

Office : Deputy Commissioner, Hisar.

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

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Name of Branch : Head Registration Branch
(HRA Branch)

Head of Office : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar.

Officer Incharge : Sh. Rajbir Singh Dhiman,
District Revenue Officer, Hisar-Cum-
State Public Information Officer Hisar

Post Vacant- Deputy
Superintendent -Cum-
State Assistant Public Information
Officer, Hisar.

4(1) (b) (i)

The particulars of its Organization, Functions and Duties.

1	Head Registration Branch (HRA Br.)	To control over the Registration work executed by Sub Registrar / Joint Sub Registrar working in this district and monthly reports of stamp duty & Registration fee is sent to the Govt. All old registration record has been kept in central Registration Record Room since the beginning upto 31-03-1999 properly and Tehsilwise.
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4(1) (b) (ii)

The powers and duties of its officers and employees

1	Head Registration Branch (HRA Br.)	D.C./DRO/Dy.Suptd./HRA/HRC is responsible to control over the work of HRA Branch .
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4(1) (b) (iii)

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

1	Head Registration Branch (HRA Br.)	Files of records with papers under considerations are presented by the Head Registration clerk (HRC) to the Head Registration Assistant (HRA) and HRA after put up necessary comments and proposal proceeds it to the Deputy Superintendent and Deputy Superintendent proceeds it to the District Revenue Officer and District Revenue Officer proceeds it to the Registrar / Deputy Commissioner for approval and orders.
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4(1) (b) (iv)**The norms set by it for the discharge of its functions.**

1	Head Registration Branch (HRA Br.)	As per norms set up in the As per Indian Registration Act, 1908 & Haryana Registration Manual 1967 & Indian stamp Act, 1899 Haryana Compulsory registration of Marriage Act. 2008 and instructions issued by Haryana Govt. time to time.
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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.**

1	Head Registration Branch (HRA Br.)	Indian Registration Act, 1908 & Haryana Registration Manual 1967 & Indian stamp Act, 1899 Haryana Compulsory registration of Marriage Act. 2008 and instructions issued by Haryana Govt. time to time.
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4(1) (b) (vi)**A Statement of the categories of documents are held by it or under its control;**

1	Head Registration Branch (HRA Br.)	Documents registered in District Hisar relating to immovable Properties as per Provision of Indian Registration Act, 1908 i.e. Sale deed, Gift deed, Mortgage deed, Lease deed, Release deed, decree with Authority to adoption, GPA, SPA and all other Misc documents.
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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;**

1	Head Registration Branch (HRA Br.)	No such system is being adopted.
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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;**

1	Head Registration Branch (HRA Br.)	No such boards, Committees, and other bodies has been constituted.
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4(1) (b) (ix)**A directory of its officers and employees;**

Head of office	:	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar
Officer Incharge & State Public Information Officer	:	Sh. Rajbir Singh Dhiman, District Revenue Officer, Hisar
Assistant State Public Information Officer	:	Post Vacant Deputy Superintendent, D.C. Office, Hisar.

1	Head Registration Branch (HRA Br.)	Sh. Pardeep Kumar- Assistant. Sh. Pawan - Clerk. Sh. Dharam Pal - Peon
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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;**

1	Head Registration Branch (HRA Br.)	All employees are salary paid Haryana Govt. employees. Assistant in the pay scale @ FPL-6 (9300-34800+3600 GP) & Clerk @ FPL-2 (5200-20200+1900 GP) Peon @ FPL-DL (4440-7440+1650 GP)
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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;**

1	Head Registration Branch (HRA Br.)	Budget under Head 2030-Stamps & Registrations is allotted by the Inspector General Registration Haryana.
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4(1) (b) (xii)**The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme;**

1	Head Registration Branch (HRA Br.)	No such subsidy programme, is being executed under any scheme.
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4(1) (b) (xiii)**Particulars of recipients of concessions, permits or authorizations granted by it;**

1	Head Registration Branch (HRA Br.)	Deed writer / property dealer licenses are issued to the eligible persons.
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4(1) (b) (xiv)

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

1	Head Registration Branch (HRA Br.)	All information are available in manual form only.
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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;

1	Head Registration Branch (HRA Br.)	Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM.
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4(1) (b) (xvi)

The names, designations and other particulars of the Public information Officers; 01-10-2014 to 31-12-2014

1	Head Registration Branch (HRA Br.)	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005. Sh. Rajbir Singh Dhiman, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer. Post Vacant- Deputy Superintendent, D.C. Office Hisar is the State Assistant Public Information Officer.
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4(1) (b) (xvii)

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

1	Head Registration Branch (HRA Br.)	Same as at Serial No. 1 to 16
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Office : Deputy Commissioner, Hisar.

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

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Name of Branch : Sadar Kanungo Branch (S.K. Br.)

Head of Office : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar.

Officer Incharge : Sh. Rajbir Singh Dhiman,
District Revenue Officer, Hisar-Cum-
State Public Information Officer Hisar

Post Vacant- Deputy
Superintendent -Cum-
State Assistant Public Information
Officer, Hisar.

4(1) (b) (i)

The particulars of its Organization, Functions and Duties.

Sadar Kanungo Branch (S.K. Br.)	To control over the work of Establishment of Revenue Patwaris and Kanungos working in District Hisar, Girdawari works, Mutations, Demarcations, Crops Reports, Rain Reports, Collection of Land data from Field Staff and Convey it to the Govt. from time to time.
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4(1) (b) (ii)

The powers and duties of its officers and employees

Sadar Kanungo Branch (S.K. Br.)	Sadar Kanungo (S.K) and its staff is responsible to control over the work of Establishment of Revenue Patwaris and Kanungos working in District Hisar, Girdawari and Special Girdawari works, Mutations, Demarcations, Crops Reports, Rain Reports.
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4(1) (b) (iii)

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

Sadar Kanungo Branch (S.K. Br.)	Files of records with papers under considerations are presented by the branch clerks/Naib Sadar Kanungo to the Sadar Kanungo (S.K.) and S.K. after put up necessary comments and proposal proceeds it to the Deputy Superintendent and Deputy Superintendent proceeds it to the District Revenue Officer and District Revenue Officer proceeds it to the Deputy Commissioner for approval and orders.
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4(1) (b) (iv)

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

Sadar Kanungo Branch (S.K. Br.)	As per norms set up in the District Office Manual and Land Records Manual.
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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.

Sadar Kanungo Branch (S.K. Br.)	Land Records Manual, Settlement Manual, Land Administration Manual, Punjab Tenancy Act- 1887, Punjab Land Revenue Act. 1887, Hindu succession Act- 1956, Haryana Civil Services Rules, 2016.
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4(1) (b) (vi)

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

3	Sadar Kanungo Branch (S.K. Br.)	Record of Rain fall of District Hisar, Record of Seasonal annual Crops Report, Annual Land Administration Report , Annual Land Records Report and files relating to Appointment/ Transfer/Promotion/Posting of Patwaris/ Kanoongos
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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;

Sadar Kanungo Branch (S.K. Br.)	No such system is being adopted.
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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;

Sadar Kanungo Branch (S.K. Br.)	No such boards, Committees, and other bodies has been constituted.
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4(1) (b) (ix)

A directory of its officers and employees;

Head of office	:	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar
Officer Incharge & State Public Information Officer	:	Sh. Rajbir Singh Dhiman, District Revenue Officer, Hisar
Assistant State Public Information Officer	:	Post Vacant Deputy Superintendent, D.C. Office, Hisar.

Sadar Kanungo Branch (S.K. Br.)	Sh. Suresh Kumar-Sadar Kanungo. Sh. Narender Kumar–Naib Sadar Kanungo. Sh. Tejbhan- Patwari Moharar Sh. Anil Kumar –Bill Clerk -I Post Vacant - Bill Clerk –II Sh. Balwant Singh-Peon
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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;

Sadar Kanungo Branch (S.K. Br.)	All employees are salary paid Haryana Govt. employees. i.e. S.K./NSK @ FPL-6 (9300-34800+3600 GP) Patwari Mohrar/AWBN @ FPL-4(5200-20200+GP 2400), Clerks @ FPL-2 (5200-20200+1900 GP) Peon @ FPL-DL (4440-7440+GP 1650 GP)
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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;

Sadar Kanungo Branch (S.K. Br.)	2029 – Land Revenue -103 Land Record-100 (ii) District Staff (N.P)
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4(1) (b) (xii)

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

Sadar Kanungo Branch (S.K. Br.)	No such subsidy programme, is being executed under any scheme.
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4(1) (b) (xiii)

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

Sadar Kanungo Branch (S.K. Br.)	No concession/permits or authorizations under any scheme is granted.
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4(1) (b) (xiv)

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

Sadar Kanungo Branch (S.K. Br.)	All information are available in manual form only.
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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;

Sadar Kanungo Branch (S.K. Br.)	Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM.
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4(1) (b) (xvi)

The names, designations and other particulars of the Public information Officers;

Sadar Kanungo Branch (S.K. Br.)	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act - 2005. Sh. Rajbir Singh Dhiman, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer. Post Vacant- Deputy Superintendent, D.C. Office Hisar is the State Assistant Public Information Officer.
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4(1) (b) (xvii)

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

Sadar Kanungo Branch (S.K. Br.)	Same as at Serial No. 1 to 16
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Office : Deputy Commissioner, Hisar.

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

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Name of Branch : District Revenue Accounts Branch.
(DRA Br.)

Head of Office : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar.

Officer Incharge : Sh. Rajbir Singh Dhiman, District
Revenue Officer, Hisar-Cum-
State Public Information Officer Hisar

Post Vacant- Deputy
Superintendent -Cum-
State Assistant Public Information
Officer, Hisar.

4(1) (b) (i)

The particulars of its Organization, Functions and Duties.

District Revenue Accounts Branch. (DRA Br.)	Maintain of accounts for demand & recovery of arrears of Land Revenue/ Revenue Receipts /Canal dues/Mutation fees/Patwar Record fees/Kisan Pass Book/Revenue Talbana/5% Recovery chargies /Produce statement fees/Lease money/0075-Sale of Land & Property/ War-Jagir Award money.
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4(1) (b) (ii)

The powers and duties of its officers and employees

District Revenue Accounts Branch. (DRA Br.)	Collector / D.C./DRO/Dy. Supdt. /DRA's /WBN's/AWBN is responsible for the work of DRA Branch.
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4(1) (b) (iii)

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

District Revenue Accounts Branch. (DRA Br.)	Files of records with papers under considerations are presented by the AWBN/WBN to the DRA and DRA after put up necessary comments and proposal proceeds it to the Deputy Superintendent and Deputy Superintendent proceeds it to the District Revenue Officer and District Revenue Officer proceeds it to the Deputy Commissioner for approval and orders.
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4(1) (b) (iv)

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

District Revenue Accounts Branch. (DRA Br.)	As per norms set up in the District Office Manual and Land Revenue Accounts (Standing order No. 31)
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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.

District Revenue Accounts Branch. (DRA Br.)	As per Land Revenue Act, 1887, Revenue Recovery Act, 1890, Land Administration Manual , Land Records Manual, Canal Act- Standing order no. 61, War-Jagir-Standing order no. 7, Land Revenue Accounts- Standing order No. 31, Suspension & Remission of Land Revenue Act- Standing order no. 30, Budget Manual , Treasury Manual , Pepsu Nazool Land Act, 1956, Haryana Civil Services Rules, 2016 and instructions issued by Haryana Govt. time to time.
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4(1) (b) (vi)

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

District Revenue Accounts Branch. (DRA Br.)	Files/Registers Statements regarding Abiana, Mutations Fees, Patwar records fees, Kisan pass Book fees, Recovery of dues a arrear of Land Revenue, Nazul Land, Surrender Land, Fixation of Rates of Land acquired by Central, State, Semi Govt. for Public purposes of District
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	Hisar.
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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;

District Revenue Accounts Branch. (DRA Br.)	No such arrangements are made as the work conducted by this branch mostly does not effect the public directly . Only a Committee for disposal of Non – Escheated Nazool land has been set up by the Govt.
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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;

District Revenue Accounts Branch. (DRA Br.)	No such boards, Committees, and other bodies has been constituted.
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4(1) (b) (ix)**A directory of its officers and employees;**

- Head of office** : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar
- Officer Incharge & State Public Information Officer** : Sh. Rajbir Singh Dhiman,
District Revenue Officer, Hisar
- Assistant State Public Information Officer** : Post Vacant,
Deputy Superintendent, D.C. Office, Hisar.

District Revenue Accounts Branch. (DRA Br.)	Sh. Yash Pal Saini –DRA Sh. Man Singh –DRA Sh. Sunil Kumar Sharma –WBN Sh. Sanjay Kumar Gupta –WBN Sh. Wazir Chand –WBN Sh. Balwant Singh –WBN Smt. Kavita Malwal -AWBN
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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;

District Revenue Accounts Branch. (DRA Br.)	All employees are salary paid Haryana Govt. employees and getting salary as per scales determined by the Govt. i.e. DRA @ FPL-6 (9300-34800+GP 3600), WBN @ FPL-6 (9300-34800+GP 3600), AWBN @ FPL-4 (5200-20200+GP 2400)
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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;

District Revenue Accounts Branch. (DRA Br.)	Budget under Head 2053-District Administration-093-District Establishment is received for meet out the expenditure on salaries paid to employees of DRA Br. Budget under the Head 2075-Misc-Gen. Services -101-Pension in lieu of Jagires is received to meet out the expenditure on payment of Award money to the War- Jagirdars . Receipts of Land Revenue is deposited under Head 0029-Land Revenue , 0029 –Sale of Surplus Land, 0075-Misc. Gen. Services-105-Sale of Land & Properties.
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4(1) (b) (xii)

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

District Revenue Accounts Branch. (DRA Br.)	No such subsidy programme, is being executed under any scheme.
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4(1) (b) (xiii)

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

District Revenue Accounts Branch. (DRA Br.)	No concession/permits or authorizations under any scheme is granted.
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4(1) (b) (xiv)

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

District Revenue Accounts Branch. (DRA Br.)	All information are available in manual form only.
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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;

District Revenue Accounts Branch. (DRA Br.)	Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM.
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4(1) (b) (xvi)

The names, designations and other particulars of the Public information Officers;

District Revenue Accounts Branch. (DRA Br.)	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act - 2005. Sh. Rajbir Singh Dhiman, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer. Post Vacant- Deputy Superintendent, D.C. Office Hisar is the State Assistant Public Information Officer.
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4(1) (b) (xvii)

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

District Revenue Accounts Branch. (DRA Br.)	Same as at Serial No. 1 to 16
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Office : Deputy Commissioner, Hisar.

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

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Name of Branch : Flood & Famine Branch (FRA Br.)

Head of Office : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar.

Officer Incharge : Sh. Rajbir Singh Dhiman, District Revenue Officer, Hisar-Cum- State Public Information Officer Hisar

Post Vacant- Deputy Superintendent -Cum- State Assistant Public Information Officer, Hisar.

4(1) (b) (i)

The particulars of its Organization, Functions and Duties.

Flood & Famine Branch (FRA Br.)	To Control over the works of flood/ famine / hailstorm/ Heavy Rains and other natural calamities and functioning of Flood Control Room during the monsoon seasons. Demands to Govt. for funds to provide Assistance / compensation to affected farmers and other effected persons and to issue a Flood Control Order on the basis of joint Inspection on whole Flood programme /scheme. A Inspection is also carried out to check the all flood equipments.
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4(1) (b) (ii)

The powers and duties of its officers and employees

Flood & Famine Relief Branch (FRA Br.)	D.C./DRO/Dy.Supt./FRA/FRC are responsible to Control over the works of F.R.A. Branch.
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4(1) (b) (iii)

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

Flood & Famine Relief Branch (FRA Br.)	Files of records with papers under considerations are presented by the FRC to the FRA and FRA after put up necessary comments and proposal proceeds it to the Deputy Superintendent and Deputy Superintendent proceeds it to the District Revenue Officer and District Revenue Officer proceeds it to the Deputy Commissioner for approval and orders.
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4(1) (b) (iv)

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

Flood & Famine Relief Branch (FRA Br.)	As per norms set up in the District Office Manual & District Flood Manual.
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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.

Flood & Famine Relief Branch (FRA Br.)	District Flood Manual and instructions issued by Haryana Govt. time to time.
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4(1) (b) (vi)

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

Flood & Famine Relief Branch (FRA Br.)	Record of allocation of funds/ compensation to concerned S.D.O. (c)'s in the District.
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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;

Flood & Famine Relief Branch (FRA Br.)	No such system is being adopted.
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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;

Flood & Famine Relief Branch (FRA Br.)	No such boards, Committees, and other bodies has been constituted.
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4(1) (b) (ix)

A directory of its officers and employees;

Head of office	:	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar
Officer Incharge & State Public Information Officer	:	Sh. Rajbir Singh Dhiman, District Revenue Officer, Hisar
Assistant State Public Information Officer	:	Post Vacant, Deputy Superintendent, D.C. Office, Hisar.

Flood & Famine Relief Branch (FRA Br.)	Smt. Renuka – Assistant Smt. Kavita Malwal – AWBN Sh. Balbir Singh - Clerk Smt. Ram Kumari-Peon
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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;

Flood & Famine Relief Branch (FRA Br.)	All employees are salary paid Haryana Govt. employees and an getting salary as per scales determined by the Govt. i.e. Assistant @ FPL-6(9300-34800+GP 3600), Clerk @ FPL-2(5200-20200+GP 1900) Peon @ FPL-DL (4440-7440+GP 1650)
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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;

Flood & Famine Relief Branch (FRA Br.)	Budget under Head 2245-Relief on account of Natural calamities (N.P.) is received
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4(1) (b) (xii)

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

Flood & Famine Relief Branch (FRA Br.)	No such subsidy programme, is being executed under any scheme.
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4(1) (b) (xiii)

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

Flood & Famine Relief Branch (FRA Br.)	No concession/permits or authorizations under any scheme is granted.
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4(1) (b) (xiv)

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

Flood & Famine Relief Branch (FRA Br.)	All information are available in manual form only.
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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;

Flood & Famine Relief Branch (FRA Br.)	Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM.
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4(1) (b) (xvi)

The names, designations and other particulars of the Public information Officers;

Flood & Famine Relief Branch (FRA Br.)	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005. Sh. Rajbir Singh Dhiman, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer. Post Vacant- Deputy Superintendent, D.C. Office Hisar is the State Assistant Public Information Officer.
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4(1) (b) (xvii)

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

Flood & Famine Relief Branch (FRA Br.)	Same as at Serial No. 1 to 16
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Office : Deputy Commissioner, Hisar.

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

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Name of Branch : Ligh /Migh Branch .

Head of Office : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar.

Officer Incharge : Sh. Rajbir Singh Dhiman, District Revenue Officer, Hisar-Cum- State Public Information Officer Hisar

Post Vacant- Deputy Superintendent -Cum- State Assistant Public Information Officer, Hisar.

4(1) (b) (i)

The particulars of its Organization, Functions and Duties.

Ligh /Migh Branch .	To control over the work of keeping of records of loans granted under Ligh-Migh schemes.
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4(1) (b) (ii)

The powers and duties of its officers and employees

Ligh /Migh Branch .	Naib Tehsildar Ligh-Migh and its staff is responsible to control over the work of Ligh-Migh schemes.
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4(1) (b) (iii)

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

Ligh /Migh Branch .	Files of records with papers under considerations are presented by the clerk to the Assistant and Assistant after put up necessary comments and proposal proceeds it to the Naib Tehsildar and Naib Tehsildar proceeds it to the District Revenue Officer.
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4(1) (b) (iv)

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

Ligh /Migh Branch .	As per norms set up in the Ligh-Migh Schemes.
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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.

7	Ligh /Migh Branch .	Ligh-Migh Schemes and instructions issued by Haryana Govt.from time to time.
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4(1) (b) (vi)

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

Ligh /Migh Branch .	Record of loans disbursed to the people under Ligh-Migh scheme .
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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;

Ligh /Migh Branch .	No such system is being adopted.
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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;

Ligh /Migh Branch .	No such boards, Committees, and other bodies has been constituted.
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4(1) (b) (ix)**A directory of its officers and employees;**

Head of office	:	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar
Officer Incharge & State Public Information Officer	:	Sh. Rajbir Singh Dhiman, District Revenue Officer, Hisar
Assistant State Public Information Officer	:	Post Vacant, Deputy Superintendent, D.C. Office, Hisar.

Ligh /Migh Branch .	Assistant- Post Vacant Clerk- Sh. Narender Singh Peon- Post Vacant
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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;**

Ligh /Migh Branch .	All employees are salary paid Haryana Govt. employees. ie. pay scale of Assistant @ FPL-6 (9300-34800+GP 3600), Clerk @ FPL-2(5200-20200+GP 1900) Peon @ FPL-DL (4440-7440+GP 1650)
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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;**

Ligh /Migh Branch .	No Budget is allotted.
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4(1) (b) (xii)**The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme;**

Ligh /Migh Branch .	No such subsidy programme, is being executed under any scheme.
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4(1) (b) (xiii)

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

Ligh /Migh Branch .	No concession/permits or authorizations under any scheme is granted.
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4(1) (b) (xiv)

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

Ligh /Migh Branch .	All information are available in manual form only.
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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;

Ligh /Migh Branch .	Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM.
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4(1) (b) (xvi)

The names, designations and other particulars of the Public information Officers;

Ligh /Migh Branch .	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005. Sh. Rajbir Singh Dhiman, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer. Post Vacant- Deputy Superintendent, D.C. Office Hisar is the State Assistant Public Information Officer.
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4(1) (b) (xvii)

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

Ligh /Migh Branch .	Same as at Serial No. 1 to 16
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Office Deputy Commissioner, Hisar.

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

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Name of Branch : Political Sufferer Branch (P.S.C. Br.)

Head of Office : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar.

Officer Incharge : Sh. Rajbir Singh Dhiman, District Revenue Officer, Hisar-Cum- State Public Information Officer Hisar

Post Vacant- Deputy Superintendent -Cum- State Assistant Public Information Officer, Hisar.

4(1) (b) (i)

The particulars of its Organization, Functions and Duties.

Political Sufferer Branch (P.S.C. Br.)	To control over the work of Allotment of land to political sufferer, tenants and their conveyance deed.
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4(1) (b) (ii)

The powers and duties of its officers and employees

Political Sufferer Branch (P.S.C. Br.)	D.C./DRO/Dy. Supdt./P.S.C. is responsible to control over the work of P.S.C. Branch .
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4(1) (b) (iii)

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

Political Sufferer Branch (P.S.C. Br.)	Files of records with papers under considerations are presented by the P.S.C. to the Deputy Superintendent and Deputy Superintendent proceeds it to the District Revenue Officer and District Revenue Officer proceeds it to the Collector / Deputy Commissioner for approval and orders.
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4(1) (b) (iv)

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

Political Sufferer Branch (P.S.C. Br.)	Colonization of Govt. Lands (Punjab Act. 1912 Punjab Tenancy Act-1887.
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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.

Political Sufferer Branch (P.S.C. Br.)	Colonization of Govt. Lands (Punjab Act. 1912 Punjab Tenancy Act-1887.
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4(1) (b) (vi)

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

Political Sufferer Branch (P.S.C. Br.)	Register recording details of conveyance deed issued to Political Sufferers and tenants.
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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;

Political Sufferer Branch (P.S.C. Br.)	No such system is being adopted.
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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;

Political Sufferer Branch (P.S.C. Br.)	No such boards, Committees, and other bodies has been constituted.
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4(1) (b) (ix)**A directory of its officers and employees;**

Head of office	:	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar
Officer Incharge & State Public Information Officer	:	Sh. Rajbir Singh Dhiman, District Revenue Officer, Hisar
Assistant State Public Information Officer	:	Post Vacant, Deputy Superintendent, D.C. Office, Hisar.

Political Sufferer Branch (P.S.C. Br.)	Sh. Kartar Singh – Clerk (Retired)
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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;**

Political Sufferer Branch (P.S.C. Br.)	All employees are salary paid Haryana Govt. employees. In the pay scale of Clerk @ 5200-20200+GP 1900 and After retirement on DC rate
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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;**

Political Sufferer Branch (P.S.C. Br.)	No Budget is allotted.
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4(1) (b) (xii)**The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme;**

Political Sufferer Branch (P.S.C. Br.)	No such subsidy programme, is being executed under any scheme.
--	--

4(1) (b) (xiii)**Particulars of recipients of concessions, permits or authorizations granted by it;**

Political Sufferer Branch (P.S.C. Br.)	No concession/permits or authorizations under any scheme is granted.
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4(1) (b) (xiv)

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

Political Sufferer Branch (P.S.C. Br.)	All information are available in manual form only.
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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;

Political Sufferer Branch (P.S.C. Br.)	Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM.
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4(1) (b) (xvi)

The names, designations and other particulars of the Public information Officers;

Political Sufferer Branch (P.S.C. Br.)	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005. Sh. Rajbir Singh Dhiman, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer. Post Vacant- Deputy Superintendent, D.C. Office Hisar is the State Assistant Public Information Officer.
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4(1) (b) (xvii)

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

Political Sufferer Branch (P.S.C. Br.)	Same as at Serial No. 1 to 16
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Office Deputy Commissioner, Hisar.

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

&&&&&&&

Name of Branch : Copying Agency Branch .

Head of Office : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar.

Officer Incharge : Sh. Rajbir Singh Dhiman, District Revenue Officer, Hisar-Cum- State Public Information Officer Hisar

Post Vacant- Deputy Superintendent -Cum- State Assistant Public Information Officer, Hisar.

4(1) (b) (i)

The particulars of its Organization, Functions and Duties.

Copying Agency Branch .	To control over the work of supplying the attested copies to the applicant of the records kept by Vernacular Record Room and other branches of D.C. Office Hisar .
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4(1) (b) (ii)

The powers and duties of its officers and employees

Copying Agency Branch .	D.C./DRO/Dy.Supt./Assistant/Clerks are responsible to control over the work of copying Agency .
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4(1) (b) (iii)

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

Copying Agency Branch .	When application received from applicant it is recorded in a register and forwarded it to the record room for consignment of related records. When record is received then required attested copies of record is delivered to the applicant.
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4(1) (b) (iv)

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

Copying Agency Branch .	As per norms set up in the Punjab & Haryana Copying Agency Manual & instructions issued by Haryana Govt. from time to time.
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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.

Copying Agency Branch .	As per Punjab & Haryana Copying Agency Manual instructions issued by Haryana Govt. from time to time.
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4(1) (b) (vi)

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

Copying Agency Branch .	Record of application received and dispose off .
-------------------------	--

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;

Copying Agency Branch.	No such system is being adopted.
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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;

Copying Agency Branch .	No such boards, Committees, and other bodies has been constituted.
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4(1) (b) (ix)**A directory of its officers and employees;**

Head of office	:	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar
Officer Incharge & State Public Information Officer	:	Sh. Rajbir Singh Dhiman, District Revenue Officer, Hisar
Assistant State Public Information Officer	:	Post Vacant, Deputy Superintendent, D.C. Office, Hisar.

Copying Agency Branch .	Sh. Gopal Dass –Assistant. Sh. Om Parkash –AWBN Sh. Hunman -Peon
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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;**

Copying Agency Branch .	All employees are salary paid Haryana Govt. employees and getting salary as per scales determine by Govt. i.e. Assistant @ FPL-6(9300-34800+GP 3600), Clerk @ FPL-2(5200-20200+GP 1900) Peon @ FPL-DL(4440-7440+GP 1650)
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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;**

Copying Agency Branch .	2053-Distt Admn-094-other Estt. (ii) copying Agency Staff
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4(1) (b) (xii)**The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme;**

Copying Agency Branch .	No such subsidy programme, is being executed under any scheme.
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4(1) (b) (xiii)

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

Copying Agency Branch .	No concession/permits or authorizations under any scheme is granted.
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4(1) (b) (xiv)

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

Copying Agency Branch .	All information are available in manual form only.
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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;

Copying Agency Branch .	Any person who want to get the copy of any records maintained in this office may apply an application in this regards on any working day during working hours i.e. 9:00 Am. To 5:00 PM.
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4(1) (b) (xvi)

The names, designations and other particulars of the Public information Officers;

Copying Agency Branch .	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005. Sh. Rajbir Singh Dhiman, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer. Post Vacant- Deputy Superintendent, D.C. Office Hisar is the State Assistant Public Information Officer.
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4(1) (b) (xvii)

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

Copying Agency Branch .	Same as at Serial No. 1 to 16
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Office : Deputy Commissioner, Hisar.

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

&&&&&&&

Name of Branch : Vernacular Record Room (VRK Br.)

Head of Office : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar.

Officer Incharge : Sh. Rajbir Singh Dhiman, District
Revenue Officer, Hisar-Cum-
State Public Information Officer Hisar

Post Vacant- Deputy
Superintendent -Cum-
State Assistant Public Information
Officer, Hisar.

4(1) (b) (i)

The particulars of its Organization, Functions and Duties.

Vernacular Record Room (VRK Br.)	To control over the work of keeping and maintenance of records of various courts working in the District. All old & new record has been kept properly & Tehsil-wise
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4(1) (b) (ii)

The powers and duties of its officers and employees

Vernacular Record Room (VRK Br.)	D.C./DRO/Dy.Supt./VRK/Clerks are responsible to control over the work of V.R.K. Branch.
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4(1) (b) (iii)

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

Vernacular Record Room (VRK Br.)	Applications are received through Copying Agency and Files of records are consigned to Copying Branch.
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4(1) (b) (iv)

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

Varnacular Record Room (VRK Br.)	As per norms set up in the District Office Manual.
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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.

Vernacular Record Room (VRK Br.)	As per District Office Manual and instructions issued by Haryana Govt. from time to time.
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4(1) (b) (vi)

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

Vernacular Record Room (VRK Br.)	Record of various court cases of District Hisar.
----------------------------------	--

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;

5	Vernacular Record Room (VRK Br.)	No such system is being adopted.
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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;

Vernacular Record Room (VRK Br.)	No such boards, Committees, and other bodies has been constituted.
----------------------------------	--

4(1) (b) (ix)

A directory of its officers and employees;

Head of office : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar

Officer Incharge : Sh. Rajbir Singh Dhiman,

**& State Public
Information Officer**

District Revenue Officer, Hisar

**Assistant State Public
Information Officer** : Post Vacant,
Deputy Superintendent, D.C. Office, Hisar.

Vernacular Record Room (VRK Br.)	Sh. Rajender Parshad – Assistant. Sh. Ashok Kumar –AWBN. Sh. Parmod Kumar- AWBN Sh. Balbir Singh – Clerk Sh. Pardeep – Clerk Sh. Satish Sharma - Peon
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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;

Vernacular Record Room (VRK Br.)	All employees are salary paid Haryana Govt. employees and getting salary as per scales determined by the Govt. i.e. Assistant @ FPL-6(9300-34800+GP 3600), Clerk @ FPL-2(5200-20200+GP 1900) Peon @ FPL-DL(4440-7440+GP 1650)
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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;

Vernacular Record Room (VRK Br.)	No. Budget is allotted.
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4(1) (b) (xii)

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

Varnacular Record Room (VRK Br.)	No such subsidy programme, is being executed under any scheme.
----------------------------------	--

4(1) (b) (xiii)

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

Vernacular Record Room (VRK Br.)	No concession/permits or authorizations under any scheme is granted.
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4(1) (b) (xiv)

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

Vernacular Record Room (VRK Br.)	All information are available in manual form only.
----------------------------------	--

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;

Vernacular Record Room (VRK Br.)	Any person who want to get the copy of any records maintained in this branch may apply an application in this regards through Copying Agency on any working day during working hours i.e. 9:00 Am. To 5:00 PM.
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4(1) (b) (xvi)

The names, designations and other particulars of the Public information Officers;

Vernacular Record Room (VRK Br.)	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act - 2005. Sh. Rajbir Singh Dhiman, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer. Post Vacant- Deputy Superintendent, D.C. Office Hisar is the State Assistant Public Information Officer.
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4(1) (b) (xvii)

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

Vernacular Record Room (VRK Br.)	Same as at Serial No. 1 to 16
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Office : Deputy Commissioner, Hisar.

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

&&&&&&&

Name of Branch : District Revenue Record Room.

Head of Office : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar.

Officer Incharge : Sh. Rajbir Singh Dhiman, District Revenue Officer, Hisar-Cum-State Public Information Officer Hisar

Post Vacant- Deputy Superintendent -Cum- State Assistant Public Information Officer, Hisar.

4(1) (b) (i)

The particulars of its Organization, Functions and Duties.

District Revenue Record Room.	To control over the work of keeping Revenue Records of District Hisar since 1863 to upto date.
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4(1) (b) (ii)

The powers and duties of its officers and employees

District Revenue Record Room.	Naib Sadar Kanungo (NSK) and its staff is responsible to control over the work of keeping Revenue Records of District Hisar since 1863 to upto date.
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4(1) (b) (iii)

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

District Revenue Record Room.	Applications are received through Copying Agency and Files of records are consigned to Copying Branch.
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4(1) (b) (iv)

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

District Revenue Record Room.	As per norms set up in the District Office Manual.
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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.

District Revenue Record Room.	As per Haryana Land Records Manual .
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4(1) (b) (vi)

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

District Revenue Record Room.	Revenue Records i.e. Jamabandies, Mutations, since 1863-64 to date & Mussavies of District Hisar and Fatehabad.
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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;

District Revenue Record Room.	No such system is being adopted.
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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;

District Revenue Record Room.	No such boards, Committees, and other bodies has been constituted.
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4(1) (b) (ix)**A directory of its officers and employees;**

Head of office	:	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar
Officer Incharge & State Public Information Officer	:	Sh. Rajbir Singh Dhiman, District Revenue Officer, Hisar
Assistant State Public Information Officer	:	Post Vacant, Deputy Superintendent, D.C. Office, Hisar.

District Revenue Record Room.	Sh. Suresh Kumar Sadar Kanungo. Sh. Narender Kumar –Naib Sadar Kanungo. Sh. Tejbhan –Patwari Moharar.
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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;

District Revenue Record Room.	All employees are salary paid Haryana Govt. employees and getting salary in the pay scale as determined by the Govt. i.e. S.K./NSK @ FPL-6(9300-34800+GP 3600), Patwari Moharar @ FPL-4(5200-20200+GP 2400)
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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;

District Revenue Record Room.	No. Budget is allotted.
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4(1) (b) (xii)

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

District Revenue Record Room.	No such subsidy programme, is being executed under any scheme.
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4(1) (b) (xiii)

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

District Revenue Record Room.	No concession/permits or authorizations under any scheme is granted.
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4(1) (b) (xiv)

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

District Revenue Record Room.	All information are available in manual form only.
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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;

District Revenue Record Room.	Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM.
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4(1) (b) (xvi)

The names, designations and other particulars of the Public information Officers;

District Revenue Record Room.	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005. Sh. Rajbir Singh Dhiman, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer. Post Vacant- Deputy Superintendent, D.C. Office Hisar is the State Assistant Public Information Officer.
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4(1) (b) (xvii)

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

District Revenue Record Room.	Same as at Serial No. 1 to 16
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Office : Deputy Commissioner, Hisar.

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

&&&&&&&

Name of Branch : Surplus Area Branch (SA. Br.)

Head of Office : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar.

Officer Incharge : Sh. Rajbir Singh Dhiman, District Revenue Officer, Hisar-Cum- State Public Information Officer Hisar

Post Vacant- Deputy Superintendent -Cum- State Assistant Public Information Officer, Hisar.

4(1) (b) (i)

The particulars of its Organization, Functions and Duties.

Surplus Area Branch (SA. Br.)	To control over the work of Surplus land declared by the Govt.
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4(1) (b) (ii)

The powers and duties of its officers and employees

Surplus Area Branch (SA. Br.)	D.C./Collector/DRO/N.T.S.A/Kanungo /Patwari/Clerks are responsible for the work of Surplus Branch.
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4(1) (b) (iii)

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

Surplus Area Branch (SA. Br.)	Files of records with papers under considerations are presented by the Clerk/Patwari to Kanungo to N.T.S.A to the DRO to D.C./ Collector.
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4(1) (b) (iv)

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

Surplus Area Branch (SA. Br.)	Punjab Tenancy Act. 1953 Haryana Land Ceiling Act. 1972, Utilization Act,
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	1976.
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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.

Surplus Area Branch (SA. Br.)	Punjab Tenancy Act. 1953 Haryana Land Ceiling Act. 1972 Utilization Act, 1976.
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4(1) (b) (vi)

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

Surplus Area Branch (SA. Br.)	Correspondence files regarding Surplus Land.
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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;

Surplus Area Branch (SA. Br.)	No. Such system is being adopted.
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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;

Surplus Area Branch (SA. Br.)	No. Such boards, Committee, and Other Bodies have been constituted.
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4(1) (b) (ix)

A directory of its officers and employees;

- Head of office** : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar
- Officer Incharge & State Public Information Officer** : Sh. Rajbir Singh Dhiman,
District Revenue Officer, Hisar
- Assistant State Public** : Post Vacant,

Information Officer

Deputy Superintendent, D.C. Office, Hisar.

Surplus Area Branch (SA. Br.)	Sh. Om Parkash – Kanungo. Post Vacant - Patwari Post Vacant– Clerk Sh. Rajesh Kumar, Peon
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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;

Surplus Area Branch (SA. Br.)	All Employees are salary paid Govt. employees and getting salary as per scales determined by the Govt. i.e. Kanungo @ FPL-6 (9300-34800+GP 3600), Patwari @ FPL-4(5200-20200+GP2400), Clerk @ FPL-2 (5200-20200+GP 1900), Peon @ FPL-DL (4440-7440+GP 1650)
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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;

Surplus Area Branch (SA. Br.)	3475-OEGS (NP)-201- Land Ceiling Agrarian Reforms –Field Staff 3475-OEGS-201-Land Ceiling (III) Compensation to Land owner.
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4(1) (b) (xii)

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

Surplus Area Branch (SA. Br.)	No. such subsidy programme is being executed under any scheme.
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4(1) (b) (xiii)

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

Surplus Area Branch (SA. Br.)	No. Such. Concessions, permits or authorizations is granted by.
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4(1) (b) (xiv)

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

Surplus Area Branch (SA. Br.)	All information are available in Manual form only.
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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;

Surplus Area Branch (SA. Br.)	Any person who want to get the copy of any records maintained in this office may apply an application in this regards on any working day during working hours i.e. 9:00 Am. To 5:00 PM.
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4(1) (b) (xvi)

The names, designations and other particulars of the Public information Officers;

Surplus Area Branch (SA. Br.)	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005. Sh. Rajbir Singh Dhiman, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer. Post Vacant- Deputy Superintendent, D.C. Office Hisar is the State Assistant Public Information Officer.
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4(1) (b) (xvii)

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

Surplus Area Branch (SA. Br.)	Same as at Sr. No. 1 to 16.
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Office Deputy Commissioner, Hisar.

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

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Name of Branch : Court of District Revenue Officer.

Head of Office : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar.

Officer Incharge : Sh. Rajbir Singh Dhiman, District Revenue Officer, Hisar-Cum-State Public Information Officer Hisar

Post Vacant- Deputy Superintendent -Cum- State Assistant Public Information Officer, Hisar.

4(1) (b) (i)

The particulars of its Organization, Functions and Duties.

Court of District Revenue Officer.	To control over the work of Appeal of various type of Revenue cases decided by AC-II grade Courts and also determine the value of under value sale deed registered by Sub Registrar, deals with all type of Revenue Enquiries .
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4(1) (b) (ii)

The powers and duties of its officers and employees

Deputy Commissioner, Hisar is the Head of Office and District Revenue Officer the Officer Incharge are responsible for the work being executed by the following branches.

Court of District Revenue Officer.	District Revenue Officer is exercising the power of A.C.-I grade, Collector on behalf of Deputy Commissioner of this District and also carried out Revenue Enquires detailed by The Deputy Commissioner. Reader to DRO is responsible to maintain the record of Revenue Court cases and Impound Registries.
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4(1) (b) (iii)

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

Deputy Commissioner, Hisar is the Head of Office and District Revenue Officer is the Officer Incharge of the following branches.

Court of District Revenue Officer.	When cases of stamp duty are received in this court then primarily this court issues notices to the concerned parties. and when parties appears in the court & submit their replies /written statements then court reaches to conclusion /decision of the case.
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4(1) (b) (iv)

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

Court of District Revenue Officer.	As per norms set up in the District Office Manual.
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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.

Court of District Revenue Officer.	As per District Office Manual and instructions issued by Haryana Govt. from time to time.
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4(1) (b) (vi)

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

Court of District Revenue Officer.	Record of various Revenue appeals and Sale deeds under section 47-A of Stamp Act.
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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;

Court of District Revenue Officer.	No such system is being adopted.
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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;

Court of District Revenue Officer.	No such boards, Committees, and other bodies has been constituted.
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4(1) (b) (ix)

A directory of its officers and employees;

- Head of office** : Dr. Priyanka Soni, I.A.S.
Deputy Commissioner, Hisar
- Officer Incharge & State Public Information Officer** : Sh. Rajbir Singh Dhiman,
District Revenue Officer, Hisar
- Assistant State Public Information Officer** : Post Vacant,
Deputy Superintendent, D.C. Office, Hisar.

Court of District Revenue Officer.	Sh. Rajender Parshad – Reader to DRO Smt. Seema –Steno to DRO
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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;

10	Court of District Revenue Officer.	All employees are salary paid Haryana Govt. employees and getting salary as per pay scale determined by the Govt. ie. Assistant @ FPL-6 (9300-34800+GP 3600) and Steno Typist @ FPL-2 (5200-
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	20200+GP 1900)
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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;

Court of District Revenue Officer.	No such budget is allocated.
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4(1) (b) (xii)

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

Court of District Revenue Officer.	No such subsidy programme, is being executed under any scheme.
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4(1) (b) (xiii)

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

Court of District Revenue Officer.	No concession/permits or authorizations under any scheme is granted.
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4(1) (b) (xiv)

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

Court of District Revenue Officer.	All information are available in manual form only.
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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;

Court of District Revenue Officer.	Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM.
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4(1) (b) (xvi)

The names, designations and other particulars of the Public information Officers;

Court of District Revenue Officer.	Dr. Priyanka Soni, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005. Sh. Rajbir Singh Dhiman, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer. Post Vacant- Deputy Superintendent, D.C. Office Hisar is the State Assistant Public Information Officer.
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4(1) (b) (xvii)

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

10	Court of District Revenue Officer.	Same as at Serial No. 1 to 16
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