

General Information

The present system of administration in Delhi can be traced back to 1803, when Delhi came under British protection and eventually became part of the British Punjab. Delhi district had a Deputy Commissioner who was the Chief District Officer, having revenue and Registration powers. He was also the head of urban administration, being President of the District Board and the Municipality.

Till independence, Delhi had a Chief Commissioner as the administrative and executive head, with the Deputy Commissioner reporting to him. He had three Assistant Commissioners to share responsibilities such as case work of revenue and criminal appeals, municipal and minor criminal cases, and administration of the Municipality.

After independence, the nature of District Administration underwent some changes with devolution of powers to newly created Departments. For example, the Municipality evolved into the MCD, in which the DC had no role after 1958. The development works were transferred to the Development Commissioner, the industries work to the Directorate of Industries and the work of transport to the Department of Transport.

However, D.C., Delhi continued to be the Head of the District Administration, responsible for law and order, excise, issue of arms and explosive licenses, and citizenship certificates, apart from revenue and criminal judicial work. In the mid-seventies, the DC office was organized as follows – These were four administrative districts – New, Central, North and South, looked after by three ADMs, amongst whom the various other powers and functions, such as treasuries, excise, entertainment etc., were divided. Revenue and Land Acquisition work was supervised by ADM (Revenue) and ADM (LA) respectively. There were 12 Sub-Divisions, each headed by SDM, which was later reduced to seven.

Two major changes greatly diluted the role of DC Office. The first was the separation of the executive and the judiciary in 1969, after which heinous crimes were dealt with by Sessions Courts and other offences including IPC offences were dealt with by Judicial Magistrates. The Executive Magistrates were to look after executive and administrative matters such as licensing, sanction of prosecution, and preventive sections of the Cr.P.C. such as Section 107,109,110,133,144 and 145.

In 1978, the Delhi Police Act was promulgated, by which Delhi came under the Commissioner of Police system. Almost all powers of the District Magistrates as per the Cr.P.C. were vested in the Police Commissioner. Section 107 and Section 144 Cr.P.C., which are very important viz a viz law and order, since then have been directly dealt with by the Police. Furthermore, powers of licensing and entertainment, which earlier vested in the D.C., were also given to the Police.

This was the situation in 1996 when the exercise of decentralizing the DC office by setting up 27 SDM offices and 9 DC offices was started. While the SDMs were put in place in mid-1996, the DCs began functioning from 1.1.97. Further in September 2012, Delhi was divided into 11

districts and 33 subdivisions.

Introduction

The South West District of N.C.T. of Delhi is situated in the South West part of Delhi. It is located in between latitude 28 40' and 28 29' and longitude between 76 50' and 77 14'.

The district occupies an area of approximately 420 sq km inhabited by a population of 2,292,958. There are 1,246,046 males and 1,046,912 female. There are 77 villages in the district.

The district is divided into three administrative subdivisions – Delhi Cantonment Sub-Division, Vasant Vihar Sub Division and Najafgarh Sub-division. There are three administrative Tehsil - Delhi Cantonment, Vasant Vihar and Najafgarh.

The South West District is of strategic importance as it houses both the airports in Delhi - The Indira Gandhi International Airport as well as the domestic palam airport. The District also has the strategically important Delhi Cantonment which has a number of defence installations, artillery, armoury etc. apart from a large number of defence personnel.

The district also has a large number of Government officers in R.K. Puram. The south-West District has the distinction of having the biggest colony in Asia at Dwarka. Moreover R.K. Puram, the largest Government colony in Asia also comes under the district. Palam village in this district is the head of the Panchayat of 365 villages.

Location & Geography

South West District of Delhi is surrounded by West District of Delhi on its North, Jhajjar on its West, Gurgaon on its south and South District of Delhi on its East. It is bounded by the border of Haryana comprising of Gurgaon, Bahadurgarh & Jhajjar and West, Central, New Delhi and South District of NCT of Delhi.

District Administration

District Administration is a bridge between the Government and the common man. This system has a long tradition in India and has been adopted even before independence. The South-West district is headed by the Deputy Commissioner followed by an additional District Magistrate (ADM) as second-in-command. The ADM functions as the Land Acquisition Collector of the district and carries out the functions of acquisition of land, taking over possession of land, assessment of compensation for land taken over for public purposes.

The district is divided into 3 subdivisions and Sub divisional Magistrate (SDM) is the head of each subdivision. Each Subdivision is having revenue and clerical staff for its various functions. For revenue functions each subdivision has Tehsildar, Naib- Tehsildar, Kanungo and patwaris in that order. For other functions, there is clerical staff.

The Three Sub-Divisions are:-

1. **KAPASHERA**
2. **NAJAFGARH**
3. **DWARKA**

The South West district has a varied character with Kapashera Sub Division as predominantly rural, Najafgarh Sub Division as mostly and the Dwarka Sub Division as a mix of both urban and rural.

Deputy Commissioner (South-West) has also been designated as joint Chief Electoral officer (South-West) for performing election related duties. In this work, he is assisted by all the SDMs and SDM (Election), for work relation to registration of documents, there is office of Sub-Registrar (South-West) directly under the control & supervision of Deputy Commissioner Office of the BDO (South-West) is also a part of the office of Deputy Commissioner. Headed by the Block Development Officer, this office is responsible for custody of Gaon Sabha land and promotion of Agriculture, Horticulture and Developmental activities in the village. There is also a centre of NIC in the district which facilitates computerization in the district and links the district with world through internet.

Office of the Deputy Commissioner (South-West) offers a wide variety of services to the public such as:-

- Services pertaining to ownership of land
- Issue of certificates
- Registration of Marriage
- Registration of Documents
- Relief & Rehabilitation
- Loans for self-employment
- Stamping of Documents
- Functions of LHA under prevention of food Adulteration Act
- Functions of Magistrate Under Cr Pc
- Land Acquisition
- Regulatory functions under Environment protection Act
- Miscellaneous functions under various acts, rules & control orders

Functions

Revenue functions

Revenue functions involve maintenance of land records, conduct of revenue cases, carrying out of demarcation and mutations, settlement operations and functioning as custodian of public land. Deputy Commissioners and Additional District Magistrates are Collectors and Additional Collectors as per different Revenue Laws operating in Delhi. Sub Divisional Magistrates are designated as Assistant Collectors and Revenue Assistants and are primarily responsible for day to day revenue work. The subordinate revenue staff consisting of Girdavars, Kanungos and Patwaries are supervised by Tehsildars who are involved in field level revenue activities and mutations.

Issue of Certificates

Sub Divisional; Magistrates are empowered to issue various kinds of statutory certificates including SC/ST & OBC, Domicile, Nationality etc.

Registration of Property documents, sale deeds, power of attorneys, share certificates and all other documents which need to be compulsorily registered as per law is made at Sub Registrar's Office which are nine in numbers. Deputy Commissioners are Registrars for their respective districts and exercise supervisory control over the Sub Registrars.

Election work

Deputy Commissioners are District Election Officers and Returning Officers for Parliamentary Constituencies. Additional District Magistrates and Sub Divisional Magistrates are Returning Officers for Assembly Constituencies and Electoral Registration Officers in respect of Voters' Lists. The District Officers are primarily responsible for conduct of Lok Sabha and Assembly Elections. The District Administration is also responsible for maintenance and revision of Voters' Lists, for issue of Voters' Photo Identity Cards (EPIC Cards) and Voters' Certificates.

Magisterial functions

Deputy Commissioners, Additional District Magistrates and Sub Divisional Magistrates exercise powers of Executive Magistrates. In this role they are responsible for operating preventive Sections of Code of Criminal Procedure. They also carry out enquiries in cases of unnatural deaths of women within seven years of marriage and issue directions to the Police for registration of case, if required. Additional District Magistrates and Sub Divisional Magistrates are empowered to conduct enquiries into custodial deaths including deaths in Police Lock Up, Jails, Women Homes etc. The Officers of this Department are also expected to act as eyes and ears of the Government and conduct enquiries into all major accidents including major fires incidents, riots and natural calamities etc.

Registration of Marriage

Deputy Commissioners, Additional District Magistrates and Sub Divisional Magistrates are conferred with powers as Registrars of Marriage under the Hindu Marriage Act and Special Marriage Act. This power is ordinarily exercised by the Additional District Magistrates who are responsible for registration and solemnization of marriages.

Relief and Rehabilitation

This department is given the primary responsibility for relief and rehabilitation operations in any calamity whether natural or man-made. Deputy Commissioners' Offices carry out relief operations during flood, fires, crop failures, droughts and other calamities. It is also responsible for coordinating and implementing disaster management plan for natural and chemical disasters and awareness generation programme on disaster preparedness is being carried out with the assistance of United Nations Development Programme. This department is also involved in management of migrant camps and distribution of relief and pension to J&K Migrants, Punjab Migrants and 1984 Riots Victims etc.

Subdivision & Blocks

The SouthWest district has three sub division

1. Dwarka
2. Najafgarh
3. Kapashera

The districts correspond to the Police Districts. This district is headed by a Deputy Commissioner, who has under him an Additional District Magistrate, Sub Divisional Magistrates, Tehsildars and Sub-Registrar. The District Administration carries out diverse variety of functions including magisterial matters, revenue courts, issue of various statutory documents, registration of property, conduct of elections, relief & rehabilitations, land acquisition and various other areas which are too numerous to be numerated. The District Administration in Delhi is the de-facto enforcement department for all kinds of Government Policies and exercises supervisory powers over numerous other functionaries of the Government. At the apex of revenue hierarchy is the Divisional Commissioner who is also the District Magistrate of Delhi and Inspector General of Registration. He is also designated as Secretary (Revenue) and Collector under various Revenue Acts.

List of Village in the South-West District

Sub Division – Dwarka

1. Togan Pur
2. Palam
3. Binda Pur
4. Luhar Heri
5. Mirza Pur
6. Nasir Pur
7. Dabri
8. Dhool Siras
9. Pochan Pur
10. Amber Heri
11. Nangli Sakrawati
12. Kakrola
13. Budhela

14. Hastal
15. Nangali Jalib
16. Razapur Khurd
17. Posangipur
18. Nawada Marza Hastal
19. Matiala
20. Asalatpur Khadar

Sub Division – Najafgarh

1. Roshan Pura
2. Dichaon Kalan
3. Jharoda Kalan
4. Surakh Pur
5. Mitraun
6. Khar Khari Nahar
7. Khaira
8. Surhera
9. Kair
10. Khera Dabar
11. Ujwa
12. Sher Pur Dairy
13. Jafar Pur Kalan
14. Malik Pur Zer N Garh
15. Jhul Jhuli
16. Saranpur
17. Mundhela Kalan
18. Mundhela Khurd
19. Samas Pur Khalsalssa Pur
20. Issa Pur
21. Qazi Pur
22. Baqar Garh
23. Dhansa
24. Galib Pur
25. Najafgarh
26. Haibat Pur
27. Masuda Bad

Sub Division – Kapashera

1. Bharthal
2. Bamnoli
3. Guman Hera
4. Darya Pur Khurd
5. Rawta
6. Devrala
7. Pindwala Kalan

8. Pindwala Khurd
9. Khar Khari Jatmal
10. Khar Khari Rond
11. Jhatikra
12. Ragho Pur
13. Nanak Heri
14. Badu Sarai
15. Shikar Pur
16. Asalat Pur Khawad
17. Jain Pur
18. Hasanpur
19. Daulat Pur
20. Rewla Khan Pur
21. Paprawat
22. Goela Khurd
23. Taj Pur Khurd
24. Quiba Pur
25. Chhawla
26. Kangan Heri
27. Salah Pur
28. Kapas Hera
29. Bijwasan
30. Dindar Pur

List of Police Stations of District South-West

1. Deputy Commissioner of Police (SW), Vasant Vihar.
2. Deputy Commissioner of Police (Dwarka), Sector-23
3. Assistant Commissioner of Police, Vasant Vihar
4. Assistant Commissioner of Police, Vasant Kunj
5. Assistant Commissioner of Police, Delhi Cant
6. Police station Sector 23 Dwarka
7. Police station Dwarka (North)
8. Police station Kapashera
9. Police station Dwarka South
10. Assistant Commissioner of Police, Dabri
11. Police station, Dabri
12. Police station, Bindpur
13. Police station, Palam Village
14. Police station, Sagar Pur
15. Assistant Commissioner of Police, Najafgarh
16. Police station, Najafgarh

17. Police station, Jaffarpur Kalan
18. Police station, Chhawala
19. Police station Baba Hari Das Nagar
20. Police station, Vikaspuri
21. Police station, Uttamnagar
22. Police station, Janakpuri
23. Police station, Tilaknagar

Constituencies

There are 7 Constituencies in the South-West District

1. 31 – Vikas Puri
2. 32 – Uttam Nagar
3. 33 – Dwarka
4. 34 – Matiala
5. 35 – Najafgarh
6. 36 – Bijwasan
7. 37 – Palam