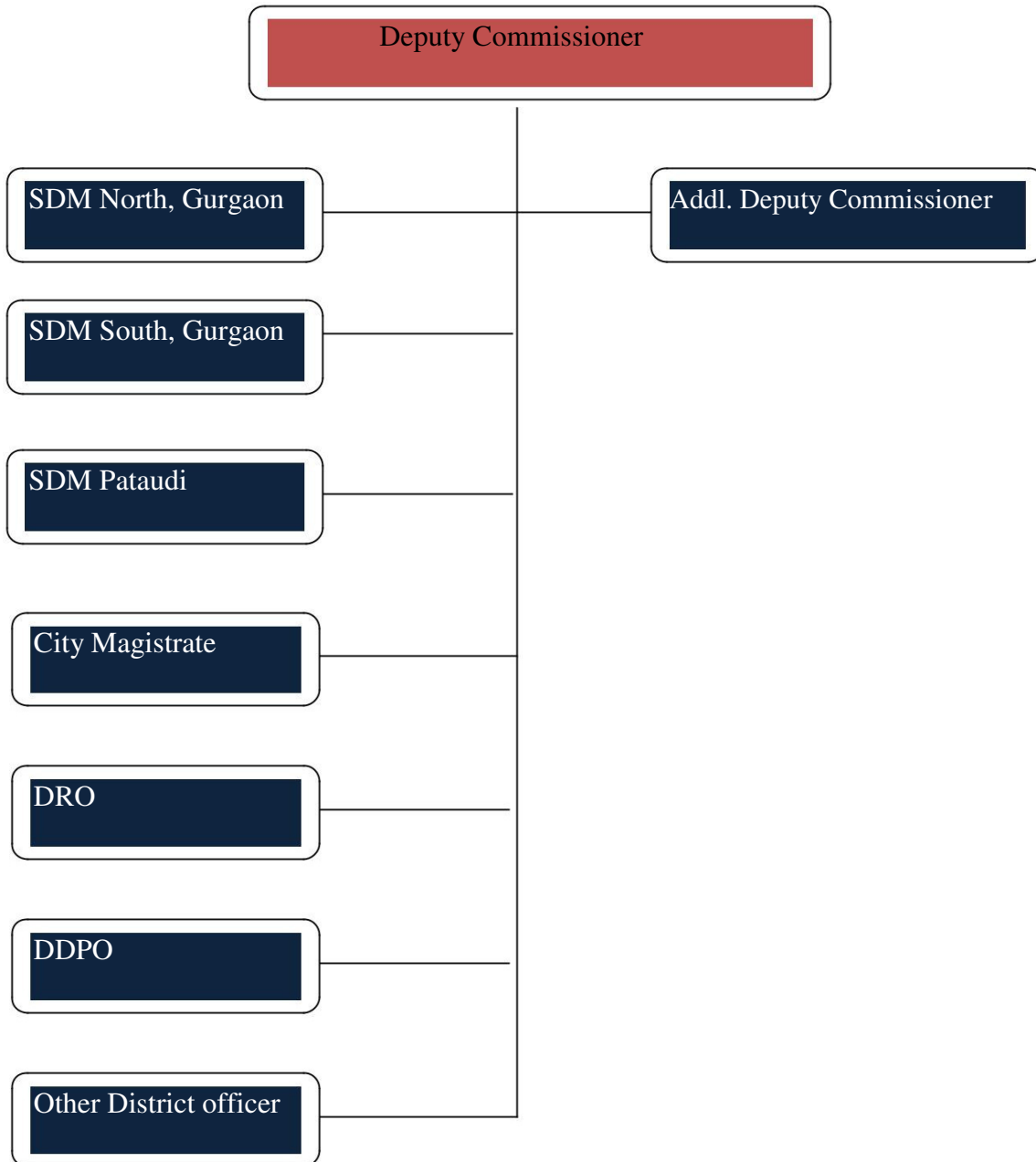


PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (B) (I) OF THE RIGHT TO INFORMATION ACT, 2005.

Particulars of Organization and Function and Duties

Organization Structure Diagram



**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1) (B) (II) OF THE RIGHT TO INFORMATION ACT, 2005.**

• **Rule 4(1) (b) (ii)**

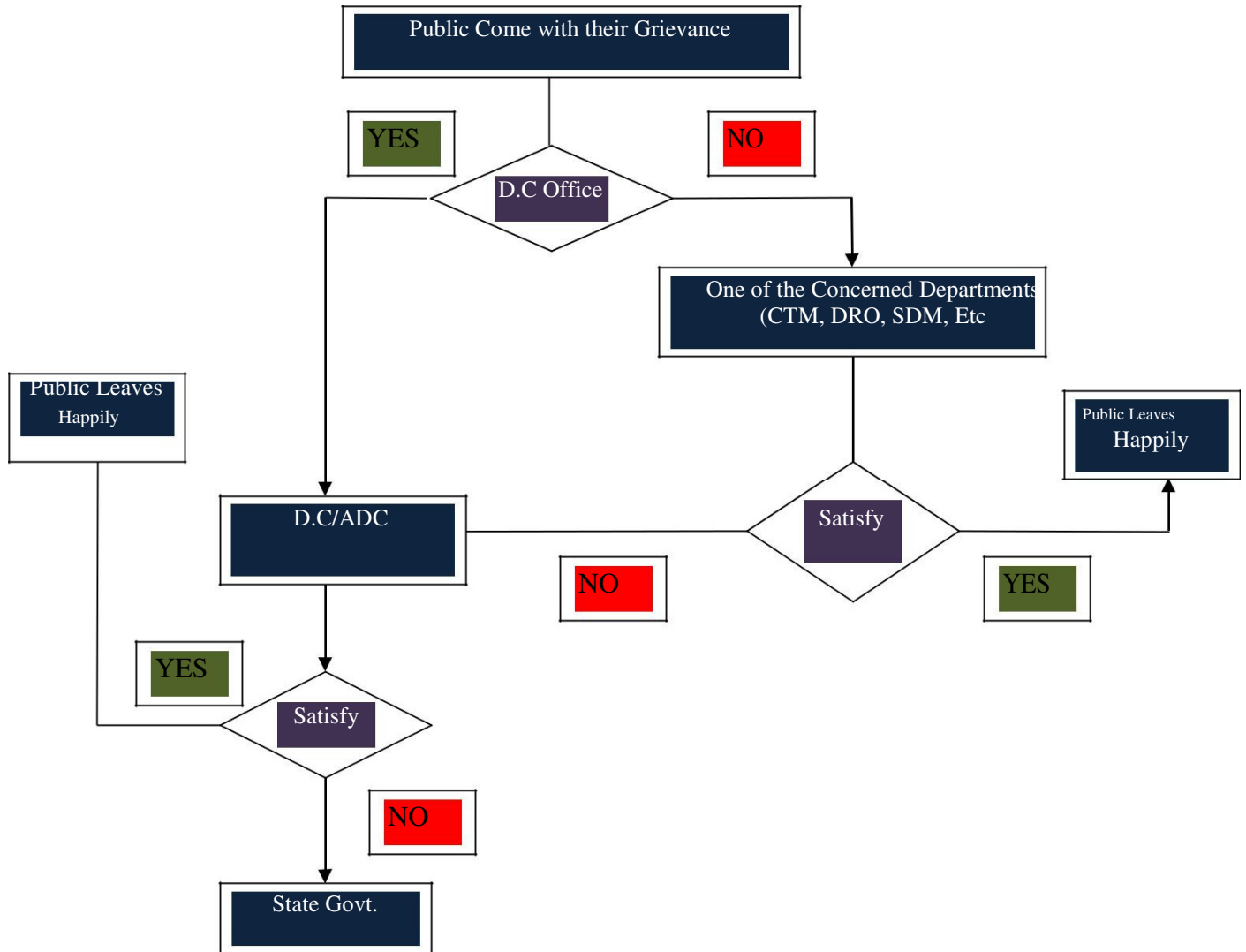
The powers and duties and employees

Sr. No.	Name of the Post	Powers and duties(in brief)
1	City Magistrate, Gurgaon.	1 Incharge of the branches of D.N/E.B/M.A/C&E.A./L.F.A/A.R./L.P.A./Small Saving Branches 2 D.D.O. of D.C. Office Gurgaon.. 3 Dy Distt. Election officer. 4 Court Cases. 5 C.E.O E-Disha (DITS)
2	DRO	1 Incharge of the branches of R.A/S.K/FRA/DRA/LAC 2 D.D.O. of D.C. Office Gurgaon.. 3 Court Cases.
3	SDM	1 Maintain Law and Order in the Sub-Division. 2 Registration/Renewal/Transfer of Vehicles. 3 Grant/Renewal of Driving Licenses. 4 Permission for Loudspeaker.
4	DDPO	1 Control Over BDPOs and Working Panchayats in the Distt. 2 Release of discretionary grants. 3 Monitor the development works in the district.
5	Tehsildar Cum Sub Registrar/Naib Tehsildar Cum Joint Registrar	1. Registration of land 2. Court cases- Nambardari and land 3. SC/BC Registration Certificate 4. Jamabandi/Mutation 5. Duty Magistrate 6. Marriage Registration of Rural Area 7. Recovery of Land etc.
6	Superintendent	Perform supervisory duties in the office of D.C, Gurgaon
7	Reader	To deal all the court case and Enquiries
8	Steno/Typist	R.T.I & Typing work.
9	Assistant	He heads the respective office branches and put up the matters to the higher authority.
10	Clerk	Record keeper and maintain of office record.
11	Driver	Driving the Govt. vehicle
12	Dafatri	Stitching of files and wringing dak from post office.
13	Peons	To distribute of dak and Miscellaneous work.
14	Chowkider	Watching and Duty
15	Sweeper	Cleaning of office.

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (B) (III) OF THE RIGHT TO INFORMATION ACT, 2005.

- **Rule 4(1) (b) (iii)**

The procedure followed in the decision making process, including channels of supervision and accountability.



**PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (B) (IV) OF THE RIGHT TO
INFORMATION ACT, 2005.**

- **Rule 4(1) (b) (iv)**

- **The norms set for the discharge Of its functions.**

- 1. Letter/Grievances receipts from the Government/Department Including Public, Decision on Policy Matter and Grievances is normally taken with in Fifteen days.**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED
IN RULE 4(1) (B) (V) OF THE RIGHT TO INFORMATION ACT, 2005.**

- **Rule 4(1) (b) (v)**

The rules, regulations, instructions, manuals and records, held by it or under control or used by employees for discharging functions.

Establishment

1. **Punishment and Appeal Rule 1987.**
2. **Haryana Revenue Dept. Distt. Subordination Services Rules 1988.**
3. **C.S.R.**

Local Fund

1. **Haryana Municipal Corporation Act. 1994.**
2. **Punishment and appeal Rules 1987.**
3. **Town Improvement Act. 1992.**

PLA Branch

1. **Petroleum Act 2002/Gas Cylinder Rules 2004.**
2. **Explosive Act (Indian Explosive Act and Explosive Rules).**
3. **Motor Vehicle Act and Rules.**
4. **Citizenship Act. 1955.**

District Nazarat

1. **P.F.R Vol-1**
2. **P.F.R Vol-II**

Panchavat

1. **Haryana Panchayati Raj Act. 1995.**
2. **Punjab Village Common land Act. 1961/1964.**
3. **Haryana Panchayati Raj Election Rules 1995.**

Flood Relief

1. **Haryana Fllor Manual**
2. **Disaster Management**

Revenue

1. **Village Common Land(Regulation)Act,**
2. **Punjab Society of Land Tenure Act.**
3. **Punjab Tenancy Act.**
4. **Haryana Ceiling on land Holidays Act.**

5. **Land Administration Manual;**
6. **Land Revenue Act.**
7. **Canal Act.**
8. **Housing Bel Act/Notification**

S.K. Branch

1. **Land Revenye Act.**
2. **Haryana Land Records Manual**
3. **Hindu Succession Act**
4. **Punishment and appeal rules 1987**
5. **C.S.R volume I,II,III**
6. **Settelment Manual**
7. **Land Administration Manual**

MA Branch

1. **Cinematograph**
2. **Cr PC**
3. **Press Act and Regn & B, Act 1967**
4. **Deforcement and Rules Publicity Act**
5. **Labour Act(Cild Labour/Bonded Labour Act)**
6. **Pollution Act**
7. **The Secritisation and Reconstruction of Financial Assets and Enforcement of Secrity Interest Act 2002(Act No.54 of 2002 dated 17.02.2002)**
8. **NOC for L-4 L-5**

HRA Branch

1. **Stamp Act 1889**
2. **Stamp Manual**

Others

1. **Police Act**
2. **Police Rules**
3. **Jail Manual**
4. **Good Conductor Prisoners Temporary Release Act 1988**
5. **SPL Marriage Act 1954.**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED
IN RULE 4(1) (B) (VI) OF THE RIGHT TO INFORMATION ACT,
2005.**

▪

Rule 4(1) (b) (vi)

▪

Statement of the categories of documents that are held or under control.

Sr. No.	Category of Documents
1	Circulars.
2.	Reports
3.	Office Memos
4.	Statements
5.	Correspondence regarding establishment

The files & records are held with concerned Officials.

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED
IN RULE 4(1) (B) (VII) OF THE RIGHT TO INFORMATION ACT,
2005.**

■

Rule 4(1) (b) (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 policy or implementation thereof.**

Not Applicable

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED
IN RULE 4(1) (B) (VIII) OF THE RIGHT TO INFORMATION ACT,
2005.**

▪ **Rule 4(1) (b) (viii)**

▪ **Statement of the boards, councils, committees and other bodies.**

Not Applicable

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1) (B) (IX) OF THE RIGHT TO INFORMATION ACT, 2005.**

- **Rule 4(1) (b) (ix)**
 - **Directory of the Officers and employees.**

Sr. No.	Name of the Officer/Employee	Designation	Telephone No.
	Sh. Vinay Pratap, IAS	Deputy Commissioner	0124-2321144, 2325500
	Smt. Manish Sharma, HCS	City Magistrate, Gurgaon	0124-2320305
	Miss. Naina Vashisht	ADA	0124-2320305
	Sh. Hari Om Atri	DRO	0124-2322877
	Sh. Narender Singh	Superintendent	0124-2320305
	Smt. Lalita Rani	DSR	0124-2322877
	Sh. Rafik Ahmad	Nazar Assistant	
	Smt. Anita Rani-I	Establishment Assistant	
	Smt. Anita Rani-II	Assistant(Suspend)	
	Sh. Mhomad Ismil	A.R. Assistant	
	Smt. Sushma Yadav	Local Body Assistant	
	Sh. Vikas Yadav	Peshi Branch Assistant	
	Smt. Nisha Rani	Complaint Assistant	
	Sh. Dilbag Singh	LPA Assistant	
	Sh. Dhurender	Miscellaneous Assistant	
	Smt. Sumitra Yadav	FRA Assistant	
	Smt. Kamlesh Atri Kumari	Record Room Branch	
	Sh. Vinod Kumar Dhankar	Registration Assistant	
	Sh. Ramjwan	Driver	
	Sh. Dhrambir	Driver	
	Sh. Ravi dutt	Driver	
	Sh. Ashok Kumar	Clerk	
	Smt. Kavita	Clerk	
	Sh. Ajay Kumar	Clerk	
	Ku. Anjali Raghav	Clerk	
	Sh. Mehar Chand Ghandi	Clerk	
	Sh. Om Parkash	Clerk	
	Smt. Sudha Yadav	Clerk	
	Sh. Sudhir	Clerk	
	Sh. Vikas Verma	Clerk	
	Sh. Rajbir Singh	Clerk	
	Sh. Mahesh	Daftri	
	Smt. Dayvanti	Peon	
	Sh. Bir IISingh	Peon	
	Sh. Laxman -I	Peon	

	Sh. Dil Bhaudar	Peon	
	Sh. Sunil Kumar	Peon	
	Sh. Mahender	Peon	
	Sh. Nandan Ram	Peon	
	Smt. Sashi Bala W/o Late Sh Jagmohan	Ex-Gratia	
	Smt. Parveen Kumari	Limgh-Migh Assistant	
	Smt. Vinod Kumari	DA	
	Sh. Dinesh Kumar	Clerk	
	Sh. Laxman Singh-II	Clerk	
	Smt. Bimla devi	Peon	

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED
IN RULE 4(1) (B) (X) OF THE RIGHT TO INFORMATION ACT, 2005.**

■

Rule 4(1) (b) (x)

■

Monthly remuneration received by the Officers and Employees.

■

Pay of D.C. Office Staff Month of June 2016.

Sr. No.	Name of the Officer/Employee	Designation	Head	Pay of M/o October 2017
	Sh. Vinay Pratap, IAS	Deputy Commissioner	2053-DA-093	78500
	Smt. Manish Sharma, HCS	City Magistrate, Gurgaon	2053-DA-093	67700
	Miss. Naina Vashisht	ADA	2053-DA-093	49000
	Sh. Hari Om Atri	DRO	2053-DA-093	80200
	Sh. Narender Singh	Superintendent	2053-DA-093	64100
	Smt. Lalita Rani	DSR	2053-DA-093	47600
	Sh. Rafik Ahmad	Nazar Assistant	2053-DA-093	46000
	Smt. Anita Rani-I	Establishment Assistant	2053-DA-093	41100
	Smt. Anita Rani-II	Assistant(Suspend)	2053-DA-093	19350
	Sh. Mhomad Ismil	A.R. Assistant	2053-DA-093	42300
	Smt. Sushma Yadav	Local Body Assistant	2053-DA-093	39900
	Sh. Vikas Yadav	Peshi Branch Assistant	2053-DA-093	43600
	Smt. Nisha Rani	Complaint Assistant	2053-DA-093	43600
	Sh. Dilbag Singh	LPA Assistant	2053-DA-093	43600
	Sh. Dhurender	Miscellaneous Assistant	2053-DA-093	43600
	Smt. Sumitra Yadav	FRA Assistant	2053-DA-093	42300
	Smt. Kamlesh Atri Kumari	Record Room Branch	2053-DA-093	41100
	Sh. Vinod Kumar Dhankar	Registration Assistant	2053-DA-093	39900
	Sh. Ramjwan	Driver	2053-DA-093	58400
	Sh. Dhrambir	Driver	2053-DA-093	56700
	Sh. Ravi dutt	Driver	2053-DA-093	47300
	Sh. Ashok Kumar	Clerk	2053-DA-093	30200
	Smt. Kavita	Clerk	2053-DA-093	26800
	Sh. Ajay Kumar	Clerk	2053-DA-093	27600
	Ku. Anjali Raghav	Clerk	2053-DA-093	21100
	Sh. Mehar Chand Ghandi	Clerk	2053-DA-093	34000
	Sh. Om Parkash	Clerk	2053-DA-093	23100
	Smt. Sudha Yadav	Clerk	2053-DA-093	23800
	Sh. Sudhir	Clerk	2053-DA-093	23100
	Sh. Vikas Verma	Clerk	2053-DA-093	19900
	Sh. Rajbir Singh	Clerk	2053-DA-093	40800
	Sh. Mahesh	Daftri	2053-DA-093	35100
	Smt. Dayvanti	Peon	2053-DA-093	24200
	Sh. Bir IISingh	Peon	2053-DA-093	30500
	Sh. Laxman -I	Peon	2053-DA-093	34100

	Sh. Dil Bhaudar	Peon	2053-DA-093	30200
	Sh. Sunil Kumar	Peon	2053-DA-093	19000
	Sh. Mahender	Peon	2053-DA-093	33100
	Sh. Nandan Ram	Peon	2053-DA-093	34100
	Smt. Sashi Bala W/o Late Sh Jagmohan	Ex-Gratia		10300
	Smt. Parveen Kumari	Limgh-Migh Assistant	2245-80-001	41100
	Smt. Vinod Kumari	DA	2053-51-094 CA	47600
	Sh. Dinesh Kumar	Clerk	2047-51-103	32000
	Sh. Laxman Singh-II	Clerk	2700-03-001	34100
	Smt. Bimla devi	Peon	2053-51-094 KC	34100
		Total		1745750

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1) (B) (XI) OF THE RIGHT TO INFORMATION ACT, 2005.**

- Rule 4(1) (b) (xi)

▪
Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Sr. No.	Head/Item Of the budget	Budget Allocation during the year (2017-2018)	Disbursement made /expenditure incurred upto 01-04-2017 to 31-10-2017
1	2053-093 DE	102347400	67619013
2	2053-093 CA	1154500	781004
3	2245 FRA	1060300	584074
4	2053-094KC	1125000	856670
5	2700	581000	308466
6	2053-094 SDE	17141800	10852449
7	2047 Small Saving	581000	308466
	Total	107020618	81310142

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED
IN RULE 4(1) (B) (XII) OF THE RIGHT TO INFORMATION ACT,
2005.**

■

Rule 4(1) (b) (xii)

■

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such Programmes.

Not Applicable

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED
IN RULE 4(1) (B) (XIII) OF THE RIGHT TO INFORMATION ACT,
2005.**

■

Rule 4(1) (b) (xiii)

■

**Particulars of recipients of concessions, permits or
authorization granted.**

Not Applicable

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED
IN RULE 4(1) (B) (XIV) OF THE RIGHT TO INFORMATION ACT,
2005.**

■

Rule 4(1) (b) (xiv)

■

Details in respect of the information, available, reduced in an Electronic form.

Not Applicable

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED
IN RULE 4(1) (B) (XV) OF THE RIGHT TO INFORMATION ACT,
2005.**

■

Rule 4(1) (b) (xv)

■

**Particulars of facilities available to citizens for obtaining
information.**

Sr. No.	Facilities available	Remarks
1	All information can be held from the Office Of the Deputy Commissioner , Gurgaon	On all working days.

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED
IN RULE 4(1) (B) (XVI) OF THE RIGHT TO INFORMATION ACT,
2005.**

Rule 4(1) (b) (xvi)

Names, designation and other particulars of the State Public
Information Officers.

Sr. No.	Designation	Telephone No. Office/Residence
1	City Magistrate Gurgaon.	0124-2320305 (O) 0124-2223305 (R)
2	SDO(C) North	0124-2321808
3	SDO(C) South	0124-2225042
4	SDO(C) Pataudi	0124-2372900
5	District Revenue officer	0124-2322877
6	DDPO	0124-2328834
7	Tehsildar Gurgaon	
8	Tehsildar Sohna	0124-2362141
9	Tehsildar Manaser	0124-2290006
10	Tehsildar FarukhNagar	0124-2375269
11	Tehsildar Pataudi	0124- 2670100