

MANUAL FOR THE OFFICE OF THE DEPUTY COMMISSIONER, RUPNAGAR

(Under the Right to Information Act-2005)

Introduction

The district of Rupnagar is named after its district headquarters, the town of Rupnagar. Formerly known as Ropar, the town of Rupnagar is said to have been founded by a Raja called Rokeshar, who ruled during the 11th century and named it after his son Rup Sen. The town is of considerable antiquity. Recent excavations and explorations conducted at Rupnagar indicate that the first civilized folk to settle here were the Harappans, who apparently reached the upper Satluj towards the close of third millennium B.C. District was carved out on 1st November, 1966 at the time of re-organization of the State. The District has rich historical and religious significance behind it. **A new district S.A.S. Nagar (Mohali) has been created on 14-04-2006. Two blocks Kharar and Majri of earlier Rupnagar District have been merged with the newly created district.**

Location

Rupnagar district, included in the Patiala Division of Punjab falls between north latitude 30°-32' and 31°-24' and east longitude 76°-18' and 76°-55'. Rupnagar (formerly known as Ropar) town, the district headquarters is 42 Kms from Chandigarh, the state capital. The district adjoins Nawanshahar, Mohali and Fatehgarh Sahib Districts of Punjab. The district comprises 3 Tehsils, Rupnagar, Anandpur Sahib and Chamkaur Sahib and includes 617 villages and 6 towns namely Rupnagar, Chamkaur Sahib, Anandpur Sahib, Morinda, Kiratpur Sahib and Nangal. All the towns except Chamkaur Sahib fall on railway line. The Satluj river passes close (2 to 5 km) to the towns of Nangal, Rupnagar and Anandpur Sahib.

Historical Background

The town of Rupnagar is of considerable antiquity. The town is said to have been founded by a Raja called Rokeshar who ruled in the 11th century and named Rupnagar after his son Rup Sen. The recent excavations carried out at Rupnagar have proved that this town was the seat of well developed Indus Valley Civilization. In proto - Historic Punjab perhaps Rupnagar is the only known excavation site which can claim the status of a small town or city. The finds in recent excavations consist of earthen wares, statues, coins, etc. That proves that the city dates back to Harrappa - Mohanjodharo civilization which crossed Satluj River. Many of them settled at this place. In the excavations many things found belong to Chandra Gupta, Kushan, Hoon and Mughal period. One of the rare finds is a seal of Marble on which there are three letters engraved in Sindhi script. One of the finds is the statue of a woman dressing her hair. All these prove that even the people living in this town 4000 years, hence were fully civilized and well cultured.

Many historians are of the view that when the first man descended from the mountains in the North to plains, he settled down at Ropar. A Mound is still preserved by the Archeology Department at Ropar.

S. Hari Singh Rais of Sialba conquered Ropar in 1763 A.D. and established his state. His son Charat Singh made Ropar capital of the state.

After the fall of Sirhind in 1763, Rupnagar came under the Sikhs Chief Hari Singh. The most famous ruler of Ropar state was Raja Bhup Singh, who fought in the Anglo Sikh war of 1945. On the side of Maharaja Dalip Singh, were the minor successor of Maharaja Ranjit Singh, against the British. Consequently, after the victory of the British, Ropar state of Raja Bhup Singh was confiscated.

The history of Ropar district is in fact the war of Guru Gobind Singh Ji against Mughal tyranny, exploiters and social evils. It is here in this district at Sarsa Nangal that the great Guru parted with the family and proceeded to Chamkaur Sahib where two elder Sahibzadas laid down their lives fighting for truth and Guru Sahib left for Machhiwara on a constant struggle.

The other important historical place in this District is Kiratpur Sahib situated on the banks of the river Satluj. This town was established by 6th Guru Shri Guru Har Gobind Singh Ji after buying Land from Raja Tara Chand of Kehloor through Baba Gurditta Ji. It is said that Guru Nanak Dev Ji made a prophesy regarding the establishment of this place. It is here at this place that Guru Nanak Dev Ji met saint Buddan Shah in a Jungle. It is here in Sheeshmahal that Guru Hargobind Sahib stayed from Sammat 1691 till the end came. Shri Guru Har Rai Ji and Shri Guru Harikrishan Ji were also born at this place and they were blessed with Guru Gaddi at this place. It is here at Gurdwara Patalpuri Sahib that Sikhs from all over the world immerse the ashes after death. Even the Babhuti of Shri Hari Krishan Ji was brought from Delhi and established at this place. About a half-mile away from Kiratpur Sahib the Takia of Saint Buddan Shah is situated.

Anandpur Sahib, a historical town in this district was founded by 9th Guru of Sikhs Shri Guru Teg Bahadur Ji after buying Land in Village Makowal in 1723 A.D. It is at this place that the great 9th Guru performed perance to commemorate the gurudwara Bhaura Sahib built at Anandpur Sahib. It is also here at Anandpur Sahib that Kashmiri Pandits approached 9th Guru to save them from Mughal Tyranny. Acceding their request on the motivation of Guru Gobind Singh Ji, Shri Guru Teg Bahadur Ji left for Delhi to make Supreme Sacrifice. At Anandpur Sahib the great 10th Guru of Sikhs Shri Guru Gobind Singh Ji spent his early age. It is here that the great Guru mastered the use of arms in Kila Anandgarh Sahib.

Further it was at Anandpur Sahib in Rupnagar District that Shri Guru Gobind Singh Ji created Khalsa in 1699 on Baisakhi Day and brought about a cultural revolution. It was the most important landmark in the history of Sikhs. The Khalsa created by Guru Gobind Singh Ji later on acquired the sovereign power of Punjab under Maharaja Ranjit Singh. The creation of Khalsa at Anandpur Sahib is the most important event not only in history of Rupnagar district, but also in the history of the Sikhs and Punjab. Gurudwara Keshgarh Sahib at Anandpur Sahib still commemorates the memory of the historical event as Guru created Khalsa at this place.

Another most important landmark historic event had been added to the history of the district, when in April 1999, 300th Birth of Khalsa was celebrated at Anandpur Sahib. Besides lacs of people from all walks of life from all over of the world, heads, important religious, social, political and administrative personalities participated in the Tercentenary functions and paid obeisance at Gurudwara Takhat Shri Keshgarh Sahib. Historic City of Anandpur Sahib has been developed as tourist center. Khalsa heritage Memorial complex is being constructed.

Climate, Rainfall and Soil

The climate of Rupnagar District is characterized by its general dryness (except in the south-west monsoon season), a hot summer and a bracing cold winter. The year may be divided into four seasons. The period from about middle of November to February is the cold season. This is followed by the summer season from March to about the end of June. The south-west monsoon season commences late in June and continues up to about middle of September. The period from mid September to the middle of November constitute the post-monsoon or transition season. The temperature ranges from minimum of 4° C in winter to 45° C in summer. May and June are generally hottest months and December and January are the coldest months. Relative humidity is high, averaging about 70 percent during monsoon. The average annual rainfall in district is 775.6 mm. About 78 percent of the annual rainfall is received during the

period from June to September. The soils of the District vary in texture generally from loam to silty clay loam except along the Sutlej River and chos where some sandy patches may be found. Chamkaur Sahib and Kharar blocks have sodic soils. The soils of Anandpur Sahib and Rupnagar blocks are undulating.

Duties of Deputy Commissioner

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

Under the Registration Act the District Collector exercises the Powers of Registrar of the District and he controls and supervises the work of Registration of deeds. He also functions as Marriage Officer under the Special Marriage Act, 1954. Further under the Cinematograph Act, the District Magistrate is the Licensing Authority in his jurisdiction. The administration of the Police in a district is vested in the District Superintendent, but under the General direction of the District Magistrate as per provisions of section 4 of the Indian Police Act, 1861.

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

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

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

He is authorized to inspect the Offices/Courts of Sub Divisional Officers (Civil), Tehsildars, Naib Tehsildars, Treasuries, Sub Treasuries, Jails, Hospitals, Dispensaries, Schools, Blocks, Police Stations, Second Class Local Bodies, Improvement Trusts and all other offices of Punjab Government, the A.C.Rs of who's Heads of offices he is required to write. In this way, he has effective control over the Administration.

The Deputy Commissioner holds courts/hears appeals under the following Acts

1. Pb. Land Rev. Act, 1887.
2. Northern India Canal & Drainage Act 1873
3. The Arms Act. 1959.
4. Pb. Municipal Act. 1911.
5. Pb. Security of Land Tenure Act, 1953.
6. Pb. Tenancy Act, 1887.
7. Pb. Land Reform Act, 1972.
8. Indian Stamp Act, 1899.
9. Indian Registration Act.
10. The Petroleum Act, 1934.
11. The Pb. State Election Commission, Act, 1994.
12. Special Marriage Act, 1954.

13. Pb. Public Premises and land (Eviction & Rent Recovery)
Act, 1973.

Annexure-2

Publication of information regarding items specified by Rule 4(1) b (2) of the Right to information Act. 2005.

(The powers and duties of the officers and employees)

Name of the Office: **Deputy Commissioner, Rupnagar**

| Sr. No | Name of Post | Powers and duties (in brief) |
|--------|----------------------------------|---|
| 1. | Establishment Assistant | <ol style="list-style-type: none"> 1. Supervision of Branch. 2. Posting & Transfer Order of Class-III & IV. 3. Regarding Recruitment of Class-III & IV Employees. 4. Regarding Promotion of Class-III & IV Employees. 5. To deal with diplomacy proceedings against Govt. employees. 6. To deal with court cases & vigilance cases of Govt. employees. 7. Preparation of seniority list of Class-III & IV employees. |
| | Establishment Clerk-I | <ol style="list-style-type: none"> 1. Maintenance of Roaster Register of Class-III & IV employees. 2. To prepare charge sheet of Class-III & IV employees. 3. To maintain personal files of All Employees. 4. To deal with the cases of retirement of Class-III & IV employees. 5. To deal with the cases of all kind of appointments regarding Class-III & IV employees. 6. Maintenance of personal files of all Gazette Officer. 7. To deal with cases of Tehsildar & Naib Tehsildar regarding complaints. 8. Training files of all the officers. 9. Regarding examination of Tehsildar & Naib Tehsildar. 10. Duties of Class-IV employees. 11. Regarding examination of Registration Clerk. |
| | Establishment Clerk-II | <ol style="list-style-type: none"> 1. TA/Leave encashment/Medical Bills etc 2. To deal with A.C.R. cases for Class-III & IV employees. 3. Diary 4. Manage the leave account in service books of all employees 5. Dispatch 6. Inspection Note. 7. To deal with Earned leave of all employees. 8. Sanction of earned leave Class-III & IV employees. |
| 2 | Reader to D.C. | He deals with the Talbi cases of Peshi Branch and correspondence of Judicial Cases and other Misc. work of Peshi Branch. |
| 3 | License Passport Assistant (LPA) | Over all supervision of the branch and dealing of cases put up by the branch clerks. |
| | LPC-1 | <p>He/She is deals with the following type of works:-</p> <p>(i) Receipt of applications of new Licenses, Additions of weapons, Sale permission cases (Death Cases), NOC for import/sale of weapons, Extension of jurisdiction of arms licenses, Renewal of arms licenses and deals in report relates to Government.</p> |

| | | |
|---|--------------------------------|--|
| | LPC-II | Put up the all applications receipts in new arms licenses, Additions of weapons, Sale permission cases (Death Cases), NOC for import/sale of weapons, Extension of area of arms licenses, Renewal of arms licenses. |
| | LPC-III | Deals with Receipt & Dispatch and assist to LPC-1 and LPC-2. |
| 4 | Head Registration Clerk | <ol style="list-style-type: none"> 1. To deal with the cases of fixation of rates of properties/lands in the district 2. To maintain the record regarding registration over 12 years for the district 3. Monthly statement regarding Receipt & Expenditure under head 0030 & 2030 4. To prepare Annual Administration report & submit to the DLR 5. Receipt & Dispatch Dak of the Branch 6. Issuing the Certified Copies of Deeds 7 Issuing the Licenses of Stamp Vendors & Document Writers |
| 5 | Sr. Assistant (Passport) Clerk | Supervision of the branch |
| | Clerk (Passport) | Receipt of applications of new passport, Renewal of passport and deals in report relates to Government |
| 6 | Sr. Assistant (DDPO) | Overall Supervision of the branch, dealing of complaints and court cases, monthly meeting of Distt. Dev. committees and Weekly meeting B.D.P.Os |
| | Dev. Clerk | Misc. works of branch and reports regarding dev. Works |
| | Dispatch | Work of dispatch and receipt of dak |
| | Account Clerk | To deal with the reports regarding: <ol style="list-style-type: none"> 1. C.D. 2.25 2. C.D. 2.32 3. C.D. 2.36 4. C.D. 2.44 5. Viveki grant 6. Un tied funds 7. R.D.F(Rural Development Funds) Regarding dev. Of villages |
| 7 | RKEO | To deals with the fresh dak received from Govt., Commissioner Division Patiala. And other office. |
| 8 | LFA | Overall Supervision of the branch. Dealing of cases put up by the branch clerk. |
| | LFC | He is dealing with the following type of works: <ol style="list-style-type: none"> 1. Receipt and dispatch of the fresh dak. 2. To deal with the correspondence of type Nagar Council, Nagar Panchayats and market committees etc. 3. To watch the matta's Nagar council & Nagar panchayat. 4. To send nominee to EO Nagar council & Nagar panchayat's Offices on the demand 5. To sell or purchase property for Nagar council and Nagar panchayat. 6. To remove unauthorized occupants. 7. To renew the licensees of marriage palace. 8. The works of improvement |
| 9 | Misc. Asstt. | (i) Overall supervision of the Branch. (ii) Dealing of cases put up by the Branch clerks. |
| | MC-I | (i) He is dealing with the following type of works. <ol style="list-style-type: none"> 1. Celebrations of National functions i.e.15 August, 26 January & 30th January. 2. Ban orders 3. Misc. works. |

| | | |
|----|--------------------------------|---|
| | | <p>4. Countersigning</p> <p>5. Permission regarding Exhibition, Circus, Magic show.</p> |
| | MC-2 | <p>(i) Dependent Certificates.</p> <p>(ii) Freedom Fighter Certificates.</p> <p>(iii) Recommendation of Awards.</p> |
| | MC-3 | <p>Issue of title of Newspapers/Printing Presses</p> <p>Allotment of Govt. Houses.</p> <p>Video Parlors / Cinema License.</p> <p>Tour Programme.</p> <p>Booking of Rest House.</p> <p>Receipt and Dispatch</p> |
| 10 | RRA | <p>(i) Overall supervision of the Branch.</p> <p>(ii) Dealing of cases put up by the Branch clerks.</p> |
| | RRC | <p>He is dealing with the following type of works:</p> <ol style="list-style-type: none"> 1. Receipt and dispatch of the fresh dak. 2. To give service (employment) to Terrorist affected or who's dead during the 1984's dange etc. 3. To give free bus passes to terrorist affected and danga peerat families 4. Marriage Grant 5. To give plot to terrorist affected and danga peerat families 6. Exaggerate grant 1, 00,000. 7. Study allowance |
| 11 | District Revenue officer (DRO) | <p>Information statement from all SDMs/Tehsildars. All revenue meeting proceedings, revenue related miscellaneous complaints, amendment in act files. He collects information/statements from all the SDM's/ Tehsildars in connection with revenue work.</p> |
| | DRA/DRAT | <ol style="list-style-type: none"> 1. Supervision of branch work. 2. Maintenance of cash work related with nature calamities 3. To deal with audit notes. 4 Inspection of WBN (Taccavi) in Tehsils. 5. Miscellaneous Work 6 Inspection Kishtbandi |
| | ADRA | <p>To deal with cases of: -</p> <ol style="list-style-type: none"> 1 Creation of new post of chowkidaar. 2 Distribution of allotment of funds to chowkidaar to the Tehsil and Sub Tehsil. 3. Issue of warrant forms. 4. To deal with the sanction of local rate, chowkidar, Copying mutation fee etc. 5. Monthly statements of receipt sent to Govt. regarding income under various heads. 6. To prepare a statement of various recoveries of taxes and sent to Govt. 7. To maintain monthly file circle revenue officers. 8 Allotment of nazool land and approval of lease of Govt. land. 9. Issue of sale certificate of nazool land. 10 Fixation of Govt. land. 11 Market rates of land. 12 Issue of collect rates for Govt. land and NOC. 13. Issue of sale certificate of evacuee land. 14 Reply of PAC paras. 15. To deal with court cases. 16. Application of allotment of land from people. |

| | | |
|-----|---------------------------------|---|
| | | <p>17. To make the correspondence of field firing range, Hari-Ke, wet land</p> <p>18 Receipt/Dispatch</p> <p>19. Khadi board/industrial loan, SC corporation Etc. RCs declared as revenue</p> <p>20. Issue of certificate of land declaration Tehsil vise.</p> <p>21. To fixation of land value for civil & telephone department cases about people property.</p> <p>22. RCs sent back after recovery.</p> <p>23. To prepare statement of monthly meetings.</p> |
| | ADRA (T) | <p>1. To deal with the cases of floods and natural calamities.</p> <p>2. Monthly statement of expenditure</p> <p>3 To type the work of branch.</p> <p>4, To deal with audit notes related with flood and submitted to DRA.</p> <p>5. To deal with complaints regarding floods</p> <p>6. To deal with budget of natural calamities.</p> <p>7. To pass the grant of natural calamities from the treasury.</p> <p>8. Collect check from the treasury.</p> <p>9. Maintain the record of floods.</p> <p>10 To set up flood control room and duties to arrange the attendant.</p> <p>11. Receipt and dispatch</p> <p>12 To prepare the monthly statement Taccavi recovery and sent to Govt.</p> <p>13. Recovery of Govt. loan as repairing houses/reclamation/RHA and prepare the statement.</p> <p>14. To deal with the audit notes of taccavi.</p> <p>15. Maintain the record of kishtbandi</p> <p>16 To prepare the annual administration course.</p> <p>17. Budget of taccavi.</p> <p>18 To deal with cases of rehabilitation and prepare statements and forward the summons to the Tehsildars received from the courts.</p> <p>19. To dealing with the allotment of files of rehabilitation and put up DC for approval.</p> <p>20 To deal with complaints of inferior evacuee land.</p> <p>21 To make correspondence of sale proceed land recovery</p> <p>22 To deal with the audit notes of revenue department.</p> |
| 12. | Sr. Assistant (GPF Branch) | <p>(1) Overall Supervision of the Branch.</p> <p>(2) Dealing cases put up by the branch Clerk</p> |
| | GPFC | <p>GPFC deals with the following work of the GPF&GIS Branches:</p> <p>1. Receipts and Dispatch Register.</p> <p>2. After Collecting Schedule from various D.D.Os 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 up to half June of every year. Advanced cases are deals according to the rules/provision of Punjab Civil Services Rules. Entry of advance is made in the ledger. Passbooks are issued to subscribers.</p> <p>Maintenance of G.I.S. Accounts of employees.</p> |
| 13 | Distt. Revenue Office, Rupnagar | Overall Supervision of the revenue branches |
| | Supdt. (Rev.) | He look into the works relates to S.K. Branch (DRA, DRA(T), HRC, & GPF) |

| | | |
|----|------------------------------------|--|
| | Sadar Kanungo | Sadar Kanungo is in charge of the branch & he deals with court cases, maintenance of cash book |
| | Naib Sadar Kanungo | He deals with N.O.C's about Patwaries, Kanungo, preparation of monthly maps and computerized record. |
| | Naib Sadar Kanungo-2 | He deals with all khewats |
| | Naib Sadar Kanungo-3 | Vacant Post |
| | Record Keeper Sadar (R) | He deals with all records related to revenue and maintains the record and supply the photo state copies of the record to suwidha center applied by clients and supply the record to public / client for inspection if applied |
| | Enquiry clerk | He deals with enquiries related with patwaries / Kanungo respectively. |
| | Bill clerk | He prepared bills related with S.K Branch and responsible for allotment of budget |
| | Statistics clerk | He prepared Statistics about agriculture of Distt. |
| 14 | Copying Assistant (Copying Branch) | Over all supervision of the branch. & Attested the copies from the original record submitted by the dealing official |
| | Copying Clerk | To receive application from Suwidha center for supplying of attested copy of documents A trace out the original reference from the record and put up to the Assistant in charge for attestation. On receipt of attested doc. From the Copying Asstt. And transmit to the Suwidha center for further action |
| 15 | Budget Assistant | Allocation of Budget to the SDM's and Tehsildars Expenditure Statement, Re-conciliation of budget with A.G. Office Budget office, Budget of receipt Heads, pay Bills, Medical bills, TA bills, Budget reconciliation cases |

Deputy Commissioner,
Rupnagar

Annexure-3

Publication of information regarding items specified by Rule 4(1) b (3) of the Right to information Act. 2005.

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

Name of the Office: **Deputy Commissioner, Rupnagar**

| 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 is made (Name of the Post) |
|---------|------------------------------------|---|--|--|
| 1. | Establishment Branch | Dealing clerk put up the paper with concerned file to the Establishment Assistant who deals the files with relevant rules and instructions. | Superintendent Grade-1 A.C.(Gen.) A.D.C. | D.C. |
| 2 | Peshi Branch (Deputy Commissioner) | Ahlmad | Peshi Assistant Supdt (Rev.) | Deputy Commissioner |
| 3 | LPA Branch | LPC, LPA | Supdt. G-1, A.C. (G), ADC | Deputy Commissioner |
| 4 | Head Regn. branch | HRC | Superintendent Gr. II /DRO / ADC | DC |
| 5 | Passport Branch | PC | ADC | RPO Chandigarh |
| 6 | DDPO Branch | Dev. Clerk, Sr. Assistant (D.A) | DDPO | Deputy Commissioner |
| 7 | RKEO | Clerk, RKEO, | Superintendent-I | D.C; (Some important paper/dak) |
| 8 | LFA Branch | LFC/LFA | Supdt. -I / AC (G) /ADC | DC |
| 9 | MA Branch | MC-1.MA MC-II.MA MC-III.MA | Supdt. -I / AC (G) /ADC | DC |
| 10 | RRA | RRA/RRC | Supdt-I / Ac (G) | Deputy Commissioner |
| 11 | DRA/DRA(T) Branch | DRC/DRA | Supdt. (R)/DRO/ ADC | Deputy Commissioner |
| 12 | G.P.F | Clerk/ Sr. Assistant | Supdt.G-I P.G.O.(Gri.), ADC | Deputy Commissioner |
| 13 | G.I.S | Clerk/ Sr. Assistant | Supdt.G-1 P.G.O.(Gri.), ADC | Deputy Commissioner |
| 14 | S.K Branch | Clerk/NSK-I/SK | Supdt.-I (R)/ DRO/ ADC | Deputy Commissioner |
| 15 | Copying Branch | Copying Clerk | Copying Assistant | Officer In-charge |

| | | | | |
|----|---------------|--------------|--------------------------------|------------------------|
| 16 | Budget Branch | Record clerk | Sr. Asstt., Supdt., GA/ADC. | Deputy Commissioner |
| 17 | RTI Branch | RTI clerk | Sr.Asstt. Supdt. GA/ADC | ADC Rupnagar |

Deputy Commissioner,
Rupnagar.

Annexure-4

Publication of information regarding items specified by Rule 4(1) b(4) of the Right to information Act, 2005.

(To norms set for the discharge of the functions)

Name of the Officer: **Deputy Commissioner, Rupnagar**

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. | Establishment Branch | After the receipt of the paper the dealing clerk put up the same with the relevant file within three days from the receipt of paper. Establishment Asstt. Deals with paper according to rules and instructions. Every paper crosses the channel from dealing clerk to E.A., Supdt G-1, A.C. (Gen). A.D.C and Deputy Commissioner. The cases regarding disciplinary action against the employees are decided approximately within six months from the date of suspension. |
| 2 | Peshi work | As per the provision of various Acts, Appeals/Revisions within the time frame in the fix in the relevant Act. However, disposal depends upon the record/comment provided/given by the lower Courts, as per norms fixed by the Govt. |
| | Ahalmad | Ahalmad deals with Court Cases pending in the court of Deputy Commissioner. The Ahalmad prepares daily cause list of court. As per the cause list files are sorted out for daily peshi work. At the end of the month, statement of the decided cases is prepared and sent to the Commissioner/F.C.R after the decision of the case, record is send to the concerned court at the earliest for further necessary action and the appeal file is send to the record room. |
| | Inspections of Subordinate Offices | Inspection carried out as per scheduled of inspections. |
| 3 | New Arms Licenses (LPA Branch) | On receipts any application the licensing authority shall call for the report of the Officer - in- Charge of nearest Police Station on the application, and such officer shall send his report within the prescribed time i.e. 30 days. The licensing authority, after such enquiry, shall grant the license or refuse within 60 days from the date of application. |
| | Addition and Deletion of Weapons | After receipt of the applications licensing authority call for police report within 30 days, after such inquiry, shall allowed the addition or refuse. |
| | Sale Permission cases (Death Cases) | After receipt the applications shall call for the report of the concerned Tehsildar for Members of the family. With in 30 days |
| | No Objection Certificate | On receipt of applications NOC issued to the applicants (Process of 45 days) |
| | Entry of weapons in Arms Licenses | 30 days |
| | Renewal of Licenses | 30 days |

| | | |
|---|---|--|
| 4 | Duplicate Arms Licenses | 30 days |
| | Retainers entry in Arms Licenses | 15 days |
| | Cancellation of Arms Licenses | After receipt of report from Station House Officer of the concerned police station show cause notice given to the applicant and considered/cancelled the license after receipt reply to show cause notice within 15 days |
| | Change of address in Arms Licenses | After receipt the report from Station House Officer of the concerned police station. (30 days) |
| | Change of Bore | 15 days |
| | Extension of Jurisdiction | Applications receipt from the applicant then sent to the Govt. of Punjab (Home Department, Chandigarh) for necessary action. (45 days) |
| | License Form No. 11,12,13,14,16 | Process of 30 days |
| 5 | Head Registration Branch | After the receipt of the paper, the dealing clerk put up the same with the relevant file within 3 days from the receipt of paper. Branch Assistant deals with the paper according to rules & instructions. Every paper crosses the channel from dealing clerk to Branch Assistant, Superintendent Gr. II, DRO, and ADC & Deputy Commissioner. |
| 6 | Passport Branch | |
| 7 | (DDPO Br.) Complaint | <ol style="list-style-type: none"> 1. C.D. 2.25 2. C.D. 2.32 3. C.D. 2.36 4. C.D. 2.44 5. Viveki grant 6. Un tied funds 7. R.D.F(Rural Development Funds) Regarding dev. Of villages |
| 8 | RKEO Branch Receipt & Dispatch of dak from Govt., Commissioner office & other offices | After the receipt of the fresh dak from Govt. Commissioner Patiala Division & other offices the some is marked to the concerned branches and entered in the concerned register and given to all concerned Branches in the office with in three days every paper crosses the channel from dealing clerk to RKEO, Supdt. -I & Deputy Commissioner |
| 9 | CEA Branch | Complaints are either received by the RIA branch of the DC Office or directly by the CEA branch. These complaints are put up to the Officer Incharge of the CEA branch and then sent to department concerned for necessary action. After the action taken report is received from the concerned department, as per the orders of the Officer Incharge either complaint is filed or complainant is informed the status. |
| | | Freedom Fighter Certificate : After the receipt of paper, the same is put up by the Complaint Clerk with the relevant instructions file within 2 days from Receipt of paper to the Branch Assistant who in turn put up the case to the Officer Incharge. After getting the relevant orders the case is sent to the SDM/Teshildar/Patwari for verification. After getting their report the certificate is issued by the branch. Every paper crosses the channel from Complaint Clerk to Assistant/Supdt/ AC (Gr.)/ADC/DC. The paper is disposed of within 25 |

| | | |
|----|---------------|---|
| | | days from receipt of paper. |
| 10 | L.F.A. Branch | <ol style="list-style-type: none"> 1. Receipt and dispatch of the fresh dak. 2. To deal with the correspondence of type Nagar Council, Nagar Panchayats and market committees etc. 3. To watch the Resolution Nagar council & Nagar panchayats. 4. To send nominee to EO Nagar council & Nagar panchayat's Offices on the demand 5. To sell or purchase property for Nagar council and Nagar panchayat. 6. To remove unauthorized occupants. 7. To renew the licensees of marriage palace. 8. The works of improvement |
| 11 | MA (Branch) | <p>Celebrations of National. Functions i.e.15 August, 26 January & 30th January : These functions are celebrated at Distt. Level .No public Dealing or correspondence is involved in the matters.</p> <p>Ban orders :As per recommendation of the SSP and instructions Received from Govt. Necessary ban orders are issued From time to time.</p> <p>Counter Signature : After taking report regarding veracity of the document Submitted by the applicant for countersignature from the Issuing authority, the same is returned to the applicant after doing needful with in 10 days.</p> <p>Permission regarding Exhibition, Circus, Magic show : After taking recommendation report from SSP, case Along with above report is put up to the D.C. Decision with in a day or two-. The application is disposed off with in 15 days.</p> <p>Dependent Certificate : After the receipt of paper the same is put up by the MC-2 With relevant instructions file within 2 days after that MA Deals with paper according to Rules and instructions of Govt. Every paper crosses the channel from MC-2 to MA/Supdt AC (G)/ADC, DC. The paper is disposed of within 2 days</p> <p>Issue of title of News Paper/Printing Press : After the receipt of paper, the same is put up by the MC-2 With the relevant instructions file within 2 days from Receipt of paper. After that MA deals with paper according to Rules and instruction of Govt. Every paper crosses the channel from MC-3 to MA/Supdt/ AC (G), ADC, DC. The paper is disposed of within one month from receipt of paper.</p> <p>Video Parlor/Cinema License : After the receipt of application from the individual, the same is put up by the MC-3 with the relevant instructions file within 2 days from receipt of paper. After that MA deals with paper according to Rules and instruction of Govt. Every paper crosses the channel from MC-3 to MA/ Supdt/ AC (G), ADC, DC. The paper is disposed of within 2 month from receipt of paper.</p> |

| | | |
|----|-------------------------|--|
| | | <p>After the receipt of Tour Programme of VIP: The dealing Clerk MC-3 is put up the paper with in a hour and disposed Off at the level of MA/Supdt-1/AC(Gen)</p> |
| | | <p>Booking of Rest House : On receipt of Tour Programme Application the available Suit is booked and permit issued at the level of MA/Supdt-1 With in an hour.</p> |
| | | <p>Recommendation of Awards : After the receipt of letter from Govt. the same is put up by MC-2 with in two days from receipt of reference, after that MA deals with the Govt. reference according to instructions and recommendation is called for from the SDMs. On receipt of Recommendation from the SDMs the reference is disposed off and reply sent to Govt. with in 20-25 days from receipt of letter.</p> |
| | | <p>Receipt/Dispatch : Every letter /application /reference is entered in the receipt Register and every letter which is disposed off by the branch is also entered in the dispatch Resister before dispatching the same.</p> |
| 12 | RRA Branch | <p>Receipt /Dispatch : Every letter /application /reference is entered in the receipt Register and every letter which is disposed off by the branch Is entered in the dispatch Resister.</p> |
| | | <p>To give service (employment) to Terrorist affected or who's dead during the 1984's dange etc. : Whose family members died by terrorist or dange in the year 1984 the Govt. give employment to one of the family member. When he applies for service his file is sent to concerned SDM for verification. After verification checklists prepared in the noting sheet of the files which is approved by Supdt-I / AC (G) / ADC and after that Deputy Commissioner Rupnagar Then the case is sent to Director R& R Br. Chandigarh.</p> |
| | | <p>To give allowance to terrorist affected and danga peerat families : The applications are sent to concerned SDM and after verification Concerned SDM gives allowance</p> |
| | | <p>Free Bus Passes : Govt. give free bus passes to Terrorist affected or whose dead during the 1984's dange etc.</p> |
| | | <p>Marriage Grant :Govt. Gives marriage grant to Terrorist affected or who's dead during the 1984's dange etc.</p> |
| | | <p>Plot :Director R & R Chandigarh issued plots to Terrorist affected or whose dead during the 1984's dange etc</p> |
| | | <p>Ex gratia grant : The Govt. gives Ex gratia grant Rs. 1,00,000 per family which is issued by the concerned SDM after due verification</p> |
| | | <p>Study allowance :Govt. Gives Study allowance to Terrorist affected or who's dead during the 1984's dange etc.</p> |
| 13 | District Revenue Branch | <p>After receipt of the paper the concerned clerk puts the same up with the relevant file within 3 days from the receipt of paper. After that dealing assistant deals with according to rules and instructions of Govt. Every paper crosses the channel from concerned clerk to Senior Assistant Supdt. (R) DRO, ADC, DC. Paper is disposed of within 15 days from the receipt of paper. In addition</p> |

| | | |
|----|--|--|
| | | to this Rev. reports and other revenue work is done according to the time frame fixed in the relevant Acts. |
| 14 | (GPF Branch) | <p>One Month from the receipt of application.</p> <ol style="list-style-type: none"> 1. Sanction of the Non Refundable advances 2. Refundable Advances 3. Final Payment of G.P.F. 4. Final Payment of G.I.S. to Employees working in D.C. Office, Rupnagar 5. D.I.L. 6. 90% advances before retirement |
| 15 | S.K Branch | <p>Court Cases : As Decided by the different Courts</p> <p>Cash Book : Cash book is maintained according to rules & instructions by the dealing clerk and the same is attested by the officer in charge i.e. DRO</p> <p>Enquires : Enquires relating to patwaris / kanungos are conducted in this branch and decided within three months</p> <p>Statistics : Statistics pertaining to agriculture are collector from Tehsildars and the same, after taking permission from decision making authority, are send to the Govt. with in 15 days.</p> <p>Bills : Bills concerning salary, stationery, medical, Contingency, are prepared and sent to the district treasury officer for passing. After being passed by the DTO the payment is made to the concerned.</p> <p>Appointments : Appointments of the patwaries and kanungos as per instructions of Govt. are made.</p> <p>Retirement of patwaries & Kanungos : On Superannuation the retirement orders of patwaries & kanungos are issued by this branch and sent to the concerned Tehsildars for compliance.</p> <p>Receipt & Dispatch : Every letter / application / reference is entered in the receipt Register and every letter which is disposed off by the branch Receipt & Dispatch Is also entered in the dispatch Resister before dispatching the same.</p> |
| 16 | Copying Branch Attested copies of different documents | After receipt of the application through Suwidha center then sent the Concerned Branch/ record Keeper. They sent the relevant with us and Copying clerk put up the case and issued to the applicant within prescribed time. |
| 17 | Budget Br. I | <p>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., GA/ADC. and Deputy Commissioner. The paper is disposed off with in 15 days from the receipt on paper.</p> <p>Expenditure budget of various heads of Distt. Budgets are prepared and consolidated and presented to Govt. up to 10 Oct. every year for submission to Finance Deptt. Statement of expenditure BM 26 and BM 29 are prepare sent to Commissioner, Patiala Division.</p> |
| 18 | Budget Br. II | After the receipt of the paper the same is put up by the |

| | | |
|--|--|--|
| | | <p>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., GA/ADC and Deputy Commissioner paper is disposed of with in 15 days from the receipt on paper.</p> <p>Pay bills are prepared after 15th of every month and presented to Treasury before 25th 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. up to 10th Oct. every year for Submission to Finance Deptt.</p> |
|--|--|--|

Deputy Commissioner,
Rupnagar

Annexure-5

Publication of information regarding items specified by Rule 4(i) b(v) of the Right to information Act. 2005.

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

Name of the Officer: **Deputy Commissioner, Rupnagar**

| Sr.No. | Name of Act | Name of the rule Manuals | Instruction (write circular No./Date) |
|--------|--------------------------|--|---|
| 1. | Establishment Branch | i. The Pb. Civil Service Rules Part-1 Vol.1 ii. The Pb. Civil Service Rules Part-1 Vol.II iii. The Pb. Civil Service Rules, Vol.III iv. Pb. Financial Rules v. The Pb. Civil Services (Punishment and appeal) Rules, 1970. | Manual of Instructions Vol. I, II, III & IV & other instructions issued by Pb. Govt. from time to time. |
| 2 | Peshi Branch | 1. Pb. Land Rev. Act, 1887. 2. The Arms Act. 1959. 3. Pb. Municipal Act. 1911. 4. Pb. Package deal properties (Disposal) Act, 1976. 5. The Pb. State Election Commission, Act, 1994. 6. Special Marriage Act, 1954. 7. The Pb. Public Premises and land (Eviction & Rent Recovery) Act, 1973. - ----- | |
| 3 | LPA | The Arms Act, 1959 The Arms Rules, 1962 Instructions issued by the Government time to time are implemented | |
| 4 | Head Registration branch | 1. The Indian Stamp Act, 1899 2. The Indian Registration Act 3. The Registration Manual | Instructions issued by the Punjab Govt. from time to time |
| 5 | LFA | The Punjab Municipal Act-1911. . | |
| 6 | MA Branch | i) Punjab Cinematograph Act. 1952. (ii) The Cable TV Network (Regulation Act 1995) (iii) Criminal Procedure Code 1973 (iv) Punjab Excise Act 1914 u/s 54 v) Punjab Cinematograph Act. 1952. | |
| 7 | RRA Branch | Relief and resettlement mesas for victim of terrorist violence | |
| 8 | DRA Branch | Punjab revenue rules/ Act Pb. Financial Rules/Standing orders. | Instructions issued by Govt. time to time and instructions Corporate in Manual of instructions. |
| 9 | G.P.F. | Punjab Civil Services Rules Vol.-II | As per provision given in the rules |
| 10 | G.I.S | Punjab Civil Services Rules Vol.-II | |

| | | | |
|----|----------------|--|---|
| 11 | Copying Branch | Copying Manual | |
| 12 | Budget Branch | Budget Manual/ TA Rules/ Pb. Financial Rules/ Standing Order / Punjab civil service rule | Instruction issued by Govt. from time to time and Instruction incorporated in the Sectt. Manual |

Deputy Commissioner,
Rupnagar

Annexure-6

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

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

| Sr. No. | Branch Name | Category of documents | |
|---------|-------------------------------------|--|--|
| 1 | Establishment Branch | i. Receipt/Dispatch Register ii. Office Order Register iii. Catalogue Register iv. Files of all subjects | |
| 2 | Peshi Branch (Deputy Commissioner) | Receipt Register/Dispatch Register (Institution Registry of various Act & Rules. Summoning Register Peshi Register Cause list file. | |
| 3 | Head Registration Branch | Receipt/Dispatch Register Office Order Register Catalogue Register Files of All Subjects | |
| 4 | New Arms Licenses (LPA Branch) | (a) Form of application for an Arms License Schedule III Form 3A (b) Residential Proof (Voter ID-Card/List/Ration Card) (c) Birth Proof (d) Character Certificate (e) Medical Certificate (f) Affidavit (g) Map of the house | |
| | Entry and Deletion of weapons | (a) Application along with Bill (if purchased from dealer) and Arms License/if weapon purchased from any License then documents are required as well as an Affidavit for sale and purchase, notice of 45 days. | |
| | Sale Permission Cases (Death Cases) | (a) Application (Death Cases) (b) Affidavit on behalf of Legal Heirs (c) License of deceased (d) Death Certificate (e) Receipt of deposit of weapons | |
| | No Objection Certificate | (a) Application (b) Attested Photostat copy of arms license | |
| | Renewal of License | (a) Application along with weapons and arm license | |
| | Addition of weapons in Arms License | (a) Application along with arm license | |
| 5 | RKEO | 1 Govt. Receipt Register 2 C.F.D.F Receipt Register 3 DO Register | |

| | | | |
|----|----------------|---|--|
| | | 4 Registered letter R.R. 5 TPM/FAX R.R. 6 Local Receipt Register 7 Civil writ Petition R.R. 8 Courier register | |
| 6 | LFA | Receipt/Dispatch Register Catalogue Register | |
| 7 | MA | (i) Receipt Register. (ii) Dispatch Register. (iii) Verification of antecedents Register (Civil and Military) (iv) Register regarding Booking of suit in civil Rest House. (v) Govt. House Allotment Register. (vi) Catalogue Register | |
| 8 | RRA | Receipt/Dispatch Register Catalogue Register | |
| 9 | DRA | Receipt registers/movement register/ catalogue register/ Cash book | |
| 10 | GPF | 1.P.F. Form No. 10 2.Affidavit 3.Succession Certificate if required 4. Information from concerned Dept. of advances for the 20 years back. | |
| 11 | S.K Branch | Receipt/Dispatch Register Court Case Register Cash Book | |
| 12 | Copying Branch | C.D. Register Income register Diary Dispatch Register | |
| 13 | Budget Branch | Receipt Register/Catalogue Register/ register/Token Register/TA Check register/ TA Check register of DCs | |
| 14 | Nazar Branch | Cash Book/Cheque Book register/Stock register/Receipt Register/ Telephone register. | |
| 15 | DDPO | Receipt registers/movement register/ catalogue register/ Cash book | |
| 16 | Passport | Receipt & Dispatch Register | |

**Deputy Commissioner,
Rupnagar**

ANNEXURE-7

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

(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, Rupnagar**

Sr. No. Details/type of arrangements made.

Not Applicable

**Deputy Commissioner,
Rupnagar**

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: Deputy Commissioner, Rupnagar

| Name of the Board | Name of the Council | Name of the Committee | Name of the other bodies constituted by the department | Whether meetings of those 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 | | Yes | Yes |
| | | Distt. Encroachment Removal Committee | | Yes | Yes |
| | | Distt. Vigilance and Monitoring Committee | | Yes | Yes |
| | | Sukhmani SUWIDHA Society for Citizen Services | | Yes | Yes |

**Deputy Commissioner,
Rupnagar.**

ANNEXURE-9

Publication of information regarding items specified by Rule 4(i) b(ix) of the Right to information Act. 2005.

(Directory of the officers and employees)

Name of the office:- **Deputy Commissioner, Rupnagar**

| Sr. No. | Name of employee | Designation | Telephone No. |
|----------------|---|---|----------------------|
| 1. | Gurneet Tej, I.A.S., | Deputy Commissioner | 01881-221150 |
| 2. | Amandeep Bansal P.C.S. | Addl. Deputy Commissioner, (G), Rupnagar | 01881-221152 |
| 3. | Paresh Gargi, P.C.S. Addl. Charge AC(Gri.), Rupnagar | Assistant Commissioner(G), Rupnagar | 01881-221154 |
| 4. | Jaswant Singh | District Revenue Officer | 01881-221157 |
| 5. | Santosh Kumari | Supt Grade-1 | 01881-221157 |
| 6. | Aman Kumar | Supt G-2(Rev) | 01881-221157 |
| 7. | Neel Kamal | Supt G-2(General) | 01881-221157 |
| 8. | Manjeet Kaur | PA To DC | 01881-221157 |
| 9. | Kaka Singh | Stenographer | 01881-221157 |
| 10. | Jaswant Singh | Senior Assistant | 01881-221157 |
| 11. | Karnail Singh | Senior Assistant | 01881-221157 |
| 12. | Gursharanjit Singh | Senior Assistant | 01881-221157 |
| 13. | Kamaljit Kaur | Senior Assistant | 01881-221157 |
| 14. | Anju Bala | Senior Assistant | 01881-221157 |
| 15. | Daljit Singh | Senior Assistant | 01881-221157 |
| 16. | Amrik Singh | Senior Assistant | 01881-221157 |
| 17. | Gurdev Singh | Senior Assistant | 01881-221157 |
| 18. | Rajni Sharma | Senior Assistant | 01881-221157 |
| 19. | Baljit Kaur Viridi | Senior Assistant | 01881-221157 |
| 20. | Kawaljit Kaur | Senior Assistant | 01881-221157 |
| 21. | Dinesh Jain | Junior Assistant | 01881-221157 |
| 22. | Budh Singh | Junior Assistant | 01881-221157 |
| 23. | Surinderpal Singh | Junior Assistant | 01881-221157 |
| 24. | Balwinder Singh | Junior Assistant | 01881-221157 |
| 25. | Sham Lal | Junior Assistant | 01881-221157 |
| 26. | Krishan Singh | Clerk | 01881-221157 |
| 27. | Malkeet Singh | Clerk | 01881-221157 |
| 28. | Ajay Kumar | Clerk | 01881-221157 |
| 29. | Gurinder Singh | Clerk | 01881-221157 |
| 30. | Mahesh Joshi | Clerk | 01881-221157 |
| 31. | Nitin Sharma | Clerk | 01881-221157 |

| | | | |
|-----|------------------|--------------|--------------|
| 32. | Karamvir Singh | Clerk | 01881-221157 |
| 33. | Jatinder Singh | Clerk | 01881-221157 |
| 34. | Jatinder Kumar | Clerk | 01881-221157 |
| 35. | Nutan | Clerk | 01881-221157 |
| 36. | Monika Gupta | Clerk | 01881-221157 |
| 37. | Lovepreet | Clerk | 01881-221157 |
| 38. | Devan Verma | Clerk | 01881-221157 |
| 39. | Gurnam Singh | Clerk | 01881-221157 |
| 40. | Sukhwinder Singh | Clerk | 01881-221157 |
| 41. | Rajwinder Kaur | Clerk | 01881-221157 |
| 42. | Kamaldeep Kuar | Clerk | 01881-221157 |
| 43. | Prabhjot Kaur | Clerk | 01881-221157 |
| 44. | Feroz Khan | Clerk | 01881-221157 |
| 45. | Hem Lata | Steno-typist | 01881-221157 |
| 46. | Gurmail Singh | Steno-typist | 01881-221157 |
| 47. | Kamlesh Kumari | Steno-typist | 01881-221157 |
| 48. | Chaman Lal | Jamadar | 01881-221157 |
| 49. | Surjit Lal | Daftri | 01881-221157 |
| 50. | Gulzara Ram | Peon | 01881-221157 |
| 51. | Som Raj | Peon | 01881-221157 |
| 52. | Balak Ram | Peon | 01881-221157 |
| 53. | Gurdeep Singh | Peon | 01881-221157 |
| 54. | Tarsem Singh | Peon | 01881-221157 |
| 55. | Tarlochan Singh | Peon | 01881-221157 |
| 56. | Sarbesh Kumar | Peon | 01881-221157 |
| 57. | Jagroop Kaur | Peon | 01881-221157 |
| 58. | Jasbir Singh | Peon | 01881-221157 |
| 59. | Davinder Singh | Peon | 01881-221157 |
| 60. | Nikhil | Peon | 01881-221157 |
| 61. | Sanee Kumar | Peon | 01881-221157 |
| 62. | Sawan Kumar | Sweeper | 01881-221157 |
| 63. | Amarjit Kaur | Sweeper | 01881-221157 |
| 64. | Kashmira Singh | Chowkidar | 01881-221157 |
| 65. | Jaspal Singh | Mali | 01881-221157 |
| 66. | Harvinder Singh | Driver | 01881-221157 |

Deputy Commissioner,
Rupnagar

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 office: **Deputy Commissioner, Rupnagar**

As per Salary Month of January, 2017

| Sr. No. | Name of employee | Designation | Gross Salary |
|----------------|---|---|---------------------|
| 1. | Gurneet Tej, I.A.S. | Deputy Commissioner | |
| 2. | Amandeep Bansal P.C.S. | Addl. Deputy Commissioner, (Gen), Rupnagar | 78094 |
| 3. | Paresh Gargi, P.C.S. Addl. Charge AC(Gri.), Rupnagar | Assistant Commissioner(Gen), Rupnagar | 82869 |
| 4. | Jaswant Singh | District Revenue Officer, Rupnagar | 73915 |
| 5. | Santosh Kumari | Supt Grade-1 | 74100 |
| 6. | Aman Kumar | Supt G-2 (Revenue & Record) | 68316 |
| 7. | Neel Kamal | Supt G-2(General) | 68316 |
| 8. | Manjeet Kaur | PA To DC | 65001 |
| 9. | Kaka Singh | Stenographer | 60763 |
| 10. | Jaspal Singh | Senior Assistant | 46799 |
| 11. | Jaswant Singh | Senior Assistant | 44839 |
| 12. | Karnail Singh | Senior Assistant | 49243 |
| 13. | Kamaljit Kaur | Senior Assistant | 62062 |
| 14. | Gursharanjit Singh | Senior Assistant | 61924 |
| 15. | Anju Bala | Senior Assistant | 59029 |
| 16. | Daljit Singh | Senior Assistant | 60085 |
| 17. | Amrik Singh | Senior Assistant | 55802 |
| 18. | Gurdev Singh | Senior Assistant | 58246 |
| 19. | Rajni Sharma | Senior Assistant | 56116 |
| 20. | Baljit Kaur Viridi | Senior Assistant | 49582 |
| 21. | Dinesh Jain | Junior Assistant | 41785 |
| 22. | Budh Singh | Junior Assistant | 40110 |
| 23. | Surinderpal Singh | Junior Assistant | 41785 |
| 24. | Balwinder Singh | Junior Assistant | 41995 |
| 25. | Sham Lal | Junior Assistant | 44197 |
| 26. | Malkeet Singh | Clerk | 36869 |
| 27. | Ajay Kumar | Clerk | 36869 |
| 28. | Gurinder Singh | Clerk | 39071 |
| 29. | Krishan Singh | Clerk | 37982 |
| 30. | Mahesh Joshi | Clerk | 33820 |
| 31. | Nitin Sharma | Clerk | 33421 |
| 32. | Karamvir Singh | Clerk | 10300 |
| 33. | Jatinder Singh | Clerk | 47440 |

| | | | |
|-----|------------------|--------------|-------|
| 34. | Jatinder Kumar | Clerk | 35829 |
| 35. | Jaspreet Kaur | Clerk | 10300 |
| 36. | Monika Gupta | Clerk | 35829 |
| 37. | Lovepreet Singh | Clerk | 35829 |
| 38. | Devan Verma | Clerk | 10300 |
| 39. | Gurnam Singh | Clerk | 10300 |
| 40. | Sukhwinder Singh | Clerk | 10300 |
| 41. | Rajwinder Kaur | Clerk | 10300 |
| 42. | Kamaldeep Kuar | Clerk | 10300 |
| 43. | Prabhjot Kaur | Clerk | 10300 |
| 44. | Feroz Khan | Clerk | 10300 |
| 45. | Hem Lata | Steno-typist | 38618 |
| 46. | Rajwant Kaur | Steno-typist | 10710 |
| 47. | Kamlesh Kumari | Steno-typist | 38038 |
| 48. | Chaman Lal | Jamadar | 41250 |
| 49. | Surjit Lal | Daftri | 39145 |
| 50. | Gulzara Ram | Peon | 34912 |
| 51. | Som Raj | Peon | 19526 |
| 52. | Balak Ram | Peon | 38088 |
| 53. | Gurdeep Singh | Peon | 20664 |
| 54. | Tarsem Singh | Peon | 33853 |
| 55. | Tarlochan Singh | Peon | 27778 |
| 56. | Sarbesh Kumar | Peon | 20664 |
| 57. | Jagroop Kaur | Peon | 19570 |
| 58. | Jasbir Singh | Peon | 19299 |
| 59. | Davinder Singh | Peon | 21801 |
| 60. | Nikhil | Peon | 19526 |
| 61. | Sanee Kumar | Peon | 19526 |
| 62. | Bhupinder Singh | Peon | 20083 |
| 63. | Sawan Kumar | Sweeper | 35498 |
| 64. | Amarjit Kaur | Sweepar | 32476 |
| 65. | Kashmira Singh | Chownkidar | 22225 |
| 66. | Jaspal Singh | Mali | 37144 |
| 67. | Harvinder Singh | Driver | 47218 |

Deputy Commissioner,
Rupnagar

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: **Deputy Commissioner, Rupnagar**

| Sr. | Head/ Item of the Budget | Proposed expenditure during the Year 2016-17 (Rs.) |
|------|---------------------------|--|
| 1 . | Salary | 8,00,00,0000 |
| 2 . | Medical- Head 2053 | 3,00,000 |
| 3 . | Medical- Head 2035 | 1,70,000 |
| 4 . | T .A | 11,000 |
| 5 . | O.E | 21,00,000 |
| 6 . | P.O.L | 25,00,000 |
| 7 . | Telephone | 6,03,000 |
| 8 . | R.R.T | 2,19,000 |
| 9 . | Wages | 54,73,000 |
| 10 . | Material & Supply | 95,000 |
| 11. | Other Charges | 50,000 |
| 12 . | Electrical | 33,00,000 |
| 13 . | Water Supply | 00 |
| 14. | Nambardar honorarium | 25506000 |
| 15 | Advertisement & Publicity | 15,000 |
| 16 | Other Admin. Expenses | 3,30,000 |
| 17 | Professional Services | 1,17,00,000 |
| | Total | 85,23,72,000 |

**Deputy Commissioner,
Rupnagar**

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 : Deputy Commissioner, Rupnagar

| Sr. No. | Scheme under manner of execution amount details of subsidy given of programme allocated beneficiaries (Rs.) |
|----------------|--|
|----------------|--|

Not Applicable

**Deputy Commissioner,
Rupnagar**

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:Deputy Commissioner, Rupnagar

| Sr. No. the recipient | Concessions/permit Authorization grant | Name of the recipient | Address | of |
|--------------------------|---|-----------------------|---------|----|
|--------------------------|---|-----------------------|---------|----|

Not Applicable

**Deputy Commissioner,
Rupnagar**

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: Deputy Commissioner, Rupnagar

Sr. No. Type of information.

Nil

**Deputy Commissioner,
Rupnagar**

Annexure-15

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

Deputy Commissioner of the district listens to the public daily from 11-30 p.m. to 1.30 p.m. In this connection sitting arrangement has been made. Patient hearing is given to the public and most of their grievances are I dressed immediately. Rests of the complaints are marked to the concerned officer i.e. head of office of Distt. Level, concerned SDM and Tehsildar, N.T. for report and after receiving the report the complaint are finally disposed within 15 days.

**Deputy Commissioner,
Rupnagar**

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)

Name of the office: **Deputy Commissioner, Rupnagar**

| Sr. No. | Name of the Public Information Officer | Designation | Telephone No. (Office /Residence) | Residential Address | Asstt. Public Information Officer/ Designation | Telephone (Office/ Residence) | Residential Address |
|---------|--|-------------|-----------------------------------|----------------------|--|-------------------------------|---------------------|
| 1. | Amandeep Bansal, P.C.S. | ADC | 01881-2211527 | ADC Residence, Ropar | Jaswant Singh | 01881-221157 | -- |

**Deputy Commissioner,
Rupnagar.**