

# **Draft Manual**

**Right to Information Act-2005.**

## **District Gurdaspur**

## **Manual for Deputy Commissioner Office, District Gurdaspur**

**Gurdaspur District falls in the Jalandhar Revenue Division. There are five sub divisions, ten development blocks, eight municipal councils and one notified area committee which are as follows:-**

Administrative Division:-

Sub Divisions (5)

1. Gurdaspur.
2. Batala.
3. Pathankot.
4. Dera Baba Nanak.
5. Dhar Kalan.

### **Development Blocks (16)**

1. Gurdaspur
2. Batala.
3. Dinanagar
4. Dorangla
5. Siri Hargobindpur
6. Kahnuwan
7. Kalanaur
8. Dhariwal
9. Qadian
10. Dera Baba Nanak
11. Fatehgarh Churian
12. Sujjanpur
13. Pathankot
14. Dhar Kalan
15. Narot Jaimal Singh
16. Bamial

### **Municipal Councils (10)**

- 1) Gurdaspur
- 2) Dhariwal
- 3) Batala

- 4) Dina Nagar
- 5) Qadian
- 6) Fatehgarh Churian
- 7) Dera Baba Nanak
- 8) Pathankot
- 9) Siri Hargobindpur
- 10) Sujjanpur

**Role of Deputy Commissioner:-**

The responsibility of the General Administration of the District lies with the Deputy Commissioner. He is the Executive Head and has three fold roles as:-

- i. Deputy Commissioner
- ii. District Magistrate
- iii. District Collector

He is assisted by the following officers for carrying out day to day work in various fields:-

- 1 Additional Deputy Commissioner
- 2 Assistant Commissioner (G)
- 3 Assistant Commissioner (Gr.)
- 4 District Revenue Officer
- 5 District Transport Officer
- 6 District Development and Panchayat Officer.

The Deputy Commissioner is the Chief Revenue Officer as District Collector and is responsible for collection of revenue and other Govt. dues recoverable as arrears of land revenue. He deals with the natural calamities like draught, un-seasonal rains, hailstorms, floods and fire etc.

Under the Registration Act the District Collector exercise the powers of Registrar of the District and he controls and supervise the work of Registration of deeds. He also function as Marriage Officer under the Special Marriage Act, 1954. Further under the Cinematography Act, the District Magistrate is the Licensing Authority in his jurisdiction. The Administration of the police in a district is vested in the District Superintendent, but under the General direction of the District Magistrate as per provisions of section 4 of the Indian Police Act, 1861.

Rule 1.15 of the Punjab Police Rules, 1934, also provides the powers of District Magistrate as under:-

The District Magistrate is the head of the Criminal Administration of the District and the Police force is the instrument Government to enable him to enforce his authority and fulfill his responsibility for the maintenance of Law and Order. The police force in a District, therefore, placed by Law under the General Control and direction to the District Magistrate, who is responsible that it carries out its duties in such a manner that effective protection is afforded to the public and against lawlessness and disorder.

District Magistrate is thus responsible for the maintenance of Law and Order within the limit of his jurisdiction. He is conferred with very wide powers by the law, which if used prudently can be very effective in maintaining peace and tranquility. The police force is mainly an instrument provided by Law for the District Magistrate. He can impose restriction on the movement of unlawful Assembly under section 144 Cr.P.C. and also can impose curfew keeping in view the situation.

He is authorised to inspect the offices/courts of Sub Divisional Officers (civil), Tehsildars, Naib Tehsildars, Treasuries, Sub Treasuries, Jails, Hospitals, Dispensaries, Schools, Blocks, Police Stations, Second Class Local Bodies, Improvement Trusts and all other offices of Punjab Government, the ACRs of whose heads of offices he is required to write. In this way, he has effective control over the Administration.

The Deputy Commissioner holds courts and hears appeals under the following Acts against the order of Sub Divisional Officer (civil), passed as Assistant Collector 1st Grade and Sales Commissioner and Settlement Commissioner:-

1. Under the Land Revenue Act, 1887
2. Under the Punjab Tenancy Act, 1887
3. Displaced Persons (Compensation & Rehabilitation) Act, 1954
4. Punjab Package Deal Properties (Disposal) Act, 1976
5. Urban Land (Ceiling & Regulations) Act, 1976

Besides it, he decides the Lambardari cases and hears the appeals in Public Premises (Eviction of unauthorized occupants) Act cases decided by the SDM as Collector.

## Annexure-2

Publication of information regarding items specified by Rule-4(I) b(ii) of the Right to Information Act, 2005.

(The powers and duties of the officers and employees)

Name of the Office: Deputy Commissioner, Gurdaspur.

Sr. No.	Name of Post	Powers and Duties (in brief)
1.	<b>Deputy Commissioner, Gurdaspur</b>	Work as Collector & Magistrate of the District Has overall control for efficient working of all the Offices and Court under his charge.
2.	<b>Addl. Deputy Commissioner, Gurdaspur.</b>	Assists the Deputy Commissioner in the administration work.
3.	<b>Assistant Commissioner (G), Gurdaspur.</b>	Supervision of the working of branches namely EA, M.A., GPF (A), LPA, D.N. Passport, L.F.A, RIA.
4.	<b>Assistant Commissioner (Gr.), Gurdaspur.</b>	Supervision of the working of branches namely Record Room, Copying Agency, C& EA, NRI, Suwidha Centre.
5.	<b>District Revenue Officer, Gurdaspur.</b>	Supervision of the working of branches namely .....
6.	<b>D.D.P.O, Gurdaspur.</b>	Supervision of the working of branches namely .....
7.	<b>Tehsildar Election</b>	Tehsildar is a immediate Junior officer to the Addl. District Election of Officer. All correspondence of the officer is routed through the Election Tehsildar and he supervises the staff. He keeps maintenance of discipline in the office and disbursing officer.
8.	<b>Supdt. Grade-1</b>	Supdt. Grade-1 is immediate junior to the Assistant Commissioner (G) correspondence o the office is routed through the Supdt. Grade-1.
9.	<b>Supdt. Revenue</b>	The work of all Revenue Branches is route through Supdt. (R), Grade-11
10.	<b>Supdt. Grade-11 (General)</b>	The work of Branches supervised by the

		AC(Gr.) is route through Supdt. (Gen.), Grade-II.
11.	<b>Peshi Assistant (D.C.)</b>	He deals with the work of disposal of Dak. Peshi work, cases under section 5 of the explosive Act and u/s 25 of Police Act, work regarding solemnization and registration of marriages under special Marriage Act, 1954, Countersignatures of document's to to be submitted in the Embassies of other Countries, Custodial work/death cases. Parole cases. Enquiry work in PPR 16.38 (i)
	<b>Ahlmad</b>	<ol style="list-style-type: none"> <li>1. Receipt and Despatch of Dak.</li> <li>2. Work regarding court cases.</li> <li>3. Preparation of Monthly/quarterly/yearly statement.</li> <li>4. Consignment of files in record room.</li> <li>5. Supply of the files in record to the appellate courts.</li> <li>6. Implementation of orders of Higher Courts.</li> <li>7. Work regarding providing police help to the Govt. department.</li> <li>8. Supply of record for the preparation of copies.</li> <li>9. Preparation of Sanad Lambardari.</li> <li>10. Regarding disposal of all kinds of Warrants received from the competent courts.</li> <li>11. Regarding filing of appeals in the Hon'ble High Court in Criminal Cases decided by lower criminal courts.</li> <li>12. Work regarding weekly and monthly crime reports received from the Police Department and monthly reports regarding the progress of disposal of criminal cases, sent by District Attorney.</li> <li>13. Preparation of Peshi List.</li> <li>14. Destruction of old record.</li> <li>15. Work regarding issuance of unmarried certificates.</li> </ol>
12.	<b>Reader to ADC (Peshi Asstt.)</b>	<ol style="list-style-type: none"> <li>i) To record proceedings regarding court cases and to deal with court files with the help of Ahlmad up to the final decision of the cases.</li> <li>ii) Disposal of the whole Dak of Peshi Branch.</li> <li>iii) To maintain library (law books) pertaining to ADC Court.</li> <li>iv) To record inspections of subordinate</li> </ol>

		of offices and to prepare inspection notes as per programme chalked out by the DC.v) To deal with cases u/s 25/54/59 of the Arms Act. vi) To deal with cases u/s 47-A of Indian Stamp Act.
	<b>Ahmad to ADC</b>	i)To maintain the whole record of Peshi Branch. ii)To prepare statements and to consign files to Record Room. iii)To issue notices and letters as per court proceedings. iv) Notice u/s 80 CPC. v) Disposal of summons received from different judicial courts of the district.
	<b>Steno to ADC</b>	i) To deal with complaints. ii) To maintain Telephone Register. iii) To deal with departmental esquires. iv) To get dictation from ADC regarding court orders and other Misc. Work.
13.	<b>Establishment Assistant. (EA)</b>	i)General Supervision of the branch. ii)Guide the clerks in court cases. iii)Transfer cases, Policy Matters. iv) To deal with the correspondence regarding ACRs in respect of Class-III and IV Employees and to maintain the files thereof.
	<b>Clerk-1</b>	i) Pension cases/Gratuity case of employees of DC office. ii) Annual Budget preparation. iii) Medical Bills reimbursement of employees. iv) Loan cases of the employees.
	<b>Clerk-11</b>	i) Preparation of Bills & Arrear Bill. ii) Disposal of Audit Paras. iii) Increment & Proficiency Step up cases. iv) Preparation of Monthly quarterly, Annual statement which is sent go Govt. v) Recruitment/postings of class III employees. vi) Reconciliation of accounts with the treasury office in respect of GIS & Book transfer of yearly Insurance Fund regarding GIS. vii) Correspondence regarding sending the schedules of G.P.F/G.I.S of gazetted officer to

		the Govt.
	<b>Clerk-III</b>	i) Maintenance of personal files of class III and IV employees.
	<b>Clerk-IV</b>	i) Preparation of T.A. Bills. ii) L.T.C. iii) Enquiry cases. iv) Completion of Service Books of employees of DC office. v) Preparation of seniority list of employees of D.C. office.
	<b>G.P. Fund Class (iv) Sr. Asstt.</b>	Maintenance of G.P.Fund of class-iv employees & GIS of Class iii employees.
14.	<b>Miscellaneous Assistant (MA)</b>	To Supervise the work of all officials of Misc. Branch.
	<b>Misc. Clerk-I</b>	i) Magazine Title/Press work. ii) V.I.P. Tour Programme. iii) Information Noise Pollution. iv) Monthly meeting in Sadar Office. v) Video Parlour, Cinema located in Gurdaspur District. vi) Economic Help case. vii) Rest House Booking.
	<b>Misc. Clerk-II</b>	i) Receipt Dak for miscellaneous branch. ii) Despatch Dak for miscellaneous branch. iii) Independence Day and Republic Days functions work. iv) Name correction verification in ration card. v) Half fare identity card for blind and handicapped person vi) Permission for general public function. vii) Miscellaneous work.
	<b>Misc. Clerk-III</b>	i) Surviving family member certificate. ii) Order of u/s 144. iii) Duty Magistrates Orders. iv) Miscellaneous work v) Police Verifications of Serving personals and MEs Contractors.
15.	<b>General Provident Fund Asstt. (G.P.F.A) Class-III</b>	i) Maintenance of GPF Account of Class-III including clerical and revenue staff. ii) Checking of interest calculation in

		<p>respect of class III employees in annual statements.</p> <p>iii) Disposal of Dak.</p> <p>iv) Payment regarding deposit link insurance Scheme.</p>
	<b>Clerk</b>	<p>i) Receipt &amp; dispatch work o the branch.</p> <p>ii) Preparation of bill regarding G.P.Fund advance.</p> <p>iii) Posting of G.P. Fund deduction in the ledger &amp; entry made in computer regarding class.III.</p> <p>iv) Correspondence regarding transfer of G.P.F. accounts for Class III employees.</p> <p>v) Preparation of annual statement showing the credit/debit of G.P.F. account of Class-III employees and issue to the concerned employees.</p> <p>vi) Calculation of interest in respect of G.P.F account of Class-III employees.</p> <p>vii) Final payment of G.P.F. the class-III employees.</p> <p>viii) Preparation of annual statement showing the credit/debit of G.P.F. account of class-IV Employees.</p>
16.	<b>District Nazir, Assistant (D.N.)</b>	<p>i) Supervision of day to day work of under mentioned employees.</p> <p>ii) Disbursement of salary and completion of cash book.</p> <p>iii) Deposit and release of fire Arms in the District Mal Khana.</p> <p>iv) Disbursement of grants in deceased cases received from various Embassy.</p> <p>v) Correspondence/Disbursement of Award Money and maintenance of Cash Book.</p>
	<b>Addl. District Nazar-1</b>	<p>1) Purchase of goods from local market and payment thereof.</p> <p>2) Preparation of contingent bill register.</p> <p>3) Completion of stock register.</p> <p>4) Condemnation of Govt. Vehicle.</p> <p>5) Disposal of Audit and Inspection notes conducted by the AG Pb.</p> <p>6) Preparation of statements, annual budget and excess and surrender.</p>

		7) Preparation of different statements under different heads of the account.
	<b>Addl. District Nazir-II</b>	<ul style="list-style-type: none"> <li>i) Recovery of Kutchery Compound rent.</li> <li>ii) Auction of canteen, cycle Stand &amp; Printing forms in Kutchery compound.</li> <li>iii) Correspondence and recovery of pauper suits cases.</li> <li>iv) Arrangement of Govt. functions/Meetings etc.</li> <li>v) Preparation of annual receipt budget/excess and surrender statement under different account.</li> <li>vi) Preparation of monthly statement regarding receipt of Kutchery compound rent.</li> <li>vii) Correspondence regarding issuance's of uniforms to the class IV employee.</li> <li>viii) Fixation of wages of part time. Daily wages employee under different category.</li> <li>ix) Receipt and despatch.</li> </ul>

17.	<b>Local Fund Assistant (LFA)</b>	<p>He deals with the work of disposal of Dak and General Supervision of the branch. Deals with the work of resolution passed by the various councils within the District. Work regarding Sale/Rent/Open Auction of property/Octroi of various councils. Fixation of rates of lands vested in the Municipal Councils. Consolidation of reports regarding income/expenditure of the M.Cs. Appointments of convenes during the elections of Presidents and Vice Presidents. Prevention of epidemic deceases within the Muncipal limits. Disposal of Complaints regarding E.O.C.Cs. Issuance of N.O.Cs, regarding Marriage Palaces, Disposal of solid wastes.</p>
	<b>Arms Licence Clerk</b>	<ul style="list-style-type: none"> <li>i) Issue of the New Arms Licence.</li> <li>ii) Renewal of Arms Licence.</li> <li>iii) Addition of the weapon.</li> <li>iv) Deletion f weapon.</li> <li>v) Entry of weapon.</li> <li>vi) Issue of carry permit.</li> <li>vii) Issue of Gun release cases.</li> </ul>

	<b>Licence Passport Clerk</b>	<ul style="list-style-type: none"> <li>i) Receipt and Dispatch of dak.</li> <li>i) N.O.C. for installation of Petrol Pumps.</li> <li>iii) Licence for fire crackers etc.</li> <li>iv) To send the application forms to the SSP, Gurdaspur received in the Suwidha Centre.</li> <li>v) To send the passport application to the RPO, Jalandhar through special messenger after police verification.</li> <li>vi) To deal with the queries of the public regarding passport applications who came in the office to know about their applications.</li> </ul>
18.	<b>RIA (Senior Assistant)</b>	<ul style="list-style-type: none"> <li>i) To maintain the budget/indents with regards to the stationary articles.</li> <li>ii) To maintain the register with regards to the distribution of stationary to various branches of D.C. Office/field Offices.</li> <li>iii) To enter D.O. letters in the register after receiving from the concerned Deptts.</li> <li>iv) To make the goshwara with regards to the disposal of pending D.O. letters.</li> <li>v) To maintain the register with regards to the receipt of court cases.</li> <li>vi) To maintain the library etc.</li> <li>vii) To deal with the character verification rolls in respect of Gazetted Officers.</li> </ul>
	<b>Typists</b>	Type work is done according to the instructions fixed by the Govt. Approximately 25 pages per day each received in the day is entered by the typist in the receipt register and a daily goshwara with regards to the disposal of type work is made by the typist.
19	<b>Copying Assistant (C.A)</b>	Supervision of the working of branch To attest copies of records.
	<b>Copyist (3)</b>	For the preparation of copies of records.
	<b>File Fetcher-1</b>	To bring the files/record from the different courts and to enter in the CD.8 Register.
	<b>Record Keepers (4)</b>	To receive the records duly decided for consignment in the record room and to

		supply the record file on demand of courts.
	<b>Inspection Clerk-1</b>	As instructions of Govt. to destroy the old records.
20.	<b>Civil Defense Assistant</b>	Supervision of the working of branch Supervision of RRA Branch. Court cases. Issues relating to Freedom Fighters, Pension, Identity Cards, Certificates, Marriage, Marriage Grant, Pension to widows of Freedom Fighters.
21.	<b>C&amp;EA</b>	Supervision of work of Complaint Branch.
	<b>Steno</b>	Preparation of agenda and proceedings of District Grievances committee meeting. Disposal of Government references. Typing work.
	<b>Receipt Clerk</b>	Receipt and despatch. Destruction of old record.
	<b>Complaint Clerk-III</b>	Disposal of complaints received from general public. Filing of complaints disposed off. Summoning of old record. Preparation of monthly and quarterly/statements for sending to Government.
	<b>Complaint Clerk-IV</b>	Disposal of complaints received from general public. Work pertaining to enquiries conducted by AC (Grievances)
	<b>Complaint Clerk-V</b>	Preparation of Agenda and proceedings pertaining to Khula Darbars. Perpetration of agenda and proceedings pertaining to District Level Advisory Committee of Pensioners (DLACP) meetings issue of letters to various departments for Lok Suwidha Camps and keeping record of complaints received during such camps. Work pertaining to District Olympic Association (DOA)
22.	<b>Distt. Revenue Accountant (Mall) DRA (M)</b>	i) General Supervision. ii) Policy matter cases. iii) Inspection of Tehsil Revenue Accounts half yearly. iv) To scrutinize all the papers of the branch of all clerks.

	<b>Revenue Accountant Clerk-I</b>	<ul style="list-style-type: none"> <li>i) To deal with Nazool Land Cases.</li> <li>ii) Payment of chowkidars dues.</li> <li>iii) Audit Paras/Inspection reports.</li> <li>iv) Recovery cases of Ligh/Migh/VHP.</li> <li>v) Rasad Bandies Chowkidars.</li> </ul>
	<b>Revenue Accountant Clerk-II</b>	<ul style="list-style-type: none"> <li>i) Approval of various demands land revenue.</li> <li>ii) Preparation of Haul Tauzeh &amp; other all statements.</li> <li>iii) Preparation of monthly progress report of CRO,s in connection with monthly meeting.</li> </ul>
	<b>Revenue Accountant Clerk-III</b>	<ul style="list-style-type: none"> <li>i) To deal with inferior evacuee Land/Govt.</li> <li>ii) Civil Suits and writ petitions.</li> <li>iii) Un-authorized occupation of Govt. Lands.</li> <li>iv) Cases relates to Rehabilitation Department.</li> </ul>
	<b>Revenue Accountant Clerk-IV</b>	<ul style="list-style-type: none"> <li>i) Receipt and Despatch.</li> <li>ii) Library Books.</li> <li>iii) Forest cases.</li> <li>iv) Auction cases of Mining Deptt.</li> </ul>
	<b>Revenue Accountant Clerk-V</b>	<ul style="list-style-type: none"> <li>i) Maintenance of register No. II.</li> <li>ii) Recovery of all types of Govt. dues of other deptt.</li> <li>iii) Issue of recovery certificates.</li> </ul>
	<b>Land Acquisition Clerk</b>	<ul style="list-style-type: none"> <li>i) Court cases regarding Land Acquisition.</li> <li>ii) Cases regarding fixation of Price of Govt./Panchayat Land etc.</li> <li>iii) N.O.C. Regarding Land to be acquired.</li> <li>iv) Preparation of draft award of acquired land.</li> </ul>
23.	<b>District Revenue Accountant (Taccavi) DRA(T)</b>	<ul style="list-style-type: none"> <li>i) General Supervision.</li> <li>ii) Maintenance of Cash Bood.</li> <li>iii) Checking of Kishat Bandies.</li> </ul>
	<b>Flood Relief Clerk</b>	<ul style="list-style-type: none"> <li>i) Fixation of Natural Calamities Meeting.</li> <li>ii) Allotment of funds relates to Natural Calamities and Collection of UC for Transmission to the Govt.</li> <li>iii) To deal with application with complaints against the disbursing officer who disburse the Natural Calamities Fund.</li> <li>iv) Fire related cases.</li> </ul>

		<ul style="list-style-type: none"> <li>v) Flood preparedness.</li> <li>vi) Assembly Question related to Natural Calamities.</li> <li>vii) Preparation of Budget related to Natural Calamities.</li> <li>viii) Civil Suits related to Natural Calamities.</li> <li>ix) To deal with the cases Losses due to Natural Calamities.</li> <li>x) Daily rainfall lreport/Damage report and weekly reports to Govt. (w.e.f. 1<sup>st</sup> July to 30<sup>th</sup> September)</li> <li>xi) Submission of B.M. 26 &amp; 29 relates to Natural Calamities.</li> <li>xii) Preparation of duty roster inl respect of Class III &amp; IV employees for Natural Calamities Control Room.</li> </ul>
	<b>Taccavi Clerk</b>	<ul style="list-style-type: none"> <li>i) Receipt and Despatch.</li> <li>ii) Recovery of Taccavi/Soil Conservation Loan.</li> <li>iii) Preparation of Monthly Statement T-16</li> <li>iv) Preparation of Quarterly Statement T-25.</li> <li>v) Preparation Monthly Statement Monthly Meeting files.</li> <li>vi) Preparation of statements regarding Audit paras/Inspection Reports.</li> <li>vii) Preparation of statements BM &amp;26 under head 2401-Crops husbandry.</li> <li>viii) Preparation of quarterly statement regarding recovery of taccavi Loans and Natural Calamities- Disposal of Public Complaints.</li> <li>ix) Preparation of quarterly statement regarding recovery of taccavi loans pointed out by the A.G. Punjab.</li> <li>x) Preparation of Monthly Statement of taccavi loans of Fertilizers.</li> <li>xi) Annual Land Revenue Report.</li> <li>xii) Auction cases in respect of recovery of Taccavi/Soil Conservation loans.</li> <li>xiii) Demands of Taccavi Loans &amp; Soil Conservation Loans.</li> </ul>

24.	<b>Head Registration Clerk (HRC)</b>	<ul style="list-style-type: none"> <li>i) Registration of documents to be registered as " Registrar(DC)"</li> <li>ii) Appeals under section 47-A of the Indian Stamp Act.</li> <li>iii) Deposit of "WILLS" U/S 42 of Indian Stamp Act.</li> <li>iv) Submission of Legal Affairs report to the Govt.</li> <li>v) Submission of annual stamp act.</li> <li>vi) Issue/Renewal of Stamp Vendors Licenses and their complaints etc.</li> <li>vii) Audit and inspection report from the Local Audit/Accountant General's office, Chandigarh.</li> <li>viii) Audit and inspection report by I.G.R's office.</li> <li>ix) Audit and inspection report by the Stamp Auditor of Revenue Deptt.</li> <li>x) Preparation of copies of Registered documents.</li> <li>xi) Preparation of copies of Registered of Monthly/Annual Statements.</li> <li>xii) Preparation of Annual Budget under Head 0030-Stamps &amp; Registration and under 20-30-Stamps &amp; Registration.</li> <li>xiii) To attend various judicial Courts/Commissioner's Court etc.</li> <li>xiv) Preparation of annual indent for registration forms.</li> <li>xv) Supply of sttionery to all the Sub-Registrar/Jt/Sub Registrar.</li> <li>xvi) Fixation of property rates every year.</li> <li>xvii) Refund of Stamp papers/fees courts received from various courts/Stamp vendors.</li> <li>xviii) To deal with the cases relating to PUDA.</li> <li>xix) Maintenance of Registration Record.</li> <li>xx) Receipt and despatch of daily Dak.</li> </ul>
25.	<b>Sadar Kanungo</b>	<ul style="list-style-type: none"> <li>i) Supervision of the branch. To distribute the dak to the officials and forwarded it to the officers.</li> <li>ii) To deal the case of transfer and promotions of the patwaries and kanungos.</li> </ul>

	<b>Naib Sadar Kanungo-1</b>	<ul style="list-style-type: none"> <li>i) To deal the department enquiries of Patwaries and Kanungos.</li> <li>ii) To deal with the cases of Patwaies and Kanungos regarding charge sheets and department enquiries.</li> <li>iii) To deal with the Civil Suits filed by the Patwaries and Kanungos in various courts.</li> <li>iv) To deal with the writ petition filed in the High Court and Civil Courts.</li> <li>v) To prepare the Court matter register regarding civil courts departmental enquiries of Patwaries and Kanungos.</li> <li>vi) To prepare and file appeals against the order of the court in respect of Patwaries and Kanungos.</li> </ul>
	<b>Naib Sadar Kanungo-2</b>	<ul style="list-style-type: none"> <li>i) To prepare progress and expenditure reports of computerization of land records.</li> <li>ii) To collect the yearly report of land revenue from the various branches and send to the director land record Punjab Jalandhar.</li> <li>iii) To prepare the weather and crops report and send to Director Land Record Punjab Jalandhar.</li> <li>iv) To prepare the yearly report regarding national Commission for Sc/Sts.</li> <li>v) To prepare and send the report regarding Focal Points.</li> </ul>
	<b>Kanungo (Distt.)</b>	<ul style="list-style-type: none"> <li>i) To prepare the copies of the excerpts and produce in various courts.</li> <li>ii) To demarcate the land of local Commissioner then appointed by Civil Courts.</li> <li>iii) To prepare and sent the stationery and indent demand to the Director Land Record Punjab.</li> <li>iv) To distribute stationery among the Employees of Sadar branch and maintain the stationery register.</li> <li>v) To maintain the cash book.</li> <li>vi) To maintain records of Sadar record room.</li> </ul>

	<b>Assistant Office Kanungo (Distt.)</b>	<ul style="list-style-type: none"> <li>i) To review the mutation and prepare mussana.</li> <li>ii) To prepare and produce the monthly statement, mutations, un contested mutations, Jamabandi, registration of memorandum, Inspection of Patwaries and Kanungos and correction of Khasra girdawari.</li> <li>iii) To collect and prepare the total; of vrops of Kharif and rabbi and send to the director land record Jalandhar.</li> <li>iv) To prepare the forecast of the crops and sent it to the director land record Punjab, Jalandhar.</li> <li>v) To collect and sent the rates of crops at the time of harvesting to the director land record, Punjab, Jalandhar.</li> </ul>
	<b>Thur Sem Kanungo</b>	<ul style="list-style-type: none"> <li>i) Inspection of Girdawari done by Patwaries and Kanungoes.</li> <li>ii) To send the Data of Thur Sem, Choe, ret etc. of gardawari Kharif and rabbi to the Govt.</li> <li>iii) To inspect and send the report of effected, erodin soil from Thur, Sem, Choe and ret etc. to the Govt.</li> <li>iv) To maintain the register of Thur Sem, Choe and Ret.</li> <li>v) To comment and dispose of the annual confidential reports of patwaries and Kanungoes and send to the Govt. and commissioner Jalandhar Division, Jalandhar.</li> </ul>
	<b>Patwari-I</b>	<ul style="list-style-type: none"> <li>i) To maintain the files of transfer of Patwaries and Kanungo.</li> <li>ii) To maintain and complete Roaster Register of Patwaries and Kanungo.</li> <li>iii) To send the information about the vacancies of Patwaries and Kanungoes to the Govt.</li> <li>iv) To prepare and make up to the date the seniority list of Patwaries and Kanungoes.</li> <li>v) To collect and send the particulars of Kanungos for promotions to Naib Tehsildars to</li> </ul>

		<p>the Commissioner, Jalandhar Division, Jalandhar.</p> <p>vi) To send the Patwaries for refresh course and make action for condencekore of irrigation patwaries.</p> <p>vii) To act the appointment of Patwaries and Kanungoes on priority basis.</p> <p>viii) To act about circlebandi of revenue officer.</p> <p>ix) To maintain the file of Govt. instructions of the transfer and promotion of Patwaries and Kanungoes.</p> <p>x) To maintain and complete the annual confidential report of Patwaries and Kanungos.</p>
	<b>Patwari</b>	<p>i) To dispose of the general public complaints of Patwaries and Kanungoes.</p> <p>ii) To prepare and maintain the personal of Patwaries and Kanungoes.</p> <p>iii) To prepare and send the annual reports of land administration to director land record Punjab, Jalandhar.</p>
	<b>Patwari Agrarian</b>	<p>i) To send the statement of surplus area to Punjab Govt. and Commissioner, Jalandhar Division, Jalandhar.</p> <p>ii) To defend the court cases in courts.</p> <p>iii) To work about all kind of surplus area/land.</p>
	<b>Moharrir Mal</b>	<p>i) To consign the jamabandies prepared by the Patwaries upto 30<sup>th</sup> April in the record room year.</p> <p>iv) To attend and send the revenue record in various courts.</p> <p>v) To send and receive back revenue record from the copying Agency.</p>
	<b>Statistical Clerk</b>	<p>i) To collect the rainfall data and maintain the register of rainfall</p>

		<p>and send to the director land record Punjab Jalandhar.</p> <p>ii) To receive the different govt. and private letters of various officers, diary it and distribute it to the employees in the branch.</p> <p>iii) To dispatch the letters to the govt. and Commissioner, Jalandhar Division, Jalandhar after the disposal by the branch.</p> <p>iv) To maintain the register of DO and T.P.M.</p> <p>v) To act for issuing the various certificates.</p>
	<b>Bill Clerk</b>	<p>i) To prepare the pay bills of Sadar Branch.</p> <p>ii) To deal with the proficiency step up cases.</p> <p>iii) To prepare the pension cases of retiring employees of Sadar branch.</p> <p>iv) To prepare and make payments of bills of the leave in cashment D.C.R.G. etc.</p> <p>v) To deal with the court cases of proficiency and low paid employees.</p> <p>vi) To prepare and send the expenditure of Head 2029-Land Revenure-02 Distt. Admn.-103 Land Record Distt. Establishment Budget to Director Land Record Punjab Jalandhar and distribute it among Tehsildars after allotment from direct and record Punjab , Jalandhar.</p> <p>vii) To collect the information of Kanungoes from the tehsils during the year.</p> <p>viii) To deal with the bills of retiring/Serving Kanungos and Patwaries.</p> <p>ix) To deal with the advance cases of Patwaries and Kanungos.</p> <p>x) To complete and maintain the service books of sadar staff.</p> <p>xi) To send the statement of monthly expenditure of revenue staff to Director Land Record Punjab Jalandhar.</p>

		<ul style="list-style-type: none"> <li>xii) To deal with the medical-reimbursement cases.</li> <li>xiii) To dispose of the letters and files of concerned seat.</li> </ul>
26.	<b>Development Assistant (DA)</b>	<ul style="list-style-type: none"> <li>i) To Supervise the functioning of the office.</li> <li>ii) To control the junior staff and to distribute the work.</li> <li>iii) To supervise the disposal of Govt. and other references.</li> <li>iv) To mark the dak to the concerned officials.</li> <li>v) To scrutinize the dak being put up by the officials and to sent to the officers.</li> <li>vi) To inspect the subordinate offices on behalf of the D.C/A.D.C. and to prepare the preliminary inspection notes.</li> </ul>
	<b>Clerk-1</b>	<ul style="list-style-type: none"> <li>i) To obtain the reports regarding Meeting of public works committee &amp; development works from the various departments &amp; prepare the files for meeting.</li> <li>ii) To write down the proceedings of the meetings.</li> <li>iii) To deal with the cases regarding drainage of sullage water.</li> <li>iv) To deal with the application regarding drinking water.</li> <li>v) Focal points.</li> <li>vi) To deal with the service matter cases regarding block &amp; Samiti Staff.</li> <li>vii) Misc. Applications.</li> </ul>
	<b>Clerk-II</b>	<ul style="list-style-type: none"> <li>i) To deal with the cases regarding water supply, BPL survey, Electricity Department, Ashirwad Scheme etc.</li> <li>ii) Procurement of Wheat &amp; Paddy.</li> <li>iii) Cases regarding market</li> </ul>

		<p>committee, Shagun Scheme all type survey cases, Swajasdhara single village water scheme, allotment of plots to Sc's family.</p> <p>iv) Cases regarding renaming of School of Roads Shahids name.</p> <p>v) Application regarding shifting of Hadda Rories.</p> <p>vi) Misc. Cases.</p>
	<b>Panchayat Clerk_1</b>	<p>i) To deal with the preliminary &amp; regularly inquiries against Sarpanch &amp; Panches of the villages falling in Sub Divisions.</p> <p>ii) To deal with the auction of the trees on shamlat lands and to correspondence forest department.</p> <p>iii) Court cases.</p> <p>iv) Applications receive in open darbar and Suwidha camp.</p> <p>v) Misc. applications.</p>
	<b>Panchayat Clerk II</b>	<p>i) To deal with the preliminary and regularly inquiries against sarpanch and panches of the village falling in sub divisions.</p> <p>ii) To deal with the auction of the trees on shamlat lands and to correspondence forest department.</p> <p>iii) Court cases</p> <p>iv) Applications receive in Open Darbar and Suwidha Camp.</p> <p>v) Misc. application.</p>
	<b>Clerk .</b>	<p>i) To receipt the letters.</p> <p>ii) To dispatch letters.</p> <p>iii) To mark the Goshwara in the receipt register.</p> <p>iv) To deal with the service matter cases regarding Block and Samiti Staff.</p> <p>v) To deal with the complaint receipt against block and Samiti staff.</p>
	<b>Steno.</b>	<p>i) To obtained the dictation from the DDPO and to do type work of the branch.</p> <p>ii) To maintain the telephone register</p> <p>iii) To type the decision of the court cases.</p>
	<b>Reader.</b>	<p>i) To do all the court works of the DDPO Gurdaspur.</p>

27.	<b>Planning Assistant ( P.A.)</b>	<ul style="list-style-type: none"> <li>i) To complete the cash book .</li> <li>ii) To prepare and distribute the cheques.</li> <li>iii) To deal with the general correspondence.</li> <li>iv) To prepare statement regarding utilization certificates.</li> <li>v) To prepare the bills.</li> </ul>
	<b>Clerk.</b>	<ul style="list-style-type: none"> <li>i) Receipt and Dispatch.</li> <li>ii) To maintain the record.</li> <li>iii) To prepare the sanctions regarding M.D. grants.</li> <li>iv) To collect the utilization certificate from the blocks to send them the A.G.Punjab Chandigarh.</li> </ul>
	<b>Cattle Fair Assistant (CFA)</b>	<ul style="list-style-type: none"> <li>i) To prepare the bills regarding grants, Pay etc. and to draw and distribute the amount received from the Treasury.</li> <li>ii) To maintain the cash book, to prepare the monthly progress report.</li> <li>iii) To deal with the audit notes.</li> <li>iv) To deal with the cases regarding cattle fair.</li> <li>v) To appoint the administrators in the panchayats.</li> </ul>
	<b>Revenue Earning Assistant (REA)</b>	<ul style="list-style-type: none"> <li>i) Receipt and dispatch.</li> <li>ii) To deal with the transfer cases of Shamlats.</li> <li>iii) Issue NOCs.</li> </ul>
28.	<b>Balwinder Singh, Election Clerk 1- Fatehgarh Churian</b>	He deals with the electoral rolls and Identity cards.
	<b>Gurmeet Kaur, Election Clerk 2-Batala</b>	She deals with electoral rolls and accounts work.
	<b>Satinder Singh, Election Clerk 3-Qadian</b>	He deals with electoral rolls, ballot boxes and other election material.
	<b>Pushpa Devi, Election Kanungo 4-Srihargobindpur</b>	She deals with electoral rolls and cash works.
	<b>Surinder Kaur, Election Clerk, 5-Kahnuwan</b>	She deals with electoral rolls and office stationary.
	<b>Ranjit Singh Buttar, Election Clerk, 6-Dhariwal</b>	He deals with electoral rolls and identity cards.

	<b>Gurmukh Singh, Election Kanungo 7-Gurdaspur.</b>	He deals with electoral rolls.
	<b>Nirmal Singh, Election Kanungo, 8-Dinanagar</b>	He deals with electoral rolls.
	<b>Sarabjit Singh, Election Kanungo, 9-Narot Mehra</b>	He deals with electoral rolls and EVM Machines.
	<b>Yogesh Singh, Election Clerk, 10-Pathankot</b>	He deals with electoral rolls
	<b>Harjinder Singh, Election Clerk, 11-Sujanpur.</b>	He deals with electoral rolls
	<b>Ranjit Singh, Data Operator (on contract basis)</b>	He deals with all types of data and other information relating to this office.

## Annexure-3

Publication of information regarding items specified in Rules 4(i9) b(iii) of the right of Information Act-2005.

(The procedure followed in the decision making process, including channels of Supervision and accountability)

Name of the Office: Deputy Commissioner, Gurdaspur.

Sr. No	Nature/Type of work	Level at which the case is initiated	Name of the Post which deal with the case before the decision making authority.	Level at which decision of made (Name of the post.)
1.	Peshi Br. (DC)	Ahlmad, Peshi Asstt. Ahlmad put up the papers with the relevant file to the dealing Asstt. who deals the papers with relevant rules & regulations.	AC(G)	DC
2.	Peshi Br (ADC)	Peshi Clerk ( Ahlmad) Peshi Asstt. (Reader) peshi clerk put the papers (PUC) with the relevant file to Peshi Asstt. who deals with the PUC with relevant rules & regulations.	Supdt.-1/AC(G)/ADC	D.C.
3.	Esstt. Branch	Dealing Clerk put the papers with relevant file to dealing Asstt. who deals the papers with relevant rules and regulations.	Supdt.-1/AC (G)/ADC	DC
4.	Misc. Branch	-do-	Supdt.-1/AC (G)/ADC	DC
5.	G.P.Fund Br.	-do-	-do-	DC

6.	LPA Branch	-do-	-do-	DM
7.	Distt. Nazar	-do-	-do-	DC
8.	Passport Br.	-do-	Supdt.(G)/Supdt. G-I / AC(G)	DC/RPO Jal.
9.	LFA Branch	-do-	Supdt.-1/AC (G)/ADC	DC
10.	RIA Branch	-do-	Supdt.-1/AC (G)/ADC	DC
11.	Copying Br./ Judicial Record Mall;.	--do--	AC(Gr)/ ADC	DC.
12.	C&EA Br.	-do--	Supdt.G,AC(Gr) ADC	DC.
13.	DRA (M )Br.	-do-	Supdt.G.II/DRO/ ADC	DC
14.	DRA (T) Br.	-do-	Supdt.G.II/DRO/ ADC	DC.
15.	HRC Br.	--do-	Supdt.G.II/DRO/ ADC	DC
16.	SK Br.	-do-	Supdt.G.II/DRO/ ADC	DC
17.	Dev.Br./RES Br. Planning Br.	-do-	DDPO	DC
18.	Tehsildar (Elec)	Dealing Elec.Kanungo put up the papers with relevant files to the Election Tehsildar who deals with the papers with relevant rules and regulations.	ADEO/	Distt.Election Officer,

## Annexure-4

Publication of information regarding items specified in rules 4 (I) b(iv) of the Right of information Act 2005.

(To norms set for the discharge of the functions. )

Name of the Office: Deputy Commissioner, Gurdaspur.

Sr. No.	Name of work	Norms set by the Department ( number of days taken for decision marking )
1.	Peshi work ( DC)	As per the provision of various Acts Appeals/ Revisions within the time frame in the fix in the relevant Act. However, disposal depends upon the record/comments provided /given by the lower courts as per norms fixed by the Govt. 30 cases are to be decided by the Deputy Commissioner.
2.	Peshi work ( ADC)	Under the provisions of various Acts Revenue Appeals are disposed off after summoning the record of lower revenue courts. As per norms fixed by the Govt. 50 cases are to be decided by the ADC under section 47 A of Indian Stamp Act.
	Ahlmad.	Ahlmads deal with court cases pending in the court of Deputy Commissioner and Additional Deputy Commissioner. Daily cause list if court is prepared by the Ahlmad. As per the cause list files are sorted out for daily Peshi work. At the end of the month statement of the decided cases is prepared and sent to the Govt. after the decision of the case, record is send to the concerned court for further necessary action and files are to be consigned in the record room at the earliest.
	Steno	Complaints and departmental enquiries are dealt with by the steno and files are disposed off by the ADC as decision making authority within the time, specified casewise, separately.
3.	Establishment branch.	After the receipt of the paper the same is put up by the dealing clerk with the relevant file within 3 days from the receipt of papers. After that Establishment Asstt. deals with the papers according to rules and instructions of Govt. The paper is to be disposed off within 15 days from the receipt of papers. In addition to that representation

		of the employees is tried decided within three months from the receipt of representation. Expenditure budgets of various heads of Distt. budget are prepared and consolidated and presented to Ld. Commissioner, upto 10-th October every year. On the basis of expenditure statements received from the Sub Divisions/Tehsil Offices.
4	Misc. branch.	After the receipt of the paper the same is put up by the dealing clerk with the relevant files within three days from the receipt of paper. After that Misc. Asstt. deals with the papers according to rules and instructions of Govt. The paper is to be disposed off within fifteen days from the receipt of paper.
5.	G.P.F.A Branch	After collecting schedule from various DDOs of the Division, posting is done in the Board sheets and ledger. At the end of the year interest is calculated and balance sheets are issued to the every subscriber upto 30 <sup>th</sup> June of every year. Advanced cases are dealt according to the provisions of Punjab Civil Services Rules Vol. II. Entry of advance is made in the ledger and utilization certificate is received from the subscriber.
6.	D.N. Branch	After the receipt of the paper the same is put up by the dealing clerk with the relevant files with 3 days from the receipt of paper. After that Distt. Nazir Assistant deals with the papers according to rules and instructions of Govt. The paper is to be disposed off within fifteen days from the receipt of paper.
7.	LPA Branch 1. Issue of Fresh Arms licence of weapon. 2. Renewal of ARms licence. 3. Addition of weapon. 4. Deletion of weapon. 5. Entry of weapon. 6. Issue of carry permit. 7. Release of weapon. 8. Confirmation of decrees. 9. NOC for installation of petrol	After receiving the applications, proper verification the SSP and concerned SDM.  15 days to 30 days.

	<p>pump.</p> <p>10. Licence for fire Crakers etc.</p> <p>11. Countersigning of documents.</p>	<p>Immediately after receiving the reports from the concerned department.</p>
8.	Passport and LPA	<p>Passport applications are to be sent to the SSP, Gurdaspur and Batala for verification within three days and report is to be received from the SSP, Gurdaspur and Batala within fifteen days as per instructions.</p>
9.	LFA Branch.	<p>After the receipt of the paper the same is put up by the dealing clerk with the relevant files within three days from the receipt of paper. After that LFA deals with the papers according to rules and instructions of Govt. The paper is to be disposed off within 15 days from the receipt of papers.</p>
10.	<p>RIA Branch.</p> <ol style="list-style-type: none"> <li>1. Receipt and dispatch of work.</li> <li>2. Disposal of type work in respect of all branches.</li> <li>3. Maintenance of ACRs of class 3 and 4 employees.</li> <li>4. To prepare the budget and indents with regards to the stationery.</li> <li>5. Distribution of stationery items.</li> <li>6. Stationary register.</li> <li>7. Verification rolls (Civil, Military, Gazetted)</li> </ol>	<p>Daily.</p> <p>Daily.</p> <p>According to Govt. instructions.</p> <p>Yearly.</p> <p>Daily as per demand.</p> <p>Daily.</p> <p>The verification rolls are returned to the concerned departments on the receipt of the rolls from the SSP duly verified immediately.</p>
11	Copying branch.	<p>On receipt of application for obtaining copy of record is being supplied within 15 days.</p>
	Judicial Record Mall.	<p>Record keeping of the old record is done according to the instructions of the Govt. copy of the old record is generally issued within fifteen days from the receipt of application.</p>
12.	<p>CDA Branch.</p> <ol style="list-style-type: none"> <li>1. Issuance of Freedom Fighter certificate/Marriage grant/transfer of widow pension.</li> </ol>	<p>Within 2-3 days of receiving the verification report from the SDM, the case is sent to the Govt. of Punjab at Chandigarh for further processing.</p>

	2. Pension case pertaining to freedom fighters.	Within 3-4 days of receiving the documents from the beneficiaries , the case is sent to the Govt. of Punjab at Chandigarh for further processing.
	3. Complaints received from the Govt. /Statutory commissions.	Within the time specified in the reference.
13.	DRA (M) Br.	After the receipt of the paper the same is put up by the dealing clerk within the relevant files within 3 days from the receipt of papers. After that the dealing assistant deals with the papers according to rules and instructions of Govt. The paper is to be disposed off within 15 days from the receipt of papers.
14.	DRA (T) Branch.	-do---
15.	HRC	-do---
16.	SK	After the receipt of the paper the same is put up by the dealing clerk within the relevant files within 3 days from the receipt of paper. After that the dealing Assistant deals with the papers according to the rules and instructions of Govt. The paper is to be disposed off within 15 days from the receipt of paper. In addition to that representation of the employees is tried decided within three months from the receipt of representation. Expenditure budget of various heads of Districtk Budget are prepared and consolidated and presented to Ld. Commissioner, upto 10 <sup>th</sup> October every year. On the basis of expenditure statements received from the Sub Divisions/Tehsil Offices.
17.	DA Branch.  Planning Branch. RES Branch CFA Reader to DDPO	After the receipt of the paper the same is put up by the concerned clerk with the relevant files within 3 days. After that dealing assistant, deals with the papers. Every paper crosses the channel from clerk to Senior Assistant and DDP. The paper is normally disposed off within 15 days.  ---do--- --do— As per the provisions of various Acts, Appeals/Revisions are done within the time frame fix in the relevant Act. However, disposal depends upon the record/comments provided./given by the lower courts as per norms fixed by the Govt.

		30 cases are to be decided by the DDPO in a month.
18	<p>Tehsildar Election</p> <ol style="list-style-type: none"> <li>1. Copying of electoral rolls.</li> <li>2. Establishment work.</li> <li>3. Budget work.</li> <li>4. GPF work.</li> <li>5. Court cases.</li> </ol>	<p>As per the provision of copying rules Rs.9/- are taken from the applicant as a fee with an application. Copy of electoral roll is being provided within 3 days from the receipt of the application.</p> <p>After the receipt of the paper the same is put by the dealing clerk with the relevant files within 3 days from the receipt of paper. After that the dealing Assistant deals with the papers according to rules and instructions of Govt. The paper is to be disposed off within 15 days from the receipt of paper.</p> <p>After the receipt of the paper, the same is put up by the record keeper with the relevant file within three days from the receipt of paper. After that dealing Assistant deals with paper according to rule and instructions of Govt. The paper is disposed off within 15 days from the receipt of the paper. Expenditure budget of heads of district budget are prepared and consolidated and presented to Govt. upto 10<sup>th</sup> October of every years per submission of Finance Deptt. Statement of BM-26 and BM-29 are being sent to the Head Office.</p> <p>After collecting schedule from the Treasury office posting is being done in the broad sheets and ledger at the end of the year . Interest is being calculated and balance sheets are issued to the every subscriber upto 30<sup>th</sup> June of every year. Advance cases are dealt according to the provision of Punjab Civil Services Rules. Sanction authority of GPF advance is Chief Electoral Officer, Punjab, Chandigarh. After, sanction the case of any employee entry of advance is being made in the ledger and utilization certificate is being sent to the Head Office after receiving from the subscriber.</p> <p>Court cases pending in the courts are being dealt with according to the instructions received from the Chief Electoral Officer, Punjab. After the decision of the case,</p>

	<p>6. Complaints.</p> <p>7. Dairy &amp; Dispatch.</p>	<p>record is sent to the concerned quarter for further necessary action.</p> <p>Complaints reports are being received from the concerned Sub Divisional Magistrate. As per inquiry reports these complaints are dealt with according to the Govt. instructions.</p> <p>After the receipt of the paper the same is put up by the dealing clerk with the relevant files within 3 days from the receipt of paper. After that the dealing Assistant deals with the papers according to the rules and instructions of Govt. The paper is to be disposed off within 15 days from the receipt of paper.</p>
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### ANNEXURE-5

Publication of information regarding items specified in Rules 4 (I) b (v) of the Right of Information Act, 2005.

(The rule, regulation, instruction, manuals and records, held by it or under control of, used by the employees for discharging functions)

Name of the office: Deputy Commissioner, Gurdaspur.

S. No.	Name of Act	Name of the rule Manuals	Instruction (write circular No. / Date)	Any other record/document.
1.	Peshi Branch (DC)	Punjab Land Revenue Act, 1887. 1) Chowkidara rules. 2) Punjab Registration Manual. 3) Punjab Land Record Manual. 4) Punjab Land Admn. Manual.	Instructions issued by the Govt. time to time and instructions incorporated in the District Office Manual.	Record regarding court cases and the other work the branch.
2.	Peshi Branch (ADC)	1) Punjab Land Revenue Act, 1887. 2) Punjab Security of land Tenure Act 1953. 3) Punjab Tenancy Act 1887. 4) Indian Stamp Act 1887. 5) Punjab State Election Commission Act, 1994. 6) The Punjab Stamp (Dealing of under value instruments rules 1983). 7) Punjab Land Reforms Act 1972. 8) Punjab Package Deal Properties disposal Act,	Instructions issued by the Govt. from time to time are being followed on different subject under the various Acts.	--do--

		1976. 9) Special Marriage Act, 1954. (in case powers are delegated by Govt. in R/O Sr. No. viii & ix 10) District Office Manual (Punjab)		
3.	Estt. Branch	Budget Manual District office Manual Punjab Civil Services Rules Pb. Financial Rules TA Rules, Punjab Punishment and Appeal Rules 1970. Medical Reimbursement Rules, 1940.	Instructions issued by Govt. from time to time and instructions corporated in the Sectt. Manual.	--do--
4.	MA branch	---	---	---
5.	GPFA Br.	Pb. CSR Vol. II.	As per Govt. instruction issued by the Govt. from time to time and instruction incorporated in the District Office Manual.	--
6.	LPA Br.	Arms Act 1959. Petroleum Act, 1934. Petroleum Rules 1976 as amended rules 1982.	---	
7.	DN Branch	Punjab Financial Rules, Office Manual and Budget Manual	--do--	Record regarding Bills, cash books and other works done in the branch.
8.	GP Fund/ (SK) Passport	Punjab CSR Vol.-II ---	--do-- --do--	-- --
9.	LFA Branch	Punjab Municipal Act, 1911, Punjab Municipal (President and Vice President) Election rules 1999, Solid Waste (Management & Holding Rules, 2000)	--do--	Record reg. work as mention above done in the branch.
10.	RIA Branch	--	Instructions issued	---

			by the Govt. time to time & instructions corporated in the Manual.	
11.	C.A.	Punjab Copying Agencies Manual Published under the authority of the Financial Commissioner, Revenue Punjab (Revised addition 1983)	--do--	--
12.	CEA Branch	--	--do--	--
13.	DRA (M) Br.	<ol style="list-style-type: none"> <li>1) Land Acquisition Act, 1984.</li> <li>2) National Highway Act, 1956.</li> <li>3) Land Revenue Act, 1887. <ol style="list-style-type: none"> <li>a) Land Revenue Assessment Rules, 1929.</li> <li>b) Land Revenue Rules.</li> <li>c) Rules reg. service of revenue processes.</li> <li>d) The Punjab Land Revenue Exemption Rules, 1970.</li> </ol> </li> <li>4) Chowkidar Rules, 1872.</li> <li>5) The Administration of Evacuee Property 1950 Act No. 31.</li> <li>6) The Displaced persons (Claim Act) 1950 Act No. 44.</li> <li>7) The Evacuee interest (Separation) 1951 Act No. 64.</li> <li>8) The Displaced persons (claims) supplementary</li> </ol>	Instructions issued by the Govt. time to time and instructions incorporated in the Act/Manual.	FCR's Amended March 2000 standing order No. 28.

		<p>Act 1954 Act No. 12.</p> <p>9) The Displaced persons (Compensation &amp; Rehabilitation) Act. No. 44.</p> <p>10) Building Site Act 1948.</p> <p>11) The Punjab Preserservation Act 1980.</p> <p>12) The Punjab Minor Mineral concession Rules 1964.</p> <p>13) Scrutinization and Reconstruction of Financial Assests &amp; enforcement of Security Interest Act 2002.</p> <p>14) The Punjab Public Money Act 1983.</p> <p>15) Revenue Recovery Act 1890 (Act 1 of 1890)</p> <p>16) The Punjab Scheduled Caste Land improvement and Finance Corporation Act.1970.</p> <p>17) Rules under Ligh &amp; Migh Loans.</p> <p>18) The Public Premises (Eviction of Un-authorized occupants)</p> <p>19) The Public Premises (Eviction of Un-authorized occupants) Rules 1958.</p> <p>20) Revenue</p>		
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		Recovery Act.1890.		
14.	DRA (T) Branch	1. Punjab Flood and other Emergency Relief Manual. 2. Revenue Recovery Act 1890. 3. Land Improvement Loans Act 1910. 4. Agriculturists Loans Act, 1884.	--do--	--
15.	HRC Branch	1. Punjab Registration Manual 1919. 2. Punjab Stamp Manual/Rules 1934. 3. Punjab Document Writer Licensing Rule 1961.	---	--
16.	SK Branch Revenue Br.	1. Punjab Land Record Manual. 2. Punjab Administration Manual.	---	---
17.	Dev. Branch	1.Dev. branch Punjab Panchayati Raj Act 1994 & Pb. Panchayati Raj Act 1994 and Pb. village Common Land Act 1961.  2. Planning Branch Punjab Panchayati Raj Act 1994 & Pb. Panchayati Raj Act 1994 and Pb. Village Common Land Act 1961.  3. RES Branch Punjab Panchayati Raj Act 1994 & Pb. Panchayati Raj Act 1994 and Pb. village Common Land Act 1961.  4. CFA Branch,	---  ---  ---  ----	As per record provided by the concerned BDPOs.  --do--  --do--  --do--

		<p>Punjab Panchayati Raj Act 1994 &amp; Punjab Panchayati Raj Act 1994 and Punjab Village Common Land Act, 1961.</p> <p>5. Reader to DDPO, Punjab Panchayati Raj Act 1994 &amp; Pb. Panchayati Raj Act 1994 and Pb. village common land Act 1961.</p>	---	--do--
18.	Tehsildar (Election)	<ol style="list-style-type: none"> <li>1. Representation of People Act, 1950.</li> <li>2. Representation of People Act 1951.</li> <li>3. Registration Election Rules 1960.</li> <li>4. Conduct of Elections Rules 1961.</li> </ol>	--	---

## ANNEXURE-6

Publication of information regarding items specified by Rule-4(I) b (vi) of the Right to Information Act-2005.

(Statement of the categories of documents that are hold or under control)

Name of the office : Deputy Commissioner, Gurdaspur.

Sr. No.	Name of the Branch	Category of document.
1.	Peshi Branch (DC)	Receipt Register/institution Registers, Summoning Register, Cause list register, sending of record to the Higher Courts and to the Copying Agencies.
2.	Peshi Branch (ADC)	i) Peshi Register (To be maintained by Reader Asstt.) ii) Mutation Appeals Register. iii) Election Petitions Register. iv) u/s 47-A (Indian Stamp Act) Register. v) Revenue Judicial Register. vi) Ejectment Register. vii) Misc. Register. viii) Reg. sending of files to Copying Agency. ix) Deficiency Register of Stamp Duty. x) Inspection of files. xi) Notice Register. xii) Dairy Register (General/DO/TPM) xiii) Despatch Register. xiv) Register Reg. receiving & sending of record of lower revenue courts. xv) Departmental Enquiries Register. xvi) Register reg. decided cases (to be maintained by Reader). xvii) Register regarding sending of files to Higher Appellate Courts. xviii) File reg. challans of consigned files. xix) File reg. instructions of various subjects. xx) File reg. inspection of records. xxi) File reg. correspondence on various subjects. xxii) File reg. statements of court cases.
3.	Estt. Branch	Receipt Register/Movement Register/Catalogue Register/TPM Register/Bill Register/Token Register/TA Cheque Register/Incumbency Register.
4.	Misc. Branch	i) Receipt Register/Movement Register. ii) FAX/TPM receipt register. iii) Government receipt register. iv) Surviving family Member movement register. v) DO Receipt register.
5.	GP Fund Register	i) Dispatch Register. ii) Dairy Register. iii) Instruction file. iv) Ledger books of class iii/iv employees.

		<ul style="list-style-type: none"> <li>v) Bill Register.</li> <li>vi) Bill Token Register.</li> <li>vii) Register reg. allotment of new GPF Account No.</li> <li>viii) File reg. allotment of new GPF Account No.</li> <li>ix) File reg. nomination of GPF.</li> <li>x) File reg. nomination of GPF.</li> <li>xi) File reg. sending scheduled to GPF of Gazetted Officers to the Govt.</li> <li>xii) File reg. GPF Schedules.</li> <li>xiii) File reg. GIS Schedules.</li> <li>xiv) File reg. GIS Nomination.</li> <li>xv) File reg. reconciliation of accounts of GIS.</li> <li>xvi) File reg. GIS Payment.</li> <li>xvii) File reg. GIS Book Transfer yearly insurance funds.</li> </ul>
6.	LPA Branch	<ul style="list-style-type: none"> <li>i) Receipt Register.</li> <li>ii) Misc./ Govt. Register</li> <li>iii) Dispatch Register.</li> <li>iv) DO Register.</li> <li>v) Register reg. NOC to the Petrol Pump.</li> <li>vi) Register reg. weapon carry permit.</li> <li>vii) Register reg. countersign.</li> <li>viii) Register reg. weapon release.</li> <li>ix) Register reg. Cash Book.</li> <li>x) License Register (Thana-wise)</li> </ul>
7.	DN Branch	Receipt Register/Despatch Register/Court Register/DO /TPM Register/Cash Books/ Bills Register, Files reg. work being done in the branch.
8.	GPF (SK)/Passport Branch	<ul style="list-style-type: none"> <li>i) Despatch Register.</li> <li>ii) Diary Register.</li> <li>iii) Insurance file.</li> <li>iv) Ledger Books.</li> <li>v) Register reg. allotment of New GPF Account No.</li> <li>vi) File regarding allotment of New GPF Account No.</li> <li>vii) File regarding Nomination GPF.</li> <li>viii) File regarding GPF Advance cases.</li> <li>ix) File reg. GPF Schedules.</li> <li>x) File reg. correspondence for the supply of Passport forms.</li> <li>xi) Passport Forms Register.</li> <li>xiii) Diary/Despatch Register of Passport Branch.</li> </ul>
9.	LFA Branch	Receipt Register/Despatch Register/DO Register/ TPM Register/Catalogue Register, files regarding the work being done in the Branch.
10.	RIA Branch	Receipt Register/Despatch Register, DO Register, TPM Register, Catalogue Register, Stationary Register, Court Cases Register, Stamp Register, Register reg. Character Verification Rolls/Type register, Library Register, Files reg. the work being done in the branch.
11.	Copying Branch	
	i) Register Nawis.	CD-2 Register of applications and Realizations of fees.

	<p>ii) File Fetcher</p> <p>iii) Copyist</p> <p>iv) Judicial Record Mall</p>	<p>CD-3 Daily Income Register.</p> <p>CD-7 File fetchers handbook of application received as requisitions for file.</p> <p>CD-8 Register of files issued to and returned from Copying Agencies to be maintained by file fetcher. Court Ahlmad and Record Keeper.</p> <p>CD-5 Register of individual daily out-turns to be maintained by each copyist.</p> <p>i) Village Directory.  ii) Goshwara Register.  iii) R Book.  iv) Applications received register.  v) To sent the record to the Copying Agency.  vi) Misc. (Revenue) Register.  vii) Concerned Civil Court Register.  viii) To send the record to District Court.  ix) Receipt Register.  x) Despatch Register.  xi) Inspection of Record.  xii) Destruction of Record.  xiii) Deficiency of court fee register.</p>
12.	CEA Branch	<p>i) Receipt/Despatch Register.  ii) DO Register.  iii) TPM/Fax Register  iv) Catalogue Register.  v) Lok Suwidha Camp Register including complaints received therein.  vi) Complaint register (department wise complaint type wise)  vii) Disposal of complaints register.  viii) Files pertaining to the work being done.</p>
13.	DRA (M) Branch	<p>Receipt Register/ Despatch Register/ Catalogue Register/ TPM Register/Fax Register/Stock Register/ Court case register/ Kisan Bandi Chowkidara, Kisan bandi land revenue, Kisan Bandi Ligh/Migh, Kisan Bandi Additional Mall/Record Fees/Mutation Fees.</p>
14.	DRA (T) Branch	<p>Cash Book/ Cheque Book/ Instruction file/ Bill Register/ Token Register/ Files about civil suits/ Rain Fall Register/ Stock Register.</p> <p>Receipt Register/ Despatch Register/ Catalogue Register/ TPM Register/ Fax Register/ DO Register</p>
15.	HRC Branch	<p>Receipt Branch/ Catalogue Register/ Despatch Register/ TPM Register/ Fax Receipt Register/ DO Register/ Cash Book.</p>

16.	<p>SK Branch</p> <p>i) NSK-1</p> <p>ii) NSK-11</p> <p>iii) Office Kanungo (District)</p> <p>iv) Asstt. Office, Kanungo</p> <p>v) Thur Sem Kanungo</p> <p>vi) Patwari-1</p> <p>vii) Patwari-11</p> <p>viii) Patwari Agrarian</p> <p>ix) Moharar Mal</p> <p>x) Stastical Clerk</p> <p>xi) Bill Clerk</p>	<p>Files relating to departmental Enquiries of Patwaris &amp; Kanungo. Files about the civil suits, High Court and Civil Court of Patwaries and Kanungo.</p> <p>Files relating to Govt. informations and computerization of land record.</p> <p>Excerpts Register, Stationary and indent register.</p> <p>Monthly statements Mutation Jamabandies and about Khasra Girdawari Register.</p> <p>Thur, Sem, Choe, ret etc. Register.</p> <p>Files relating to transfer, promotions/ vacant posts, seniority list, send patwari for refresh course, send the patwari/kanungo computer training. Roster Register of Patwaris and Kanungos.</p> <p>Files relating to disposal of public complaints and personal files of patwaris and kanungos.</p> <p>Files relating to Surplus Land in the District.</p> <p>Copying Application received Register &amp; Despatch Register.</p> <p>Rain Fall Register, Despatch Register, Receipt Register, TPM Register, Fax Register, DO Register.</p> <p>Bill Register, Token Register, TA Register, Cash Book.</p>
17.	<p>Dev. Branch</p> <p>Planning Branch</p> <p>RES Branch</p> <p>Reader to DDPO</p> <p>Steno to DDPO</p>	<p>Receipt Register, Catalogue Register, Despatch Register, Court cases register, complaints register.</p> <p>Receipt &amp; Despatch Register, Cash Book, Bill Register, Token Register.</p> <p>Receipt &amp; Despatch Register, Cash Book, Token Register, Court Cases Register, Cheque Register.</p> <p>Peshi Register, Receipt Register, Cause lists, institutions Register, Movement Register, Files Inspection Register</p> <p>Receipt and Despatch, Telephone Register.</p>

18.	Tehsildar (Election)	<ul style="list-style-type: none"><li>i) Stock Register.</li><li>ii) DO Register.</li><li>iii) Summoning Register.</li><li>iv) Cash Book.</li><li>v) Stock Register for voter lists.</li><li>vi) Stationary Register.</li><li>vii) Stamp Register.</li><li>viii) Computer Article Register.</li><li>ix) Ballot Boxes Register.</li><li>x) Electronic Voting Machine Register.</li><li>xi) Movement Register.</li></ul>
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### ANNEXURE-7

Publication of information regarding items specified by Rule-4(l) b (vii) of the Right to information Act-2005.

(The particulars of any arrangement that exists for consultation with or representation by the member of public in relation to the formulation of policy or implementation thereof).

Name of the office : Deputy Commissioner, Gurdaspur.

Sr. No.	Name of the Branch	Details/ Type of arrangements made.
1.	Dev. Branch	During General Meetings of Rabbi & Kharif Consultation/participation of public is sought in which work done by Panchayat is put up to the Gram Sabha of the village for approval. For doing work various committees like material purchase committee, estimate committee are also formed by Panchayats.

### ANNEXURE-7

Publication of information regarding items specified by Rule-4(I) b (viii) of the Right to information Act-2005.

(Statement of the boards, councils, committee and other bodies).

Name of the office : Deputy Commissioner, Gurdaspur.

Name of Board	Name of councils	Name of Committee	Name of other bodies	Whether meeting of these bodies are open to public (yes/no)	Whether the meetings are accessible for public (yes/no)
CEA Branch	-	1. District Grievances Redressal Committee 2. District Level Advisory Committee of Pensioners (DLAPC)	--	Yes	Yes
LFA Branch	-	District Level Committee under Solid Waste Management and Holdings Rules-2000.	--	Yes	Yes
DRA (M) Branch	-	Price Fixation Committee	-	Yes	Yes.

### ANNEXURE-9

Publication of information regarding items specified by Rule-4(I) b (vix) of the Right to information Act-2005.

(Directory of Officers & Employees).

Name of the office : Deputy Commissioner, Gurdaspur.

Sr. No.	Name of the officer/employee Sh./Smt.	Designation	Telephone/Mobile No.
1.	Neelkanth Awhad, IAS	Deputy Commissioner, Gurdaspur	01874-224501, 224270 & 247500.
2.	Ajmer Singh, PCS	ADC, Gurdaspur	245407, 245153
3.	Post Vacant	Assistant Commissioner (G), Gsp.	245379
4.	Post vacant	AC (Gr.), Gurdaspur	247964
5.	Jatinder Singh	District Revenue Officer, Gurdaspur	
6.	Paramjit Singh	DDPO, Gurdaspur	245386
7.	Mohinder Singh	Supdt. (Rev.)	247500
8.	Vacant	Supdt. Grade-1	247500
9.	Hira Lal Dogra	Supdt. (Gen)	98723-48300
10.	Ramesh Kumar Soni	PA to DC	224501, 224270
11.	Raghbir Singh	Sr. Asstt.	224942
12.	Ashok Dutta	Sr. Asstt.	01871-245047
13.	Vijay Kumari	Sr. Asstt.	98761-93485
14.	Gurdial Singh	Sr. Asstt.	01871-254369
15.	Sukhdev Singh	Sr. Asstt.	98159-79301
16.	Subash Chander Sharma	Sr. Asstt.	247500
17.	Kuldeep Singh	Sr. Asstt.	94174-83579
18.	Vipan Thakur	Sr. Asstt.	98726-67613
19.	Rakesh Pathank	Sr. Asstt.	98154-67218
20.	Satnam Singh	Sr. Asstt.	243129
21.	Puran Chand	Sr. Asstt.	247225
23.	Tarsem Chand	Sr. Asstt.	247500
24.	Subash Chander-II	Sr. Asstt.	
25.	Satnam Singh	Sr. Asstt. (SK)	98550-38231
26.	Bua Dass	NSK-1	98726-41122
27.	Janak Raj	NSK-11	220386
28.	Sukhwinder Singh	Special Kanungo	98729-26454
29.	Ram Lubhaya	Jr. Asstt.	240947
30.	Balwinder Kaur	Stenotypist	98889-42709
31.	Darshana Devi	Stenotypist	243488

32.	Dharamvir	Stenotypist	243360
33.	Laxmi Devi	Stenotypist	98888-26746
34.	Manjit Kaur	Stenotypist	245145
35.	Kulwinder Singh	Jr. Asstt.	98140-27579
36.	Madhu	Jr. Asstt.	246853
37.	Prabhdyal	Jr. Asstt.	98156-62636
38.	Kulwant Kaur	Jr. Asstt.	242343
39.	Surinder Kumar	Jr. Asstt.	220782
40.	Mulakh Raj	Jr. Asstt.	222550
41.	Kuljeet Singh	Jr. Asstt.	266098
42.	Balwinder Kaur	Jr. Asstt.	247500
43.	Devi Rani	Jr. Asstt.	247500
44.	Arvind Kaur	Jr. Asstt.	247500
45.	Manjit Singh	Jr. Asstt.	247500
46.	Surinder Kaur-2	Jr. Asstt.	247500
47.	Narpinder Singh Bedi	Jr. Asstt.	98148-92162
48.	Shanti Lal	Jr. Asstt.	247500
49.	Narinder Dev	Jr. Asstt.	98550-63125
50.	Rajeev Kumar	Jr. Asstt.	500245
51.	Sukhwinder Singh	Jr. Asstt.	247500
52.	Om Parkash Puri	Jr. Asstt.	247500
53.	Dalbir Singh	Jr. Asstt.	247500
54.	Paramjit Kaur	Jr. Asstt.	256994
55.	Satpal	Jr. Asstt.	245407
56.	Sukhwarsha	Jr. Asstt.	203188
57.	Lakhwinder Singh	Clerk	93561-37935
58.	Harjinder Singh	Clerk	98157-08926
59.	Neelam Kumari-1	Clerk	01875-202399
60.	Harjit Kaur	Clerk	98149-55650
61.	Balwinder Kumar	Clerk	98766-15886
62.	Raj Kumar	Clerk	277706
63.	Kailash Devi	Clerk	98550-65214
64.	Jaspinder Pal Kaur	Clerk	241496
65.	Dalbir Kaur	Clerk	247500
66.	Amarjit Singh	Clerk	94172-15857
67.	Manohar Lal	Clerk	247500
68.	Neelam Saini	Clerk	247500
69.	Gurjinder Singh	Clerk	98550-76732
70.	Munish Sahni	Clerk	241158
71.	Gourav Luthara	Clerk	98882-14110
72.	Manjit Singh	Clerk	247500
73.	Vijay Kumar	Clerk	247500
74.	Kulwant Kaur	Clerk	247500
75.	Mohini Kaur	Clerk	247500
76.	Rajinder Kumar	Clerk	92177-85616
77.	Neelam Kumari-1	Clerk	247500
78.	Neelam Kumari-II	Clerk	202399
79.	Kashmiri Lal	Clerk	01875-276822
80.	Sunil Dogra	Clerk	98157-03725

81.	Gurinder Singh Bajwa	Clerk	98554-20010
82.	Parbodh Chander	Driver	98726-68087
83.	Ajit Singh	Driver	98143-24739
84.	Kuldeep Singh	Driver	247500
85.	Prem Nath	Jamadar	98721-82034
86.	Mohan Lal	Daftri	247500
87.	Chaman Lal	Peon	247500
88.	Avtar Singh	Peon	93162-77370
89.	Joginder Pal	Peon	247500
90.	Ram Raj	Peon	247500
91.	Manohar Lal	Peon	247500
92.	Sri Ram	Peon	247500
93.	Rakesh Kumar	Peon	247500
94.	Urmala Devi	Peon	247500
95.	Sukhwinder Kaur	Peon	247500
96.	Surinder Kumar	Peon	247500
97.	Gagandeep	Peon	247500
98.	Kishori Lal	Peon	247500
99.	Bhupinder Singh	Peon	247500
100.	Ajay Kumar	Peon	247500
101.	Paramjit	Peon	247500
102.	Satya Devi	Peon	247500
103.	Bansi Lal	Mali	247500
104.	Kamal Kishore	Mali	247500
105.	Narinder Kumar	Mali	247500
106.	Kuldeep Kumar	Chowkidar	247500
107.	Surinder Kumar	Chowkidar	247500
108.	Surinder Kumar-11	Chowkidar	247500
109.	Leela Devi	Sweeper	247500
110.	William	Sweeper	247500
111.	Mehngi	Peon	247500
112.	Jai Singh	Peon	247500

### ANNEXURE-10

Publication of information regarding items specified by Rule-4(I) b (x) of the Right to information Act-2005.

(Monthly remuneration received by the officer and employees).

Name of the office : Deputy Commissioner, Gurdaspur.

Sr. No.	Name of the officer/employee Sh./Smt.	Designation	Salary (in Rs.)
1.	Neelkanth Awhad, IAS	Deputy Commissioner, Gurdaspur	
2.	Ajmer Singh, PCS	ADC, Gurdaspur	
3.	Post Vacant	Assistant Commissioner (G), Gsp.	
4.	Post Vacant	AC (Gr.), Gurdaspur	
5.	Jatinder Singh	District Revenue Officer, Gurdaspur	
6.	Paramjit Singh	DDPO, Gurdaspur	
7.	Mohinder Singh	Supdt. (Rev.)	19651/-
8.	Vacant	Supdt. Grade-1	
9.	Hira Lal Dogra	Supdt. (Gen)	20777/-
10.	Ramesh Kumar Soni	PA to DC	17961/-
11.	Raghbir Singh	Sr. Asstt.	14173/-
12.	Ashok Dutta	Sr. Asstt.	16385/-
13.	Vijay Kumari	Sr. Asstt.	14583/-
14.	Gurdial Singh	Sr. Asstt.	17398/-
15.	Sukhdev Singh	Sr. Asstt.	17961/-
16.	Subash Chander Sharma	Sr. Asstt.	15033/-
17.	Kuldeep Singh	Sr. Asstt.	17973/-
18.	Vipan Thakur	Sr. Asstt.	17362/-
19.	Rakesh Pathak	Sr. Asstt.	13679/-
20.	Satnam Singh	Sr. Asstt.	
21.	Subash Chander-1	Sr. Asstt.	16385/-
22.	Puran Chand	Sr. Asstt.	14595/-
23.	Tarsem Chand	Sr. Asstt.	15483/-
24.	Subash Chander-II	Sr. Asstt.	13764/-
25.	Satnam Singh	Sr. Asstt. (SK)	16135/-
26.	Bua Dass	NSK-1	15935/-
27.	Janak Raj	NSK-11	15935/-
28.	Sukhwinder Singh	Special Kanungo	12535/-
29.	Ram Lubhaya	Jr. Asstt.	13764/-
30.	Balwinder Kaur	Stenotypist	8236/-

31.	Darshana Devi	Stenotypist	11798/-
32.	Dharamvir	Stenotypist	13602/-
33.	Laxmi Devi	Stenotypist	8236/-
34.	Manjit Kaur	Stenotypist	10740/-
35.	Kulwinder Singh	Jr. Asstt.	10181/-
36.	Madhu	Jr. Asstt.	14173/-
37.	Prabhdayal	Jr. Asstt.	11798/-
38.	Kulwant Kaur	Jr. Asstt.	11038/-
39.	Surinder Kumar	Jr. Asstt.	11798/-
40.	Mulakh Raj	Jr. Asstt.	
41.	Kuljeet Singh	Jr. Asstt.	12945/-
42.	Balwinder Kaur	Jr. Asstt.	11798/-
43.	Devi Rani	Jr. Asstt.	12945/-
44.	Arvind Kaur	Jr. Asstt.	11471/-
45.	Manjit Singh	Jr. Asstt.	11143/-
46.	Surinder Kaur-2	Jr. Asstt.	14088/-
47.	Narpinder Singh Bedi	Jr. Asstt.	11798/-
48.	Shanti Lal	Jr. Asstt.	8065/-
49.	Narinder Dev	Jr. Asstt.	9259/-
50.	Rajeev Kumar	Jr. Asstt.	10816/-
51.	Sukhwinder Singh	Jr. Asstt.	13354/-
52.	Om Parkash Puri	Jr. Asstt.	12945/-
53.	Dalbir Singh	Jr. Asstt.	12945/-
54.	Paramjit Kaur	Jr. Asstt.	11782/-
55.	Satpal	Jr. Asstt.	13764/-
56.	Sukhwarsha	Jr. Asstt.	15483/-
57.	Lakhwinder Singh	Clerk	10488/-
58.	Harjinder Singh	Clerk	7990/-
59.	Neelam Kumari-1	Clerk	8973/-
60.	Harjit Kaur	Clerk	7281/-
61.	Balwinder Kumar	Clerk	10488/-
62.	Raj Kumar	Clerk	8731/-
63.	Kailash Devi	Clerk	6843/-
64.	Jaspinder Pal Kaur	Clerk	8236/-
65.	Dalbir Kaur	Clerk	6843/-
66.	Amarjit Singh	Clerk	7990/-
67.	Manohar Lal	Clerk	8481/-
68.	Neelam Saini	Clerk	8481/-
69.	Gurjinder Singh	Clerk	9550/-
70.	Munish Sahni	Clerk	8065/-
71.	Gourav Luthara	Clerk	6843/-
72.	Manjit Singh	Clerk	7930/-
73.	Vijay Kumar	Clerk	9874/-
74.	Kulwant Kaur	Clerk	8727/-
75.	Mohini Kaur	Clerk	10095/-
76.	Rajinder Kumar	Clerk	9874/-
77.	Neelam Kumari-1	Clerk	8973/-
78.	Neelam Kumari-II	Clerk	8481/-
79.	Kashmiri Lal	Clerk	9874/-

80.	Sunil Dogra	Clerk	7293/-
81.	Gurinder Singh Bajwa	Clerk	7950/-
82.	Parbodh Chander	Driver	10511/-
83.	Ajit Singh	Driver	12128/-
84.	Kuldeep Singh	Driver	7499/-
85.	Prem Nath	Jamadar	11903/-
86.	Mohan Lal	Daftri	11068/-
87.	Chaman Lal	Peon	8100/-
88.	Avtar Singh	Peon	9078/-
89.	Joginder Pal	Peon	10921/-
90.	Ram Raj	Peon	9097/-
91.	Manohar Lal	Peon	8586/-
92.	Sri Ram	Peon	9376/-
93.	Rakesh Kumar	Peon	6743/-
94.	Urmala Devi	Peon	9347/-
95.	Sukhwinder Kaur	Peon	6374/-
96.	Surinder Kumar	Peon	8979/-
97.	Gagandeep	Peon	8720/-
98.	Kishori Lal	Peon	9655/-
99.	Bhupinder Singh	Peon	6743/-
100.	Ajay Kumar	Peon	6539/-
101.	Paramjit	Peon	9671/-
102.	Satya Devi	Peon	8341/-
103.	Bansi Lal	Mali	11248/-
104.	Kamal Kishore	Mali	9078/-
105.	Narinder Kumar	Mali	8279/-
106.	Kuldeep Kumar	Chowkidar	9871
107.	Surinder Kumar	Chowkidar	9871/-
108.	Surinder Kumar-11	Chowkidar	5920/-
109.	Leela Devi	Sweeper	9671/-
110.	William	Sweeper	10921/-
111.	Mehngi	Peon	9364/-
112.	Jai Singh	Peon	8341/-

### ANNEXURE-11

Publication of information regarding items specified by Rule-4(l) b (xi) of the Right to information Act-2005.

Name of the office : Deputy Commissioner, Gurdaspur.

Sr. No.	Name of the Branch	Head/item of the Budget	Proposed Expenditure during the year 2005-2006
1.	Estt. Branch	Head"2053"-Distt. Admn. Salary Office Expenditure POL Telephone TA Medical Reimbursement Other charges	4,50,00,000/- 18,50,000/- 34,22,800/- 5,10,000/- 1,30,000/- 1,50,000/- 80,000/-
2.	District Nazar	1. "2053-(DAOE) 2. "2053-POL 3. "2053-Telephone 4. Material Supply 5. Other Charges	18,50,000/- 32,22,000/- 5,10,000/- 1,20,000/- 80,000/-
3.	Copying Branch/ Judl. Record Mall.	"0070-Copying Agency	
4.	DRA(T)	1. "2245-Relief on account of Natural Calamity 2. Receipt Principal only Act XII of 1884. 3. Receipt 0049 interest only Act XII of 1884. 4. Receipt 0049 interest only Act XII of 1884. 5. Receipt Principal & 0049-interest-6401-Loans for Crops Husbandry Loans for purchase of Tractor with equipment. 6. Receipt Principal & 0049-	1,22,55,200/-

		<p>interest-6401-Loans for Crops Husbandry Land reclamation through Manual Labour.</p> <p>7. Receipt Principal &amp; 0049-interest 6402-Loans for Soil and Water Conservation of pumping set/tubewell.</p> <p>8. Receipt Principal &amp; 0049-interest-6402-Loans for self Soil and Water Conservation Loan for sinking repair of tubewell.</p> <p>9. Receipt Principal 0049-interest-6225-Loans for Welfare of Schedule Caste &amp; Schedule Tribes and other Backward Classes-Loans to Harijans for purchase of land.</p> <p>10. Receipt Principal only-6216-Loans for repair of houses in urban areas.</p> <p>11. Receipt 0049-interest only-6216-Loans for repair of houses in urban areas.</p> <p>12. Receipt 0049-Principal and 0049-interest –6516-Loans for other Rural Development Loans under NES.</p> <p>13. Expenditure only 2401-crop Husbandry-800-Other expenditure-03 irrecoverable temporary loan &amp; Advance written off.</p>	
5.	HRC Br.	2030-Stamps & Registration (Commission of the Stamp Vendors)	48,20,684/- up to 31.1.2006
6.	SK branch	2029 Land Revenue 103 Land Record 02 District Admn.	60095000 Distt. 6000000 SK Br.
7.	Tehsildar (Election)	<p>Salary</p> <p>PP &amp; SS</p> <p>TA</p> <p>OE</p> <p>POL</p> <p>Telephone</p> <p>Total</p>	<p>7824743</p> <p>29333</p> <p>25798</p> <p>141970</p> <p>29581</p> <p>9391</p> <p>2207766</p>

**ANNEXURE-12**

Publication of information regarding items specified by Rule-4(l) b (xii) of the Right to information Act-2005.

(The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes).

Name of the office : Deputy Commissioner, Gurdaspur.

Sr. No.	Name of the Branch	Scheme under manner of execution amount details of subsidy given of subsidy programme allocated beneficiaries (Rs.)
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----Not Applicable----

**ANNEXURE-13**

Publication of information regarding items specified by Rule-4(I) b (xiii) of the Right to information Act-2005.

(Particulars of recipients of concessions, permits for authorizations granted)

Name of the office : Deputy Commissioner, Gurdaspur.

Sr. No.	Name of Branch	Concessions/permit Authorization grant.	Name of the recipient.	Address of the recipient.
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-----Not Applicable-----

**ANNEXURE-14**

Publication of information regarding items specified by Rule-4(I) b (xiv) of the Right to information Act-2005.

(Details in respect of the information available reduced in an electronic form)

Name of the office : Deputy Commissioner, Gurdaspur.

Sr. No.	Name of the Branch	Type of Information.
1.	District Nazar Branch	Most of the work of this branch done through computer. The information regarding expenditure available in the branch only.
2.	RIA Branch	Efforts are being made to computerize the data of RIA Branch
3.	Copying Branch/Judicial Record Room Mall.	Copying work is still in the process of computerizing.

We are in the process of computerizing the work of various branches of D.C. Office.

### ANNEXURE-15

Publication of information regarding items specified by Rule-4(l) b (xv) of the Right to information Act-2005.

(Particulars of facilities available to citizens for obtaining information)

Name of the office : Deputy Commissioner, Gurdaspur.

Sr. No.	Name of Branch	Facilities Available	Remarks (No. of days in a week/timing etc.)
1.	Peshi Branch (DC)	DC is always available for public general meeting in the office/camp office to hear the grievances of the General Public.  Daily from 12.00 noon to 1.30 PM is earmarked for meeting public/Govt. officials.	--
2.	Peshi Branch (ADC)	ADC is always available for public general meeting, when he is present in the office to hear the grievances of the General Public.	--
3.	Officer Incharge of distinguish branches.	Public can see the officer incharge at any time on any working day. Efforts are always made redress the genuine grievances of the public	--

### ANNEXURE-16

Publication of information regarding items specified by Rule-4(I) b (xvi) of the Right to information Act-2005.

(Names, Designation and other particulars of the public information, officers)

Name of the office : Deputy Commissioner, Gurdaspur.

Sr. No.	Name of State Publication Information	Designation	Tele No./office/ Residence	Residential Address	Asstt. State Publication Information Officer	Telephone	Residential Address.
1.	Sh. Neelkanth Awhad, IAS	DC Gsp.	01874-247500 (o) 224501 & 224270 (Res.)	Near Fish Park, Gsp.	Sh. Charandev Singh Mann, PCS, AC(G), Gsp.	245379	Officer colony, Gsp.
2.	Sh. Paramjit Singh	DDPO, Gsp.	245386		Subash Chander	245386	
3.	Sh. Babu Lal, IAS	Joint CEO, Pb. Chandigarh Addl. Secy. Election Deptt. Pb.	0172-2704779 (o) 2725971 (R)	Kothi No. 3422, Sec. 24-D, Chd.	Sh. Amar Nath, Electoral Officer	98153-72039 0172-2704701	H.No. 320, Sector 22-A, Chd.