

Manual/Annexure 4

Publication of information regarding items specified in Rules 4(1)b(iv) of the Right to information Act 2005

The norms set for discharge of the functions

However, in order to stream line the office work and expeditious disposal of cases/complaints etc received following norms are fixed

Name of office: Deputy Commissioner Shahid Bhagat Singh Nagar

S.No.	Name of work/Br.	Norms set by the Deptt.
1	Peshi Br	As per the provisions of various acts, However ,disposal depends upon the documentary proof provided by the parties and after discussion ,cases are decided according to act
2	E.A.Br	After the receipt of paper the same is put by the concerned clerk ,assistant deals with the relevant rules and instruction of Govt. ,every paper cross the channel from dealing clerk ,assistant ,Supdt, Branch officer,A.D.C. and Deputy Commissioner,inspection of the offices are made by the Deputy Commissioner as norm laid down in Distt. Office Manual
3	M.A.Br.	After the receipt of paper the same is put by the concerned clerk ,assistant deals with the relevant rules and instruction of Govt. ,every paper cross the channel from dealing clerk ,assistant supdt,Branch officer,A.D.C. and Deputy Commissioner
4	Arms Branch	Arms licenses of N.P.B.Arms are issued as D.M as per the provision of the Arms Act. After the proper character verification and personal hearing of the concerned person licenses of N.P.B.are issued to the Public and renewed on the same day on receipt of application if the inspection of weapon is got done on the same day ,renewed on the same day
5	Copying Br	Copies of record desired are provided immediately if record is available if not available the after obtaining the record in time bound manner in a week
6	G.P.Fund	After collecting schedule from D.D.Os ,posting is done in broad sheets and ledger,at the end of year and interst is calculated and balance sheets are issued to every subscriber up to 30 June every year ,Advance cases are dealt according to the Provisions of Pb.C.S.Rules Volume II,Entry of advance is made in ledger and Utilization certificate is received from subscribers.
7	Public Grievances	Public Grievances marked by the D.C. is sent to office concerned for verification and to report in a time bound manners

For Deputy Commissioner,
Shahid Bhagat Singh Nagar