

DEPUTY COMMISSIONER, PATIALA

Publication of 17 MANUALS Under Section 4(1)(b) of THE RIGHT TO INFORMATION ACT-2005

MANUAL-1

The particulars of its organization, functions and duties:

I. DEPUTY COMMISSIONER PATIALA

The Deputy Commissioner is responsible for implementing State Government's programmes and policies at the grass root level and collecting information regarding the needs and facilities to be provided to the general public, their difficulties and redressal etc. and making the government aware of these. In fact, the Deputy Commissioner is the Government at the district level.

The Deputy Commissioner acts as a link between Central and State Govt. and co-ordinates their programmes. The Deputy Commissioner also conduct the Parliamentary/Legislative election process with the assistance of S.D.Ms/Tehsildars and Tehsildar (Election). The Deputy Commissioner evaluates the working of all govt. departments within the district and looks after the law and order situation the district. In times of any natural calamity like floods, locusts, drought, storms etc, the Deputy Commissioner is the primary relief agency. During the occurrence of natural calamities or during the internal or external disturbances, the Deputy Commissioner calls for military assistance and co-ordinates the efforts of the Civil-Military administration. There are number of other officers at the district headquarters such as ADC, A.C.(G), A.C. (Gr.), E.M., DRO, DDPO etc. for the assistance of the Deputy Commissioner to carry out the District Administration. At the sub division level, the SDM is responsible for the administration who is assisted by the Tehsildar/Naib Tehsildar, BDPO, Kanungos, Patwaris and other officials. In fact, more than being an officer, the Deputy Commissioner is actually an institution itself, under whose auspicious governance democracy reaches every nook and corner of the district.

The D.C. is thus the fulcrum of the district administration. The D.C. also functions as District Collector, Member-Secretary District Planning and Development Board and heads the Red Cross and other intitutions. The D.C. is assisted by two A.D.C.s i.e. one A.D.C. (Gen.) and the second A.D.C. (Dev.). Office of the D.C. is located in the District Administrative Complex, Patiala.

In brief:-

The Deputy Commissioner as a Collector functions as an Appellate Court under various Acts, Election Tribunal, custodian of Govt. Lands etc.

The Deputy Commissioner as District Magistrate is responsible for the maintenance of law and order in the district.

As Deputy Commissioner, he is Representative of the Government and is responsible for the implementation of Govt. Policies and coordinating different departments.

As a Member Secretary of The District planning and development Board he ensures speedy implementation of Govt. scheme.

In addition to above the Deputy Commissioner is responsible to solve all kinds of problems/crises created from natural calamities, such a storm, floods, draught and other incidents etc. procurement of food grains, to attend public functions, protocol duties etc.

Ex-Officio he is President of District Red Cross Society, District Implementation committee of Punjab Land Records Society, District Sukhmani Society for Citizen Services, and is District head for successful implementation of and running of Govt. Schemes etc.

II. DUTIES AND FUNCTIONS OF ADDL. DEPUTY COMMISSIONER:

The Addl. Deputy Commissioner as a Collector deals with appeal cases of mutation, rent suits, Under Section 47-A of Indian Stamp Act. Marriage registered under Special Marriage Act., Work as Presiding Officer Election Tribunal in Election Petitions and Adjudicating Officer in Food Safety & Standards cases, The work of Dharam Arth Branch also sent directly to ADC (G). The Addl. Deputy Commissioner as an Addl. District Magistrate as also

- Responsible for the maintenance of law & order
- To deal with the cases of illegal weapons u/s 25/54/59 of The Arms Act.
- Deals with cases under section 25 of the Police Act.
- To issue and renew Arm licenses.

As Addl. Deputy Commissioner he:

- acts on behalf of D.C.
- hears appeals of House Tax,
As a Registrar decides cases under 47-A of Indian Stamp Act.

III. WORK OF ASSTT. COMMISSIONER (GEN.), PATIALA A.C. (G)

The Asstt. Commissioner (Gen.) deals with court work, some police station(s) are put under the jurisdiction of this officer and he deals with criminal cases u/s 107/150, 107/151 of Cr. P.C. Act etc. These cases are to be decided within a period of 6 months.

As a Secretary of House Allotment Committee (Lower), Patiala he supervises the work of Govt. quarters allotement i.e. New quarter Type-4, F-Type-4, Old quarter F.G.H.P. and M.I.G. Flats through this Committee.

Asstt. Commissioner (Gen.) also supervises the work of following branches:-

- Establishment Branch
- Nazar Branch
- PLA Branch
- House allotment
- Misc. Branch
- Suwidha Centre
- Peshi Branch

IV. WORK OF ASSTT. COMMISSIONER (GR.), PATIALA A.C. (GR.)

The Asstt. Commissioner (Gr.) deals with court work, some police station(s) are put under the jurisdiction of this officer and he deals with criminal cases u/s 107/150, 107/151 of Cr. P.C. Act etc. These cases are to be decided within a period of 6 months.

Asstt. Commissioner (Gen.) also supervises the work of following branches:-

- RRA Branch
- LBA Branch
- Record Room
- RIA Branch
- CIA Branch

- GP Fund 3 & 4 Branch
 - Dharam Arth Branch
 - Supervision over branches assigned by D.C.
- The procedure followed in the decision making process, including channels of supervision and accountability.

V. WORK OF EXECUTIVE MAGISTRATE (EM), PATIALA

This post is vacant, however upon posting of EM, some Police stations(s) are put under the jurisdiction of this officer and he deals with criminal cases under section 107/150,107/151 Cr.P.C. Act etc. These cases are to be decided with a period of 6 months.

Executive Magistrate also supervises control over the work of some branches of Office of D.C. whenever posted:-

Since the post is vacant, the work of above branch is looked after by other officers i.e. A.C. (Gen.)/A.C. (Gr.)

VI. DISTRICT REVENUE OFFICER (DRO), PATIALA

In view of the arduous nature of duties performed by a DRO with regard to revenue work, his work can at best be described as the hub of the Deputy Commissioner's office. A DRO acts as an important link between the administration and other departments during natural calamities like floods, draught etc. The duties of DRO include coordination among different CRO's and district administration especially in revenue matters. DRO has also the powers of Collector as well as Assistant Collector Ist Grade. To convene all monthly meetings of revenue officers and secondly as branch officer of various branches, DRO has to deal with the files of revenue branches allotted to him. As DRO, he also shares additional responsibilities as per directions of the Deputy Commissioner. He also supervises the revenue administration of DC Office i.e., Complaints of Revenue Officers, Kanungos, Patwaris and those against private person in respect of revenue matters and registration matters, reports with respect to district are sent by DRO to the higher authorities like FCR, IGR, Commissioner, to other Govt. departments, embossing of power attorney received from abroad, marriage registration under Hindu Marriage Act etc.

Court Work

In this district he has been vested with powers of Collector, Asst. Collector Ist Grade in contested mutations, revenue appeals, etc.

The following branches of D.C. Office are assigned to him (DRO)

- SK Branch
- DRA(M) Branch
- DRA (T) Branch
- HRC Branch
- Flood Branch
- RTI Branch
- Any other work especially assigned by the D.C.

Whenever post is vacant, the work of above branches is looked after by other officer.

VII. ASSTT. COMMISSIONER (UT), PATIALA

Apart from the training schedule, some branches are also allocated to AC (UT) whenever posted, for the purpose of office training and during the leave of A.C. (G) and A.C. (Gr.).

VIII. NAIB TEHSILDAR AGRARIAN, PATIALA

Supervision regarding cases of surplus land working under the supervision of DRO. Whenever post is vacant, this work is looked after by other officer.

MANUAL - 2

The powers and duties of its officers and employees.

Name of the office: Deputy Commissioner, Patiala.

Sr. No.	Name of Post	Powers and duties (in brief)
1	Deputy Commissioner, Patiala	Over all control of the office and supervision of all district officers.
2	Addl. Deputy Commissioner, Patiala	Court cases:- (1) As Collector Appeal against the orders of the A.C. Ist grade, rent suits, under section 47-A of Indian Stamp Act. (2) As ADC House Tax cases, Misc. cases (3) As Presiding Officer Election Tribunal in Election Petitions Panchayat (4)As Adjudicating Officer in Food Safety & Standards cases. As ADCL- Regular departmental inquiries and preliminary inquiries, supervision of all the branches of the D.C. Office and Red Cross Office and Administrative supervision of the district.
3	Asstt. Commissioner, General	1. To control Establishment Branch, Nazar Branch, PLA Branch, House allotment, Misc. Branch, Peshi Branch. 2. To deal with court cases u/s 107/150, 107/151, of Cr.P.C., work as allotted by District Magistrate 3. Supertintendence and general control of D.C. Office
4	Asstt. Commissioner, Grievances	Court work and supervision over branches assigned by D.C.
5	Executive Magistrate (Now vacant)	Court work and supervision over branches assigned by D.C.
6	District Revenue Officer	Supervision of the S.K. Branch , D.R.A. Branch, D.R.A.(T) Branch, H.R.C. Branch, Flood Branch, Punjab Land Record Society, RTI Branch and any other branches allotted by D.C. from time to time. Court work under The Punjab LR Act, The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948.
7	District Revenue Officer - cum - Consolidation Officer -cum- Collector -cum- AC Ist Grade	Court work under The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948 & Punjab LR Act, and various other Acts.
8	Superintendent Grade-1	Supervision of the MA Br., Nazir Br., PLA Br., E.A. Br., House Allotment, GPF & GIS Br. and general supervision of the staff of D.C. office.
9	Superintendent (General)	Supervision of the CIA Br., RRA Br., LBA Br., RIA Br., Peshi Br.
10	Superintendent (Revenue)	Supervision of the Dharam Arth Br., DRA (T), DRA (M), SK, HRC, Record Room, Agrarian.
11	Reader to DC	Deals with the court cases of Peshi Br., correspondence of judicial cases and other supervision of the Peshi Branch.
12	Reader to ADC	Deals with the court cases of ADC peshi branch, correspondence of judicial cases and other misc. work of the court of Addl. Deputy Commissioner. Deal with the cases of illegal weapons u/s 25/54/59 of the Arms Act. deals with the cases under section 25 of the Police Act.
13	Reader to Asstt. Comm. (G)	Deals with the court cases u/s 107/150/151-109 of Cr.P.C.
14	Reader to Asstt. Comm. (Gr.)	Deals with the court cases u/s 107/150/151-109 of Cr.P.C.
15	Reader to E.M.	Deals with the court cases u/s 107/150/151-109 of Cr.P.C.
16		
17	Assistant (MA Br.)	Supervision of Branch works relating to law and order, freedom fighters, character verification, dependent certificates, issue of licenses to cinemas and other misc. work.
18	District Nazir	Supervision of Branch
19	Asstt. (Establishment Br.)	Establishment relating to assistants, clerks and peons of the office.
20	Asstt. RIA Br.	Supervision of Branch reg. Receipt and dispatch all office dak.
21	Asstt. Record Room (Rev.)	Supervision of the record room and to issue certified copies of the consigned record to the applicant on request.
22	Assistant PLA Br.	Supervision of Branch

23	DRA (T)	To keep a record of recovery done by various C.R.Os, audit paras, inspections reports, rehabilitation work, flood work and general supervision.
24	DRA (R)	To deal with cases relating to land Acquisition ACt, Defence land Act, 1903 Nazool land rules and general supervision.
25	Sadar Kanungo	Establishment relating to patwaris and kanungos of the district and other misc. work. To prepare the budget under 2029 Head. To compile the statistical figure reg. crops, land, market rates of crops. Review of mutations, preparation of mussanas (Duplicate mutation) etc.
26	Head Registration Asstt.	To collect information regarding income from stamp duty registration fee. To keep record regarding issue and renew licenses of stamp vendors. To keep record regarding checking of the working of deed writers and to renew their licenses. To deal with notices under 80 CPC. To maintain book no. 1,3 and 4
27	Asstt. GPF Br. (Class III)	Supervision of Branch
28	Asstt. GPF Br. (Class-IV)	Supervision of Branch
29	Asstt. RRA Br.	Supervision of Branch
30	Asstt. LBA Br.	Supervision of Branch
31	Asstt. CIA Br.	Supervision of branch.
32	Agrarian Branch	Cases relating to surplus land
33	Asstt. Dharam Arth Branch	Supervision of branch reg. Govt. related mandir/deras

MANUAL-3

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

Name of the office: Deputy Commissioner, Patiala

Sr. No.	Name of the Branch	Level at which the case is initiated (Name of the Post)	Name of the post which deals with the case before sending to the decision making authority	Level at which decision made (Name of the post)
1	Peshi Branh (DC)	Clerk/Ahalmad	Reader/Supdt. Grade-2, A.C. (G), A.D.C.	D.C.
2	Peshi Br. (Addl. Deputy Commissioner)	Reader/Ahalmad	Addl. Deputy Commissioner	Addl. Deputy Commissioner
3	Asstt. Comm. (G)	Steno	A.D.C. (Gen.)	D.C.
4	Asstt. Comm. (Gr.)	Steno	A.D.C. (Gen.)	D.C.
5	Executive Magistrate	Reader/Steno	A.D.C. (Gen.)	D.C.
6	District Revenue Offier - cum- Consilidation Officer -cum- Collector -cum- AC Ist Grade	Reader/Steno	District Revenue Offier - cum- Consilidation Officer -cum- Collector -cum- AC Ist Grade	District Revenue Offier -cum- Consilidation Officer -cum- Collector -cum- AC Ist Grade
7	Misc. Branch	Clerk/Jr. Asstt.	Misc. Asstt., A.C (G),	D.C.
8	Nazir Branh	Clerk/Jr. Asstt.	Branch Asstt, Supdt. Grade (1), A.C (G), ADC	D.C.
9	Establishment Branch	Clerk/Jr. Asstt.	Estt. Asstt., A.C (G)	D.C.
10	Receipt and Issue Br.	Clerk/Jr. Asstt.	Br. Asstt., A.C (Gr)	D.C.
11	Copying & Record Room	Clerk/Jr. Asstt.	Br. Asstt., Supdt. (Revenue) A.C (Gr)	D.C.
12	RTI Br.	Clerk/Jr. Asstt.	D.R.O., A.D.C.	D.C.
13	P.L.A. Branch	Clerk/Jr. Asstt.	Br. Asstt., A.C (G)	A.D.M./D.M.
14	D.R.A. (T)	Clerk/Jr. Asstt.	Br. Asstt., Supdt.(R), DRO, ADC	D.C.
15	D.R.A.(R)	Clerk/Jr. Asstt.	Br. Asstt. ,Supdt.(R), DRO, ADC	D.C.
16	Sadar Kanungo Branch	Clerk/Jr. Asstt.	Sadar Kanungo ,Supdt.(R), D.R.O., A.D.C.	D.C.
17	Head Registration Branch	HRC	Br. Asstt., D.R.O., A.D.C.	D.C.
18	G.P.F. Branch (Class-3 and Class-4)	Clerk/Jr. Asstt.	Br. Asstt., Sudpt. (Grade-1), A.C (Gr)	D.C.
19	R.R.A. Branch	Clerk/Jr. Asstt.	Br. Asstt., Suptd. (Gen.), A.C (Gr),	D.C.
20.	Dharam Arth	Clerk/Jr. Asstt.	Br. Asstt., Supdt. (Rev.) A.C (Gr)	D.C./F.C.R.
21	LBA Branch	Clerk/Jr. Asstt.	Br. Asstt., Supdt. Grade-2, A.C (Gr), A.D.C.	D.C.
22	CIA	Clerk/Jr. Asstt.	Br. Asstt., A.C (Gr)	D.C.

MANUAL-4

To set norms for the discharge of the functions.

NAME OF THE OFFICE: Deputy Commissioner, Patiala

However, in order to stream line the office work and expeditious desposal of the case/complaints etc. received, the following norms are fixed.

Sr. No.	Name of the Branch	Name of work (Employee wise)	Norms set by the Deptt. (number of days taken for decision making)
1	Peshi Br. (D.C.)	Court work (Clerk, Ahlmad, Reader)	Depending on the nature of the cases, creation of new posts of Chowkidars & Numberdars
2	Peshi Br. (A.D.C.)	Court work (Reader, Ahlmad)	Depending on the nature of the cases. However the election petitions to be disposed of within six months
3	Asstt. Comm. (G)	Court work (Reader)	Depending on the nature of the cases
4	Asstt. Comm. (Gr.)	Steno	Depending on the nature of the cases
5	Executive Magistrate	Court work (Reader)	Depending on the nature of the cases
6	D.R.O. -cum- Consolidation Officer - cum- Collector -cum- AC Ist Grade	Court work (Reader)	Depending on the nature of the cases
7	Peshi Branch (D.C.)	Reader to DC	Deals with the court cases of Peshi Br., correspondence of judicial cases and other supervision of the Peshi Branch.
		P.C-1 (Ahlmdad)	Deal with approvals of the proposals received from Distt. Attorney, Approval for appointment of Lambardar after the death of Lambardar, completion of the court files, compliance of the orders recorded on files, consignment of record, collection of report regarding preparation of marriage ability certificate.
		P.C-2	Deals with custodial death, submission of reports regarding custodial deaths to the National/State Human Right Commission, Inspections of offices, Inspections of Jails, etc. collection and submission of Police reports regarding Parole, Legal opinion from District Attorney.
		P.C-3	Deals with cases of Parole, cases under section 14 of SARFEASI Act, disposal of summons received from various courts, Police protection.
8	Peshi Branch (A.D.C.)	Reader to A.D.C	Deals with the court cases of ADC peshi branch, correspondence of judicial cases and other misc. work of the court of Addl. Deputy Commissioner. Deal with the cases of illegal weapons u/s 25/54/59 of the Arms Act. deals with the cases under section 25 of the Police Act.
9	M.A. Branch	Sr. Asstt.	To scrutinize the files put up by the dealing clerk/Jr. Asstt. before sending to next higher official/officers immediately
		M-1	Deals with the work of Character verification who going to join Govt. jobs, Compensation in agricultural accidents and Hit & Run cases, Dependent/Succession/Income certificates, Issue handicapped Bus passes, Receipt of Branch related daak, Verification of SC/BC certificates, Providing emergency medical aid.
		M-2	Deals with the work of issue orders u/s 144 of Cr.P.C., Depute Duty Magistrate reg. Agitation and receive Memorandum from unions etc., Change of name in Ration card, all kinds of awards, , Issue of Excise & Custom exemption certificate, Financial Assistance to weaker section, Duty of Gazetted/Non Gazetted officer/official with vigilance deptt., Issue monthly duty roaster in Suwidha Centre, Patiala., Notary public cases.

	M.A. Branch	M-3	Deals with the Arrangements for VIP visit, to allot Title of Newspapers/magazine and printing presses, issue NOC to cinemas/video parlours, Counter sign of documents reg. going to abroad, issue Nativity certificate to N.R.I./P.R., Issue licence to Travel agents, Adoption of orphan child
		M-4	Deals with the all work of freedom fighters, functions such as Republic Day , Independence day & other district level functions, consolidate files reg. meeting with C.M., Chief Secretary, Divisional Commissioner and other Misc. works/Meetings.
10	Nazir Branch	District Nazir	General Supervision of the branch. To make payment of contingencies bills, maintain cash book.
		ADN-1	Work deal with contract of parking, canteen, meeting hall incharge, work under head 0070 misc. recovery of Katchary Compund, Civil suit of Katchary compound. Issue and renewal of Typing, Photostat, Computer, Photographers licenses to private persons for done works in Katchary Compound and Jan Sahaita Kender, Patiala. Issue of postage stamps to RIA Branch. Maintenance of Store and Stock register. Disposal of Government condemned vehicles and stores material at district level. Maintenance files and account of Patiala Mini Secretariat, Patiala
		ADN-2	To prepare budget and to maintain accounts of expenditure and prepare bills for send them District Treasury office. To receive cheques from District Treasury Office and to deposit them in the bank. Expenditure bills of Electricity, Water supply, Sewerage, Generator diesel and collection from other offices situated in Mini Secretariat, Patiala.
		ADN-3	Receipt and dispatch work of Nazir branch, Send indigent person's reports to courts, Revision of DC Rates regarding Daily wage employees in district.
11	Establishment Branch	Establishment Assistant	Supervision of Branch
		Establishment Clerk-1	<ol style="list-style-type: none"> 1. To deal with the all cases of Class-III employees regarding appointment / promotion / proficiency step up/disciplinary/transfer/leave, pay fixation, etc. 2. Maintenance of Roaster register of Class-III employees, 3. Regular enquiries of class-III employees, 4. Transfer and posting order of class III & class IV employees, 5. A.C.R. cases for Class-III employees, 6. Examination of Registration clerk, 7. maintain personal files of all class III employees, seat related dispatch, Inspection note.
		Establishment Clerk-2	<ol style="list-style-type: none"> 1. To deal with the cases of all Class-IV employees regarding appointment/promotion/proficiency step up/disciplinary/transfer/leave, pay fixation, regular enquiries, 2. A.C.R. cases for Class-IV employees, 3. Maintain personal files of class IV employees, 4. Seat related dispatch, 5. Medical bills of all employees (in service)
		Establishment Clerk-3	<ol style="list-style-type: none"> 1. To deal with the retirement cases of Class-III & Class-IV employees., 2. Retiree benefits 3. Diary of all branch, 4. Seat related dispatch, 5. Branch related court cases, 6. Medical bills of all retired employees.
		Establishment Clerk-4	<ol style="list-style-type: none"> 1. To deal regarding complaints/enquiries of all Gazetted officers, Class-III & Class-IV employees, 2. No due certificate of all the officers & officials, 3. Maintain personal files of all Gazetted officers, 4. Training files of all the officers, 5. Exams regarding Tehsildar & Naib Tehsildar.

	Establishment Branch	Bill Clerk	1. To prepare the pay bills/TA bills/ Medical bills/ Arrear bills & bills of retirees benefit, 2. Budget under head 2053 & 2235, 3. Income tax statements, 16-A forms etc of all the officers & employees, maintain bill book & ledger book, 4. Allocation of budget to the SDM's & Tehsildars (Salary/TA/Medical)
12	Receipt and Issue Br.	Sr. Asstt	Supervision the branch and distribute the fresh dak to the concerned clerks (Daily)
		Clerk	To record the Govt./Registered letters daily and distribute to concerned branches.
		Clerk	To record and distribute the general dak (Daily)
		Clerk	To record and distribute the general dak (Daily)
		Clerk	Despatch of the outgoing letters (Daily)
		Clerk	Despatch of the outgoing letters (Daily)
13	Copying Branch (Record Room)	Sr. Asstt.	To issue the certified copies of the papers relating to the office files, office court files.
		Clerk/Jr. Asstt.	To maintain the record of files relating to the office of D.C., A.D.C., SDM, DDLG, Tehsildars, Naib Tehsildar Dudhan Sadhan (Patiala)
		Clerk/Jr. Asstt.	To maintain the record of all the files relating to the office D.C., A.D.C., S.D.M., A.C.(G), D.O.R.G., E.M., DRO, Tehsildar, Dy. Director Panchayat , Patiala & (Samana, Patran)
		Clerk	To maintain the record of files relating to the office of D.C., A.D.C., SDM, D.D.P.O., Tehsildars, Naib Tehsildar, Nabha, Naib Tehsildar, Bhadson.
		Clerk	To maintain the record of files relating to the office of D.C., A.D.C., SDM, Settlement officer, Consolidation Officer, Sale Tehsildar, Agrarian Tehsildars, Naib Tehsildar, Rajpura, Naib Tehsildar, Ghanour.
		Copying Clerk-1	Copying work of all the files relating to the officers as mentioned above. To maintain the record of budget and it's monthly expenditure. (To make Nakal copying of old record) and maintain C.D-2 Register
		Copying Clerk-2	Copying work of all the files relating to the officers as mentioned above. To maintain the record of budget and it's monthly expenditure. (To make Nakal copying of old record) and maintain C.D-2 Register
14	PLA Branch	Sr. Asstt.	Over all supervision
		Clerk/Jr. Asstt.	To maintain record for renewal of Arms licenses, to issue receipt of license fee and suvidha centre fee. To issue licenses to Arms dealers, to issue N.O.Cs to employee for going abroad, To make any addition, deletion, entry, in licenses, To renew J-licenses, To issue N.O.C. for Arm import of weapon, To issue duplicate Arm license, To issue for 25,54, 59 Act permission to cartridge.
		Clerk	To maintain in record regarding branch receipt dispatch, verification of arms licenses.
		Clerk/Jr. Asstt.	To maintain in record regarding issue of new licenses, to maintain record for issue of certificate in connection with Indian citizenship, to issue for NORI Certificate, To issue for Prohibited bore new arm licenses.
		Clerk/ Jr. Asstt.	To maintain record regarding deal with death case release order, to extend the area of operation of arms licenses, to deal with cancellation of licenses, to deal with transfer licenses case, to issue N.O.C. for petrol pump, to deal with inspection notes.
15	D.R.A. (T)	Sr. Asstt. (DRA. (T)	To scrutinize the files put up by the dealing clerk before sending them to the next higher official/officers.
		Recovery Clerk	To put up the files of recovery cases received from different Govt. deptt. and courts. After declaring the arrears of land revenue - send to the concerned Tehsildars for recovery, Seat relating dispatch.
		Clerk Tacavi	To put up the files of Taccavi loans, receipt of papers related DRA(T) branch.
		Clerk Rehabilitation	Court case regarding rehabilitation land - Audit and enquiry note (Tehsil wise) - Work regarding Wakf

			Board.
	D.R.A. (T)	Flood Relief Clerk	To deal with flood relief under natural calamities, To look after the Flood control room (From 1st July to 30th September every year), To receive compensation and distribute the same among different sub divisions in district & sent U.Cs., work of disaster Management. Govt. sent the 12 lac budget for the flood season 2014.
16	D.R.A. Br. (R)	Sr. Asstt. (D.R.A.)	Monthly revenue meetings, supervision of the work of entire branch.
		Clerk - AD1	Preparation of meeting files, Budget estimate of the receipt head 0029, distribution of the budget received from the govt. regarding wages of chowkidars & Honorarium of Numberdars, monthly statements received from tehsil offices regarding recovery receipts under different heads, Disposal of the audit paras and PAC paras etc., disposal of the applications received from time to time, Haul Tauzi, Local rates, Demands of Chowkidara and Chowkidara tax.
		Clerk - AD2	Acquisition of land for different govt. depts: Fixing the rates of land for hiring purposes, meetings of Distt; Land Price Fixation Committee, site selection for acquisition, court cases, N.O.Cs from diff. deptt.
		Clerk Nazool	Nazool lands work, Chakota land work, to put up the files and concerned dispatch work.
		Clerk - Receipt and dispatch clerk	Receipt of dak and dispatch of DRA(R) branch and attachement with AD-2.
17	Sadar Kanungo Branch	Sadar Kanugo	To scrutinize the files put up by the dealing clerk before sending them to the next higher official/officers, inspection of the field staff (Once a year during the period Oct. to April), Consignment of the Jamabandis & Girdawri inspection.
		N.S.K.-I	Allotment of circles to C.R.O. (from 1st Oct. every year) Land Record Administration annual report (1st Oct. to 31st Oct. of every year). Crop and season report completion of Lal Kitab, Preparation of duplicate mutation.
		N.S.K.-II	Completion of Lal Kitab (After every Girdawari), Consolidated statement of court work of the whole Distt. (to be sent to the Govt. before 10th of every month), Misc. application and Grievances.
		Kanungo Thur Sem	Thur sem choe statements work to maintain the register showing details of kaller, Thus and sem at the Distt. level (at the end of every Girdawari)
		Aksart Kanungo	Dealing Aksar Court case, Preparation of Aksart Report
		Kanungo Agrarian	To maintain record and to assist Naib Tehsildar, to receive information regarding surplus area and prepare monthly & quarterly statement and send it to Govt.
		B.C-2	To deal the works of Receipt/Dispatch register, Cash Book, GPF Register, G.I.S. Register, Service Book, Medical bill, Salary bill, Budget, Annual increments, Send months wise information regarding expenditure in form B.M.-26 and 29 to D.L.R., to maintain the casual leave record of the branch employees, RTI & RTS Dak.
		B.C-1	To deal the works of Posting & transfer of Patwari & Kanungo, Institutional training for Patwari & Kanungo, Seniority of Patwari & Kanungo, To maintain the register of candidate Patwari, Issue NOC regarding Passport, Land.
		Court Clerk	To deal court case regarding seniority and Kanungo/Patwari complaints.
		Complaint Clerk	To deal with the complaints regarding Patwari/Kanungo, Tehsildar/Naib Tehsildar.
18	H.R.C. Branch	Sr. Asstt. (H.R.A.)	To scrutinize the files put up by the dealing clerk before sending them to the next higher official/officers
		Jr. Asstt.	To deal and maintain all record related Head Registration Branch.

19	G.P.F. Br. (Class-III)	Sr. Asstt.	To scrutinize the files put up by the dealing clerk before sending to the next higher official/officer
		Jr. Asstt.	<ul style="list-style-type: none"> 1. To maintain the G.P.F. accounts of Patwaris / Kanungos of D.C. Office, Patiala 2. Payment bills relating to refundable and non-refundable advance of GPF to Patwaris/Kanungos 3. Transfer GPF account to related district 4. Allotting New GPF account number to Patwaris/Kanungos which join in this office by transfer. 5. Issue Annual GPF statement of Patwaris/Kanungos
		Jr. Asstt.	<ul style="list-style-type: none"> 1. To maintain the G.P.F. accounts of Clerks / Assistants of D.C. Office, Patiala 2. Payment bills relating to refundable and non-refundable advance of GPF to Clerks/Asstts. 3. Transfer GPF account to related district 4. Allotting New GPF account number to Clerks/Assistants which join in this office by transfer. 5. Issue Annual GPF statement of class-III
20	LBA Branch	Senior Assistant	Supervision of the work of the entire branch.
		Clerk (L.B.C-1)	To deal with the works of Road Safety meeting, Model Town property cases, Depute representative in Govt. Auctions, NOC reg. rail over bridge/under bridge, retail outlet, maintain files relating to work of Patiala Development Authority etc.
		Clerk (L.B.C-2)	To deal with the work of court cases reg. municipalities in district, complaints reg. municipal election work, inspection notes, etc. To maintain files regarding marriage palace, removal of unauthorized occupants, receipt dak related to branch.
		Clerk (L.B.C-3)	Work regarding Govt. vacant land, Allotment building to Govt. offices and court complex, work reg. Qila of Patiala and Nabha and branch reg. misc. meetings.
21	G.P.F. Br. (Class-IV)	Sr. Asstt.	To scrutinize the files put up by the dealing clerk before sending them to the next higher official/officers
		Clerk	<ul style="list-style-type: none"> 1. To maintain the G.P.F. accounts of Class-IV employees of D.C. Office, Patiala 2. Payment bills relating to refundable and non-refundable advance of GPF to Class-IV 3. Transfer GPF account to related district 4. Allotting New GPF account number to Class-IV employees which join in this office by transfer. 5. To maintain GIS account Class I, II, III, IV employees of D.C. office. 6. Issue Annual GPF statement of class-IV 7. Issue Annual GIS statement of Class I,II,III,IV
22	R.R.A.	Sr. Asstt.	Supervision of Branch
		Clerk/Jr. Asstt.	To deal with the issuing of red cards to the riots victims, work regarding budget receipt and dispatch of seat, transfer of red cards and related court cases.
		Clerk/Jr. Asstt.	To deal with appointment to the terrorist victim, issuing of certificate to the terrorist victim pension to the terrorist victim and related court cases.
23	L.B.A Branch	Sr. Asstt.	Supervision of the work of the entire branch regarding Municipal corporation/committees/Nagar Pancayats, inspections on behalf of A.D.C, monthly meeting, inspection of Tehsil's.
		Clerk(L.B.C-1)	to maintain files relating to works of Patiala Development Authority, auction work, misc. cases etc.
		Clerk(L.B.C.-2)	Municipal election work, complaints, inspection notes, etc. To maintain files regarding removal of unauthorized occupants, receipt papers related to branch,
		Clerk(L.B.C.-3)	Work regarding PUDA, Govt. vacant land, work regarding marriage palaces, court complex, trust,

24	C.I.A. Branch	Sr. Asstt.	Supervision of the work of entire branch.
		C-1	To Deal work reg. receipt complaints from General public and from Deputy Commissionerlar, Regular enquiries and Press cuttings.
		C-2	To deal works with constitute District/Sub Divisional level Advisory and redress grievances Committees and also conduct meetings regarding these committees. Complaints files regarding Sangat Darshan, Suvidha camps, online complaints received during Sangat darshan from the office of Deputy C.M.
		C-3	To deal works of Complaints received from C.M./Ministers/Divisional Commissioner and Punjab State Commission for Scheduled Caste.
		C-4	To deal works with complaints received from National Human Rights Commission and State Human Rights Commission in connection with bonded labour, Child Labour.
25	Dharam Arth Branch	Sr. Asstt.	Supervision of branch regarding Govt. related Mandir/deras
		Dharam Arth Clerk-1	<ul style="list-style-type: none"> 1. to prepare salary/T.A. bills/Meidical bills/Arrear bills & bills of retirees benefit, G.P.F. advance bill / C.P.F. to the Pujari, Granthi, Ragi, Sewadar of the Mandir etc. 2. To prepare the budge under head 2053 & 2235 3. Regarding Income tax statements, 16-A forms etc. of all the employees. 4. To maintain bill book & ledger book 5. to sent monthwise information regarding expenditure in form No. B.M.-26 and 29 to the Establishment Branch, D.C. Office.
		Dharam Arth Clerk-2	to attend court case related the land of mandir/deras where State Govt. is a party.
26	RTI Branch	Clerk	To receive RTI applications relating this office and sent these applications to concerned SDMs/Tehsildars and branches for further action.

MANUAL-5

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

Name of the Office: Deputy Commissioner, Patiala

Sr. No.	Name of the Branch	Name of the rules/Act/Manuals	Any other Record / Documents
1	Peshi Branch (D.C.)	1. Punjab Land Revenue Act and Rules 2. Punjab Police Act 3. Punjab Tenancy Act and Rules, 1887 4. P.P. Act 5. Punjab Security of Land Tenure Act, 1953 6. Punjab State Election Commission Act, 1994 7. Prisoners good conduct and Temporary (Released) Act 8. Explosive Act 9 The Securitisation & Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002	
2	Peshi Br. (A.D.C.)	1. Punjab Land Revenue Act and Rules 2. Punjab Tenancy Act and Rules, 1887 3. Indian Registration Act 4. The Punjab Land Reforms Act, 1972 5. Punjab Security of Land Tenure Act, 1953 6. Pepsu Tenancy and Agricultural Land Act, 1955 7. The Indian Stamps (Punjab amendment Act) 8. Hindu Succession Act 9. Transfer of Property Act 10. Land Record Manual 11. Land Administration Manual 12. Land Settlement Manual 13. Punjab Registration Manual 14. F.C.R's Standing Orders 15. Arms Act 16. Police Act 17. Punjab State Election Commission Act, 1994 18. Explosives Act 19. Food Safety & Standards Act, 2006 & Rules, 2011	
3.	Peshi Br. (Asstt. Comm.) (G)	1. Cr.P.C. 2. Govt. instructions, circulars and notification	
4.	Peshi Br. (Asstt. Comm.) (Gr.)	1. Cr.P.C. 2. Govt. instructions, circulars and notification	
5	Peshi Br. (E.M.)	1. Cr.P.C. 2. Govt. instructions, circulars and notification	
6.	Peshi Br. DRO -cum- Consolidation Officer -cum- AC-1 -cum- Collector	1. The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948 2. Govt. instructions, circulars and notification 3. Punjab Land Revenue Act 4. Punjab Tenancy Act 5. Punjab Redemption of Mortgages Act	
7	M.A. Branch	1. Cr.P.C. 2. Cinemagraphy Act 3. Notary Act 4. Official Secret Act 5. Foreign contribution Act	
8.	Nazir Branch	1. District Office Manual 2. Punjab Financial Rules 3. Punjab Budget Manual	-
9.	Establishment Br.	1. The Punjab Civil service rules part-1 vol-1 2. The Punjab Civil service rules Part-I Part-II 3. The Pb. Civil Service Rules, Vol. II 4. The Pb. Civil Service Rules, Vol. III 5. The Pb. Civil Services (Punishment and appeal)Rules, 1970. 6. Punjab Financial Rules. 7. The Pb. Civil Services (General & Common Conditions of Service) 8. The Pb. Class III Rules 1976 9. The Pb. Class IV Rules 1963 10. District Office Manual 11. Manual of Instructions Vol. I, II, III, IV & other instructions issued by Punjab Govt. from time to time.	
10	Receipt & Issue Branch	Rules and instructions issued by Punjab Govt. time to time	
11	Record Room	1. Rules and instructions issued by Punjab Govt. time to time 2. Copying Manual	

12	P.L.A. Branch	1. Explosive Act 2. Arms Act/Rules, 1962 3. Rules and instructions issued by Punjab Govt. time to time 4. Petroleum Act	
13	D.R.A. (T) Branch	1. Punjab Land Revenue Act and rules 2. Land Administration Manual 3. F.C.R's Standing Orders 4. Instructions and circulars issued by the Punjab Govt. 5. Revenue Recovery Act, 1 of 1890 6. Administration Act, Evacuee Property Act, No. 31 of 1950 7. The Displaced persons claims Act, No. 44 of 1950 8. The Evacuee interest separation Act, 64 of 1951 9. The displaced persons claims supplementary Act No. 12 of 1954 10. The displaced persons compensation and rehabilitation Act, 44 of 1954	
14	D.R.A. (R) Branch	1. Land Acquisition Act, 1872 2. Defence Land Act, 1903 3. Nazool Land Transfer rules, 1956 4. Chowkidara rules 5. F.C.R. standing order 28, 30 6. Land Revenue Act and Manual 7. Govt. instructions, circulars and notification	
15	Sadar Kanungo Branch	1. Punjab Land Revenue Act, 1887 2. Punjab Land Record Manual 3. Land Administration Manual 4. Land Settlement Manual 5. The Punjab Civil Services Rules Part-I Vol-I 6. The Punjab Civil Services Rules Part-I Part-II 7. The Punjab Civil Services Rules Vol.-II 8. The Punjab Civil Services Rules Vol.-III 9. The Punjab Civil Services (Punishment and appeal Rules, 1970 10. Punjab Financial Rules 11. The Punjab Civil Service (General & Common Conditions of Service) 12. The Punjab Class-IV Rules, 1963 13. The Punjab Land Reforms Act, 1972 14. Rules and Instructions issued by Punjab Govt. time to time.	Manual of instruction Vol. I, II, III, IV & other instruction issued by Pb. Govt. from time to time.
16	Head Registration Branch	1. Indian Registration Act, 1908 2. Indian Stamp Act 3. Punjab Registration Manual 4. The Punjab Stamp Manual 5. The Punjab Stamp Rules 6. Stamp vendors rules 7. Petition writers rules and instructions issued by the govt. from time to time	
17	G.P.F. Branch (Class-III & IV)	1. Punjab Civil Services Rules Vol. 2 2. Other instructions and circulars issued by the Punjab Govt from time to time	
18	R.R.A. Branch	Memo No. 1(4) 85-RR Cell 1285 dated 24-12-1985, Rules and instructions issued by Punjab Govt. time to time	
19	L.B.A. Branch	1. Municipal Act 2. Other instructions and circulars issued by the Punjab Govt. time to time.	
20	C.I.A. Branch	Rules and instructions issued by Punjab Govt. time to time	
21	Dharam Arth Br.	1. The Punjab Civil service rules part-I vol-1 2. The Punjab Civil service rules Part-I Part-II 3. The Pb. Civil Service Rules, Vol. II 4. The Pb. Civil Service Rules, Vol. III 5. The Pb. Civil Services (Punishment and appeal) Rules, 1970. 6. Punjab Financial Rules. 7. The Pb. Civil Services (General & Common Conditions of Service) 8. The Pb. Class IV Rules 1963 9. Rules and instructions issued by Punjab Govt. time to time Deodi Mohalla Sardar Sahib 9. Manual of instructions Vol. I, II, III, IV & other, instructions issued by Punjab Govt. from time to time.	

MANUAL-6

Statement of the Categories of documents that are hold or under control.

NAME OF THE OFFICE: DEPUTY COMMISSIONER, PATIALA

Sr. No.	Branch	Category of document
1.	Peshi Branch (D.C.)	Receipt/dispatch register, institution register of court cases, summoning register, file inspection register, inspections roster register, file movement register.
2.	Pesh Branch (A.D.C.)	Receipt/dispatch register, institution register, file inspection register, Special Marriage register, Court stamp inspection register and related files.
3.	Peshi Branch Asstt. Comm. (G)	Receipt/dispatch register, institution register, summoning register, file inspection register, court stamp inspection register and related files.
4.	Peshi Br. Asstt. Comm. (Gr.)	Dispatch register, file inspection register, court stamp inspection register and related files.
5	Peshi Branch (E.M.)	Receipt/dispatch register, institution register, summoning register, file inspection register, court stamp inspection register and related files.
6	Peshi Branch D.R.O. -cum- Consolidation Officer	Receipt/dispatch register, institution register, summoning register.
7	M.A. Br.	Receipt/dispatch register, disposal register, file movement register, record instruction register.
8.	Nazir Br.	Receipt and dispatch register, file movement register, dak ticket register, stock register, cash book, Record of operation & maintenance society and related files.
9	Establishment Branch	Receipt and dispatch register, office order register regarding Officers/Officials file movement register, complaints and enquiry register regarding office staff, Roster register, branch related court cases register, catalogue register, increment register and related files.
10	R.I.A. Branch	Receipt and dispatch register, D.O. receipt register, fax receipt register, T.P.M. register, court case receipt register and related files.
11	Record Room	Receipt and dispatch register, Goshwara register, C.D-2 register, Tehsil wise record register (Dispacth)
12	P.L.A. Branch	Receipt and dispatch register, movement register, licences record register
13	D.R.A. (T) Branch	Recovery register sub division wise, office order register regarding recovery certificate related to other Collectors of other district, Taccavi, Muafi files, Taccavi Kisat bandies, T-16 and T-25 register, Audit reports and inspection report register, Catalogue register, Movement register, Receipt and dispatch register, Rehabilitation property record and related files.
14	D.R.A (R) Branch	Receipt and dispatch register, movement register, catalogue register, Total Nazool land register, Chakota register, Chowkidara budget record, NOC register, site selection register, awards register and related files.
15	Sadar Kanugo Branch	Receipt and dispatch register, Office order file, Catalogue register, File of all subject, Cash Book, G.P.F. register, GIS register, File movement register, Budget file, Attendance register, Service Book, RTI & RTS register.
16	Head Registration Branch	Stamp vendors register, petition writers register, document writer register, Catalogue register, Dispatch register, Stock register, Misband register, Cash books, Embossing Power of attorney received from Abroad, Receipts books and related files.

17	G.P.F. Branch (Class-III)	Receipt/dispatch register, Movement register, Final Payment register, G.P.F. advance register, Account register, Index register (Allotment of G.P.F. number and related files)
18	G.P.F. Branch (Class-IV)	Receipt/dispatch register, Movement register, Final Payment register, G.P.F. advance register, Account register, Index register (Allotment of G.P.F. number, maintain account G.I.S. and related files)
19	R.R.A Branch	Receipt/Dispatch register, Office order file, Related files, File Movement register, budget file.
20	Dharam Arth Branch	Receipt and Dispatch register, Office order file, Catalogue Register, Files of all subjects, Cash book, G.P.Fund register, G.I.S. Register, Stock register, File movement register, Budget file, Service books.
21	L.B.A. Branch	Receipt and Dispatch register, Movement register and related files
22	C.I.A. Branch	Receipt and Dispatch register, movement register, register for high court cases, register for record of bonded labour, register for complaints received from general public, Register for Human right commission and S.C./B.C. Commission cases.

MANUAL-7

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

Name of the Office: Deputy Commissioner, Patiala

Sr. No.	Details/type of arrangements made
1	Policies are formulated at the State Level by the Govt. People are always involved in the implementation of the various schemes and policies of the Govt. from time to time.

MANUAL-8

Statement of the Boards, Councils, Committee and other Bodies.

Name of the Office: Deputy Commissioner, Patiala

Sr. No.	Name of Council (s)	Name of Committee (s)	Name of other bodies constituted by the Deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1	2	3	4	5	6
Not Applicable					

MANUAL- 9

Directory of the officers and employees

Name of the Office: - Deputy Commissioner, Patiala.

Sr. No.	Name of Employee (Sh./Smt./Miss)	Designation
1	Varun Roojam, I.A.S.	Deputy Commissioner
2	Mohinder Pal, P.C.S.	Additional Deputy Commissioner
3	Avikesh Gupta, P.C.S.	Asstt. Commissioner (General)
4	Simerpreet, P.C.S.	Asstt. Commissioner (Grievances)
5	Harnek Singh	Naib-Tehsildar (Banjartor)
6	Harinder Kaur	Supdt. Grade-I
7	Manjit singh	Supdt. Grade-II
8	Gurnam singh	Supdt. Grade-II
9	Om Parkash	PA
10	Rajesh Kumar	Senior Asstt.
11	Harjit singh	Senior Asstt.
12	Sarbjit singh	Senior Asstt.
13	Sharnjit singh	Senior Asstt.
14	Bhagwan singh	Senior Asstt.
15	Rajinder Kumar	Senior Asstt.
16	Balbir kaur	Senior Asstt.
17	Gurmukh singh	Senior Asstt.
18	Sumana Devi	Senior Asstt.
19	Manjit kaur	Senior Asstt.
20	Narinder kaur	Senior Asstt.
21	Balvinder singh	Senior Asstt.
22	Inderbir Kaur	Senior Asstt.
23	Prem Chand Sharma	Senior Asstt.
24	Paramjeet Kaur	Senior Scale Steno
25	Kamaljit singh	Steno Typist
26	Arvinder kaur	Steno Typist
27	Jaspreet singh	Steno Typist
28	Kanwaljit kaur	Junior Asstt.
29	Sukhbir singh	Junior Asstt.
30	Baljeet kaur	Junior Asstt.
31	Jaspal singh	Junior Asstt.
32	Sunita Sharma	Junior Asstt.
33	Rajnish Kumar	Junior Asstt.
34	Aswani Kumar	Junior Asstt.
35	Manoj Kumar	Junior Asstt.
36	Sarbjit Kaur	Junior Asstt.
37	Amrik singh	Clerk
38	Inderjit kaur	Clerk
39	Anju Bala	Junior Asstt.
40	Rajwant Kaur	Clerk
41	Kulbir singh	Junior Asstt.
42	Preeti varma	Junior Asstt.
43	Jaswinder singh Rana	Junior Asstt.
44	Kamaljeet Kaur	Clerk
45	Inderjit Singh Johar	Clerk
46	Daljeet Kaur	Clerk
47	Dharminder singh	Clerk
48	Kulwinder singh	Junior Asstt.
49	Mandeep Kaur	Junior Asstt.
50	Kamlesh Rani	Junior Asstt.
51	Balwinder singh	Clerk
52	Harvinder singh	Clerk
53	Ram lal	Junior Asstt.
54	Parminder kaur	Junior Asstt.
55	Jaswinder kaur RIA	Clerk

56	Rajiv Kumar	Clerk
57	Ramesh kumar	Junior Asstt.
58	Salwant kaur	Junior Asstt.
59	Harpreet kaur	Steno Typist
60	Jaswinder kaur	Clerk
61	Baldev kumar	Clerk
62	Palwi Sharma	Clerk
63	Rupinder pal singh	Clerk
64	Surinder pal singh	Clerk
65	Darshan singh	Clerk
66	Gurmukh singh	Clerk
67	Malkit kaur	Clerk
68	Tirth kaur	Clerk
69	Kamini Thakur	Clerk
70	Prabhakar Sharma	Clerk
71	Khushpreet singh	Clerk
72	Amandeep singh	Clerk
73	Neetu rani	Clerk
74	Jyotika Jain	Clerk
75	Atul Kumar	Clerk
76	Paramjit kaur (RIA branch)	Clerk
77	Rajbir singh	Clerk
78	Hardip singh	Clerk
79	Bhupinder singh	Clerk
80	Parveen kumar	Clerk
81	Kiran	Clerk
82	Rajinder singh	Clerk
83	Daljit kaur	Clerk
84	Vidhu	Clerk
85	Pooja verma	Clerk
86	Anju rani	Clerk
87	Umesh Kumar	Clerk
88	Tejinder pal singh	Clerk
89	Suman rani	Clerk
90	Balvir kaur	Clerk
91	Surjeet singh Driver	Driver
92	Hem Bahdur	Driver
93	Baljit singh	Driver
94	Onkar singh	Driver
95	Ram Chand	Daftri
96	Dan Bahadur	Jamadar
97	Sher singh	Peon
98	Mata Parsad	Peon
99	Karamjit singh	Peon
100	Amrit singh	Peon
101	Anita Rani	Peon
102	Amarjit Kaur	Peon
103	Ramesh Kumar	Peon
104	Satinder Kumar	Peon
105	Lachman singh	Peon
106	Tek Bahdur	Peon
107	Ramesh Kumar	Peon
108	Gursharn singh	Peon
109	Sushil Kumar	Peon
110	Madho Ram	Peon
111	Alok singh	Peon
112	Ramesh Kumar	Peon
113	Sanjeev Kumar	Peon
114	AmarNath	Peon
115	Balbir singh	Peon

116	Deepak Kumar	Peon
117	Dharmpal	sweeper
118	Balbir Kaur	sweeper
119	Roshan lal	sweeper
120	Vishal Kashyap	Peon
121	Amritpal singh	Peon
122	Daljit singh	Peon
123	Rakesh kumar	Peon
124	Pardeep singh	peon

Dharam Arth Branch Staff

Sr. No.	Name of Employee (Sh./Smt./Miss)	Designation
1	Brij Bhushan	Pujari
2	Rakesh Kumar	-do-
3	Narinder Kumar	-do-
4	Kusla Nand	-do-
5	Rajinder Parshad	-do-
6	Bho Raj Sharma	Katha Wachak
7	Bir Singh	Granthi
8	Jaskiran Singh	-do-
9	Vijay Kumar	Ragi
10	Darshan Singh	-do-
11	Malkit Singh	-do-
12	gurmit Singh	-do-
13	Gurcharan Singh	-do-
14	Deepak Sharma	-do-
15	Harfool Singh	-do-
16	Jagdish Singh	-do-
17	Baljit Kaur	Sewadar
18	Rajinder Kumar	-do-
19	Sanjiv Kumar	Sewadar
20	Ashwani	-do-
21	Brij Mohan	-do-
22	Shyam Lal	-do-
23	Ravinder Kaur	-do-
24	Mela Ram	Sweeper
25	Avtar Singh	-do-
26	Narinder Kumar	-do-
27	Hori Lal	-do-
28	Neelam	-do-
29	Rishi	-do-

Sadar Kanungo Branch Staff

Sr. No.	Name of Employee (Sh./Smt./Miss)	Designation
1	Daljit Singh	Sadar Kanungo
2	Harpal Ram	Naib Sadar Kanungo-1
3	Gaurav Bansal	Naib Sadar Kanungo-2
4	Rajesh Kumar Ahuja	Kanungo Thur Sam
5	Pal Singh	Aksart Kanungo
6	Manohar Lal	Kanungo Agrarian
7	Ashu Pandhi	Junior Asstt.
8	Sanjeev Kumar	Clerk
9	Jatinder Rajpal	Clerk
10	Robin Toor	Clerk
11	Hari Singh	Peon
12	Gurdarshan Chamoli	Peon

MANUAL-10

Monthly remuneration received by the officers and employees

Name of the Office: - Deputy Commissioner, Patiala.

Sr. No.	Name of Employee (Sh./Smt./Miss)	Designation	Salary
1	Varun Roojam, I.A.S.	Deputy Commissioner	67276
2	Mohinder Pal, P.C.S.	Additional Deputy Commissioner	83054
3	Avikesh Gupta, P.C.S.	Asstt. Commissioner (General)	42816
4	Simerpreet kaur	Asstt. Commissioner (Grievances)	42816
5	Harnek Singh	Naib-Tehsildar (Banjartor)	39554
6	Harinder Kaur	Supdt. Grade-1	42598
7	Manjit singh	Supdt. Grade-II	49767
8	Gurnam singh	Supdt. Grade-II	38963
9	Om Parkash	PA	33427
10	Rajesh Kumar	Senior Asstt.	42808
11	Harjit singh	Senior Asstt.	26486
12	Sarjeet singh	Senior Asstt.	43187
13	Sharnjit singh	Senior Asstt.	31953
14	Bhagwan singh	Senior Asstt.	35897
15	Rajinder Kumar	Senior Asstt.	43647
16	Balbir kaur	Senior Asstt.	35519
17	Gurmukh singh	Senior Asstt.	37278
18	Sumana Devi	Senior Asstt.	29763
19	Manjit kaur	Senior Asstt.	35939
20	Narinder kaur	Senior Asstt.	42029
21	Balvinder singh	Senior Asstt.	31266
22	Inderbir Kaur	Senior Asstt.	26100
23	Prem Chand Sharma	Senior Asstt.	26611
24	Paramjeet Kaur	Senior Scale Steno	28567
25	Kamaljit singh	Steno Typist	17616
26	Arvinder kaur	Steno Typist	27116
27	Jaspreet singh	Steno Typist	28133
28	Kanwaljit kaur	Junior Asstt.	29935
29	Sukhbir singh	Junior Asstt.	29957
30	Baljeet kaur	Junior Asstt.	35121
31	Jaspal singh	Junior Asstt.	23589
32	Sunita Sharma	Junior Asstt.	26690
33	Rajnish Kumar	Junior Asstt.	24392
34	Aswani Kumar	Junior Asstt.	28820
35	Manoj Kumar	Junior Asstt.	26295
36	Sarjeet Kaur	Junior Asstt.	27947
37	Amrik singh	Clerk	24313
38	Inderjit kaur	Clerk	18008
39	Anju Bala	Junior Asstt.	27871
40	Rajwant Kaur	Clerk	23009
41	Kulbir singh	Junior Asstt.	27947
42	Preeti varma	Junior Asstt.	26947
43	Jaswinder singh Rana	Junior Asstt.	23150
44	Kamaljeet Kaur	Clerk	25813
45	Inderjit Singh Johar	Clerk	22225
46	Daljeet Kaur	Clerk	19945
47	Dharminder singh	Clerk	22553
48	Kulwinder singh	Junior Asstt.	29123
49	Mandeep Kaur	Junior Asstt.	28426
50	Kamlesh Rani	Junior Asstt.	21492
51	Balwinder singh	Clerk	21691

52	Harvinder singh	Clerk	20813
53	Ram lal	Junior Asstt.	28543
54	Parminder kaur	Junior Asstt.	26392
55	Jaswinder kaur RIA	Clerk	20917
56	Rajiv Kumar	Clerk	21385
57	Ramesh kumar	Junior Asstt.	29134
58	Salwant kaur	Junior Asstt.	30792
59	Harpreet kaur	Steno Typist	28912
60	Jaswinder kaur	Clerk	28912
61	Baldev kumar	Clerk	28005
62	Palwi Sharma	Clerk	27853
63	Rupinder pal singh	Clerk	24676
64	Surinder pal singh	Clerk	27375
65	Darshan singh	Clerk	28090
66	Gurmukh singh	Clerk	23835
67	Malkit kaur	Clerk	29981
68	Tirth kaur	Clerk	26505
69	Kamini Thakur	Clerk	26505
70	Prabhakar Sharma	Clerk	26505
71	Khushpreet singh	Clerk	26505
72	Amandeep singh	Clerk	26505
73	Neetu rani	Clerk	26505
74	Jyotika Jain	Clerk	26505
75	Atul Kumar	Clerk	26505
76	Paramjit kaur	Clerk	29540
77	Rajbir singh	Clerk	28141
78	Hardip singh	Clerk	28141
79	Bhupinder singh	Clerk	28141
80	Parveen kumar	Clerk	28141
81	Kiran	Clerk	28141
82	Rajinder singh	Clerk	28141
83	Daljit kaur	Clerk	28141
84	Vidhu	Clerk	28141
85	Pooja verma	Clerk	28141
86	Anju rani	Clerk	28141
87	Umesh Kumar	Clerk	28141
88	Tejinder pal singh	Clerk	28141
89	Suman rani	Clerk	28141
90	Balvir kaur	Clerk	28141
91	Surjeet singh Driver	Driver	22917
92	Hem Bahdur	Driver	23563
93	Baljit singh	Driver	27202
94	Onkar singh	Driver	24640
95	Ram Chand	Daftri	22206
96	Dan Bahdur	jamadar	23740
97	Sher singh	Peon	23249
98	Mata Parsad	Peon	19749
99	Karamjit singh	Peon	19249
100	Amrit singh	Peon	17749
101	Anita Rani	Peon	12179
102	Amarjit Kaur	Peon	18736
103	Ramesh Kumar	Peon	14983
104	Satinder Kumar	Peon	13385
105	Iachman singh	Peon	18854
106	Tek Bahdur	Peon	18517
107	Ramesh Kumar	Peon	24715
108	Gursharn singh	Peon	18904
109	Sushil Kumar	Peon	25785
110	Madho Ram	Peon	17944
111	Alok singh	Peon	15937

112	Ramesh Kumar	Peon	18884
113	Sanjeev Kumar	Peon	17921
114	Amar Nath	Peon	19249
115	Balbir singh	Peon	18545
116	Deepak Kumar	Peon	21730
117	Dharmpal	sweeper	21505
118	Balbir Kaur	sweeper	19181
119	Roshan lal	sweeper	24792
120	Vishal Kashyap	Peon	16239
121	Amritpal singh	Peon	14191
122	Daljit singh	Peon	14771
123	Rakesh kumar	Peon	13369
124	Pardeep singh	peon	14191

Dharam Arth Branch Staff

Sr. No.	Name of Employee (Sh./Smt./Miss)	Designation	Salary
1	Brij Bhushan	Pujari	32178
2	Rakesh Kumar	-do-	26287
3	Narinder Kumar	-do-	21845
4	Kusla Nand	-do-	19020
5	Rajinder Parshad	-do-	18826
6	Bho Raj Sharma	Katha Wachak	27701
7	Bir Singh	Granthi	28180
8	Jaskiran Singh	-do-	22790
9	Vijay Kumar	Ragi	33451
10	Darshan Singh	-do-	28454
11	Malkit Singh	-do-	30454
12	Gurmit Singh	-do-	26718
13	Gurcharan Singh	-do-	24592
14	Deepak Sharma	-do-	22111
15	Harfool Singh	-do-	25503
16	Jagdish Singh	-do-	29455
17	Baljit Kaur	Sewadar	16593
18	Rajinder Kumar	-do-	16150
19	Sanjiv Kumar	Sewadar	23251
20	Ashwani	-do-	22501
21	Brij Mohan	-do-	25251
22	Shyam Lal	-do-	24753
23	Ravinder Kaur	-do-	16704
24	Mela Ram	Sweeper	22598
25	Avtar Singh	-do-	24484
26	Narinder Kumar	-do-	22624
27	Hori Lal	-do-	24883
28	Neelam	-do-	17763
29	Rishi	-do-	12187

Sadar Kanungo Branch Staff

Sr. No.	Name of Employee (Sh./Smt./Miss)	Designation	Salary
1	Daljit Singh	Sadar Kanungo	41922
2	Harpal Ram	Naib Sadar Kanungo-1	46056
3	Gaurav Bansal	Naib Sadar Kanungo-2	34264
4	Rajesh Kumar Ahuja	Kanungo Thur Sam	37257
5	Pal Singh	Aksart Kanungo	42783
6	Manohar Lal	Kanungo Agrarian	47067
7	Ashu Pandhi	Junior Asstt.	30891
8	Sanjeev Kumar	Clerk	31325
9	Jatinder Rajpal	Clerk	25280
10	Robin Toor	Clerk	-
11	Hari Singh	Peon	22195
12	Gurdarshan Chamoli	Peon	22750

MANUAL- 11

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Name of the Office: - Deputy Commissioner, Patiala.

Establishment Branch Budget (Head - 2053)

Sr. No.	Head/ Item of the Budget	Budget received for the district for Proposed expenditure during the Year 2014-15
1	Salary	49872000/- (1.4.14 to 31.7.14)
2	Medical	50000/- (1.4.14 to 31.7.14)
3	T.A.	40000/- (1.4.14 to 31.7.14)
4	Reimbursement of Medical claim to Pensioners	700000/- (1.4.14 to 31.7.14)

Nazir Branch Budget (Head - 2053)

Sr. No.	Head/Item of the Budget	Proposed expenditure during the year 2014-15
1	Office expenses	19,88,000/-
2	POL	19,65,000/-
3	Telephone	1,79,000/-
4	Electricity	11,04,000/-
5	Water & Sewerage	1,78,000/-
6	RRT	6,50,000/-
7	Supply and expenditure (Material Supply)	81,000/-
8	Publication and advertisement	90,000/-
9	Other administrative expenditure	2,12,000/-
10	Other expenditure (Charged)	3,000/-

DRA (T) & DRA (R) Branch

Sr. No.	Head/Item of the Budget	Proposed expenditure during the year 2014-15
1	2245 - Natural Calamities	Government sent Rs. 12,00,000/- budget for the Flood season 2014
2	2053 - District Administration	Government Allot budget Rs. 3,26,42,000/- for Numberdars and Rs. 77,86,000/- for Chowkidars

Sadar Kanugo Budget Head 2029

Sr. No.	Head/Item of the Budget	Proposed expenditure during the year 2014-15
1	Budget allot	1,80,00,000/- (1-4-14 to 24-9-2014)
2	Salary	34,33,488/- (1-4-14 to 24-9-2014)
3	Total expenditure	34,36,319 /- (1-4-14 to 24-9-2014)
4	Balance	1,45,63,681/- (1-4-14 to 24-9-2014)

Dharam Arth Branch

Sr. No.	Head/ Item of the Budget	Proposed expenditure during the Year 2014-15
1	Salary	1,07,00,000/-
2	Office expenditure	1,10,000/-
3	Electricity	60,000/-

R.R.A. Branch Budget

Sr. No.	Head/ Item of the Budget	Proposed expenditure during the Year 2014-15
1	2235-Social Security & Welfare -60	96,94,000/-

MANUAL- 12

The manner of execution of Subsidy Programmes, including the amounts allocated and the details of beneficiaries of such programme.

Name of the Office: - Deputy Commissioner, Patiala.

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

MANUAL- 13

Particulars of recipients of concessions, Permits or authorizations granted.

Name of the Office: - Deputy Commissioner, Patiala.

Sr. No.	Concessions/Permit Authorization grant	Name of the recipient	Address of the recipient
Not Applicable			

MANUAL- 14

Details in respect of the information, available reduced in an electronic form.

Name of the Office: - Deputy Commissioner, Patiala.

Sr. No.	Type of Information
1	At present is not available

MANUAL- 15

Particulars of facilities available to citizens for obtaining information

Name of the Office: Deputy Commissioner, Patiala

Sr. No.	Facilities available	Remarks (No. of days in a week/timings etc.)
1	<p>A number of facilities are available to citizens through District Suwidha Centre, D.C. Office, Patiala</p> <p>Mainly such as:</p> <ol style="list-style-type: none">1. Regarding arms licenses all work2. Regarding certified copy of revenue court orders, revenue record, demarcation and reports etc.3. Regarding attestation of affidavit at Suwidha4. Regarding identity cards to Handicapped5. Regarding issue of SC/BC/OBC/Domicile certificates of Tehsil Patiala6. Regarding issue of Learner driving licenses/DL/Duplicate DL etc.7. Regarding issue of revenue/court fee stamps/stamp papers8. Regarding issue of Non encumbrance certificate/copy of registered documents etc.9. Registration of Marriages under Hindu Marriage Act for Tehsil Patiala10. Regarding any other information related to various branches of D.C. Office.11. Regarding vehicle transfer/hypothecation12. Regarding Ration cards13. Regarding counter sign	As displayed at the District Suwidha Centre from Monday to Friday at 9.00 AM to 5.00 PM except Govt. holidays

MANUAL- 16

Names, designation and other particulars of the Public Information Officers

Name of the Office: Deputy Commissioner, Patiala

Name of the Public Information Officer	Designation	Telephone No. (Office/ Residence)	Residential Address	Assistant Public Information Officer	Telephone	Residential Address
Sh. Mohinder Pal, P.C.S.	Addl. Deputy Commissioner (General)	0175-2311304 (O) 0175-2300536 (R)	4-B, Bhupindra Road, Patiala	Tehsilidar, Samana (Addl. charge of D.R.O.)	0175-2311311(O)	-

Name of the First Appellate Authority	Designation	Telephone No. (Office/Residence)	Residential Address
Sh. Varun Roojam, I.A.S.	Deputy Commissioner	0175-2311300 (O) 0175-2311303 (R)	10-B, Bhupindra Road, Patiala

Means, methods or facilities available to the public which are adopted by this office for dissemination of information through A.P.I.O./P.I.O.

1. Printed Manuals
2. Notice Board

Apart from it, daily from 11.00 AM to 1.00 PM is earmarked for meeting public. And atleast one of the Officers among the DC, ADC, AC (G), AC (Gr.), DRO and DDPO is always available in the Office on all official working days to address the public grievances in their rooms in the District Administration Building, at Ground Floor and IIInd Floor, D.C. Office, Patiala. Govt. officials who want to make any representation can also meet after taking permission/leave from their supervisory officers.

MANUAL- 17

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

Name of the Office: Deputy Commissioner, Patiala

Such information will be updated time to time by this office.