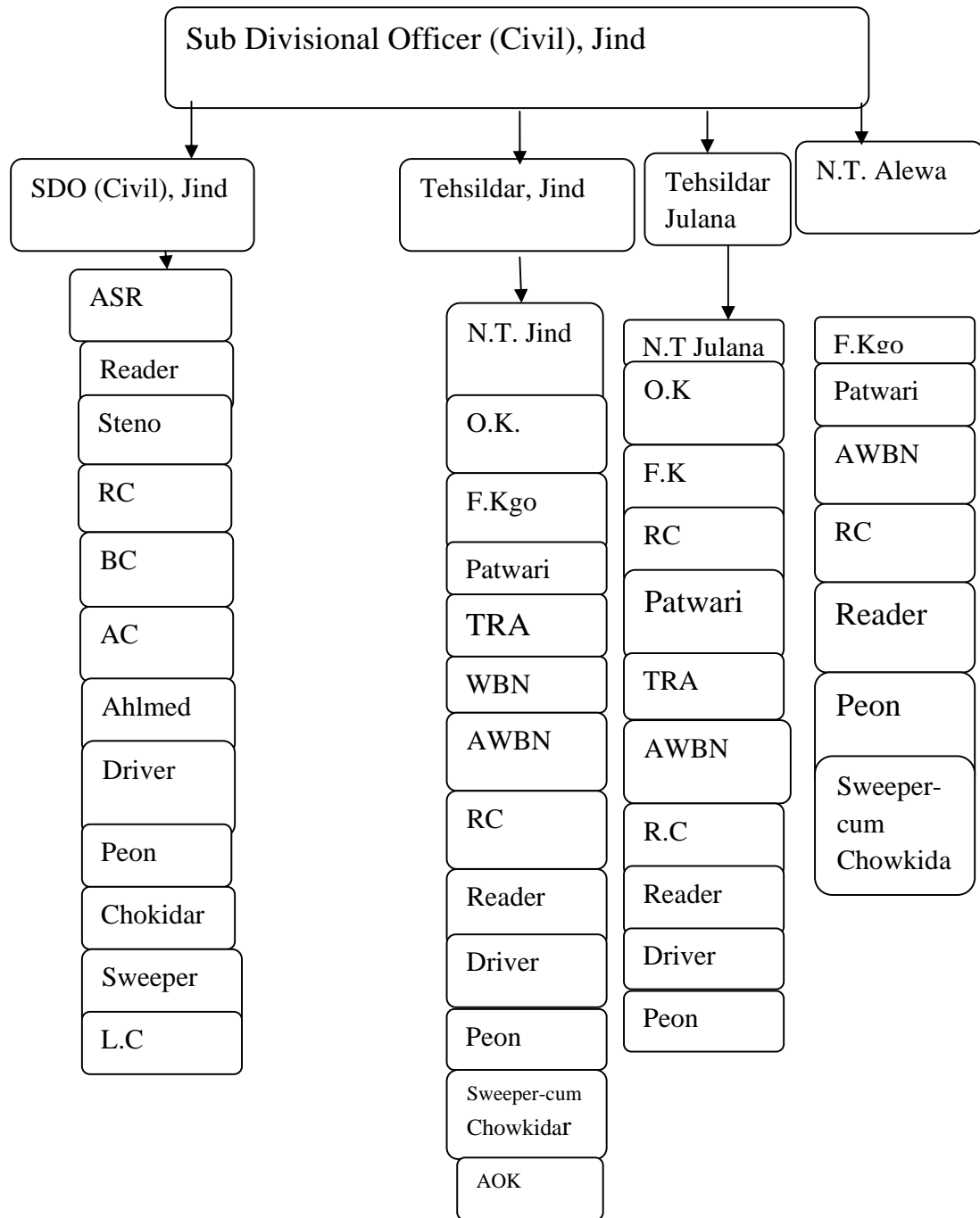


Right to Information Act 2005

Information under section 4(1) B

(i) Particulars of Organization, Functions and Duties

(a) Organization Structure Diagram



Right to Information Act 2005

Information under section 4(1) B

(i) Particulars of Organization, Functions and Duties

(a) Organization Structure Diagram

SDO (Civil), Jind	Tehsildar, Jind	Tehcildar Julana	N.T. Alewa
ASR	N.T. Jind	N.T Julana	F.Kgo
Assistant	O.K.	O.K	PATWARI
Steno	F.Kgo	F.K	AWBN
RC	Patwaries	Patwari	RC
BC	TRA	TRA	READER
AC	WBN	AWBN	Peon
Ahlmed	AWBN	RC	Sweeper-cum Chowkidar
Driver	RC	Reader	
Peon	Reader	Driver	
Chokidar	Driver	Peon	
Sweeper	Peon	Sweeper-cum Chowkidar	
L.C	Sweeper-cum Chowkidar		
	AOK		

(b) Organization, functions and duties;

Sub Divisional Officer (Civil) Jind.

The general administration of the Sub Division is vested with the SDO (C), Jind for administrative purpose, is under the Deputy Commissioner, He is at once the SDO (C), the Sub Divisional Magistrate and Assistant Collector Ist Grade, Jind as SDO (C), Jind, he is executive head of the Sub Divisional with multifarious responsibilities relating to Development, Panchayats, local bodies, Civil administration, etc. As Sub Divisional Magistrate, he is responsible for Law and order and heads the police and prosecuting agency. As Collector, he is the supporting Officer of the revenue administration and is responsible for collection of land revenue, and is also the highest revenue judicial authority in the sub division. He acts as the Returning Officer & ARO of Vidhan Sabha & Lok Sabha Election & 47A, Appeal for registration work. He exercise over-all supervision on other government agencies in his sub division. He is, in short, the head of the sub divisional administration; a coordination officer among various departments and a connecting link between the public and the government so far as he executes the policies, administers and rules and regulations framed by the government from time to time.

The main functions of the SDO(C) may be broadly categorized as co-ordination of development and public welfare activities as Sub Divisional Officer (C), revenue officer/Court of the Sub Divisional, Assistant Collector Ist Grade and law and Order functions as Sub Divisional Magistrate. Thus, he acts as Sub Divisional, Assistant Collector Ist Grade Magistrate on different occasions. His role in each of these capacities is described, in brief, as under:-

**As SDO (C)**

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

**As Asstt. Collector, Ist Grade**

The SDO (C) is the highest Officer of revenue administration in the Sub Division. In revenue matters, he is responsible to the Government through the Deputy Commissioner, 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 Asstt. Collector Ist grade, he is the highest revenue judicial authority in the sub Division.

#### As Sub Divisional Magistrate

The SDM is also the responsible for the maintenance of law and order in the sub division. He is head of criminal administration and supervise all Executive Magistrates in the sub division and controls and directs the actions of the police.

The position of Sub Division as head of the Sub Division administration has become one of expanding responsibilities. As he is the executive head of the civil administration, all departments in the Sub Division which otherwise have their own officers, look to him for guidance and co-ordination. In cognizance of the matter in public interest and take it to its logical conclusion with . In short, there is nothing of importance, which takes place in the Sub Division with which he is not associated, directly or indirectly.

#### **Assistant Superintendent**

Assistant Superintendent supervises the work of the clerical staff. He guides functioning of different branches of his office clerk, Miscellaneous clerk etc. A clerk has to perform two types of functions-supervisory and dispositive i.e. he has to supervise the work allotted to him and also to dispose of many cases either at his level or by putting them up to Asstt. Supdtt. For further action.

#### **3-SUB DIVISIONAL MAGISTRATE**

Sub-Divisional consist of one Tehsil Jind and sub Tehsil Alewa. 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 village and towns falling in these tehsils/Sub Tehsils generally visit the office of S.D.O (Civil)/SDM Jind 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.

#### 4- Tehsil/Sub-Tehsil Officers

Tehsildar and Naib Tehsildar 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 Asst. 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.

#### 5- Directory of its Officers and Employees;

SDO (C), Jind.

Sr.No.	OFFICER/EMPLOYEE'S NAME	Designation	Contact No.
1-	Sh. Virender Singh Sehrawat	S.D.O. (C)	01681-245830
2-	Balkishan Divedi ASR	ASR	9254094858
3-	Rajpal Singh	Asstt.	9254094849
4-	GeetaDevi	Steno	9254094855
5-	Dilbag Singh	Clerk	01681-245830
6-	Surender Redhu	Clerk	01681-245830
7-	Suresh Kumar	Clerk	01681-245830
8-	Rajbir Lohan	Clerk	01681-245830
9-	Wazir Singh	Clerk	01681-245830
10-	Chander Parkash	Clerk	01681-245830
11-	Parsh Ram	Peon	01681-245830
12-	Dhani Ram	Peon	01681-245830
13-	Parveen Kumar	Peon	01681-245830
14	Surender Kumar	Sweeper	01681-245830
15	Ram Kumar	Jamadar	01681-245830
16	Ramesh Kumar	Driver	01681-245830

8- The monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in its regulations;

S.No.	OFFICER/EMPLOYEE'S NAME	Designation	Total emoluments as on 31-05-2011	The Procedure to remuneration as given in the Regulation
1-	Sh. Virender Singh Sehrawat	S.D.O. (C)	38,012	Pay revision rule 2006
2-	Balkishan Divedi ASR	ASR	28,595	Pay revision rule 2006
3-	Rajpal Singh	Asstt.	26,469	Pay revision rule 2006
4-	Geeta Devi	Steno	19,711	Pay revision rule 2006
5-	Dilbag Singh	Clerk	22,557	Pay revision rule 2006
6-	Surender Redhu	Clerk	23,036	Pay revision rule 2006
7-	Suresh Kumar	Clerk	22,911	Pay revision rule 2006
8-	Rajbir Lohan	Clerk	23,716	Pay revision rule 2006
9-	Wazir Singh	Clerk	15,183	Pay revision rule 2006
10-	Chander Parkash	Clerk	19,058	Pay revision rule 2006
11-	Parsh Ram	Peon	15,427	Pay revision rule 2006
12-	Dhani Ram	Peon	11,183	Pay revision rule 2006
13-	Parveen Kumar	Peon	12,663	Pay revision rule 2006
14	Surender Kumar	Sweeper	16,743	Pay revision rule 2006
15	Ram Kumar	Jamadar	18,131	Pay revision rule 2006
16	Ramesh Kumar	Driver	22,496	Pay revision rule 2006

6- Directory of its Officers and Employees;

Tehsil Office, Jind.

Sr.No.	OFFICER/EMPLOYEE'S NAME	Designation	Contact No.
1-	Ramphal Kataria	Tehsildar	01681-249280
2-	Jagdish Rai	N.T. Tehsildar	9254094837
3	Sanjay Bishnoi	N.Tehcildar	01681-249280
4	Ram Bhagat Kaushik	TRA	01681-249280
5	Mahesh Kumar	WBN	01681-249280
6	Santra Devi	WBN	01681-249280
7	Ramphal	AWBN	01681-249280
8	Seva Singh	AWBN	01681-249280
9	Raj Kumar	AWBN	01681-249280
10	Dalbir Singh	AWBN	01681-249280
11	Ishwar Singh	Clerk	01681-249280
12	Vijay Singh	Clerk	01681-249280
13	Narender Singh	Clerk	01681-249280
14	Amit Dalal	Clerk	01681-249280
15	Kelo Devi	Peon	01681-249280
16	Rajbir Singh	Peon	01681-249280
17	Balram	Peon	01681-249280
18	Naresh Kumar	Peon	01681-249280
19	Rohtash Kumar	Peon	01681-249280
20	Premchand	Peon	01681-249280
21	Gurmail Singh	Chowkidar	01681-249280
22	Telu Ram	O.Kgo	01681-249280
23	Bani Singh	F.Kgo	01681-249280
24	Dalel Singh	F.Kgo	01681-249280
25	Ram Kumar	F.Kgo	01681-249280
26	Surender Singh	Clerk	01681-249280
27	Satpal Singh	Patwari	01681-249280
28	Raghbir Singh	Patwari	01681-249280
29	Anil Kumar s/o Ram Chander	Patwari	01681-249280
30	Parveen Kumar	Patwari	01681-249280
31	Ramesh Chand	Patwari	01681-249280
32	Surender Singh	Patwari	01681-249280
33	Yoginder Sharma	Patwari	01681-249280
34	Jagdish	Patwari	01681-249280
35	Satyanarain	Patwari	01681-249280
36	Ashwani Kumar	Patwari	01681-249280
37	Mahipal	Patwari	01681-249280
38	Rampal	Patwari	01681-249280
39	Satbir Singh s/o Surat Singh	Patwari	01681-249280
40	Ram Mehar	Patwari	01681-249280
41	Ramphal	Patwari	01681-249280

42	Bal krishan	Patwari	01681-249280
43	Dharmbir	Patwari	01681-249280
44	Suresh Kumar	Patwari	01681-249280
45	Satywan Sharma	Patwari	01681-249280
46	Dilbag Singh	Patwari	01681-249280
47	Narender Kumar	Patwari	01681-249280
48	Suresh Kumar	Patwari	01681-249280
49	Radhy Sham	Patwari	01681-249280
50	Ramesh Kumar s/oDilip Singh	Patwari	01681-249280
51	Bansi Lal	Patwari	01681-249280
52	Subhash Chand	Patwari	01681-249280
53	Rohtash Kumar	Patwari	01681-249280
54	Balwan Singh	Patwari	01681-249280
55	Ramphal S/o DeepChand	Patwari	01681-249280
56	Om Parkash	Patwari	01681-249280
57	Paras Ram	Patwari	01681-249280

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

S.No.	OFFICER/EMPLOYEE'S NAME	Designation	Total emoluments as on 31-05-2011	The Procedure to remuneration as given in the Regulation
1-	Ramphal Kataria	Tehsildar	37,962	Pay revision rule 2006
2-	Jagdish Rai	N.T. Tehsildar	32,446	Pay revision rule 2006
3-	Sanjay Bishnoi	N.Tehcildar	34,566	Pay revision rule 2006
4-	Ram Bhagat Kaushik	TRA	27,519	Pay revision rule 2006
5-	Mahesh Kumar	WBN	26,710	Pay revision rule 2006
6-	Santra Devi	WBN	25,503	Pay revision rule 2006
7-	Ramphal	AWBN	20,337	Pay revision rule 2006
8-	Seva Singh	AWBN	20,337	Pay revision rule 2006
9-	Raj Kumar	AWBN	19,108	Pay revision rule 2006
10-	Dalbir Singh	AWBN	17,375	Pay revision rule 2006
11-	Ishwar Singh	Clerk	20,367	Pay revision rule 2006
12-	Vijay Singh	Clerk	20,062	Pay revision rule 2006
13-	Narender Singh	Clerk	12,882	Pay revision rule 2006
14	Amit Dalal	Clerk	14,266	Pay revision rule 2006
15	Kelo Devi	Peon	15,040	Pay revision rule 2006

16	Rajbir Singh	Peon	17,439	Pay revision rule 2006
17	Balram	Peon	15,185	Pay revision rule 2006
18	Naresh Kumar	Peon	13,591	Pay revision rule 2006
19	Rohtash Kumar	Peon	13,591	Pay revision rule 2006
20.	Prem Chand	Peon	11,736	Pay revision rule 2006
20	Gurmail Singh	Chowkidar	11,836	Pay revision rule 2006
21	Telu Ram	O.Kgo	28,017	Pay revision rule 2006
22	Dalel Singh	F.Kgo	29,850	Pay revision rule 2006
23	Bani Singh	F.Kgo	29,850	Pay revision rule 2006
24	Ram Kumar	F.Kgo	32,378	Pay revision rule 2006
25	Surender Singh	Clerk	23,036	Pay revision rule 2006
26	Satpal Singh	Patwari	21,797	Pay revision rule 2006
27	Raghibir Singh	Patwari	29,203	Pay revision rule 2006
28	Anil Kumar s/o Ram Chander	Patwari	17,899	Pay revision rule 2006
29	Parveen Kumar	Patwari	20,482	Pay revision rule 2006
30	Ramesh Chand	Patwari	21,797	Pay revision rule 2006
31	Surender Singh	Patwari	21,672	Pay revision rule 2006
32	Yoginder Sharma	Patwari	21,797	Pay revision rule 2006
33	Jagdish	Patwari	29,203	Pay revision rule 2006
34	Satyanarain	Patwari	29203	Pay revision rule 2006
35	Ashwani Kumar	Patwari	29,895	Pay revision rule 2006

36	Mahipal	Patwari	29,895	Pay revision rule 2006
37	Rampal	Patwari	29,915	Pay revision rule 2006
38	Satbir Singh s/o Surat Singh	Patwari	28,848	Pay revision rule 2006
39	Ram Mehar	Patwari	28,703	Pay revision rule 2006
40	Ramphal	Patwari	28,707	Pay revision rule 2006
41	Bal krishan	Patwari	29,718	Pay revision rule 2006
42	Dharmbir	Patwari	29,895	Pay revision rule 2006
43	Suresh Kumar	Patwari	28,887	Pay revision rule 2006
44	Satywan Sharma	Patwari	21,797	Pay revision rule 2006
45	Dilbag Singh	Patwari	22,521	Pay revision rule 2006
46	Narender Kumar	Patwari	21,797	Pay revision rule 2006
47	Suresh Kumar	Patwari	21,797	Pay revision rule 2006
48	Radhy Sham	Patwari	21,797	Pay revision rule 2006
49	Ramesh Kumar s/o Dilip Singh	Patwari	21,797	Pay revision rule 2006
50	Bansi Lal	Patwari	21,797	Pay revision rule 2006
51	Subhash Chand	Patwari	21,475	Pay revision rule 2006
52	Rohtash Kumar	Patwari	21,797	Pay revision rule 2006
53	Balwan Singh	Patwari	21,797	Pay revision rule 2006
54	Ramphal S/o DeepChand	Patwari	20,557	Pay revision rule 2006
55	Om Parkash	Patwari	16,425	Pay revision rule 2006
56	Paras Ram	Patwari	15,427	Pay revision Rule 2006

57	Ashok Kumar	N.Tehcildar	36,822	Pay revision rule 2006
58	Jagdish Chander	Kgo	29,806	Pay revision rule 2006
59	Kapoor Singh	Patwari	21,672	Pay revision rule 2006
60	Harpal Singh	Patwari	30,108	Pay revision rule 2006
61	Bhupender Singh	Clerk	13,638	Pay revision Rule 2006

7- Directory of its Officers and Employees;

N.T. Office, Alewa

Sr.No.	OFFICER/EMPLOYEE'S NAME	Designation	Contact No.
1-	Jai Singh	N.T.	9254094835
2-	Balwan Singh	WBN	01681-249280
3-	Rampal Singh	Clerk	01681-249280
4-	Jitender Singh	Clerk	01681-249280
5-	Pal Singh	Peon	01681-249280
6-	Naresh Kumar	Peon	01681-249280
7	Rajesh Kumar	Chowkidar	01681-249280
8	Uday Singh	F.Kgo	01681-249280
9	Mahavir Singh	F.Kgo	01681-249280
10	Hira Lal	Patwari	01681-249280
11	Anil Kumar s/o Abhy Ram	Patwari	01681-249280
12	Ved Singh	Patwari	01681-249280
13	Kashmiri Lal	Patwari	01681-249280
14	Sunehra Singh	Patwari	01681-249280
15	Avtar Singh	Patwari	01681-249280
16	Ramesh Kumar s/o Birbal	Patwari	01681-249280
17	Ved Parkash	Patwari	01681-249280
18	Satbir Singh s/o Sohan Singh	Patwari	01681-249280
19	Balwant Singh	Patwari	01681-249280
20	Mahabir Singh s/o Mai Lal	Patwari	01681-249280

8- The monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in its regulations;

S.No.	OFFICER/EMPLOYEE'S NAME	Designation	Total emoluments as on 31-05-2011	The Procedure to remuneration as given in the Regulation
1-	Jai Singh	N.T.	32,394	Pay revision rule 2006
2-	Balwan Singh	WBN	23,442	Pay revision rule 2006
3-	Rampal Singh	Clerk	17,534	Pay revision rule 2006
4-	Jitender Singh	Clerk	18,424	Pay revision rule 2006
5-	Pal Singh	Peon	14,750	Pay revision rule 2006
6-	Naresh Kumar	Peon	14,589	Pay revision rule 2006
7-	Rajesh Kumar	Chowkidar	12,186	Pay revision rule 2006
8	Uday Singh	F.Kgo	32,578	Pay revision rule 2006
9	Mahavir Singh	F.Kgo	32,578	Pay revision rule 2006
10	Hira Lal	Patwari	21,997	Pay revision rule 2006
11	Anil Kumar s/o Abhy Ram	Patwari	20,682	Pay revision rule 2006
12	Ved Singh	Patwari	21,797	Pay revision rule 2006
13	Kashmiri Lal	Patwari	21,997	Pay revision rule 2006
14	Sunehra Singh	Patwari	30,957	Pay revision rule 2006
15	Avtar Singh	Patwari	30,233	Pay revision rule 2006
16	Ramesh Kumar s/o Birbal	Patwari	29,915	Pay revision

				rule 2006
17	Ved Parkash	Patwari	29,918	Pay revision rule 2006
18	Satbir Singh s/o Sohan Singh	Patwari	29,918	Pay revision rule 2006
19	Balwant Singh	Patwari	21,997	Pay revision rule 2006
20	Mahabir Singh s/o Mai Lal	Patwari	21,288	Pay revision rule 2006

7- Directory of its Officers and Employees;

Tehcil Office, Julana

Sr.No.	OFFICER/EMPLOYEE'S NAME	Designation	Contact No.
1-	Dilip Singh Kharab	Tehcildar	9254094835
2-	Surajmal	N.Tehcildar	01681-275413
3-	Paveen Kumar	N.Tehcildar	01681-275413
4-	Baljit Inder Singh	TRA	01681-275413
5-	Brahm Prakash	WBN	01681-275413
6-	Narender Verma	WBN	01681-275413
7	Nafe Singh	AWBN	01681-275413
8	Om Parkash Ranga	AWBN	01681-275413
9	Karam Singh lather	Clerk	01681-275413
10	Dal Singh	Clerk	01681-275413
11	Jaipal	Clerk	01681-275413

12	Chatar Singh	Clerk	01681-275413
13	Devraj	Peon	01681-275413
14	Som Dutt	Peon	01681-275413
15	Naresh	Peon	01681-275413
16	Dhramender	Peon	01681-275413
17	Hukum Chand	Sweeper	01681-275413
18	Mahavir Singh	Driver	01681-275413
19	Krishan Kumar	F.Kgo	9254094835
20	Nafe Singh	F.Kgo	01681-275413
21	Om Parkash	F.Kgo	01681-275413
22	Ram Kumar	Patwari	01681-275413
23	Ramesh Chander	Patwari	01681-275413
24	Ishwar Singh	Patwari	01681-275413
25	Ram Meher	Patwari	01681-275413
26	Krishan Kumar	Patwari	01681-275413
27	Vichitra Nand	Patwari	01681-275413
28	Satbir Singh	Patwari	01681-275413
29	Dharmvir Singh	Patwari	01681-275413
30	Samunder Singh	Patwari	01681-275413
31	Ishwar Singh Gatouli	Patwari	01681-275413
32	Pawan Kumar	Patwari	01681-275413
33	Anoop Kumar	Patwari	01681-275413

8- The monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in its regulations;

S.No.	OFFICER/EMPLOYEE'S NAME	Designation	Total emoluments as on 31-05-2011	The Procedure to remuneration as given in the Regulation
1-	Dilip Singh Kharab	Tehcildar	40,927	Pay revision rule 2006
2-	Surajmal	N.Tehcildar	36,129	Pay revision rule 2006
3-	Paveen Kumar	N.Tehcildar	27,516	Pay revision rule 2006
4-	Baljit Inder Singh	TRA	26,569	Pay revision rule 2006
5-	Brahm Prakash	WBN	25,503	Pay revision rule 2006
6-	Narender Verma	WBN	25,503	Pay revision rule 2006
7-	Nafe Singh	AWBN	16,875	Pay revision rule 2006
8-	Om Parkash Ranga	AWBN	17,375	Pay revision rule 2006
9-	Karam Singh lather	Clerk	20,227	Pay revision rule 2006
10-	Dal Singh	Clerk	15,054	Pay revision rule 2006
11-	Jaipal	Clerk	18,918	Pay revision rule 2006
12	Chatar Singh	Clerk	14,266	Pay revision rule 2006
13	Devraj	Peon	11,836	Pay revision rule 2006
14	Som Dutt	Peon	17,439	Pay revision rule 2006
15	Naresh	Peon	15,185	Pay revision rule 2006
16	Dharmender	Peon	12,754	Pay revision

				rule 2006
17	Hukum Chand	Sweeper	14,360	Pay revision rule 2006
18	Mahabir Singh	Driver	18,471	Pay revision rule 2006
19	Krishan Kumar	F.Kgo	30,705	Pay revision rule 2006
20	Nafe Singh	F.Kgo	29,866	Pay revision rule 2006
21	Om Parkash	F.Kgo	29,850	Pay revision rule 2006
22	Ram Kumar	Patwari	28,703	Pay revision rule 2006
23	Ramesh Chander	Patwari	10,386	Pay revision rule 2006
24	Ishwar Singh	Patwari	29,223	Pay revision rule 2006
25	Ram Meher	Patwari	29,203	Pay revision rule 2006
26	Krishan Kumar	Patwari	23,004	Pay revision rule 2006
27	Vichitra Nand	Patwari	21,797	Pay revision rule 2006
28	Satbir Singh	Patwari	30,977	Pay revision rule 2006
29	Dharmvir Singh	Patwari	29,718	Pay revision rule 2006
30	Samunder Singh	Patwari	29,895	Pay revision rule 2006
31	Ishwar Singh Gatouli	Patwari	29,895	Pay revision rule 2006
32	Pawan Kumar	Patwari	21,797	Pay revision Rule 2006
33	Anoop Kumar	Patwari	21,797	Pay revision Rule 2006

## 11- The names, designation and particulars of the Public Information Officers;

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

1.	राज्य जन सूचना अधिकारी	उप मण्डल अधिकारी (ना0), जीन्द	01681-245830
2.	सहायक जन सूचना अधिकारी	सहायक अधीक्षक	01681-245830
3.	प्रथम अपीलैट अथोरिटी	उपायुक्त, जीन्द	01681-245252, 246818,246820,246822

12.

उप मण्डल अधिकारी (ना0), जीन्द

नागरिक अधिकार पत्र एवं सूचना अधिकार अधिनियम 2005 के अर्न्तगत धारा 4(1) (बी) की सूचना का प्रकाशन

नागरिक अधिकार पत्र

यह उप मण्डल दिनांक 18.01.1980 को अस्तित्व में आया है। यह उप मण्डल जिला मुख्यालय से 35 किलोमीटर पूर्व की ओर स्थित है। इस उप मण्डल में चार थाने, चार पुलिस चौकी, दो तहसील व एक उप तहसील है। यहां की भूमि काफी उपजाऊ है। उप मण्डल के निवासी शान्तिप्रिय तथा धार्मिक हैं। उप मण्डल के निवासियों का मुख्य व्यवसाय कृषि है। उप मण्डल के लोगों के कष्टों में शिकायतों का निपटान समय-समय पर सूचारू रूप से किया जाता रहा है और लोगों को अपने विभिन्न कार्य हेतु न तो दूर जाना पड़ता है और न ही परेशानी उठानी पड़ती है।

सूचना अधिकार एक्ट 2005 के अर्न्तगत धारा 4 (1) (बी) की सूचनाओं का प्रकाशन

सूचना अधिकार एक्ट 2005 के अर्न्तगत धारा 4 (1) (बी) के अर्न्तगत उप मण्डल अधिकारी (ना0) कार्यालय की कार्य प्रणाली बारे आम जनता को सूचित किया जा रहा है इस कार्यालय में जनता के कार्य करने व जनता की कठिनाईयों को दूर करने हेतु भिन्न भिन्न शाखाएं कार्यरत हैं तथ प्रत्येक शाखा पृथक-पृथक से भिन्न-भिन्न प्रकार के मामले निपटाती है, जिनका विवरण निम्नप्रकार है।

क्र०सं	कार्य गतिविधि/योजना का विवरण/नाम	कार्य के लिए आवश्यक दस्तावेज	प्रभारी/विहित अधिकारी	निपटारे की समय सीमा	निर्धारित समय में कार्यवाही न होने पर जिस अधिकारी को शिकायत की जानी है उसका पद व नाम	शिकायत के निराकरण की समय सीमा
1.	एन०पी०बोर शस्त्र लाइसेंस का नवीकरण करने बारे।	1.प्रार्थना पत्र 2.फार्म शस्त्र पोजेशन सर्टिफिकेट 3. चालान फार्म 4. राशन कार्ड या पहचान पत्र की फोटो प्रति नवीनकरण फीस से सम्बन्धित सूची 1. एन०पी०बी०रिवालवर 150 रु० 2. एन०पी०बी०राईफल 90 रु० 12 बोर एन०पी०बी०एल० बन्दूक 60रु	उप मण्डल अधिकारी (ना०)	पुलिस विभाग से सरकार की नई हिदायत अनुसार रिपोर्ट प्राप्त होने के पश्चात एक सप्ताह के अन्दर-अन्दर शस्त्र लाइसेंस नवीनकरण किया जाता है।	उप मण्डल अधिकारी (ना०)	एक सप्ताह के अन्दर-अन्दर
2. आर०टी०आई० शाखा, कार्यभारी अधिकारी उप मण्डल अधिकारी (ना०), जीन्द फोन 01681-245830						
1.	सूचना अधिकारी अधिनियम 2005 के अन्तर्गत सूचना प्राप्त करने के आवेदन	निर्धारित प्रोफार्मा पत्र आवेदन फीस 50 रु व बी०पी०एल० के लिए फीस नहीं है।	उप मण्डल अधिकारी (ना०), जीन्द	तीस दिन के अन्दर	उपायुक्त	एक माह के अन्दर
3. प्रतिलिपि शाखा, कार्यभारी अधिकारी उप मण्डल अधिकारी (ना०), जीन्द फोन 01681-245830						

1.	नकल प्राप्त करने के लिए आवेदन पत्र	निर्धारित प्रोफार्मा पर एक रूपये की कोर्ट फीस	उप मण्डल अधिकारी (ना0), जीन्द	एक सप्ताह व तत्काल प्रार्थना पत्र पर चौबीस घन्टे के अन्दर-अन्दर नकल दी जाती है।	उप मण्डल अधिकारी (ना0), जीन्द	अति शीघ्र
2.	भिन्न सिविल राजस्व न्यायालयों के आदेश निर्णयों एवं अन्य सम्बन्धित दस्तावेजों की प्रतिलिपियां/कोर्ट फीस 3 रु प्रति पृष्ठ	निर्धारित फार्म पर एक रू0 की कोर्ट फीस लगाकर आवेदन फार्म दिया जाता है।	उप मण्डल अधिकारी (ना0), जीन्द	5 दिन में आवश्यक प्रतिलिपि 24 घन्टे/एक दिन	उप मण्डल अधिकारी (ना0), जीन्द	2 दिन
3.	लम्बित एवं निर्णित इन्तकाल/कोर्ट फीस 25 रु प्रति पृष्ठ	—सम—	—सम—	—सम—	—सम—	2 दिन
4.	निशानदेही/कोर्ट फीस तीन रू0 प्रति पेज	—सम—	—सम—	—सम—	—सम—	2 दिन
5.	जमाबन्दी मिसल हकीयत कोर्ट फीस पांच जोट एक प्रति खतौनी 10 रूपये और इससे अधिक प्रति अतिरिक्त जोट 5 रू0	—सम—	—सम—	—सम—	—सम—	2 दिन
6.	खतौनी पैमाइश खतौनी इस्तेमाल 3 रू0 प्रति पृष्ठ	—सम—	—सम—	—सम—	—सम—	2 दिन
7.	खसरा पैमाइश फील्ड सजरा पैमाइश खसरा एवं मुसावी आदि 10 रु प्रति 20 खसरा नम्बरों तक और 5 खसरा नम्बरों के प्रति ब्लाक पर 2 रू0	—सम—	—सम—	—सम—	—सम—	2 दिन

## **Motor Vehicle Registration**

All vehicles for "personal use" are registered in this office. The vehicles should be got registered within a period of seven days from the date of purchase. The application (Form No.20) duly filled and signed should be accompanied by the following documents:-

1. Form No.21 (Sale Certificate).
2. Form No.22 (Initial certificate of fitness).
3. Invoice (Bill issued by the dealer).
4. Attested Copy of insurance receipt.
5. Form No.60 (Declaration for Income Tax purposes)
6. Proof of residence such as attested copy of voter list, Photo Identity card, Ration Card, Electricity/Telephone bill, LIC policy, Passport, Pay slip, House Tax receipt etc. and also original seen by the DLC/ RC
7. Affidavit

The vehicles are required to be produced before the D.I, Jind, for inspection before submitting the documents in the office of S.D.M. The D.I, Jind inspects the vehicles on every Tuesday & Friday in the forenoon in the Kutchery Compound. Vehicles are registered for 15 years and lump sum tax is charged at the time of registration. The fees charged for different vehicles are as under:-

. Vehicles are registered for 15 years and lump sum tax is charged at the time of registration. The fee charged for different vehicles are as under:-

### **REGISTRATION FEES OF NEW VEHICLE:**

<b>Type of Vehicle</b>	<b>Road Tax</b>	<b>RC fees</b>	<b>Temporary fees (without TP No.)</b>	<b>Transfer fee</b>	<b>Duplicate fee</b>	<b>Late fees Per Month</b>	<b>Computer fee</b>	<b>Municipal Fees</b>
Moped( Non-Geared)	150	60	50	30	30	10/-Rs.	100/-	50/-
Scooter/Motor Cycle	Up to 60000/- 2 % 60000 to 4 Lac 4% Above 4 lac 5%	60	50	30	30	10/-Rs	100/-	100
Tractor	00	00	200	100	100	10/-Rs.	100/-	Nil
Combine	4500	200	200	100	100	10/-Rs.	100/-	500
Car/Jeep upto 5 lacs	2%	200	200	100	100	10/-Rs	100/-	500
Car /Jeep above 5 lac to 10 lac	4% of cost of Car	200	200	-00-	100	10/-Rs	100/-	500
Car /Jeep above 10 lac to 20 lac	6% of cost of Car	200	200	-00-	100	10/-Rs	100/-	500
Car /Jeep above 20 lac	8% of cost of Car	200	200	-00-	100	10/-Rs	100/-	500

**Change of Address: - Rs. 20.00 (All vehicles)**

**HPA Cancellation/Entry :- Rs. 100.00 ( All vehicles )**

**DOCUMENTS REQUIRED FOR VARIOUS ACTIVITIES**

**Transfer Of Ownership**

- 1 Form No. 29 & 30 in duplicate
- 2 Original R.C.
- 3 Proof of Residence
- 4 Affidavit of Regd. Owner
- 5 Consent of Financer
- 6 Insurance Certificate
- 7 N.O.C

**H.P. Addition/ Termination**

- 1 Form No.34 in duplicate (HPA)/ Form No.35 (HPT)
- 2 Original R.C.
- 3 Affidavit

**N.O.C.**

- 1 Form No.28 (in quadruplicate)
- 2 Original R.C.

**Duplicate Registration Certificate**

- 1 Form No. 26 (in dup.)
- 2 F.I.R. copy
- 3 Affidavit
- 4 Damaged/Mutilated R.C, if any
- 5 Insurance Certificate

- 3 Copy of Valid Insurance Certificate

- 4 Application with Police Report
- 5 Affidavit (Seller & Purchaser)
6. NCRB Report

**Registration of New Vehicle**

- 1 Sale Certificate in Form No.21
- 2 Insurance Certificate.
- 3 Certificate of Fitness in Form No.22
- 4 Temporary R.C.
- 5 Proof of Residence
- 6 Invoice (Bill issued by the dealer)
- 7 DSP Passing in From no 20

**Change in Residence**

- 1 Form No. 33
- 2 Original R.C.
- 3 Affidavit
- 4 Proof of Residence
- 5 Insurance Certificate

- Copies of all documents must be duly attested by Gazetted Officer/ Notary Public.
- In case the vehicle is registered in the name of Firm/ Company etc. a request on letterhead of Firm/ Company is also required.

**PLEASE NOTE:-**

The Owner of vehicle should keep the original proof of ownership viz invoice of the dealer in case of new vehicle and receipt/ affidavit of consideration/money paid to the seller in case of old vehicles, with him/ her as a proof of ownership.

## **GRANT OF DRIVING LICENCES.**

Applicant must be above 18 years of age. Learner licence is issued in the first instance. Persons of the age above 16 years are eligible for licence of "Scooter/Motorcycle without gear "only. An application for learner licence should be submitted in form 2 alongwith the following:-

1. Declaration of physical fitness in Form-1.
2. Two passport size photographs.
3. Proof of residence such as attested copy of voter list, Photo Identity card, Ration Card, Electricity/Telephone bill, LIC policy, Passport, Pay slip, House Tax receipt etc..
4. Proof of age such as Matriculation certificate, Birth certificate etc.
5. Police Report.

There is no need of driving test by the D.I, Jind for learner licence the driving test for learner licence is conducted in the office of SDM only. The facility of medical test and blood grouping is also available in the office.

## **PUCCA DRIVING LICENCE.**

After atleast 42 days of grant of learner licence, one can apply for pucca licence in Form No. 4. After appearing for driving test before D.I, Jind the application form along with original learner licence should be submitted in the office of S.D.M. There is no need for spare photographs for Pucca Licence, as photograph of the applicant is taken by the computerized web camera in the office. Detail of the test is as follows:-

<b>Driving License Test Detail</b>		
<b>Serial Number</b>	<b>Description</b>	<b>Detail</b>
1	Test Days	Tuesday and friday
2	Time of Test	11:00 AM to 11:30 AM
3	Duration of Test	30 Minutes
4	Fee Charged	No Fee
5	Type of Test (Written/Oral)	Written test for literates candidates & Oral test for illiterates candidates
6	How to prepare	Learning Road Signs and Traffic Rules
7	For how long on can not reappear	After one week
8	List of symbols with description	<a href="#">Road Signs-1</a> <a href="#">Road Signs-2</a> <a href="#">Road Signs-3</a> <a href="#">Complete Road signs</a>
9	Rules/Advice for safe driving	<ul style="list-style-type: none"><li>• Drive on the right side of the road</li><li>• Follow Traffic rules</li><li>• Use Dipper at night</li><li>• Two wheeler drivers always use helmet</li></ul>

## **FEE FOR DRIVING LICENCE**

Class of Vehicle	Learner Licence fee (Rs.)	Computer Fee	Pucca Licence fee (Rs.)	Computer Fee	Municipal Fee
Scooter/Motorcycle	30	50/-	250	100/-	100/-
Scooter/Motorcycle, Car/Jeep	60	50/-	300	100/-	100/-
Scooter/Motorcycle, Car/Jeep, Tractor	90	50/-	350	100/-	100/-

- Rs.250/- is charged for addition of each class/specified vehicle.
- Rs.200/- is charged for Renewal of Licence.
- Rs.50/- per year is charged as late fee in case the licence is not submitted for renewal before the expiry of the term of licence.
- Rs. 100/- is charged for issue of Duplicate License

The registration of vehicles & Driving Licenses are issued by the office on all working days. The applicant should submit the file to the dealing clerk first for scrutiny so as to ensure that it contains all the documents required. After scrutiny of the file, the required fee should be deposited at the adjoining counter & thereafter, the file along with the receipts of fee paid should be deposited with the dealing clerk. The Computer photograph for driving license shall be taken immediately after depositing the file. The registration certificates & driving licenses are delivered the next day. The fee is accepted from 9.00 AM to 1.30 P.M. One should therefore come to the office in the morning so that he/she is able to get all the formalities completed at the earliest possible. The inspection of vehicle and the driving test is conducted by the D.I, Jind on every Tuesday & Friday between 9.00 AM to 12.00 Noon.

**Conductor License Fee-**

Copy-20/- and Card 100/-

## **EMPLOYEES DUTIES**

ASR	Supervision of the office works and Assistant Public Information Officer under RTI Acts cases.
Reader	To deal the court cases proceeding works, cases U/S 47-A under the Indian Stamp Act. & Arms Licences.
Ahlmad	To assist the reader in court cases-refund of court fees/stamp duty cases.and delay condonation regarding registration of marriage.
Steno	To deal enquires, ACRs, Attestation, dictation works.
Motor Registration Clerk (MRC ) (DLC )	To deal all kinds of Motor Vehicle Registration works  All kind of Driving licence works.
Bill Clerk (Patwari)	To deal establishment works of Kgo & Patwari etc. Honorarium of Namberdar & concerned Tehsil offices.
Bill Clerk (Office)	To deal establishment works of SDO (C) staff. All kind of miscellaneous works i.e. grants, To issue the Identity Cards/Relationship Certificates of Freedom Fighters, Birth/Death Certificates orders, Press, Diary and Dispatch works.
Computer Operators	One operator deal of Computerization Registration of Motor Vehicle & other operator work Driving License.
Miscellaneous clerk	Cards/Relationship Certificates of Freedom Fighters, Birth/Death Certificates orders, Press, Diary and Dispatch works. Accidental claim cases of Rajjv Gandhi Parivar Yojna.

## **CERTIFICATE**

Certified that the provisions of Section 4 (I) (b) of the Right to Information Act, 2005 has fully been complied with by the Revenue Department including field officers .

**Signature**

प्रेषक

उप मण्डल अधिकारी (ना०),

जीन्द

सेवा में

उपायुक्त महोदय,

जीन्द।

यादी क्रमांक

/बी०सी०/सूचना

दिनांक

विषय:-

Step taken regarding the provisions of section 4 (1) (b) of the RTI Act, 2005.

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उपरोक्त विषय पर आपके कार्यालय के यादी क्रमांक 264-66/आर०टी०आई दिनांक 06.06.2011 के सन्दर्भ में।

2. इस कार्यालय द्वारा सूचना अधिकार अधिनियम 2005 के अन्तर्गत द्वारा 4(1) (बी०) के तहत पूर्ण कार्यवाही आर०टी०आई० की वेब साईट Email: diojnd@ hry.nic.in पर डाली जा चुकी है। यह आपको सूचनार्थ प्रेषित है।

उप मण्डल अधिकारी (ना०),

जीन्द