

**OFFICE OF THE DEPUTY COMMISSIONER  
KANGRA AT DHARAMSHALA**

No. 172 /G.I.B Dated 17-09-2021, Dharamshala

To

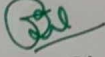
The District Information Officer,  
Dharamshala, Distt. Kangra .

Subject:- CWP No. 2418/2010 titled as State of H.P Vs Dr. P.K. Aditya regarding implementation of Section 4 (1) (a) of RTI Act,2005, which refers maintenance of record .

Sir,

Please find enclosed herewith copy of letter No. Per (AR)A(3)-1/2018 dated 03-09-2021 received from The Secretary (AR) to the Government of Himachal Pradesh with enclosures on the subject cited above. In this connection, you are requested to upload all information in District Administrative website.

Yours faithfully,

  
Sunayana Sharma , (H.A.S),  
Assistant Commissioner to,  
Deputy Commissioner,  
Kangra at Dharamshala.

## **1. ESTABLISHMENT BRANCH( :-Room No.809)**

- a) Recruitment, Promotion & transfer/postings of Class III & IV employees.
  - b) Holding of meetings of District level JCC & employees unions of D.C. Office
  - c) Overall supervision of the branch.
  - d) Departmental Inquiries and reply of court cases.
  - e) Policy matters.
  - f) To deal with complaints against the Tehsildar/Naib tehsildar and other officials the establishment.
  - g) To deal with Assured carrier progression scheme, Confirmation cases, Seniority of class-III and IV Employees, placement of clerk as Junior Assistant.
  - h) Pension cases and retiral benefit to retired officials. To maintain the accounts of Monthly Pay, Pay fixation cases, T.A.Bills, Income tax return and PMIS work.
  - i) To maintain service books properly. To deal with G.P.F cases, medical reimbursement to office employee and retiree, leave cases and countersigned the bills of various officers posted in the district.
  - j) Maintenance of records of casual leave and personal claims of District Level officers.
- To deal Training programme of all kinds and deputing of officers for the Courses.
- k) Receipt work of section and maintained of office files and registers.

## **2. MISCELLANEOUS BRANCH:- (Room No.808)**

- a) Tour Programmes of C.M. State guests and other VIPs, Counter sign of all kinds of Certificates, Law and order, Exemption certificate, Meetings, all kind of policy matters.
- b) D.R.F., Magistrial Power, all the National Festivals, DCs/SP conference & Assembly question.
- c) Financial Assistance to Kashmiri migrant Families, Case of Political sufferers/freedom fighters, Registration of title of Printing Press, verification of title of News papers.
- d) Right to Information Act, 2005, Correspondence of Awards.
- e) Permission of loud speaker, Permission of shooting, Correspondence of Bonafied Himachal/O.B.C. certificate, Correspondence of bounded labour and child welfare.
- f) House allotment of pooled accommodation, N.A.C. and correspondence regarding wine shops, pooled accommodations. and Verification of SC/ST certificate.
- g) Correspondence reg: refund of Court fee, rent reasonability certificate, Revenue Houses Correspondence, Budget/Repairs pooled accommodation.
- h) Correspondence War Memorial.
- i) Diary. & Dispatch. Work.
- j) Correspondence financial assistance & C.M. Relief funds.
- k) Invitation cards of celebration of festivals.

### **3. BUDGET AND AUDIT BRANCH:- Room No 820**

a) Annual Budget distribution among Sub-Divisions & Headquarter and control over budget, budget correspondence with Divisional Commissioner & Govt.

b) Preparation and submission of monthly expenditure Statement of HQ & compilation of Sub Division statement & preparation of consolidated expenditure statement U/H 2053-093, 2053-094-01, 2053-094-04 & 2235- MR, monthly receipt statement U/H 0075-Misc. General Services, submission of excess & surrender statement and Preparation of budget/revised budget.

#### **Audit**

a) To deal with PAC/CAG matters.

b) To deal with draft paras.

c) To deal with audit & inspection note on the working of D.C. Office & all Sub Divisional Offices..

### **4. NAZART BRANCH:- Room No. 821**

This branch has one Sr. Assistant & two Clerks. The work dealt by this branch is:-

a) To deal with drawing & disbursement of D.C. office pay, TA, MRC GPF and other bills under various Heads.

b) Drawl of contingency bills & maintenance of cash book, attend VIPs and State Guests during their visit.

c) Correspondence relating to deposit Asla Bapsi. (Arms)and deposit of Arms.

d) Correspondence relating to all types of festivals.

e) To assist the District Nazir in attending the VIPs/State Guests during the visit.

f) To maintain the Summer Festival cash book.

g) Correspondence relating to permission to private typists in Kachehri compound in the Distt. & Correspondence relating to condemnation of vehicles.

h) Diary and Despatch work.

i) To maintain the proper record of the stores and submission of bills.

### **5. PESHI BRANCH (READER to DC):- Room No 804**

a) Execution of all orders passed by the DC Kangra/ Collector/DM in all cases pertaining to DC's Court

b) Maintenance of all necessary criminal and revenue /appeals registers.

c) Preparation of statements pertaining to Peshi Branch. iv) Grant & renewal of stamp vendor licenses.

d) Inspection of various offices.

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e) Receipt and dispatch of the branch.

f) Consignment of decided files in the record room.

g) To issue reminders of all pending cases/papers.

h) Maintenance of catalogue registers, record files of Peshi branch, dispatch of Jail appeals to appellate courts with original records, disposal of papers of minor nature and routine dak, disposal of requisition of records pertaining to various courts.

i) To deal with the Court cases, withdrawal of criminal cases, Parole cases, Execution of warrants received from civil courts, transfer cases of convict to open Air Jail Bilaspur, Mercy petition cases of convicts/life convicts and securitization & reconstruction of financial assets & enforcement of Security Interest Act-2002.

## **6. DAK & LIBRARY BRANCH:- Room No 807**

- a) Marking of official dak and ensure its distribution.
- b) Correspondence regarding local holidays.

c) To send the dak of D.C.office to other office by making entry in this regard in the Register.

d) To maintain accounts of service Stamps.

Receipt of all kinds of dak.

receipt of all kinds of dak. : The official posted here is a visually impaired person and work with the assistance of another person.

## **7. GRIEVANCES AND INFORMATION BRANCH (GIB):-Room No 819**

- a) To conduct grievances meetings.
- b) To deal with complaints, references and inquiries received from Chief Minister, Minister and other departments.
- c) Supervision of Branch.
- d) To deal with character verification of newly Govt. employees recruited in Army, Air Force and navy.
- e) Receipt work.
- f) To deal with e-Samadhan work and dispatch work.
- g) Disposal of complaints received from various departments.

## **8. ARMS LICENSE BRANCH:- Room 706**

- a) To issue & renew Arms licenses & to grant dealership of arms sale & purchase.
- b) To issue N.O.Cs for installation of petrol pumps.
- c) Distribution of ex-gratia claims of accidental cases.
- d) Deals with Citizenship cases.
- e) Deals with speed breakers & parking permission.
- f) Deals with permission of fire crackers.
- g) NOCs of Hydro projects.
- h) Issuance of Arms Licenses under Explosive Act.
- i) Renewal of Licenses.
- j) Maintenance of the personal files of the licenses.

## **9. RURAL DEVELOPMENT BRANCH:- Room No 719**

- a) Meetings of Gujjar , Gaddi, Labhana Kalyan Boards.
- b) Misc. work.
- c) Discretionary grants of Chief Minister & other Ministers.
- d) To deal with TA, MRC, GPF bills & leaves of all A.E.'s in blocks.
- e) Complaints against BDO's, Pradhans & Panchayat Secretaries, Assistant Secretaries in Kangra District.
- f) Correspondence regarding recruitment of Para teachers & complaints.
- g) Correspondence regarding part time water carriers.

h) To conduct examination of HAS, PMIT, Judicial, screening test of Naib tehsildar and RIMC etc. and exam of Public service Commission and Staff selection commission, Navodaya Vidyalaya., Diary & dispatch work.

### **10. URBAN DEVELOPMENT BRANCH:- Room No 719**

- a) To deal with permission of cutting of trees within Municipal Committee, correspondence with Food Corporation of India, Science & Technology & Environment Pollution Control.
- b) Plasma Project garbage.
- c) Printing, distribution of Challan & compounding books.
- d) Correspondence regarding Town & Country Planning work, Sullabh Sauchalaya construction, Antodya Anna Yojana, Mid day meal scheme correspondence.
- e) Complaint & enquiry reports regarding Nagar Parishad & Nagar Panchayats, Swaran Jayanti Yojana.
- f) Inspection of Municipal Committees & Nagar Panchayats.
- g) Diary & Despatch work.
- h) Type work related to branch only.

### **11. HOUSING BRANCH:- Room No 719**

- a) Recoveries of LIGH/MIGH loans.
- b) All type of correspondence regarding loans.

### **12. LITIGATION BRANCH:- Room No 707**

- a) Filing of reply in Civil/Criminal writ petitions.
- b) Miscellaneous correspondence relating to cases in the Advocate General, HP Shimla & High Court.
- c) Filing of regular second appeal on behalf of State of HP in the Hon'ble High Court.
- d) Approval of fit criminal cases to be sent to Principal Secretary (Home), appointment of Public Notary, Legal Aid work.
- e) Receipt of summons received from various courts and dispatch of the same to the concerned departments.
- f) To deal with notices under section 80 CPC.
- g) Miscellaneous correspondence relating to court cases received from Distt. Attorney & Assistant Distt. Attorney., receipt work.
- h) Correspondence relating to unfit cases to be sent to Joint Secretary (Home) for examination/opinion.
- i) Submitting of unfit cases to the D.C. received from Distt. Attorney and Despatch work.
- j) All type of correspondence regarding filing appeals etc.

### **13. PODA (Room 704)**

- a) To deal with cases of Pong Dam oustees.
- b) Dealing with passport applications.
- c) To conduct State level/Distt. Level meetings of Pong Dam oustees Rehabilitation and Advisory Committee.
- d) To provide financial assistance to poor Pong Dam oustees.
- e) Miscellaneous correspondence with DC R&R.
- f) To deal with passport applications & maintain register.
- g) Other miscellaneous and typing work.

### **14. Reader ADM Branch:- Room 703**

- a) To deal court cases U/S 118.
  - b) Mutation, correction & LR 5 appeals.
- Inspection of Sub Divisions, Tehsils & police stations. Statements of Revenue cases of Distt. .

### **15. General Record Room:-**

- a) Passing of missles received from different courts.
- b) Correspondence with various deptt./courts, attendance in courts for peshi work.
- c) Supervision of GRR branch, Inspection of destruction of file.
  
- d) Submission of record.
- e) Entry of applications received from Copying branch.
- f) Destruction of files.
- g) Transfer of record to various courts.
- h) Setting of files in Basta.
  
- i) Receipt Work of the RKBO III Seat.
- j) Entry of Missile Criminal case.
- k) Receipt of requisition received from different courts.
- l) Dispatch work.

cases.

- a) Misc. work.
- b) Transfer of Judicial record to the different courts.
- c) Maintenance of record.

### **16. Copying Branch:- Room No. 517**

- a) Examined the certified copies of Revenue and Judicial Court orders.
- b) To receipt the applications from applicant and various offices.
  
- c) Maintain the record of copying fee accounts.
- d) Maintain record as per the copying agency rules 1997
  
- e) To supply the certified copies of revenue & judicial court orders to applicants.
- f) To send the certified copies to the applicant through VPP.
- g) Dispatch of dak and maintenance of records.
- h) Maintenance of CD 2 and 3 register and deposit the daily fee with Distt. Nazir.
- i) To collect the money orders maintenance of CD register.

### **17. PA to Deputy Commissioner:- Room No. 803**

- a) To attend the telephone calls.
- b) To fax the messages to various quarters from the office.
- c) To take dictation and type it out the same.
- d) To maintain the day to day business/meetings etc.
- e) Other duties assigned by the worthy Deputy Commissioner.  
ACRs of different categories of Officers/officials.
- clerk vi) To prepare monthly confidential report which is sent to the Governor's
- f) To Secretariat, Chief Secretary and other officers.
- mainta g) To deal with the public grievances who are met with the worthy
- in Deputy Commissioner.

### **18. PA to Additional Deputy Commissioner:- Room No. 718**

- a) To attend the telephone & fax messages.
- b) To maintain ACRs of block staff & office staff.
  
- c) To take dictation and type it out the same.
- d) To deal the appeal regarding Anganbari cases.

**19. PA to Additional District Magistrate:- Room No 711**

- a) To attend the telephone & fax messages.
- b) To maintain ACRs of office staff.
- c) To deal with departmental enquiries.
- d) To deal the R.T.I. work.

**20. Steno to Assistant Commissioner to Deputy Commissioner:-Room 806**

- a) To attend the telephone calls.
- b) To maintain ACRs of office staff.
- c) Reservation of Circuit House.
- d) To deal with R.T.I. work..

**21. Reader to Tehsildar, Recovery : Room No 713**

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- a) Peshi work/peshi work maintenance register.
- b) Preparation of periodical statements.
- c) Statements of all kinds of processes/warrants.
- d) Preparation of sale statements and maintenance of day book on tour.

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- e) Maintenance of recovery register with goswara in RRII, RC, Co-operative cases, Talwana register, accounts and calculation of further interest.
- f) Receipt and dispatch work.
- g) Filing of processes with relevant files and maintenance.
- h) Record keeping work of the branch.
- i) Attestation work of duty Magistrate.