

MANUAL FOR COMMISSIONER OFFICE, PATIALA DIVISION, PATIALA.

Presently, Patiala Division, Patiala with headquarter at Patiala, consists of five districts Fatehgarh Sahib, Ludhiana, Patiala, Barnala and Sangrur, 24 Sub Divisions, 25 Tehsils and 20 Sub Tehsils within these districts. As per the record available, the first Commissioner of this Division was appointed in the year 1948. The Divisional Commissioner office is vested with administrative and judicial powers under various Acts including 'Punjab Land Revenue Act, 1887, Northern India Canal and Drainage Act, 1873, The Indian Arms Act, 1959, Punjab New Mandi Township Act, 1960' etc.. The main function of the Commissioner Office is to provide necessary forum for appeal as well as revisions under the relevant Acts made by the Punjab Govt. In addition to this, Commissioner office is also vested to the responsibility for making inspections of the district offices and courts within its revenue jurisdiction. These inspections are directed to assess the work of the officers rather than the work of their subordinate offices.

Appellate Authority in Revenue Matters:

The Commissioner of the Division is vested with the powers to hear appeals revisions and review of revenue cases under the Acts like Punjab Land Revenue Act, 1887, Punjab Security of Land Tenure Act, 1953, Punjab Tenancy Act, 1887, Punjab land Reforms Act, 1972, Punjab Property Deals (Disposal) Act, Appeals/revisions under Punjab Land Revenue Act 1887 are related to partition cases, correction of khasra girdawri cases and lambardari cases. These appeals/revisions can be filed even against the interlocutory orders passed by the lower courts. The Commissioner of the Division has to decided 80 court cases in a month. In addition to this, the relevant Act empowers the Commissioner to take suo-moto cognizance of any order passed by lower revenue authorities u/s of the Land Revenue Act 1887 which reads as follows:

The Commissioner of Division is also Appellate Authority under miscellaneous Acts like Northern India Canal and Drainage Act, 1873, Punjab New Mandi Township Act, 1960, Indian Stamp Act, 1899, Municipal Corporation Act, 1976 etc..

Establishment:

The Commissioner office also deals with the establishment of Naib Tehsildars under the relevant Act/Rules. The Commissioner of the Division, is the appointing authority under Punjab Naib Tehsildars (Class-III) Service Rules, 1984 and punishing authority under the Punishment and Appeals Rules, 1970, of the Naib Tehsildars in the division. The Patiala Division, has the establishment of 72 Naib Tehsildars within the division.

Service matters:

Under the Punjab Punishment and Appeals Rules, 1970, the Commissioner of Division acts as appellate authority for the officials of the subordinate offices within the division. As per the rule 21 of the Punjab Punishment and Appeals Rules, 1970, the Commissioner of the Division is also vested the power of review the decision passed in appeals within three months.

Misc. Matters:

The Commissioner office taken up the following functions:

- i) **Complaints and enquiries of Naib Tehsildar:** Complaints and enquiries are dealt in the Commissioner Office and punishment under rules is given to the guilty Naib Tehsildars.
- ii) **Medical bills of employees:** Medical bills of the employees of the subordinate offices.
- iii) **Inspection of subordinate offices;**
 - a) D.C office and court, S.D.O.(C) office and court (once after laps of two years under his charge)
 - b) Tehsil/Sub Tehsil (once in three years)
 - c) Treasury/Sub Treasury (once in financial year)

Surprise visit to Treasury/Sub Treasury, Jails, Hospitals and Dispensaries, School, Improvement Trust and Ist Class Municipal Committee and all other offices of the State Govt. dealing with revenue and agriculture and cooperative matters. The Commissioner of the Division can inspect any office during touring as and when it is felt appropriate.

The details of office procedure establishment employees and work is given in subsequent annexures.

**Commissioner
Patiala Division, Patiala.**

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: Commissioner, Patiala Division, Patiala.

Sr. No.	Name of Post	Powers and duties (in brief)
1.	Commissioner, Patiala Division, Patiala.	Over all control of the office and supervision of the District Officers of the Division including District Administration.
2.	Commissioner Appeals	
3.	Principal Staff Officer to Commissioner Patiala Division, Patiala.	He is immediate junior to the Commissioner He assists to Commissioner in the administrative work
4.	Superintendent Gr. I	Superintendent Gr. I is immediate junior to Principal Staff Officer. All correspondence of the office is routed through the Superintendent Gr. I.
5.	Superintendent Gr. II (General)	The work of budget branch-I and General branch is routed through Supdt. (G).
6.	Superintendent Gr.II (R&J) for Commissioner.	He assists the Commissioner in judicial work.
7.	Superintendent (Peshi) for Commissioner (Appeals)	He Assists the Commissioner (Appeals) in Judicial work.
8.	Peshi Assistant	He deals with the Talbi Cases of Peshi Branch and correspondence of Judicial Cases and other misc. work.
9.	Revenue Assistant	Information statement from all Deputy Commissioners. All revenue meetings proceeding , Revenue related Misc. Complaints, Amendment in Act files. He collects the information/statements from all the Deputy Commissioner in connection with Rev. work.
10.	Budget Assistant-I	Allocation of budget to the Deputy Commissioners, Stamp and Administrative Reports, Expenditure Statements, re-conciliation of budget with A.G. Office DC tour programme/TA etc.
11.	Budget Assistant-II	Office establishment, office budget, budget of receipt Heads, pay bills, medical bills, TA bills, GPF of staff of Commissioner office Including N.T. of Division. Expenditure statement, budget reconciliation Court cases.
12.	Establishment Asstt.-I	Establishment of Naib Tehsildars, complaints And enquiries of Tehsildars/Naib Tehsildars, promotions and court cases of Naib Tehsildars. Preparation of register A,

		B, C and D with regard to filling up of posts of Different quota, enlistment of N.T., Recommendation of N.T. for the promotion of Tehsildar. Preparation of seniority List.
13.	Establishment Asstt.-II	IAS/PCS complaints, ACRs, medical bills Leaves, Promotions of DC offices Supdt Gr.II and retirement cases, representations Against ACRs, complaints against patwari Kanungos, employees of subordinate offices, Dharam Arth work and misc. work.
14.	General Asstt. /Right to Information Act Asstt.	Crime reports, Security Schemes , proposal for establishment of new police station, Flood reports, notary public, public misc. complaints, work under Arms Act and all the work related to right to information act.
15.	Addl. Revenue Assistant	Service appeals of district establishment, Service appeals of revenue staff of subordinate Offices, inspections of all subordinate offices
16.	Record Keeper (English)	Office record, keeping, maintenance of record Room of office, supervision of the work of Receipt clerk, dispatch clerk and typists.
17.	Record Keeper Sadar Mall	He maintains the record of erstwhile Patiala State and record of revenue court cases decided by the Commissioner.
18.	Jr. Asstt./Clerks (18)	They are performed their duties as record Keepers with the Sr. Assistants posted in the various branches Ahlmad/GPF clerk/Nazir/ typists and Embossing clerk do work independently. These are about 2000 court cases pending in the court of Commissioner and Commissioner (Appeals) seven Ahlmeds have been post in the branches of Commissioner and Commissioner (Appeals). One clerk has been posted as Embossing Clerk. Documents are embossed after examining 11 points given in the instructions by the Govt.
19.	Peons (18)	They are performed their duties as Jamadar with the Commissioner, Record Lifter/Daftri in the record room/sweepers and others with officers and officials of the office.

**Commissioner
Patiala Division, Patiala.**

ANNEXURE-3

Publication of information regarding items specified in Rules 4(i) 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: Commissioner, Patiala Division, Patiala.

Sr. No.	Nature/type of Work	Level at which The case is Initiated (Name of the Post)	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.	2	3	4	5
1.	Peshi Branch (Commr.)	Ahlmad, Peshi Asstt.	Supdt. (R&J)	Commissioner
2.	Peshi Branch (Commr. Appeals)	Ahlmad, Peshi Asstt	Supdt. (Peshi)	Commissioner (Appeals)
3.	Revenue Branch	Record clerk put up the paper with relevant file to Dealing Asstt. who deals the papers with relevant rules and regulations	Supdt. Gr. I/ P.S.O.	Commissioner
4.	Estt.. Br. I	Do.	Do	Commissioner
5.	Estt. Br. II	Do	Do	Commissioner
6.	Budget Br. II	Do	Do	Commissioner
7.	Addl. Rev. Br	Do	Do	Commissioner
8.	RK(E) Br.	Do	Do	Commissioner
9.	RKSM	Do	Do	Commissioner
10.	Budget Br. I	Do	Supdt. II (Gen.)	Commissioner
11.	General Br./R.T.T Br.	Do	Do	Commissioner

**Commissioner
Patiala Division, Patiala.**

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: Commissioner, Patiala Division, Patiala.

However, in order to stream line the office work and expedition disposal of the cases/complaints etc. received following norms are fixed.

Sr. No.	Name of work	Norms set by the Deptt.(number of days taken for decision making)
1.	Peshi work	As per provision of various Acts, Appeals / Revisions with in 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. 80 cases are to be decided by the Commissioner and 110 cases by the Commissioner (Appeals) in a month
2.	Establishment Br. I	After the receipt of the paper the same is put up by the record keeper with the relevant files with in three days from the receipt of paper. After that dealing Asstt. Deals with paper according to Rules and instructions of Govt. Every paper crosses the channel from record keeper to Sr. Asstt., Supdt., P.S.O. and Commissioner. The paper is disposed of with in 15 days from the receipt on paper.
3.	Estt. Br. II	After the receipt of the paper the same is put up by the record keeper with the relevant files with in three days from the receipt of paper. After that dealing Asstt. Deals with paper according to Rules and instructions of Govt. Every paper crosses the channel from record keeper to Sr. Asstt., Supdt., P.S.O. and Commissioner. The paper is disposed of with in 15 days from the receipt on paper. In addition to that representations of employees are decided with in 6 months from the receipt of the representation as time limit is fixed in the Govt. instructions
4.	Addl. Rev. Br.	After the receipt of the paper the same is put up by the record keeper with the relevant files with in three days from the receipt of paper. After that dealing Asstt. Deals with paper according to Rules and instructions of Govt. Every paper crosses the channel from record keeper to Sr. Asstt., Supdt., P.S.O. and Commissioner. The paper is disposed of with in 15 days from the receipt on paper. In addition to this, appeals are decided with in the time schedule fixed in the punishment and appeals rules and other Acts and rules and inspections of the subordinate offices are made by the Commissioner as per Distt. Office Manual i) D.C. office and court, S.D.O. (C) office and court (once after laps of two year under his charge) ii) Tehsil/Sub Tehsil (once in three years) iii) Treasury/sub Treasury (once in financial year) iv) Surprise visit to Treasury / Sub Treasury, Jails, Hospitals and Dispensaries, School, Improvement Trust and Ist Class Municipal Committee and all other offices of the State Govt. dealing with revenue and agricultural and cooperative matters (No period prescribed)

5.	Budget Br. I	After the receipt of the paper the same is put up by the record keeper with the relevant files with in three days from the receipt of paper. After that dealing Asstt. Deals with paper according to Rules and instructions of Govt. Every paper crosses the channel from record keeper to Sr. Asstt., Supdt., P.S.O. and Commissioner. The paper is disposed of with in 15 days from the receipt on paper. xpenditure budget of various heads of Distt. Budgets are prepared and consolidated and presented to Govt. upto 10 Oct. every year per submission to Finance Deptt. statement of expenditure BM 26 and BM 29 received from the Distt. are
6.	Budget Br. II	After the receipt of the paper the same is put up by the record keeper with the relevant files with in three days from the receipt of paper. After that dealing Asstt. Deals with paper according to Rules and instructions of Govt. very paper crosses the channel from record keeper to Sr. Asstt., Supdt., P.S.O. and Commissioner. The paper is disposed of with in 15 days from the receipt on paper. Pay bills are prepared after 15 of every month and presented to Treasury before 25 of every month, other bills are prepared as and when event is occurred. Receipt budget of various heads are prepared and consolidated and presented to Govt. upto 10 Oct. every year for submission to Finance Deptt.
7.	General Br./RTI Branch	After the receipt of the paper the same is put up by the record keeper with the relevant files with in three days from the receipt of paper. After that dealing Asstt. Deals with paper according to Rules and instructions of Govt. Every paper crosses the channel from record keeper to Sr. Asstt., Supdt., P.S.O. and Commissioner. The paper is disposed of with in 15 days from the receipt on paper. In addition to this law and orders reports and work relating under Arms Act. is done according to the schedule fixed in the relevant rules.
8.	Revenue Br.	After the receipt of the paper the same is put up by the record keeper with the relevant files with in three days from the receipt of paper. After that dealing Asstt. Deals with paper according to Rules and instructions of Govt. Every paper crosses the channel from record keeper to Sr. Asstt., Supdt., P.S.O. and Commissioner. The paper is disposed of with in 15 days from the receipt on paper. in addition to this Rev. reports and other revenue work is done according to the time frame fixed in the relevant Acts.
10.	Record Keeper Sadar Mall	Record keeping of the old record is done according to the instruction of Govt. copy of old record issued with 15 days from the receipt of application.
11.	Record Keeper (E.)	Old record is preserved as per instruction of Govt. various catalogue registers are maintained for the recording of the file. Type work is done according instruction to fixed by the Govt. every typist types 25 pages per day. Every paper received in the day entered in the receipt register on the same day. Every letter is dispatch in the same day
12	Embossing Br.	Embossing work is done according to the Govt. instructions. The following points are checked before the documents is embossed (i) Full address of the executants. (ii) Full address of the person in whose favour the documents are to be executed (iii) The place of property or the place where the

		<p>powers to be delegated through that document are to be exercised.</p> <p>(iv) clear date should be mentioned in the document at the time of its execution.</p> <p>(v) The document should be duly signed by the executants and witnessed by two persons giving their full addresses that should also be attested by the Notary Public with seal.</p> <p>(vi) The paper on which the document is executed should be of the same country in which it is executed.</p> <p>(vii) The document to be embossed would be original and not its photocopy.</p> <p>(viii) The document should be got embossed with in 3 months of the date of execution at the headquarter from the office of Commissioners of Division.</p> <p>(ix) The executants must mention his passport number in the document and affix his photograph on the relevant document duly attested by the authority from whom the document is got attested.</p> <p>(x) The document should be accompanied with a copy of the passport of the executants up to date duly attested.</p> <p>In addition to (ix) and (x) above the special power of attorney and general power of attorney must be got counter signed from the office of the Indian High Commissioner or the Embassy of India in that country where it was executed with proper identification and verification by authorized officer before it is presented for embossing to prevent forgery.</p>
13.	G.P.F. Br.	<p>After collecting schedule from the various D.D.O's of the Division, posting is done in the Broad sheets and ledger. At the end of the year interest is calculated and balance sheets are issued to the every subscriber upto 30 June of every year. Advanced cases are dealt according to the provisions of Punjab Civil Service Rules Vol. II. Entry of advance is made in the ledger and utilization certificate is received from the subscriber.</p>
14.	Ahlmads	<p>Ahlmads are deals paper of court cases pending in the court of Commissioner and Commissioner (Appeals) daily cause list of court is prepared by the Ahlmad according to 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 F.C.R. After the decision of the case, record is send to the concerned court with in 15 days of the decision. Comments are sent immediately to the F.C.R. as and when the letter is received</p>

**Commissioner
Patiala Division, Patiala.**

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 employees for discharging functions)

Name of the Office: Commissioner, Patiala Division, Patiala.

Sr. No.	Name of Act	Name of the rule Manuals	Instruction (write circular No./Date	Any other Record/ Documents.
1	2	3	4	5
1.	Peshi Branch	Punjab Land Revenue Act. 1887 <ul style="list-style-type: none">• Northern India Canal & provided Drainage Act, 1873,• The Arms Act, 1959• Punjab New Mandi Township Act. 1960,• The Punjab Municipal Corp. Act, 1976,• Punjab Security of Land Tenure Act, 1953,• Punjab Tenancy Act, 1887• Punjab Land Reforms Act, 1972• Punjab Package Deal Properties (Disposal) Act, 1976,• Indian Stamp Act, 1899• The Petroleum Act, 1934.		As per records by the lower court
2.	Revenue Branch	Punjab Revenue Rules/Act. Pb. Financial Rules/ standing orders.	Instruction issued by Govt. time to time and Instruction corporated In the Sectt. Manual.	—
3.	Budget Br. I	Budget manual /TA Rules/ Stamp Manual/Pb Financial Rules	do	—
4.	Budget Br. II	Punjab Commissioner office Rules 1976/ Punjab Civil Services Rules/Punjab Financial Rules/Pb. Budget Manual/Pb. Punishment & Appeals Rules, 1970	do	—
5.	Estt. Br. I	Punjab Civil Services Rules/ Punjab Financial Rules/Pb. Punishment and Appeals Rules 1970/Pb. Naib Tehsildars Class III Rules 1984/	do	—

		maintenance of service record of Naib Tehsildars.		
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6.	Estt. Br. II	Punjab Civil Services Rules/ Punjab Financial Rules/Pb. Punishment and Appeals Rules 1970.	do	—
7.	General Br.	Punjab Police Rules 1934/ Notary Public Rules/Resettlement Manual/Flood and Relief Manual	do	—
8.	Addl. Rev. Br.	Punjab Civil Services Rules/ Punishment and Appeals Rules 1970/Punjab Distt. Office Manual	do	—
9.	Record Keeper(E)	District Office Manual	do	—
10.	RKSM	District Office Manual	do	—

Commissioner
Patiala Division, Patiala.

ANNEXURE -6

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

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

Name of the Office: Commissioner, Patiala Division, Patiala.

Sr. No.	Category of documents
1.	Budget Br. II Receipt Register/Catalogue Register/Bill register/Token Register TA Check register.
2.	Estt. I Br. Receipt register/movement register/catalogue register.
3.	Estt. II Br. Receipt register/movement register/catalogue register
4.	Rev. Br. Receipt register/movement register/catalogue register
5.	Addl. Rev. Br. Receipt register/movement register/catalogue register
6.	Budget I Br. Receipt register/movement register/catalogue register/TA check register of DCs/
7.	General Br. Receipt register/movement register/catalogue register
8.	RKSM Receipt register/movement register/Dispatch register/Goshwara register/Inspection register
9.	RKE Sectt. Receipt register/Non-Sectt. receipt register/TPM register/Fax receipt register/DO register/Writ receipt register/Office order register/Confidential and Secret receipt register/Dispatch register/catalog register/stamp expenditure register/movement register
10.	Budget Br.2(D) Receipt register/Catalogue register
11.	Peshi Receipt register/Institution register(8)/Summoning register/Stay register/Cause lists/Record down register/movement register/decided cases register/file inspection register
12.	Stationary Br. Stock register-I and II.
13.	Library Br. Catalogue A to Z/Catalog register No. 1 to 9/Receipt and Dispatch register
14.	Nazir Br. Cash Book/Cheque Book register/Stock register/Receipt register/Telephone register.
15.	Embossing Br. Cash Book/Receipt & Dispatch register/Stock register/Challan register

**Commissioner
Patiala Division, Patiala.**

ANNEXURE-7

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

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

Name of the Office: Commissioner, Patiala Division, Patiala.

Sr. No.	Details/type of arrangements made.
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Not Applicable

**Commissioner
Patiala Division, Patiala.**

ANNEXURE-8

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

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

Name of the Office: Commissioner, Patiala Division, Patiala.

Name of the boards	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
—	—	Chairman House allotment Committee (Upper)			Yes.

Note:- This Committee deals with House Allotment work of Houses falling in type A,B,C,D and E. These Houses can only be allotted to the Govt. employees. If any employee not allotted house he/she is eligible for drawing House Rent Allowance with his/her salary.

**Commissioner
Patiala Division, Patiala.**

Annexure -9

Publication of information regarding items specified in Rule 4(i) b(ix) of the right to information Act, 2005.

(Directory of the officers and employees)

Sr No.	Name of Staff Member Sh./ Smt.	Designation	Telephone No.
1.	Ajeet Singh Pannu, I.A.S	Commissioner, Patiala Division	0175-2311324 0175- 2311325 0175-2311329 (F)
2.	Kiran Bala	Superintendent Grade-I	
3.	Narinder Singh Bajwa	P.A.	
4.	Hans Raj	Superintendent Grade-II	
5.	Harjit Singh	Superintendent Grade-II	
6.	Gurvinder Kaur	Superintendent Grade-II	
7.	Veena Rani	Superintendent Grade-II	
8.	Manjeet Kaur	Senior Assistant	
9.	Hardev Singh	Senior Assistant	
10.	Sukhjit Kaur	Senior Assistant	
11.	Raj Kaur	Senior Assistant	
12.	Shiv Kumar	Senior Assistant	
13.	Harinder Pal Kaur	Senior Assistant	
14.	Balwinder Singh	Senior Assistant	
15.	Sarabjit Kaur	Senior Assistant	
16.	Bhupinder Singh	Senior Assistant	
17.	Darshan Singh	Senior Assistant	
18.	Ashok Kumar	Senior Assistant	
19.	Jagmohan Singh	Senior Scale Stenographer	
20.	Ashu Garg	Senior Scale Stenographer	
21.	Kewal Singh	Junior Assistant	
22.	Sandeep Gupta	Junior Assistant	
23.	Ashish Norang	Junior Assistant	
24.	Gurhinder Singh	Junior Assistant	
25.	Rajiv Kumar	Junior Assistant	
26.	Kaka Singh	Clerk	
27.	Harmesh Singh	Clerk	
28.	Vidhi Gupta	Clerk	
29.	Ravinder Singh	Clerk	
30.	Baljinder Singh	Clerk	
31.	Davinder Kaur	Clerk	
32.	Sarita Rani	Junior Scale Stenographer	
33.	Om Parkash	Record Lifter	
34.	Nanha Ram	Jamadar	
35.	Joga Singh	Recordlifter	
36.	Mohan Singh	Daftri	
37.	Hira Lal	Peon	
38.	Surinder Kumar	Peon	

39.	Karam Singh	Peon	
40.	Nirmala Devi	Peon	
41.	Labh Singh	Peon	
42.	Selvam	Peon	
43.	Geeta Rani	Peon	
44.	Mahesh Chander	Peon	
45.	Rajinder Parshad	Peon	
46.	Gurdhian Singh	Peon	
47.	Kusum Rani	Peon	
48.	Rakesh Kumar	Peon	
49.	Sanjeev Sharma	Peon	

**Commissioner
Patiala Division, Patiala.**

Annexure -10

Publication of information regarding items specified in Rule 4(i) b(x) of the right to information Act, 2005.

(Monthly remuneration received by the officer and employees)

Name of the Department /office: Commissioner Patiala Division, Patiala

Sr. No	Name of the employee	Designation	Amount
1.	Ajeet Singh Pannu, I.A.S	Commissioner, Patiala Division	105262
2.	Kiran Bala	Superintendent Grade-I	43611
3.	Narinder Singh Bajwa	P.A.	38946
4.	Hans Raj	Superintendent Grade-II	41995
5.	Harjit Singh	Superintendent Grade-II	38305
6.	Gurvinder Kaur	Superintendent Grade-II	42040
7.	Veena Rani	Superintendent Grade-II	37706
8.	Manjeet Kaur	Senior Assistant	32000
9.	Hardev Singh	Senior Assistant	34317
10.	Sukhjot Kaur	Senior Assistant	30191
11.	Raj Kaur	Senior Assistant	31839
12.	Shiv Kumar	Senior Assistant	27765
13.	Harinder Pal Kaur	Senior Assistant	31833
14.	Balwinder Singh	Senior Assistant	32302
15.	Sarabjit Kaur	Senior Assistant	25400
16.	Bhupinder Singh	Senior Assistant	30005
17.	Darshan Singh	Senior Assistant	31069
18.	Ashok Kumar	Senior Assistant	25340
19.	Jagmohan Singh	Senior Scale Stenographer	32261
20.	Ashu Garg	Senior Scale Stenographer	27039
21.	Kewal Singh	Junior Assistant	20479
22.	Sandeep Gupta	Junior Assistant	20345
23.	Ashish Norang	Junior Assistant	25041
24.	Gurhinder Singh	Junior Assistant	25614
25.	Rajiv Kumar	Junior Assistant	25392
26.	Kaka Singh	Clerk	21667
27.	Harmesh Singh	Clerk	34037
28.	Vidhi Gupta	Clerk	31112
29.	Ravinder Singh	Clerk	24213
30.	Baljinder Singh	Clerk	24183
31.	Davinder Kaur	Clerk	19092
32.	Sarita Rani	Junior Scale Stenographer	32133
33.	Om Parkash	Record Lifter	23574
34.	Nanha Ram	Jamadar	19491
35.	Joga Singh	Recordlifter	18285
36.	Mohan Singh	Daftri	19083
37.	Hira Lal	Peon	20908
38.	Surinder Kumar	Peon	21244
39.	Karam Singh	Peon	17189
40.	Nirmala Devi	Peon	13386
41.	Labh Singh	Peon	17131
42.	Selvam	Peon	20511

43.	Geeta Rani	Peon	14596
44.	Mahesh Chander	Peon	19146
45.	Rajinder Parshad	Peon	16547
46.	Gurdhian Singh	Peon	12086
47.	Kusum Rani	Peon	13465
48.	Rakesh Kumar	Peon	13771
49.	Sanjeev Sharma	Peon	13771

**Commissioner
Patiala Division, Patiala.**

Annexure -11

Publication of information regarding items specified in Rule 4(i) b(xi) of the right to information Act, 2005.

Name of the Office: Office of the Commissioner, Patiala Division, Patiala.

Sr. No.	Head/ Item Of the Budget	Proposed expenditure during the Year 2014-15.
1	Salary	22000000
2	Medical	70000
3	T .A	60000
4	Office Expenses	700000
5	Electricity	750000
6	Water Charges	50000
7	P.O.L	450000
8	Telephone	100000
9	R.R.T	280000
	Total	24460000

**Commissioner
Patiala Division, Patiala.**

ANNEXURE-12

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

(The manner of execution of subsidy Programs, including the amounts allocated and the details of beneficiaries of such programme)

Name of the Office: Commissioner, Patiala Division, Patiala.

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

**Commissioner
Patiala Division, Patiala.**

ANNEXURE- 13

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

(Particulars of recipients of concessions, Permits or authorizations granted.)

Name of the Office: Commissioner, Patiala Division, Patiala.

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

**Commissioner
Patiala Division, Patiala.**

ANNEXURE-14

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

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

Name of the Office: Commissioner, Patiala Division, Patiala.

Sr. No.	Type of information.
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Nil

We are in the process of computerizing various work including peshi branch, in details of posting of N.T., Copying work and embossing work.

**Commissioner
Patiala Division, Patiala.**

ANNEXURE-15

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

(Particulars of facilities available to citizens for obtaining information.)

Name of the Office: Commissioner, Patiala Division, Patiala.

Sr. No.	Facilities available	Remarks (No. of days in a week/timings etc.)
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Commissioner of the Division listens to the public daily from 11.00 a.m. to 1.00 p.m.. In this connection sitting arrangement has been made patient hearing is given to the public and their grievances are redressed immediately. Their complaints are marked to the concerned D.C. of the Distt.. Comments are obtained within 15 days and result is conveyed to the complainants

**Commissioner
Patiala Division, Patiala.**

ANNEXURE- 16

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

(Names, designation and other particulars of the Public Information Officers)

As per Government of Punjab, Department of Revenue, Rehabilitation and Disaster Management (Revenue Coordination Section) notification/ corrigendum No. 14/67/11-RC1/10977 dated 29.6.2011 at Divisional Level :-

1. State Assistant Public Information Officer : Supdt. Grade-II (Respective Branch)
2. Public Information Officer : Superintendent Grade-I
3. Appellate Authority : Commissioner.

(Where the post of Supdt. Grade-I is vacant, the senior most Supdt. Grade-II will be PIO)

Name of the office: Commissioner, Patiala Division, Patiala.

Sr. No.	Name of the State Assistant Publication Information Officer	Designation	Telephone Nos. (Office/ Residence)	Office Address
1.	Sh. Hans Raj	Supdt.Grade-II	0175-2311324 (Office)	Room No. 238, A-Block, District Administrative Complex, Patiala
2.	Sh. Harjit Singh	Supdt.Grade-II	0175-2311324 (Office)	Room No. 224, A-Block, District Administrative Complex, Patiala
3.	Smt. Gurvinder Kaur	Supdt.Grade-II	0175-2311324 (Office)	Room No. 224 A-Block, District Administrative Complex, Patiala
4.	Smt. Veena Rani	Supdt.Grade-II	0175-2311324 (Office)	Room No. 221 A-Block, District Administrative Complex, Patiala

Sr. No.	Name of the Publication Information Officer	Designation	Telephone Nos. (Office/ Residence)	Office Address
1.	Smt. Kiran Bala	Supdt.Grade-I	0175-2311324 (Office)	Room No. 237, A-Block, District Administrative Complex, Patiala

Sr. No.	Name of the Appellant Authority	Designation	Telephone Nos. (Office/ Residence)	Office Address
1.	S. Ajeet Singh Pannu, IAS	Commissioner, Patiala Division, Patiala	0175-2311324 (Office)	Room No. 219, A-Block, District Administrative Complex, Patiala

**Commissioner
Patiala Division, Patiala.**