

# RIGHT TO INFORMATION ACT-2005

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## **Office of ‘The Deputy Commissioner-Kaithal’**

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# **MANUAL-1**

## **Particulars of Organization, Functions and Duties**

Deputy Commissioner

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Additional Deputy Commissioner

S.D.M., Kaithal

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S.D.M., Guhla

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City Magistrate, Kaithal

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District Revenue Officer, Kaithal

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District Development and Panchayat Officer, Kaithal

### **FUNCTIONS OF OFFICE OF THE DEPUTY COMMISSIONER, KAITHAL**

There are 21 branches which deals with various types of work assigned to them. Incharge of each branch is an official of the rank of Assistant. A citizen charter has been published and displayed on a board in front of Mini Secretariat, Kaithal. In this citizen charter the nature of working of each branch in relation to public dealing has been shown and it also elaborates the charge, Govt. fees to be deposited, procedure adopted for accomplishment of work and the time frame fixed for the same. The rules and instructions of the Govt. governing the working are contained in the District Office Manual which is maintained by the Superintendent/Deputy Superintendent and is always available to the members of the public besides these instructions are revised time to time which are readily available to public on demand. Acts/Rules have been maintained by all the branches as per requirement. An Office Library has also been maintained in the office where all such Acts/Rules are available.

Certified copies of other information are immediately supplied to the public on demand immediately. A separate register has been maintained for receipt and disposal of applications under Right to Information Act, 2005. The information is supplied within the time frame fixed under the provisions of the Act. The following officers have been designated as State Public Information Officer and Assistant Public Information Officer for this purpose.

S. No.	State Public Information Officer	Asstt. Public Information Officer	Jurisdiction
1.	City Magistrate	Superintendent/ Dy.Suptd, DC Office	In respect of the branches of DC Office under his/her control.
2.	SDM, Kaithal & Guhla	ASR o/o SDO(C)	In respect of the branches in SDO(C)'s office.
3.	Distt. Revenue Officer, Kaithal	Deputy Superintendent o/o DC Kaithal	In respect of the branches of DC office under his/her control.
4.	Tehsildar, Kaithal, Guhla and Pundri	-	In respect of the Tehsil office.
5.	NaibTehsildar,Kaithal, Guhla,Pundri,Dhand, Kalayat,Rajound, and Siwan	-	In respect of the Sub Tehsil office.
6.	D.D.P.O., Kaithal	Head Clerk, Panchayat	In respect of the DDPO Office.

### Organizational Structure Diagram

<b>CITY MAGISTRATE</b> (General Administration)	
Branches	Work
Establishment Branch	This branch mainly deals with posting and transfers of the staff of D.C.'s office. It maintains service record of Officials and prepares bills for salary/increments/TA/Medical allowances. It also deals with disciplinary cases against employees.
Miscellaneous Branch	This branch deals with law and Order, visits of VIPs, cases under public shows, public meeting, Printing presses, character antecedents of newly entrant in service, training of officers and misc. matters.
Licensing & Passport Branch	This branch deals with grant of arms licenses in district, other matters relating to verification of passports and cases under Cinematography Act.
Complaint & Enquiry Branch	This branch deals with the complaints and redressal of public grievances. Any person can make a complaint in this branch for redressal of grievances. Each complaint are dealt by the office & then sent to concerned departments for necessary action, compliance. Further, there progress, action taken is monitored by the office. Serious complaints are put up before the Distt. Grievances Committee which meets once in a month under the Chairmanship of Hon'ble Minister designated by Haryana Govt.
Nazarat Branch	This branch deals with disbursement of salary to staff and making other payments on account of contingency expenditures & arrangements of meeting of DC & Ministers.
Record Keeper English	Diary, Dispatch & Library.

Local Fund Branch	This branch is entrusted with the work of supervising the working of Municipal Council/Committees in the district. The Deputy Commissioner exercises the control over the working of municipalities under various provisions of Haryana Municipal Act. The Deputy Commissioner also exercises the control on the working of Market Committees in the district.
Census Branch	Census Work (Operational for the time being).
Small Savings	This work deals with appointment of Small savings agents and work for promotion of Small Savings.
Peshi Branch	Parole/Furlough of convict of this District Imprisonment in various Jails, Court cases under Section of Punjab Village Common Land (Regulation) Act-1961, Punjab Land Revenue Rules, Appeal in the Hon'ble High Court in criminal cases, Police help, Appointment of Deputy Magistrate, Solemnize the Marriage under Special Marriage Act, Inspection of Administrative Offices
<b>District Development And Panchayat Officer</b>	
Panchayat Branch	This Branch exercises the control over BDPOs and deals with the working of Panchayats in the district.
Development Branch	This branch deals with release of discretionary grants, funds under PRI, HRDF, special development funds & others as received in the office of DDPO from the Govt. Points 20
<b>DISTRICT REVENUE OFFICER</b>	
	The work of the District Revenue Officer is to assist the Deputy Commissioner to supervise the work of the Tehsildar, Naib Tehsildars and Sub Registrar working in the District. For proper scrutinizing and for the smooth working of the work of Revenue officers, there are seven branches namely, Sadar Kanungo Branch, Flood branch, District Revenue Accounts Branch, Head Registration Branch, Copying Agency, Vernacular Record Room and Ligh Migh Branch who work under the District Revenue Officer. Apart from this, the District Revenue Officer, Kaithal has been entrusted the work of Land Acquisition Officer in the district.
Vernacular Record Room	The judicial and revenue record of the cases decided by Revenue/Judicial Courts is maintained by the Assistant of this branch who is in charge of Record Room. Record of about 100
Copying Branch	The main function of this Branch is to provide the certified copies of all public documents consigned in the record room of Land Record and of the Revenue Records, jam bandies etc., the court cases decided or undecided to the concerned persons or their counsels on their demand.
District Revenue Branch	The function of this Branch is to maintain the accounts of Recovery of Govt. Dues i.e. Land Revenue, Water-rate and dues of other govt. departments/Board/Corporations and Banks etc. Besides this, this branch also deals with the work of allotment and leasing out of Nazul Land, fixation of collector rate of the land and the disposal of the acquired abandoned land.

Sadar Kanungo Branch	The main function of this branch is to keep the record of the land regarding its ownership and cultivation up to date. For this purpose, there is one record room of Land records where jamabandies of the whole of the district is kept. Apart from this, the Mussavies prepared by the consolidation staff at the time of consolidation are also kept in this record room. According to the instruction of the Govt. the entire Jamabandies of all revenue villages of this District are being computerized. All the jamabandies of the district have been computerized. As this branch deals with the record of Agriculturist prepared by the field staff i.e. Patwaris, Kanungos, Naib Tehsildars and Tehsildars as such the grievances of the Agriculturists against the Patwaris and Kanungoes are also dealt with by this branch.
Registration Branch	This branch deals with the work of registration at the Registrar level and also examines the work done by the Sub-Registrars. The old record of registration is also available in this Branch. The effected persons may get the copy of the same, if they so desire. This branch deals with grant of Document writer license, Stamp Vender License and Property Dealers License.
Agrarian Branch	This branch deals with the allotment of surplus land of the landlords under the Haryana Ceiling on Land Holdings Act.
Flood Relief Branch	The main function of this Branch is to monitor the flood and other natural calamities. At the time of any crisis, this Branch provides direct help to the public by providing relief equipments and trained personnel. The information regarding sufferers from natural calamities like flood, drought, house collapse etc. is brought to the notice of the Govt. through this Branch only and relief provided by the Govt. to the sufferers is also distributed amongst the sufferers under the supervision of this branch through Revenue Officers.
Ligh-Migh Branch	This branch deals with the grants of housing loans under LIGH and MIGH schemes.
RTI, Branch	This branch deals with all the matters relating to <b>Right to Information Act, 2005</b> in D.C. office.

## **SUB DIVISIONAL MAGISTRATE, KAITHAL & GUHLA**

Kaithal Sub-Division consists of two Tehsils viz. Kaithal & Pudri and four Sub Tehsils namely Dhand, Kalayat, Rajound, Siwan and Sub Division Guhla consists of One Tehsil viz. Guhla.

The Sub-Divisional Magistrate is responsible for maintenance of law and order in their respective Sub-Division. He enjoys powers of Executive Magistrate as well as of Collector/Assistant Collector Ist Grade. The residents of the villages and towns falling in these tehsils/Sub Tehsils generally visit the office of S.D.O. (Civil)/S.D.M. Kaithal/Guhla in connection with the following works.

1. Registration/Renewal/Transfer etc. of motor-vehicles.
2. Grant/Renewal of driving licenses etc.
3. Renewal of Arm licenses.
4. Issue of permission for use of loudspeakers.

All type of work of registration and driving licenses of vehicles are being done through computer since 2007 completely.

## **TEHSIL/SUB TEHSIL OFFICES**

Tehsildars and Naib Tehsildars are circle revenue officers of their Tehsil/Sub Tehsil. Their main duty is to make recovery of dues under land revenue Act and other Acts entrusted to them by collector of district. They are also responsible for the preparation of revenue records of lands and further updating of the same from time to time. They also enjoy powers of executive magistrate and of Asstt. Collector II Grade and hear cases relating to partition and correction of khasra girdawari of land and suits relating to recovery of batai. The record is updated by way of girdawari, mutations and preparation of Jamabandis. Tehsils circles are further divided into Kanungo circles and Patwar circles.

# MANUAL-2

## Powers & Duties of Officers and Employees

### Deputy Commissioner Office

<b>Powers</b>	<b>Establishment Section</b>
Administrative	<ol style="list-style-type: none"><li>1. Administrative control over all Government Offices, Corporation, Boards, Autonomous bodies in the District and inspection of District Treasury, District Jail and Police Stations.</li><li>2. Supervising the working of all Govt. Deptts. in the District as well as of boards, corporations, autonomus bodies and institutions in the District.</li><li>3. Writing A.C.Rs of All Head of Offices in the District.</li><li>4. Appointment of Clerks and Class IV in the office.</li><li>5. Reviewing the A.C.Rs of Assistant &amp; A.S.R.</li><li>6. A.C.R. accepting and conveying authority of Clerk &amp; Class-IV in the office.</li><li>7. Punishing Authority of Clerks &amp; Class-IV in the office</li><li>8. Preparing seniority list of class-IV employees of the office</li><li>9. Grant of ACP scales to Class-IV and Clerks.</li><li>10. Promotion of Class-IV to the post of Clerk.</li><li>11. Sanction of Casual and Station leave to all Head of Offices in the Distt.</li></ol>
Financial	<ol style="list-style-type: none"><li>1. Sanction of Medical Reimbursement, Expenditure of Class-II, III &amp; IV employees upto Rs.50,000/- in each case.</li><li>2. Sanction of Refundable GPF Advance vide Rule 13.14 of pb C.S.R. Volume-II</li></ol>
Others	<ol style="list-style-type: none"><li>1. Payment of Pay &amp; allowances to all the establishment of the office.</li><li>2. Complaint &amp; Enquiry.</li><li>3. Training of newly appointed IAS, HCS, Tehsildar &amp; Naib Tehsildars.</li></ol>

### REVENUE BRANCHES

<b>Powers</b>	<b>Revenue Section</b>
Administrative	<ol style="list-style-type: none"><li>1 Administrative control over Tehsildar/NTs</li><li>2 Supervising the working of all CROs</li><li>3 Appointment of AWBN</li><li>4 Reviewing of the ACRs of AWBN/WBN/DRA</li><li>5 ACR accepting and conveying authority of AWBN/WBN/DRA</li><li>6 Punishing Authority of AWBN/WBN/DRA</li><li>7 Preparing Seniority list of AWBN/WBN/DRA</li><li>8 Grant of ACP scales of AWBN/WBN/DRA</li><li>9 Promotion of WBN/TRA/DRA</li><li>10. Sanction of committed leave of AWBN/WBN/DRA.</li><li>11. Sanction of journey beyond jurisdiction to all the establishment of the office.</li></ol>

Financial	<ol style="list-style-type: none"> <li>1 Sanction of Medical Reimbursement Expdr. of class II,III &amp; IV Employees upto Rs. 50000/- in each case .</li> <li>2 Sanction of Refundable GPF Advance vide rule 13.14 of Pb CSR Volume-II.</li> </ol>
Others	<ol style="list-style-type: none"> <li>1 Recovery of Govt. dues under Head-0029-other Land Revenue, 0701-Abiana and Misc. dues</li> </ol>

<b>Powers</b>	<b>FRA Branch</b>
Administrative	<ol style="list-style-type: none"> <li>1. Recommendations for grant of financial assistance/relief in the case of natural calamities on the basis of reports made by the field staff.</li> <li>2. To prepare the flood control order</li> <li>3. To make recommendations for inclusion of any item to be added in the agenda of flood control board Haryana</li> </ol>

<b>Powers/Duties</b>	<b>Miscellaneous Branch</b>
	<ol style="list-style-type: none"> <li>1 Maintenance of Law and order</li> <li>2 Conduct of Examination.</li> <li>3 To conduct marriage under special marriage act</li> <li>4 Tour programme of V.I.P.</li> <li>5 Character verification of commission candidate</li> <li>6 Issuing various certificate</li> <li>7 Permission of Rallies /Functions, Jagran, cultural Programs etc.</li> <li>8 Allotment of Govt. Houses or buildings.</li> </ol>



# **MANUAL- 3**

## **The Rules, regulations and acts used by officials for discharging duties / functions.**

### **Establishment**

1. Punishment and Appeal Rule 1987.
2. Haryana Revenue Deptt. Distt. Subordination Service Rules 1988.
3. C.S.R.

### **Local Fund**

1. Haryana Municipal Act 1973.
2. Punishment and Appeal Rules 1987.
3. Town Improvement Act 1922

### **LPA Branch**

1. Arms Act 1959 with Rules
2. Petroleum Act Petroleum Laws
3. The Explosive Act, 1908 (The Explosive Rules, 2008)
4. The Motor Vehicle Act, 1988 and Haryana Motor Vehicle Rules, 1993.
5. The Cinematograph Act, 1952

### **District Nazarat**

1. Punjab Financial Rules Volume-I
2. Punjab Financial Rules Volume-II

### **Panchayat**

1. Haryana Panchayati Raj Act, 1995
2. Punjab Village Common land Act, 1961/1964
3. Haryana Panchayati Raj Election Rules 1995.

### **Flood relief**

Haryana Flood Manual

## **Revenue**

1. The Punjab Village Common Lands Regulation Act, 1961 & Rules 1964.
2. Punjab Security of Land Tenures Act, 1953 and Rules 1953.
3. Punjab Tenancy Act 1887 and Rules, 1909.
4. Haryana Ceiling on Land Holdings Act, 1972
5. Land Administration Manual
6. Land Records Manual
7. Land Revenue Act, 1887
8. The Punjab Minor Canal Act, 1905
9. The Haryana Housing Board Act, 1971
10. The Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act 2002 (Act No. 54 of 2002 dated 17.12.2002)

## **S.K. Branch**

1. Land Revenue Act, 1887
2. Haryana Land Records Manual
3. Hindu Succession Act, 2005
4. Punishment and Appeal Rules, 1987
5. Civil Service Rules Volume I, II, III
6. Punjab Settlement Manual
7. Land Administration Manual

## **MA Branch**

1. Code of Criminal Procedure, 1973
2. The Press & Registration of Books Act, 1867
3. Haryana Prevention of Defacement of Property Act, 1989

## **HRA Branch**

1. The Registration Act, 1908
2. Indian Stamp Act, 1899
3. Haryana Registration Manual
4. Haryana Regulation of Property Dealers and Consultants Act, 2008.

## **Others**

1. The Haryana Police Act, 2007
2. Haryana Police Rules
3. Punjab Jail Manual
4. Haryana Good Conduct Prisoners (Temporary Release) Act, 1988.

# CONTACT ADDRESS

## MINI SECRETARIAT, KAITHAL

OFFICE	DESIGNATION	OFFICE PHONE	RESIDENCE PHONE
DC	Deputy Commissioner	234208	224240, 224235-Fax
ADC	Addl.Dy.Commissioner	234203,235786-Fax	234333
DC	City Magistrate	234280	
SDM	SDM, Kaithal	234220	
SDM	SDM, Guhla	01743-221234	
DRO	DRO, Kaithal	234358	
DDPO	DDPO, Kaithal	234296	
DIO	DIO, Kaithal	234201	
RTA	Secy.RTA,Kaithal	227456	--
Tehsildar	Tehsildar, Kaithal	234528	--
	Tehsildar, Guhla	01743-221555	--
	Tehsildar, Pundri	270541	--
Naib Tehsildar	N.T. Dhand	250800	--
	N.T. Kalayat	260701	--
	N.T. Rajound	256057	--
	N.T.Siwan	240522	

## MANUAL-7

### Other Useful Information

Sr. No.	Question	Answer
1.	Related to seeking Information	<p>A person who desires to obtain any information under the Right to Information Act shall make a request in writing or through electronic means in English or Hindi with the prescribed fee to the concerned public information officer.</p> <p>In case of denial of information, the applicant can make an appeal to the first appellate authority within prescribed period.</p>
2.	With relation to registration process	<ol style="list-style-type: none"><li>a. Registration of Arms Licenses.</li><li>b. Who fulfilled all the requirements as per rules/Arms Act and Govt. instructions.</li><li>c. In passport and licensing branch in DC office.</li><li>d. Prescribed fees as per Rule</li><li>e. Prescribed form.</li><li>f. Domicile, Age proof , Home Guard Certificate etc.</li><li>g. On the receipt of application a police report is to be obtained and then Further action is to be taken by this office.</li></ol>
3.	With relation to collection of tax by Public Authority (Municipal committee, Trade Tax, Entertainment Tax etc.)	<ol style="list-style-type: none"><li>1 House Tax</li><li>2 To Collect the Revenue.</li><li>3 Procedure and criteria is to be determined by the State Govt.</li></ol>
4	With relation to issuing new connection electricity /water supply, temporary and permanent disconnection etc.	These facilities are to be provided by the UHBVN Public Health Department .

**List of State Public Information Officer /  
Asstt. Public Information Officer**

<b>S.No.</b>	<b>SPIO</b>	<b>APIO</b>
1.	City Magistrate,Kaithal	Supdt. DC Office
2.	Distt. Revenue Officer,KTL	Dy. Supdt. DC Office
3.	SDO(C), Kaithal	ASR o/o SDO(C), Kaithal
4.	SDO(C), Guhla	ASR o/o SDO(C), Guhla
5.	Tehsildar, Kaithal	-
6.	Tehsildar, Guhla	-
7.	Tehsildar, Pundri	-
8.	N.T. Kaithal	-
9.	N.T. Guhla	-
10.	N.T. Pundri	-
11.	N.T.Dhand	-
12.	N.T.Kalayath	-
13.	N.T.Rajound	-
14	N.T.Siwan	--
<b><u>Note:- First Appellate Authority is Deputy Commissioner, Kaithal</u></b>		