

## Manual No.1

Publication of information regarding items specified by rule 4 (1) B (2) of the Right to Information Act 2005.

(The powers and duties of officers and employees)

**Name of the officer: Sub Divisional Magistrate, Moga.**

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The district is geographically divided into a number of units known as sub-divisions in Punjab. The official-in-charge of this unit is called Sub-Divisional Magistrate (SDM). The Sub Divisional Moga

Came into existence way back. Sub Divisional Magistrate has several executive and magisterial roles to play under Criminal procedure Code 1973, as well as several other minor acts. Sub Divisional Magistrate deals with many other works, the detail of which is as under:-

Sr. No.	Name of work	Remarks
1	Court cases	The final decision is given by Sub Divisional magistrate regarding all these works.
2	Elections	
3	Inquiries	
4	Miscellaneous Dak	
5	Survey be made at different-different times.	

## Manual No.2

Publication of information regarding items specified by rule 4 (1) B (2) of the Right to Information Act 2005.

(The powers and duties of officers and employees)

**Name of the officer: Sub Divisional Magistrate, Moga.**

Sr.No.	Name of Post	Powers and duties (in brief)
1	Superdent to S.D.M	Supervision of work of all staff.
2	Reader to S.D.M	All work related to court work and peshi shakha.
3	Ahland	Maintaining record related to court cases and preparing daily peshi list. Heis also record keeper of branch.
4	Steno	Complaints, inquiries, RTI first Appeal etc.
5	SDC-1	DRA,DRA (T) branch, HRC branch, LPA branch,Nazar branch.
6	SDC-2	RRA branch, Late birth-death registration and RTI branch, DA branch, SK branch NRI branch, etc.
7	SDC-3	Budget branch, Court fees, Refund, etc
8	MTC	Transport work

### Manual No.3

Publication of information regarding items specified by rule 4 (1) B (2) of the Right to Information Act 2005.

( The procedure followed in the decision making process, including channels of supervisor and accountability)

**Name of the officer: Sub Divisional Magistrate, Moga.**

Sr.No	Nature/type of work	Level at which the case is initiated (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision of made (Name of the post)
1	Peshi Branch	Ahlmad put up the papers with concerned file to the Reader who deals the file with relevant rules and instructions.	Reader	S.D.M
2	Complaints, inquiries, H.R.C Branch, Sadar Kanugo branch, court fees refund, N.R.I branch DRA, DRA (T) branch, Rural Area Certificate, LFA branch, RTI branch, RRA branch, Late birth-death Registration, LPA branch, DA branch Elecation Budget Branch Nazar Branch Reciet/ Dispatch, Red cross Branch Pension Case, The work related to Survey at different-different time.	The dealing clerk put up the Papers with concerned file to the SDA who deals the file with relevant rules and instructions.	S.D.A	S.D.M

## Manual.4

Publication of information regarding items specified by rule 4 (1) B (4) of the Right to information **Act 2005.**

(To norms set for the discharge of the functions)

However, in order to stream line the office work and expedition disposal of the causes and Complaints etc, received following norms and fixed.

Name of the officers Sub Divisional Magistrate, Moga

<b>Sr no.</b>	<b>Name of work</b>	<b>Norms set by the Deptt. (Number of days taken for decision making)</b>
1	Peshi Work	As per the provision of various act appeal revisions within the time frame in the fix in the relevant Act. However disposals depend upon the record/comment provided given by the lower court as per norms fix by the government .
2	Ahlmad	Ahlmad deals with court cases pending in the court of sub Divisional magistrate. The ahlmad prepares daily case list of court as per the case list .Files are sorted out for daily peshi work at the end of the month. Statement of the decided cases is prepared and sentt to the deputy commissioner, moga. After the decision of the case record is send to the concerned court at the earliest for further necessary action and the appeal file is send to the record room.
3	Late Death Birth Registration	Files receive from suwidha centre. Within two days these files are sent to Telsildar Moga for report .when the files come back to this office, then within two days these are putup to S.D.A and SDA to SDM and then by the permission of SDM,files are sent to Civil Hospital Moga.
4	H.R.C Branch, Sadar kanugo Branch,N.R.I branch DRA, DRA (T) branch , LFA branch RTI branch LPA branch DA branch Nazar branch Red cross branch	The applications receive from Deputy Commissioner Moga. within two days these application are send to the concerned to take report. When the report receive from the concerned ,the file along with the report in original is sent to the deputy commissioner ,Moga.

4	Receipt/ Dispatch	Every letter application is entered in Receipt Register and every letter which is disposed off by the Branch is also centred in dispatch Register before Dispatching the same.
5	Court fees refund	This is the process of 10 Days.
6	1.Sanction of the Non refundable advances. 2.Reundable Advances. 3.Final Payment of G.P.F 4.Final payment of G.I.S to employees working in SDM office, Moga 6.90% advance before retirement	These type of works are dealt with accordingly to Govt. rules and authorities to make payment are with Deputy Commissioner Moga.
7	Cash book	Cash book is maintained according to rules and Instructions by the dealing clerk and the same is attested by DDO.

## **Manual.5**

Publication of information regarding items specified by rule 4 (1) B (5) of the Right to information **Act 2005.**

The rule, regulations ,instructions ,manuals and records held by it or under control of used employees for discharge functions.)

Name of the officers Sub Divisional Magistrate, Moga

<b>Sr no.</b>	<b>Name of Act</b>	<b>Norms of the rule Manual</b>
1	Late Death Birth Registration Act	Late Death Birth Registration Act 1996 Section 13 (3)
2	Stamp Act	Stamp Act 5 of 1927 Section 50

## Manual.6

Publication of information regarding items specified by rule 4 (1) B (6) of the Right to information Act 2005.

### **Statement of the categories of Documents that are hold or under control.**

Name of the officers Sub Divisional Magistrate, Moga

<b>Sr no.</b>	<b>Branch Name</b>	<b>Category of document</b>
1	Peshi Branch	1 . Receipt Dispatch Register (institutions registry of various Act and rules). Summoning Register Peshi Register Cause list File
2	Receipt /Dispatch Complaints MA Branch DRA Branch LFA Branch RRA Branch LPA Branch HRC Branch Budget Branch Nazar Branch S.K Branch	Receipt Register Dispatch Register of all these branches.

**Manual.7**

Publication of information regarding items specified by rule 4 (1) B (xvi) of the Right to information Act 2005.

The particulars of any arrangement the exists for consultation with or representation by the member of the public in relation to the formulation of policy or implementation thereof.

Name of the officers Sub Divisional Magistrate, Moga

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NOT APPLICABLE

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Sub Divisional Magistrate,  
Moga



## Manual.8

Publication of information regarding items specified by rule 4 (1) B (vi) of the Right to information Act 2005.

### **Statement of the board,Council,Committee and other bodies.**

Name of the officers Sub Divisional Magistrate, Moga

<b>Name of the board meeting</b>	<b>Name of the Council</b>	<b>Name of Committee</b>	<b>Name of other bodies constituted by the Deptt.</b>	<b>whether meeting of these bodies are open to the public. (yes/no)</b>	<b>whether minutes of such meeting are accessible for public (yes/no)</b>
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1	2	3	4	5	6
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1 . Bonded labour committee				yes	yes
2 . The Prohibition of Employment as Manual Scavengers and their Rehabilitation.				yes	yes

## **Manual.9**

Publication of information regarding items specified by rule 4 (1) B (xvi) of the Right to information **Act 2005**.

Name of the officer: Sub Divisional Magistrate, Moga

(Directory of the officers and employees)

Sr No.	Name of Employee Sh./Smt.	Designation	Telephone/Mobile Number
1	Usha Rani	Superdent	97814-12122
2	Tejinder Singh	Reader	84377-35423
3	Satinder Singh	Ahlmmad	98784-34466
4	Harpreet Kaur	Jr Stenographer	80546-51149
5	Himmat Singh	Jr Assistant	96539-19819
6	Davinder pal Singh	Clerk	94179-66637
7	Prince Kumar	Clerk	78371-00310

## **Manual.10**

Publication of information regarding items specified by rule 4 (1) B (xvi) of the Right to information Act 2005.

**(Monthly remuneration received by the officer and employees)**

**Name of the officer: Sub Divisional Magistrate, Moga**

Sr No.	Name of Employee Sh./Smt.	Designation	Gross Salary
1	Usha Rani	Superdent	59728/-
2	Tejinder Singh	Reader	61080/-
3	Satinder Singh	Ahlmmd	43815/-
4	Harpreet Kaur	Jr Stenographer	45050/-
5	Davinder pal Singh	Clerk	40748/-
6	Prince Kumar	Clerk	39094/-

## Manual.11

Publication of information regarding items specified by rule 4 (1) B (xvi) of the Right to information Act 2005.

**Name of the officer: Sub Divisional Magistrate, Moga**

Sr No.	Head item of the Budget	Proposed expenditure during the year 2014-15
1	Salary	59,50,000/-
2	Medical	-----
3	T.A	-----
4	O.E	20,000/-
5	POL	1,00,000/-
6	Telephones	20,000/-

Sub Divisional Magistrate,  
Moga.

## **Manual.12**

Publication of information regarding items specified by rule 4 (1) B (xvi) of the Right to information Act 2005.

**(The manner of execution of subsidy including the amount allocated and the details**

**Name of the officer: Sub Divisional Magistrate, Moga**

Sr.No.	Scheme under manner of execution amount details of subsidy given
NOT APPLICABLE	

### **Manual.13**

Publication of information regarding items specified by rule 4 (1) B (xvi) of the Right to information Act 2005.

**Particulars of recipients of concessions, Permits or authorizations granted.**

**Name of the officer: Sub Divisional Magistrate, Moga**

Sr.No.	concessions/Permits, Name of the recipients Authorizations grant	Adressof the recipients
NOT APPLICABLE		

## Manual.14

Publication of information regarding items specified by rule 4 (1) B (xvi) of the Right to information Act 2005.

(Details in respect of the information available reduced in electronic forms)

**Name of the officer: Sub Divisional Magistrate, Moga**

<u>Sr.No</u>	<u>Unit</u>	<u>AIPO</u>	<u>PIO</u>	<u>Appellate Authority</u>
<u>1</u>	<u>Sub Divisional Magistrate</u>	<u>Reader to SDM Moga</u>	<u>Superdent Grade-2 Office ooof SDM Moga</u>	<u>SDM Moga</u>

## **Manual.15**

Publication of information regarding items specified by rule 4 (1) B (xvi) of the Right to information **Act 2005.**

(The manner of Execution of subsidy, Including the amount allocated and the details of beneficiaries of such programmed )

**Name of the officer: Sub Divisional Magistrate, Moga**

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Sub Divisional Magistrate of the sub divisional Moga listens to the public daily from 11:30 P.M to 1:30 P.M to In this connection sitting arrangements has been made. Patient hearing is given to the public and most of their grievances are redressed immediately. Rests of the complaints are marked to the concerned officer of different departments, concerned Tehsildar and Naib Tehsildar for report and receiving the report the complaints are finally disposed off within 15 days.

Sub Divisional Magistrate,  
Moga.



## **Manual.16**

Publication of information regarding items specified by rule 4 (1) B (xvi) of the Right to information Act 2005.

**Name of the officer: Sub Divisional Magistrate, Moga**

Sr.No.	Facilities Available	Remarks
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During Office hours public can meet and can present complaints/grievance  
Grievances of the public are heard and redressed on a fast track basis.

Sub Divisional Magistrate,  
Moga.