat/Panchayat Samiti Elections, Zial Parishad elections, Municipal Council/Nagar Panchayat office.
8. He is the Coordinator-cum-Chairman of District level Inter-Developmental Committees for Efficiency in Administration.
9. International fairs like Shivratri fair is held under his chairmanship.

Additional Deputy Commissioner

Additional Deputy Commissioner is the senior most officer to assist the Deputy Commissioner in the matters listed below.

1. In revenue matters, the ADC as Collector deals with revenue cases assigned to him.
2. As Project Director of District Rural Development Agency, looks after the development works.
3. As Chief Executive Officer, Zila Parishad looks after the various developmental issues pertaining to the Panchayati Raj Institutions.
4. As Chairman, District Water and Sanitation Committee, looks after the work of Swajaldhara scheme.
5. Controls Development Branch, Reader to Additional Deputy Commissioner Branch, Local Fund Branch, Twenty Point Branch and Small Saving Cell, Planning Cell relief and rehabilitation Branch.
6. Conducts inspections of the Notary Public.
7. Conducts periodic as well as sudden inspections of various development activities in the district, as also of Sub-Divisions, Tehsils, Block and other offices in the district as assigned by the Deputy Commissioner.
8. Looks after work of the District Small Saving Agency.
9. Performs various functions and responsibilities of Vice- Chairman, ATMA.
10. Performs various responsibilities as Vice Chairman, Zila Saksharta Samiti.
11. Performs functions and responsibilities as District Coordinator, HIPA Centre.

Addl. District Magistrate

1. Assist the District Magistrate, Mandi to maintain Law and Order in the District.
2. Acts as Collector and deals with Revenue, Recovery cases, Lease cases, Acquisite of land cases.
3. Acts as inquiry officer assigned to him by Deputy Commissioner and Government or by the High Court etc.
4. Inspect the SDMs, Tehsils, Sub Tehsils, Police Station, Police Post assigned to him by

District Magistrate.

5. Issues the Arms license and renewed the same.
6. He is the Incharge of Passport Cell in the District.
7. ADM is the Public Information Officer and Incharge of R.T.I. Cell.
8. ADM is the ex officio vigilance officer in D.C Office, Mandi.

Assistant Commissioner

An Assistant Commissioner is posted in D.C Office, Mandi to assist the Deputy Commissioner in the following matters:

1. Establishment matters of the ministerial staff of the office viz maintenance of services record, GPF advances etc.
2. DDO for the staff under head 2053-DistrictAdmn.
3. Controls Establishment Branch, Miscellaneous Branch, Nazarat branch, Budget Branch, Copying Agency, General Record Room and Record Room (English).
4. Assistant Commissioner assist the D.C to hold different meeting in the District.
5. Assistant Commissioner is the Secretary of International Shivratri Fair in Mandi.

District Revenue Officer

The District Revenue Officer has the following duties:

1. Assist the District Collector to maintain revenue record.
2. As Collector (Recovery) deals with the recovery of cases declared as arrears of Land Revenue.
3. Drawing & Disbursing Officer for the staff under head 2029-Land Revenue.
4. Maintenance of service record of the staff appointed under head 2029-Land Revenue.
5. Assist the Deputy Commissioner in relief and rehabilitation work.
6. Controls Sadar Kanungo Branch, District Revenue Accountant Branch, District Revenue Accountant (Revenue) Branch, Revenue Record Room.
7. He is Joint Registrar and also acts as Registrar as and where the duties of Registrar are

assigned to him.

Tehsildar Recovery

A Tehsildar Recovery has been posted at the District headquarters. All kind of bank recovery and A.L.R cases are dealt by him of the District.

District Planning Officer

The District Planning officer acts under the control of Deputy Commissioner through Additional Deputy Commissioner and has the following duties:-

1. Scrutinizes and puts up developmental schemes under:-
 - Vikas Main Jan Sehyog
 - MLA Local Area Development Fund
 - Backward Area Sub Plan
 - Decentralized Planning
 - CM Grameen Path Yojana
 - Implementation of development works under MPLAD.
2. DDO for the staff of Planning Cell.
3. Controls Planning Cell.

Accounts Officer

Looks after audit paras, CAG/PAC matters, conducts Purchase Committee meetings under BASP etc. at district level. Advises on pay fixation, budget, pension cases and all finance related matters. Conducts internal audit of the office, the accounts of Mandi Saksharta Samiti as also checked by him.

Superintendent Grade-I

Superintendent Grade I looks after the fresh dak, assigns work to various branches and controls the Establishment Branch, Miscellaneous Branch, Nazarat Branch, Budget Branch, Copying Agency, General Record Room, Arms license Branch and Record Room (English). Ensures discipline and punctuality in entire office, sanctioned casuals , R.L of the D.C office staff.

Other Officials

Superintendent Grade-II (Development)

Supervision of Dev., Local Fund, 20-Point Branch.

Superintendent Grade-II (Revenue)

Supervision of Reader to D.C, Reader to ADM, SK, DRA, DRA(R), Accounts,Litigation Branches.

P.A to D.C

Attending Meetings, Attending Fax ,Dealing with Annual Confidential Reports Other works assigned by the officer ,Preparation of Engagement Chart.

Establishment Branch

Establishment Assistant

(Senior Assistant) with three Nos. of Jr. Asstt./clerk in the branch.

1. Noting and drafting in important policy matters.
2. Examination/scrutiny of cases of each staff in establishment branch.
3. Preparation of case for holding of DPC for promotion/confirmation etc.
4. Any important work entrusted by the officer in charge.
5. Preparation and circulation of seniority lists of class-III and IV servants and circulation of seniority list of Assistants, received from Divisional Commissioner -Mandi
6. Circulation of Government Instructions and communications relating to establishment to all subordinate offices in the district
7. Maintenance of all kinds of Roster.
8. All other Miscellaneous correspondence regarding district level matters.
9. Proposal for creation of posts/continuation of temporary posts and confirmation of temporary posts into permanent and various information in this respect.
10. To maintain records regarding instructions about reservation of S.C, S.T, /Ex-

Servicemen/Hindicapped, BPL families etc.

11. To maintain the personal files of all officers/officials of D.C office, Tehsildars / NTs /Superintendents, Assistant, Clerks, and peons and officers of other departments, who are under the control of D.C.
12. Correspondence regarding filling up of vacant posts and maintenance of upto date records.
13. To maintain instructions, files regarding recruitment of various categories/promotion and correspondence thereof.
14. To deal with the confirmation of staff.
15. To maintain instructions/correspondence files of transfer of officers/Tehsildars/ NTs/ Suptds, Assistant, Clerks, and peons.
16. To deal with the grant of special pay/senior scale/selection grade/and special increment to the officials who underwent family planning operation.
17. Initiation of ACRs of the officials to the concerned officer.
18. To deal with the particulars of Assistant Superintendents/Naib Tehsildars etc. for promotion and submission of vigilance and integrity certificates of Superintendent Grade I and II and Assistants.
19. To deal with the departmental examination of various officers/officials etc.
20. To deal with the typewriting test of newly appointed clerk.
21. To deal with Assembly questions.
22. To depute the official on duty holidays/ Chowkidar on Sunday.
23. To maintain the various rules i.e. HAS, Tehsildar, Conduct rules, House building advance, warm clothing, festival, conveyance loans etc.
24. To deal with the delegation of powers.
25. Dealing with the matter regarding permission to purchase of scooter, house/land etc.
26. Dealing with the various orders regarding the transfer of branches and quick disposal of office work etc.
27. Correspondence regarding Revenue and Magisterial training for Naib Tehsildar/Tehsildar /HAS/ IAS candidates.
28. Maintenance of Incumbent Register of the officials, working in D.C office, Kullu.

29. Maintenance of service books of all officials working in the establishment of D.C office, Kullu and sub division of headquarter.
30. To deal with the correspondence regarding earned leave of staff working under Head-2053-Dist Admn and all subordinate officers of D.C and Head of Officers who are under the control of Deputy Commissioner.
31. Correspondence regarding Grant of GPF advance and withdrawal in respect of the officers/officials of D.C office.
32. To deal with Assured Career Progression scheme cases.
33. Audit note and inspection notes pertaining to establishment branch.
34. Fixation of pay/revision of pay.
35. Matters regarding disciplinary action and process of cases under CCS (CCA) Rules, 1965.
36. Submission of all kinds of reports and returns.
37. To deal with deposit of cash and security by Government servants and its releasing etc.
38. Receipt and dispatch of the branch.
39. To deal with the correspondence regarding various trainings at HIPA/ District center.
40. Correspondence regarding approval of Tour programs of all officers subordinate to Deputy Commissioner and heads of offices, who are under the control of Deputy Commissioner.
41. All type work of establishment branch.
42. Maintenance of records of casual leave
43. Deals the matters of I.A.S and H.A.S and other officers in the District.

Miscellaneous Branch

Miscellaneous Assistant is posted in the Branch and three Nos. of Jr. Asstt./clerk are posted in the Branch

1. Correspondence regarding tours of VIPs, Ministers and other dignitaries.
2. Correspondence regarding reservation of accommodation.
3. Celebration of periodical functions i.e. Republic Day, Statehood day, Himachal Day,

- Independence day etc.
4. Correspondence regarding state guests.
 5. Correspondence regarding Ex-Servicemen.
 6. Correspondence regarding law and order in the district.
 7. Issue of No Accommodation Certificate to various departments.
 8. Correspondence regarding budget under head-2216 and 2059.
 9. Miscellaneous Correspondence.
 10. Freedom fighters' related correspondence.
 11. Correspondence regarding various awards.
 12. Issue of inner line permits.
 13. Issue of permission of film shooting in district.
 14. Correspondence regarding video parlors.
 15. Miscellaneous Correspondence.
 16. Allotment of Government quarter.
 17. Allotment of the General pool quarter.
 18. Accounts of Government quarter and completion thereof.

Reader to ADM Branch (Ahlmad & S.W are atatched are attached within for following work)

- Reg. Court Cases.
 - Regarding Inspection.
 - Regarding Revenue Officer meeting.
1. Correspondence regarding submission of monthly statement of Court cases.
 2. Correspondence regarding submission of quarterly statement to Court cases to Divisional Commissioner/Financial Commissioner (Revenue)
 3. Correspondence regarding submission of monthly Judicial Lock-up statement.
 4. Correspondence regarding submission of quarterly statement of Bonded Labour.
 5. Correspondence regarding submission of monthly statement Right to Information Act.

6. Correspondence regarding submission to monthly statement Of Partition/Demarcation/Mutation/Encroachment/CRE.
7. Correspondence regarding submission to monthly statement Of Inspection.
8. Correspondence regarding Annual Report on the Implementation of the provision of the Right to information Act 2005
9. Correspondence regarding Correction of Area in Rev. Record.
10. Correspondence regarding Caste & Got.
11. Correspondence regarding other correction in Revenue Record, court cases, all kinds of affidavits and certificates.

Budget Branch

Budget Assistant

(Senior Assistant) with two clerks

1. Preparation of Pay/ Medical/ T.A bills.
2. Preparation of Budget under general Administration, Social Security and Budget.
3. Allocation of budget to the D.D.Os under control.
4. Miscellaneous Correspondence related to budget.
5. Correspondence regarding pension related dues to the pensioners and preparation of bills.
6. Corresponding regarding countersignature of TA and Medical Bills of District Officers attached for the purpose.

7. Correspondence regarding countersignature of TA and Medical Bills of District Officers attached for the purpose.

Nazar Branch

District Nazar (Senior Assistant) with three clerks

1. Maintenance of following Cash Books:

* 2053- Dist Admn.

* 3451-Sectt Economic Services

*Ahmednagar Experiment

* District Relief Fund

* 2070-other Admn. Services.

2. All kinds of drawl & disbursement.

3. Over all in charge of maintaining store & stock.

4. Over all in charge of District Malkhana

5. Maintenance of Charcoal Register & its stock

6. Maintenance of Acquaintance rolls

7. All kinds of Purchase of store & stock.

8. Arrangement of all various Government functions.

9. Noting and drafting important policy matters relating to Nazarat Branch.

10. Other Miscellaneous & outdoor duties assigned by the superiors.
11. General Supervision of Nazarat branch.
12. Preparation of Contingency Bills & Maintenance of its records /registers.
13. Submission of all kind of reports/returns and its correspondence.
14. Preparation of Budget/Estimates & excess & surrenders statement of contingency heads.
15. Correspondence regarding obtaining different sanctions.
16. Maintenance of contingent vouchers and bills.
17. Compliance of audit of Nazarat Branch & submission of its annotations.
18. Correspondence regarding PM & CM Relief Fund and maintenance of its record/register.
19. Periodical checking of log books of vehicles of DEPUTY COMMISSIONER office.
20. Correspondence regarding State Guests and submission of its bills.
21. To assist District Nazir to maintaining store and stock.
22. Noting and drafting concerned files.
23. Any other work assigned by District Nazir.
24. Receipt, Dispatch and type work of the Nazarat Branch.
25. Maintenance of Stock & Store register with the help of Assistant District Nazir-I.
26. Maintenance of registers of Govt. Vehicles repair.
27. Maintenance of all files of Nazarat Branch.

28. Maintenance of files of Malkhana.
29. Consignment of old record of Nazarat Branch and maintenance of its records.
30. Correspondence regarding release of weapons and other materials deposited in the Malkhana.
31. Submission of APR's of State guests/PM/CM relief fund
32. Noting and drafting of concerned files.
33. Any other work assigned by the District Nazir.
34. Maintenance of catalogue register
35. Maintenance of Malkhana register and yearly numbering of the deposit materials including its correspondence.

Record Branch (English)

Record Keeper (Senior Assistant) with two clerks

1. Maintenance of stationery stock records and register.
2. Maintenance of files regarding different branches and also maintenance of register according to branch wise.
3. Destruction of files received from different branches according to office manual.
4. Maintenance of letters/ receipt from different branches and dispatching letters to concerned branches.
5. Maintenance of library register.

Grievance Branch

Grievance Assistant (Senior Assistant) with two clerks

1. To deal with the meetings.
2. To deal with the meeting of Efficiency in Admn. (General & Revenue).
3. Recording & preparation of proceedings of meetings.
4. Follow up action on the above said proceedings.
5. Correspondence relating to grievances received from general public / MPs / MLAs / Minister / Chief Minister / Governor / Human Rights Commission.
6. Receipt and Dispatch work of the Branch.
7. Maintenance of Records and files.
8. Typing work of the Branch.

Development Branch

Development Assistant (Senior Assistant)

1. Correspondence and Grant of LIGH/MIGH loans, for housing under the sites and services to E.W.S. and also for construction of tenements. All recoveries are also being sent to Collector for recovery as ALR.
2. General receipt of the section.
3. Diary and dispatch of the branch.
4. Typing work of the branch.
5. Maintenance of record.
6. Allotment of funds Correspondence.

Development Clerk (Clerk/Junior Assistant)

1. Correspondence and grant of LIGH/MIGH loans, for housing under the sites and services to E.W.S. and also that of for construction of tenements. All recoveries are also being sent to Collector for recovery as ALR.
2. General receipt of the section.

3. Diary and dispatch of the branch.
4. Typing work of the branch.
5. Maintenance of record.
6. Correspondence related to allotment of funds.

Litigation Branch

Litigation clerk with one clerk

Proposal of filing appeal (civil & criminal) in the High Court.

2. Acquittal reports of Criminal Cases.
3. Filing of replies to the OA before Administrative Tribunal.
4. Filing of replies to the CWP/CMP.
5. Monitoring of case in all judicial courts in the district.
6. Cases in Supreme Court.
7. Representing received from the High Court.
8. Withdrawal of criminal cases.
9. Type work of the concerned files.
10. Parole cases of the convicts.
11. Receiving notices from Judicial Court on behalf of Collector/ Deputy Commissioner and taking action.
12. Monitoring of action on notice u/s 80 CPC on behalf of Collector.
13. Reference petitions of Land Acquisition cases.

14. Civil Miscellaneous petitions of Land Revenue cases.

15. Receipt work of the branch.

16. Dispatch work of the branch.

Peshi Branch

Reader to Deputy Commissioner (Senior Assistant) with two clerks

1. Court peshi works.

2. Preparing annual inspection schedule of various branches.

3. All kinds of noting and drafting.

4. Miscellaneous works.

5. Appointment of Lamberdar.

6. Maintenance of files.

7. Issue of summons.

8. Receipt & dispatch work of the branch.

9. Consignment of decided case files.

10. Preparing monthly and quarterly statements.

11. Maintenance of case registers.

12. Misc. work.

13. Typing work of branch.

14. Maintenance of the register of warrant of attachment.

Personal Staff

Stenographer to Additional Deputy Commissioner/ADM

1. To attend the telephone.
2. To maintain register regarding telephone, newspaper etc.
3. To maintain the engagement Diary of ADC/ADM.
4. All other miscellaneous work assigned by the ADC/ADM.

District Revenue Accountant Branch

DRA (Senior Assistant) with three clerks alongwith Registration clerk

1. Scrutiny of all monthly, quarterly and other misc. statements and other misc. information to be sent to the government in respect of loans, receipt, expenditure.
2. Sanction of loans and drawl etc.
3. Scrutiny of all statements to be sent to the govt. in respect of 0029 land revenue receipt including CAG & PAC and state audit..
4. Maintenance of cash book of loan.
5. Approval of all kishat bandies of land revenue and loan.
6. Inspection of revenue and loans accounts of tehsils.
7. Noting and drafting in all matters.
8. Preparation of budget estimates, excess and surrender statement.

9. To ensure submission of remission of land revenue and obtaining approval of the Govt.
10. To pursue court cases of land acquisition & issue of inescapability certificates.
11. Expediting of cases of transfer of land and lease cases.
121. Maintenance of files.
2. Issue of summons.
3. Receipt & dispatch work of the branch.
4. Consignment of decided case files.
5. Preparing monthly and quarterly statements.
6. Maintenance of case registers.
7. Renewal of stamp vendor license / document writer license.
8. Preparation of budget U/H stamps and Registration.
9. Misc. work.
10. Typing work of branch.
11. Maintenance of the register of warrant of attachment preparation of monthly hal-tauzi statement of land revenue.
12. Preparation of monthly receipt statement of taccavi loans.
13. Reconciliation of receipt figures with the treasury.
14. Maintenance of register No.1 of Sadar office.

15. Pursuing audit and inspection note of Tehsil and Collector office.
16. Submission of quarterly statement of mutation copying and inspection fee to the Divisional Commissioner.
17. Approval of kistbandis of land revenue and mutation and copying fee.
18. Preparation of annual statement of loans and balance year wise.
19. Correspondence regarding recovery of Abiana charges.
20. General supervision of branch and working in respect of all matters.

General Record Room

Head Record keeper (Senior Assistant) with three clerks

1. Consignment/supply of decided files relating to MV Act, Criminal Courts and their maintenance.
2. Consignment/supply of decided files relating to all Civil and Revenue Courts and their maintenance.

Stationary Branch

1. Maintenance of bill stock registers from purchases of local bazar and forward it to Nazir. to look after the repair of type machines.
2. To verify the character Report.
3. Maintenance of journals i.e. 'Giri Raj' weekly.
4. Maintenance of stock register of stationary articles.

UDA Branch

1. Election work of the Municipalities.
2. Complaints/Grievance of public against municipalities.

3. Submission of Budget estimates of the Local Bodies of the Government.
4. Regarding sanction under Section 51(2) (1) of HP Municipal Act to various bodies.
5. All kinds of miscellaneous correspondence with the municipalities and Government in respect of local bodies.

Arm License Branch

Arms License Clerk (Junior Assistant/Clerk)

1. Issue and renewal of arm licenses.
2. All correspondence with government regarding arms & ammunition, issue of NOC, extension of jurisdiction.
3. Issue and renewal of explosive licenses.
4. Issue of licenses for fire crackers etc. during festivals.
5. Receipts and Dispatch of the Branch.
6. Maintenance of record/files of the branch.

Small Savings Branch

Small Saving Clerk

1. Collection and compilation of small savings figures from Head post office, Kullu and Sub post offices Anni Division.
2. Correspondence regarding appointments and renewal of Mahila Pradhan Kshetriya Bachat Yojana agents and providing guidance/training.

3. Distribution of MPKBY cards to agents for opening new RD Accounts.
4. Correspondence regarding Prizes Money and Audit thereof and maintenance of Cash book.
5. Correspondence regarding various State level Small savings Prize schemes launched at State Level.
6. Typing work of the branch.
7. Receipt and dispatch of the branch.
8. Maintenance of record/ files.

Copying Agency

1. General supervision of the branch
2. Comparison & attestation of copies
3. Maintenance of private photo copier
4. Preparing of copies of Musavi, Mutation, Jamabandi.
5. To dispatch files received from G.R.R.
6. To maintain C.D.3 register daily.

Relief Branch

Relief (Kanungoo) with one Patwari

1. Correspondence regarding drought and flood relief, sanctioning of schemes and maintenance of panchayat/ Block wise record.
2. Utilization/ Completion certificates.

3. Correspondence regarding drinking water supply

Recovery Branch

Recovery Clerk

1. Recovery work regarding ALR cases and other dues.
2. PAC/audit paras compilation work, correspondence with branch under supervision of Accounts Officer
3. Preparation of quarterly statement of audit paras
4. Settlement of CAG paras

Sadar Kanungo Branch

Sadar Kanungo

Annual Inspection Patwarkhana/ Field Kanungo/Office Kanungo, Inspection of spot Girdwari & Submission of files in respect of Sadar Kanungo.

Naib Sadar Kanungo

Correspondence regarding transfer/ posting in r/o Patwaris/ Kanungos/Peons, DPC for the post of Sadar kanungo, Preparation of seniortiy list of Kanungos, Compassionate cases, court cases regarding transfer /seniority in r/o Patwaris/ Kanungos/ Peons, Opening of Patwar Training Schools, Assembly question.

Senior Assistant (Accountant)

Supervision of establishment/ accounts of S.K Branch. Routing of paer of dealing clerks in S.K. Barnch.

Junior Assistant

Pension Cases relating to Patwaris/ Kanungos/ Peons Family Pension cases, Maintenance of service books relating to the sadar Sub Divn. In respect of Patwaris/ Kanungos/ Clerks/ Sr. Assistant & Class 1V, fixation on Promotion and all fixation of FPA and Ex. Serviceman in the District, Audit Paras, Permission of purchase and other, G.P.F Account No, entry of GIS, HBA and other Loan cases, LTC, ACP, etc.

Sanction of GPF withdrawal/ advance in r/o Patwaris/ Kanungos/ Peons of Mandi District, Passing of T.A, ME Bills in r/o Patwaris/ Kanungos/ peons and Retirees, sanction of E.L., Medical Leave, all types of orders placed in the personal files.

Kanungo Muharrir

Disciplinary proceeding in respect of Patwaris, kanungos and Peons.

Estt. Kanungo.

Preparation ME, TE, OE, GPF, Bills, Audit Paras, Reconciliation of Cash Book.

Office Kanungo.

Drawal and disbursement of all kind of bills and Maintenance of Cash Book.

Kanungo LRC

Deals in Computerization of Land records at District H.Q.- Monitoring thereof by preparing/ presenting progress report on Land record Computerization to higher authority. Making correspondence in connection with Land Records Computerization with subordinate offices and higher offices. Collection of reports on service charges levied on account of rendering services through HIM BHUMI, HIM PRAMAN & HIMRIS and then presenting of combined report to higher authority. Correspondence concerning private data entry operator.

Statistical Assistant (Revenue)

Preparation of Annual Season and Crops Report, Forecast Report of crops in all season, Monthly rainfall data, weekly report on weather, Fortnightly Report on weather and crop, result of crop cutting experiments conducted by the Revenue Officers/ Officials, Installation of Rain gauges at tehsil/ Sub Tehsil, Agriculture Survey, Minor Irrigation Survey, Input Survey, Human Census, Anti Narcotics drive.

V.R.O. (Patwari)

Preparation of Seniroity List of Patwaris/ Kanungos. Correspondence regarding Departmental Examination of Kanungos/ Tehsildars/ Naib Tehsildars, ACRs in r/o Patwaris/ kanngos, Complaints of Patwaris and Kanungos, seniority of Ex- Serviceman, C.L and R.H, yearly/ Half Yearly/ Quarter/ Monthly statements, Particulars of retirements of Patwaris/ kanungos/ Peons. Entry of Affidavits, Exemption in Hindi Paper in Departmental Examination.

Muafi Muharrir

Correspondence regarding Construction of Patwarkhana/ Kanungos Huts, Rent Patwarkhana/ Kanungo Hut Transfer of Patwarkhana/ Kanungo Huts in private building

Patwari Tracer

Tracing of Lattas, Collection Nakshas & filling up of Lal Kitab.

Asstt. Office Kanungo.

War Jagir honorarium, correspondence regarding meeting of Patwar and Kanungo Association and other Meetings, distribution and collection of Shivratri Fair Tickets and typing work of Sadar Kanungo Branch.

Temporarily posted in the office of the Sub- Divisional Officer © Chachyot ay Gohar for the preparation copies of Revenue records.

Patwari Land Reforms

Reorganization of Patwar Circle/ Tehsil/ Sub Tehsil/ Sub Division.

V.R.O (Patwari)

Diary Dispatch, Inspection Reports conducted by the SK/DRO/ SDO© and Tehsildar/ N.T. Quarterly Revenue Bussiness Returns, Quarterly Touring Programmes in r/o Field kanungo and Misc. wroks.

Inspection Muharrir

Consignment of Jamabandis, maintenance of Revenue Records, Supply of Revenue Records, production of Revenue records in the various courts, Collection and Distribution and collection of Revenue forms and stationary to all the Tehsildars/ N.T, Collection & Distribution & other correspondence, Purchasing of charcoal, Store articles, Furnitures, Correspondence Regarding computerization of Land records, handling of Lamination Machine and correspondence regarding Refresher courses in RTI Jogindernagar, Correspondence regarding Consolidation of Holdings and Consignment of its records. Inspection of Land record of various types Kisan Pass Book. Misc. Corespondence.

Patwari Land Reform

To supply the records to the Coping Agency, Attestation of copies of various record, Copy of Jamabandi, Mutation, Musabis etc and inspection of Records under the supervision of Inspection Muharrir.

Driver

With staff cars

Daftri

1. Maintenance of service stamps registers.
2. Distribution of dak.
3. Maintenance of files of General Record Room.

Jamadar

Orderly to Deputy Commissioner.

Peons

General duty with branches and officers

Sweeper

Cleanliness of office

Part time Sweeper

Cleanliness of office

Chowkidar

Chowkidar duty

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNLES OF SUPERVISION AND ACCOUNTABILITY;

Sr. No.	Nature/Type of work	Level at which the case is initiated	Channels of supervision(case is submitted through)	Level at which decision is made
1.	Peshi branch	Ahlmad/Reader	Superintendent(Rev) DRO /ADM	Deputy Commissioner
2.	PA to Deputy Commissioner	PA	-	-do-

3.	Establishment Branch	Dealing Clerks/ Establishment Assistant	Superintendent Grade-I /Asstt. Commissioner	-do-
4.	Miscellaneous Branch	Dealing Clerks/ Misc. Assistant	-do-	-do-
5.	Budget Branch	Dealing Clerk Budget Asstt.	Superintendent Grade-I/ Assistant Commissioner	-do-
6.	Record Room (Eng.)	Dealing Assistant	-do-	-do-
7.	Record Room General	Dealing Assistant	-do-	-do-
8.	Copying Agency	Dealing Clerk Copying Assistant	-do-	-do-
9.	Reader to Additional Deputy Commissioner/Additional District Magistrate	Reader	Supdt. (Rev.) / Additional Deputy Commissioner/Addl. District Magistrate	-do-
10.	Dev. Branch	Dealing Clerk/ Dev. Assistant	Supdt. (Dev.) / Additional Deputy Commissioner	-do-
11.	20 Point Branch	Dealing Assistant	-do-	-do-
12.	Grievance Cell	Dealing Assistant	Supdt. (Rev.) / Addl. District Magistrate	-do-
13.	Local Fund Branch	Dealing Clerk/Assistant	Supdt. (Dev.) / Additional Deputy	-do-

			Commissioner	
14.	Arms Licensing Branch	Dealing Clerk	Supdt (Rev)/ADM	District Magistrate
15.	Small Saving Branch	Dealing Clerk	AC	Deputy Commissioner
16.	Stenographer to Additional Deputy Commissioner	Stenographer	Additional Deputy Commissioner	-do-
17.	Litigation Branch	Dealing Clerk/Assistant	Supdt (Rev) DRO/ADM	Deputy Commissioner/DM/ District Collector.
18.	District Revenue Accountant Branch	Dealing Clerk/Assistant	-do-	-do-
19.	DRA(R) Branch	Dealing Assistant	-do-	-
20.	Sadar Kanungo Branch	Dealing Patwari/ Kanungo	SK/Supdt (Rev) DRO	Deputy Commissioner
21.	Acctt. SK Branch	Assistant/ Kanungo	Superintendent (Rev) DRO/ADM	Deputy Commissioner
22.	Steno to DRO	Steno	Supdt (Rev) DRO	-do-
23	Planning Cell	Dealing Officials	DPO/ADC	-do-

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS;

Sr.	Name of work	Norms set by the Department
-----	--------------	-----------------------------

No.		
1.	Peshi Branch (Deputy Commissioner)	Depends upon the nature of court case. Documentary proof provided by the parties and after argument, case is decided.
2.	Establishment Branch	After the receipt of the paper, the same is put up by the dealing clerk with relevant rules and instructions. Every paper passes through the Dealing Assistant, Superintendent Grade-I, Officer incharge and then to Deputy Commissioner if need be.
3.	Miscellaneous Branch	After the receipt of the paper the same is put up by the dealing clerk with relevant rules/instructions. Every paper is put up through the dealing Assistant/Superintendent Grade-I, Officer-in-Charge and D.C (if need be)
4.	Arms Branch	An application (only for NPB) is received in the branch which is forwarded to local police for character verification and to Revenue Field Agency for verification of land etc. After completion of these formalities, the application is put up by the dealing clerk through Superintendent (Rev) to the ADM for decision. The application after completion of formalities is put up for decision. Arms Licence (NPB) are renewed on the day of receipt of application/NOC and explosive licenses are issued within three days after the

		completion of formalities subject to conditions.
5.	Nazarat Branch	After the receipt of the PUC, the same is put up by the dealing clerk/Assistant. It is submitted through the Superintendent Grade-I to Assistant Commissioner for decision and to Deputy Commissioner for decision if need be. Arms are issued to the legal heirs of the deceased licensee on the date of application if all the formalities are complete i.e. the applicant possesses a license and legal heir certificate. Statements are prepared and furnished by the 5 th day of the following month.
6.	Budget Branch	The Branch deals mainly with the salaries, TE, Medical re-imburement of the officers/officials and pensioners. It also deals with the Travel Expenses of non-officials members of members of certain committees. The dealing clerk /Assistant puts up PUCs through Superintendent Grade-I to AC for disposal and to Deputy Commissioner if need be.
7.	Record Room (English)	PUCs are put up by the dealing Assistant through Superintendent Grade-I to AC and to Deputy Commissioner if need be, for decision. The work of verification of character of the new appointee/recruitment is also given to the

		branch. On receipt of verification roll, the same is forwarded to the local police for verification. After receipt of report from the local police, the verification roll is returned to the quarter concerned.
8.	Record Room General	In this record room, case files relating to judicial courts (up to Senior Sub Judge level), criminal courts and Revenue Courts are consigned. It is a time consuming process keeping in view the large number of disposed off case files. The dealing clerks check the file and if found correct, allot Goshwara nos. and keep the files in Bastas. For disposing of other correspondence, the PUCs are submitted by the dealing clerks/Assistant through Superintendent to the Assistant Commissioner for decision and to the Deputy Commissioner if need be. In addition to it the record room also supplies record to the copying agency for issue of copies. On receipt of a requisition, the record is supplied within a week. In addition case files are supplied to appellate authorities within a week on receipt of requisition.
9.	Copying Agency	Supplies copies of files relating to judicial/criminal and revenue cases (excluding the court of District & Session Judge) and also of Revenue Record. On receipt of application for copies, the same is forwarded to the quarter concerned for the supply of record.

		Copies are issued by the agency after receipt of the record. This work is done by the dealing clerk and Assistant of the branch at their own level.
10.	Passport Branch	i) Applications for passports are received and checked and if found correct the same are forwarded to the local police for verification. After receipt of report from the local police, the same are forwarded with the report of the local police to the Regional Passport Officer, Shimla for further action who after taking suitable action informs the applicant directly about the decision taken.
11	Reader to ADM	<p>i) PUCs are put up by the dealing Assistant through the Superintendent Revenue to the Additional District Magistrate for decision/disposal and the to the Deputy Commissioner if need be.</p> <p>ii) Applications under Right to Information Act are disposed off as envisaged in the Act.</p>
12.	Development Branch	<p>i) General correspondence regarding development relating to various departments. PUCs are submitted by the dealing Clerk/Assistant through Supdt (Dev.) to the Additional Deputy Commissioner and if need be to the Deputy Commissioner for disposal.</p> <p>ii) LIGH/ MIGH/ UHP loans used to be</p>

		<p>disbursed which have now been discontinued. Now recovery of loan disbursed in past is being effected. Notices are issued to the defaulters and efforts are made to recover the outstanding dues.</p>
13.	20-Point Branch	<p>Deals with the 20-Points Programme. Periodical meetings are organized. Returns of progress are being prepared and furnished in time. Procedure is the same, PUCs are submitted by the dealing Assistant through Superintendent (Dev.) to the Additional Deputy Commissioner and to the Deputy Commissioner if need be for decision/disposal.</p>
14.	Grievance Cell	<p>Deals with the complaints/grievances of the general public. On receipt of a complaint the same is put up by the dealing Assistant through the Superintendent (Rev.) to the Additional District Magistrate or through him to the Deputy Commissioner for obtaining order for making enquiry. Thereafter, the complaint is forwarded to the quarter concerned for enquiry and report, after receipt of enquiry report the same is put up to the Additional Deputy Commissioner/Deputy Commissioner through Superintendent (Rev.) and the genuine grievances are redressed.</p>
15.	Local Fund Branch	<p>i) General correspondence with urban local</p>

		<p>bodies. After receipt, PUC is submitted by the dealing clerk/Assistant through Superintendent (Dev) to the Additional Deputy Commissioner / Deputy Commissioner for decision.</p> <p>iii) Inspection work of urban local bodies is conducted as per norms fixed for the same.</p>
16.	Small Saving Branch	<p>i) MPBY and PPF agents are appointed by the branch. Applications with necessary documents and security are received. The same are submitted by the dealing clerk after fulfilling all the codal formalities required for completing the appointment process to the Additional Deputy Commissioner who is the appointing authority for making appointments.</p> <p>ii) Monthly statements are prepared and supplied to the quarter concerned by the 10th day of following month.</p> <p>iii) Other PUCs are submitted by the dealing clerk to the Additional Deputy Commissioner and disposed off.</p>
17.	Litigation Branch	<p>PUCs are submitted by the dealing clerk/Assistant through Superintendent (Rev.) to the District Revenue Officer and if need be to the Deputy Commissioner / District Magistrate /District Collector for obtaining</p>

		<p>decision. Recommendations on parole cases of convicts are furnished to the quarter concerned within seven days of the receipt of the report of the local police. Court cases are attended to promptly. Replies are filed within the given period. Recommendation for filing of appeal in civil and criminal cases is made well within the limitation period.</p>
18.	District Revenue Accountant	<p>PUCs are submitted by the dealing clerk/Assistant through Superintendent (Rev) to the District Revenue Officer and to the Deputy Commissioner/Collector for decision. PUCs are submitted promptly. But keeping in view the nature of work of the branch viz. transfer of land, it takes some time before finally disposing off a case. Statements are furnished to the quarter concerned within time.</p>
19.	DRA (Recovery)	<p>The branch deals with the recovery of outstanding dues as arrears of Land Revenue. The cases are attended to promptly and amount is declared recoverable as ALR. The other work assigned to the branch is compilation of audit and inspection reports of the office. PUCs are submitted by the dealing assistant through Supdt (Rev) to the Collector (Recovery)/Deputy Commissioner for decision.</p>

20.	Sadar Kanungo Branch	Dealing patwari/Kanungo puts up PUCs through SK/ District Revenue Officer and to the Deputy Commissioner/Collector for taking decision.
21.	Accountant SK Branch	Bills are prepared and submitted by the dealing clerk/Assistant to the District Revenue Officer for signatures. Other PUCs are also submitted by them through Superintendent (Rev.) to the District Revenue Officer and to the Deputy commissioner if need be for disposal.
22.	PA to Deputy Commissioner	Puts up PUCs to the Deputy Commissioner for disposal.
23.	Stenographer to Additional Deputy Commissioner/Additional District Magistrate	Puts up PUCs to the Deputy Commissioner for disposal.
24.	Planning Cell	<p>i) MPLAD:- Schemes are sanctioned in the office of Deputy Commissioner Mandi and the amount is sent to this office for execution through various executing agencies.</p> <p>ii)VKVN:- In Vidhayak Kshetra Vikas Nidhi, schemes are forwarded by the MLAs which are scrutinized and if found correct, the estimates are prepared and sanctioned and</p>

		implemented.
		iii)As far as other schemes and general dak is concerned the dealing hand submits the same through District Revenue Officer to Additional Deputy Commissioner and to Deputy Commissioner for approval.

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:

1. Acts passed by the Union Parliament and Rules framed there under.
2. Acts passed by the H.P State Legislature and Rules framed there under.

Some of the Acts, Rules, Manuals etc. are given below:

1. Service related rules.
2. HPFR
3. Office Manual
4. Sub Treasury Rules
5. Budget Manual
6. Arms Act & Rules, 1962
7. Indian Explosive Act and Explosive Substances Act and Rules 1983
8. HP Acts and Rules regarding:
 - Land Revenue matters
 - Tenancy and land reforms
 - Ceiling on land holding
 - Utilization of surplus area scheme
 - Vesting and utilization of village common land
 - Settlement operation progress
 - Grant of Neuter land
 - Relief to victims of natural calamities

- Disaster management Plan
 - HP Land Record Manual
9. Good Conduct Prisoners' (Temporary Release) And Rules.
 10. Indian Stamp Act
 11. Registration Act
 12. Cr. P.C.
 13. CPC
 14. HP Public Premises Act and Land Eviction Act
 15. Securitization and Reconstruction of financial assets and enforcement of security Interest Act.
 16. Copying Agency Rules 1997
 17. HP Lease Rules 1993
 18. Land Acquisition Act 1894
 19. Forest Land Conservation Act 1980
 20. Financial Commissioner's standing orders.

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;

1. Correspondence files of various subjects dealt with by the office.
2. Instructions files
3. Record Registers.
4. Personal record of its employees.
5. Revenue record since 1868.
6. Record of registered documents under registration manual.
7. Bills & Vouchers.
8. Case files (consigned) of all the Civil/Criminal Courts of the District other than the Court of District and Session Judge.
9. Case files (consigned) of all the Revenue Courts.

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE

PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF;

This organization implements the policies framed by the Central Government and the State Government. No policies are formulated in the office of this public authority.

A STATEMENT OF THE BOARD, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC;

--- Not applicable ---

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES;

Name of Officer/Official	Designation	Ph. No.	Ext
Sh. Onkar Sharma IAS	Deputy Commissioner	225201	-
Post Vacant	Addl. Deputy Commissioner	225203	-
Sh. C.P. Verma, HAS	Additional District Magistrate	225205	-
Smt. Shashi Thakur	AC to Deputy Commissioner	225209	-
	DRO Mandi	222187	-
	District Planning Officer	225925	212
	Accounts Officer	225925	214
	A.R.O (Planning)	-do-	236
	Superintendent Grade-I	-do-	201
	PA to Deputy Commissioner	-do-	302
	Superintendent Grade-II (Dev. & Rev.)	-do-	213

	Establishment Assistant	-do-	225
	Miscellaneous Assistant (Senior Assistant)	-do-	220
	Reader to Deputy Commissioner (Senior Assistant)	-do-	244
	Budget Assistant (Senior Assistant)	-do-	245
	LFA (Senior Assistant)	-do-	226
	Dev. Assistant (Senior Assistant)	-do-	226
	Reader to Additional District Magistrate (Senior Assistant)	-do-	216
	Grievance Assistant (Senior Assistant)	-do-	241
	20-Point Assistant (Senior Assistant)	-do-	226
	District Nazir (Senior Assistant)	-do-	217
	Litigation Assistant (Senior Assistant)	-do-	248
	DRA	-do-	243
	Copying Assistant (Senior Assistant)	-do-	221
	PA to Additional Deputy Commissioner	-do-	303
	PA to Additional District Magistrate	-do-	304
	Arms License Branch Clerk	-do-	222
	Sadar Kanungoo	-do-	218
	Passport branch	-do-	243
	Relief kanungoo	-do-	230

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;

The officers and the employees of the office get the following scales and other allowances as granted by the Government from time to time:

Sr.No.	Designation	Pay Scale
1.	Deputy Commissioner (Present incumbent)	15100-18300 (18700/-)
2.	Addl. Deputy Commissioner/Addl. District Magistrate	10650-15850
3.	Assistant Commissioner	7880-13500
4.	District Revenue Officer	7220-11660
5.	District Planning Officer	7220-11660
6.	Accounts Officer	7220-11660
7.	Superintendent Grade-I	7220-11660
8.	Assistant Research Officer	6400-10640
9.	PA	6400-10640
10.	Supdt-Grade-II	6400-10640
11.	Stat. Assistant (Planning)	5800-9200
12.	Stat. Assistant (Rev)	5800-9200
13.	Stenographer	5800-9200
14.	Junior Assistant	4400-7000
15.	Clerk	3120-5160
16.	Steno Typist	3330-6200
17.	Sadar Kanungo	5480-8925
18.	Kanungo	4550-7220
19.	Patwari	3120-5160
20.	Drivers	3330-6200
21.	Daftri	2720-4260
22.	Jamadar	2720-4260
23.	Peons/ Khulasi/ Basta Bardar	2720-4260
24.	Chowkidar	2620-4140
25.	Sweeper	2620-4140
26.	Process Server	2720-4260
27.	Part-time Sweeper	@ 13/-per hr.

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSEDEXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;

ALLOTEMENT OF BUDGET FOR THE YEAR 2008-09 UNDER HEAD 2053-093-
GENERAL ADMINISTRATION, DISTRICT ESTABLISHMENT-01-GENERAL
ESTABLISHMENT(NON PLAN) Part-1 and II

Sr. No.	Head of Account	Total Budget
1.	Salary – I	3,48,26,000
	Salary-II	2,41,61,000
2.	Wages-II	7,75,000
3.	T.E-I	26,000
	T.E-II	1,80,000
4.	O.E.-II	14,00000
5.	TME-I	5,00000
	TME-II	1,00000
6.	RR+T-II	70,000
7.	PSS-II	3,000
8.	S&E-II	8,000
9.	HEE-II	14,000
10.	MBE-II	9,50000
11.	TTE-I	5,000
12.	TTE-11	10,000
13.	2053-Stamp & Registration	1,00000

ALLOTEMENT OF BUDGET FOR THE FINANCIAL YEAR 2008-09 UNDER HEAD
2053- GENERAL ADMINISTRATION.094-SUB-DIVISIONAL ESTABLISHMENT
(NON PLAN) PART-1 AND II

Sr. No.	Head of Account	Total Budget
1.	Salary – I	29,00,000
	Salary-II	30,50,000
2.	MVE-II	13,000
3.	T.E-I	81,000
	T.E-II	4,000
4.	M.E.-I	22,000
	M.E.-11	9,000
5.	TTE-I	4,000
	TTE-II	4,000
6.	O.E-II	18,000

BUDGET ALLOTEMENT FOR THE FINANCIAL YEAR 2008-09 UNDER HEAD
2235 –SOCIAL SECURITY AND WELFARE 200-OTHER CHARGES-II-MEDICAL
REIMBURSEMENT TO PENSIONERS

Sr. No.	Head of Account	Total Budget
1.	2235 Social Security and Welfare	4,50,000

ADDITIONAL AND REVISED BUDGET UNDER HEAD 2053-093-PART-II FOR THE FINANCIAL YEAR 2008-09

Sr. No.	Head of Account	Total Budget
1.	2053-093 MVE-II	5,00,000

ADDITIONAL AND REVISED BUDGET UNDER HEAD 2053-093-PART-II FOR THE FINANCIAL YEAR 2008-09

Sr. No.	Head of Account	Total Budget
1.	O.E-II	9,00,000

BUDGET ALLOTMENT UNDER HEAD 2056-JAIL ESTABLISHMENT (NON PLAN) FOR THE YEAR 2008-09

Sr. No.	Head of Account	Total Budget
1.	Salary	4,00,000
2.	T.E	1,000
3.	O.E	75,000
4.	M.E	5,000
5.	M&S	2,00,000

BUDGET UNDER HEAD 2047-OTHER FISCAL SERVICES FOR THE YEAR 2008-09

Sr. No.	Head of Account	Total Budget
1.	Salary	1,70,000
2.	M.E.	1,800
3.	O.E	2,000
4.	T.E	1,600
5.	Labour	7,00

ALLOCATION OF BUDGET UNDER HEAD 2058-101-01-SOON-STATIONARY AND GOVERNMENT PRESS (NON PLAN) FOPR THE YEAR 2008-09

Sr. No.	Head of Account	Total Budget
1.	Code No. 528	2,00,000
2.	Code No. 543	1,00,000

BUDGET ALLOTMENT UNDER 2029-LAND REVENUE, 103-LAND RECORDS, 02-DISTRICT ESTABLISHMENT CHARGES (NON PLAN)

Sr. No.	Head of Account	Part-I	Part-II
1.	Salary	7,65,00000	1,6500000
2.	Wages	-	3,00,000
3.	T.E.	5,25000	30,000
4.	O.E	2,70,000	3,50,000
5.	M.R	6,50,000	1,00,000
6.	M.V	30,000	40,000
7.	TTA	33,000	4,000
8.	R.R.T	-	30,000

BUDGET ALLOTEMENT UNDER HEAD 2029- LAND REVENUE, 103- LAND RECORDS, 04- STRENGTHING OF PRIMARY AND SUPERVISORY LAND RECORDS AGENCY DISTRICT STAFF NON PLAN

Sr. No.	Head of Account	Part-I	Part-II
1.	Salary	60,00000	1,21,90000
2.	Wages	-	-
3.	T.E.	75,000	35,000
4.	O.E	-	3,00,000
5.	M.R	42,000	20,000
6.	M.V	-	30,000
7.	TTA	3,000	-
8.	R.R.T	-	2,000

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;

-- Not applicable --

as no subsidy is granted in the office of this public authority

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHROISATIONS GRANTED BY IT;

-- Not applicable --

as there is no such recipient of concessions, permits or authorizations granted
by the office of this public authority

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY
IT, REDUCED IN AN ELECTRONIC FORM;

This office has its website <http://hpmandi.gov.in/> and the information relating to the various activities of the office are available on this website, like information of the district, history, facts, access, tourism, e-governance, administration, disaster management, departments, institutions, photo gallery, maps, contact us, phone directory, events, tenders, press releases, weather, holidays, citizen services – downloadable forms etc.

The Revenue Record of the district has been computerized. E-Praman facility for computerized certificates is being generated in the tehsils. Moreover, at present the work of the Registering & Licensing Authority, Motor vehicles in all SDM Office except Sub-Division Padhar is done computerized.

Gradually more and more number of things are being computerized.

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A
LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE;

There is no library or a reading room in the office of this public authority. Even before the implementation of the RTI Act. 2005, the office used to grant copies of revenue record, copies from civil, criminal and revenue court case files and copies of certain documents. These copies are still being granted. Rest of the information is being supplied under the provisions of RTI Act 2005.

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

DETAIL OF APPELLATE AUTHORITY/PIOs

Sr.	Name	Designation	Complete Office Address	Office Telephone Nos	E-mail (if any)	Jurisdiction /units under his control for which he will be rendering information to applicants
	APPELLATE AUTHORITY					
1.	Sh. Onkar Sharma, IAS	Appellate Authority (of all the PIOs mentioned below.)	Deputy Commissioner, Mandi Distt.Mandi	Office- 01905-225201 Residence- 01905 236202	dc-man-hp@nic.in	Mandi District
	PUBLIC INFORMATION OFFICERS					
2.	Sh. C.P Verma,HAS	Public Information Officer, Mandi	Addl. District Magistrate Mandi	Office- 01905 225205 Residence- 01905 225206	-	District Headquarter Mandi
3	Sh. Arun Sharma,HAS	Public Information Officer, Sadar Sub Division	S.D.O.(C) Sadar	Office- 01905 225207 Residence- 01905 225208	-	Sub Division Sadar.
4	Sh. Ram Kumar Gautam,HAS	Public Information Officer, Sundernagar	S.D.O.(C) Sundernagar	Office-01907-266001 Residence- 01907	-	Sub Division Sundernagar

		Sub Division		266002		
5.	Sh. Suneel Sharma, HAS	Public Information Officer, Gohar Sub Division	S.D.O.(C) Gohar	Office-01907 250262 Residence- 01907 250264	-	Sub Division Gohar
6	Sh. Vijay Kumar, HAS	Public Information Officer, Sarkaghat Sub Division	S.D.O.(C) Sarkaghat	Office-01905 230042 Residence- 01905 230043	Sdm sarkaghat@yahoo.in	Sub Division Sarkaghat
7	Sh. J.C Patial, HAS	Public Information Officer, Karsog Sub Division	S.D.O.(C) Karsog	Office-01907 222236 Residence- 01907 222244	-	Sub Division Karsog
8	Sh.Rattan Gautam HAS	Public Information Officer J.Nagar	S.D.O.(C) Jogindernagar	Office-01908 223895 Residence- 01908 222095	-	Sub Division Jogindernagar
9	Post Vacant	Public Information Officer, Padhar Sub Division	S.D.O.(C) Padhar	Office-01908 260666	-	Sub Division Padhar

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;

-Nil-

Sd/-

Addl. District Magistrate,
Mandi, District Mandi.