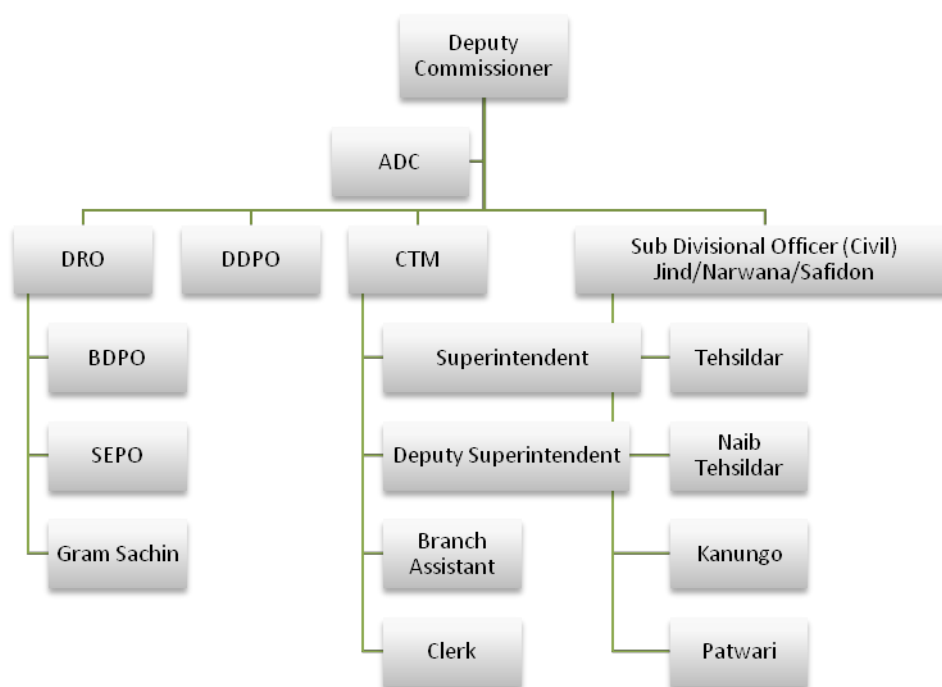


Right to Information Act 2005

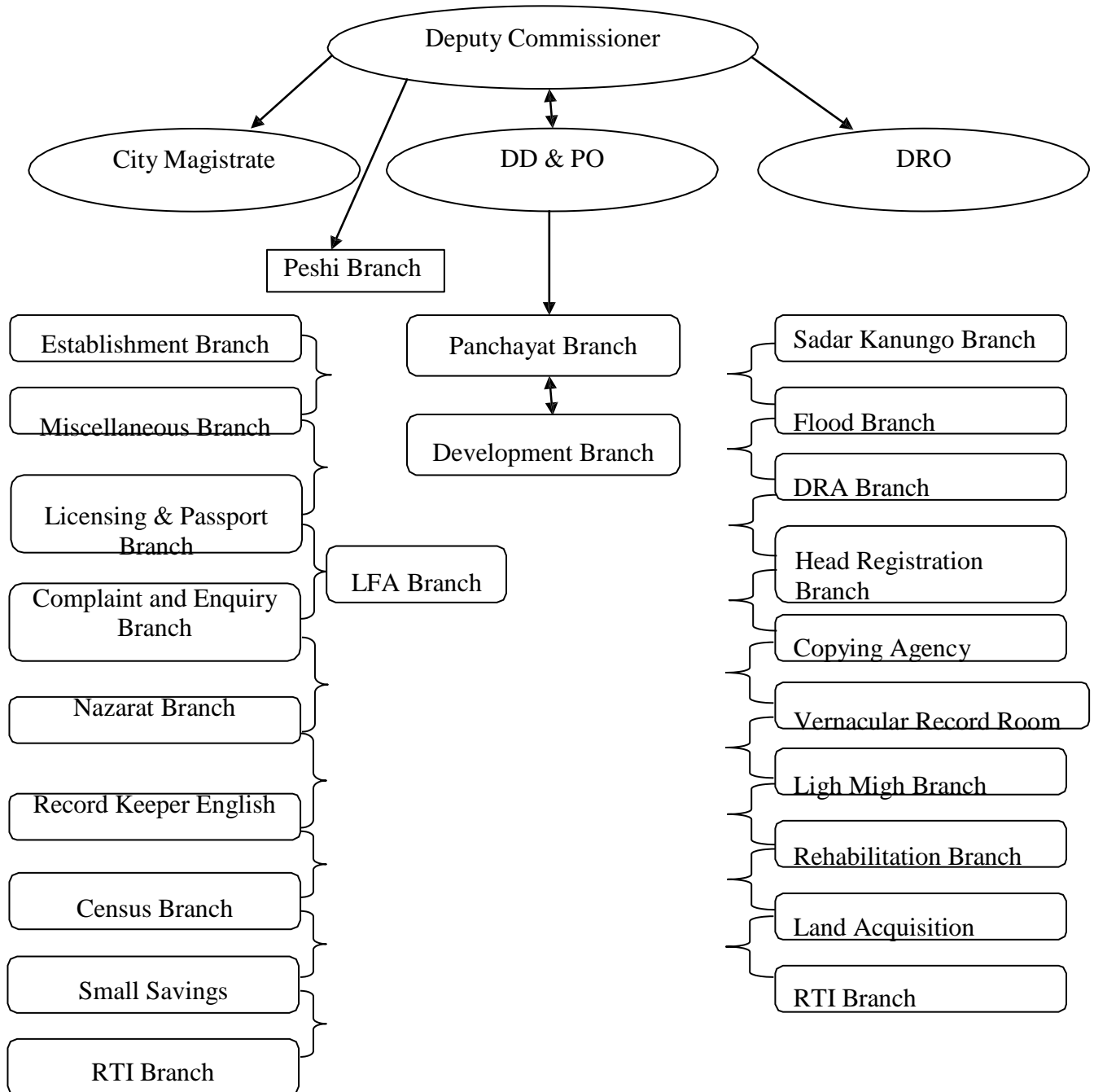
Information under section 4(1) B

(i) Particulars of Organization, Functions and Duties

(a) Organizational Structure Diagram



Organization Chart of Deputy Commissioner Office Jind



(b) Organization, functions and duties;

DEPUTY COMMISSIONER

The general administration of the district is vested with the Deputy Commissioner, who for administrative purposes, is under the Divisional Commissioner, Hisar. He is at once the Deputy Commissioner, the District Magistrate and the Collector. As Deputy Commissioner, he is the executive head of the district with multifarious responsibilities relating to Development, Panchayats, local bodies, civil administration, etc. As District Magistrate, he is responsible for law and order and heads the police and prosecuting agency. As Collector, he is the chief Officer of the revenue administration and is responsible for collection of land revenue, and is also the highest revenue judicial authority in the district. He acts as the district Elections Officer and the Registrar for registration work. He exercises over-all supervision on other government agencies in his district. He is, in short, the head of the district administration; a coordinating officer among various departments and a connecting link between the public and the government so far as he executes the policies, administers the rules and regulations framed by the government from time to time.

The main functions of the Deputy Commissioner may be broadly categorized as: co-ordination of development and public welfare activities as Deputy Commissioner, revenue officer/Court of the district as District Collector, and law and order functions as District Magistrate. Thus, he acts as Deputy Commissioner, District Collector and District Magistrate on different occasions. His role in each of these capacities is described, in brief, as under:

As Deputy Commissioner

He is the executive head of the district with numerous responsibilities in the sphere of civil administration, development, panchayats, local bodies, etc.

As District Collector

The Deputy Commissioner is the highest Officer of revenue administration in the district. In revenue matters, he is responsible to the Government through the Divisional Commissioner and the Financial Commissioner, Revenue. He is responsible for the collection of land revenue, other kinds of Government taxes, fees and all dues recoverable as arrears of land revenue. He is

responsible for ensuring the maintenance of accurate and up-to-date records of rights as regards the land. As the District Collector, he is the highest revenue judicial authority in the district.

As District Magistrate

The Deputy Commissioner is responsible for the maintenance of law and order in the district. He is the head of criminal administration and supervises all Executive Magistrates in the district and controls and directs the actions of the police. He has supervisory powers over the administration of jails and lock-ups in the district. The position of Deputy Commissioner as head of the district administration has become one of expanding responsibilities. As he is the executive head of the civil administration, all departments in the district, which otherwise have their own officers, look to him for guidance and co-ordination. In any matter of public importance which does not fall specifically in the sphere of any government department, State or Central, he, as a general administrator, is required to take cognizance of the matter in public interest and take it to its logical conclusion with the help of some Government department or by processing the matter in his own office. In short, there is nothing of importance, which takes place in the district with which he is not associated, directly or indirectly.

City Magistrate, DRO & DDPO are the principal officers at the Office of the Deputy Commissioner. Superintendent supervises the work of the clerical staff. He guides functioning of different branches of his office. Each branch is headed by an Assistant and is functionally known after him. For example, the branch looked after by Establishment Assistant (EA) is known as the EA Branch, the one under Miscellaneous Assistant is known as the MA Branch, etc. An Assistant has to perform two types of functions-supervisory and dispositive i.e. he has to supervise the work of the officials working under him, and also to dispose of many cases either at his level or by putting them up to his senior officers. An Assistant has one or more Clerks under him.

City Magistrate (General Administration)	
City Magistrate is the chief administrative officer under the Deputy Commissioner and assists him in all executive and administrative functions. He also functions as District Electoral Officer.	
Branch	Work
Establishment Branch	This branch mainly deals in posting and transfers of the staff of D.C.'s Office. It maintains service record of Officials and prepares bills for salary/increments/ TA/ Medical allowances. It also deals with promotion cases/ACP Cases of the employees and disciplinary cases against employees.
Miscellaneous Branch	This branch deals with law and Order, visits of VIPs cases Branch under Cinematograph character antecedents of newly entrant in service, training of officers, Bonded/child labour cases, all kind of ceremony, Freedom fighter cases, HIPA Training, News Paper and Printing Press and all kind of misc. matters.
Licensing & Passport Branch	This branch deals with grant of arms licenses in district and other matters relating to verification of passports and requisition of Vehicle for Govt. purpose.
Complaint & Enquiry Branch	This branch deals with the complaints and redressal of public grievances.
Nazarat Branch	This branch deals with disbursement of salary to staff and making other payments on account of contingency expenditures & arrangements of meeting of DC & Minister.
Record Keeper English	Diary, Dispatch & Library
Census Branch	Census Work

Small Savings	This branch deals with appointment of M.P.K.B.Y., S.A.S.& PPF agents and renewal of their agencies. This Branch also deals with the work for promotion of different type of small saving schemes.
Peshi Branch	This branch deals with court cases under the
	<p>following Acts.</p> <ol style="list-style-type: none"> 1. Punjab Village Common land (Regulation) Act. 2. Land Revenue Act. 3. Haryana Ceiling on Land Holdings Act. 4. Haryana Good Conduct Prisoners (Temporary Release) Act. 5. Police Act 6. Appeal against the orders of lower Court.
RTI Branch	Supply the information to the applicant under RTI.
LFA Branch	This branch deals with Municipal Council and Municipal Committee, Jind, Narwana, Safidon, Julana, Uchana. It maintains service record of District level services of Municipal council, Committee.

District Development and Panchayat Officer	
DDPO is the principal officer to help The Deputy Commissioner to carry out the community Development & Welfare programs and affairs of the panchayats.	
Panchayat Branch	This Branch deals with the control over BDPOs regarding Shamlat Land, Development Works of Panchayats in District.
Development Branch	This branch deals with release of discretionary grants and control over BDPOs.

District Revenue Officer	
DRO is the principal office to help the Deputy Commissioner to carry out works related to revenue, recovery, disaster management and land acquisition.	
Vernacular Record Room	This branch in the Record Room maintains the revenue record of cases decided by Revenue Courts. Record of about 200 Years is kept safe in the record room.
Copying Branch	The main function of this branch is to provide the certified copies of all public documents consigned in the record room of Land Record and of the Revenue Records jamabandies etc. the court cases decided or undecided to the concerned persons or their counsels on their demand. At present RTI matters related with DRO are also dealt in this branch.
District Revenue Branch	The function of this Branch is to maintain the accounts of recovery of Govt. Dues i.e. Land Revenue, rate and dues of other govt. Departments Board, Corporation and Banks etc. Besides this, the branch also deals with the work of allotment and leasing out of Nazul Land; fixation of market rate of the land of the Govt. scheme.
Sadar Kanungo Branch	The main function of this branch is to keep the record of the land regarding ownership and cultivation up- to- date. For this purpose, there is one record room of Land records where jamabandies of the whole of the district is kept.

	Not only this, the Mussavies prepared by the consolidation staff at the time of consolidation are also kept in this record room. According to the instruction of the Govt. the entire Jamabandies of this District have been computerized. As this branch deals with the records of Agriculturists prepared by the Field Staff Patwaris, Kanungos, Naib Tehsildar and Tehsildar. This branch also deals the grievances of the agriculturists against the patwaris and Kanungos. This branch deals the honorarium of Lambardars U/H 2029.
Registration Branch	This branch deals with the work of registration at the Registrar level and also examines the work done by the Sub-Registrars. The old record of registration is also available in this branch. The effected persons may get the copy of the same, if they so desire.
Agrarian Branch	This branch deals with the allotment of surplus land of the landlords under the Haryana Ceiling on Land Holdings Act.
Flood Relief Branch	The main function of this branch is to control the flood and other natural calamities. At the time of crisis, this Branch provides direct help and to the public by providing relief equipment & trained personnel. The information regarding sufferers from natural calamities like flood, dryness, house collapse etc. is brought to the notice of the Govt. through this Branch and relief provided by the Government to the sufferers is also distributed through Revenue Officers.
Ligh & Migh Loans Branch	The State Government dropped this Scheme and recoveries of the previous loans are being made.
Rehabilitation/ Tehsildar Sale	This branch maintains record of Rehabilitation (custodian lands) and its disposal.
Land Acquisition Branch	This branch deals with the Land, which is acquired for the Central/ State Govt. Scheme.

SUB DIVISIONAL MAGISTRATE, JIND / NARWANA & SAFIDON

Jind Sub-Division consists of two Tehsils viz. Jind & Julana and One Sub Tehsils namely Alewa. Narwana Sub-Divisional consists of One Tehsil Narwana and one sub tehsil Uchana. Safidon Sub-Divisional consists of one Tehsil Safidon and sub

Tehsil Pillukhera. The Sub-Divisional Magistrate is responsible for maintenance of law and order in the sub-Division. He enjoys powers of Executive Magistrate as well as Collector/Astt. Collector Ist Grade. The residents of the villages and towns falling in these tehsils/Sub Tehsils generally visit the office of S.D.O. (Civil)/SDM Jind/ Narwana/Safidon in connection with the following works.

1. Registration/Renewal/Transfer etc. of vehicles.
2. Grant/Renewal of driving licenses etc.
3. Renewal of Arm licenses
4. Permission for loudspeakers.

All type of work of registration and issuing driving licenses of Vehicles are Computerized.

Tehsil /Sub-Tehsil Offices

Tehsildars and Naib Tehsildars are revenue officers. Their main duty is to make recovery of dues under land revenue Act and other Acts entrusted to them by Collector of District. They are also responsible for the preparation of revenue records of lands and further updating of the same from time to time. They also enjoy powers of Executive Magistrate and Astt. Collector II Grade cases relating to Partition and correction of Khasra Girdawari of land and suits relating to recovery of batai. The record is updated by way of Girdawari, Mutations and preparation of Jamabandis. They are also responsible for issue of Domicile/Resident Certificate and SC/BC/OBC Certificates Tehsils are further divided into Kanungo circles and Patwar circles.

(ii) Powers & Duties of Officers and Employees

Administrative	<ol style="list-style-type: none"> 1. Administrative control over all Government Head of Offices, Corporation, Boards, Autonomous Bodies in the District and inspection of District Treasury, District Jail and Police Stations. 2. Watching the working of all Govt. Deptts. In the District as well as Boards, Corporations, Autonomous bodies and Institutions in the District. 3. Writing the A.C. R's of All Head of Offices in the Distt. 4. Appointment of Clerks and Class IV on the Establishment. 5. Reviewing the A.C.R's of Assistant & A.S.R. of D.C, Jind. 6. A.C.R. accepting and conveying authority of Clerks & Class-IV employees in the office. 7. Punishing Authority of Clerks & Class-IV in the office. 8. Seniority List of Class-IV employees of the office. 9. Grant of ACP Scales to Class-IV and Clerks. 10. Promotion of Class-IV to the post of Clerk. 11. Sanction of Casual and Station leave to all Head of Offices in
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	the District.
Financial	1. Sanction of Medical Reimbursement Expenditure of Class-II, III & IV employees up to Rs. 50,000/- in each case. 2. Sanction of Refundable GPF Advance vide Rule 13.14 of Pb C.S.R. Volume-II.
Others	1. Payment of Pay & Allowances to all the Establishment of the Office. 2. Complaint & Enquiry. 3. Training of newly appointed I.A.S., H.C.S., Tehsildar & Naib Tehsildars.

P.L.A. Branch

- 1 Arms Act 1959 with rules.
- 2 Petroleum Act Petroleum Laws.
- 3 Explosive Act (Indian Explosive Act and Explosive Rules).
- 4 Motor Vehicle Act and Rules.
- 5 नया शस्त्र लाइसेंस जारी करना व शस्त्र का इन्द्राज करना
- 6 पी0 बोर शस्त्र लाइसेंस रिन्यू करना।
- 7 शस्त्र लाइसेंस का एरिया बढ़ाने बारे सिफारिस करना।
- 8 शस्त्र बचने की स्वीकृति प्रदान करना।
- 9 अन्य राज्यों से शस्त्र खरीद करने व मुरम्मत हेतु अनापति प्रमाण-पत्र जारी करना।
- 10 शस्त्र नवीकरण की देरी कडोन करना।
- 11 शस्त्र की खरीद अवधि बढ़ाना।
- 12 सरकारी गाडी अधिग्रहण करना।

- 13 शहीदों के आश्रितों को Ex-Gratia ग्रांट की पेमेंट करना।
- 14 पेट्रोल पम्प की N.O.C जारी करना।
- 15 मिट्टी तेल केस्टोरज लाइसेंस की N.O.C जारी व रिन्यू करना।
- 16 अस्त्र शस्त्र विक्रेता का लाइसेंस न0 13 व 14 जारी व रिन्यू करना।
- 17 अस्त्र शस्त्र विक्रेताओं के लाइसेंस न0 11 व 12 को जारी करने व रिन्यू करने बारे सरकार गृह विभाग को सिफारिश भेजना।

Nazarat Branch

As per Haryana Government Finance Department (Regulation) Notification, No. 2/1 (4) -87-4 FR Punjab Financial Rules Volume-1 Haryana First Amendment) Rules, 2006 for the Rule 19.6 Contingencies, Stores, Fees, Compensation, Remuneration etc. (Rules 8.3 and 15.2) is under:

Sr. No.	Nature of Power	Authority to which the power is delegated	Extent of powers delegated
1	To sanction non-recurring expenditure, not otherwise provided for in this rule.	Administrative Departments	Full powers.
		Heads of Departments	Upto Rs. 1,00,000/- in each case
		Controlling Offices	Upto Rs. 40,000/- in each case
		Heads of Offices	Upto Rs. 10,000/- in each case
2	To Sanction recurring expenditure not otherwise provided for in this rule.	Administrative Departments	Full powers.
		Heads of Departments	Upto Rs. 50,000/- in each case

		Controlling Offices	Upto Rs. 20,000/- in each case
		Heads of Offices	Upto Rs. 5,000/- in each case
3	(1.) To Sanction purchase of Computers including personal Computers and Accessories	Administrative Departments in consultation with I.T. Department	Upto Rs. 50,000/- for each computer.
	(2.) Hire and maintenance of Computers of all kinds	Administrative Departments in consultation with I.T. Department	Full Powers.
4	To Sanction charges for: Electricity, Gas, Water, Telephone, Postage Stamps and Taxes levied by Statutory Body or any other Authority.	Heads of Offices	Full Powers.
5.	To Sanction purchase and repairs of fixtures and furniture	Heads of Departments	Full Powers.
		Heads of Offices	Upto Rs. 1,000/- in each case.

नजारत शाखा

1. मालखाना में मृतक लाईसेंस धारकों के जमा आग्नये शस्त्र प्राप्त करके निपटान करने से सम्बन्धित वारसान के आवेदन पत्रों का निपटान करना।
2. कचहेरी परिसर में आम जन की सूविधा के लिये ठेकों का देना तथा ठेकेदारों से सम्बन्धित आम जन की शिकायतों का निपटान करना।
3. कचहेरी परिसर में आम जन की सूविधा के लिये टाईपिस्टों को कार्य करने की अनुमति प्रदान करना।
4. सरकारी वाहनों को कन्डम घोषित करना व उनको खूली बोली द्वारा निलाम करवाना तथा 25 पुलिस एक्ट व अन्य धाराओं के तहत जब्त सुधा व निर्णय सुधा वाहनों को खुली बोली द्वारा निलाम करना तथा आवश्यकतानुसार उनके बिक्री पत्र जारी करना।
5. अधिवक्ता गण को अलाट हुए चैम्बरों की फीस दाखिल खजाना करवाना।
6. डी0सी0 रेट, कोयला रेट तथा टैन्टेज रेट निर्धारित करना।

Revenue Section

Type of power	Details of power	Delegation of Powers
Administrative	<ol style="list-style-type: none"> 1. Appointment of AWBN. 2. Reviewing of the ACRs of AWBN /WBN/TRA/DRA/ 3. ACR accepting and conveying authority of AWBN /WBN TRA/DRA 4. Punishing Authority of AWBN /WBN TRA/DRA, 5. Seniority list of AWBN/WBN/ TRA/DRA, 6. Grant of ACP Scales AWBN/ WBN/ TRA/DRA, 7. Promotion of WBN/TRA/DRA, 8. Sanction of committed leave to AWBN/WBN/ TRA/DRA, 9. Sanction of Journey beyond jurisdiction to all the Establishment, 	<ol style="list-style-type: none"> 1. Deputy Commissioner 2 DRO. 3 Deputy Commissioner. 4 Deputy Commissioner. 5 Deputy Commissioner. 6 Deputy Commissioner. 7 Deputy Commissioner. 8 DRO. 9 Deputy Commissioner.
Financial	<ol style="list-style-type: none"> 1. Sanction of Medical Reimbursement Expenditure of class III & IV employees up to Rs. 50000 /- in each case. 2. Sanction of Refundable GPF Advance vide rule 13,14 of Pb CSR Volume - II 	<ol style="list-style-type: none"> 1. Deputy Commissioner 2. Deputy Commissioner
Other	<ol style="list-style-type: none"> 1. Recovery of Govt. dues under Head -0029 -other Land Revenue, 0701 Abiana and Misc. dues. 	1 DRO
Power	FRA Branch	
Administrative	<ol style="list-style-type: none"> 1. Recommendation for grant of financial assistance in the case of nature calamities on the basis of reports made by the field staff. 2. To prepare the flood control order. 3. To make recommendations for inclusion of any item to be added in the agenda of flood control board Haryana. 	

(iii). [The Procedure followed in the decision making process, including channels of supervision and accountability;](#)

The procedure as laid down in the government of Haryana compendium of Instructions, which is available in the office and website of chief secretary to the government of Haryana, i.e. <http://www.csharyana.gov.in/> and as given in citizen charter detailed in sub section (iv) below

(iv). [The norms set by it for the discharge of its](#)

[functions. citizen charter Link](#)

(v). [the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;](#)

The Rules and Regulations and Acts used by officials for discharging functions are given below branch wise:

Local Fund Branch

1. Haryana Municipal Act, 1973
2. Punishment and Appeal Rules 1987
3. Town Improvement Act, 1922

Establishment

- 1 Punishment & Appeal Rule 1987.
- 2 Haryana Revenue Department Distt. Subordinate Services Rule 1988
- 3 C.S.R.

P.L.A.

Branch

1. Arms Act 1959 with Rules
2. Petroleum Act Petroleum Laws
3. Explosive Act (Indian Explosive Act and Explosive Rules)
4. Motor Vehicle Act and Rules.

(vi). [a Statement of the categories of documents that are held by it or under its control;](#)

(vii). [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;](#)

(viii). [a statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as its part or for the purpose or 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;](#)

(ix). [Directory of its Officers and Employees;](#)

Sr No.	Officers/ Employees Name Sh./Smt.	Designation	Contact No.
1	Vinay Singh, I.A.S	Deputy Commissioner	01681-245252
2	Kiran Singh. H.C.S.	City Magistrate	01681-245692
3	M.S. Sangwan	Distt. Revenue Officer	01681-245206
4	Arvind Mann	Astt. Distt. Attorney	01681-245692
5	Shri Niwas	Astt. Superintendent	01681-245692
6	Virender Singh	Assistant	01681-245692
7	Baru Ram	Assistant	01681-245692
8	Karam Singh	Assistant	01681-245692
9	Raghibir Singh	Assistant	01681-245692
10	Rajbir Singh	Assistant	01681-245692
11	Ram Pati	Assistant	01681-245692
12	Surender Singh	Assistant	01681-245692
13	Madhu Bala	Assistant	01681-245692
14	Sansar Chander	Assistant	01681-245692
15	Vijay Singh	Assistant	01681-245692
16	Jitender Singh	Assistant	01681-245692
17	Geeta Devi	Stenographer	01681-245692
18	Saroj Bala	Steno Typist	01681-245692
19	Satbir Singh	Steno Typist	01681-245692
20	Kamlesh Kumri	Steno Typist	01681-245692
21	Samsher Singh	Driver	01681-245692
22	Kuldeep Singh	Driver	01681-245692
23	Yashpal	Clerk	01681-245692
24	Dharmender	Clerk	01681-245692
25	Naresh Kumar	Clerk	01681-245692
26	Seema Devi	Clerk	01681-245692
27	Darshana Kataria	Clerk	01681-245692
28	Sanjeev Kumar Nehra	Clerk	01681-245692
29	Sanjeev Kumar Saini	Clerk	01681-245692
30	Satish Kumar	Clerk	01681-245692
31	Sunder Singh Saini	Clerk	01681-245692
32	Poonam Saini	Clerk	01681-245692
33	Prem Singh Siwach	Clerk	01681-245692

34	Anil Kumar	Clerk	01681-245692
35	Narender Singh	Clerk	01681-245692
36	Chander Parkash	Clerk	01681-245692
37	Ram Niwas Sharma	Clerk	01681-245692
38	Satbir Singh Saini	Clerk	01681-245692
39	Anil Kumar-II	Cler	01681-245692
40	Jaibir Singh	Clerk	01681-245692
41	Shikha Kumari	Clerk	01681-245692
42	Parveen Parcha	Clerk	01681-245692
43	Satbir	Clerk	01681-245692
44	Umesh	Mali	01681-245692
45	Kamlesh Devi	Water Carrier	01681-245692
46	Kartar Singh	Peon	01681-245692
47	Radhe Shyam	Peon	01681-245692
48	Krishan Kumar	Peon	01681-245692
49	Krishan Gopal	Peon	01681-245692
50	Santosh Devi	Peon	01681-245692
51	Subash Chander	Peon	01681-245692
52	Vedwati	Peon	01681-245692
53	Deen Dayal	Peon	01681-245692
54	Raju	Peon	01681-245692
55	Ashok	Peon	01681-245692
56	Krishan Chander	Peon	01681-245692
57	Pawan Kumar	Peon	01681-245692
58	Chadi Ram	Chowkidar	01681245692
59	Ram Niwas	Peon Cum Chowkidar	01681-245692
60	Kavita Rani	Sweeper	01681-245692

S.K. Branch

61	Inder Singh	S.k.	9812470891
62	Parkash Vir	N.S. K	9416085915
63	Kashmiri Lal	Mohar Patwari	01681245206
64	Rohtash Kumar	Clerk(B.C.11)	9671109147
65	Dilawar Singh	Peon	7206470899

L.A. Branch

66	Remesh Kumar	Kanungo	9416933245
67	Subash	Patwari	9896575905
68	Satbir Singh	Patwari	8396900108

DRA Branch

69	Mahesh	DRA	01681245206
70	Narender Singh	DRA(T)	9416946724
71	Neelam Rani	WBN	9468139144
72	Raj Kumar	WBN	7206488054
73	Dalbir Singh	WBN	01681245206
74	Sima Shome	AWBN	9355367700

(x). the monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in its regulations:

Sr No.	Officers/ Employees Name Sh./Smt.	Designation	Pay	The Procedure to Remuneration as given the regulation
1	Vinay Singh, I.A.S	Deputy Commissioner	146430	Pay Revised Rules 2006
2	Kiran Singh. H.C.S.	City Magistrate	50630	-Do-
3	M.S. Sangwan	Distt. Revenue Officer		-Do-
4	Arvind Mann	Astt. Distt.	42319	-Do-
5	Shri Niwas	Astt.	47815	-Do-
6	Virender Singh	Assistant	51245	-Do-
7	Baru Ram	Assistant	40100	-Do-
8	Karam Singh	Assistant	41933	-Do-
9	Raghbir Singh	Assistant	37455	-Do-
10	Rajbir Singh	Assistant	44659	-Do-
11	Ram Pati	Assistant	43367	-Do-
12	Surender Singh	Assistant	42568	-Do-
13	Madhu Bala	Assistant	44001	-Do-
14	Sansar Chander	Assistant	43931	-Do-
15	Vijay Singh	Assistant	42521	-Do-
16	Jitender Singh	Assistant	37983	-Do-
17	Geeta Devi	Stenographer	39489	-Do-
18	Saroj Bala	Steno Typist	36129	-Do-
19	Satbir Singh	Steno Typist	32633	-Do-
20	Kamlesh Kumri	Steno Typist	38696	-Do-
21	Samsher Singh	Driver	32445	-Do-
22	Kuldeep Singh	Driver	43467	-Do-
23	Yashpal	Clerk	26987	-Do-
24	Dharmender	Clerk	22660	-Do-
25	Naresh Kumar	Clerk	22618	-Do-
26	Seema Devi	Clerk	25460	-Do-
27	Darshana Kataria	Clerk	36622	-Do-
28	Sanjeev Kumar Nehra	Clerk	33844	-Do-
29	Sanjeev Saini	Clerk	32584	-do-

30	Satish Kumar	Clerk	34698	-Do-
31	Sunder Singh Saini	Clerk	37139	-Do-
32	Poonam Saini	Clerk	22804	-Do-
33	Prem Singh Siwach	Clerk	39018	-Do-
34	Anil Kumar-I	Clerk	19555	-Do-
35	Narender Singh	Clerk	33513	-Do-
36	Chander Parkash	Clerk	33578	-Do-
37	Ram Niwas Sharma	Clerk	33635	-Do-
38	Satbir Singh Saini	Clerk	34648	-Do-
39	Anil Kumar-II	Cler	28961	-Do-
40	Jaibir Singh	Clerk	20313	-Do-
41	Shikha Kumari	Clerk	22963	-Do-
42	Parveen Parcha	Clerk	23650	-Do-
43	Satbir	Clerk	25560	-Do-
44	Umesh	Mali	22015	-Do-
45	Kamlesh Devi	Water Carrier	26132	-Do-
46	Kartar Singh	Peon	30080	-Do-
47	Radhe Shyam	Peon	28576	-Do-
48	Krishan Kumar	Peon	27565	-Do-
49	Krishan Gopal	Peon	27347	-Do-
50	Santosh Devi	Peon	28276	-Do-
51	Subash Chander	Peon	28276	-Do-
52	Vedwati	Peon	27847	-Do-
53	Deen Dayal	Peon	27330	-Do-
54	Raju	Peon	39823	-Do-
55	Ashok	Peon	28576	-Do-
56	Krishan Chander	Peon	29704	-Do-
57	Pawan Kumar	Peon	26173	-Do-
58	Chadi Ram	Chowkidar	25826	-Do-
59	Ram Niwas	Peon Cum	29492	-Do-
60	Kavita Rani	Sweeper	19959	-Do-

S. K. Branch

61	Inder Singh	S.K.	56013	-do-
62	Parkash Vir	N.S. K	53827	-do-
63	Kashmiri Lal	Mohar Patwari	44659	-do-
64	Rohtash Kumar	Clerk(B.C.11)	25060	-do-
65	Dilawar Singh	Peon	23540	-do-

L.A Branch

66	Ramesh Kumar	Kanungo	54432	-do-
67	Subash Chander	Patwari	43931	-do-
68	Satbir Singh	Patwari	48654	-do-

DRA Branch

69	Mahesh	DRA	50329	-do-
70	Narender Singh	DRA (T)	52867	-do-
71	Neelam Rani	WBN	36931	-do-
72	Raj Kumar	WBN	34727	-do-
73	Dalbir Singh	WBN	33835	-do-
74	Seema Some	AWBN	23581	-do-

(xi). [The budget allocated to each of its agency, indicating the particulars of all Plans, proposed expenditures and reports on disbursements made;](#)

1. Budget Allotment for the financial year 2016-2017 under the Head “2053-District Admin.-093-District Establishment..

The budget allotment as detailed below is placed at your Disposal for incurring necessary expenditure under the head cited as subject for the financial year 2016-2017.

Primary Unit	SDO(C), Jind	SDO (C), Narwana	SDO (C), Safidon	E.A. Branch	DRA/LA/SK	Nazar Branch	Total
Salary	5700000	5400000	5400000	15111000	2400000	0	34011000
D.A.	4950000	4500000	4500000	12401000	2100000	0	28451000
M.C.	70000	170000	70000	817500	7000	0	1134500
T.A.	5000	5000	5000	66000	5000	0	86000
O.E.	120000	120000	100000	0	0	322000	662000
POL	65000	65000	65000	0		184000	379000
Energy Charge	50000	40000	40000	0	0	177100	307100
R&T	16000	16000	11500	0	0	0	43500
M/W	100000	100000	100000	0	0	992000	1292000
M.V.	0	0	0	0	0	0	0
Hospitality	0	0	0	0	0	450000	450000
LTC	0	0	0	2147000	0	0	2147000
C.S.	187200	93000	191000	0	0	899800	1371000
Ex. Gratia	870000	460000	300000	1189000	0	0	2819000

2. Budget Allotment for the financial year 2016-2017 under the Head “2053-District Admn.-094-Other Establishment (SDE).

The budget allotment as detailed below is placed at your Disposal for incurring necessary Allotted under the head cited as subject for the financial year 2016-2017

Primary Unit	SDO (C), Jind	SDO (C), Narwana	SDO (C), Safidon	Total
PAY	1005000	774000	750000	2529000
DA	1116000	906000	810000	2832000
MC	48000	0	0	48000
⁴⁸ TE	2000	1000	3000	6000
OE	28000	22000	22000	72000
POL	77000	68000	65000	210000

M/W	300	0	0	300
R&T	5400	3700	2000	111000
Motor Vehicle Repair	0	0	0	0
Energy Charge	58200	39000	39000	136200
LTC	108000	70000	119000	297000
Ex Gratia	0	0	0	0

4. Budget Allotment for the financial year 2016 - 2017 under the Head “2250- Other Social Services -103 -Upkeep of shrines, temples etc. (99) Dharmarth.

The budget allotment as detailed below is hereby placed at your Disposal for incurring necessary expenditure under the head cited as subject during the financial year 2016-2017

Primary Unit	SDO (C), Jind	SDO (C), Safidon	Total
OE	17500	17500	35000
Wages	35000	20000	55000
Energy Charges	17500	17500	35000

5. Budget Allotment for the financial year 2016-2017 under the Head “2053- District Admn.-094-Other Establishment (ii) Copying agency Estt.

The budget allotment as detailed below is placed at your Disposal for incurring necessary expenditure under the head cited as subject for the financial year 2016-2017

Primary Unit	E.A. Branch	D.N. Branch	Total
PAY	1104000	0	1104000
DA	882000	0	882000
MC	12900	0	12900
TE	300	0	300
OE	0	6900	6900
POL	0	0	0
Wages	0	0	0
LTC	96000	0	96000

6. Budget Allotment for the financial year 2016-2017 under the Head “2245-Relief on account of natural calamities, 001-Direction and Admn. (Distt. Staff).

The budget allotment as detailed below is placed at your Disposal for incurring necessary expenditure under the head cited as subject for the financial year 2016-2017.

Primary Unit	EA Branch	FRA Branch	Total
PAY	164000	0	164000
DA	161000	0	161000
MC	900	0	900
TE	1000	0	1000
OE	0	2000	2000
POL	0	0	0
Wages	0	0	0
LTC	0	0	0

7. Budget Allotment for the financial year 2016-2017 under the Head “2047- Other Fiscal Services, Promotion of Small Saving.

The budget allotment as detailed below is placed at your Disposal for incurring necessary expenditure under the head cited as subject for the financial year 2016-2017.

Primary Unit	E.A. Branch	D.N. Branch	Total
PAY	200000	0	200000
DA	170000	0	170000
MC	4545	0	4545
TE	1363	0	1363
OE	0	4545	4545
Energy Charges	0	909	909
Wages	0	0	0
LTC	0	0	0

(XII) The manner of execution of subsidy Programmes, including the amounts allocated and the details of beneficiaries of such Programmes;

This Office does not directly deal with execution of such Programmes. Only some loans were disbursed by LIGH/MIGH branch long back and this scheme has been dropped. The list of beneficiaries is available in the branch.

(XIII) Particulars of recipients of concessions, permits or authorizations granted by it;

These lists are available at concerned branches of this office.

(XIV) Details in respect of the information, available to or held by it, reduced in an electronic form; Monthly progress report and other relevant information is available on district website i.e. <http://jind.gov.in> as well as <http://jind.nic.in/>

Record of right (Jamabandi) is reduced in electronic form and is available at tehsils & sub tehsils. The details are also placed on <http://jamabandi.nic.in/website>. Collector rates of the district are also available on this website. Cause list of revenue court cases is reduced in electronic form and can be accessed at <http://revenueharyana.gov.in/> as well as from district website. Public grievance can be accessed from <http://harsamadhan.gov.in/>. Apart from above e-services with respect to issuance of all types of certificates, driving license & vehicle registration and property registration is also Computerised and can be accessed at concerned computer centres.

(XV) 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;

1. One Assistant and one Clerk are deputed to provide the Information to the public under RTI Act 2005.
2. Any public man can inspect the record related to RTI at any working day during working hours in the office of Deputy Commissioner, Jind. Room No 319.
3. Computer and Photostats machine facilities are also available in the office for this purpose.
4. Information under RTI Act 2005 is being provided within prescribed period.

(XVI) the names, designation and other particulars of the Public Information Officers;

उपायुक्त कार्यालय से सम्बन्धित कोई भी जानकारी प्राप्त करने के लिए निम्नलिखित अधिकारियों से सम्पर्क करें।

1	राज्य जन सूचना अधिकारी	नगराधीश, जीन्द	दूरभाष नं 01681-245692
2	राज्य जन सूचना अधिकारी	जिला राजस्व अधिकारी, जीन्द	दूरभाष नं 01681-245206
3	राज्य जन सूचना अधिकारी	जिला विकास एवम् पंचायत अधिकारी, जीन्द	दूरभाष नं 01681-245582
4	राज्य जन सूचना अधिकारी	कार्यालय अधीक्षक	दूरभाष नं 01681-246827
5	राज्य जन सूचना अधिकारी	सहायक अधीक्षक	दूरभाष नं 01681-245206
6	राज्य जन सूचना अधिकारी	सहायक अधीक्षक (पंचायत)	दूरभाष नं 01681-245582
7	प्रथम अपीलैट अथोरिटी	उपायुक्त, जीन्द	दूरभाष नं 01681-245252, 246818, 246820, 246822

(XVII) Such other information as may be prescribed**Total No. of Post of Group 'C' and 'D' Category in D.C. Office Jind 's Establishment**

Category	Post	No. of Post Filled	No. of Post Vacant	Total
C	Clerk, Steno	53	51	104
D	Peon, Chowkidar, Peon Cum Chowkidar Water Carrier, Mali	42	73	115
	Total	95	124	219

