

MANUAL FOR DEPUTY COMMISSIONER OFFICE, DISTRICT HOSHIARPUR

Hoshiarpur district falls in the Jalandhar Revenue Division. There are four Sub Divisions/Tehsils , 5 Sub-Tehsil , ten development blocks, eight municipal councils and one notified area committee which are as follows

Administrative Divisions

SUB-DIVISIONS / Tehsil (4)

1. Hoshiarpur
2. Dasuya
3. Mukerian
4. Garhshankar

Sub Tehsil (5)

- 1) Bhunga
- 2) Gardhiwala
- 3) Tanda
- 4) Talwara
- 5) Mahilpur .

DEVELOPMENT BLOCKS (10)

1. Hoshiarpur-I
2. Hoshiarpur-II
3. Bhunga
4. Tanda
5. Dasuya
6. Mukerian
7. Talwara
8. Hajipur
9. Mahilpur
10. Garhshankar

MUNICIPAL COUNCILS (8)

1. Hoshiarpur
2. Haryana
3. Tanda
4. Dasuya
5. Mukerian
6. Garhdiwala
7. ShamChaurasi
8. Garhshankar

NOTIFIED AREA COMMITTEE (1)

Mahilpur

Role of Deputy Commissioner

The responsibility of General Administration of the District lies with the Deputy Commissioner. He is the Executive Head and has three fold roles as

- i. Deputy Commissioner
- ii. District Collector
- iii. District Magistrate.

He is assisted by the following officers for carrying out day to day work in various fields:--

1. Additional Deputy Commissioner
2. Assistant Commissioner (General)
3. Assistant Commissioner (Grievances)
4. District Revenue Officer
5. Secretary, R.T.A
6. District Development and Panchayat Officer

The Deputy Commissioner is the Chief Revenue Officer as District Collector and is responsible for collection of Revenue and other Govt. dues recoverable as arrears of Land Revenue. He deals with the Natural Calamities like draught, unseasonal rains, hailstorms, floods and fire etc.

Under the Registration Act the District Collector exercise the Powers of Registrar of the District and he controls and supervises the work of Registration of deeds. He also function as Marriage Officer under the Special Marriage Act, 1954. Further under the Cinematograph Act, the District Magistrate is the Licensing Authority in his jurisdiction. The administration of the Police in a district is vested in the District Superintendent, but under the General direction of the District Magistrate as per provisions of section 4 of the Indian Police Act, 1861.

Rule 1.15 of the Punjab Police Rules, 1934, also provides the powers of District Magistrate as under:--

The District Magistrate is the head of the Criminal Administration of the District and the Police force is the instrument provided by Government to enable him to enforce his authority and fulfill his responsibility for the maintenance of Law & Order. The police force in a District is, therefore, placed by Law under the General control and direction of the District Magistrate, who is responsible that it carries out its duties in such a manner that effective protection is afforded to the public and against lawlessness and disorder."

District Magistrate is thus responsible for the maintenance of Law & Order within the limit of his jurisdiction. He is conferred with very wide powers by the law, which if used prudently can be very effective in maintaining peace and tranquility. The police force is mainly an instrument provided by Law for the District Magistrate. He

can impose restriction on the movement of unlawful Assembly under Section 144 Cr.P.C. and can also impose curfew keeping in view the situation.

He is authorised to inspect the Offices/Courts of Sub Divisional Officers (Civil), Tehsildars, Naib Tehsildars, Treasuries, Sub Treasuries, Jails, Hospitals, Dispenseries, Schools, Blocks, Police Stations, Second Class Local Bodies, Improvement Trusts and all other offices of Punjab Government, the A.C.Rs of whose Heads of offices he is required to write. In this way, he has effective control over the Administration.

The Deputy Commissioner holds courts and hears appeals under the following Acts against the order of Sub Divisional Officer (Civil), passed as Assistant Collector 1st Grade and Sales Commissioner and Settlement Commissioner:--

1. Under the Land Revenue Act,1887
2. Under the Punjab Tenancy Act,1887
3. Displaced Persons (Compensation & Rehabilitation) Act,1954
4. Punjab Package Deal Properties (Disposal) Act,1976
5. Urban Land (Ceiling & Regulations) Act, 1976

Besides it, he decides the lambardari cases.

Annexure-2

Publication of information regarding items specified by Rule-4(i) b(ii) of the Right to information Act-2005.

(The powers and duties of the officers and employees)

Name of the office: Deputy Commissioner, Hoshiarpur.

Sr. No.	Name of post	Powers and Duties (in brief)
1.	Deputy Commissioner, Hoshiarpur	Works as Collector & Magistrate of the District Has overall control for efficient working of all the Offices and Courts under his charge.
2.	Addl. Deputy Commissioner, Hoshiarpur.	Assists the Deputy Commissioner in the administration work.
3.	Assistant Commissioner(G) Hoshiarpur	Supervision of the working of branches namely E.A., M.A.,G.P.F(A),L.P.A,D.N. Passport, L.F.A., C.A.

4.	Assistant Commissioner(Gr.) Hoshiarpur	Supervision of the working of branches, namely R.I.A.,C.E.A.,N.R.I.,Suwidha Centre.
5.	Distt Revenue officer, Hoshiarpur	Supervision of the working of branches namely DRA(M),DRA(T), HRC,.S.K.,GPFA(SK).
6.	D.D.P.O.Hoshiarpur	Supervision of the working of branches namely,D.A,RES, Planning,
7.	Tehsildar Election,	Tehsildar is a immediate Junior to the Addl.District Election of Officer.All correspondence of the officer is routed through the Election Tehsildar and he supervises the staff.He keeps maintenance of discipline in the office and disbursing officer.
8.	Supdt.Grade-I	Supdt.Grade-I is immediate junior to the Assistant Commissioner (G) correspondence of the office is routed through the Supdt.Grade-I.
9	Supdt Grade II	Vacant
10	Supdt (Revenue)	The work of all Revenue branches is routed through Supdt.Grade-II.
11	Peshi Assistant (D.C)	He deals with the work of disposal of Dak,Peshi work,cases under section 25 of Police Act,work regarding inspection of subordinate officers of the DC Office work regarding civil writ petitions,work regarding solemnization and registration of marriages under special Marriage Act 1954.
	Ahlmad	<ol style="list-style-type: none"> 1. Receipt and Despatch of Dak. 2. Work regarding court cases. 3. Preparation of Monthly/ quarterly/ yearly statement. 4. Consignment of files in record room. 5. Supply of the files in record to the appellate courts. 6. Implementation of orders of Higher Courts. 7. Work regarding providing Police help to the Govt. department. 8. Supply of record for the preparation of

		<p>copies.</p> <p>9. Preparation of Sanad Lambardari.</p> <p>10.Regarding disposal of all kinds of Warrants received from the competent courts.</p> <p>11.Regarding filing of appeals in the Hon'ble High Court in Criminal Cases decided by lower Criminal Courts.</p> <p>12.Work regarding weekly and monthly Crime reports received from the Police Department and monthly reports regarding the progress of disposal of Criminal Cases, sent by Distt.Attorney.</p> <p>13. Preparation of Peshi List.</p> <p>14.Destruction of old record.</p> <p>15.Work regarding issuance of un married certificates.</p>
12.	Reader to A.D.C(Peshi Asstt.)	<p>i)To record proceedings regarding court cases and to deal with court files with the help of Ahlmad up to the final decision of the cases.</p> <p>ii) Disposal of the whole Dak of Peshi Branch.</p> <p>iii)To maintain library (law books)pertaining to ADC court.</p> <p>iv)To record inspections of subordinate of offices and to prepare inspection notes as per programme chalked out by the DC.</p>
	Ahlmad to ADC	<p>i)To maintain the whole record of Peshi Branch.</p> <p>ii)To prepare statements and to consign files to Record Room.</p> <p>iii) To issue notices and letters as per court proceedings.</p>
	Steno to ADC	<p>i)To deal with complaints.</p> <p>ii)To maintain Telephone Register.</p> <p>iii)To deal with departmental enquiries.</p> <p>iv)To get dictation from ADC regarding court orders and other Misc.Work.</p>
12	Establishment Assistant.(E.A)	<p>i)General Supervision of the branch</p> <p>ii)Guide the clerks in court cases.</p> <p>iii)Transfer cases, Policy Matters.</p>
	Clerk-I	<p>i) Pension Cases/Gratuity case of employees</p>

		<p>of DC office.</p> <p>ii) Annual Budget preparation.</p> <p>iii) Medical Bills reimbursement of employees.</p> <p>iv) Loan cases of the employees.</p>
	Clerk-II	<p>i) Preparation of Bills & Arrear Bill.</p> <p>ii) Disposal of Audit Paras.</p> <p>iii) Increment & Proficiency Step up cases.</p> <p>iv) Preparation of monthly quarterly, Annual Statement which is sent go Govt.</p> <p>v) Recruitment/postings of class III employees.</p> <p>VI) Income TaX on LinE and 16 Form issue</p>
	Clerk-III	<p>i) Maintenance of personal files of class III and Class IV employees.</p> <p>ii) Receipt and Despatcfh of the branch.</p> <p>iii) Casual leave ,earned leave, leave incashment cases.</p> <p>iv) Recruitment/Posting and transfer of class IV employees.</p> <p>v) Proficiency Step up cases of class IV employees.</p> <p>vi) Destruction of old files.</p>
	Clerk-IV	<p>i)Preparation of T.A Bills.</p> <p>ii)L.T.C.</p> <p>iii)Enquiry cases.</p> <p>iv)Completion of Service Books of employees of DC office.</p> <p>v)Preparation of seniority list of employees of D.C office.</p>
14	Miscellaneous Assistant.(M.A)	To Supervise the work of all officials of Misc. Branch.
	Misc.Clerk-I	<p>i) Magazine Title/Press work</p> <p>ii) V.I.P.Tour Programme.</p> <p>iii) Information Noise Pollution</p> <p>iv) Monthly meeting in Sadar Office</p> <p>v) Video Parlour,Cinema located in Hoshiarpur Distt.</p> <p>vi) Economic Help case.</p> <p>vii) Rest House Booking.</p>

	Misc,Clerk-II	<ul style="list-style-type: none"> i)Receipt Dak for miscellaneous branch ii)Despatch Dak for miscellaneous branch iii)Independence Day and Republic Days functions work. iv)Name correction verification in ration card. v)Half fare identity card for blind and handicapped person. vi)Permission for general public function. vii)Miscellaneous work.
	Misc.Clerk-III	<ul style="list-style-type: none"> i) surviving family member certificate. ii) Order of u/s 144 iii) Duty Magistrates Orders. iv) Custodial work /death case. v) Inquiry work P.P.R.16.38 (1) vi) Inquiry 25,54,59 vii) Miscellaneous work.
15.	General Provident Fund Asstt.(G.P.F.A)	<ul style="list-style-type: none"> i)General Supervision of the branch ii)Checking of interest calculation in respect of class III & IV employees in annual statements. iii)Disposal of Dak . iv)Payment regarding deposit liked Insurance Scheme. v)Reconciliation of accounts with the treasury office in respect of GIS & Book transfer of yearly Insurance Fund regarding GIS
	Clerk	<ul style="list-style-type: none"> i) Receipt & dispatch work of the branch ii) Preparation of bill regarding G.P.Fund advance. iii) Posting of G.P fund deduction in the ledger & entry mde in computer regarding class.III.& IV. iv) Correspondence regarding transfer of G.P.F accounts for Class-III& IV employees. v) Preparation of annual statement showing the credit/debit of G.P.F account of Class III employees and issue to the concerned employees. vi) Civil Defence cases (reg.desertion & over staying leave)

		<ul style="list-style-type: none"> vii) Calculation of interest in respect of G.P.F account of class-III employees. viii) Final payment of G.P.F the class-III employees. ix) Correspondence regarding sending the schedules of G.P.F/G.I.S of gazetted officer to the Govt. x) Preparation of annual statement showing the xi) credit/debit of G.P.F account of class-IV Employees
16.	Licence Passport Assistant (L.P.A.)	He deals with the work of disposal of Dak and General Supervision of the branch
	Licence Passport Clerk-I	<ul style="list-style-type: none"> i) Issue of the New Arms licence. ii) Renewal of Arms licence. iii) Addition of the weapon. iv) Deletion of weapon. v) Entry of weapon. vi) Issue of carry permit. vii) Issue of Gun release. cases.
	Licence Passport Clerk-II	<ul style="list-style-type: none"> i) Confirmation of decree. ii) Countersigning of documents. iii) Verification of Schedule caste/ Backward certificate.
	Licence Passport Clerk-III.	<ul style="list-style-type: none"> i) Receipt and Despatch of dak. ii) N.O.C. for installation of Petrol Pumps iii) Licence for fire crackers etc.
17..	District Nazir, Assistant.(D.N).	<ul style="list-style-type: none"> i) Supervision of day to day work of under mentioned employees. ii) Disbursement of salary and completion of cash book. iii) Deposit and release of fire Arms in the District Mal Khana. iv) Disbursement of grants in deceased cases received from various Embassy. <ul style="list-style-type: none"> i) Correspondence /Disbursement of Award Money and maintainance of Cash Book.
	Addl.District Nazir-I	i) Purchase of goods from local market and

		<p>payment thereof.</p> <p>ii) Preparation of contingent bills.</p> <p>iii) Completion of Stock register.</p> <p>iv. Condemnation of Govt. Vehicle.</p> <p>v. Disposal of Audit and Inspection note prepared by A.G. Punjab.</p> <p>vi) Preparation of statement regarding annual budget and excess & surrender.</p> <p>vii) Preparation of different statement under different heads of account.</p>
	Addl. District Nazir-II	<p>i) Recovery of Kutchery Compound rent from Mini Secretariat and old kutchery.</p> <p>ii) Auction of anteen, Cycle Stand & Printing forms situated in Mini Secretariat and old Kutchery compound.</p> <p>iii) Correspondence and recovery of pauper suits cases.</p> <p>iv) Arrangement of Govt. functions/Meetings etc.</p> <p>v) Disposal of summons received from different Judicial Courts of the District.</p> <p>vi) Preparation of annual receipt budget/excess and surrender statement. under different account.</p> <p>vii) Preparation of monthly statement regarding receipt of Kutchery compound rent</p> <p>viii) Correspondence regarding issuances of uniforms to the class IV employee.</p> <p>ix) Fixation of wages of partime. Daily wages employee under different category.</p> <p>x) Receipt and despatch.</p>
18.	Passport /G.P.Fund Assistant.	<p>(i) General supervision of the G.P.F.(S.K.) & Passport Branch.</p> <p>(ii) To check all the dak of the branch.</p> <p>(iii) Checking of the interest calculation of GPF in respect of Patwari/Kanungo annual statement.</p> <p>(iv) Payment regarding deposit linked Insurance Scheme.</p>

		<ul style="list-style-type: none"> (v) To submit the record to Audit Party. (vi) Marking of the dak. (vii) Checking of all the passport application. (viii) To sell the passport application forms and to maintain the accounts of such sold applications forms. (ix) To deal with the correspondence regarding supply of passport forms. x) To attend Lok Suwidha Camps.
	General Provident Fund Clerk	<ul style="list-style-type: none"> (i) Despatch work of the branch. (ii) Sanction of G.P. Fund advance cases to Patwari/Kanungos. (iii) Prepration and issue of Annual Statement to the Patwaris/Kanungos. (iv) Posting of GPF deduction in the ledger. (v) Entries to be made in the computer regarding GPF deduction in respect of Patwaris/Eanungos. (vi) Correspondence regarding transfer of GPF account. (vii) Correspondence regarding allotment of New GPF A/C No. Patwaris/Kanungos. (viii) Preparation of monthly statements and broad sheet showing the credit/debit of GPF (ix) Cases regarding final payment of G.P. fund to the retiree.
	Passport Clerk	<ul style="list-style-type: none"> (i) To receive the fresh passport application of the District. (ii) Checking of the passport applications forms as per rules/instructions. (iii) To send the application forms to the SSP,Hoshiarpur for verification and obtain reports. (iv) To send the passport application to the RPO, Jalandhar through special messenger after police verification. (v) To deal with the queries of the public regarding passport applications who came in the office to know about their applications. vi) To attend L.S. Camps.

19.	Local Assistant.(L.F.A)	Fund Deals with the work of resolution passed by the various councils within the District.Work regarding Sale/Rent/Open auction of Property /Octroi of various councils .Fixation of rates of lands vested in the Municipal Councils. Consolidation of reports regarding . income/expenditure of the M.Cs. Appointments of conveners during the elections of Presidents and Vice Presidents. Prevention of epidemic deceases within the Municipal limits. Disposal of Complaints regarding E.O.M.Cs Issuance of N.O.Cs, regarding Marriage Palaces, Disposal of solid wastes.
	Local Fund Clerk	i)Receipt and Despatch of Dak. ii)Maintenance of the record. iii)Issuance of Reminders.
20	Record and Assistant.(RIA)	Issue i)General supervision of the work of Receipt Clerks/Despatch Clerk/Typists of R.I.A.Branch/Peon. ii)To check the dak of the branch. iii)Marking of the dak in respect of all branches. iv)To deal with the correspondence regarding verification rolls etc. v)To deal with the correspondence regarding distribution of stationery etc. vi)To maintain the Goshwara with regard to the disposal of pending references of all branches at sadar.
	Receipt 1(Govt.Diary)	Clerk- i)To deal with the military verifications of the rolls. ii)To enter all the letters received from the Govt./Commissioner in the Register and distribute the same after marking on the same day to the concerned branches. iii)To enter the Fax/TPM/Assembly question /Registered letters in the register after marking and distribute the same on the same day to the concerned branches. iv)To make monthly Goshwara with regard to

		the disposal of pending references.
	Receipt Clerk-II(Misc.Diary)	<p>i)To enter all the misc. dak received from different departments and the distributed the same to the concerned branches after marking.</p> <p>ii)To enter all the letters received from the public in the register and the same is being distributed the concerned branches of the D.C.Office.</p> <p>iii)To enter and deal with the civil verification rolls after receiving from the concerned departments.</p> <p>iv)To make monthly Goshwara with regard to disposal of pending references.</p>
	Record Keeper/Confidential Clerk.	<p>i)To deal with the correspondence regarding ACR's in respect of class III&IV employees and to maintain the files thereof.</p> <p>ii)To maintain the budget /indents with regards to the stationary articles.</p> <p>iii)To maintain the register with regards to the distribution of stationary to various branches of D.C Office/field Offices.</p> <p>iv)To enter D.O letters in the register after receiving from the concerned Deptts.</p> <p>v)Tomake the goshwara with regardsto the disposal of pending D.O.letters.</p> <p>vi) To maintain the register with regards to the receipt of court cases.</p> <p>vii)To maintain the library etc.</p> <p>viii)To deal with the character verification rolls in respect of Gazetted Officers.</p>
	Typists	Type work is done according to the instructions fixed by the Govt. Approximately 25 pages per day each received in the day is entered by the typist in the receipt register and a daily goshwara with regards to the disposal of type work is made by the typist.
21	Copying Assistant (.C.A)	Supervision of the working of branch. To attest copies of records.
	Copyist (3)	For the preparation of copies of records.
	File Fetcher-1	To bring the files/record from the different courts and to enter in the CD.8 register

	Record Keepers (4)	To receive the records duly decided for consignment in the record room and to supply the record file on demand of courts.
	Inspection Clerk-1	As instructions of Govt. to destroy the old records.
22.	Complaint & Enquiry Assistant.(C.E.A)	Supervision of the working of branch Supervision of RRA branch.
	Reader.	Court cases. Issues relating to Freedom Fighters, Pension, Identity Cards, Certificates, Marriage Grant, Pension to widows of Freedom Fighters.
	Steno.	Preparation of agenda and proceedings of District Grievances Committee meetings . Disposal of Government references. Typing work..
	Receipt Clerk	Receipt and Despatch Destruction of old record.
	Complaint Clerk-III.	Disposal of complaints received from general public. Filing of complaints disposed off. Summoning of old record. Preparation of monthly and quarterly/ Statements for sending to the Government.
	Complaint Clerk-IV.	Disposal of complaints received from general public. Work pertaining to enquiries conducted by AC(Grievances)
	Complaint Clerk-V	Preparation of Agenda and proceedings pertaining to Khula Darbars. Preparation of agenda and proceedings pertaining to District Level Advisory Committee of Pensioners (DLACP) meetings. Issue of letters to various departments for Lok Suwidha Camps and keeping record of complaints received during such camps. Work pertaining to District Olympic Association(DOA)
23.	Distt.Revenue Accountant (Mall) DRA(M)	i) General Supervision. ii) Policy matter cases, iii) Inspection of Tehsil Revenue Accounts half yearly. iv) To scrutinize all the papers of the branch of

		all clerks.
	Revenue Accountant Clerk-I	<ul style="list-style-type: none"> i) To deal with Nazool Land Cases. ii) Payment of chowkidars dues. iii) Audit Paras/Inspection reports. iv) Recovery cases of Ligh/Migh/VHP. v) Rasad Bandies Chowkidars.
	Revenue Accountant Clerk-II	<ul style="list-style-type: none"> i) Approval of various demands land revenue, PSTC etc. ii) Preparation of Haul Tauzeh & other all statements. iii) Preparation of monthly progress report of CRO's in connection with monthly meeting.
	Revenue Accountant Clerk-III	<ul style="list-style-type: none"> i) To deal with inferior evacuee Land/Govt. ii) Civil Suits and writ petitions. iii) Un-authorized occupation of Govt.Lands. iv) Cases relates to Rehabilitation Department.
	Revenue Accountant Clerk-IV	<ul style="list-style-type: none"> i) Receipt and Despatch. ii) Library Books. iii) Forerst cases. iv) Auction cases of Mining Deptt.
	Revenue Accountant Clerk-V	<ul style="list-style-type: none"> i) Maintenance of register No.II. ii) Recovery of all types of Govt,dues of other deptt. iii) Issue of recovery certificates.
	Land Acquisition Clerk	<ul style="list-style-type: none"> i) Court cases regarding Land Acquisition. ii) Cases regarding fixation of Price of Govt./Panchayat Land etc. iii)N.O.C Regarding Land to be acquired. iv) Preparation of draft award of acquired land.
24.	District Revenue Accountant(Taccavi) DRA(T)	<ul style="list-style-type: none"> i) General Supervision. ii) Maintenance of Cash Book. iii) Checking of Kishat Bandies.
	Flood Relief Clerk.,	<ul style="list-style-type: none"> i) Fixation of Natural Calamities Meeting. ii) Allotment of funds, relates to Natural Calamities and Collection of UC for Transmission to the Govt.

		<ul style="list-style-type: none"> iii) To deal with application with all Natural Calamities and Complaints against the disbursing officer who disburse the Natural Calamities Fund. iv) Fire related cases. v) Flood preparedness. vi) Assembly Question related to Natural Calamities. vii) Preparation of Budget related to Natural Calamities. viii) Civil Suits related to Natural Calamities. ix) To deal with the cases Losses due to Natural Calamities. x) Daily rainfall report/Damage report and weekly reports to Govt.(w.e.f.1st July to 30th September) xi) Submission of B.M. 26 & 29 relates to Natural Calamities. xii) Preparation of duty roster in respect of Class III & IV employees for Natural Calamities Control Room.
	<p>Taccavi Clerk.</p>	<ul style="list-style-type: none"> i) Receipt and Despatch. ii) Recovery of Taccavi/Soil Conservation Loan. iii) Preparation of Monthly iv) Statement T-16 iv) Preparation of Quarterly Statement T-25 v) Preparation Monthly Statement Monthly Meeting files. vi) Preparation of statements regarding Audit Paras/Inspection Reports. vii) Preparation of statements BM & 26 under head 2401-Crops Husbandry. viii) Preparation of quarterly statement regarding recovery of taccavi Loans and Natural Calamities-Disposal of Public Complaints. ix) Preparation of quarterly statement regarding recovery of taccavi loans pointed out by the A.G,Punjab.

		<ul style="list-style-type: none"> x) Preparation of Monthly Statement of taccavi loans on Fertilizers. xi) Annual Land Revenue Report. xii) Auction cases in respect of recovery of Taccavi/Soil conservation loans. xiii) Demands of Taccavi Loans & Soil Conservation Loans.
25.	Head Registration Clerk. (HRC)	<ul style="list-style-type: none"> i) Registration of documents to be registered as "Registrar(DC)" ii) Notice Under Section 80 C.P.C iii) Appeals under section 47-A of the Indian Stamp Act. iv) Deposit of "WILLS" U/S42 of Indian Registration Act.. v) Submission of Legal Affairs Report to the Govt. vi) Submission of Annual Stamp Report. vii) Issue /Renewal of Stamp Vendors Licenses and their complaints etc. viii) Audit and inspection report from the Local Audit/Accountant General's Office Chandigarh. ix) Audit and inspection report by I.G.R's office. x) Audit and inspection report by the Stamp Auditor of Revenue Deptt. xi) Preparation of Copies of Registered Documents. xii) Preparation of Monthly/Annual Statements. xiii) Preparation of Annual Budget under Head 0030-Stamps & Registration and under 20-30-Stamps and Registration. xiv) To attend various judicial Courts/Commissioner's Court etc, xv) Preparation of annual indent for registration forms. xvi) Supply of stationery to all the Sub-Registrar/Jt/Sub Registrar. xvii) Fixation of property rates every year.

		<ul style="list-style-type: none"> xviii) Refund of Stamp papers/fees courts received from various courts/Stamp vendors. xix) To deal with the cases relating to PUDA. xx) Maintenance of Registration Record. xxi) xxi) Receipt and despatch of daily Dak.
26.	Sadar Kanungo	<ul style="list-style-type: none"> i)Supervision of the branch. To distribute the dak to the officials and forwarded it to the officers. ii) To deal the case of transfer and promotions of the patwaries and kanungos.
	Naib Sadar Kanungo-I	<ul style="list-style-type: none"> i) To deal the department enquiries of Patwaries and Kanungos. ii) To deal with the cases of Patwaries and Kanungos regarding charge sheets and departmental enquiries. iii) To deal with the Civil Suits filed by the Patwaries and Kanungos in various courts. iv) To deal with the writ petition filed in the High Court and Civil Courts. v) To prepare the Court matter register regarding civil courts departmental enquiries of Patwaries and Kanungos. vi) To prepare and file appeals against the order of the court in respect of Patwaries and Kanungos.
	Naib Sadar Kanungo-2	<ul style="list-style-type: none"> i) To prepare progress and expenditure reports of compluterization of land records. ii) To collect the yearly report of land revenue from the various branches and send to the director land record Punjab Jalandhar iii) To prepare the weather and crops report and send to Director Land Record Punjab Jalandhar. iv) To prepare the yearly report regarding national commission for

		<p>Sc/Sts.</p> <p>v) To prepare and send the report regarding Focal Points.</p>
	Kanungo (Distt.)	<p>i) To prepare the copies of the excerpts and produce in various courts.</p> <p>ii) To demarcate the land of local Commissioner then appointed by civil courts.</p> <p>iii) To prepare and send the stationery and indent demand to the Director Land Record Punjab.</p> <p>iv) To distribute stationery among the Employees of Sadar branch and maintain the stationery register.</p> <p>v) To maintain the Cash Book.</p> <p>vi) To maintain records of Sadar record room,</p>
	Assistant Office Kanungo (Distt.)	<p>i) To review the mutation and prepare mussana.</p> <p>ii) To prepare and produce the monthly statement, mutations, un-contested mutations, Jamabandi, registration of memorandum, Inspection of Patwaries and Kanungos and correction of Khasra girdawari.</p> <p>iii) To collect and prepare the total of crops of Kharif and rabbi and send to the director land record Jalandhar.</p> <p>iv) To prepare the forecast of the crops and send it to the director land record Punjab, Jalandhar.</p> <p>v) To collect and send the rates of crops at the time of harvesting to the director land record, Punjab, Jalandhar.</p>
	Thur Sem Kanungo.	<p>i) Inspection of Girdawari done by Patwaries and Kanungos.</p>

		<ul style="list-style-type: none"> ii) To send the Data of Thur Sem, Choe, ret etc.of gardawari Kharif and rabbi to the Govt. iii) To inspect and send the report of effected , erodin soil from Thur, Sem, Choe and ret etc. to the Govt." iv) To maintain the register of Thur Sem, Choe and Ret. v) To comment and dispose of the annual confidential reports of patwaries and Kanungoes and send to the Govt.and commissioner Jalandhar division Jalandhar.
	Patwari-I	<ul style="list-style-type: none"> i) To maintain the files of transfer of Patwaries and Kanungo. ii) To maintain and complete Roaster Register of Patwaries and Kanungo. iii) To send the information about the vacancies of patwaries and Kanungos to the Govt. iv) To prepare and make up to the date the seniority list of Patwaries and Kanungos.

		<ul style="list-style-type: none"> v) To collect and send the particulars of Kanungos for promotions to Naib Tehsildars to the Commissioner, Jalandhar Division, Jalandhar. vi) To send the Patwaries for refresh course and make action for condencekore of irrigation patwaries. vii) To act the appointment of Patwaaries and Kanungos on priority basis. viii) To act about circlebandi of revenue officer ix) To maintain thefile of Govt.instructions of the transfer and promotion of Patwaries and Kanungos. x) To maintain and complete the annual confedential report of Patwaries and Kanungos.
	Patwari.	<ul style="list-style-type: none"> i) To dispose of the general public complaints of Patwaries and Kanungos. ii) To prepare and maintain thepersonal files of Patwaries and Kanungos. iii) To prepare and send the annual; reports of land administration to director land record Punjab Jalandhar.
	Patwari Agrarian.	<ul style="list-style-type: none"> i) To send the statements of surplus area to Punjab Govt.and commissioner Jalandhar Division Jalandhar.

		<ul style="list-style-type: none"> ii) To defend the court cases in various courts. iii) To work about all kind of surplus area/land.
	Moharrir Mal	<ul style="list-style-type: none"> i) To consign the jamabandies prepared by the Patwaries up to 30th April in the record room every year. ii) To attend and send the revenue record in various courts. iii) To send and receive back revenue record from the copying Agency.
	Statistical Clerk.	<ul style="list-style-type: none"> i) To collect the rainfall data and maintain the register of rainfall and send to the director land record Punjab Jalandhar. ii) To receive the different govt.and private letters of various officers, diary it and distribute it to the employees in the branch. iii) To despatch the letters to the Govt.,and Commissioner, Jalandhar Division, Jalandhar after the disposal by the branch. iv) To maintain the register of D.O and T.P.M. iv) To act for issuing the various certificates. v)
	Bill Clerk.	<ul style="list-style-type: none"> i) To prepare the pay bills of Sadar branch ii) To deal with the proficiency step up cases. iii) To prepare the pension cases of retiring employees of wsadar branch, iv) To prepare and make payments of bills of the leave in cashment D.C.R.G etc. v) To deal with the court cases of proficiency and low paid employees. vi) To prepare and send the

		<p>expenditure of Head 2029-Land Revenue-02 Distt.Admn.-103 Land Record Distt.Establishment Budget to Director Land Record Punjab Jalandhar and distribute it among Tehsildars after allotment from director and record Punjab Jalandhar.</p> <p>vii) To collect the information of retiring patwaries and Kanunugos from the tehsils during the year.</p> <p>viii) To deal with the bills of retiring/serving Kanungos and Patwaries.</p> <p>ix) To deal with the advance cases of Patwaries and Kanungos.</p> <p>x) To complete and maintain the service books of sadar staff.</p> <p>xi) To send the statement of monthly expenditure of revenue staff to Director Land Record Punjab Jalandhar.</p> <p>xii) To deal with the medical-reimbursement cases.</p> <p>xiii) To dispose of the letters and files of concerned seat.</p>
27.	Development Assistant. (DA)	<p>i) To Supervise the functioning of the office.</p> <p>ii) To control the junior staff and to distribute the work.</p> <p>iii) To supervise the disposal of Govt.and other referencers.</p> <p>iv) To mark the dak to the concerned officials.</p> <p>v) To scrutinize the dak being put up by the officials and to sent to the officers.</p> <p>vi) To inspect the subordinate offices on behalf of the D.C/A.D.C and to prepare the preliminary inspection notes.</p>
	Clerk-I	<p>l) To obtain the reports regarding Meeting of public works committee & development works from the various department & prepare the</p>

		<p>files for meeting.</p> <p>II) To write down the proceedings of the meetings.</p> <p>III) To deal with the cases regarding drainage of sullage water.</p> <p>IV) To deal with the application regarding drinking water.</p> <p>V) Focal Points.</p> <p>VI) To deal with the service matter cases regarding block & Samiti Staff.</p> <p>VII) To deal with the complaint receipt against block & Samiti Staff.</p>
		<p>VIII) Misc.Applications.</p>
	<p>Clerk-II</p>	<p>i) To deal with the cases regarding water supply, BPL survey, Electricity Department, Ashirwad Scheme etc.</p> <p>ii). Procurement of Wheat & Paddy.</p> <p>iii) Cases regarding market committee, Shagun Scheme all type</p> <p>survey cases, Swajasdhara single village water scheme, allotment of plots to Sc's family.</p> <p>iv) Cases regarding renaming of School of Roads Shahids name.</p> <p>v. Application regarding shifting of Hadda Rories.</p> <p>vi) Misc.Cases.</p>
	<p>Panchayat Clerk-I</p>	<p>i) To deal with the preliminary & regularly inquiries against Sarpanch & Panches of the villages falling in Sub Division Dasuya & Mukerian.</p> <p>ii) To deal with the auction of the trees</p>

		<p>onshamat lands and to correspondence forest department</p> <p>iii) Court cases. iv) Applications receive in Open Darbar & Suwidha Camp. v) Misc.Application.</p>
	Panchayat Clerk-II	<p>i) To deal with the preliminary & regularly inquiries against Sarpanch & Panches of the villages falling in Sub Division Hoshiarpur & Garhshankar. ii) To deal with the auction of the trees on shamat lands and to correspondence forest department. iii) Court cases. iv) Applications receive in Open Darbar & Suwidha Camp. vi) Misc. Application.</p>
	Clerk.	<p>i) To receipt the letters. ii) To despatch letters. iii) To mark the Goshwara in the receipt register. iv) To deal with the service matter cases regarding block & Samiti staff. v) To deal with the Complaint receipt against block & Samiti Staff.</p>
	Steno	<p>i) To obtained the dictation from the DDPO & to do type work of the branch. ii) To maintain the Telephone register. iii) To type the decision of the court cases.</p>
	Reader.	<p>i) To do all the Court works of the DDPO, Hoshiarpur.</p>
28.	Planning Assistant	<p>i) To complete the cash book. ii) To prepare & distribute the Cheques. iii) To deal with the general correspondence. iv) To prepare statement regarding utilization certificates. v) To prepare the bills.</p>

	Clerk.	<ul style="list-style-type: none"> i) Receipt & Despatch. ii) To maintain the record. iii) To prepare the sanctions regarding M.D grants. iv) To collect the utilization certificate from the blocks to send them the A.G Punjab Chandigarh.
	Cattle Assistant(CFA) Fair	<ul style="list-style-type: none"> i) To prepare the bills regarding grants, Pay etc. & to draw and distribute the amount received from the treasury. ii) To maintain the cash book to prepare the monthly progress report. <ul style="list-style-type: none"> ii) To deal with the Audit notes. iii) To deal with the Audit notes. iv) To deal with the cases regarding cattle fare. v) To appoint the administrators in the Panchayats.
	Revenue Assistant (REA) Earning	<ul style="list-style-type: none"> i) Receipt and despatch. ii) To deal with the transfer cases of Shamlats. iii) Issue N.O.C.s
29.	Election Kanungo 40-Dasuya/39 Mukerian.	He deals with the Election work of Assembly Constituency.40 Dasuya and 39Mukerian and court cases work.
	Election Kanungo 43HSP & 42Shamchaurasi.	He deals with the election work of assembly constituency 43-Hoshiarpur & 42 Shamchaurasi and maintenance of cash account work.
	Election Kanungo 41 Urmar	He deals with the Election work of AssemblyConstituency 41 Urmar Service Votes rok.
	Election Kanungo 45 Garhshankar and 44Chabewal	He deals with the Election work of Assembly Constituency 45 Garhshankar & 44 Chabewal and maintenance of Clerk of voting machine and ballot boxes.
	Election Kanungo Office	Establishment ,Budget Receipt Heads,Pay bills, Medical bills,T.A Bills,G.P.F.of staffs, expenditure statement, recincilation of Budget with A.G Punjab Office, record of Electoral Rolls and compilation of various reports.

	Clerks-2	Court cases, Punjabi & English Type work, Gurdwara related correspondence and complaints etc Preparation of register of stamps, Diary & Despatch.cord of Electors's Photo Identity Cards, Record Keeping work.
	Two Data Operator	(On contract basis) he works all types of data and other information relating to the office.
	Total No. of Peons Total No. of Chowkidars Total No. of Sweepers	5 1 Part time 1

Annexure-3

Publication of Information regarding items specified in Rules 4(i) b(iii) of the Right of Information Act-2005.

(The Procedure followed in the decision making process, including channels of Supervision and accountability)

Name of the Office: Deputy Commissioner, Hoshiarpur.

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 Br.(DC)	Ahlmad, Peshi Asstt. Ahlmad put up the papers with the relevant file to the dealing Asstt. who deals the papers with relevant rules & regulations.	AC(G)	D.C.
2.	Peshi	Peshi Clerk		ADC

	Br.(ADC)	(Ahlmad),Peshi Asstt. (Reader)		
		Peshi Clerk put the papers (PUC) with the relevant file to Peshi Asstt. who deals with the PUC with relevant rules & regulations.		
3.	Esstt. Branch.	Dealing Clerk put the papers with relevant file to dealing Asstt. who deals the papers with relevant rules and regulations	Supdt.-I/AC(G)/ADC	D.C.
4.	Misc. Branch	-do-	Supdt-I/AC(G)/ADC	D.C.
5.	G.P .Fund Br.	-do-	AC(G)/ADC	D.C.
6.	LPA Branch	-do-	AC(G)/ADM	D.M.
7.	Distt. Nazar	-do-	AC(G)/ADC	D.C.
8.	GPF(SK)	-do-	DRO/ADC/	D.C
9.	Passport Br.	-do-	A.C.(Gen)	DC/R.P.O. Jal.
10.	LFA Br.	-do-	AC(G)/ADC	D.C.
11.	RIA Br.	-do-	AC(Gr.)/ADC.	D.C.
12.	Copying Br./ Judl. Record Mall.	-do-	A.C(Gr)/ADC	D.C.
12	CEA Br.	-do-	AC(Gr.)/ADC	D.C.
13	DRA(M)Br.	-do-	Supdt II/DRO/ ADC	D.C.
14.	DRA(T) Br.	-do-	Supdt-II/DRO/ ADC	D.,C.
15.	HRC Br.	-do-	Supdt-II/DRO/ ADC	D.C.
16.	S.K.Br.	-do-	Supdt.II/DRO/ ADC	D.C.
17.	Dev. Br./RES Br./Planning Br.	-do-	DDPO	D.C.
18.	Tehsildar	Dealing Elec. Kgo.	ADEO (ADC)	Distt. Election

	(Elec.)	put up the papers with relevant files to the Elec. Tehsildar who deals with the papers with relevant rules & regulations.	Officer.
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Annexure-4

Publication of information regarding items specified in Rules 4 (i) b (iv) of the Right of Information Act.2005.

(To norms set for the discharge of the functions.)

Name of the Office: Deputy Commissioner, Hoshiarpur.

Sr. No.	Name of work.	Norms set by the Deptt.(number of days taken for decision making.
1	Peshi work (DC)	As per the provision of various Acts Appeals/Revisions with in the time frame in the fix in the relevant Act. However ,disposal depends upon the record/comments provided/given by the lower courts as per norms fixed by the Govt.30 cases are to be decided by the Deputy Commissioner.
2.	Peshi work (ADC)	Under the provision of various acts Revenue Appeals are disposed of after summoning the record of lower revenue courts. As per norms fixed by the Govt.50 cases are to be decided by the ADC cases under section 47-A of Indian Stamp Act.
	Ahlmad.	Ahlmads deal with court cases pending in the Court of Deputy Commissioner and Addl. Deputy Commissioner .Daily cause list if court is prepared by the Ahlmad. As per the cause list files are sorted out for daily peshi work. At the end of the month ,statement of the decided cases is prepared and sent to the Govt.After the decision of the case,record is send to the concerned court for further necessary action and files are to be consigned in the Record Room at the earliest.

	Steno	Complaints and Departmental enquiries are dealt with by the Steno and files are disposed off by the A.D.C as decision making authority within the time, specified casewise, separately.
3.	Establishment Branch.	After the receipt of the paper the same is put up by the dealing Clerk with the relevant files with in 3 days from the receipt of papers.After that Establishment Asstt. deals with the papers according to rules and instructions of Govt.The paper is to be disposed off within 15 days from the receipt of paper.In addition to that representation of the employees is tried decided within three months from the receipt of representation.Expenditure budgets of various heads of Distt. budget are prepared and consolidated and presented to Ld.Commissioner upto 10th October every year.On the basis of expenditure statements received from the Sub Divisions/Tehsil Offices.
4.	Miscellaneous Branch.	After the receipt of the paper the same is put up by the dealing Clerk with the relevant files within three days from the receipt of paper.After that Misc.Asstt.deals with the papers according to rules and instructions of Govt.The paper is to be disposed off with in 15 days from the receipt of papers.
5.	G.P.F.(A)Branch.	After collecting schedule from various D.D.O'sof the Division,posting is done in the Board sheets and ledger At the end of the year interest is calculated and balance sheets are issued to the every subscriber upto 30th June of every year.Advanced cases are dealt according to the provisions of Punjab Civil Services Rules Vol.II.Entry of advance is made in the ledger and utilization certificate is received from the subscriber.
6.	D.N.Branch	After the receipt of the paper the same is put up by the dealing Clerk with the relevant files within 3 days from the receipt of paper.After that Distt.Nazar Asstt.deals with the papers according to rules and instructions of Govt.The paper is to be disposed off within 15 days from the receipt of paper.
7.	L.P.A.Branch 1.Issue of Fresh Arms licence.of weapon. Renewal of Arms licence. Addition of weapon.	After receiving the application, proper verification from SSP and concerned SDM.

	<p>Deletion of weapon. Entry of weapon. Issue of Carry permit. Release of weapon. Confirmation of decrees. NOC for Installation of Petrol Pump. License for fire Crakers etc. Countersigning of documents</p>	<p>15 days to 30 days</p> <p>Immediately after receiving the reports from the concerned Deptt.</p>
8.	<p>Passport</p> <p>GPFA (SK) Branch.</p>	<p>Passport application are to be sent to the SSP Hoshiarpur for verification within 3 days and report is to received from SSP Hoshiarpur within 15 days as per instructions. So for as G.P.F a branch is concern After collecting schedule from various DDO's of the Division, posting is done in the Broad sheets and ledger. At the end of the year interest is calculated and balance sheets are issued to the every subscriber upto June,30 of every year. Advanced cases are dealt according to the provisions of Punjab Civil Service Rules Vol.II. Entry of advance is made in the ledger and utilization certificate is received from the subscriber.</p>
9.	<p>L.F.A. Branch.</p>	<p>After the receipt of the paper the same is put up by the dealing clerk with the relevant files within 3 days from the receipt of paper. After that L.F.A deals with the papers according to rules and instructions of Govt. The paper is to be disposed off within 15 days from the receipt of paper.</p>
10.	<p>R.I.A. Branch.</p> <p>1. Receipt & despatch of work. 2. Disposal of type work in respect of all branches.</p> <p>3. Maintenance of ACR's of class 3 & 4 employees.</p>	<p>Daily.</p> <p>Daily.</p> <p>According to Govt. instructions.</p> <p>Yearly.</p>

	<p>4.To prepare the Budget. and indents with regards to the stationery</p> <p>5. Distribution of stationary items.</p> <p>6.Stationary register.</p> <p>7. Verification rolls (Civil , Military,Gazetted.).</p>	<p>Daily as per demand.</p> <p>Daily.</p> <p>The verification rolls are returned to the concerned departments on the receipt of the rolls from SSP duly verified , immediately.</p>
11.	Copying Br.	On receipt of application for obtaining copy of record is being supplied within 15 days.
	Judl.Record Mall.	Record keeping of the old record is done according to the instructions of the Govt.copy of the old record is generally issued within 15 days from the receipt of application.
12.	<p>CEA Br.</p> <p>1.Issuance of Freedom Fighter Certificate/ Marriage grant/transfer of widow pension.</p> <p>2.Pension case pertaining to freedom fighters</p>	<p>Within 2-3 days of receiving the verification report from SDM,the case is sent to the Govt.of Punjab at Chandigarh for further processing.</p> <p>Within 3-4 days of receiving the documents from the beneficiaries ,thecase is sent to the Govt.Punjab at Chandigarh for futher processing.</p> <p>Witnin the time specified in the reference</p>

	<p>3.Complaints received from the Govt./Statutory Commissions.</p> <p>4. Complaints received from Public directly.</p> <p>5. Complaints received in Khula Darbars</p> <p>6. Complaints received from pensioners during the Distt.Level Advisory Committee of Pensioners (DLACP)meetings</p> <p>7. Receipt and despatch..</p>	<p>The report is sought from the concerned department within 15 days. In cases requiring detailed enquiry /probe,a period of 30 days is specified.</p> <p>The report is sought from the concerned department for disposal before the next Khula Darbar. In case of delay,the complaint is listed again in the next Khula Darbar and suitable directions given</p> <p>The report issought from the concerned department/bank for disposal before the next DPAC meeting and suitable directions given.</p> <p>Daily</p>
13.	DRA(M)Br.	After the receipt of the paper the same is put up by the dealing clerk within the relevant files within 3 days from the receipt of paper. After that the dealing Assistant deals with the papers according to rules & instructions of Govt. The paper is to be disposed off within 15 days from the receipt of paper.
14.	DRA(T)Br.	-do-
15.	H.RC.	-do-

16.	S.K.	<p>After the receipt of the paper the same is put up by the dealing clerk within the relevant files within 3 days from the receipt of paper. After that the dealing Assistant deals with the papers according to the rules and instructions of Govt. The paper is to be disposed off within 15 days from the receipt of paper. In addition to that representation of the employees is tried decided within three months from the receipt of representation. Expenditure budget of various heads of District Budget are prepared and consolidated and presented to Ld.Commissioner upto 10 th October, every year.On the basis of expenditure statements received from the Sub Divisions./Tehsil Offices.</p>
17,	D.A.Branch.	<p>After the receipt of the paper the same is put up by the concerned clerk with the relevant files within 3 days. After that dealing Assistant, deals with the papers. Every paper crosses the channel from clerk to Senior Assistant and DDPO.The paper is normally disposed off within 15 days.</p>
	<p>Planning Branch RES Branch. CFA Reader to DDPO..</p>	<p>-do- -do- -do-</p> <p>As per the provisions of various Acts,Appeals/Revisions are done within the time frame fix in the relevant Act. However, disposal depends upon the record/comments provided/given by the lower courts as per norms fixed by the Govt.30 cases are to be decided by the DDPO in a month.</p>
18.	<p>Tehsildar Election 1.Copying of electoral rolls.</p>	<p>As per the provision of copying rules Rs.9/-are taken from the applicant as a fee with an application.Copy of electoral roll is being provided within 3 days from the receipt of the application.</p>
	<p>2.Establishment work</p>	<p>After the receipt of the paper the same is put up by the dealing clerk with the relevant files within 3 days from the receipt of paper.After that the dealing Assistant deals with the papers according to rules & instructions of Govt.The paper is to be disposed off within 15 days from the receipt of paper</p>
	<p>3.Budget work</p>	<p>After the receipt of the paper, the same is put up by the record keeper with the relevant file within three days from the receipt of paper.After that dealing Assistant deals with paper according to rule and instructions of govt.The paper is disposed off within 15 days from the receipt of the</p>

4.GPF work	<p>paper. Expenditure budget of heads of district budget are prepare and consolidated and presented to Govt.upto 10th October of every year as per submission of Finance Deptt.Statement of BM-26 and BM-29 are being sent to the Head Office</p>
5.Court cases	<p>After collecting schedule from the Treasury Office posting is being done in the broad sheets and ledger at the end of the year.Interest is being calculated and balance sheets are issued to the every subscriber upto 30th June of every year.Advance cases are dealt according to the provision of Punjab Civil Services Rules. Sanction authority of GPF advances is Chief Electoral Officer, Punjab, Chandigarh.After sanction the case of any employee entry of advance is being made in the ledger and utilization certificate is being sent to the Head Office after receiving from the subscriber.</p>
6.Complaints	<p>Court cases pending in the courts are being dealt with according to the instructions received from Chief Electoral Officer Punjab.After the decision of the case, record is sent to the concerned quarter for further necessary action.</p>
7.Diary &Despatch	<p>Complaints reports are being received from the concerned Sub Divisional Magistrate. As per inquiry reports these complaints are dealt with according to the Govt.instructions</p> <p>After the receipt of the paper the same is put up by the dealing clerk with the relevant files within 3 days from the receipt of paper. After that the dealing Assistant deals with the papers according to the rules and instructions of Govt. The paper is to be disposed off within 15 days from the receipt of paper..</p>

Annexure-5

Publication of information regarding items specified in Rules 4 (i) b (v) of the Right of Information Act.2005.

(The rule,regulation, instruction,manuals and records, held by it or under control of, used by employees for discharging functions)

Name of the Office: Deputy Commissioner,Hoshiarpur

Sr.No.	Name of Act.	Name of the rule Manuals.	Instruction (write circular No./Date.	Any other record/documents.
1.	Peshi Branch.(DC)	Punjab Land Revenue Act.1887. 1)Chowkidara rules . 2)Punjab Registration Manual. 3) Punjab Land Record Manual. 4) Punjab Land Admn.Manual.	Instructions issued by Govt. time to time and instructions incorporated in the District Office Manual.	Record regarding court cases and the other work the branch.
2.	Peshi Branch (ADC)	1) Punjab Land Revenue Act.1887. 2)Punjab Security of Land Tenure Act 1953 3) Punjab Tenancy Act.1887. 4) Indian Stamp Act 1887. 5) Punjab State Election Commission Act.1994. 6)The Punjab Stamp(Dealing of under value instruments rules 1983.) 7) Punjab Land Reforms Act.1972. 8)Punjab Package deal properties disposal act	Instructions issued by Govt. from time to time are being followed on different subject under the various Acts.	-do-

		1976. 9) Special Marriage Act 1954. (In case powers are delegated by Govt.in R/O Sr.No.viii & ix) 10.Distt.Office Manual (Punjab)		
3.	Estt.Branch.	Budget Manual District Office Mannual Punjab Civil Services Rules Pb.Financial Rules TA Rules,Punjab punishment and Appeal Rules 1970. Medical Reimbursement Rules 1940.	Instructions issued by Govt. from time to time and instructions corporated in the Sectt.Manual	-do-
4.	M.A Branch.	-	-do-	-
5.	GPFA Br.	Pb.CSR Vol.II.	As per Govt. instruction issued by the Govt.from time to time and instruction incorporated in the Distt.Office Manual.	-
6.	LPA Br.	Arms Act.1959. Petroleum act.1934. Petroleum rules 1976 as amended rules 1982.	---	
7.	D.N.Branch.	Punjab Financial Rules, Office Manual and Budget Manual.	-do-	Record regarding Bills, Cash Books and other works done in the branch.
8.	G.P.Fund	Punjab CSR	-do-	-

	(S.k)/ Passport..	Vol.-II -	-do-	-
9.	LFA Branch.	Punjab Municipal Act.1911, Punjab Municipal (President & Vice President)Election rules 1999, Solid Waste (Management & Holding) rules 2000.	-do-	Record reg.work as mention above done in the branch.
10.	R.I.A Branch.	-	Instructions issued by the Govt. time to time & instructions corporated in the Manual.	-
11.	C.A.	Punjab Copying Agencies Manual Published under the authority of the Financial Commissioner,Revenue Punjab (Revised addition 1983)	-do-	-
12.	CEA Branch.	-	-do-	-
13.	DRA(M) Branch	1)Land Acquisition Act,1894. 2)Nation Highways Act 1956. 3)Land Revenue Act 1887. a)Land Revenue Assessment Rules 1929. b)Land Revenue Rules. c)Rules Reg. Service of Revenue Processes. d)The Punjab Land Revenue Exemption Rule 1970. 4)Chowkidar Rules 1872.	Instructions issued by the Govt. time to time and instructions incorporated in the Act/Manual.	FCR's Amended March 2000 standing order No.28.

5)The Administration of Evacuee Property

1950.Act No.31.

6)The Displaced persons(Claim Act)1950Act.No.44.

7)The Evacuee Interest (Separation)1951 Act No.64.

8)The Displaced persons (Claims)supplementary Act 1954 Act.No.12.

9)The Displaced persons(Compensation & Rehabilitation)Act.No.44.

10)Building Site Act 1948.

11)The Punjab Preservation Act 1980.

12)The Punjab Minor Mineral concession Rules 1964.

13)Scrutinization and Reconstruction of Financial Assests & enforcement of Security Interest Act 2002.

14)The Punjab Public Money Act 1983.

15)Revenue Recovery Act 1890 (Act 1 of 1890).

16)The Punjab Scheduled Caste Land improvement and Finance Corporation Act.1970.

17)Rules under Ligh & Migh Loans.

18)The Public Premises (Eviction of Un-authorized occupants)Act 1971.

19)The Public Premises

		(Eviction of Un-authorized occupants) Rules 1958. 20) Revenue Recovery Act. 1890.		
14.	DRA(T) Branch..	1. Punjab Flood and other Emergency Relief Manual. 2. Revenue Recovery Act 1890. 3. Land Improvement Loans Act 1910. 4. Agriculturists Loans Act 1884.	-do-	-
15.	HRCBranch.	1.Punjab Registration Manual 1919. 2.Punjab Stamp Manual /Rules 1934. 3.Punjab Document writer Licensing Rule 1961.	-do-	-
16.	S.K.Branch. Revenue Branch.	1.Punjab Land Record Manual. 2,Punjab Administration Manual.	-	-

17.	Dev.Branch	<p>1.Dev.Branch Punjab Panchayati Raj Act 1994 & Pb. Panchayati Raj Act 1994 and Pb.Village Common Land Act.1961.</p> <p>2.Planning Br.. Punjab Panchayati Raj Act 1994 & Pb.Panchayati Raj Act 1994 and Pb.Village Common Land Act.1961.</p> <p>3,RES Branch. Punjab Panchayati Raj Act 1994 & Pb. Panchayati Raj Act 1994 and Pb.Village Common Land Act.1961.</p> <p>4. CFA Branch. Punjab Panchayati Raj Act 1994 & Punjab Panchayati Raj Act 1994 and Punjab.Village Common Land Act.1961.</p> <p>5. Reader to DDPO. Punjab Panchayati Raj Act 1994 & Pb. Panchayati Raj Act 1994 and Pb.Village Common Land Act.1961.</p>	-	As per record provided by the concerned BDPO's.
			-	-do-
			-	-do-
			-	-do-

18.	Tehsildar (Elec.)	1.Representation of People Act.1950. 2.Representation of People Act 1951. 3.Registration Election Rules 1960 . 4.Conduct of Elections Rules 1961.	-	-

Annexure-6

Publication of information regarding items specified by Rule-4(i) b(vi) of the Right to information Act-2005.

(Statement of the categories of documents that are hold or under control)

Name of the office: Deputy Commissioner ,Hoshiarpur.

Sr.No.	Name of Branch.	Category of document.
1.	Pesh Branch (DC)	Receipt Register/Institution Registers, Summoning Register, Cause List, Reg. sending of record to the Higher Courts and to the Copying Agency.
2	Peshi Branch (ADC)	<ul style="list-style-type: none"> i)Peshi Register(To be maintained by Reader (Asstt.)) ii) Mutation Appeals Register. iii) Election Petitions Register. iv) U/S 47-A(Indian Stamp Act)Register. v) Revenue Judicial Register. vi) Ejectment Register. vii) Misc. Register. viii)Reg.sending of files to Copying Agency. ix) Deficiency Register of Stamp Duty. x) Inspection of files. xi) Notice Register. xii) Diary Register (General/DO/TPM) xiii) Despatch Register. xiv) Register reg.receiving & sending of record of lower Revenue Courts. xv) Departmental Enquiries Register. xvi) Register reg. decided cases (to be maintained by Reader) xvii) Register reg.sending of files to Higher Appellate courts. xviii) File reg. challans of consigned files. xix) File reg. instructions of various subjects. xx) File reg.inspection of records. xxi) File reg. correspondence on various subjects xxii) File reg. statements of court cases...
3.	Estt.Branch.	Receipt Register/ Movement Register/ Catalogue Register/TPM Register/ Bill

		Register/Token Register/Incumbency Register.	Register/TA Register.	Cheque
4.	Misc.Branch.	i) Receipt Register/Movement Register. ii) Fax/TPM receipt register. iii) Government receipt Register. iv) Surviving Family Member movement Register. v) D.O. Receipt Register..		
5.	G.P.Fund Branch.	i) Dispatch Register. ii) Diary Register., iii) Instruction file. iv) Ledger Books of Class III/IV employees. v) Bill Register. vi) Bill Token Register. vii) Register reg. allotment of new GPF Account No. viii) File reg. allotment of new GPF Account No. ix) File reg. nomination of GPF. x) File reg. GPF advance cases. xi) File reg. sending scheduled to GPF of Gazetted Officers to the Govt. xii) File reg. GPF Schedules. xiii) File reg. GIS Schedules xiv) File reg. GIS nomination. xv) File reg. Reconciliation of accounts of GIS. xvi) File reg. GIS Payment. xvii) File reg. GIS Book Transfer yearly Insurance Fund..		
6.	LPA Branch.	i) Receipt Register ii) Misc./Govt. Register iii) Dispatch Register iv) D.O. Register v) Register reg. NOC to the Petrol Pump. vi) Register reg. weapon carry permit. vii) Register reg. Countersign viii) Register reg. weapon release..		
		ix) Register reg. Cash Book. x) License Register (Thana-wise)		
7.	D.N Branch.	Receipt Register/Despatch Register Court Register/D.O/TPM Register Cash Book/Bills Register, Files reg. work		

		being done in the branch.
8.	GPF(S.K)/Passport Branch..	<ul style="list-style-type: none"> i) Despatch Register ii) Diary Register. iii) Instruction file iv) Ledger Books. v) Register reg. allotment of New GPF . Account No vi) File regarding allotment of New GPF. Account No vii) File regarding Nomination GPF viii) File regarding GPF Advance Cases. .ix) File reg. GPF Schedules. x).File regarding correspondence for the supply of Passport forms xi) Passport forms Register. .xii) Diary/Despatch Register of Passport Br.
9.	L.F.A Branch.	Receipt Register/Despatch Register/DO Register, TPM Register, Catalouge Register Files reg. the work being done in the branch.
10..	RIA Branch.	Receipt Register/Despatch Register, D.O.Register/TPM Register/Catalouge Register/Stationary Register/Court Cases Register,Stamp Register.Register regarding Character Verification Rolls/Type Register, Library Register,Files reg.the work being done in the branch.
11.	<p>Copying Branch.</p> <ul style="list-style-type: none"> i) Register Nawis. ii) File Fetcher iii) Copyist iv) Judicial Record Mall.. 	<ul style="list-style-type: none"> CD-2 Register of applications and Realizations of fees. CD-3 Daily Income Register. CD-7 File Fetchers handbook of application received as requisitions for file. CD-8 Registerof files issued to and returned from Copying Agencies to be maintained by file Fetcher. Court Ahlmad and Record Keeper CD-5 Register of Individual daily out-turns to be maintained by each copyist. CD-8. Register of files issued to and returned from Copying Agencies to be maintained by File Fetcher,Court Ahlmad and Record Keeper <ul style="list-style-type: none"> i) Village Directory. ii) Goshwara Register.. iii) R Book.

		<ul style="list-style-type: none"> iv). Applications received register. v) To sent the record to the Copying Agency. vi) Misc.(Revenue) Register. vii) Concerned Civil Court Register viii). To send the record to District Court ix) Receipt Register x).. Despatch Register. xi) Inspection of Record. xii) Destruction of Record xiii). Deficiency of court fee Register.
12.	CEA Branch.	<ul style="list-style-type: none"> i) Receipt/Despatch Register ii) D.O.Register. iii) TPM/Fax Register. iv) Catalogue Register. v) Lok Suwidha Camp Register including complaints received therein. vi) Complaint Register (Department wise complaint type wise.) vii) Disposal of complaints Register. viii) Files pertaining to the work being done.
13.	DRA(M) Branch.	<p>Receipt Register/Despatch Register Catalogue Register/TPM Register/Fax Register/Stock Register/Court Case Register/Kisat Bandi Chowkidara , Kisat Bandi Land Revenue, Kisat Bandi Ligh/ Migh, Kisat Bandi Additional Mall/ Record Fees/Mutation Fees.</p>
14.	DRA(T) Br.	<p>Cash Book/Cheque Book. Instruction file/Bill Register/Token Register/ Files about Civil Suits/Rain Fall Register/ Stock Register. Receipt Register/Despatch Register/ Catalogue Register/TPM Register/ Fax Register/D.O. Register.</p>
15.	HRC. Branch	<p>Receipt Register/ Catalogue Register/ Despatch Register/TPM Register/Fax Receipt Register/D.O. Register/Cash Book.</p>

16.	<p>S.K. Branch i)N.S.K.-I</p> <p>ii)NSK-II</p> <p>iii)Office Kanungo (Distt.)</p> <p>iv)Asstt.Office Kanungo.</p> <p>v)Thur Sem Kanungo</p> <p>vi)Patwari-I</p> <p>vii)Patwari-II</p> <p>viii)Patwari Agrarian</p> <p>ix)Moharar Mal</p> <p>x)Stastical Clerk.</p> <p>xi)Bill Clerk.</p>	<p>Files relating to Departmental enquiries of Patwaries & Kanungo.Files about the civil suits, High Court and Civil Court of Patwaries and Kanungo.</p> <p>Files relating to Govt. informations and computerization of Land Record.</p> <p>Excerpts Register, Stationery and Indent Register.</p> <p>Monthly statements Mutation Jamabandies and about Khasra Girdawari Register.</p> <p>Thur,Sem,Choe,ret etc.Register.</p> <p>Filels relating to transfer,promotions/ vacant posts,Seniorty List,Send Patwari for refresh course,send the Patwari/ Kanungo Computer Training,Roster Register of Patwaris and Kanungos.</p> <p>Files relating to disposal of public complaints and personal files of Patwaris and Kanungos</p> <p>Files relating to Surplus Land in the Distt.</p> <p>Copying Application received Register & Despatch Register.</p> <p>Rain Fall Register,D,espatch Register, Receipt Register,TPM Register,Fax Register , D.O.Register.</p> <p>Bill Register,Token Register,T.A.Register Cash Book.</p>
17.	<p>Dev.Branch.</p> <p>Planning Br.</p> <p>RES Br.</p> <p>Reader to DDPO</p>	<p>Receipt Register,Catalouge Register, Despatch Register,Court Cases Register, Complaints Register.</p> <p>Receipt & Despatch Register,Cash Book Bill Register,Token Register.</p> <p>Receipt Register,Despatch Register,Cash Book,Token Register,Court Case Register, Cheque Register.</p> <p>Peshi Register,Receipt Register,Cause lists, Institutions Register,Movement Register, Files Inspection Register.</p>

	Steno to DDPO.	Receipt & Despatch, Telephone Register.
18.	Tehsildar (Elec.)	i) Stock Register. ii) D.O.Register. iii) Summoning Register. iv) Cash Book. v) Stock Register for voter lists. vi) Stationery Register. vii) Stamp Register viii) Computer Article Register.. ix) Ballot Boxes Register. x) Electronic Voting Machine Register. xi) Movement Register.

Annexure-7

Publication of information regarding items specified by Rule-4(i) b(vii) of the Right to information Act-2005.

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

Name of the office: Deputy Commissioner ,Hoshiarpur.

Sr.No.	Name of Branch	Details /Type of arrangements made.
1.	Dev.Branch	During General Meetings of Rabbi & Kharif Consultation/participation of public is sought in which work done by Panchayat is put up to the Gram Sabha of the village for approval. For doing work various committees like material purchase committee, estimate committee are also formed by Panchayats.

Annexure-8

Publication of information regarding items specified in Rulesm4 (i) b (viii) of the Right of Information Act.2005.

(Statement of the boards, councils, committee and other bodies.)

Name of the Office: Deputy Commissioner, Hoshiarpur.

Name of Board	Name of councils	Name of Committee	Name of other bodies.	Whether meeting of these bodies are open to public (yes/No)	Whether the meetings are accessible for public (Yes/No)
CEABr.	-	1. Distt. Grievances Redressal Committee. 2. Distt. Level Advisory Committee of Pensioners(DLAPC)	-	Yes	Yes
L.F.A Branch	-	District Level Committee under Solid Waste Management and Holdings rules-2000.		Yes	Yes.
DRA(M)Branch.	-	Price Fixation Committee	-	Yes	Yes

Annexure-9

Publication of information regarding items specified in Rule 4(i) b(ix) of the Right to information Act, 2005.

(Directory of Officers & Employees)

Name of office: Deputy Commissioner, Hoshiarpur.

Sr. No.	Name of Officer/Employee Sh./Smt..	of	Designation	Telephone /Mobile No.
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1.	Sh Vipul Ujwal I A S	Deputy Commissioner, Hoshiarpur	01882-220302-220303
2.	Smt. Anupum Kaler, PCS,	Addl.Deputy Commissioner,Hoshiarpur	220306
3.	Sh.Randeep Singh Heer.PCS	Asstt.Commissioner(G)HSp.	220309
4.	Vacant	Asstt.Commissioner (Gr.)Hsp.	
5.	Sh.Amanpal Singh	Distt.Revenue Officer,HSp.	220412
6.	Sh.Gautam Jain(U/T) IAS	Extra Asstt.Commissioner(G)HSp.	
7.	Major Amit Sareen (U/T)	Extra Asstt.Commissioner(G)HSp	
8	Sarbjit Singh Bains	D.D.P.O.Hsp	223374
9	Sh. Anil Kumar Kala	Supdt.Grade-I	
10	Sh. Sarvesh Rajan	Supdt.Grade-2	
11	Sh. Balkar Singh	Supdt.Grade-2	
12	Vacant	P.A to DC	
13	Manohar Lal	Sr.Asstt.	
14	Gurjinder Kaur	Sr.Asstt.	
15	Harbans Kaur	Sr.Asstt.	
16	Balwinder Kaur	Sr.Asstt.	
17	Ravinder Kaur	Sr.Asstt.	
18	Joginder Singh	Sr.Asstt.	
19	Suminder Singh	Sr.Asstt.	
20	Ashwani Kumar	Sr.Asstt.	
21	Shadi Lal	Sr.Asstt.	
22	Rakesh Kumar	Sr.Asstt.	
23	Shokeen Singh	Sr.Asstt.	
24	Jaswinder Kaur	Sr.Asstt.	

25	Kamlesh Devi	Sr.Asstt.	
26	Jasvir Kaur	Sr.Asstt.	
27	Deepak Kumar	Jr.Asstt.	
28	Manjit Kaur	Jr.Asstt.	
29	Naresh Kumar	Jr.Asstt.	
30	Sunita Rani	Jr.Asstt.	
31	Rajesh Kumar	Jr.Asstt.	
3	Satnam Kaur	Jr.Asstt.	
2	Rajiv Sharma	Jr.Asstt.	
33	Vikram Adhiya	Jr.Asstt.	
34	Chandan Sharma	Jr.Asstt.	
35	Kulwinderjit Kaur	Jr.Asstt.	
36	Dilbag Singh	Jr.Asstt.	
37	Sukhwinderjit Sodhi	Jr.Asstt.	
38	Ram Saroop	Jr.Asstt.	
39	Taranjit singh	Jr.Asstt.	
40	Paramjit Kaur	Jr.Asstt.	
41	Ajay Thakur	Jr.Asstt.	
42	Soni Devi	Jr.Asstt.	
43	Sardara Singh	Jr.Asstt.	
44	Kamaljit Singh	Jr.Asstt.	
45	Sarabjit Singh	Stenotypist	
46	Ramesh Chand	Clerk	
47	Surjit Singh	Driver	
48	Ashok Kumar	Driver	
49	Akhtiar Singh	Driver	
50	Ganesh Dutt	Driver	
51	Surinder pal	Clerk	
52	Tejinder Kaur	Clerk	
53	Sanjay Singh	Clerk	

54	Anupurna Sharma	Clerk	
55	Harjit Kaur	Clerk	
56	Ranjna Saini	Clerk	
57	Priya Dhawan	Clerk	
58	Chetan Kapatia	Clerk	
59	Sarabjit Singh	Clerk	
60	Sanjeev Kumar	Clerk	
61	Narinder Singh	Clerk	
62	Baljit Singh	Clerk	
63	Munish Gupta	Clerk	
64	Amandeep	Clerk	
65	Sandeep Kumar	Clerk	
66	Mandeep Kumar	Clerk	
67	Amritpal Kaur	Clerk	
68	Harjit Kumar	Clerk	
69	Maya Devi	Clerk	
70	Anand Singh	Clerk	
71	Manpreet Singh	Clerk	
72	Nitish Bharadwaj	Clerk	
73	Shagun Priya	Clerk	
74	Rajinder Kaur	Clerk	
75	Amanpreet Kaur	Clerk	
76	Indu Bala	Clerk	
77	Malkit Singh	Sadar Kanungo	
78	Shivdarshan Singh	N.S.K.1	
79	Parminderjit	N.S.K.2	
80	Jagdev Singh	A.O.K.D	
81	Sohan Singh	Patwari-1	
82	Shaweta Thakur	Patwari Agrarian	

83	Gurpreet Singh	Patwari-2	
84	Sunita	Bill Clerk	
85.	Satvir Singh	Peon	
86	Savita	Peon	
87	Ram Milan	Mali	
89	Om Parkash	Peon	
90	Mulkh Raj	Peon	
91	Hira Singh	Peon	
92	Piar Chand	Peon	
93	Rakesh Kumar	Peon	
94	Manmohan Singh	Peon	
95	Daljit Kaur	Peon	
96	Chatru Singh	Chowkidhar	
97	Sagar Singh	Chowkidhar	
98	Chain Singh	Chowkidhar	
99	Ajay Kumar	Peon	
100	Mukesh Kumar	Peon	
101	Sukhjit Singh	Peon	
102	Vikram Gill	Peon	
103	Alok Kumar	Peon	
104	Sohan Singh	Peon	
105	Reetu Sharma	Peon	
106	Gurpreet Singh	Peon	

Annexure-10

Publication of information regarding items specified in Rule 4(i) b(x) of the Right to information Act, 2005.

(Monthly remuneration received by the officer and employees)

Name of the Department/Office: Deputy Commissioner, Hoshiarpur.

Sr. No.	Name of Officer/ Employee Sh. / Smt..	Designation	Salary (In Rs)
1.	Sh Vipul Ujwal I A S	Deputy Commissioner, Hoshiarpur	66,725/-
2.	Smt. Anupum Kaler, PCS,	Addl.Deputy Commissioner,Hoshiarpur	69,584/-
3.	Sh.Randeep Singh Heer.PCS	Asstt.Commissioner(G)HSp.	14,622/-
4.	Vacant	Asstt.Commissioner (Gr.)Hsp.	
5.	Sh.Sarbjit Singh Bains	D.D.P.O.,Hsp	63,623/-
6.	Sh.Amanpal Singh	Distt.Revenue Officer,HSp.	62,852/-
7	Sh.Gautam Jain(U/T) IAS	EXtra Asstt.Commissioner(G)HSp.	51,494/-
8	Major Amit Sareen (U/T)	EXtra Asstt.Commissioner(G)HSp	14,622/-
9	Sh. Anil Kumar Kala	Supdt.Grade-I	63,388/-
10	Sh. Sarvesh Rajan	Supdt.Grade-2	53,300/-
11	Sh. Balkar Singh	Supdt.Grade-2	51,229/-
12	Vacant	P.A to DC	-
13	Manohar Lal	Sr.Asstt.	38,561/-
14	Gurjinder Kaur	Sr.Asstt.	39,281/-
15	Harbans Kaur	Sr.Asstt.	34,823/-
16	Balwinder Kaur	Sr.Asstt.	35,356
17	Ravinder Kaur	Sr.Asstt.	41,756/-
18	Joginder Singh	Sr.Asstt.	36,687/-
19	Suminder Singh	Sr.Asstt.	49,363/-
20	Ashwani Kumar	Sr.Asstt.	47,859

21	Shadi Lal	Sr.Asstt.	40,693/-
22	Rakesh Kumar	Sr.Asstt.	42,480/-
23	Shokeen Singh	Sr.Asstt.	37,893/-
24	Jaswinder Kaur	Sr.Asstt.	40,597/-
25	Kamlesh Devi	Sr.Asstt.	40,934/-
26	Jasvir Kaur	Sr.Asstt.	43,876/-
27	Deepak Kumar	Jr.Asstt.	37,466/-
28	Manjit Kaur	Jr.Asstt.	32,022/-
29	Naresh Kumar	Jr.Asstt.	44,496/-
30	Sunita Rani	Jr.Asstt.	30,461/-
31	Rajesh Kumar	Jr.Asstt.	34,330/-
32	Satnam Kaur	Jr.Asstt.	40,090/-
33	Rajiv Sharma	Jr.Asstt.	420,90/-
34	Vikram Adhiya	Jr.Asstt.	35,230/-
35	Chandan Sharma	Jr.Asstt.	29,453/-
36	Kulwinderjit Kaur	Jr.Asstt.	38,797/-
37	Dilbag Singh	Jr.Asstt.	37,733/-
38	Sukhwinderjit Sodhi	Jr.Asstt.	41,481/-
39	Ram Saroop	Jr.Asstt.	44,048/-
40	Taranjit singh	Jr.Asstt.	39,119/-
41	Paramjit Kaur	Jr.Asstt.	26,252/-
42	Ajay Thakur	Jr.Asstt.	39,469/-
43	Soni Devi	Jr.Asstt.	32,430/-
44	Sardara Singh	Jr.Asstt.	32,945/-
45	Kamaljit Singh	Jr.Asstt.	36,123/-
46	Sarabjit Singh	Stenotypist	47,378/-
47	Ramesh Chand	Clerk	31,693/-
48	Surjit Singh	Driver	36,235/-
49	Ashok Kumar	Driver	35,434/-
50	Akhtiar Singh	Driver	45,873/-

51	Ganesh Dutt	Driver	42,873/-
52	Surinder pal	Clerk	36,702/-
53	Tejinder Kaur	Clerk	35,238/-
54	Sanjay Singh	Clerk	37,049/-
55	Anupurna Sharma	Clerk	31,866/-
56	Harjit Kaur	Clerk	30,297/-
57	Ranjna Saini	Clerk	37,549/-
58	Priya Dhawan	Clerk	34,936/-
59	Chetan Kapatia	Clerk	28,550/-
60	Sarabjit Singh	Clerk	28,148/-
61	Sanjeev Kumar	Clerk	32,877/-
62	Narinder Singh	Clerk	32,909/-
63	Baljit Singh	Clerk	28,414/-
64	Munish Gupta	Clerk	34,616/-
65	Amandeep	Clerk	28,403/-
66	Sandeep Kumar	Clerk	33,238/-
67	Mandeep Kumar	Clerk	32,677/-
68	Amritpal Kaur	Clerk	31,031/-
69	Harjit Kumar	Clerk	37,549/-
70	Maya Devi	Clerk	32,981/-
71	Anand Singh	Clerk	28,635/-
72	Manpreet Singh	Clerk	37,935/-
73	Nitish Bharadwaj	Clerk	9,703/-
74	Shagun Priya	Clerk	9,703/
75	Rajinder Kaur	Clerk	9,703/
76	Amanpreet Kaur	Clerk	9,703/
77	Indu Bala	Clerk	9,703/
78	Ram Milan	Mali	27,303/-
79	Om Parkash	Peon	27,486/-
80	Mulkh Raj	Peon	31,216/-

81	Hira Singh	Peon	31,150/-
82	Piar Chand	Peon	27,354/-
83	Rakesh Kumar	Peon	26,073/-
84	Manmohan Singh	Peon	27,351/-
85	Daljit Kaur	Peon	27,941/-
86	Chatru Singh	Chowkidhar	34,540/-
87	Sagar Singh	Chowkidhar	40,178/-
88	Chain Singh	Chowkidhar	34,540/-
89	Ajay Kumar	Peon	21,465/-
90	Mukesh Kumar	Peon	23,360/-
91	Sukhjait Singh	Peon	17,232/-
92	Vikram Gill	Peon	20,432
93	Alok Kumar	Peon	18,084/-
94	Sohan Singh	Peon	19,852/-
95	Reetu Sharma	Peon	15,465/-
96	Gurpreet Singh	Peon	20,432/-

Annexure-11

Publication of information regarding items specified in Rule 4(i)b (xi) of the Right of information Act-2005.

Name of the office: Deputy Commissioner, Hoshiarpur.

Sr.No.	Name of Branch.	Head/Item of the Budget.	Proposed expenditure during the year 2018-2019
1..	Estt.Branch.	Head "2053-Distt.Admn. Salary	5,03,18,400/
		Office Expenditure.	-
		P.O.L.	-

		Telephone	-
		T.A.	38,610
		Medical Reimbursement	1,31,034
		Other Charges..	-
2,	District Nazir.	1. "2053-(DAOE)	6,63,370/-
		2. "2053-POL	112,06,500/-
		3. "2053-Telephone.	1,38,415/-
		4. Material Supply.	76,000/-
		5 Electricity	12,00,000/-
3.	Copying Branch/Judl.Record Mall.	"0070-Copying Agency	Nil
4.	DRA(T)	1."2245-Relief on account of Natural Calamity.	12,83,600/(ਮਹੀਨਾ 17/18 ਤੱਕ ਪ੍ਰਾਪਤ ਹੋ ਚੁੱਕਾ ਹੈ)
		2.Receipt Principal only Act XII of 1884."	10,00,000/- ਰੁਪਏ
		3.Receipt 0049 interest only Act XII of 1884.	-
		4.Receipt principal & 0049-interest-6401 Crops Husbandry.	-
		5.Receipt Principal & 0049-interest-6401-Loans for Crops Husbandry Loans for purchase of Tractor with equipments.	-
		6.Receipt Principal & 0049-Interest-6401-Loans for Crops Husbandry Land reclamation through Manual	-

		Labour.	-
		7.Receipt Principal & 0049-Interest-6402-Loans for Soil and Water Conservation of pumping set/tubewell.	-
		8.Receipt Principal & 0049-interest-6402-Loans for self Soil and Water Conservation Loans for sinking rerpair of tubewell.	-
		9.Receipt Principal & 0049-interest-6225-Loans for Welfare of Schedule Caste & cheduled Tribes and other Backward Classes – Loans to Harijans for purchase of land.	-
		10.Receipt Principal only-6216-Loans for repair of houses in urban areas.	-
		11.Receipt 0049-Interest only-6216-Loans for repair of houses in urban areas.	-
		12.Receipt 0049-Principal and 0049 Interest-6515-Loans for other RuralDevelopment Loans under NES.	1000/-
		13Expenditure only 2401-Crop Husbandry -800- Other expenditure-03-irrecoverable temporary loan & Advance written off.	
5.	HRC Br.	2030 –Stamps & Registration (Commission of the Stamp Vendors)	NIL
6.	S.K.Br.	2029 Land Revenue. 103 Land Record. 02Distt.Admn.	16,25,00,000/
7.	Tehsildar (Election)	Salary	49,00,000/-

	PP2SS	8,00,000/-
	TA	-
	O.E.	-
	P.O.L.	12,000/-
	Telephone	-
	Total:	

Annexure-12

Publication of information regarding items specified in Rules 4(i)b(xii) of the Right of Information Act-2005.

(The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such Programme.)

Name of the office: Deputy Commissioner, Hoshiarpur.

Sr.No.	Name of Branch.	Scheme under manner of execution amount details of subsidy given of subsidy programme allocated beneficiaries (Rs.)
		- Not Applicable-

Annexure-13

Publication of information regarding items specified in Rules 4(i)b(xiii) of the Right of Information Act-20005.

(Particulars of recipients of concessions, permits for authorizations granted)

Name of the Office: Deputy Commissioner, Hoshiarpur.

Sr.No.	Name	of	Concessions/permit	Name of the	Address	of
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	Branch	Authorization grant.	recipient.	the recipient.
		- Not Applicable-		

Annexure-14

Publication of information regarding items specified in Rules 4(i) b(xiv) of the Right of Information Act-2005.

(Details in respect of the information available reduced in an electronic form)

Name of the Office: Deputy Commissioner, Hoshiarpur.

Sr.No.	Name of Branch	Type of information
1.	Distt. Nazar, Branch	Most of the work of this branch done through Computer .The information regarding expenditure available in the branch only.
2.	R.I.A., Branch	Efforts are being made to Computerize the data of RIA Branch.
3.	Copying Branch/Judicial Record Room Mall.	Copying work is still in the process of Computerizing.

We are in the process of computerizing the work of various branches of D.C. Office.

Annexure-15

Publication of information regarding items specified in Rules 4(i)b(vii) of the Right of Information Act-2005.

(Particulars of facilities available to citizens for obtaining information)

Name of the Office: Deputy Commissioner, Hoshiarpur.

Sr.No.	Name of Branch	Facilities available	Remarks (No. of days in a week/ timing etc.)
1.	Peshi Branch(DC)	D.C. is always available for public general meeting in the office/camp office to hear the grievances of the General Public. Daily from 12.00 noon to 1.30 PM is earmarked for meeting public/Govt. Officials.	-
2.	Peshi Branch (ADC)	A.D.C. is always available for public general meeting, when he is present in the office to hear the grievances of the General Public.	-
3.	Officer Incharge of distinguish branches.	Public can see the Officer Incharge at any time on any working day. Efforts are always made redress the genuine grievances of the public.	-

Annexure-16

Publication of Information regarding items specified in Rules 4(i)b(xvi)of the Right of Information Act-2005.

(Names,Designation and other particulars of the public Information,Officers)

Name of the Office:Deputy Commissioner,Hoshiarpur.

Sr. No.	Name of the State Publication Information.	Designation	Tele.No.Office/ Residence.	Residential Address	Asstt. State Publication Information Officer.	Telephone	Resident Address.
1.	Sh.Vipul Ujwal, IAS.	D.C.,HSP.	01882-220301/ 220302, 220303.	DC Road, HSP.	.Vacant Post	01882- 220308 220408	H.No.-2 Tehsil Complex,HSP.
2.	Sh.Sarbjit	DDPO,HSP.	01882-223374/	Panchayat	Smt.	01882-	Q.No.2/2

	Singh Bains		9815473511	Bhawan,HSP.	Harbans Kaur, Dev.Asstt.	226740	Basant Bihar., Hoshiarpur
3.	Vacant post .	--	-----	-----	Vacant	-----	-----

**Office of the Deputy Commissioner / Sub Divisional office
PIO / APIO**

Sr	Name of the office	State Assistant Public Information officer	Public Information officer	Appellate Authority
1	Sub Divisional office	Tehsildar /Naib Tehsildar	Sub Divisional Magistrate	Deputy Commissioner
2	Deputy Commissioner office	District Revenue officer (where none is posted Assistant Commissioner General	Add Deputy Commissioner (General)	Commissioner

ਦਰਖਾਸਤਾ ਦੇਣ ਦਾ ਪ੍ਰੋਫਾਰਮਾ

ਲੋਕ ਸੂਚਨਾ ਅਧਿਕਾਰੀ / ਸਹਾਇਕ ਲੋਕ ਸੂਚਨਾ ਅਧਿਕਾਰੀ

- 1) ਬਿਨੈਕਾਰ ਦਾ ਨਾ _____

- 2) ਪਿਤਾ ਦਾ ਨਾ _____
- 3) ਪਤਾ _____

- 4) ਸੂਚਨਾ ਪ੍ਰਾਪਤੀ ਦੇ ਦਸਤਾਵੇਜ਼
- 1) ਸੂਚਨਾ ਕਿਸ ਵਿਭਾਗ / ਸ਼ਾਖਾ ਨਾਲ ਸਬੰਧਤ ਹੈ :- _____
- 2) ਸੂਚਨਾ ਦਾ ਮੁੱਖ ਵਿਸ਼ਾ -:- _____
- 3) ਸੂਚਨਾ ਪ੍ਰਾਪਤੀ ਦਾ ਵਿਸਥਾਰ _____

- 4) ਕੀ ਤੁਸੀਂ ਅਰਜ਼ੀ ਦੀ ਫੀਸ ਜਮਾਂ ਕਰਵਾਈ ਹੈ ਜੇਕਰ ਹਾਂ _____
ਤਾਂ ਜਮਾਂ ਰਾਸ਼ੀ ਦਾ ਵਿਵਰਣ ਜਿਸ ਰੂਪ ਵਿੱਚ ਰਾਸ਼ੀ ਜਮਾਂ
ਕਰਵਾਈ ਗਈ ਹੋਵੇ ।
- 5) ਕੀ ਮੰਗੀ ਗਈ ਸੂਚਨਾ ਡਾਕ ਦੁਆਰਾ ਭੇਜੀ ਜਾਵੇ ਜਾਂ ਵਿਅਕਤੀਗਤ _____
ਰੂਪ ਵਿੱਚ ਪ੍ਰਾਪਤ ਕਰੋਗੇ ।
- 6) ਜੇਕਰ ਡਾਕ ਦੁਆਰਾ ਸਧਾਰਨ , ਰਜਿਸਟਰਡ ਜਾਂ ਸਪੀਡ ਪੋਸਟ _____
ਰਾਹੀਂ ਜਿਸ ਰੂਪ ਵਿੱਚ ਸੂਚਨਾ ਮੰਗੀ ਜਾਵੇ ਕੀ ਉਸ ਰੂਪ ਵਿੱਚ ਆਉਣ
ਵਾਲੇ ਡਾਕ ਖਰਚੇ ਨੂੰ ਨਿਸਚਿਤ ਕੀਤੀ ਗਈ ਅਸਲ ਅਰਜ਼ੀ ਫੀਸ ਵਿੱਚ
ਜਮਾਂ ਕਰਕੇ ਸੂਚਨਾ ਮੰਗੀ ਹੈ ਜੇਕਰ ਹਾਂ ਤਾਂ ਵੇਰਵਾ ਦਿਓ
- 7) ਕੀ ਤੁਸੀਂ ਗਰੀਬੀ ਰੇਖਾ ਤੋਂ ਹੇਠਲੀ ਕੈਟਾਗਰੀ ਵਿੱਚ ਆਉਂਦੇ ਹੋ _____
- 8) ਜੇਕਰ ਹਾਂ ਤਾਂ ਅਰਜ਼ੀ ਦੇ ਨਾਲ ਉਸ ਸਬੰਧੀ ਸਬੂਤ ਲਗਾਇਆ _____

ਸਥਾਨ _____
ਮਿਤੀ _____

ਬਿਨੈਕਾਰ ਦੇ ਹਸਤਾਖਰ
ਮੋਬਾਇਲ ਨੰਬਰ /ਪਤਾ

RECEIPT CHALLAN
(From PTR 16, Rule 107 of PTR Volume I)

(For use of Treasury only)

Serial No.....

Date:

(To be filled in by the tenderer)

By Whom Tendered: **The Deputy Commissioner, Hoshiarpur.**

Purpose of Deposit

Amount (in figures) Rs_(in words) Rupees

Treasury/Sub Treasury Code

H	S	P	O	O

(Name of the Treasury/ Sub try)

Hoshiarpur

(Designation of the DDO)

DDO Code(on whose behalf Money Deposited)

5	0	4
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Deputy Commissioner, Hoshiarpur

Plan/Non-Plane/CSS

N

("P" for Plan, "N" for Non-Plan, "S" for CSS)

Major Head

Sub-Major Head

Minor Head

Sub Head

0	0	7	0
---	---	---	---

6	0
---	---

8	0	0
---	---	---

8	6
---	---

(Complete Head of Account)

"0070 - Other Administrative 60 -Other Services 800 -Other Receipts. 86 -Information Under RTI Act. -2005
--

For.

(Signature of the Tenderer)

(For use of Department of Treasury only)

Order To The Bank : "Correct, Receive and Grant Receipt")

Departmental Officer Of DTO/TO(with seal)

Received Rs (in words) .

(Authorized signatory of the Bank)

Details of money deposited

	DRAWEE BANK	BRANCH	CHEQUE/ DRAFT NO.	DATED	CASH DETAILS	RUPEES	PAISE
1.						/	
2.						/	
3.							
4.						/	
5.							
6.						/	
7.							
8.						/	
9.						/	

