

MANUAL FOR COMMISSIONER OFFICE, PATIALA DIVISION, PATIALA.

Presently, Patiala Division, Patiala with headquarter at Patiala, consists of seven district Fatehgarh Sahib, Ludhiana, Rupnagar, Patiala, Barnala, S.A.S Nagar and Sangrur, 31 Sub Divisions, 31 Tehsils and 23 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 cognignence 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 73 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 are reimbursed up to Rs. 25,000/.
- iii) **Inspection of subordinate offices;**
 - D.C office and court, S.D.O.(C) office and court (once after laps of two years under his charge)
 - Tehsil/Sub Tehsil (once in three years)
 - 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	He deals with Judicial work of Districts Ropar and Fatehgarh Sahib
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 Di 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.	Crime reports, Security Schemes , proposal for establishment of new police station, Flood reports, notary public, public misc. complaints, work under Arms Act.
15.	Addl. Revenue/Right to Information Act Asstt.	Service appeals of district establishment, Service appeals of revenue staff of subordinate Offices, inspections of all subordinate offices and all the work related to right to information act.
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

18.	Jr. Asstt./Clerks (18)	<p>by the Commissioner.</p> <p>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.</p>
19.	Peons (18)	<p>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.</p> <p>.</p>

**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./R.T.T Br.	Do	Do	Commissioner
8.	RK(E) Br.	Do	Do	Commissioner
9.	RKSM	Do	Do	Commissioner
10.	Budget Br. I	Do	Supdt. II	Commissioner

			(Gen.)	
11.	General 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.

<u>Sr. No.</u>	<u>Name of work</u>	<u>Norms set by the Deptt.(number of days taken for decision making)</u>
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.

		<p>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</p> <p>i) D.C. office and court, S.D.O. (C) office and court (once after laps of two year under his charge)</p> <p>ii) Tehsil/Sub Tehsil (once in three years)</p> <p>iii) Treasury/sub Treasury (once in financial year)</p> <p>iv) Surprise visit to Treasury/sub Treasury, Jails, Hospitals and Dispensaries, School, Improvement Trust and Ist Class Municipal Committee and all other officesof the State Govt. dealing with revenue and agricultural and cooperative matters (No period prescribed)</p>
5.	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., P.S.O. and Commissioner. The paper is disposed of with in 15 days from the receipt on paper. Expenditure 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</p>
6.	Budget Br. II	<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., 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.</p>
7.	General Br.	<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.</p>

		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 <ul style="list-style-type: none"> (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 powers to be delegated through that document are to be exercised. (iv) clear date should be mentioned in the document at the time of its execution. (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. (vi) The paper on which the document is executed should be of the same country in which it is executed. (vii) The document to be embossed would be original and not its photocopy.

		<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>(xi) 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.	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.
14.	Ahlmads	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

**Commissioner
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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	<ul style="list-style-type: none">• Punjab Land Revenue Act. 1887• Northern India Canal & 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 provided 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	do	—

Rules

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/ maintenance of service record of Naib Tehsildars.	do	—
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
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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: Commissioner, Patiala Division, Patiala.

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

**Commissioner
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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.	Mobile No.
1	S.K Ahluwalia, I.A.S	Commissioner, Patiala Division	0175-2311324 0175- 2311325 0175-2306100	98728-01705
2	Mohini Arora	Superintendent -2		98882-11155
3	Veena Singla	Superintendent -2	2365089	9463271940
4	Narinder Singh Bajwa	P.A		94631-31176
5	Kiran Bala	Sen Asstt.	2371191	98761-73839
6	Machinder Kaur	Sen Asstt.	2307734	
7	Gurbachan Kaur	Sen Asstt.	2353107	
8	Gurvinder Kaur	Sen Asstt.		9872838026
9	Raj Kumar	Sen Asstt.	2232501	9855850005
10	Harjit Singh	Sen Asstt.	2232600	98882-04260
11	Jatinder Gupta	Sen Asstt.	(On leave)	
12	Veena Rani	Sen Asstt.	2201745	9872692949
13	Hans Raj	Sen Asstt.	2220710	98156-46710
14	Manjit Kaur	Sen Asstt.	2232984	98559-20320
15	Hardev Singh	Sen Asstt.	5006502	99883-83912
16	Jagmohan Singh	Sen Scale Stenographer	01763-251512	98155-97425
17	Ashu Garg	Sen. Scale Stenographer	2224973	98148-02755
18	Sukhjit Kaur	Jr. Asstt.		98769-70464
19	Shiv Kumar	Jr. Asstt.	2302922	98726-34321
20	Harinder Pal Kaur	Jr. Asstt.	2223027	98142-84879
21	Balwinder Singh	Jr. Asstt.	2373435	98720-73435
22	Bhupinder Singh	Jr. Asstt.	2215237(P.P)	
23	Gurbachan Kaur	Jr. Asstt.	5534785	98154-97531
24	Darshan Singh	Jr. Asstt.	2228020	94633-69120
25	Raj Kaur	Jr. Asstt.		98764-35579
26	Ashok Kumar	Jr. Asstt.	2212160	94648-90924
27	Kewal Singh	Clerk		94637-33131
28	Sandeep Gupta	Clerk	2307541	94648-90925
29	Parshotam Singh	Clerk		94176-28171
30	Ashish Nurang	Clerk	2222759	98156-52306
31	Rajnish Joshi	Clerk	(On leave)	
32	Gurhinder Singh	Clerk	2232822	98760-16363
33	Rajeev Kumar	Clerk	2370918	99882-10366
34	Sarita Rani	Stenotypist	01762-242710	98555-22710

35	Kaka Singh	Clerk	2655956(PP)	
36	Ram Jawaya	Daftri	5061741	98887-61588
37	Om parkash	Record Lifter	2651826	
38	Nanha Ram	Record Lifter		98723-65624 (PP)
89	Joga Singh	Jamadar	2352802	
40	Surinder Singh	Peon	2653535	94635-47844 (PP)
41	Mohan Singh	Peon		
42	Surinder Kumar	Peon		
43	Hira Lal	Peon		
44	Gita Rani	Peon	5062787	
45	Karam Singh	Peon	2655406	
46	Salvam	Peon	2311325	94172-17239
47	Labh Singh	Peon		94635-57856
48	Mahesh Chander	Peon		98551-79666
49	Rajinder Parshad	Peon		0175-2311325
50	Nirmla	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	S.K Ahluwalia	Commissioner, Patiala Division	36169
2	Mohini Arora	Superintendent -2	10086
3	Veena Singla	Superintendent -2	15983
4	Narinder Singh	P.A	14813
5	Kiran Bala	Sen Asstt.	19310
6	Machinder Kaur	Sen Asstt.	23632
7	Gurbachan Kaur	Sen Asstt.	11905
8	Gurvinder Kaur	Sen Asstt.	13656
9	Raj kumar	Sen Asstt.	13014
10	Harjit Singh	Sen Asstt.	12031
11	Jatinder Gupta	Sen Asstt.	0
12	Veena Rani	Sen Asstt.	12198
13	Hans Raj	Sen Asstt.	10064
14	Manjit Kaur	Sen Asstt.	10981
15	Hardev Singh	Sen Asstt.	13447
16	Sukhjot Kaur	Jr. Asstt.	10894
17	Shiv Kumar	Jr. Asstt.	9554
18	Harinder Pal Kaur	Jr. Asstt.	16181
19	Balwinder Singh	Jr. Asstt.	12313
20	Bhupinder Singh	Jr. Asstt.	8320
21	Gurbachan Kaur	Jr. Asstt.	8682
22	Darshan Singh	Jr. Asstt.	10130
23	Raj Kaur	Jr. Asstt.	7494
24	Ashok Kumar	Jr. Asstt.	7228
25	Kewal Singh	Clerk	7263
26	Sandeep Gupta	Clerk	4508
27	Parshotam Singh	Clerk	6860
28	Ashish Norang	Clerk	8165
29	Rajnish Joshi	Clerk	3734
30	Gurhinder Singh	Clerk	10704
31	Rajiv Kumar	Clerk	7903

32	Sarita Rani	Stenotypist	12045
33	Jagmohan Singh	Sr Scale Stenographer	8223
34	Ashu Garg	Sr Scale Stenographer	12730
35	Ram Jawaya	Daftri	9000
36	Om Parkash	Record Lifter	10666
37	Nanha Ram	Jamadar	9155
38	Joga Singh	Record Lifter	7664
39	Mohan Singh	Peon	10428
40	Surinder Singh	Peon	8236
41	Hira Lal	Peon	7999
42	Surinder Kumar	Peon	7060
43	Kaka Singh	Clerk	9346
44	Nirmla Devi	Peon	7814
45	Labh Singh	Peon	6456
46	Geeta Rani	Peon	7388
47	Karam Singh	Peon	8581
48	Selvam	Peon	8476
49	Mahesh Chand	Peon	7756
50	Rajinder Parshad	Peon	8100

**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 2008.
1	Salary	9600000
2	Medical	50000
3	T .A	60000
4	Office Expenses	600000
5	Electricity	750000
6	Water Charges	35000
7	P.O.L	210000
8	Telephone	209000
9	R.R.T	280000
	Total	11794000

**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.
	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 in given to the public and their grievances are redressed immediately. Their complaints are marked to the concerned D.C. of the Dist.. Comments are obtained with in 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)

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

<u>Sr NO</u>	<u>Name of the State Publication Informatkon Officer</u>	<u>Designa Tion</u>	<u>Telepho Ne Nos (Office/ Residen Ce)</u>	<u>Residential Address</u>	<u>Name of the Assistant State Publication Informatkon Officer</u>	<u>Telepho Ne Nos (Office/ Residen Ce)</u>	<u>Residential Address</u>
1	Sh S.K Ahluwalia, I.A.S	Commi Ssioner Patiala Division Patiala	0175-2311324 0175-2311325 98728-01705	1-A, Baradari Garden, Patiala	Smt Veena Singla, Supdt-11	2365089 94632-71940	436-D, Azad Nagar, Patiala.

**Commissioner
Patiala Division, Patiala.**