Office: Deputy Commissioner, Hisar.

Information under the provisions of section 4(1) (b) of the RTI Act, 2005.

Name of Branch: RTI Branch
Head of Office: SDO (C), Hisar.
Officer Incharge: Sub. divisional Officer (c) Hisar

4(1) (b) (i)

The particulars of its Organization, Functions and Duties.

The files/papers relating to the all branches like Peshi, Registration (New R.C./Transfer etc.), Driving Licence etc., Renewal of Arms Licences, Conductor Licences, Miscellaneous, Nazarat, Complaints & inquiries, Revenue, F.R.C and Bill Clerk -I-II, received by concerned clerks after processing they put up through Dy. Supdt. (Except peshi branch ) for signature/order of S.D.O. (c)/RA/LA/Collector / Sub Divisional Magistrate. The peshi branch is directly connected with Collector/Sub Divisional Magistrate.

4(1) (b) (ii)

The powers and duties of its officers and employees

<table>
<thead>
<tr>
<th>Power</th>
<th>Establishment Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>Administrative control over all Tehsil offices.</td>
</tr>
<tr>
<td></td>
<td>2. Supervising the working of Tehsil offices.</td>
</tr>
<tr>
<td></td>
<td>3. Writing of A.C.R.s of Sub Divisional Head</td>
</tr>
<tr>
<td>Financial</td>
<td>1. Sanction of Medical Reimbursement, Expenditure of III &amp; IV employees as per instructions issued by govt. time to time.</td>
</tr>
<tr>
<td></td>
<td>2. Sanction of Refundable GPF Advance as per instructions issued by govt. time to time.</td>
</tr>
<tr>
<td>Others</td>
<td>1. Payment of Pay &amp; allowances to all the establishment of this office &amp; Tehsils under this sub division.</td>
</tr>
<tr>
<td></td>
<td>2. Complaint &amp; Enquiry.</td>
</tr>
</tbody>
</table>

Miscellaneous Branch

<table>
<thead>
<tr>
<th>Power/Duties</th>
<th>Miscellaneous Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maintenance of Law and order.</td>
<td></td>
</tr>
<tr>
<td>2. Conduct of various Examination.</td>
<td></td>
</tr>
<tr>
<td>3. Tour programme of VIP's, VVIP's</td>
<td></td>
</tr>
<tr>
<td>4. Character verification of commission candidate.</td>
<td></td>
</tr>
<tr>
<td>5. Issuing various certificates.</td>
<td></td>
</tr>
<tr>
<td>6. Permission of Rallies/Function, Jagran, cultural programmes etc.</td>
<td></td>
</tr>
</tbody>
</table>
**ALC Branch**


**MRC Branch**


**Flood relief Branch**

1. Haryana Flood Manual

**Peshi Branch**

| Panchayat       | 1. Haryana Panchayati Raj Act, 1995  
|                 | 7. Land Revenue Act, 1887. 
|                 | 9. The Registration Act, 1908. 
|                 | 10. Indian Stamp Act, 1899 

**4(1) (b) (iii)**

The procedure followed in the decision making process including channels of supervision and accountability.

All papers submitted by the applicants to the concerned clerk & clerk after examine the requisite papers put up before ASR, after careful consideration ASR put to the papers before SDO(e), Hisar. SDO(e), Hisar who is the competent authority of this office.

**4(1) (b) (iv)**

The norms set by it for the discharge of its functions.

As per Act/Rules the concerned officials duty bound to discharge his duties as per Right to Service Act.
4(1) (b) (v)

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

As per Act/Rules the concerned officials duty bound to discharge his duties.

4(1) (b) (vi)

A Statement of the categories of documents are held by it or under its control;

The following documents are required for following categories of works:-
3. Registration of new vehicles: Form-20, 21, 22, Bill/Invoice, TRC, Insurance Policy, Self Declaration, Form-34 if required & ID.
4. Transfer of Vehicle: Form-29, 30, ID, Self Declaration, Insurance Policy, Pollution, Form-28+NOC if required.
5. NOC of Vehicle: Form-28, NCRB, ID, Insurance Policy, Pollution, Self Declaration.
6. Learning License: Form-1,2, ID, D.O.B. Proof
7. Driving License: Form-4, ID, D.O.B. Proof, L.L.

4(1) (b) (vii)

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

Any public Member or officials Submitted their grievance in this office.

4(1) (b) (viii)

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Not Applicable.

4(1) (b) (ix)

A directory of its officers and employees;

Name of Branch : RTI Branch

Head of Office : Sh. Nikhil Gajraj IAS
Deputy Commissioner, Hisar.

Officer Incharge : Sh. Ashok Kumar Bansal, HCS
Sub Divisional Officer(c)
Hisar-cum-State
Public Information Officer
Hisar

ASR : Sh. Shri Ram, Dy. Superintendent-Cum-Assistant State Public Information Officer, Hisar.
4(1) (b) (x)

The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations;

Employee's salary paid by Haryana Govt. Employees in the pay scale as applicable.

4(1) (b) (xi)

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Budget under Head 2053/2029/3475 are allotted by the Deputy Commissioner, Hisar.

4(1) (b) (xii)

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

No such subsidy programme is being executed under any scheme by this office.

4(1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted by it;

No concessions, permits or authorizations granted by this office.

4(1) (b) (xiv)

Details in respect of the information, available to or held by it, reduced in an electronic form;

Information are available in manual form & information related to Vahan, Sarthi & Arm,s Licence are available in electronic form.

4(1) (b) (xv)

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

Not applicable.

4(1) (b) (xvi)

The names, designations and other particulars of the Public information Officers; 01-10-2014 to 31-12-2014
4(1) (b) (xvii)

Such other information as may be prescribed; and thereafter update these publications every year;

Such informations are updated as required time to time.

Sub Divisional Officer(e),
Hisar