

# MANUAL

## THE RIGHT TO INFORMATION ACT-2005

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## ANNEXURE-1

### **Information regarding item no. 4 (I) (b) (i) of the Right to information Act, 2005** ( The particulars of its organization, functions and duties.)

The Deputy Commissioner is responsible for implementing State Government's programmes and policies at the grass root level and collecting information regarding the needs and facilities to be provided to the general public, their difficulties and redressal etc. and making the government aware of these. In fact, the Deputy Commissioner is the Government at the district level.

The Deputy Commissioner acts as a link between Central and State Govt. and co-ordinates their programmes. The Deputy Commissioner evaluates the working of all govt. departments within the distt: and looks after the law and order situation in the district. In times of any natural calamity like floods, locusts, drought, storms etc, the Deputy Commissioner is the primary relief agency. During the occurrence of natural calamities or during the internal or external disturbances, the Deputy Commissioner calls for military assistance and co-ordinates the efforts of the Civil-Military administration. There are number of other officers at the distt: headquarters such as ADC, AC (G), AC (Gr), EM, DRO, DDPO etc. for the assistance of the Deputy Commissioner to carry out the Distt: Administration. At the sub division level the SDM is responsible for the administration who is assisted by the Tehsildar/Naib Tehsildar, BDO, Kanungos, Patwaris and other official. In fact, more than being an officer, the Deputy Commissioner is actually an institution itself, under whose auspicious governance democracy reaches every nook and corner of the distt.

The D.C. is thus the fulcrum of the district administration. The D.C. also functions as Distt. Collector, Member Secretary Distt. Planning and Development Board and heads the Red Cross and other institutions. The D.C. is assisted by two A.D.C.s one A.D.C. (Gen.) and the second A.D.C. (Dev.). Office of the D.C. is located in the Mini Secretariat Patiala.

In brief :-

1. The Deputy Commissioner as a Collector functions as Appellate Court under various Acts, Election Tribunal, custodian of Govt. Lands etc.
2. The Deputy Commissioner as District Magistrate is responsible for the maintenance of law and order in the district.
3. As Deputy Commissioner He is Representative of the Government and is responsible for the implementation of Govt. Policies and coordinating different departments.
4. As a Member Secretary of the District planning and development Board he ensure speedy implementation of Govt. scheme.
5. In addition to above the Deputy Commissioner is responsible to solve all kinds of problems/crises created from natural calamities, such as storm, floods, draught and other incidents etc. procurement of food grains, to attend public functions, protocol duties etc.
- 6.

## **DUTIES AND FUNCTION OF ADDL. DEPUTY COMMISSIONER**

1. The Addl. Deputy Commissioner. as a Collector deals with appeal cases of mutation, revision petitions, rent suits, section 47-A of Indian Stamp Act,
2. The Addl. Deputy Commissioner as a District Magistrate
  - Responsible for the maintenance of law & order.
  - To Deal with the cases of illegal weapons U/s 25/5/59 of The Arms Act.
  - Deals with cases under Section 25 of the Police Act.
  - To issue and renew Arm licences .
3. As Addl. the Deputy Commissioner
  - Acts on behalf of D.C.
  - Appeals of House Tax,
4. As a Registrar
  - Appeals under Stamps Act.

### **Work of the office of Executive Magistrate, Patiala.**

#### **Court work**

The Police station Julkan is under the jurisdiction of this officer and he deals with criminal cases under section 107/150,107/151 and 41 (2) 109 of Cr. P.C. Act etc. These cases are to be decided within a period of 6 months. Besides this, revenue cases of the circle are also dealt with.

#### **Office Branches**

Executive Magistrate also supervises control the work of following branches:-

- Passport Branch
- Peshi Branch
- GPF Branch
- Suvidha Centre
- RIA Branch

### **Work of the office of Asstt. Commissioner (Gen), Patiala.**

#### **Court work**

The Police Station Civil Lines is under the jurisdiction of this officer and he deal with criminal cases under section 107/150,107/151 and 41 (2) 109 of Cr. P.C. Act etc. These cases are to be decided within a period of 6 months. Besides this, revenue cases of the circle are also dealt with`.

#### **Office Branches**

Asstt. Commissioner (Gen) also supervises the work of following branches:-

- Misc. Branch
- Establishment Branch
- Nazar Branch
- P.L.A. Branch
- H.A.C.

**Work of the office of Asst. commissioner (Gr), Patiala.****Court work**

The Police Station Kotwali is under the jurisdiction of this officer and he deal with criminal cases under section 107/150,107/151 and 41 (2) 109 of Cr. P.C. Act etc. These cases are to be decided within a period of 6 months. Besides this, revenue cases of the circle are also dealt with.

**Office Branches**

Asstt. Commissioner (Gr.) also supervises the work of following branches:-

- C.I.A. Branch
- Record Room
- R.R.A. Branch
- Election Brach
- Dharam Arth
- L.B.A. Branch

## ANNEXURE-2

**Publication of information regarding items specified by rule 4 (1) b (II) of Right to Information Act, 2005.**

(The powers and duties of the officers and employees)

Name of the office: Deputy Commissioner Patiala.

Sr. No.	Name of Post	Powers and duties (in brief)
1	Deputy Commissioner Patiala.	Over all control of the office and supervision of all district officers.
2.	Addl. Deputy Commissioner Patiala.	Court cases (Appeal /Revision against the orders of the A.C. 1 <sup>st</sup> grade , A.C. 2 <sup>nd</sup> grade), regular departmental inquiries and preliminary inquiries, supervision of all the branches of the D.C. office and Red Cross office and Administrative supervision of the district.
3.	Asstt. Commissioner General	1. To control and supervise Est. Br., Misc. Br., Nazir Br., P.L.A.Br. and Red Cross Office. 2. To deal with court cases u/s 107/151, 107/150 of Cr. P.C., 3. Superintendence and general control of D.C.Office.
4	Asstt. Commissioner Grievances.	Court work
5.	Executive Magistrate	Court work
6.	District Revenue Officer	Supervision of the S.K. Br., D.R.A. (R) Br., D.R.A. (T) Br., H.R.C.Br. and court work under The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948.
7.	Superintendent Grade -1	General supervision of the staff of D.C. office.
8.	Asstt. Supdt. (G)	To Assist. the supdt. Grade-1
9.	Asstt. Supdt.(R)	Supervision of the S.K. Br., D.R.A (R), D.R.A. (T)
10.	Reader to D.C.	Deals with the court cases of peshi branch

		correspondence of judicial cases and other misc. work of the court of Deputy Commissioner.
11.	Reader to A.D.C.	Deals with the court cases of pshi branch correspondence of judicial cases and other misc. work of the court of Addl. Deputy Commissioner.
12.	Reader to Asstt. Comm. (G)	Deals with the court cases u/s 107/150/151-109 of Cr.P.C.
13.	Reader to Asstt. Comm. (Gr)	Deals with the court cases u/s 107/150/151-109 of Cr.P.C.
14.	Reader to E.M.	Deals with the court cases u/s 107/150/151-109 of Cr.P.C.
15.	Peshi Br. D.R.O. cum-Consolidation Officer	Court work under The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948.
16.	Asstt. (Misc. Br.)	Works relating to law and order, freedom fighters, character verification, dependent certificates, issue of licences to cinemas and other misc. work.
17.	District Nazar	Maintain the office accounts of D.C. office.
18.	Asstt. (Establishment Br.)	Establishment relating to assistants, clerks and peons of the office.
19.	Asstt. (R.I.A.Br.)	Receipt and despatch work.
20.	Asstt. (Record Room Rev.)	Supervision of the record room and to issue certified copies of the consigned record to the applicant on request.
21.	Asstt. (P.L.A.Br.)	To issue and renew Arms licenses.
22.	D.R.A. (T)	To keep a record of recovery done by various C.R.Os, audit paras, inspections reports, rehabilitation work, flood work and general supervision.

23.	D.R.A (R)	To deal with cases relating to land Acquisition Act, Defence land Act, 1903 Nazool land rules, and general supervision.
24.	Sadar Kanungo (S.K. Br)	Establishment relating to Patwaris and kanungos of the district, and other misc. work.To prepare the Budget under 2029 Head. To compile the statistical figure reg. crops / land, market rates of crops. Review of mutations, preparation of <b>mussanas</b> (Duplicate mutation) etc.
25.	Head Registration Clerk	To collect Information regarding income from stamp duty registration fee. To keep record regarding issue and renew licenses of stamp vendors. To keep record regarding checking of the working of deed writers and to renew their licences. To deal with notices under 80 C.P.C. To maintain book No. 1,3, and 4. P.L.R.S. accounts. to assist higher officers during inspections of Tehsils/Sub Tehsils.
26.	Asstt.( G. P. F Br.) (Class- III)	To maintain the G.P.F accounts of Class III employee of D.C. office, payment bills relating to refundable and non-refundable advance of G.P.F.
27.	Asstt.(G.P.F. Br) (Class- IV)	To maintain the G.P.F accounts of Class IV, G.I.S account class I,II,III,IV employee of D.C. office, , payment bills relating to refundable and non-refundable advance of G.P.F.
28.	Asstt.(R.R.A Br.)	Relief & Resettlement for terrorist victims and riots affected.
29.	Asstt.(Dharm Arth. Br.)	Establishment relating to Ragis and Pujaris for Dera's work.
30.	Asstt.(L.B.A. Br.)	To supervise and to have general control over the Local Bodies Govt. offices.
31.	Asstt. (C.I.A.Br.)	To maintain the files regarding complaints received from public and their disposal.
32.	Tehsildar Election	Supervision of election work at the district head

		quarter.
33	Asstt. (Development.Br.)	Development works relating to Panchayat.
34	Agrarian Branch	Cases relating to surplus land
35	Red Cross Office	Welfare of the poor persons

**ANNEXURE-3****Publication of information regarding items specified by rule 4 (1) b (III) of the Right to Information Act 2005.**

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

Name of the office: Deputy Commissioner Patiala.

<b>Sr. No.</b>	<b>Name of the Branch</b>	<b>Level at which The case is Initiated (Name of the Post)</b>	<b>Name of the Post which deal with the case before the decision making authority</b>	<b>Level at which Decision of made (Name of the Post)</b>
1.	Peshi Branch (D.C.)	Clerk/Ahalmad/Reader	Asstt. Comm. (Executive)	D.C.
2.	Peshi Br. (Addl Deputy Commissioner)	Ahalmad / Reader / Steno	Addl. Deputy Commissioner	Addl. Deputy Commissioner
3.	Peshi Br. (Asstt. Comm.) (G)	Reader/ Steno	Asstt. Comm.(G)	Asstt. Comm.(G)
4.	Peshi Br. (Asstt Comm.) (Gr.)	Reader/ Steno	Asstt. Comm.(Gr.)	Asstt. Comm.(Gr.)
5.	Peshi Br. (E.M.)	Reader/ Steno	Executive Magistrate	Executive Magistrate
6.	Peshi Br. District Revenue Officer-cum-Consolidation Officer	Reader/Steno	District Revenue Officer-cum-Consolidation Officer	District Revenue Officer-cum-Consolidation Officer
7.	Misc.Br.	Clerk/Jr.Asstt.	Misc.Asstt.,Supdt-1 Asstt.Commissioner (G) , A.D.C.	D.C.
8.	Nazir Br.	Clerk/Jr.Asstt.	Nazir Sup-1 Asstt.Commissioner (G) , A.D.C	D.C.
9.	Est.Br.	Clerk/Jr.Asstt.	Est.Asstt.,Supdt-1 Asstt.Commissioner (G) , A.D.C.	D.C.
10.	Receipt and Issue Br.	Clerk/Jr. Asstt.	Branch Asstt., E.M.,A.D.C.	D.C.

11.	Record Room	Clerk/Jr. Asstt.	Branch Asstt., Suptd:	Asstt. Comm.(G)
12	P.L.A. Br.	Clerk/Jr.Asstt.	P.L. Asstt. Supdt.-1 Asstt.Commissioner (G) , A.D.C	D.C.
13	D.R.A. (T)	Clerk , Jr. Asstt.	D.R.A. (T), D.R.O., A.D.C.	D.C.
14	D.R.A. (R)	Clerk , Jr. Asstt.	D.R.A. (R) , D.R.O., A.D.C.	D.C.
15	Sadar Kanungo Br.	Clerk , Jr. Asstt.	Sadar Kanungo, D.R.O. , A.D.C.	D.C.
16	H.R.C. Br.	Registration Clerk	D.R.O., A.D.C.	D.C.
17.	G.P.F Branch (Class-3)	Clerk/Jr. Asstt.	Br. Asstt. Supdt. Grade-1/Asstt. Commissioner (Executive),	D.C.
18.	G.P.F Branch (Class-4)	Clerk/Jr. Asstt.	Br. Asstt. Supdt. Grade-1/Asstt. Commissioner (Executive)	D.C.
19.	R.R.A. Branch	Clerk, Asstt. Supdt.	A.C.(Gr), A.D.C.	D.C.
20.	Dharam Arth	Clerk/Jr. Asstt.	A.C. (Gr), A.D.C.	D.C.
21	L.B.A Branch	Clerk	Branch Asstt., Supdt Grade I, Branch officer, A.D.C,	D.C.
22	C.I.A. Branch	Clerk, Asstt. Supdt.	A.C. (Gr), A.D.C.	D.C.

23	Tehsildar Election	Clerk/Jr. Asstt., Kanungo	Tehsildar Election	D.C.
24	Agrarian Br.	Kanungo Agrarian	N.T. Agr., D.R.O., A.D.C.	D.C.
25	Red Cross Office	Clerk/Jr.Asstt.	Secretary, Asstt.Commissioner (G) , A.D.C	D.C.

## 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 : Deputy Commissioner Patiala

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

<b>Sr. No.</b>	<b>Name of the Branch</b>	<b>Name of work (Employee wise)</b>	<b>Norms set by the Deptt.(number of days taken for decision making)</b>
1	Peshi Br. (D.C)	Court work (Clerk Ahlmad, Reader)	Depending on the nature of the cases.
2.	Peshi Br. (A.D.C.)	Court work (Clerk, Ahlmad, Reader)	Depending on the nature of the cases. However the election petitions to be disposed of within six months.
3	Peshi Br. (Asstt. Comm.) (G)	Court work (Reader)	Depending on the nature of the cases.
4	Peshi Br. (Asstt. Comm.) (Gr.)	Court work (Reader)	Depending on the nature of the cases.
5	Peshi Br. (Asstt. Comm.) (Ex.)	Court work (Reader)	Depending on the nature of the cases.
6	Peshi Br. D.R.O. cum- Consolidation Officer	Court work (Reader)	Depending on the nature of the cases.
7	M.A. Branch	Sr. Asstt:	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending to

			next higher official/officers immediately
		M-1	To issue certificates:OBC, Residence, Income, dependent etc. To deal with Shagan Scheme, to deal with facilities provided by the Govt. to the handicapped, to organize functions such as Republicday & Independence day.
		M-2	To issue orders u/s 144 of Cr.P.C.. To deal with Notary Public,to deal with works relating to procurement of Wheat & Paddy.
		M-3	To deal with VIP duties , to organize monthly meetings, to assist in controlling the working of cinemas /video parlours, to allot names to news papers, to have control over printing presses.
		M-4	To deal with cases of pension to freedom fighters, character

			verification of those who are going to join Govt. jobs, to deal with cases where compensation is to given in accidental cases relating to agriculture.
8	Nazir Br.	Nazar	To prepare Budget and to maintain the accounts of expenditure.
		Clerk -1	To deal with cases for issuing licences to typists working in various sub divisions of the distt: and at distt: headquarter.
		Clerk-2	To make payment of bills,to receive cheques and to deposit them in the bank.
		Clerk-3	Receipt and despatch work of Nazir branch.
9	Establishment Branch	Establishment Asstt.	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending to next higher official/officers immediately.
		E.C.-1	1. To put up the files regarding transfers, promotions, proficiency step up, annual increments, confirmation of

			<p>appointments, regular inquiries etc. of the class – III employees of the D.C. Office.</p> <p>2. To maintain the A.C.R.s /Personal file of the class-III employees (annually)</p> <p>3. To prepare seniority list of class-III employees (annually)</p>
	E.C.-2		<p>1. To put up the files regarding proficiency step up, annual increments, confirmation of appointments etc. of the class –IV employees of the D.C. Office.</p> <p>2. To maintain the A.C.R.s /Personal file of the class-IV employees (annually)</p> <p>3. To prepare the seniority list of the class-IV employees (annually)</p>
	E.C.-3		<p>1. To attend courts in cases where State Govt is a party.</p> <p>2. To put up the files regarding reimbursement of medical bills, (immediately after receiving the papers)</p> <p>3. To receive dak from R.I.A. Br. and to distribute among the concerned (daily)</p>

			<p>4. To put up the pension cases of the retired employees</p> <p>5. To put up the files regarding ex-gratia grant to the dependent of the deceased employee.</p>
		E.C-4	<p>1. To maintain the personal files of the officers of the D.C. office.</p> <p>2. Complaints related to class-III employee (one month)</p> <p>3. To maintain the leave record of the Class III employees of the D.C. office.</p> <p>4 To prepare the training schedule of A.C. (U.T), E.A.C.(U.T), Tehsildar / Naib Tehsildar (U.T)</p>
		Bill Clerk	<p>1.To prepare salary/ T.A/ Medical G.P.F advance bill</p> <p>2. To put up the files of annual budget demand (under 2053 head )</p> <p>3. To send month wise information regarding expenditure in form no. B.M.-26 and 29 (Before the 10th of every month) to the office of the Commissioner Division</p>

			Patiala.
10	Receipt and Issue Br.	Sr. Asstt. Branch	Supervisory control over the branch. To distribute the fresh dak to the concerned clerk. (Daily)
		Jr. Asstt.	To record & distribute the general dak i.e D.O., Fax, T.P.M. etc, relating to Govt. Offices. (Daily) To deal the file regarding pending references.(Monthly)
		Jr. Asstt.	To record & distribute the general dak (Daily)
		Clerk	To record & distribute the general dak (Daily)
		Clerk	Despatch of the outgoing letters.
		Clerk	Despatch of the outgoing letters.
11	Record Room	Sr. Asstt.	To issue the certified copies of the papers relating to the office files. (Within a week) To maintain C.D-2 register
		Sr. Clerk	To maintain the record of files relating to the office of D.C., A.D.C. S.D.M., Settlement officer, consolidation officer Addl. Director consolidation, Tehsildars, D.D.P.O.

		Jr. Asstt.	To maintain the record of files relating to the office of D.C.,A.D.C.,S.D.M., A.C. (G.) A.C. (Gr) E.M.,D.R.O. Tehsildar, Dy. Director Panchyat, (Within a week)
		Copying Clerk	Copying work of all the files relating to the officers as mentioned above. To maintain the record of budget and it`s monthly expenditure.
12	P.L.A Branch	Sr. Asstt.	Over all supervision
		Jr. Asstt.	To maintain record for renewal of Arms licenses, verification of arms licences, to issue receipt of licence fee and suvidha center fee
		Jr. Asstt.	To issue licences to Arms - dealers, to issue N.O.C.s to employee for going aborad, to renew J-licences, to make any addition in licences, to issue N.O.C. to arms dealers
		Clerk	To maintain record regarding issue of new licences, to maintain record for issue of certificate in connection with Indian citizen ship, to issue receipts of fees received in connection with relevant document.
		Clerk	Typing work, to maintain

			record of fees received at suvidha counters, to deal with inspection notes, to deal with death case release order. to extend the aera of operation of arms licences, to deal with cancellation of licences, to issue N.O.C. for petrol pump.
13	D.R.A. ( T ) Br.	General supervision D.R.A. (T)	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. Before sending them to the next higher official/officers.
		Recovery Clerk-3	To put up the files of recovery cases received from different Govt. deptt: and courts. (To put up the files immediately after receiving the paper)
		Recovery Clerk-4	To put up the files of audit and inspection reports (To put up the files immediately after receiving the paper).
		R.C.-1	To put up the files of Taccavi loans, receipt and despatch of papers of D.R.A branches. (T&R)
		Rehabilitation Clerk	To put of the cases of rehabilitation, displaced persons and claim of evacuee property. Court cases peraining to rehabilitation work. Allotment of land and

			property on the basis of occupation. Put up the files immediately after receiving the paper.
		Flood Relief Clerk	Flood relief under natural calamities. To look after the control room during flood season.(From 1 <sup>st</sup> July to 30 <sup>th</sup> September every year) To receive compensation and distribute the same among different sub divisions.
14	D.R.A. ( R ) Br.	General supervision D.R.A. (R)	Monthly revenue meetings, inspection of all tehsils, supervision of the work of entire branch, inspections on behalf of A.D.C.
		Clerk	Preparation of meeting files, creation of new posts of chowkidars,Budget estimate of the receipt head 0029, distribution of the budget received from the govt. regarding wages of chowkidars., monthly statements regarding receipts under different heads, court cases
		Jr. Asstt.	Acquisition of land for different govt. depts: Fixing the rates of land for hiring purposes, meetings of Distt. Land Price Fixation Committee, site selection for acquisition, court cases, work regarding Civil Military liaison

			conference, creating no-construction zone and implementation of defence notification under defence land act 1903, N.O.Cs for diff. deptt.,
		Clerk	Allotment of nazool land, to process/approve the cases received from different sub divisions of districts relating to nazool land given on chakota, monitoring the court cases, disposal of the audit paras and PAC paras etc. , disposal of the applications received from time to time, supply of information regarding nazool land to govt.
		Jr. Asstt.	Typing work of the branch, reminders of different files, misc work
15	Sadar Kanungo Br.	General supervision (Sadar Kanungo)	<p>1 To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending them to the next higher official / officers immediately.</p> <p>2 Inspection of the field staff (Once a year during the period Oct.to April</p> <p>3 Consignment of the Jamabandis.</p>
		N.S.K.-I	<p>1. Review of the mutations (one month)</p> <p>2.Preparation of duplicate</p>

			<p>mutations (Mussana) (one month)</p> <p>3. Completion of Lal Kitab (after every Girdawari)</p> <p>4. Allotment of circles to C.R.O.(From 1st Oct. every year)</p> <p>5. Land Record Administration annual report (1<sup>st</sup> Oct. to 31Oct of every year)</p> <p>6. Rates of major crops(1<sup>st</sup> Oct. to 31 Oct of every year)</p> <p>7. Institutional Training for Patwaris and Kanungos</p>
		N.S.K.II	<p>1. Consolidated statement of court work of the whole Distt.( to be sent to the Govt. before 10<sup>th</sup> of every month)</p> <p>2. Misc. application reg. Fard Badars, Girdawari, Mutation, Demarcation (One month each)</p>
		Court Clerk	To attend court cases where State Govt is a party)
		Receipt and Despatch Clerk	<p>1.To receive dak from R.I.A. Br. and to distribute among the concerned (Daily)</p> <p>2. To maintain leave record of the Br. employees (Daily)</p>

		Kanungo Thur Sem	To maintain the register showing details of Kaller, Thur and Sem at the Distt level (at the end of every Girdawari)
		Bill Clerk-I	<p>1. To put up transfer, promotion, suspension case files of the Patwari/Kanungo</p> <p>2. To maintain A.C.Rs ./ Personal files of the Patwari/ Kanungo</p> <p>3. To maintain the register of candidate Patwari.</p>
		Bill Clerk-2	<p>1. To put up files relating to the annual budget demand (under 2029 head ) from D.L.R.</p> <p>2. To send month-wise information regarding expenditure under the form B.M.-26 and 29 to D.L.R. (Before the 10th of every month)</p> <p>3. To maintain and submit the Salary bill of the branch.</p> <p>4. To put up the cases regarding reimbursement of medical bills of the retired employees. (immediately after receiving the request)</p>
16	H.R.C. Branch	Clerk	Certified copies of Book No. 1,3 & 4 are issued on

			same day. The certified copies of Deposited wills takes three to four days.
17.	G.P.F. Br. ( Class-III)	Sr. Asstt. Branch	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending to next higher official/officers.
		Jr. Asstt.	To maintained the G.P.F. accounts of Patwaris / Kanungo
		Jr. Asstt.	To Maintained the G.P.F. accounts of Clerks/Asstts.
18	G.P. F Br. (Class- IV)	Sr. Asstt. Branch	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending to the next higher official/officers.
		Jr. Asstt.	To maintained the G.P.F. accounts of class IV, GIS account class I,II,III,IV.
19	R.R.A. Br.	Sr. Asstt. Branch	Supervision of the branch.
		Jr. Asstt. (R.C-I)	Issuing of red cards to the riots victim, work regarding budget receipt and despatch of seat, transfer of red cards.
		Jr. Asstt.(R.C-II)	Appointment to the terrorist victim, Issuing of certificate to the terrorist victim, pension to terrorist victim, court cases.
20.	Dharm Arth Branch	Sr. Asstt.	Supervision of the branch
		Clerk	To attend court cases, related with land of Mandir/Deras where State Govt is a party.

		Clerk	<p>1. To prepare salary, Medical, G.P.F advance bill to the Pujari/Granthi/Ragis/Sewadars of the Mandir etc.</p> <p>2. To send month wise information regarding expenditure in form no. B.M.-26 and 29 (Before the 10th of every month) to the Establishment branch of D.. office.</p>
21	L.B.A Branch	Sr. Asstt.	Monthly meetings, inspection of all tehsils, supervision of the work of entire branch, inspections on behalf of A.D.C.
		Clerk (L.B.C-I)	To maintain files relating to works of Patiala development Authority, auction work, misc. cases etc.
		Clerk (L.B.C-II)	Municipal election work, complaints, receipt despatch, inspection note.etc.To maintain files regarding removal of unauthorised occupants.
		Clerk (L.B.C-III)	Work regarding PUDA, shifting of dairy to Kabaadi Market, meeting reg. empowered committee, Govt. vacant land, work reg. marriage Palaces, work reg. court complex, work reg. ent trust

22	C.I.A. Branch	Sr. Asstt.	
		Jr. Asstt.	Receipt and dispatch, case file regarding Punjab State Human Right Commission, complaints received from general public. (All the applications send to concerned offices within 2 or 3 days.)
		Jr. Asstt.	Complaints files regarding Pensioners, sangat darshan, suvida camps, meeting files regarding complaints for members of grievances, (All the applications send to concerned offices within 2 or 3 days.)
		Clerk	Complaints received from Governor, C.M., Punjab Govt. offices, complaints received from Punjab State Scheduled Caste Commission. (All the applications send to concerned offices within 2 or 3 days.)
		Clerk	Complaints in connection with bonded labour regarding Nation Human Rights Commission Delhi, Punjab State Human Rights Commission. (All the applications send to concerned offices within 2 or 3 days.)
23	Tehsildar Election	Tehsildar Election	Over the supervision of the branch

	Kanungo-1	To preparation of voter list, I card and other misc. work of constituency Banur-70, Rajpura 71
	Kanungo-2	To preparation of voter list, I card and other misc. work of constituency Ghanour-72, -Nabha-77
	Kanungo-3	To preparation of voter list, I card and other misc. work of constituency Dakala-73, Patiala Town-76
	Kanungo-4	To preparation of voter list, I card and other misc. work of constituency Satrana-74, Samana-75
	Clerk-1	To maintain the cash book and file work of the whole branch.
	Clerk-2	Attached with Kanungo-1
	Clerk-3	Attached with Kanungo-2
	Clerk-4	Attached with Kanungo-3
	Clerk-5	Attached with Kanungo-4
	Clerk-6	To issue certified copy on same/next day. To maintain stock register.
	Clerk-7	Typing work, receipt and dispatch work.

24	Agrarian Branch	Naib Tehsildar	To Supervise all cases relating to Surplus area Distt: Patiala and to attend courts where these cases a running
		Kanungo	To maintain record and to assist Naib Tehsildar, to receive information regarding surplus area and to prepare monthly & quarterly statement and to send them to Govt.
25	Red Cross	Joint Secy.	Overall supervision
		Accountant	Maintenance of accounts
		Distt: Training Supervisor	First Aid training, Home Nursing training to the people. To organize camps for de-addiction, Traffic awareness , eye-blindness.
		Computer Instructor	Incharge of computer training centre
		Clerk-1	Typing work and misc.
		Clerk-2	Typing work and misc
		Clerk-3	Typing work and misc

## 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 : Deputy commissioner, Patiala .

Sr. No.	Name of the Branch	Name of the rules/Act/ Manuals	Any other Record/Documents.	
1.	Peshi Br. (D.C.)	1. Punjab Land Revenue Act and Rules 2. Special Marriage act 1954  3. Punjab Police act.  4. Punjab Tenancy Act and Rules, 1887 5. P.P. Act.  6. Punjab Security of Land Tenure Act, 1953  7. Punjab State Election Commission Act,1994.  8. Prisoners good conduct and Temporary (Released) Act.  9. Dowry prohibition Act. 10. Explosive Act.  11. The Punjab package Deal Properties (Disposal) Act, 1976  12. Displaced person (Compensation and Rehabilitation) Act, 1954  13. The Securitisation & Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 .		
2.	Peshi Br. (A.D.C.)	1. Punjab Land Revenue Act and Rules. 2. Punjab Tenancy Act and Rules, 1887 3. Indian Registration Act, 4.The Punjab Land Reforms Act, 1972. 5. Punjab Security of Land Tenure Act, 1953 6. Pepsu Tenancy and Agricultural Land Act, 1955 7. The Indian Stamps (Punjab amendment Act)		

		8. Hindu Succession Act. 9. Transfer of Property Act 10 .Land Record Manual. 11. Land Administration Manual. 12. Land Settlement Manual. 13. Punjab Registration Manual 14. F.C.R's Standing Orders. 15. Arms Act. 16. Police Act. 17. Punjab State Election Commission Act,1994. 18. Explosives Act.		
3	Peshi Br. (Asstt. Comm.) (G)	1. Cr.P.C. 2. Govt. instructions, circulars and notification		
4	Peshi Br. (Asstt Comm.) (Gr.)	1. Cr.P.C. 2. Govt. instructions, circulars and notification		
5	Peshi Br. (E.M.)	1. Cr.P.C. 2. Govt. instructions, circulars and notification		
6	Peshi Br. District Revenue Officer-cum- Consolidation Officer	1. The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948. 2. Govt. instructions, circulars and notification		
7	M.A. Br.	1. Punjab Civil Services Rules 2. Punjab Financial Rules 3. Punjab Budget Manual 4. District Office Manual 5. Cr.P.C.		
8	Nazir Br.	1.-District Office Manual 2. Punjab Financial Rules 3. Punjab Budget Manual		
9	Est. Br.	1. Punjab Civil Services Rules 2. Punjab Financial Rules		

		3. Punjab Budget Manual 4. District Office Manual		
10	R.I.A. Br.	Rules and instructions issued by Punjab Govt. time to time.		
11	Record Room	Rules and instructions issued by Punjab Govt. time to time. Copying Manual.		
12	P.L.A. Br.	1. Explosives Act, 2. Arms Act/Rules,1962 3. Rules and instructions issued by Punjab Govt. time to time.		
13	D.R.A. (T) Br.	1. Punjab Land Revenue Act and rules 2. Land Administration Manual. 3. F.C.R's Standing Orders. 4. Instructions and circulars issued by the Punjab Govt. 5. Revenue recovery Act, 1 of 1890 6. Administration Act, Evacuee Property Act, No. 31 of 1950 7. The Displaced persons claims Act, No. 44 of 1950 8. The Evacuee interest separation Act, 64 of 1951. 9. The displaced persons claims supplementary Act No 12 of 1954. 10. The displaced persons compensation and rehabilitation Act, 44 of 1954.		
14	D.R.A. (R) Br.	1. Land acquisition Act, 1872 2. Defense Land Act,1903 3. Nazool Land transfer rules 1956 4. Chowkidara rules. 5. F.C.R. standing order 28,30 6. Land revenue Act and manual 7. Govt. instructions, circulars and notification		
15	S.K. Br.	1.Punjab Land Revenue Act and rules		

		<p>2. Land Record Manual.</p> <p>3..Land Administration Manual.</p> <p>4..Land Settlement Manual.</p> <p>5. F.C.R's Standing Orders.</p> <p>6. Instructions and circulars issued by the Punjab Govt.</p> <p>7. Punjab Civil Services Rules</p> <p>8. Punjab Budget Manual</p>		
16	H.R.C. Br.	<p>1. Indian Registration Act, 1908</p> <p>2. Indian Stamp Act,</p> <p>3. Registration Manual</p> <p>4. The Punjab Stamp Manual</p> <p>5. The Punjab Stamp Rules</p> <p>6. Stamp vendors rules</p> <p>7. Petition writers rules</p>		
17	G.P.F Br. (Class-III)	<p>1. Punjab Civil Services Rules Vol.2</p> <p>2. Other instructions and circulars issued by the Punjab Govt.</p>		
18	G.P.F Br. (Class IV)	<p>1. Punjab Civil Services Rules Vol.2</p> <p>2. Other instructions and circulars issued by the Punjab Govt.</p>		
19	R.R.A. Br.	Rules and instructions issued by Punjab Govt. time to time.		
20	Dhram Arth Br.	Rules and instructions issued by Punjab Govt. time to time, Deodi Mohalla Sardar Sshib.		
21	L .B.A Br.	1. Municipal Act.		
22	C.I.A. Br.	Rules and instructions issued by Punjab Govt. time to time.		
23	Tehsildar Election	<p>Manual of Election Law</p> <p>The Sikh Gurdwara Act,1925</p> <p>Rules and instructions issued by Punjab Govt., Election Commission of India and Commissioner Gurdwara</p>		

24	Agrarian Br.	The Pb Land Reforms Act 1972 Rules and instructions issued by Punjab Govt. time to time.		
25	Red Cross	1. Punjab Civil Services Rules 2. Punjab Financial Rules 3. Punjab Budget Manual 4. District Office Manual		

**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 : Deputy commissioner, Patiala

Sr. No.		Category of documents
1.	Peshi Br. (D.C.)	Receipt/despatch register, institution register of court cases, summoning register, file inspection register, inspections roster register, file movement register, Peshi register and related files.
2.	Peshi Br. (A.D.C.)	Receipt/despatch register, institution register, summoning register, file inspection register, court stamp inspection register and related files.
3.	Peshi Br. Asstt. Comm. (G)	Receipt/despatch register, institution register, summoning register, file inspection register, court stamp inspection register and related files.
4.	Peshi Br. Asstt. Comm. (Gr.)	Receipt/despatch register, institution register, summoning register, file inspection register, court stamp inspection register and related files.
5.	Peshi Br. (E.M.)	Receipt/despatch register, institution register, summoning register, file inspection register, court stamp inspection register and related files.
6.	Peshi Br. D.R.O-cum-Consolidation Officer	Receipt/despatch register, institution register, summoning register.
7.	M.A. Br.	Receipt/despatch register, disposal register, file moment register, record

		instruction register
8.	Nazir Br.	Receipt and despatch register, file movement register, dak ticket register, stock register, cash book,
9.	Est. Br.	Receipt and despatch register, file movement register, Complaints and enquiry register, Roster Register, Catalogue Register, Increment register and related files.
10.	R.I.A. Br.	Receipt and despatch register, D.O. receipt register, fax receipt register, T.P.M. register and related files.
11.	Record Room	Receipt and dispatch register, Goshwara register, C.D-2 register, Tehsil wise record register (Dispatch)
12.	P.L.A. Br.	Receipt register, movement register, dispatch register, licenses record register,
13.	D.R.A. (T) Br.	Recovery register sub division wise, office order register regarding recovery certificate related to other Collators of other district, Taccavi, Muafi files, Taccavi Kisat bandies , T-16 and T-25 register, Audit reports and inspection report register, Catalogue register, Moment register, Receipt despatch register, Rehabilitation property record and related files.
14.	D.R.A (R) Br.	Movement register, receipt register, catalogue register, total nazool land register, chakota register, Chowkidara budget record, NOC register, site selection register, awards register and related files.

15	S.K. Br.	1. Receipt and despatch register, village note book (Lal Kitab), Library stock register, leave account register, Patwar candidate"s register, register for maintenance of record of mutations under review and for Mussanas, Stationary stock register and related files.
16.	H.R.C. Br.	Stamp vendors register, petition writers register, Document writer register, Catalogue register, Despatch register, Stock register, Mislband register, Cash books, Receipt books and related files.
17.	G.P.F Br. (Class III)	Movement register, receipt register, despatch register, final payment register, G.P.F advance register, account register, index register. (allotment of G.P.F number and related files.
18.	G.P.F Br. (Class IV)	Movement register, receipt register, despatch register, final payment register, G.P.F advance register, account register, index register. (allotment of G.P.F number, maintain account G.I.S. and related files.
19.	R.R.A. Br.	Movement register, B.M.-26-29 budget record, receipt and despatch register, catalog register and related files.
20.	Dharam Arth Br.	Receipt and dispatch register, cash book,G.P.F. record register, stock register, G.I.S. register,file movement register.
21.	L.B.A Br.	Movement register, receipt register, despatch register and related files.
22.	C.I.A. Br.	Receipt and dispatch register, register for high court cases, register for record of bonded labour, register for complaints,

23.	Tehsildar Election	Receipt and despatch register, complaint register, Cash Book, Stock Register, Stationery Register , Bill Book, Contingency Register, C.D.I.Register
24	Agrarian Br.	Receipt and despatch Register, Court case Register
25.	Red Cross	Receipt and despatch Register, Cash-book, Rental properties register, record register

**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 Patiala.

Sr. No.	Details/type of arrangements made.
1	<b>Not Applicable</b>

**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, concils, committee and other bodies)

Name of the office: Deputy Commissioner, Patiala.

Sr. No.	Name of concil (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
<b>Not applicable</b>					

## ANNEXURE-9

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

(Directory of the officers and employees)

<b>SR. NO.</b>	<b>NAME OF OFFICER /EMPLOYEE. SHRI/SMT.</b>	<b>DESIGNATION</b>	<b>TELEPHONE MOBILE NUMBER.</b>
1.	Sh. D.S.Grewal	D.C.	0175-2311300 (O) 0175-2311301 (O) 0175-2311302 (R) 0175-2311303 (R)
2.	Sh. A.P.S. Virk	A.D.C.	0175-2311304 (O) 0175-2311305 (R)
3.	Smt. Vimmy Bhular	AC (G)	0175-2311308 (O) 0175-2311309 (R)
4.	Sh. P.S. Sodhi	D.R.O.	0175-2311310 (O)
5.	Sh. Manjit Singh	Reader (D.C)	
6.	Sh. Gurnam Singh	Reader A.D.C.	01762-267578 (R)
7.	Smt. Manjit Kaur.	Steno	
8.	Sh. Harminder Singh	Steno	0175-5538949 (R)
9.	Jaspreet Singh	Clerk	
10.	Satnam Singh	Steno	
11.	Raghbir Singh	Steno	

12.	Jasbir Singh	Steno	
13.	Sh. Kharaiti Lal	Asstt. Supdt. (G)	
14.	Smt Usha Rani	Asstt. Supdt. (R)	0175-2201245
19.	Sh. K.C.Dutta	E.A.	0175-2218859®
20.	Sh. Sarabjit Singh	Sr. Asstt.	98550-74018 (M)
21.	Sh. Harpreet Singh	D.R.A. (T)	93161-79258
22.	Smt. Hariesh Kumar	Sr. Asstt.	98146-87048 (M)
23.	Smt Indervir Kaur	Sr. Asstt.	
24.	Smt. Harinder Kaur	Sr. Asstt. GPF	9855024186 (M)
25	Sh. Gurnam Singh	Sr. Asstt.	9815806313
26	Amarjit Singh	Sr. Asstt:	98760-27701
27	Surjit Kumar		
28	Gurmail Singh	Sr. Asstt:	
29	Sh. Balbir Singh	Sadar Kanungo	
30	Sh. Harpal Ram	N.S.K.-1	98722-03093
31	Sh. Rajesh Kumar	N.S.K.-2	94630-72269
32	Sh. Manhor Lal	Kgo.(Agr.)	94631-55410
33	Sh. Jaspal Singh	Jr. Asstt.	93762-04058
34	Smt. Manjit Kaur	Jr. Asstt. (D.C)	0175-2202906 ®
35	Smt. Ranjeet Kaur	Jr. Asstt.	0175-2353682 ®
36	Smt. Harjeet Kaur	Jr. Asstt.	0175-2205354 ®

37	Smt. Baljeet Kaur	Jr. Asstt.	0175-2285555 ®
38	Smt. Trishanjit Kaur	Jr. Asstt.	0175-5540387®
39	Smt. Anita Kumari	Jr. Asstt.	0175-2213541®_
40	Sh. Prem Chand Sharma	Jr. Asstt.	0175-2204097
41	Smt. Dharminder Singh	Jr. Asstt.	98550-73011 (M)
42	Smt. Narinder Kaur	Jr. Asstt.	0175-3099225
43	Smt. Narinderjit Kaur	Jr. Asstt.	
44	Sh. Harjit Singh	Jr. Asstt.	
45	Smt. Kawaljit Kaur	Jr. Asstt.	
46	Sh. Ranjit Singh	Jr. Asstt.	
47	Smt. Kanta Devi	Jr. Asstt.	
48	Smt. Mohinder Kaur	Jr. Asstt.	
49.	Smt. Joginder Kaur	Jr. Asstt.	
50.	Sh. Hamir Singh	Jr. Asstt.	
51.	Sh. Rajiv Kumar	Ahalmad A.D.C.	---
52.	Sh. Rajnesh Kumar	Clerk	
53.	Sh. Gurdhian Singh	Clerk	9815988493
54.	Smt. Iqbal Kaur	Clerk	0175-2216011 ®
55.	Smt. Krishana Kumari	Clerk	0175-2351355 ®
56.	Sh. Harmesh Singh	Clerk	

57.	Smt. Ashu Pandhi	Clerk	
58.	Sh. Balwinder Singh	Clerk	
59.	Sh. Sharanjit Singh	Clerk	
60.	Sh. Manoj Kumar	Clerk	
61.	Smt. Inderjit Kaur	Clerk	
62.	Sh. Sukhvir Singh	Clerk	
63.	Smt. Anju Bala	Clerk	9855951536
64.	Smt. Mandip Kaur	Clerk	
65.	Smt. Kamaljit Kaur	Clerk	
66	Sh. Balwinder Singh	Clerk	
67	Sh. Sardari Lal	Clerk	
68	Sh. Baldev Singh	Clerk	
69	Sh. Avtar Singh	Flood Clerk	
70	Sh. Sukhvinderjit Singh	H.R.C.	98761-43887 (M)
71	Sh. Mohinder Singh	Clerk	
72	Sh. Sudarshan Singh	Bill clerk	
73	Smt. Surinder Kaur	E.C.-2	
74	Smt. Sarbjeet Kaur	E.C-4	
75	Sh. Davinder Pal Singh	Ahlmad (D.C)	
76	Smt. Preeti Verma	Clerk	
77	Smt. Salwant Kaur	Clerk	

78	Smt. Sunita Sharma	Clerk	
79	Smt. Narinder Kaur	Clerk	
80	Sh. Amrik Singh	Clerk	
81	Sh. Surjit Singh	Driver	
82	Sh. Sajjan Singh	Driver	
83	Sh. Baljit Singh	Driver	
84	Sh. Onkar Singh	Driver	
85	Smt. Kamlesh Rani	Clerk	
86	Sh. Sham Lal	Peon	
87	Sh. Sher Singh	Peon	
88	Sh. Dan Bahadur	Peon	
89	Smt. Anita Rani	Peon	
90	Sh. Madho Ram		
91	Sh. Gursharn Singh	Peon	
92	Sh. Hari Singh	Peon	
93	Sh. Alok singh	Peon	
94	Sh.Satya Singh	Peon	
95	Sh. Mata Prasad	Peon	
96	Sh. Ramesh Kumar-I	Peon	
97	Sh. Amrit Singh	Peon	
98	Smt. Shkuntla Devi	Peon	

99	Balbir Singh	Peon	
100	Smt. Leela Devi	Peon	
101	Sh. Karmjit Singh	Peon	
102	Smt. Amarjit Kaur	Peon	
103	Sh. Satinder Kumar	Peon	
104	Sh. Lachhman Singh	Peon	
105	Sh. Raj Kumar	Peon	
106	Sh. Ramesh Kumar-4	Peon	
107	Sh. Swarnjit Kaur	Peon	
108	Sh. Sanjiv Kumar	Peon	
109	Sh. Rattan Lal	Peon	
110	Sh. Amar Nath	Peon	
111	Sh. Jamna Ram	Malli	
112	Sh. Dharam Pal	Sweeper	
113	Sh. Roshan Lal	Sweeper	
114	Sh. Balbir Kaur	Sweeper	
115	Sh. Deepak Kumar	Chokidar	

## ANNEXURE-10

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

(Monthly basic pay received by the officer and employees)

Name of the Department/office : Deputy Commissioner Patiala .

SR. NO.	NAME OF OFFICER /EMPLOYEE. SHRI/SMT.	DESIGNATION	BASIC SALARY
1.	Sh. D.S. Grewal, IAS	D.C.	13875 /-
2.	Sh. A.P.S Virk	A.D.C.	13125/-
3..	Smt. Vimy Bhular	AC (G)	8100/-
4	Sh. P.S. Sodhi	D.R.O.	7660/-
5.	Sh. Manjit Singh	Reader (D.C)	8925/-
6.	Sh. Gurnam Singh	Reader A.D.C.	8100/-
7.	Smt Manjit Kaur	Steno	7800/-
8.	Sh. Harminder Singh	Steno	5000/-
8.	Jaspreet Singh	Steno E.M.	4140/-
10.	Satnam Singh	Steno	6600/-
11.	Raghbir Singh	Steno	4700/-
12.	Jasbir Singh	Steno	4140/-
13.	Sh. Kharaiti Lal	Asstt. Supdt. (G)	9200/-
14.	Sh. Usha Rani	Asstt. Supdt. (R)	9475/-
15.	Sh. K.C. Dutta	E.A.	9200/-
16.	Sh. Sarbjit Singh	D.R.A (Rev)	7660/-

17.	Sh. Harpreet Singh	D.R.A. (T)	7880/-
18.	Sh. Hariesh Kumar	Sr. Asstt.	8925/-
19.	Smt Indervir Kaur	Sr. Asstt.	7000/-
20	Smt. Harinder Kaur	Sr. Asstt.	8925/-
21	Sh. Gurnam Singh	Sr. Asstt.	8925/-
22	Amarjit Singh	Sr. Asstt:	8650/-
23	Sh. Surjit Kumar	Sr. Asstt:	9200/-
24	Gurmail Singh	Sr. Asstt:	8375/-
25	Sh. Balbir Singh	Sadar Kanungo	7660/-
26	Sh. Harpal Ram	N.S.K.-1	7660/-
27	Sh. Rajesh Kumar	N.S.K.-2	6000/-
28	Sh. Manhor Lal	Kgo.(Agr.)	5800/-
29	Sh. Jaspal Singh	Jr. Asstt.	5800/-
30	Smt. Manjit Kaur	Jr. Asstt. (D.C)	6600/-
31	Smt. Ranjeet Kaur	Jr. Asstt.	8100/-
32	Smt. Harjeet Kaur	Jr. Asstt.	6600/-
33	Smt. Baljeet Kaur	Jr. Asstt.	7220/-
34	Smt. Trishanjit Kaur	Sr. Asstt.	7660/-
35	Smt. Anita Kumari	Jr. Asstt.	6600/-
36	Sh. Prem Chand Sharma	Jr. Asstt.	6600/-

37	Sh. Dharminder Singh	Jr. Asstt.	6600/-
38	Smt. Narinder Kaur	Jr. Asstt.	6600/-
39	Smt. Narinderjit Kaur	Jr. Asstt.	7880/-
40	Sh. Harjit Singh	Jr. Asstt.	5800/-
41	Smt. Kawaljit Kaur	Jr. Asstt.	6000/-
42	Sh. Ranjit Singh	Jr. Asstt.	7440/-
43	Smt. Kanta Devi	Jr. Asstt.	7660/-
44	Smt. Mohinder Kaur	Jr. Asstt.	7660/-
45.	Smt. Joginder Kaur	Jr. Asstt.	7880/-
46.	Sh. Hamir Singh	Sr. Asstt.	5800/-
47.	Sh. Rajiv Kumar	Ahalmad A.D.C.	3550/-
48.	Sh. Rajnesh Kumar	Clerk	3780/-
49.	Sh. Gurdhian Singh	Clerk	3220/-
50.	Smt. Iqbal Kaur	Clerk	6600/-
51.	Smt. Krishana Kumari	Clerk	6600/-
52.	Sh. Harmesh Singh	Clerk	3660/-
53.	Smt. Ashu Pandhi	Clerk	4700/-
54.	Sh. Balwinder Singh	Clerk	3900/-
55.	Sh. Sharanjit Singh	Clerk	6000/-
56.	Sh. Manoj Kumar	Clerk	4020/-

57.	Smt. Inderjit Kaur	Clerk	4020/-
58.	Sh. Sukhvir Singh	Clerk	5320/-
59.	Smt. Anju Bala	Clerk	4140/-
60.	Smt. Mandip Kaur	Clerk	3220/-
61.	Smt. Kamaljit Kaur	Clerk	4140/-
62	Sh. Balwinder Singh	Clerk	3780/-
63	Sh. Sardari Lal	Clerk	5480/-
64	Sh. Baldev Singh	Clerk	3220/-
65	Sh. Avtar Singh	Flood Clerk	4700/-
66	Sh. Sukhvinderjit Singh	H.R.C.	5000/-
67	Sh. Mohinder Singh	Clerk	4020/-
68	Sh. Sudarshan Singh	Bill clerk	7000/-
69	Smt. Surinder Kaur	E.C.-2	6800/-
70	Smt. Sarbjeet Kaur	E.C-4	3900/-
71	Sh. Davinder Pal Singh	Clerk	5800/-
72	Smt. Preeti Verma	Clerk	3660/-
73	Smt. Salwant Kaur	Clerk	4020/-
74	Smt. Sunita Sharma	Clerk	4550/-
75	Smt. Narinder Kaur	Clerk	6000/-
76	Sh. Amrik Singh	Clerk	4260/-

77	Sh. Surjit Singh	Driver	6000/-
78	Sh. Sajjan Singh	Driver	4700/-
79	Sh. Baljit Singh	Driver	5000/-
80	Sh. Onkar Singh	Driver	4020/-
81	Smt. Kamlesh Rani	Clerk	4700/-
82	Sh. Sham Lal	Peon	5160/-
83	Sh. Sher Singh	Peon	3440/-
84	Sh. Dan Bahadur	Peon	4700/-
85	Smt. Anita Rani	Peon	3020/-
86	Sh. Madho Ram		4400/-
87	Sh. Gursharn Singh	Peon	
88	Sh. Hari Singh	Peon	4820/-
89	Sh. Alok singh	Peon	3440/-
90	Sh.Satya Singh	Peon	5160/-
91	Sh. Mata Prasad	Peon	4400/-
92	Sh. Ramesh Kumar-I	Peon	3900/-
93	Sh. Amrit Singh	Peon	3440/-
94	Smt. Shkuntla Devi	Peon	4700/-
95	Balbir Singh	Peon	5000/-
96	Smt. Leela Devi	Peon	5160/-
97	Sh. Karmjit Singh	Peon	3440/-

98	Smt. Amarjit Kaur	Peon	3330/-
99	Sh. Satinder Kumar	Peon	3220/-
100	Sh. Lachhman Singh	Peon	3440/-
101	Sh. Raj Kumar	Peon	4700/-
102	Sh. Ramesh Kumar-4	Peon	4700/-
103	Sh. Swarnjit Kaur	Peon	4550/-
104	Sh. Sanjiv Kumar	Peon	3020/-
105	Sh. Rattan Lal	Peon	5320/-
106	Sh. Amar Nath	Peon	3440/-
107	Sh. Dharam Pal	Sweeper	4400/-
108	Sh. Roshan Lal	Sweeper	4850/-
109	Sh. Balbir Kaur	Sweeper	3900/-
110	Sh. Deepak Kumar	Chokidar	3330/-



**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, Patiala.

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

**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, Patiala.

Sr. No.	Concessions/Permit Authorization grant	Name of the recipient	Address of the recipient
<b>Not Applicable</b>			

**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, Patiala.

Sr. No.	Type of information.

**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: Deputy Commissioner, Patiala

Sr. No.	Facilities available	Remarks (No. of days in a week/timings etc.)

## 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, Patiala.

Name of the State Publication Information Officer	Designation	Telephone No. (Office/Residence)	Residential Address	Assistant state Publication Information Officer	Telephone	Resident Address
Sh. D.S. Grewal, I.A.S.	Deputy Commissioner	0175-2311300 0175-2311301 0175-2311302 0175-2311303	Sh. D.S. Grewal, I.A.S. Leela Bhawan Chowk Patiala.	P.S. Sodhi D.R.O.	0175-2311311	38 Manjit Nagar Patiala.

Means, methods or facilities available to the public which are adopted by this office for disseminations of information.

- Through A.P.I.O/P.I.O.
- Printed Manual
- Notice Board

Apart from it.

- Daily from 11.00 AM To 12.30 PM is earmarked for meeting public.
- Govt. officials who want to make any representation can also meet after taking permission/leave from their supervisory officers.