

**Publication of Information Regarding Items specified in Section (4)(1) b(i) of the Right to Information Act, 2005.**

**The particulars of the organizations, functions and duties:-**

There are Five Districts under Hisar Division headed by the Divisional Commissioner, Hisar. Each district is headed by a Deputy Commissioner and Additional Deputy Commissioner, Sub Divisional Officers (Civil), Tehsildars/ Sub Registrar are working under his control. The Deputy Commissioner of five Districts of Hisar Division report to Divisional Commissioner and also coordinates working of all the departments at the Divisional level to effect synergy and sort out inter department problems. Divisional Commissioner inform to State Govt. Authorities regarding all developments and problems. Divisional Commissioner is also the Head of Department of the Revenue Department at the divisional level.

Superintendent,  
for Commissioner, Hisar Division.

**Publication of Information Regarding Items specified in Section (4)(1) b(ii) of the Right to Information Act, 2005.**

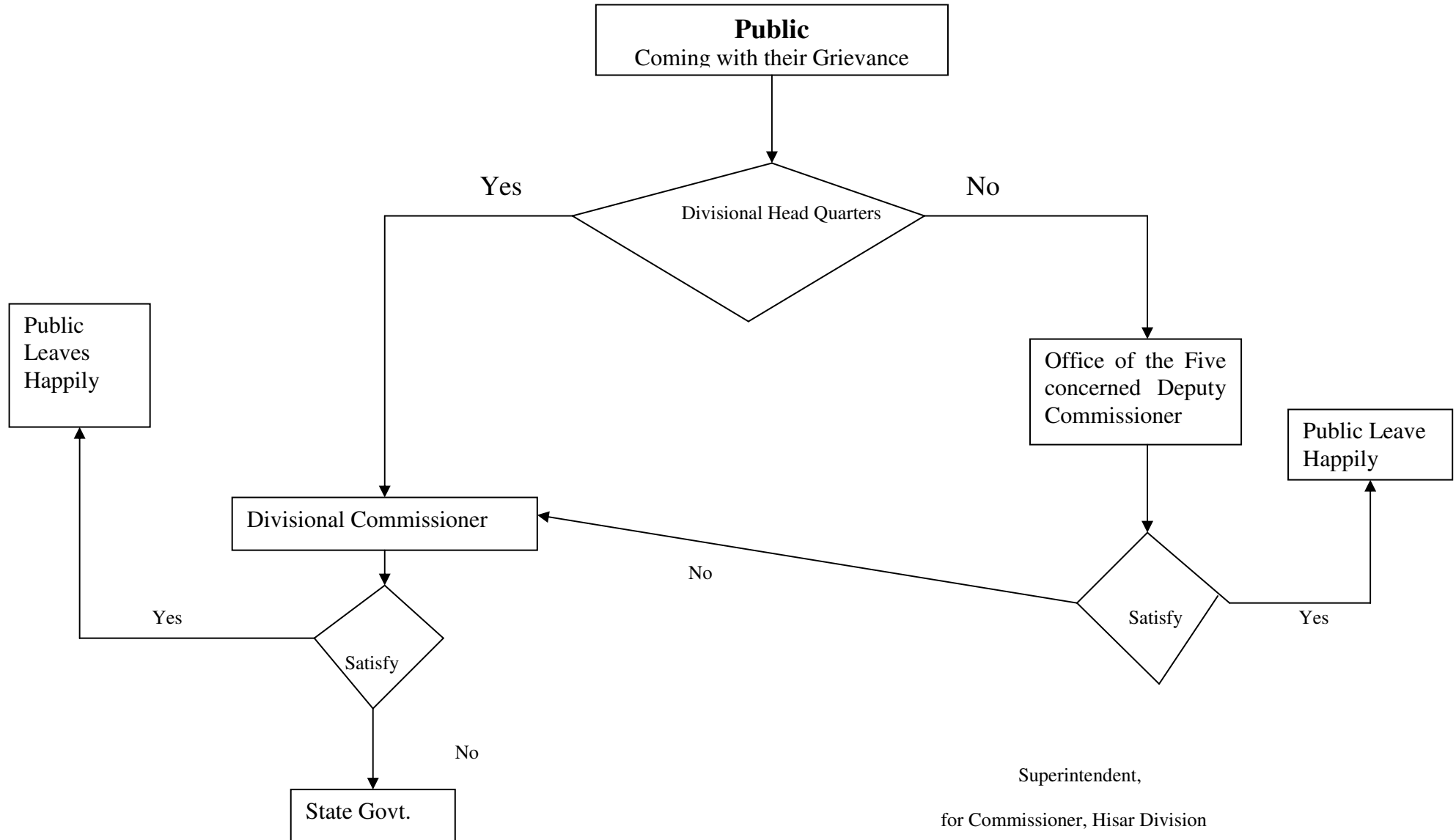
**The Power and duties of its officers and employees**

<b>1</b>	<b>Name of the Post</b>	<b>Power and duties (in brief)</b>
1	Commissioner	He is the head of the Division & coordinates the working of all the departments at the divisional level and sort out inter department problems. He inform to the State Government authorities regarding of all developments and problems. He is the head of Department of the Revenue Department at the divisional level.
2	Assistant District Attorney	Supervising the legal work.
3	Superintendent	Assists the Commissioner and supervise the office work
4	Deputy Superintendent	He assists the Superintendent
5	Deputy Superintendent (R & J)	Duties of reader and assist the Commissioner in the disposal of work relating to Revenue Court work.
6	Personal Assistant	Dictation and typing work
7	Assistant	He heads the respective office branches and put up the matters to the higher authority.
8	Steno Typist	Dictation and typing work
9	Clerk	Record Keeper and maintain of office record
10	Driver	Driving the staff car
11	Jamadar	Attached with the officer.
12	Daftri	Stitching of files and bringing dak from post office
13	Peon	To distribute the dak in other offices in Hisar and distribute the other dak to all the branches of the office.
14	Chowkidar	Watch and ward duty.
15	Mali	To maintain the Garden
16	Sweeper	Cleaning of office.

Publication of information Regarding items specified in Section 4(1) b(iii) of the Right to information Act, 2005.

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

Grievance Redress Mechanism



**Publication of Information Regarding Item specified in Section 4(1) (b) (iv) of the Right to Information Act, 2005**

The norms set by it for the discharge of its functions:-

Letter/Grievances received from Government/Departments including Public, Decision on policy matter and Grievances is normally taken within one week.

**Publication of Information Regarding Items specified in Section 4(1)  
(b) (v) of the Right to Information Act, 2005**

**The rules, regulations, Instructions, manuals and records,  
held by it Or under its control or used by its employee for discharging  
its functions:-**

- Civil Service Sections-Part-I & II
- Punjab Financial Sections.
- T.A. Sections
- Haryana Civil Services (Punishment & Appeal) Sections, 1987
- Sections/Instructions for grant of loans and Advances.
- Haryana Civil Services (ACP) Rules, 2008
- The Punjab Land Revenue Act, 1887
- The Registration Act, 1908
- The Indian Stamp Act, 1899
- The Code of Criminal procedure, 1973
- Punjab village Common Lands (Regulations) Act, 1961
- Haryana Public Premises and Land (Eviction & Rent Recovery) Act.
- Punjab Treasury Act, 1889.
- Punjab Security of Land tenures Act, 1951.
- Haryana Ceiling on Land Holding Act.
- Haryana Municipal Corporation Act.
- Haryana Municipal Act.
- Limitation Act.
- Land Record Manual.
- Punjab Treasury Sections.
- Arms Act, 1959 & Arms Sections, 1962.
- Motor Vehicle Act, 1989.
- Code of Civil Procedure.
- Punjab Law Journal.
- Land Acquisition Act.
- Other relevant Instructions and Sections.

**Publication of Information Regarding Items specified in Section 4(1) (b) (vi) of the Right to Information Act, 2005.**

**Statement of the categories of documents that are held by it or under its Control:-**

<b>Sr. No.</b>	<b>Category of documents</b>
1)	Circulars
2)	Reports
3)	Office Memos
4)	Statements
5)	Correspondence regarding establishment.

**Publication of Information Regarding Items specified in Section 4(1) (b) (vii) of the Right to Information Act, 2005.**

**The particulars of any arrangement that exists for consultation with or Representation by, the members of the public in relation to the Formulation of its policy or implementation thereof:-**

Sr. No.	Details/Type of arrangement made

**Publication of Information Regarding Items specified in Section 4(1) (b) (viii) of the Right to Information Act, 2005.**

Statement of the boards, councils committees and other bodies Consisting of two or more persons constituted as its part to for the purpose of its advice, and as to whether meeting of those Boards, Councils, Committees and other bodies are open to the public, or the Minutes of such meeting are accessible for public:-

--Nil--

Superintendent,  
for Commissioner, Hisar Division.

**Publication of Information Regarding Items specified in Section 4(1) (b) (ix) of the Right to Information Act, 2005.**

DIRECTORY OF THE OFFICE OF COMMISSIONER, HISAR DIVISION.

Public Information Officer

Superintendent (Room No. 14)

Asstt. Public Information Officer

Asstt. Supdt. (Room No. 15)

Room No.		Deal with
1.	Peshi Branch	To deal with the court Cases.
2.	Assistant Supdt. (R & J )	To Supervise the Peshi Branch
3.	Record Room	
4.	Stationary Room	
5.	Conference Hall	
6.	Asstt. District Attorney	To deal with Court work and Legal opinion.
7.	Library	
8.	(i) Establishment Branch	To deal with the cases of Commissioner's Staff.
	(ii) Budget Branch	To deal with Office & Divisional Budget.
9.	(i) Establishment Branch-III/IV	To deal with the cases of the employees of D.C's Office in Division.
	(ii) V.R.K	To deal with court cases.
10	Establishment Branch-I & II	To deal with IAS/HCS Officers & Tehsildar/Naib Tehsildar
11.	Nazir Branch	To deal with the cases relating to office expenses.
12.	(i) Revenue Branch	To deal with the cases relating to revenue matters.
	(ii) Complaint Branch	To deal with misc. complaints
	(iii) Development Branch	To deal with the various Development works.
	(iv) Bhudan Board	To deal with Bhudan Yagna Board cases.
13.	E.R.K Branch	To deal with Typing/Diary/Dispatch work.

**Cabin**

1. Parole Branch : To deal with the cases of Parole.
2. RTI Branch : To deal with RTI matters.
3. Local Fund Branch : To deal with the matters of Municipalities
4. F.S.A Branch : To deal with the matters of Financial sanction.

**Publication of Information Regarding Items specified in Section 4(1) (b) (x) of the Right to Information Act, 2005.**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

**List of officer/employees O/o Commissioner, Hisar Division Hisar.**

Sr. No.	Name of the Person to whom payment is to be made.	Designation	Branch Allotted	Salary Per Month	
1	2	3	4	5	
	<b>Sh./Smt.</b>				
1	M.P. Bansal., IAS	Commissioner, Hisar Division.		104341	First Appellate Authority under RTI ACT
2	Punam Verma	ADA.	To deal with Court Cases	42286	
3	Gurbax Lal	Suprintendent	Supervision of office work	38303	Public Information Officer
4	Rajbir Singh	Dy. Supdt.(R & J)	To deal with Court Cases	32684	
5	Rajender Saluja	P.A.	With Worthy Commissioner, Hisar Division.	29866	
6	Arvind Bhatia	Dy. Supdt. (Gen)	To deal with office work	28555	Assistant Public Information Officer
7	Bhim Sain	Assistant	Parole Branch	27635	
8	Balvir Singh Verma	Assistant	RA/Cord-1	29367	
9	Mahabir Singh	Assistant	RTI/FSA/LFA	24635	
10	Ramesh Chander	Assistant	EA-3, SA	26180	
11	Attar Singh, Asstt.	Assistant	EA-4, RK	26212	
12	Om Parkash Pundir	Assistant	BA-1(E) & BA-1(B)	28804	
13	Neelam Rani	Assistant	CEA & DA	24859	
14	Usha Chauhan	Assistant	Inspection, BA-2, Library & Stationary.	24859	
15	Usha Rani	Steno-Typist	Steno/ARK to RTI Assistant	20290	
16	Jagwanti Devi	Clerk	Diarist & ARK to FSA	23953	
17	Pawan Kumar	Clerk	Nazir & Camp Clerk	25365	
18	Ram Karan,	Clerk	VRK & English Typing Peshi Branch	21821	
19	Balbir Singh	Clerk	ARK to CEA, DA & LFA	23233	
20	Dalip Singh	Clerk	Type work of Parole Branch	17533	
21	Rajender Parshad	Clerk	Typist	17231	
22	Parbhu Ram	Clerk	ARK to BA-1(E) & BA-1(B)	19330	
23	Rohtash	Clerk	ARK to RA/PLA	12157	
24	Arvind Kumar, Clerk	Clerk	Bill Clerk/ ARK to EA-4	15908	
25	Abhimanyu, Clerk	Clerk	ARK to EA-3 & Service Appeal	17533	
26	Baljeet Singh	Clerk	Ahlmad	18983	
27	Sarla Papneja	Clerk	Dispatch	14684	
28	Mahabir Parshad	Driver	Camp Office	30708	
29	Chet Ram,	Jamadar	Office	19987	
30	Rajesh Siwan	Peon	Office	14300	
31	Sanjay Kumar	Khalasi	Office	14324	
32	Laxman	Sweeper	Office	14523	
33	Sahi Ram	Mali	Office	16694	
34	Bholla Dass	Peon	Camp Office	18663	
35	Vinod Kumar	Peon	Camp Office	14717	
36	Ram Avtar	Peon	Office	16360	
37	Kanwar Singh	Peon	Office	11470	
38	Gajender Singh	Chokidar	Camp Office	13660	
			Total	917650	



**Publication of Information Regarding Items specified in Rule 4(1) b (xii) The Right to Information Act, 2005,**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

N.A

**Publication of Information Regarding Items specified in Section 4(1) (b) (xiii) of the Right to Information Act, 2005.**

**Particulars of recipients of concessions, permits or authorization granted by it.**

Sr. No.	Concessions/Permits/Authorization grant	Name of the recipient	Address of the recipient
	<b>Nil</b>		

**Publication of Information Regarding Items specified in Section 4(1) (b) (xv) of the Right to Information Act, 2005.**

**Particular of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:-**

<b>Sr. No.</b>	<b>Facilities available</b>	<b>Remarks (No. of days in a week/Timings etc)</b>
	Can obtain any information allowed under the Act.	On all working days.

**Publication of Information Regarding Items specified in Section 4(1) (b) (xvi) of the Right to Information Act, 2005.**

**Name designations and other particular of the Public Information Officer:-**

	<b>Name</b>	<b>Designation</b>	<b>Office</b>	<b>Tel (O)</b>
1	Sh. Gurbax Lal (Superintendent.)	Public Information Officer	O/o Commissioner Hisar Division.	01662- 233267

## HISTORY & BACKGROUND OF THE OFFICE

Hisar Division comprising of Five districts is headed by the Divisional Commissioner, Hisar. Each district is headed by a Deputy Commissioner who has under him an Additional Deputy Commissioner. City Magistrate, District Revenue Officer, Sub Divisional Officers (Civil) and Tehsildar/Sub Registrars. The Deputy Commissioners of Five districts of Hisar Division report to the Divisional Commissioner. He is the controlling and supervisory officer guiding their work. Divisional Commissioner also coordinates working of all the departments at the divisional level to effect synergy and sort out inter department problems. Divisional Commissioner keeps State Government authorities informed of all developments and problems to seek assistance and guidance from those quarters. Divisional commissioner is also the Head of the Revenue Department at the divisional level. The Five Districts are Hisar, Sirsa, Jind, Bhiwani and Fatehabad. Divisional Commissioner also exercise quasi Judicial powers under Punjab Land Revenue Act 1887, Punjab Village Common Lands (Regulations) Act 1961, Punjab Tenancy Act 1887 & others Act.

Superintendent,  
for Commissioner, Hisar Division.

ORGANISATIONAL CHART OF DIVISIONAL COMMISSIONER OFFICE HISAR DIVISION.

