

Name of Section:-							
Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
1	DC Office, Panchkula	A	Miscellaneous Authority Branch (M.A)			1	House Allotment of DC Pool
						2	N.G.T (National Green Tribunal)
						3	N.H.R.C (National Human Right Commission)
						4	Bonded/Delivered Case
						5	Character Verification & Antecedents of Government Employee
						6	Monthly Meeting
						7	Mining
						8	SC, ST Act
						9	Cinemas, Video, Cable TV
						10	Constitution of Various Committees
						11	Matter Concerning with Education Deptt.
						12	Atrocities on Women, Tobacco Prohibition, Notary Public
						13	War Memorial & Correspondence, Regarding War Widows,
						14	Declaration of Newspaper
						15	DC/SP Conference
						16	Civil/Military Liaison Conference
						17	Appointment of Representative
						18	HHPA Training, Issue of Various Prohibitory Orders
						19	Opening the posting offices & Police Post,
						20	Liquor Vends, BBPP, FRA Certificates, RTI Act, 2005 (Concerned Matter)
						21	Food & Supplies, Field Firing Range, Printing Press, Birth & Death Regn.
						22	Correspondence relating to SC/BC/Residence/Income Certificates
						23	Freedom Fighters
						24	Allotment of Govt.Accommodation
						25	Issue of excise exemption certificates
						26	Construction of Mini Secretariat, Govt. Residential Houses, Lawyer's Chambers etc
						27	Correspondence of HUDDA sites allot to religious associations
						28	RTI Act, 2005 (Concerned matter)
						29	Issue of free travelling concession in Haryana Buses
						30	Inspection of Offices/Schools by various officers
						31	Circus
						32	Memorandum by various Association/Parties
						33	Election of various societies
						34	RTI Act, 2005 (Concerned matter)
						35	Periodical reports
						36	Tour Programmes of VIPs/VVIPs etc
						37	Matter Concerning with more than one Deptt.
						38	Correspondence reg. posting & Transfer of distt. Officers
						39	Casual leave of gazette officers
						40	Permission for organizing various programmes i.e cultural, musical, Dussherra, Diwali etc
						41	Verification of registered societies
						42	Various Social welfare schemes
						43	Lok Adalat, Dharna
						44	Booking of rooms for Govt.officers/minister's
						45	Mid Day meal
						46	Appointment of Duty Magistrate
						47	Celebration of various days
						48	Celebration of National functions viz Independence & Republic day etc
						49	Bonded labour, Dairy Dispatch, Awards, exams
						50	Crop residue and burning
						51	Mata Mansa Devi Mela and other matter regarding Shri Mata Mansa Devi Shrine Board Pld
		B	Record Keeper Enlist (R.K.E)			1	Pending Reference
						2	Stationary
						3	Dak Tickets & Calendar
						4	RTI
		C	District Najjar ( D.N )			1	Bills
						2	Arrangements of 26th January & 15th August
						3	Nilami Of Canteen
						4	Building Care Taker
						5	Purchase of Electric things as Cooler etc
						6	Small Saving Agency
						7	DC Rate fixing
		D	Peshi Branch			1	Court Case/Revenue/New appeal
						2	Paroll Cases
						3	Marriage Permission
						4	Surfici Act
						5	RTI Appeal
						6	Warrant of attachment file
						7	Tamnil of Saman
		E	Passport & Licence Authority ( P.L.A )			1	Late Death & Birth Registration Files
						2	Requisition Order of Motor cars
						3	Box of Petrol Pump, CNG, LPG
						4	Temporary fire cracker Licence
						5	Pakistani Pilgrims
						6	Indian Citizenship
						7	Nori Certificates
						8	Motor Vehicle act related letters
						9	RTI
		F	Establishment Authority ( E.A )			1	Complete Service Book
						2	Pension Case
						3	Prepression of Salary Bill
						4	Budget Assessment
						5	Sanction Regarding Medical Bill
						6	Recruitments appointment group C & D
						7	Posting & Transfer
						8	Promotion Cases of group C & D
						9	Enquiry Case of Government Employees
						10	Maintenance of Roster of Register
		G	V Record Keeper ( VRK ) Copying Authority (CA) Ligh & Migh			1	Court Cases (forward to other department)
						2	Revenue Cases issuing certified copy cases of order
						3	Record room related Revenue Cases (DC/CTM/DRO/SDM Kalka/PKL)
						4	Court Evidence
						5	Criminal Cases decided by District Court for comments of DM (DS) regarding fit/not fit for further appeal
		H	Local Fund Authority (LFA)			1	Court Cases
						2	Enquiry ( Related DULB)-(Director Urban Local Bodies)
		I	Head Registration Authority (HRA)			1	AG, CAG, PAC phara's pointed out by AG arted parties
						2	Monthly Audit note circle stump reader
						3	Grant of new property Dealer Licence
						4	Renewal of property Dealer Licence
						5	Grant of deed rider Licence
						6	Renewal of deed rider Licence
						7	Grant of Stamp Vendor Licence
						8	Renewal of Stamp Vendor Licence
						9	Control of registration work in all tehsil & Sab tehsil PKL
						10	Dealing Court cases related registration
						11	Refund of court fees as per in compliance with hon'able courts
						12	Imposing of SPA/GPA & Affidavit
		J	Flood Relief (FRA)			1	Payment of Fire Effectd, Flood Effectd, lightning Effectd due to Natural Disaster
						2	Court Cases
						3	C.M Window
						4	Flood Paldness
						5	Heatwave Paldness
						6	Flood Protection
		K	District Revenue Authority (DRA)			1	Dealing all type of LAC Court Cases
						2	Land Equalon Matters like Jail, National Highway,
						3	Recovery of Ariel Land Revenue
						4	Establishment Dealing of PRA, AWN, DRA
		L	Sadar Kanungo (SK)			1	Censes
						2	Meri Fasal Mera Doura
						3	Girdawari
						4	Jamabandi
						5	Motlaton
						6	Review Motlaton
						7	Musana Motlaton
						8	Prime Minister Kissan Yojna
						9	Prime Minister Bima Yojna
						10	Court Cases
						11	Complaints of Patwari
						12	Complaints of Kanungo
						13	All types of Revenue Matters
						14	Fasal Kharabba
						15	NHAI (National High Way Authority of India)
		M	Tehsil			1	All types of certificates as caste, residence etc are approved in tehsil
						2	Marriage Registration
						3	Registries of Land
						4	Court Cases
						5	Intkal, Jamabandi, Fard
		N	DITS			1	Dits-Salary
						2	Outsourcing-Salary
						3	Home Gaards
						4	Electricity-PKL
						5	Electricity-Kalka
						6	Stationary
						7	TDS-Monthly Basis
						8	Loan & advances
						9	Hardware
						10	Miscellaneous