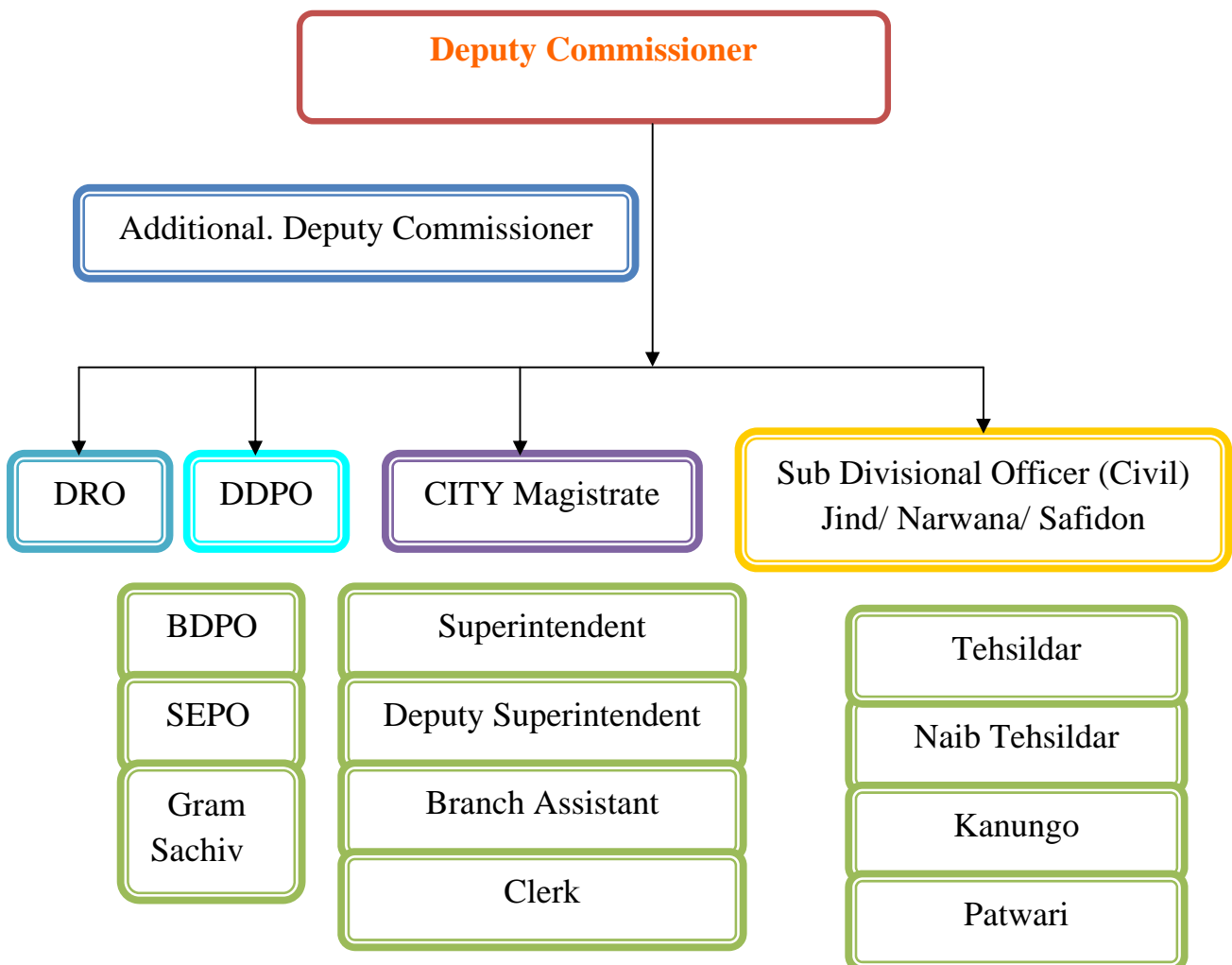


Right to Information Act 2005

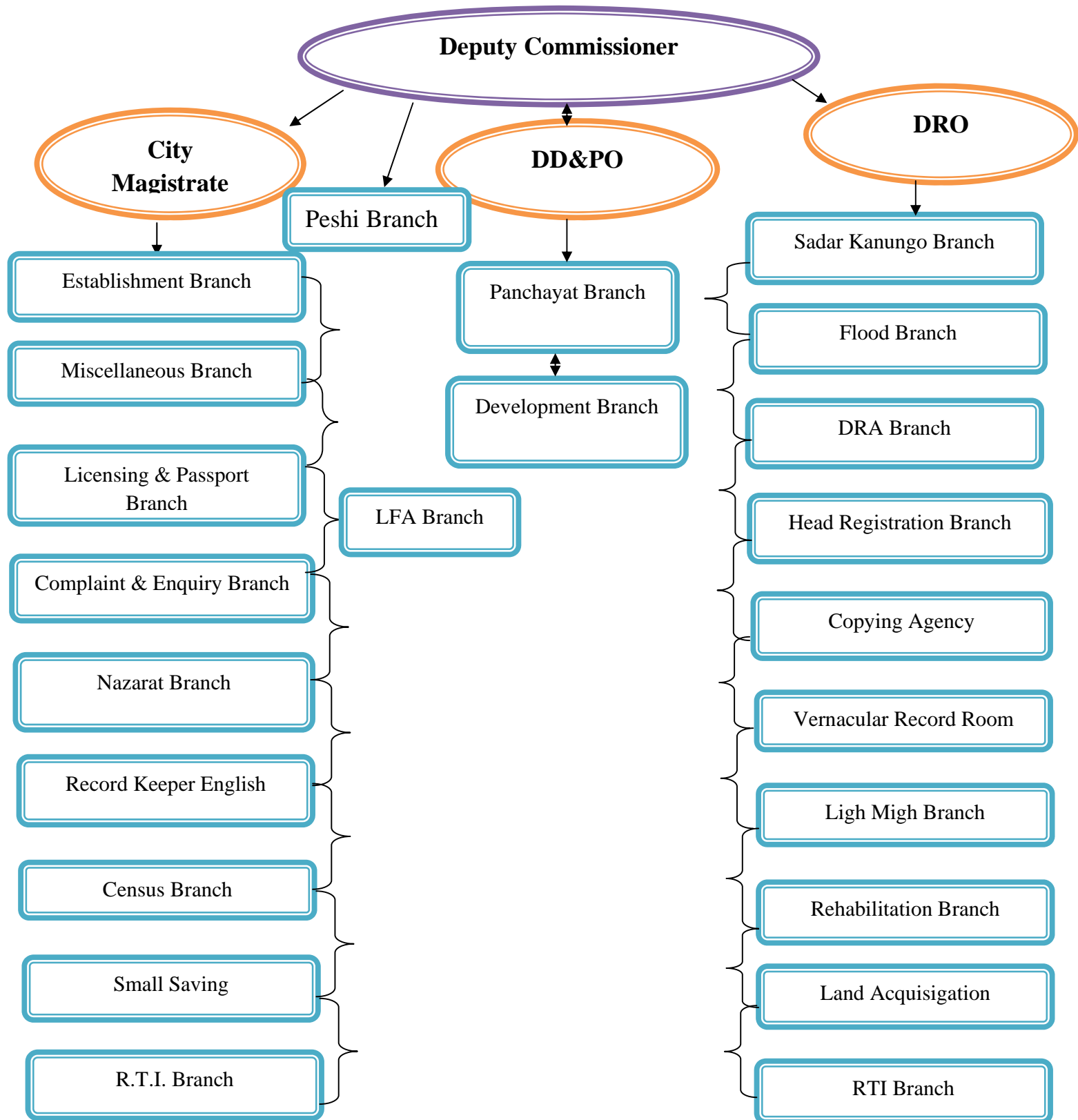
Information under section 4(1) B

(i) Particulars of Organization, Functions and Duties

(a) Organizational Structure Diagram



Organisation Chart of Deputy Commissioner Office Jind



(b) Organization, functions and duties;
DEPUTY COMMISSIONER

The general administration of the district is vested with the Deputy Commissioner, who for administrative purposes, is under the Divisional Commissioner, Hisar. He is at once the Deputy Commissioner, the District Magistrate and the Collector. As Deputy Commissioner, he is the executive head of the district with multifarious responsibilities relating to Development, Panchayats, local bodies, civil administration, etc. As District Magistrate, he is responsible for law and order and heads the police and prosecuting agency. As Collector, he is the chief Officer of the revenue administration and is responsible for collection of land revenue, and is also the highest revenue judicial authority in the district. He acts as the district Elections Officer and the Registrar for registration work. He exercises over-all supervision on other government agencies in his district. He is, in short, the head of the district administration; a coordinating officer among various departments and a connecting link between the public and the government so far as he executes the policies, administers the rules and regulations framed by the government from time to time.

The main functions of the Deputy Commissioner may be broadly categorized as: co-ordination of development and public welfare activities as Deputy Commissioner, revenue officer/Court of the district as District Collector, and law and order functions as District Magistrate. Thus, he acts as Deputy Commissioner, District Collector and District Magistrate on different occasions. His role in each of these capacities is described, in brief, as under:

As Deputy Commissioner

He is the executive head of the district with numerous responsibilities in the sphere of civil administration, development, panchayats, local bodies, etc

As District Collector

The Deputy Commissioner is the highest Officer of revenue administration in the district. In revenue matters, he is responsible to the Government through the Divisional Commissioner and the Financial Commissioner, Revenue. He is responsible for the collection of land revenue, other kinds of Government taxes, fees and all dues recoverable as arrears of land revenue. He is responsible for ensuring the maintenance of accurate and up-to-date records of rights as regards

the land. As the District Collector, he is the highest revenue judicial authority in the district.

As District Magistrate

The Deputy Commissioner is responsible for the maintenance of law and order in the district. He is the head of criminal administration and supervises all Executive Magistrates in the district and controls and directs the actions of the police. He has supervisory powers over the administration of jails and lock-ups in the district.

The position of Deputy Commissioner as head of the district administration has become one of expanding responsibilities. As he is the executive head of the civil administration, all departments in the district, which otherwise have their own officers, look to him for guidance and co-ordination. In any matter of public importance which does not fall specifically in the sphere of any government department, State or Central, he, as a general administrator, is required to take cognizance of the matter in public interest and take it to its logical conclusion with the help of some Government department or by processing the matter in his own office. In short, there is nothing of importance, which takes place in the district with which he is not associated, directly or indirectly.

City Magistrate, DRO & DDPO are the principal officers at the Office of the Deputy Commissioner. Superintendent supervises the work of the clerical staff. He guides functioning of different branches of his office. Each branch is headed by an Assistant and is functionally known after him. For example, the branch looked after by Establishment Assistant (EA) is known as the EA Branch, the one under Miscellaneous Assistant is known as the MA Branch, etc. An Assistant has to perform two types of functions-supervisory and dispositive i.e. he has to supervise the work of the officials working under him, and also to dispose of many cases either at his level or by putting them up to his senior officers. An Assistant has one or more Clerks under him.

City Magistrate (General Administration)	
City Magistrate is the chief administrative officer under the Deputy Commissioner and assists him in all executive and administrative functions. He also functions as District Electoral Officer.	
Branches	Work
Establishment	This branch mainly deals in posting and transfers of the staff of

Brach	D.C.'s Office. It maintains service record of Officials and prepares bills for salary/increments/TA/Medical allowances. It also deals with promotion cases/ACP Cases of the employees and disciplinary cases against employees.
Miscellaneous Branch	This branch deals with law and Order, visits of VIPs cases under Cinematograph character antecedents of newly entrant in service, training of officers, Bonded/child labour cases, all kind of ceremony, Freedom fighter cases, HIPA Training and all kind of misc. matters.
Licensing & Passport Branch	This branch deals with grant of arms licenses in district and other matters relating to verification of passports and requisition of Vehicle for Govt. purpose
Complaint & Enquiry Branch	This branch deals with the complaints and redressal of public grievances.
Nazarat Branch	This branch deals with disbursement of salary to staff and making other payments on account of contingency expenditures & arrangements of meeting of DC & Minister.
Record Keeper English	Diary, Dispatch & Library.
Census Brach	Census Work
Small Savings	This branch deals with appointment of M.P.K.B.Y., S.A.S.& PPF agents and renewal of their agencies. This Branch also deals with the work for promotion of different type of small saving schemes.
Peshi Branch	This branch deals with court cases under the following Acts. 1. Punjab Village Common land (Regulation)Act. 2. Land Revenue Act. 3. Haryana Ceiling on Land Holdings Act. 4. Haryana Good Conduct Prisoners (Temporary Release) Act. 5. Police Act 6. Appeal against the orders of lower Court.
RTI Branch	Supply the information to the applicant under RTI.
LFA Branch	This branch deals with Municipal Council and Municipal Committee, Jind, Narwana,Safidon, Julana, Uchana. It maintains service record of District level services of Municipal council, Committee.

District Development and Panchayat Officer	
DDPO is the principal officer to help The Deputy Commissioner to carry out the community Development & Welfare programs and affairs of the panchayats.	
Panchayat Branch	This Branch deals with the control over BDPOs regarding Shamlat Land, Development Works of Panchayats in District.
Development Branch	This branch deals with release of discretionary grants and control over BDPOs.

District Revenue Officer	
DRO is the principal office to help the Deputy Commissioner to carry out works related to revenue, recovery, disaster management and land acquisition.	
Vernacular Record Room	This branch in the Record Room maintains the revenue record of cases decided by Revenue Courts. Record of about 200 Years is kept safe in the record room.
Copying Branch	The main function of this branch is to provide the certified copies of all public documents consigned in the record room of Land Record and of the Revenue Records jamabandies etc. the court cases decided or undecided to the concerned persons or their counsels on their demand. Newspaper & printing press. At present RTI matters related with DRO are also dealt in this branch.
District Revenue Branch	The function of this Branch is to maintain the accounts of recovery of Govt. Dues i.e. Land Revenue, rate and dues of other govt. Departments Board, Corporation and Banks etc. Besides this, the branch also deals with the work of allotment and leasing out of Nazul Land; fixation of market rate of the land of the Govt. scheme.
Sadar Kanungo Branch	The main function of this branch is to keep the record of the land regarding ownership and cultivation up- to- date. For this purpose, there is one record room of Land records where jamabandies of the whole of the district is kept. Not only this, the Mussavies prepared by the consolidation staff at the time of consolidation are also kept in this record room. According to the instruction of the Govt. the entire Jamabandies of this District have been computerized. As this branch deals with the records of Agriculturists prepared by the Field Staff Patwaris, Kanungos, Naib Tehsildar and Tehsildar. This branch also deals the grievances of the agriculturists against the patwaris and Kanungos. This branch deals the honorarium of Lambardars U/H

	2029.
Registration Branch	This branch deals with the work of registration at the Registrar level and also examines the work done by the Sub-Registrars. The old record of registration is also available in this branch. The effected persons may get the copy of the same, if they so desire.
Agrarian Branch	This branch deals with the allotment of surplus land of the landlords under the Haryana Ceiling on Land Holdings Act.
Flood Relief Branch	The main function of this branch is to control the flood and other natural calamities. At the time of crisis, this Branch provides direct help and to the public by providing relief equipment & trained personnel. The information regarding sufferers from natural calamities like flood, dryness, house collapse etc. is brought to the notice of the Govt. through this Branch and relief provided by the Government to the sufferers is also distributed through Revenue Officers.
Ligh & Migh Loans Branch	The State Government dropped this Scheme and recoveries of the previous loans are being made.
Rehabilitation/ Tehsildar Sale	This branch maintains record of Rehabilitation (custodian lands) and its disposal.
Land Acquisition Branch	This branch deals with the Land, which is acquired for the Central/ State Govt. Scheme.

SUB DIVISIONAL MAGISTRATE, JIND / NARWANA & SAFIDON

Jind Sub-Division consists of two Tehsils viz. Jind & Julana and One Sub Tehsils namely Alewa. Narwana Sub-Divisional consists of One Tehsil Narwana and one sub tehsil Uchana. Safidon Sub-Divisional consists of one Tehsil Safidon and sub Tehsil Pillukhera. The Sub-Divisional Magistrate is responsible for maintenance of law and order in the sub-Division. He enjoys powers of Executive Magistrate as well as Collector/Astt. Collector Ist Grade. The residents of the villages and towns falling in these tehsils/Sub Tehsils generally visit the office of S.D.O.(Civil)/SDM Jind/ Narwana/Safidon in connection with the following works.

1. Registration/Renewal/Transfer etc. of vehicles.
2. Grant/Renewal of driving licenses etc.
3. Renewal of Arm licenses
4. Permission for loudspeakers

All type of work of registration and issuing driving licences of Vehicles are Computerised.

Tehsil /Sub-Tehsil Offices

Tehsildars and Naib Tehsildars are revenue officers. Their main duty is to make recovery of dues under land revenue Act and other Acts entrusted to them by Collector of District. They are also responsible for the preparation of revenue records of lands and further updating of the same from time to time. They also enjoy powers of Executive Magistrate and Astt. Collector II Grade cases relating to Partition and correction of Khasra Girdawari of land and suits relating to recovery of batai. The record is updated by way of Girdawari, Mutations and preparation of Jamabandis. They are also responsible for issue of Domicile/Resident Certificate and SC/BC/OBC Certificates Tehsils are further divided into Kanungo circles and Patwar circles.

(ii) Powers & Duties of Officers and Employees

Powers	Establishment Section
Administrative	<ol style="list-style-type: none"> 1. Administrative control over all Government Head of Offices, Corporation, Boards, Autonomous Bodies in the District and inspection of District Treasury, District Jail and Police Stations. 2. Watching the working of all Govt. Deptts. In the District as well as Boards, Corporations, Autonomous bodies and Institutions in the District. 3. Writing the A.C. R's of All Head of Offices in the Distt. 4. Appointment of Clerks and Class IV on the Establishment. 5. Reviewing the A.C.R's of Assistant & A.S.R. of D.C, Jind. 6. A.C.R. accepting and conveying authority of Clerks & Class-IV employees in the office. 7. Punishing Authority of Clerks & Class-IV in the office 8. Seniority List of Class-IV employees of the office 9. Grant of ACP Scales to Class-IV and Clerks. 10. Promotion of Class-IV to the post of Clerk.

	11. Sanction of Casual and Station leave to all Head of Offices in the Distt.
Financial	1. Sanction of Medical Reimbursement Expenditure of Class-II, III & IV employees up to Rs. 50,000/- in each case. 2. Sanction of Refundable GPF Advance vide Rule 13.14 of Pb C.S.R. Volume-II
Others	1. Payment of Pay & Allowances to all the Establishment of the Office. 2. Complaint & Enquiry. 3. Training of newly appointed I.A.S., H.C.S., Tehsildar & Naib Tehsildars.

P.L.A. Branch

1. Arms Act 1959 with rules.
2. Petroleum Act Petroleum Laws.
3. Explosive Act (Indian Explosive Act and Explosive Rules).
4. Motor Vehicle Act and Rules.
5. नया शस्त्र लाईसैस जारी व शस्त्र का इन्त्राज करना
6. पी बोर शस्त्र लाईसैस रिन्धू करना ।
- 7 शस्त्र लाईसैस का ऐरिया बढाने बारे सिफारिस करना ।
- 8 शस्त्र बेचने की स्वीकृति प्रदान ।
- 9 अन्य राज्यों से शस्त्र खरीद करने व मुरम्मत हेतू अनापति प्रमाण-पत्र जारी करना ।
- 10 शस्त्र नवीकरण की देरी कंडोन करना ।
- 11 शस्त्र की खरीद अवधि बढाना ।
- 12 सरकारी गाडी अधिग्रहण करना ।

- 13 शहीदों के आश्रितों को Ex-Gratia ग्रांट की पैमेन्ट करना।
- 14 पेट्रोल पम्प की N.O.C जारी करना।
- 15 मिट्टी तेल के स्टोरेज लाईसेंस की N.O.C जारी व रिन्यू करना।
- 16 अस्त्र शस्त्र विक्रेता का लाईसेन्स न0 13 व 14 जारी व रिन्यू करना।
- 17 अस्त शस्त्र विक्रेताओं के लाईसेन्स न0 11 व 12 को जारी करने व रिन्यू करने बारे सरकार गृह विभाग को सिफारिश भेजना।

Nazarat Branch

As per Haryana Government Finance Department (Regulation) Notification, No. 2/1 (4) -87-4 FR Punjab Financial Rules Volume-1 Haryana First Amendment) Rules, 2006 for the Rule 19.6 Contingencies, Stores, Fees, Compensation, Remuneration etc. (Rules 8.3 and 15.2) is under: -

Sr. No.	Nature of Power	Authority to which The Power is delegated	Extent of Powers delegated
1.	To sanction non-recurring expenditure, not otherwise provided for in this rule.	Administrative Departments	Full powers.
		Heads of Departments	Upto Rs. 1,00,000/- in each case.
		Controlling Offices	Upto Rs. 40,000/- in each case.
		Heads of Offices	Upto Rs. 10,000/- in each case.

2.	To Sanction recurring expenditure not otherwise provided for in this rule.	Administrative Departments	Full powers.
		Heads of Departments	Upto Rs. 50,000/- in each case.
		Controlling Offices	Upto Rs. 20,000/- in each case.
		Heads of Offices	Upto Rs. 5,000/- in each case.
3.	(1.) To Sanction purchase of Computers including personal Computers and Accessories	Administrative Departments in consultation with I.T. Department	Upto Rs. 50,000/- for each computer.
	(2.) Hire and maintenance of Computers of all kinds	Administrative Departments in consultation with I.T. Department	Full Powers.
4.	To Sanction charges for: Electricity, Gas, Water, Telephone, Postage Stamps and Taxes levied by Statutory Body or any other Authority.	Heads of Offices	Full Powers.
5.	To Sanction purchase and repairs of fixtures and furniture.	Heads of Departments	Full Powers.
		Heads of Offices	Upto Rs. 1,000/- in each case.

Revenue Section

Type of power	Details of power	Delegation of Powers
Administrative	<ol style="list-style-type: none"> 1. Appointment of AWBN. 2. Reviewing of the ACRs of AWBN /WBN/DRA/ 3. ACR accepting and conveying authority of AWBN /WBN/DRA, 4. Punishing Authority of AWBN /WBN/DRA, 5. Seniority list of AWBN /WBN/DRA, 6. Grant of ACP Scales AWBN /WBN/DRA, 7. Promotion of WBN/TRA/DRA, 8. Sanction of committed leave to AWBN/WBN/DRA, 9. Sanction of Journey beyond jurisdiction to all the Establishment, 	<ol style="list-style-type: none"> 1 Deputy Commissioner 2 DRO. 3 Deputy Commissioner. 4 Deputy Commissioner. 5 Deputy Commissioner. 6 Deputy Commissioner. 7 Deputy Commissioner. 8 DRO. 9 Deputy Commissioner.
Financial	<ol style="list-style-type: none"> 1. Sanction of Medical Reimbursement Expenditure of class III & IV employees up to Rs. 50000 /- in each case. 2. Sanction of Refundable GPF Advance vide rule 13,14 of Pb 	<ol style="list-style-type: none"> 1. Deputy Commissioner 2. Deputy

	CSR Volume – II.	Commissioner
Other	1. Recovery of Govt. dues under Head -0029 –other Land Revenue, 0701 Abiana and Misc. dues.	1 DRO
Power	FRA Branch	
Administrative	<ol style="list-style-type: none"> 1. Recommendation for grant of financial assistance in the case of nature calamities on the basis of reports made by the field staff. 2. To prepare the flood control order. 3. To make recommendations for inclusion of any item to be added in the agenda of flood control board Haryana. 	

(iii). The Procedure followed in the decision making process, including channels of supervision and accountability;

The procedure as laid down in the government of Haryana compendium of Instructions, which is available in the office and website of chief secretary to the government of Haryana, i.e. <http://www.csharyana.gov.in/> and as given in citizen charter detailed in sub section (iv) below.

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

[citizen charter Link](#)

(v). the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

The Rules and Regulations and Acts used by officials for discharging functions are given below branch wise.

Local Fund Branch

1. Haryana Municipal Act, 1973
2. Punishment and Appeal Rules 1987
3. Town Improvement Act, 1922

Establishment

- 1 Punishment & Appeal Rule 1987.
- 2 Haryana Revenue Department Distt. Subordinate Services Rule 1988
- 3 C.S.R.

P.L.A. Branch

1. Arms Act 1959 with Rules
2. Petroleum Act Petroleum Laws
3. Explosive Act (Indian Explosive Act and Explosive Rules)
4. Motor Vehicle Act and Rules.

(vi). a Statement of the categories of documents that are held by it or under its control;

(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;

(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 or 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;

(ix). Directory of its Officers and Employees;

Sr.No.	OFFICER/ EMPLOYEE'S NAME	Designation	Contact No.
1	Dr. ABHE SINGH YADAV	Deputy Commissioner	9996099969
2	SUBHASH SIHAG	City Magistrate	9254094805
3	M.S. MALIK	DRO	9254094845
4	H K SHARMA	DDPO	9254094810
5	CHATR BHUJ SHARMA	ADA	9416579373
6	ISHWER SINGH	Assistant	9254094809
7	JAGPAL KUNDU	Assistant	01681-245692
8	ROOP CHAND	Assistant	9254094823
9	VIRENDER SINGH	Assistant	9254094826
10	KARAN SINGH	Assistant	9254094813
11	UMED SINGH	Assistant	9254094851
12	SUSHIL KUMAR	Assistant	9254094824
13	PREM CHAND	Assistant	01681-245206
14	RAM PHAL RANA	Assistant	9254094825
15	SUSHILA KUMARI	Assistant	9466657750
16	RAGHBIR SINGH--2	Assistant	01681-245692
17	SRI NIWAS	Steno Grapher	9254094801
18	SANJEEV SAINI	Clerk	9254094817
19	Hawa Singh-1	Clerk	01681-245692
20	RAM NIWAS	Clerk	01681-245692
21	RAJENDER SINGH	Clerk	01681-245692
22	ANIL SHARMA	Clerk	01681-245692
23	SURENDER KUMAR	Clerk	01681-245692
24	JAIVEER SINGH	Clerk	01681-245692
25	RAMPATI	Clerk	01681-245692
26	CHANDER MOHAN	Clerk	01681-245692

27	SANJEEV NEHRA	Clerk	01681-245692
28	Satpal Singh	Clerk	01681-245692
29	RAJBIR BHATTI	Clerk	01681-245692
30	SATBIR SINGH	Clerk	01681-245692
31	AJAY KUMAR	Clerk	01681-245692
32	BHAJNI RAM	Clerk	01681-245692
33	SANSAR CHANDER	Clerk	01681-245206
34	PARKASH CHANDER	Clerk	01681-245206
35	SURESH MOR	Clerk	01681-245692
36	NARENDER DUTT	Clerk	9254094818
37	DARSHNA KATARIA	Clerk	01681-245206
38	SATISH KUMAR BHARDWAJ	Clerk	01681-245692
39	RANBIR SINGH	Clerk	01681-245692
40	MADHU BALA	Clerk	01681-245206
41	SUNDER SAINI	Clerk	01681-245692
42	PREM SINGH SIWACH	Clerk	01681-245692
43	ANIL SHARMA	Clerk	01681-245206
44	GAJRAJ SINGH	Clerk	01684-240130
45	DEEPAK KUMAR	Clerk	01681-245692
46	JAI BHAGWAN	Clerk	01681-245692
47	BALDEV SINGH	Clerk	01681-245692
48	HAWA SINGH-II	Clerk	01681-245692
49	MOHAN LAL SHARMA	Clerk	01681-245692
50	NAFE SINGH	Clerk	01681-245206
51	SIMA SHOME	Clerk	01681-245206
52	SATISH KUMAR SHARMA	Clerk	01681-245692
53	SATBIR SINGH SAINI	Clerk	01681-245206
54	RAM CHANDER	Clerk	01681-245582
55	RAM NIWAS	Clerk	01681-245692
56	JAGDISH PAYABLE TO GEETA RANI	Clerk	
57	PHOOL BAHADUR	Clerk	

	PAYABLE TO RAM KALI		
58	RAM KUMAR PAYABLE TO KANTA	Clerk	
59	KAMLESH KUMARI	Steno Typist	01681-245206
60	SARITA DEVI	Steno Typist	01681-245692
61	SAROJ BALA	Steno Typist	01681-245582
62	SAT PARKASH	Driver	01681-245692
63	KULDEEP	Driver	01681-245692
64	SUBHASH CHANDER	Peon	01681-245692
65	SURESH KUMAR	Peon	01681-245692
66	SEEMA DEVI	Peon	01681-245692
67	CHETAN	Peon	01681-245692
68	KRISHAN GOPAL	Peon	01681-245692
69	RADHEYSHYAM	Peon	01681-245692
70	RAMPHAL	Peon	01681-245692
71	KARTAR SINGH	Peon	01681-245692
72	DEEN DAYAL	Peon	01681-245692
73	RAJU	Peon	01681-245692
74	RAM SANJIWAN	Peon	01681-245252
75	SANTOSH	Peon	01681-245692
76	VEDWATI	Peon	01681-245692
77	RAJBIR SINGH	Peon	01681-245206
78	BALWAN SINGH	Peon	01681-245692
79	RAM MILAN	Peon	01681-245692
80	JAI BHAGWAN	Peon	01681-254252
81	RAM KUMAR	Peon	01681-245692
82	ASHOK KUMAR	Peon	01681-245692
83	PAWAN KUMAR	Peon	01681-245692
84	JYOTI	Peon	01681-245206
85	KRISHAN CHNADER	Peon	01681-245582
86	UMESH	Mali	01681-245252
87	KAMLESH	Water Carrier	01681-245206
88	SALOCHNA DEVI	Sweeper	01681-245206
89	MOHINDER PAL	Sweeper	01681-245692

DRA Branch			Office Telephone No. 01681-245206
90	Surender Kumar	DRA	92540-94844
91	Narender Singh	DRA/FRA	249840
92	Deepak Kumar	WBN	946654692
93	Parkash Chnander	WBN	94675-06456
94	Anil Kumar	WBN	94169-84888
95	Neelam Rani	AWBN	94681-39144
S.K.Branch			Office Telephone No. =01681-245206
96	Bir Bhan	S.K.	92540-94842
97	Shamsher Singh	N.S.K.	92540-86708
98	Ashok Kumar	Mohar Patwari	92540-86706
99	Vikram	Clerk (B.C.-II)	94164-85599
100	Sudesh Kumari	Clerk (B.C.-I)	94166-04414
101	Dilawar Singh	Peon	

<u>L.A.</u>			Office Telephone No. =01681-245206
<u>Branch</u>			
102	Joginder Kumar	Kanungo.	92540-94840
103	Ravidutt	Patwari	94663-94415
104	Nafe Singh	Clerk	9416606137

(x). the monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in its regulations;

Sr.No.	OFFICER/ EMPLOYEE'S NAME	Designation	Total emoluments as on 31- 12-2010	The procedure to remuneration as given in the regulation
1	Dr. ABHE SINGH YADAV	Deputy Commissioner	86840	Pay Revision Rule 2006
2	SUBHASH SIHAG	City Magistrate	37269do.....
3	M.S. MALIK	DRO	54181do.....
4	H K SHARMA	DDPO	43218do.....
5	CHATR BHUJ SHARMA	ADA	39565do.....
6	ISHWER SINGH	Assistant	29593do.....
7	JAGPAL KUNDU	Assistant	24698do.....
8	ROOP CHAND	Assistant	26469do.....
9	VIRENDER SINGH	Assistant	26423do.....

10	KARAN SINGH	Assistant	20643do.....
11	UMED SINGH	Assistant	30655do.....
12	SUSHIL KUMAR	Assistant	29061do.....
13	PREM CHAND	Assistant	24505do.....
14	RAM PHAL RANA	Assistant	26469do.....
15	SUSHILA KUMARI	Assistant	23875do.....
16	RAGHBIR SINGH--2	Assistant	19058do.....
17	SRI NIWAS	Steno Grapher	24856do.....
18	SANJEEV SAINI	Clerk	16487do.....
19	Hawa Singh-1	Clerk	18771do.....
20	RAM NIWAS	Clerk	20963do.....
21	RAJENDER SINGH	Clerk	14008do.....
22	ANIL SHARMA	Clerk	14958do.....
23	SURENDER KUMAR	Clerk	16476do.....
24	JAIVEER SINGH	Clerk	12704do.....
25	RAMPATI	Clerk	23362do.....
26	CHANDER MOHAN	Clerk	18435do.....
27	SANJEEV NEHRA	Clerk	19611do.....
28	SATPAL SINGH	Clerk	15715do.....
29	RAJBIR BHATTI	Clerk	18435do.....

30	SATBIR SINGH	Clerk	15457do.....
31	AJAY KUMAR	Clerk	28047do.....
32	BHAJNI RAM	Clerk	18918do.....
33	SANSAR CHANDER	Clerk	23362do.....
34	PARKASH CHANDER	Clerk	19981do.....
35	SURESH MOR	Clerk	20657do.....
36	NARENDER DUTT	Clerk	15457do.....
37	DARSHNA KATARIA	Clerk	18918do.....
38	SATISH KUMAR BHARDWAJ	Clerk	17321do.....
39	RANBIR SINGH	Clerk	16244do.....
40	MADHU BALA	Clerk	23716do.....
41	SUNDER SAINI	Clerk	19240do.....
42	PREM SINGH SIWACH	Clerk	19949do.....
43	ANIL SHARMA	Clerk	12704do.....
44	GAJRAJ SINGH	Clerk	15494do.....
45	DEEPAK KUMAR	Clerk	18076do.....
46	JAI BHAGWAN	Clerk	15358do.....
47	BALDEV SINGH	Clerk	13766do.....
48	HAWA SINGH-II	Clerk	14266do.....
49	MOHAN LAL SHARMA	Clerk	15121do.....

50	NAFE SINGH	Clerk	14266do.....
51	SIMA SHOME	Clerk	13411do.....
52	SATISH KUMAR SHARMA	Clerk	17774do.....
53	SATBIR SINGH SAINI	Clerk	17550do.....
54	RAM CHANDER	Clerk	26361do.....
55	RAM NIWAS	Clerk	16476do.....
56	JAGDISH PAYABLE TO GEETA RANI	Clerk	15358do.....
57	PHOOL BAHADUR PAYABLE TO RAM KALI	Clerk	12157do.....
58	RAM KUMAR PAYABLE TO KANTA	Clerk	13199do.....
59	KAMLESH KUMARI	Steno Typist	20081do.....
60	SARITA DEVI	Steno Typist	19018do.....
61	SAROJ BALA	Steno Typist	18535do.....
62	SAT PARKASH	Driver	29870do.....
63	KULDEEP	Driver	22042do.....
64	SUBHASH CHANDER	Peon	14960do.....
65	SURESH KUMAR	Peon	17294do.....
66	SEEMA DEVI	Peon	12545do.....
67	CHETAN	Peon	12545do.....

68	KRISHAN GOPAL	Peon	14589do.....
69	RADHEYSHYAM	Peon	15185do.....
70	RAMPHAL	Peon	16393do.....
71	KARTAR SINGH	Peon	15427do.....
72	DEEN DAYAL	Peon	15250do.....
73	RAJU	Peon	15396do.....
74	RAM SANJIWAN	Peon	17057do.....
75	SANTOSH	Peon	14960do.....
76	VEDWATI	Peon	14589do.....
77	RAJBIR SINGH	Peon	15185do.....
78	BALWAN SINGH	Peon	11836do.....
79	RAM MILAN	Peon	11836do.....
80	JAI BHAGWAN	Peon	11514do.....
81	RAM KUMAR	Peon	11836do.....
82	ASHOK KUMAR	Peon	14960do.....
83	PAWAN KUMAR	Peon	12878do.....
84	JYOTI	Peon	12738do.....
85	KRISHAN CHNADER	Peon	16393do.....
86	UMESH	Mali	10851do.....
87	KAMLESH	Water Carrier	13173do.....
88	SALOCHNA DEVI	Sweeper	17000do.....

89	MOHINDER PAL	Sweeper	18486do.....
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DRA Branch

90	Surender Kumar	DRA	31850	Revised Pay Rule 01-01-2006
91	Narender Singh	DRA/FRA	29178	-do-
92	Deepak	WBN	22991	-do-
93	Parkash Chnander	WBN	25503	-do-
94	Anil Kumar	WBN	24988	-do-
95	Neelam Rani	AWBN	22607	-do-

S.K.Branch

96	Bir Bhan	S.K.	32348	Revised Pay Rule 01-01-2006
97	Shamsher Singh	N.S.K.	30705	-do-
98	Ashok kumar	Mohar patwari	21722	-do-
99	Vikram	Clerk(B.C.- II)	22621	-do-
100	Sudesh Kumari	Clerk(B.C.-	17306	-do-

		I)		
101	Dilawar	Peon	13591	-do-

L.A. Branch

102	Joginder Kumar	Kanungo	29770	Revised Pay Rule 01-01-2006
103	Ravidutt	Patwari	19852	-do-
104	Nafe Singh	Clerk	14266	-do-

(xi). The budget allocated to each of its agency, indicating the particulars of all Plans, proposed expenditures and reports on disbursements made;

1. Budget Allotment for the financial year 2011-2012 under the Head "2053-District Admin.-093-District Establishment (Pay of Officers) .

The budget allotment as detailed below is placed at your Disposal for incurring necessary expenditure under the head cited as subject for the financial year 2011-2012.

Primary Unit	S.D.O.(c) Jind	S.D.O.(c)) Narwan	S.D.O.(c)) Safidon	E.A. Branch	D.R.A	L.A /SK	Total
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		a					
Salary	475000	475000	462000	100000 0	0	0	2412000

2. Budget Allotment for the financial year 2011-2012 under the Head "2053-District Admn.-094-Other Establishment (SDE).

The budget allotment as detailed below is placed at your Disposal for incurring necessary expenditure under the head cited as subject for the financial year 2011-2012.

Primary Unit	S.D.O.(c) Jind	<u>S.D.O.(c) Narwana</u>	S.D.O.(c) Safidon	Total
PAY	1000000	824000	824000	2648000
DA	700000	544500	544500	1789000
M.C.	0	10000	13600	23600
TE	6800	7000	7000	20800
OE	100450	99725	99725	299900
POL	116000	116000	116000	348000
Wages	58700	0	0	58700
LTC	0	0	16000	16000
TOTAL	1981950	1601225	1620825	5204000

3. Budget Allotment for the financial year 2011 - 2012 under the Head "2053-District Admn.- 093 - Distt. Establishment. (Main)

The budget allotment as detailed below is placed at your Disposal for incurring necessary expenditure under the head cited as subject for the financial year 2011-2012.

Primary Unit	S.D.O.(c) Jind	<u>S.D.O.(c)</u> <u>Narwana</u>	S.D.O.(c)) Safidon	E.A.	DRA	S.K. Br.	Distt. Nazar.	TOTAL
PAY	11600000	8400000	5500000	17547500	2200000	1200000	0	46447500
DA	6500000	4700000	3100000	10301200	1210000	660000	0	26471200
M.C.	57200	40000	40000	200000	15000	5000	0	357200
TA	20000	20000	20000	88800	5000	5000	0	158800
OE	215000	115000	115000	0	5000	0	941600	1391600
POL	210000	165000	165000	0	0	0	600000	1140000
WAGES	0	0	0	0	0	0	20000	20000
R & T	0	0	0	0	0	0	0	
M/W	0	0	0	0	0	0	54800	54800
M.V.	0	0	0	0	0	0	0	
(Hospitality)	0	0	0	0	0	0	200000	200000
LTC	30300	30300	30200	409000	30200	0	0	530000
Ex.Gratia	359600	0	0	359600	0	0	0	719200
Total	18992100	1347030 0	8970200	28906100	3465200	1870000	1816400	77490300

4. Budget Allotment for the financial year 2011 - 2012 under the Head "2250- Other Social Services -103 -Upkeep of shrines, temples etc. (99) Dharmarth.

The budget allotment as detailed below is hereby placed at your Disposal for incurring necessary expenditure under the head cited as subject during the financial year 2011-2012

Primary Unit	S.D.O.(c) Jind	S.D.O.(c)Safidon	Total
OE	46000	24000	70000
Wages	36750	18250	55000
Honorarium(Pension)	1000	0	1000
Total	83750	42250	126000

5. Budget Allotment for the financial year 2011-2012 under the Head "2053-District Admn.-094-Other Establishment (ii) Copying agency Estt.

The budget allotment as detailed below is placed at your Disposal for incurring necessary expenditure under the head cited as subject for the financial year 2011-2012.

Primary Unit	EA Branch	<u>DN Branch</u>		Total
PAY	1464200	0		1464200
DA	907800	0		907800
M.C.	48000	0		48000
TE	4100	0		4100
OE	0	26000		26000
POL	0	0		0
Wages	0	0		0
LTC	7600	0		7600
TOTAL	2431700	26000		2457700

6. Budget Allotment for the financial year 2011-2012 under the Head "2245-Relief on account of natural calamities, 001-Direction and Admn. (Distt. Staff).

The budget allotment as detailed below is placed at your Disposal for incurring necessary expenditure under the head cited as subject for the financial year 2011-2012.

Primary Unit	EA Branch	<u>FRA Branch</u>	Total
PAY	201600	0	201600
DA	99400	0	99400
M.C.	570	0	570
TE	200	0	200
OE	0	1300	1300
POL	0	0	0
Wages	0	0	0
LTC	2300	0	2300
TOTAL	304070	1300	305370

7. Budget Allotment for the financial year 2011-2012 under the Head "2047-Other Fiscal Services, Promotion of Small saving .

The budget allotment as detailed below is placed at your Disposal for incurring necessary expenditure under the head cited as subject for the financial year 2011-2012.

Name of DDO	Pay	DA	MC	TA	OE		Total
CTM, for D. C,	150000	60000	600	600	1600		212800

Jind							
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(Particulars of all plans, proposed expenditure and report on disbursement made)

FRA BRANCH BUDGET

Sr. No.	Head	Proposed Budget	Sanctioned Budget	Amount released/disbursed no. of Installment	Total Expenditure
1	282- De-watering	12.00000	2.50000	-----	-----
2	Fire Sufferer				
	Total	12.00000	2.50000	-----	-----

Note: Fire Sufferer Budget not received till date.

(XII) The manner of execution of subsidy Programmes, including the amounts allocated and the details of beneficiaries of such Programmes;

This Office does not directly deal with execution of such Programmes. Only some loans were disbursed by LIGH/MIGH branch long back and this scheme has been dropped. The list of beneficiaries is available in the branch.

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

These lists are available at concerned branches of this office.

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

Monthly progress report and other relevant information is available on district website i.e. <http://jind.gov.in> as well as <http://jind.nic.in/>

Record of right (Jamabandi) is reduced in electronic form and is available at tehsils & sub tehsils. The details are also placed on <http://jamabandi.nic.in/> website. Collector rates of the district are also available on this website.

Cause list of revenue court cases is reduced in electronic form and can be accessed at <http://revenueharyana.gov.in/> as well as from district website.

Public grievance can be accessed from <http://harsamadhan.gov.in/>.

Apart from above e-services with respect to issuance of all types of certificates, driving license & vehicle registration and property registration is also Computerised and can be accessed at concerned computer centres.

(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. One Assistant and one Clerk are deputed to provide the Information to the public under RTI Act 2005.
2. Any public man can inspect the record related to RTI at any working day during working hours in the office of Deputy Commissioner, Jind. Room No 319.
3. Computer and Photostats machine facilities are also available in the office for this purpose.
4. Information under RTI Act 2005 is being provided with in prescribed period.

(XVI) the names, designation and other particulars of the Public Information Officers;

उपायुक्त कार्यालय से सम्बन्धित कोई भी जानकारी प्राप्त करने के लिए निम्नलिखित अधिकारियों से सम्पर्क करें।

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|---------------------------|----------------------------|-------------------------|
| 1. राज्य जन सूचना अधिकारी | नगराधीश, जीन्द | दूरभाष नं० 01681-245692 |
| 2. राज्य जन सूचना अधिकारी | जिला राजस्व अधिकारी, जीन्द | दूरभाष नं० 01681-245206 |
| 3. राज्य जन सूचना अधिकारी | जिला विकास एवम पचायत | दूरभाष नं० 01681-245582 |

अधिकारी, जीन्द

4. सहायक राज्य जन सूचना अधिकारी	कार्यालय अधीक्षक	दूरभाष नं० 01681-246827
5. सहायक राज्य जन सूचना अधिकारी	सहायक अधीक्षक	दूरभाष नं० 01681-245206
6. सहायक राज्य जन सूचना अधिकारी	सहायक अधीक्षक (पचायत)	दूरभाष नं० 01681-245582
7. प्रथम अपीलैट अथोरिटी	उपायुक्त, जीन्द	दूरभाष नं० 01681-245252 246818, 246820, 246822

(XVII) such other information as may be prescribed;