

## Right to Information at District Fatehabad

In compliance with the provisions of Section 5 of the Right to Information Act 2005, the officers mentioned below in Column 1 of the Chart are appointed Public Information Officers (PIOs) for various Administrative Units / Offices working under the office of Deputy Commissioner Fatehabad. The Officers competent to hear appeals against the Public Information Officers, under section 19 of the Act have been mentioned in Column No. 2.

<b>Public Information Officers</b>	<b>Public Authority/Appellate Authority</b>
1. City Magistrate	Deputy Commissioner Fatehabad
2. District Revenue Officer	
3. District Development & Panchayat Officer	
4. S.D.M. Fatehabad	
5. S.D.M. Ratia	
6. S.D.M. Tohana	
7. Tehsildars in Tehsils	S.D.O.(Civil) concerned of the Sub-Division.
8. Naib Tehsildars in Sub-Tehsils	

It is also ordered that for the purpose of receiving the applications for supply of Information and Appeal against the order of the PIOs, for simply forwarding the same to the concerned competent authorities (PIOs or Appellate Authorities), Asstt Superintendent (R&R) in the offices of SDO's(C), are appointed Asstt PIOs as per provisions of section 5 (2) of the Act.

It is further ordered that the next senior most officer / officials shall automatically function as the PIO/APIO as the case may be, in the absence, for whatever reason of the PIO or APIO concerned.

## Deputy Commissioner Office Fatehabad

<b>Address</b>	<b>Deputy Commissioner Fatehabad</b> <b>Room No. 27, 1<sup>st</sup> Floor,</b> <b>Mini Secretariat</b> <b>Fatehabad - 125050</b>
<b>Phone No.</b>	<b>01667-230001</b>

<b>Officer</b>	<b>City Magistrate Fatehabad</b> <b>Room No. 38, 1<sup>st</sup> Floor,</b> <b>Mini Secretariat</b> <b>Fatehabad</b> <b>Phone No. : 01667-230030</b>
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<b>Branch</b>	<b>Address</b>	<b>Work Information</b>
Superintendent	Room # 39, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	Supervision & execution of the works related to all branches.
Establishment	Room # 28A, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"><li>• Establishment &amp; Appointment of Staff in the Subdivision, Tehsil &amp; Subtehsil.</li><li>• Salary, GPF, Medical Claims, Income Tax, Loans, TA Bills etc.</li><li>• Initiating Disciplinary Action against Officers / Officials found absent during inspection.</li></ul>
District Nazir	Room # 31, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"><li>• Various Allotments &amp; their Record Maintenance.</li><li>• Declaration &amp; Auction of Condemn Vehicles through Board.</li><li>• Annual Contract for Tea Stalls, Photostat Shops, Form Shops, Cycle Stand etc in Mini Secretariat and Tehsil.</li><li>• Financial Assistance for crimination of Freedom Fighters.</li></ul>

		<ul style="list-style-type: none"> <li>• Payments for Staff Salary &amp; Allowances, House Tax, Water &amp; Electricity Bills, Telephone Bills of DC Office.</li> <li>• Recovery of Rents from Advocate Chambers.</li> <li>• Allotment of Funds under various Heads to Subdivisions.</li> <li>• Maintenance of Mini Secretariat.</li> </ul>
Passport & Arms License	Room # 44B, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"> <li>• Issuance of new Arm Licenses, entry of weapon and extension of purchase period.</li> <li>• Issuance &amp; Renewal of Licenses for storage of Kerosin Oil.</li> <li>• Issuance &amp; Renewal of Licenses for storage of Crackers.</li> <li>• Issuance of NOC for establishing new Petrol Pumps.</li> <li>• Issuance &amp; Renewal of Licenses for establishment of Cinema Theatre.</li> </ul>
Complaint & Enquiry	Room # 40A, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"> <li>• Redressal of Public Grievances through grievances meeting on monthly basis.</li> <li>• Redressal of Complaints received from Human Right Commission.</li> <li>• Elections of Shiromani Gurudwara Prabandhak Committee (SGPC).</li> </ul>
Local Funds	Room # 29, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"> <li>• Redressal of Complaints and Control over Municipal Council / Municipal Committee.</li> <li>• Annual Inspection of Municipal Council / Municipal Committee/Market Committee.</li> <li>• Election related matters of Municipal Committees.</li> <li>• Administrative approval of Development Works.</li> <li>• Service related matter of including Fire Bridged related staff.</li> </ul>
Miscellaneous	Room # 28B, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"> <li>• Releasing tour programmes of Hon'ble CM, Ministers and other VIPs.</li> <li>• Arrangements for Celebration of Independence Day and Republic Day.</li> <li>• Appointment of representative for Tender / Auction / Lucky Draw.</li> <li>• Imposing section 144.</li> <li>• Correspondence related to periodic News Papers, OBC and Harijan Welfare etc.</li> <li>• Committees related to Welfare.</li> <li>• Matters related to Monthly Meetings.</li> <li>• Issuance of NOC and Approval for holding Circus / Magic Show / Cultural Programmes.</li> </ul>

Copying	Room # 44A, O/o DRO Fatehabad	<ul style="list-style-type: none"> <li>• Issuance of Nakals for decisions of the Revenue Courts and Labour Courts.</li> <li>• Issuance of Nakals for record of Naib Tehsildar (Sales).</li> <li>• Follow up on inspections carried out by Officers and Stamp Auditors from time to time.</li> </ul>
Vernacular Record (V.R.K.)	Record Room Near Mini Sectt. Fatehabad	<ul style="list-style-type: none"> <li>• Files containing decisions of Revenue Courts, Nakal related activities .</li> <li>• Inspection and Maintenance of the Record.</li> </ul>
Development	Room # 62, 2 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"> <li>• Works related to amount released by Hon'ble Chief Minister and other Ministers for different Societies.</li> <li>• Repair of Harijan / Backward / General Chaupal.</li> <li>• Works related to construction of Block Offices.</li> <li>• Establishment of School / College.</li> <li>• Allotment of Govt. Buildings.</li> <li>• Audit Note of all Blocks.</li> <li>• Court Cases.</li> <li>• Inspection &amp; Reports of all Block Offices.</li> </ul>
Peshi	D.C. Court Fatehabad	<ul style="list-style-type: none"> <li>• Court Cases related to Judicial / Revenue Appeal, Executive Appeal, Surplus Cases etc.</li> <li>• Inspection of Treasury, Sub Treasury and Thanas.</li> <li>• Providing Police Services, Protection etc.</li> </ul>
English Record Keeper	Room # 40A, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"> <li>• Government Diary.</li> <li>• Miscellaneous Diary.</li> <li>• Marking and Dispatch of Dak.</li> </ul>
Small Savings	Room # 31, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"> <li>• Achieving the Targets fixed by Govt.</li> <li>• Allotment of Annual Targets to District HODs and its monitoring.</li> <li>• Training to Agents on Small Saving.</li> <li>• Implementation of Prize Coupon Schemes in the District.</li> <li>• Distribution of Prizes.</li> <li>• Extension and Advertisement of Small Saving Schemes.</li> </ul>

<b>Officer</b>	<b>District Revenue Officer Fatehabad</b>  <b>Room No. 46, 1<sup>st</sup> Floor,</b>  <b>Mini Secretariat</b>  <b>Fatehabad</b>  <b>Phone No. : 01667-230018</b>
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Branch	Address	Work Information
Asst, Superintendent	Room # 48, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	Supervision & execution of the works related to all branches.
Sadar Kanungo	Room # 44B, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"> <li>• The revenue record is available in this branch.</li> <li>• Report on Rainfall.</li> <li>• Redressal of complaints related to Kanungo / Patwaris.</li> <li>• Land Records Computerisation</li> <li>• Transfer of Patwari / Kanungo's</li> <li>• Monthly Reports on Jamabandi / Mutation.</li> <li>• Approval of Medical Bills of Patwaris.</li> <li>• Pension cases to Accountant General Haryana for Patwari and kanoongo.</li> <li>• Submission of Daily report on Rainfall wef 1<sup>st</sup> July to 30<sup>th</sup> July.</li> <li>• Releasing the compensation &amp; its distribution to such affected persons as per directions of Govt.</li> </ul>
District Revenue Accountant	Room # 49, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"> <li>• Activities related to Recovery viz. Issuance of Recovery Certificate to all tehsils for Recovery.</li> <li>• Issuance of R.C through District Collector to collector of other District where the recovery case belongs.</li> <li>• Activities related to Establishment/Pay, Promotion, increments, proficiency of Accounts officials</li> <li>• Distribution of Govt Forms for usage in Tehsils offices.</li> <li>• Audit and inspection of Land Revenue Accounts in all Tehsils / Sub-Tehsils.</li> <li>• Monthly statements of Recovery to Govt / Commissioner and other officers.</li> <li>• Quarterly Report on Recovery of Bank Dues to Govt / Commissioner.</li> <li>• Annual Report on Recovery of all type of dues to Govt / Commissioner.</li> <li>• Audit Notes of Accountant General</li> </ul>

		<p>Haryana related to recovery are submitted to Govt / Commissioner Hisar Division.</p> <ul style="list-style-type: none"> <li>• Correspondence related to remittance of Takavi Amount.</li> <li>• Redresal of Audit Notes related to Takavi Branch.</li> <li>• Submission of monthly information related to Takavi to Govt / Commissioner Hisar Div Hisar.</li> <li>• Submission of budget for income &amp; expenditure under the heads 6216, 6401, 6515, 0049, 2075, 0075.</li> <li>• Submission of Activities report of Naib-Tehsildar Account to Commissioner.</li> </ul>
FRA Branch	Room # 44B, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"> <li>• Cases related to Agajani / Hailstorm are taken care</li> <li>• Flood Branch takes preventive measures during heavy rainfall to overcome flood related situation.</li> <li>• Establishment of Flood Control Room</li> </ul>
Land Acquisition	Room # 44A, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"> <li>• Compensation related to acquired Land, Tubewell, Dhani, Kotha, Tree etc is given to land owner.</li> <li>• In case of any dispute related to compensation amount, case is sent to court of District Judge for final decision under section -30.</li> <li>• Certificate in respect of compensation released is issued for the exemption of stamp duty through this branch.</li> </ul>
Ligh Migh	Room # 44A, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"> <li>• Loan for House Building was provided through this branch till 1994-95.</li> <li>• Recovery of loan is taken care by this branch.</li> </ul>
H.R.A.	Room # 44A, 1 <sup>st</sup> Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"> <li>• Maintaining record more than 12 years old of all tehsils of the district.</li> <li>• Maintaining record of Income &amp; Expenditure of Registration done by Sub-Registrar in all Tehsils.</li> <li>• Issuing licences to all stamp vendors and renewal alongwith inspection.</li> <li>• Inspection of all Sub-Registrar offices.</li> <li>• Registration of places falling in two more than two tehsils.</li> <li>• Action on complaints related to evasion of stamp duty.</li> <li>• Preparation of nakals for Registered</li> </ul>

		Deeds. <ul style="list-style-type: none"> <li>All Activities related to Stamp Duty.</li> </ul>
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<b>Officer</b>	<b>Distt. Development &amp; Panchayat Officer Fatehabad</b>  <b>Room No. 60, 2<sup>nd</sup> Floor,</b>  <b>Mini Secretariat</b>  <b>Fatehabad</b>  <b>Phone No. : 01667-230013</b>
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Branch	Address	Work Information
Deputy Superintendent	Room # 6, Grd. Floor, Mini Secretariat Fatehabad	Supervision of the works related to Panchayat Branch and Development Branch.
Panchayat	Room # 6, Grd. Floor, Mini Secretariat Fatehabad	<ul style="list-style-type: none"> <li>Matching Grant, LATD and Revenue Income Schemes.</li> <li>Transfer of Shamlat Land.</li> <li>Evaluating Cost of Tress in Shamlat Land of Gram Panchayats.</li> <li>Lease/Patta of Shamlat Land.</li> <li>Court Cases.</li> <li>Recovery of House Tax.</li> <li>Redressal of Complaints of Panch / Sarpanch / Panchayat Samitis and Zila Parishads.</li> <li>Beautification of Town.</li> <li>Inspection of Gram Panchayats.</li> <li>General Election of Gram Panchayats after every 5 Years.</li> <li>Electing President / Vice President of Panchayat Samitis / Zila Parishads.</li> <li>Maintenance of budget for Municipal Council / Municipal Committee.</li> <li>Activities related to Panchayat Bhawan.</li> <li>Bye-Elections.</li> <li>Printing of Electoral Rolls.</li> <li>Repair of Harijan Chaupals.</li> <li>Regularisation of Darina Kabja.</li> <li>Meetings of Gram Sabhas.</li> <li>Panchayati Raj Sports competition.</li> </ul>