

**Name of the Office: Deputy Commissioner, Kapurthala.**

Sr. No.		Branch	Powers and Duties (In Brief)
1.	E A Branch	Establishment Assistant	<ol style="list-style-type: none"><li>1. General supervision of work</li><li>2. Posting and transfer</li><li>3. Recruitment of group C and D employees</li><li>4. Promotion cases of Group C and D employees</li><li>5. Disposal of important dak.</li><li>6. Enquiry against government employees</li><li>7. Court cases/ vigilance cases.</li><li>8. Preparation of seniority list of group B, C and D employees.</li></ol>
		Establishment Clerk-1	<ol style="list-style-type: none"><li>1. Completion of service book of group B and C employees.</li><li>2. Preparation of leave account of group B and C</li><li>3. Six Station of paying off group B and C employees.</li><li>4. Operation of pension cases of Group B and C employees.</li><li>5. Preparation of charge sheet /show cause notice etc.</li><li>6. Maintenance of roster of register of and employees.</li><li>7. Maintenance of service record /personal files of B and C employees.</li><li>8. Maintenance all Arsenal files of IAS/PCS/Tehsildars/ Naib tehsildars.</li><li>9. Departmental examination of the Tehsildar/ Naib Tehsildar.</li><li>10. Posting and transfer of DRO/Tehsildar/ Naib Tehsildar.</li><li>11. Departmental examination of registry clerk.</li><li>12. To deal with the cases off appointment on compassionate grounds.</li><li>13. To deal with refresher course cases of the employees.</li><li>14. To deal with the filling of the posts of superintendent grade-2 of the deputy commissioner office.</li><li>15. To make arrangements for the meeting with Director pensions ,regarding pension cases.</li><li>16. To destroy the Old record as per the rules.</li><li>17. To deal with the explanation cases against the employees.</li></ol>

		Establishment clerk-2	<ol style="list-style-type: none"> <li>1. Receipt and dispatch.</li> <li>2. To send monthly quarterly and annual statements.</li> <li>3. To complete the service books of the employees.</li> <li>4. To maintain an account of the casual leaves of officers and other employees.</li> <li>5. To maintain the personal record of D employees.</li> <li>6. To deal with the fixation of pay of the Group D employees.</li> <li>7. To prepare the pension cases of group D employees.</li> <li>8. To prepare the roster register of D employees.</li> <li>9. To deal with the complaint related to officers.</li> <li>10. To deal with the training of the officers.</li> <li>11. To deal with the cases of appointment on the compassionate grounds.</li> </ol>
		Bill clerk	<ol style="list-style-type: none"> <li>1. Preparation of salary bill of gazetted and non gazetted staff.</li> <li>2. TA bill.</li> <li>3. Arrear bills.</li> <li>4. Expenditure statements</li> <li>5. Budget assessments</li> <li>6. Excess and surrender statements</li> <li>7. Sanction regarding medical bills</li> <li>8. Preparation of salary statements of Gazetted officers and staff for income tax purpose.</li> <li>9. Sanction of temporary schemes.</li> <li>10. General correspondence</li> </ol>
2.	MA Branch	Miscellaneous assistant	<ol style="list-style-type: none"> <li>1. Work related to duty magistrate, law and order.</li> <li>2. Supervision of the branch.</li> <li>3. Meetings regarding 26 January and 15th August and to prepare the proceedings for the same.</li> <li>4. To check and Mark the daily dak.</li> <li>5. The work related to the functions on 26 January and 15th August.</li> </ol>
		Miscellaneous clerk-1	<ol style="list-style-type: none"> <li>1. Receipt and dispatch of the dak</li> <li>2. Dependent certificate, salary certificate, freedom fighter certificate</li> <li>3. Allotment of government quarters.</li> <li>4. Duty of officers for vigilance trap.</li> <li>5. RTI/ VVIPs/ Z security visits.</li> <li>6. Licenses of travel agents.</li> <li>7. Correspondence related to Swachh Bharat.</li> <li>8. Any other miscellaneous work</li> </ol>
		Miscellaneous Clerk-2	<ol style="list-style-type: none"> <li>1. Receipt and dispatch.</li> <li>2. Licenses for cinema, video parlour.</li> </ol>

			<ol style="list-style-type: none"> <li>3. Allotment of printing press and titles.</li> <li>4. Character verification at the time of job (army and civil)</li> <li>5. Verification of caste certificate.</li> <li>6. Orders under section 144 of CRPC other orders regarding law and order.</li> <li>7. Correspondence related to mining and other miscellaneous works.</li> <li>8. Correspondence related to National Green Tribunal.</li> <li>9. Documents related to RTI.</li> </ol>
		RTS Clerk	<ol style="list-style-type: none"> <li>1. RTS Appeals</li> <li>2. Work Related RTS 352 Services</li> <li>3. Countersigning of Documents</li> </ol>
3	DRA(R) Branch	DRA(R) Senior Assitant	<ol style="list-style-type: none"> <li>1. To Mark and hand over the fresh dak to receipt clerk.</li> <li>2. Supervision of the branch, dak</li> <li>3. Timely action in court cases.</li> </ol>
		ADRA-1	<ol style="list-style-type: none"> <li>1. To keep an account of The salary of land revenue Chowkidars and Nambardars.</li> <li>2. After approval send the demand received under various heads from tehsil offices to Tehsildars is for collection.</li> <li>3. To prepare the budget for Chowkidara and Nambardara.</li> <li>4. Related to the creation of new posts of Chowkidars.</li> <li>5. To prepare the statements under various heads and send them to the government.</li> <li>6. To prepare the files related to monthly meetings.</li> <li>7. To combine the various statements regarding monthly meetings.</li> <li>8. Disposal of various applications and appeals related to RTI</li> </ol>
		ADRA-2	<ol style="list-style-type: none"> <li>1. Land acquisition.</li> <li>2. Transfer of the government property.</li> <li>3. Action on illegal positions on the government land.</li> <li>4. To issue NOC regarding land acquisition cases.</li> <li>5. To deal with the collector rates on the demands of various departments.</li> <li>6. To deal with the cases related to government revenue and property</li> <li>7. Correspondence in cases of Field firing etc.</li> <li>8. Regarding land given on rent</li> <li>9. To prepare and send to the government monthly status regarding court cases</li> </ol>

4.	DRA(T) Branch	DRA(T) Senior Assistant	<ol style="list-style-type: none"> <li>1. Supervision of the branch</li> <li>2. Disposal of dak</li> <li>3. To put up the cases dealt by the branch to senior officer</li> </ol>
		ADRA(T) Junior Assistant	<ol style="list-style-type: none"> <li>1. Receipt and dispatch</li> <li>2. Flood the natural calamities/budget related to natural Calamities</li> <li>3. Grievance Redressal</li> <li>4. Audit paras</li> <li>5. Cashbook</li> <li>6. Typing work related to the branch</li> <li>7. To prepare contingency bills</li> <li>8. Works Related to the drainage department</li> <li>9. To maintain the record related to floods</li> </ol>
5.	DN Branch	DN Senior assistant	<ol style="list-style-type: none"> <li>1. Overall supervision of the branch</li> <li>2. Payment of the contingency bills</li> <li>3. Maintenance of contingency cashbook</li> </ol>
		ADN 1	<ol style="list-style-type: none"> <li>1. Katchery compound Recovery</li> <li>2. Contingency bills</li> <li>3. Token book</li> <li>4. Reconciliation of Treasury office</li> <li>5. Works related to budget</li> <li>6. To maintain the stock register</li> <li>7. To deal with the cases of custodial deaths</li> <li>8. Compensation to the heirs of people who die overseas</li> <li>9. To deal with the Bill book, sending bills to the Treasury office</li> <li>10. Deal with the pauper suit cases.</li> <li>11. 26 January and 15th August arrangements</li> </ol>
		ADN-2	<ol style="list-style-type: none"> <li>1. Receipt and dispatch</li> <li>2. Noting and drafting</li> <li>3. Talk register</li> <li>4. Fieldwork as buying articles as per the requisition of the offices</li> <li>5. Maintenance of the Xerox machine</li> <li>6. Action of condemn vehicles /articles and trees</li> <li>7. To deal with the bills related to telephone, water, electricity, petrol, vehicle repair etc</li> <li>8. To deal with the files of Daily wages</li> <li>9. VIP parking stickers</li> <li>10. To fix the rates of cement, ropes</li> </ol>

			<p>11. Execution cases</p> <p>12. Arrangement of tea during meetings</p>
		Peon	<p>1. Branch related work</p> <p>2. Sweeper- cleaning all the branches of DC complex and District Yojana Bhawan complex</p>
		Chowkidar	Chowkidar to open and close the office as per working hours to clean the roads inside the main gate
		Daily Wages	Daily wages sweeper Katchery compound-cleaning the roads from gate number two, grass cutting etc
6.	HRC branch	<b>Head Registration Clerk</b>	<p>1. Receipt and dispatch</p> <p>2. To compile and send the monthly statement to worthy Commissioner Jalandhar division regarding Head "0030" stamp and registration.</p> <p>3. Issue and renew the license of Vaseeka navees.</p> <p>4. Issue and renew the licences off stamp Vendors.</p> <p>5. To renew the licences of Notary Public issued from state Government quota.</p> <p>6. Dak related to the branch</p> <p>7. Branch related RTI cases.</p> <p>8. To send notices to various departments and offices related to section 80 of CRPC</p> <p>9. To send the cases in which this office is made a party to various departments and offices</p> <p>10. To look after the record</p> <p>11. To produce record in various civil courts off different districts and subdivisions</p> <p>12. To prepare copies of different documents</p> <p>13. To deal with the record till 1979 and issue the receipt book</p> <p>14. Works related to collector rates.</p> <p>15. To bring the stationary related to registration and to deliver it to the subdivisions.</p> <p>16. Head 2030 and 0030</p> <p>17. To maintain the file of instructions.</p> <p>18. To attend meetings in the office of deputy director land records, Jalandhar.</p> <p>19. Regarding checking of stamp vendors.</p>
7.	PLC branch	PLC	<p>1. To issue new arms license.</p> <p>2. Renewal of old arms license.</p> <p>3. Entry of the Weapon.</p> <p>4. To issue sale permission.</p> <p>5. cancellation of licence</p> <p>6. Verification.</p> <p>7. To issue all India license.</p> <p>8. To issue no objection certificate for petrol pumps, gas agencies, the storage of firecrackers.</p>

			<p>9. To issue nativity certificate.</p> <p>10. Verification of nativity certificate and passport asked by embassy.</p>
8.	Copying branch	SCA Senior assistant	<p>1. General supervision of work.</p> <p>2. Marking of letters related to Copying branch and miscellaneous letters.</p> <p>3. Verification of the documents sent by Seva Kendras</p> <p>4. To prepare and send it to the comment statements related to income of the copying Branch.</p> <p>5. To dispose of manual and online files related to Copying branch.</p>
		Copying Clerk-1	<p>1. Receipt and dispatch.</p> <p>2. Noting, drafting, RTI related to Copying Branch.</p> <p>3. To prepare free copies of the documents related to court cases of the government.</p> <p>4. Disposal of manual and online files related to Reader to DC, read it to ADC General, Steno to assistant commissioner General, Reader to DRO, Reader to DDPO , and branches of DC office</p>
		Copying Clerk2	<p>1. Receipt and dispatch.</p> <p>2. Noting, drafting, RTI related to Copying Branch.</p> <p>3. To prepare free copies of the documents related to court cases of the government.</p> <p>4. Disposal of manual and online files related to ADC ADCD , SDM Kapurthala, Tehsil office Kapurthala.</p>
9.	RRA Branch	Senior Asstt	<p>1. Receipt and dispatch.</p> <p>2. Division of budget to the subdivisions.</p> <p>3. To send surplus, deficit budget.</p> <p>4. To prepare the cases regarding jobs to the dependents of people killed in terrorist attacks.</p> <p>5. To deal with the resettlement grant To be given to the riot affected people.</p> <p>6. To deal with the correspondence related to relief and resettlement Branch.</p> <p>7. Other miscellaneous works.</p>
10.	LFA Branch	Senior Asstt	<p>1. Receipt and dispatch.</p> <p>2. Files regarding works of Municipal Councils and Nagar Panchayats.</p> <p>3. To deal with the grievances related to local government.</p> <p>4. Tenders related to local government</p> <p>5. To deal with the correspondence with higher offices.</p> <p>6. Other miscellaneous works</p>
11.	GPFA-1 (Class-III)	Senior Assistant	<p>1. To Scrutinize the files put up by the dealing clerk/Junior Assistant before sending to next higher officials /Officers</p> <p>2. To Receive GPF Schedule from Treasury Office</p>

			<ol style="list-style-type: none"> <li>3. To send GPF schedule of higher official to maintenance authority in Secretariat Chandigarh</li> <li>4. To prepare and issue GPF statements of employees after 31st March.</li> <li>5. To deal with the payment of advance GPF and make entries into the concerned ledger.</li> <li>6. Payment of GPF to Retired employees</li> <li>7. To maintain GP:F Accounts of Patwaries /Kanungo (SK Branch)</li> <li>8. To maintain GPF Account of Clerks/Assistants</li> </ol>
12.	GPFA-II (Class-IV)	Senior Assistant	<ol style="list-style-type: none"> <li>1. To Scrutinize the files put up by the dealing clerk/Junior Assistant before sending to next higher officials /Officers</li> <li>2. To Receive GPF Schedule from Treasury Office</li> <li>3. To send GPF schedule of higher official to maintenance authority in Secretariat Chandigarh</li> <li>4. To prepare and issue GPF statements of employees after 31st March.</li> <li>5. To deal with the payment of advance GPF and make entries into the concerned ledger.</li> <li>6. Payment of GPF to Retired</li> <li>7. To maintain the GPF Account of Class -IV, GIS Account of Class 1,II.III &amp;</li> </ol>
13.	RKEO Branch	Senior Assistant	<ol style="list-style-type: none"> <li>1. Supervision of Branch</li> <li>2. To deal with Correspondence from government and other departments.</li> <li>3. Local Dak</li> </ol>
		Junior Assistant-1	<ol style="list-style-type: none"> <li>1. Despatch Clerk</li> <li>2. Despatch of letters of various branches to other district, different department of the District.</li> <li>3. Dak delivered by Registered Post, ordinary Post, by hand</li> <li>4. To maintain Stationary Register, Stamp Register</li> <li>5. Demand Budget for Stationary.</li> </ol>
		Clerk-1	<ol style="list-style-type: none"> <li>1. Receipt Clerk for Local Dak</li> <li>2. Distribution of Dak to concerned Branches</li> </ol>
		Clerk-II	<ol style="list-style-type: none"> <li>1. Receipt Clerk for Govt. Dak (Both Central and Punjab Govt., Commissioner, From other States, Ministers. DO Register)</li> <li>2. Online entry of the Dak</li> <li>3. Distribution of Dak to concerned Branches</li> </ol>
		Daftri	<ol style="list-style-type: none"> <li>1. To distribute office order</li> <li>2. To bring registered Dak, Post Dak from the Post Office</li> <li>3. Maintenance of Gazette Notifications</li> </ol>
		Peons	To Distribute official Dak to various departments by hand

14	RKVO Branch (Record)	Senior assistant	<ol style="list-style-type: none"> <li>1. General supervision of work.</li> <li>2. To mark the applications regarding file inspections.</li> <li>3. Noting drafting and files concerned with courts</li> </ol>
		Junior Assistant 1	<ol style="list-style-type: none"> <li>1. To send record to FCR Punjab Chandigarh, Commissioner Jalandhar Division, Jalandhar, and various other government offices.</li> <li>2. To enter the order files of DC, ADC, SDM, DRO, Tehsildars and Naib Tehsildars.</li> <li>3. To enter the files received from various courts and put them in separate bags.</li> <li>4. To send record related copying branch.</li> <li>5. To get file inspections done.</li> <li>6. To produce record related to court cases pertaining to Kapurthala.</li> <li>7. To take care of the record.</li> </ol>
		Junior Asstt.2	<ol style="list-style-type: none"> <li>1. Receipt and dispatch of letters related to copying branch and miscellaneous letters.</li> <li>2. Noting/drafting related to RTI</li> <li>3. To produce record related to court cases pertaining to Sultanpur lodhi and Phagwara.</li> <li>4. To enter the files received from various courts and put them in separate bags.</li> <li>5. To send record related copying branch.</li> <li>6. To get file inspections done.</li> <li>7. To take care of the record.</li> </ol>
15.	SK Branch	Sadar Kanguo	<ol style="list-style-type: none"> <li>1. To scrutinize the files put by the dealing clerk/Jr Asstt/Kanugo before sending them to the next higher official.</li> <li>2. Inspection of field staff.</li> <li>3. Consignment of Jamabandis.</li> <li>4. Supervision of all branch.</li> </ol>
		Naib Sadar Kanguo 1	<ol style="list-style-type: none"> <li>1. Allotment of Circles to C.R.O (From 1st Oct every year)</li> <li>2. To Put up transfer/ promotion /suspension/ Chargesheet/ dismissal cases of the Patwari/ Kanugo</li> <li>3. To deal the cases of RTI</li> <li>4. Institutional Training for Patwaris and Kanguos</li> </ol>
		Naib Sadar Kanguo 2	<ol style="list-style-type: none"> <li>1. Misc application regarding Fard badar, Girdwari, Mutation, Demarcation</li> <li>2. To Prepare the figures of abstract and other statements to Govt.</li> <li>3. To deal the Muafi cases.</li> </ol>

	Kanguo Moharr Mal	<ol style="list-style-type: none"> <li>1.To prepared the expert and to submit it to civil courts .</li> <li>2. To deal the cases of Mutation Review and to prepare the Massena of Mutations.</li> <li>3. To submit the record in civil courts.</li> </ol>
	Bill Clerk1	<ol style="list-style-type: none"> <li>1.To maintain A.C.R personal files of the Patwari/Kanungo</li> <li>2.To prepare the salary bills of employees of the the branch.</li> <li>3.To put up files relating to the annual budget demand (under 2029 head) from D.L.R</li> <li>4.To put up the cases regarding reimbursement of medical bills of the retired employees</li> <li>5.To deal the cases of ACP/GPF advance/Ex India leave of Patwari/Kanguo</li> </ol>
	Bill Clerk2	<ol style="list-style-type: none"> <li>1.To prepare the salary bills of employees of the branch.</li> <li>2.To Complete the GPF register of Patwari/Kanguo</li> <li>3.To receive the Dak from R.K.V.O branch and sent them to concerned officials</li> </ol>