

MANUAL FOR THE OFFICE OF THE DEPUTY COMMISSIONER, MANSA

(Under the Right to Information Act-2005)

Introduction

District Mansa came into existence with effect from 13.4.1992. It falls into Faridkot Division. The total area of this District is 216776 Hect. and the population of this District 6,88,630. It consists 3 Sub-Divisions, 5 Development Block 5 Market Committees, 3 Municipal Committees, 2 Nagar Panchyats and 244 villages.

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 Magistrate, Tehsildars, Naib Tehsildars, Treasuries, Sub Treasuries, Jails, Hospitals, Dispensaries, Schools, Blocks, Police Stations, Local Bodies, Improvement Trusts and all other offices of Punjab Government. The A.C.Rs of various District Head of offices are written by him. 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.

For Deputy Commissioner,
Mansa.

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, Mansa.**

| Sr. No. | Name of Post | Powers and duties (in brief) |
|----------------|--------------------------|--|
| 1. | Establishment Assistant | 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 | 1. Maintenance of Roaster Register of Class-III & IV employees. 2. TounC:\WINDOWS\hinhem.scr prepare charge sheet of Class-III & IV employees. 3. To deal with the cases of all Class III & IV employees regarding confirmation/proficiency step up/suspension/ dismiss. 4. To deal with the cases of all employees regarding regular enquiries. 5. To deal with the transfers and posting order of class III & IV. 6. To deal with the Civil/Judicial Court cases. 7. To deal with the cases of all kind of appointments regarding Class-III & IV employees. |
| | Establishment Clerk-II | 1. To deal with A.C.R. cases for Class-III & IV employees. 2. To deal with Earned leave of all employees. 3. To deal with cases of Tehsildar & Naib Tehsildar regarding complaints/enquiries. 4. Training files of all the officers. 5. Regarding examination of Registration Clerk. 6. Telephone Duties of class III & IV employees. 7. Regarding examination of Tehsildar & Naib Tehsildar. |
| | Establishment Clerk -III | 1. To prepare the pay bills TA/Medical Bills& retirees benefits of the all retired employees in this office. 2.To deal with the cases of retirement of Class-III & IV employees. 3. To prepare the Budget under head 2053 & 2235. 4. Regarding Income tax statements etc.of all the officers & officials. 5. To deal with the cases of pay fixation of all the employees . 6. Allocation of Budget to the SDM,s & Tehsildars. |
| | Establishment Clerk -IV | 1. Maintenance of personal files of all Gazette Officer. 2. Manage the leave account in service books of all employees 3. Diary 4. Dispatch 5. Inspection Note. 6.No due certificate of all the officers & officials. 7. To prapare of initially medical bills. |
| 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.

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| 3 | License Passport Assistant (LPA) | Over all supervision of the branch and dealing of cases put up by the branch clerks. |
| | LPC-1 | Work related to issuance of new arms licence and renewal of arms licence dealt with PS Sadar/City Mansa, Joga. Work related to issuing of arms dealers licences and NOC/TL Form No. 16 and 20. |
| | LPC-II | Work related to issuance of new arms licence and renewal of arms licence dealt with PS Boha/Bhikhi/Sardulgarh/Jourkian. Work related to issuing of NOC to Petrol Pumps, issuing of new/renewal of explosives licences. |
| | LPC-III | Work related to issuance of new arms licence and renewal of arms licence dealt with PS Budhlada/Bareta/Jhunir. Receipt and despatch of branch. |
| 4 | Head Registration Clerk | 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 (Pasport) Clerk (Passport) | Supervision of the branch All work relating to Passport Branch is dealt through Suwidha Centre. Applications in quadruplicate are obtained from the applicants and are sent for obtaining police verification. On receipt of police verification, the applications are forwarded to the Regional Passport Officer, Chandigarh. The information with regard to the received applications is also sent to the Regional Passport Officer, Chandigarh on internet within one week. Further action for issuance of passport is done by the Regional Passport Officer, Chandigarh. The following documents requires for obtaining the passport:- <ol style="list-style-type: none">1. Prescribed Application Form duly filled.2. Demand Draft amounting to Rs. 1000/- (for adults) and Rs. 600/- (for minors issued in favour of Regional Passport Officer, Chandigarh.3. Affidavit/Certificate in token of age proof.4. Ration Card/Election Identity Card/Bank Account/Electricity Bill/Telephone Bill in token of residence proof.5. Website for any passport enquiry/status from Regional Passport Officer, Chandigarh www.passport.chd.nic.in and phone No. 0172-2601451, 2601454 |
| 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 |

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| | Dev. Clerk-1 | <ol style="list-style-type: none"> 1. Misc. works of branch and reports regarding dev. Works. 2. To maintain the court cases in the court of collector (DDPO), Mansa. 3. To remove illegal possession of shamlaut land, Transfer shamlaut land to private owner. 4. To appoint administrator of gram panchayets. 5. Approvel new streets/channel in stead of old streets/channel. |
| | Dev. Clerk-2 | <ol style="list-style-type: none"> 1. Work of dispatch and receipt of dak. 2. Work of Courts Cases inrespect of Block/Panchyiat Focal Points. 3. Flood work. 4. pensions relates to Social Security Department. |
| | Dev. Clerk-3 | <ol style="list-style-type: none"> 1. Allotment plots to houseless family income of shamlaut land and renting reports in this regard. 2. BPL Survey. 3. Work of Ligh/Migh Brnach. 4. Election work. 5. Follow up action of inspection of Block Officer. |
| | Dev. Clerk-4 | <ol style="list-style-type: none"> 1. Regular/Preliminary enqiuries against sarpanches/panches. 2. action u/s 216 of punjab Panchayati Raj Act, 1994 against sarpanches/panches. 3. Work of District Grievences committee. 4. Lok Suvidha Camp relates to this Branch. |
| | REA | <p>To deal with the reports regarding:</p> <ol style="list-style-type: none"> 1. 1. C.D. 2.32 2. 2. C.D. 2.44 3. 3. Viveki grant 4. 4. Unitted funds |
| 7 | RKEO | To deals with the fresh dak received from Govt., Commissioner Division, Faridkot. And other office. |
| 8 | LFA | Overall Supervision of the branch. |
| | LFC-1 | <p>Dealing of cases put up by the branch clerk.</p> <p>He is dealing with the following type of works:</p> <p>C:\WINDOWS\hinhem.scr unC:\WINDOWS\hinhem.scrC:\WINDOWS\hinhem.scr</p> <p>To watch the matta's Nagar council & Nagar panchayat.</p> <ol style="list-style-type: none"> 1. To send nominee to EO Nagar council & Nagar panchayat's Offices on the demand 2. Prceedings of the meetings of Nagar Council, Mansa/Budhlada/Bareta. 3. Application regarding Cleanings of all the Committees. 4. To appoint the representative regarding bids of the Committees. 5. Work regarding Railway under bridge and over bridge. |
| | LFC-2 | <ol style="list-style-type: none"> 1. Receipt and dispatch of the fresh dak. 2. Meetings proceedings of Nagar panchayat Bhikhi/Sardulgarh. 3. Inspection note etc. 4. Elections regarding Committees. |
| 9 | Misc. Asstt. | <ol style="list-style-type: none"> (i) Overall supervision of the Branch. (ii) Dealing of cases put up by the Branch clerks. |

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| | MC-I | He is dealing with the following type of Misc. works. 1. Issue of title of Newspapers/Printing Presses 2. Dependent Certificates. 3. Tour Programme. |
| | MC-3 | 1. Misc. works. 2. Right to Information Act, 2005 3. N.O.C of Marriage palace/Hotel & Restaurant 4. Booking of Rest House. 5. Ban orders |
| | MC-4 | He is dealing with the following type of works. 1. 1. Celebrations of National functions i.e. 15 August, 26 January, 2. Countersigning 3. Permission regarding Exhibition, Circus, Magic show 4. Recommendation of Awards. 5. Receipt and Dispatch 6. Video Parlors / Cinema License. |
| | MC-5 | 1. 1. Freedom Fighter Certificates. 2. Allotment of Govt. Houses. 3. Memorandum |
| 10 | RRA | (i) Overall supervision of the Branch. (ii) Dealing of cases put up by the Branch clerks. |
| | RRC-1 | Dealing with the following type of works: 1. To give service (employment) to Terrorist affected or who's dead during the 1984's dange etc. 2. Marriage Grant 3. To give plot to terrorist affected and danga peerat families 4. Exaggerate grant 1, 00,000. 5. Study allowance. |
| | RRC-2 | Dealing with the following type of works: 1. Receipt and dispatch of the fresh dak. 2. 2. To give free bus passes to terrorist affected and danga peerat families |
| 11 | RA | 1. Disposal of Rural Properties. 2. Surplus Urban/Rural Evacuee Land and Properties. 3. Rural/Urban Loans. 4. Urban/Rural Rent. 5. The monthly statement regarding Urban/Sub Urban Land and quarterly statement of walkf Board are sent to the Government. |
| 12 | District Revenue officer (DRO) | 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. |
| 13 | TC-1 | Dealing with recovery cases under Land Revenue Act of SC Corporation, Bankfico, RDF, PFC, Industries, Khadi Board and Misc. Recovery as well as monthly meetings of the recovery cases also. |
| | TC-2 | Dealing with the Natural Calamities letters and Govt./ Policies as well as put up the cases of inspection notes, Cash Book maintains, Flood store and stocks through Sr. Asstt. |

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| | | Dealing with Dak receipt and despatch, letters providing assistance from the Govt. to the peoples effected by the Natural Calamities and Nazool lands. |
| 14 | DRA | Overall supervision of DRA Branch. |
| | DRC-1 | To deal with cases of: - 1. Land Acquisition cases. 2. Court cases regarding land acquisition. 3. Assessment of market rates of land. |
| | DRC-2 | 1. Creation of new post of Nambardars and chowkidars. 2. Distribution of chowkidara and Nambardar budget to the concerned SDMs. 3. Monthly statements of receipt sent to govt. regarding income under various Heads. 4. To prepare a statement of various recoveries of taxes and sent to the govt. 5. To maintain monthly meeting file circle revenue officers. 6. Consolidation of demand of Chowkidara tax, copying fee, mutation fee etc. |
| | DRC-3 | 1. Issue of warrant forms. 2. Reply of Audit paras. 3. Receipt/Dispatch of mail. 4. monthly meetings of Audit paras. |
| 15 | Sr. Assistant (GPF/GIS Branch) GPFC | (1) Overall Supervision of the Branch. (2) Dealing cases put up by the branch Clerk GPFC deals with the following work of the GPF&GIS Branches: 1. Receipts and Dispatch Register. 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. |
| 16 | Sadar Kanungo | Maintenance of G.I.S. Accounts of employees. 1. To supervise the appeal cases regarding Patwari and Kanungos and reply there of. 2. Inspection of Patwaris and Kanungos as such Para no. 8-17 and 8-19 Punjab Land Records Manual. 3. To Maintenance of Service Records Regarding Kanungos. 4. To solve the matter regarding the averse effect in confidential reports. 5. To persue the files regarding appointment and transfer of Kanungos and Patwaris. 6. To maintain Roster register and Pb.Govt.Instructions. 7. To supervise the departmental inquiries of Patwaris and Kanungos. 8. To supervise the cases of corruption regarding Patwaris and Kanungos. 9. To provide training to newly appointed I.A.S and P.C.S officers regarding Revenue. |

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| Sadar Kanungo | <ul style="list-style-type: none"> 10. To supervise the appeal cases regarding Patwari and Kanungos and reply there of. 11. Inspection of Patwaris and Kanungos as such Para no. 8-17 and 8-19 Punjab Land Records Manual. 12. To Maintenance of Service Records Regarding Kanungos. 13. To solve the matter regarding the averse effect in confidential reports. 14. To persue the files regarding appointment and transfer of Kanungos and Patwaris. 15. To maintain Roster register and Pb.Govt.Instructions. 16. To supervise the departmental inquiries of Patwaris and Kanungos. 17. To supervise the cases of corruption regarding Patwaris and Kanungos. 18. To provide training to newly appointed I.A.S and P.C.S officers regarding Revenue. |
| Sadar Kanungo | <ul style="list-style-type: none"> 19. To supervise the appeal cases regarding Patwari and Kanungos and reply there of. 20. Inspection of Patwaris and Kanungos as such Para no. 8-17 and 8-19 Punjab Land Records Manual. 21. To Maintenance of Service Records Regarding Kanungos. 22. To solve the matter regarding the averse effect in confidential reports. 23. To persue the files regarding appointment and transfer of Kanungos and Patwaris. 24. To maintain Roster register and Pb.Govt.Instructions. 25. To supervise the departmental inquiries of Patwaris and Kanungos. 26. To supervise the cases of corruption regarding Patwaris and Kanungos. 27. To provide training to newly appointed I.A.S and P.C.S officers regarding Revenue. |
| Naib Sadar Kanungo-1 | <ul style="list-style-type: none"> 1. Register Halkajat of patwaris 2. To deal with Girdawari and Irrigation correspondence. 3. Monthly statements suspended Patwaris and Kanungos . 4. Tour Statement of Kanungos and register Kargujari of Patwaris. 5. To supervise Civil Writ Petitions and Reply thereof. 6. To make efforts regarding Land Records Computerisation. |

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| Naib Sadar Kanungo-2 | <ol style="list-style-type: none"> 1. To make maintainance of Revenue Records and Responsibility thereof. 2. To provide information regarding Agriculture to Govt and monthly statements. 3. To make correspondence with Director Land Records Punjab,Jallandhar and Commissioner Faridkot Division Faridkot. 4. To Provide information regarding rain and monthly statements and agricultural crops output. 5. To deal with the matter regarding survey marks. 6. To make efforts for completion of village books of the District. 7. To deal with Civil Suits regarding Patwaris and Kanungos and reply thereof. 8. To provide Revenue records to Copy Branch for Copying. | |
| Naib Sadar Kanungo-3 | <ol style="list-style-type: none"> 1. To prepare annexures regarding civil suits and preduce it. 2. To make Census and Revenue census. 3. Statement regarding Drusti Girdawari,Maffi and Jagir. 4. Review of Mutations and preparation of Mussanas. 5. To Provide information regarding non-cultivative land, Thur , Saim and Chao. | |
| Enquiry Clerk | <ol style="list-style-type: none"> 1. To persue the cases regarding Patwaris and Kanungos. 2. To deal with the complaints regarding Patwaris and Kanungos. 3. To make the dicipilinary action against the Patwaris and Kanungos. | |
| Bill clerk | <ol style="list-style-type: none"> 1. To prepare the budget and pay bills . 2. To prepare information regarding Audit objections and audit paras. 3. To persue the cases regarding proificiency Step-up of Khewat employees and annual increments. 4. To maintain service books of employees. 5. To deal with the matter regarding retirement of Patwaris and Kanungos. 6. To deal with the matter regarding construction of Patwar Khanas and repair thereof. 7. To make annotation of inspection note and maintain thereof. | |
| Despatch and receipt clerk | <ol style="list-style-type: none"> 1. Demi-official letter,T.P.Ms receipt and despatch. 2. To maintain cash book and A rolls and miscelleous work. | |
| 17 | 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 |

for Deputy Commissioner,
Mansa.

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, Mansa.**

| 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 (Genral.) | Deputy Commissioner |
| 3 | LPA Branch | LPC, LPA | Supdt. G-II, A.C. (G), ADC | Deputy Commissioner/ Addl.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 A.C.(G)/ ADC | D.C; (Some important paper/ dak) |
| 8 | LFA Branch | LFC/LFA | Supdt. -I I/ AC (G) | DC |
| 9 | MA Branch | MC/MA | Supdt. -II / AC (G) / ADC | DC/ ADC |
| 10 | RRA | RRC/RRA | Supdt (R)/ D.R.O./ ADC | Deputy Commissioner |
| 11 | DRA/DRA(T) Branch | DRC/DRA | Supdt. (R)/DRO/ ADC | Deputy Commissioner |
| 12 | G.P.F | Clerk/ Sr. Assistant | Supdt.G-II A.C.(G.), | Addl.Deputy Commissioner |
| 13 | G.I.S | Clerk/ Sr. Assistant | Supdt.G-II A.C.(G.), ADC | Addl.Deputy Commissioner |
| 14 | S.K Branch | Clerk/NSK-I/SK | Supdt.-I I (R)/ DRO/ ADC | Deputy Commissioner |
| 15 | Copying Branch | Copying Clerk | Copying Assistant | Officer Incharge |
| 16 | R.A.Branch | clerk | Sr. Asstt., Supdt., D.R.O./ ADC. | Deputy Commissioner |

for Deputy Commissioner,
Mansa.

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, Mansa.**

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) |
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| 1. | Establishment Branch | <p>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.</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> |
| 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. |

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| | 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 | Development Branch | <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 grants 6. Un tied funds 7. R.D.F(Rural Development Funds) Regarding dev. Of villages |
| 7 | RKEO Branch Receipt & Dispatch of dak from Govt., Commissioner office & other offices | After the receipt of the fresh dak from Govt. Commissioner Faridkot 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 AC(G),ADC& Deputy Commissioner |
| 8 | CEA Branch | Complaints are received by the R&I branch of the DC Office. The complaints are received of the CEA Branch are put up to the Officer Incharge and then sent to the department concerned for enquiry and report . After receipt of the report, the action be taken as per order of this officer In charge In most of the cases Complantents are informed about the action taken in terms of disposal of these complaints. |

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| 9 | L.F.A. Branch | <ol style="list-style-type: none"> 1. Receipt and dispatch of the fresh dark. 2. To deal with the correspondence of type Nagger Council, Nagger Pantheist and market committees etc. 3. To watch the Resolution Nagger council & Nagger pantheist. 4. To send nominee to EO Nagger council & Nagger panchayat's Offices on the demand 5. To sell or purchase property for Nagar council and Nagar panchayat. 6. To remove unauthorized occupants. 8. The works of improvement |
| 10 | 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, The paper is disposed of within 15 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-1 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-1 is put up the paper with in a hour and disposed Off at the level of MA/Supdt-1/ AC(Gen)</p> |

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| | | <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-4 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 Register before dispatching the same.</p> <p>Freedom Fighter Certificat Freedom Fighter Certificate :: After the receipt of paper, the same is put up by the 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 Clerk to Assistant/Supdt/AC (G.)/ADC/DC. The paper is disposed of within 25 days from receipt of paper.</p> |
| 11 | 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 Register.</p> <p>To give service (employment) to Terrorist affected persons or who's died during the period of 1984's Riots 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 applied for service his cases is sent to the concerned SDM for verification. After verification checklists prepared in the noting sheet of the files which is approved by Supdt-II / DRO / ADC and after that Deputy Commissioner Mansa. Then the case is sent to Director R& R Br. Chandigarh.</p> <p>To give allowance to terrorist affected and Riots affected 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 family members died during the Terrorism period.</p> |

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| | | <p>Plot : Director R & R Chandigarh issued plots to the Terrorist affected families who died during the Terrorism period.</p> <p>Ex -gratia grant : The Govt. gives Ex -gratia grant Rs. 1,00,000 to the whose family members died during Terrorism period.</p> <p>Study allowance : Govt. Gives Study allowance to Terrorist affected families who's family member died during the period of Terrorism 1984's Riots.</p> |
| 12 | District Revenue Branch | 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 to this Rev. reports and other revenue work is done according to the time frame fixed in the relevant Acts. |
| 13 | (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, Mansa. 5. D.I.L. 6. 90% advances before retirement |
| 14 | 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 collected 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> |
| 15 | 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. |

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| 16 | Nazart Branch | <p>After the receipt of the paper the same is put up by the clerk 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 clerk to Sr. Asstt., Supdt-1., 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 prepared and to Commissioner, Faridkot Division.</p> |
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for Deputy Commissioner,
Mansa.

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, Mansa.**

| 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 Part II iii. The Pb. Civil Service Rules, Vol.II iv. The Pb.Civil Service Rules,Vol.III v. Pb. Financial Rules vi. The Pb. Civil Services (Punishment and appeal) Rules, 1970. vii.The Pb.Civil Services(General& Common conditions of Service) viii.The Pb.Class III Rules 1976 ix. The Pb. Class IV Rules 1963 | Manual of Instructions Vol. I, II, III & IV & other instructions issued by Pb. Govt. from time to time. |
| 2 | Peshi Branch | a)Pb. Land Rev. Act, 1887. | |

| | | | |
|----|--------------------------|--|---|
| | | <p>b)The Arms Act. 1959.</p> <p>c)Pb. Municipal Act. 1911.</p> <p>d)Pb. Package deal properties</p> <p>e)(Disposal) Act, 1976.</p> <p>f). The Pb. State Election Commission, Act, 1994.</p> <p>g) Special Marriage Act, 1954.</p> <p>h). The Pb. Public Premises and land (Eviction & Rent Recovery) Act, 1973.</p> <p>-----</p> | |
| 3 | LPA | <p>The Arms Act, 1959</p> <p>The Arms Rules, 1962</p> <p>Instructions issued by the Government time to time are implemented</p> | |
| 4 | Head Registration branch | <p>aThe Indian Stamp Act, 1899</p> <p>b)The Indian Registration Act</p> <p>c). The Registration Manual</p> | Instructions issued by the Punjab Govt. from time to time |
| 5 | LFA | The Punjab Municipal Act-1911. . | |
| 6 | MA Branch | <p>a)Punjab Cinematograph Act. 1952.</p> <p>b)The Cable TV Network (Regulation Act 1995)</p> <p>c)Criminal Procedure Code 1973</p> <p>d)Punjab Excise Act 1914 u/s 54</p> <p>e)Punjab Cinematograph Act. 1952.</p> | |
| 7 | RRA Branch | Relief and Rehabilitation means to provide Relief for 1984 Riots victims and Terrorist affected persons. | |
| 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 | |

for Deputy Commissioner,
Mansa.

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).
Name of the office: **Deputy Commissioner , Mansa.**

| 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 DO Register 3 TPM/FAX R.R. 4 Local Receipt Register 5 Civil writ Petition R.R. | |
| 6 | LFA | Receipt/Dispatch Register Catalogue Register | |
| 7 | MA | 1. 1. Verification of antecedents Register | |

| | | | |
|----|----------------|---|--|
| | | (Civil 2. 2. Register regarding Booking of suit in civil Rest House. 3. 3. Govt. House Allotment Register.Catalogue Register 4. 4. Register regarding dependent certificate. 5. 5. Register regarding freedom fighter. 6. 6. Register regarding Cinema. 7. 7. Register regarding Cable T.V. 8. 8. Counter sign. Register 9. 9. Receipt Register 10. 10. Dispatch Register. | |
| 8 | RRA | Receipt/Dispatch Register Catalogue Register | |
| 9 | DRA (T) | Receipt registers/movement register/ catalogue register/Cash book | |
| 10 | GPF-3 | P.F. Form No. 6, Receipt/Dispatch Register | |
| 11 | S.K Branch | Receipt/Dispatch Register Court Case Register Cash Book | |
| 12 | Copying Branch | C.D. Register Income register Diary Dispatch Register | |
| 13 | R.A Branch | Receipt Register/ Dispatch Register / Catalogue Register | |
| 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 | |
| 17 | G.P.F-IV&G.I.S | P.F. Form No. 9, Receipt/Dispatch Register | |

**for Deputy Commissioner,
Mansa.**

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, Mansa.**

Sr. No. Details/type of arrangements made.

Not Applicable

**for Deputy Commissioner,
Mansa.**

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, Mansa.

| 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 |
| | | District Grievences Committee | | Yes | Yes |

**for Deputy Commissioner,
Mansa.**

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, Mansa**

| Sr. No. | <i>Name of employee</i> | <i>Designation</i> | Telephone No. |
|----------------|--|--|----------------------|
| 1) | Kumar Rahul, IAS | Deputy Commissioner | 01652-227700 |
| 2) | Tannu M.Kashyup, IAS | Addl. Deputy Commissioner | 01652-227599 |
| 3) | Dr.N.S.Brar SDM, Mansa | Addl. Charge Assistant Commissioner (Gen.) | 01652-232553 |
| 4) | Saroj Rani Agarwal Tehsildar, Mansa | Addl. Charge D.R.O. | 01652-229082 |
| 5) | Bharpur Singh | Supdt. G-II (Rev.) | 01652-229082 |
| 6) | Hari Singh | Supdt. G-II (Gen.) | 01652-229082 |
| 7) | Sukhraj Singh | Senior Scale Steno Grapher | 01652-229082 |
| 8) | Om Parkash | Senior Asstt. | 01652-229082 |
| 9) | Makhan Singh | Senior Asstt. | 01652-229082 |
| 10) | Ram Kumar Jain | Senior Asstt. | 01652-229082 |
| 11) | Nirmla Devi | Senior Asstt. | 01652-229082 |
| 12) | Des Raj | Senior Asstt. | 01652-229082 |
| 13) | Prem Kumar | Senior Asstt. | 01652-229082 |
| 14) | Geeta Goyal | Senior Asstt. | 01652-229082 |
| 15) | Amarjit Singh | Senior Asstt. | 01652-229082 |
| 16) | Jagsir Singh | Senior Asstt. | 01652-229082 |
| 17) | Amritpal Kaur | Senior Asstt. | 01652-229082 |
| 18) | Gurmeet Singh | Senior Asstt. | 01652-229082 |
| 19) | Shakuntla Rani | Senior Asstt. | 01652-229082 |
| 20) | Charanjit kaur | Senior Asstt. | 01652-229082 |
| 21) | Prem Singh | Senior Asstt. | 01652-229082 |
| 22) | Raghvir Singh | Senior Asstt. | 01652-229082 |
| 23) | Om Parkash Jindal | Senior Asstt. | 01652-229082 |
| 24) | Usha Rani | Senior Asstt. | 01652-229082 |
| 25) | Satnam Singh | Junior Asstt. | 01652-229082 |
| 26) | Inderjit Singh | Junior Asstt. | 01652-229082 |
| 27) | Parveen Lata | Junior Asstt. | 01652-229082 |
| 28) | Sham Lal | Junior Asstt. | 01652-229082 |
| 29) | Charanjit Kaur | Junior Asstt. | 01652-229082 |
| 30) | Balwinder Singh | Junior Asstt. | 01652-229082 |
| 31) | Angrej Singh | Junior Asstt. | 01652-229082 |
| 32) | Sukhdev Singh | Junior Asstt. | 01652-229082 |
| 33) | Raghvir Singh | Junior Asstt. | 01652-229082 |
| 34) | Darshan Pal | Junior Asstt. | 01652-229082 |
| 35) | Shushil Kumar | Junior Asstt. | 01652-229082 |
| 36) | Harbans Kaur | Junior Asstt. | 01652-229082 |
| 37) | Harish Bansal | Junior Asstt. | 01652-229082 |
| 38) | Harpreet Singh | Junior Asstt. | 01652-229082 |
| 39) | Daljit Kumar | Junior Asstt. | 01652-229082 |
| 40) | Karamjit Kaur | Junior Asstt. | 01652-229082 |
| 41) | Lachhmi Devi | Junior Asstt. | 01652-229082 |
| 42) | Lakha Singh | Junior Asstt. | 01652-229082 |

| | | | |
|-----|--------------------------|---------------|--------------|
| 43) | Jagsir Singh | Junior Asstt. | 01652-229082 |
| 44) | Veerpaul Kaur | Junior Asstt. | 01652-229082 |
| 45) | Avinash Kaur | Junior Asstt. | 01652-229082 |
| 46) | Ashok Kumar | Junior Asstt. | 01652-229082 |
| 47) | Bhola Singh | Junior Asstt. | 01652-229082 |
| 48) | Gurdeep Singh Jatana | Junior Asstt. | 01652-229082 |
| 49) | Baljinder Singh Baran | Junior Asstt. | 01652-229082 |
| 50) | Om Parkash | Junior Asstt. | 01652-229082 |
| 51) | Naresh Kumar | Junior Asstt. | 01652-229082 |
| 52) | Gurjant Singh | Junior Asstt. | 01652-229082 |
| 53) | Arvinder Singh | Junior Asstt. | 01652-229082 |
| 54) | Janta Singh | Junior Asstt. | 01652-229082 |
| 55) | Gurmit Singh Jhabbar | Junior Asstt. | 01652-229082 |
| 56) | Parmjit Singh Aklia | Junior Asstt. | 01652-229082 |
| 57) | Rakesh Gupta | Clerk | 01652-229082 |
| 58) | Baljinder Singh | Clerk | 01652-229082 |
| 59) | Kumar Dharminder | Clerk | 01652-229082 |
| 60) | Manoj Kumar | Clerk | 01652-229082 |
| 61) | Satish Kumar | Clerk | 01652-229082 |
| 62) | Mohan Singh | Clerk | 01652-229082 |
| 63) | Paramjit Singh Jawaharke | Clerk | 01652-229082 |
| 64) | Sanjeev Kumar | Clerk | 01652-229082 |
| 65) | Chanchal | Clerk | 01652-229082 |
| 66) | Gurmail Singh | Clerk | 01652-229082 |
| 67) | Mukesh Kumar | Clerk | 01652-229082 |
| 68) | Harjit Kaur | Clerk | 01652-229082 |
| 69) | Sukhwinder Kaur | Clerk | 01652-229082 |
| 70) | Baljit Kaur | Clerk | 01652-229082 |
| 71) | Kiranpaul Kaur | Clerk | 01652-229082 |
| 72) | Jyoti Rani | Clerk | 01652-229082 |
| 73) | Pooja Rani | Clerk | 01652-229082 |
| 74) | Parminder Kuar | Clerk | 01652-229082 |
| 75) | Gurkirat Singh | Clerk | 01652-229082 |
| 76) | Gurtej Singh | Clerk | 01652-229082 |
| 77) | Meenakshi | Clerk | 01652-229082 |
| 78) | Sandeep Singh | Clerk | 01652-229082 |
| 79) | Mohinder Paul Kaur | Steno Typist | 01652-229082 |
| 80) | Balwinder Kaur | Steno Typist | 01652-229082 |
| 81) | Ajitpaul Singh | Driver | 01652-229082 |
| 82) | Rohtash Kumar | Driver | 01652-229082 |
| 83) | Bharpur Kaur | Peon | 01652-229082 |
| 84) | Kamla Devi | Peon | 01652-229082 |
| 85) | Bharat Bhushan | Peon | 01652-229082 |
| 86) | Gurparkash Singh | Peon | 01652-229082 |
| 87) | Surya Bahadur | Peon | 01652-229082 |
| 88) | Sukhpal Singh | Peon | 01652-229082 |
| 89) | Jaswinder Singh | Peon | 01652-229082 |
| 90) | Des Raj | Peon | 01652-229082 |
| 91) | Ajaib Singh | Peon | 01652-229082 |
| 92) | Vikram | Peon | 01652-229082 |
| 93) | Nar Devi | Peon | 01652-229082 |
| 94) | Mander Singh | Peon | 01652-229082 |
| 95) | Sandeep Kumar | Peon | 01652-229082 |
| 96) | Birbal Sain | Peon | 01652-229082 |
| 97) | Nasib Kaur | Peon | 01652-229082 |
| 98) | Deepak Kumar | Peon | 01652-229082 |

| | | | |
|------|-------------------|-----------|--------------|
| 99) | Varinder Kumar | Peon | 01652-229082 |
| 100) | Prem Singh Mittal | Peon | 01652-229082 |
| 101) | Kuldeep Singh | Peon | 01652-229082 |
| 102) | Kulwinder Singh | Peon | 01652-229082 |
| 103) | Soban Singh | Daftri | 01652-229082 |
| 104) | Bhola Singh | Chowkidar | 01652-229082 |
| 105) | Vinod Kumar | Sweeper | 01652-229082 |
| 106) | Parveen Kumar | Sweeper | 01652-229082 |
| 107) | Parkasho | Sweeper | 01652-229082 |

For: **Deputy Commissioner,
Mansa.**

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, Mansa**

| Sr. No. | Name of employee | Designation | Gross Salary (April 2010) |
|----------------|---------------------------------------|-------------------------------|----------------------------------|
| 1) | Kumar Rahul, IAS | Deputy Commissioner | 47385 |
| 2) | Tannu M.Kashyup,IAS | Addl. Deputy Commissioner | 35640 |
| 3) | Dr.N.S.Brar SDM,Mansa | Assistant Commissioner (Gen.) | -- |
| 4) | Saroj Rani Agarwal Tehsildar,Mansa | DRO | -- |
| 5) | Bharpur Singh | Supdt. G-II (Rev.) | 21,188- |
| 6) | Hari Singh | Supdt. G-II (Gen.) | 33,478- |
| 7) | Sukhraj Singh | Senior Scale Steno Grapher | 20,853- |
| 8) | Om Parkash | Senior Asstt. | 35,152- |
| 9) | Makhan Singh | Senior Asstt. | 27,744- |
| 10) | R.K Jain | Senior Asstt. | 31,678- |
| 11) | Nirmla Devi | Senior Asstt. | 32,279- |
| 12) | Des Raj | Senior Asstt. | 35,208- |
| 13) | Prem Kumar | Senior Asstt. | 31,609- |
| 14) | Geeta Goyal | Senior Asstt. | 30,702- |
| 15) | Amarjit Singh | Senior Asstt. | 30,702- |
| 16) | Jagsir Singh | Senior Asstt. | 30,922- |
| 17) | Amritpal Kaur | Senior Asstt. | 29,474- |
| 18) | Gurmeet Singh | Senior Asstt. | 30,702- |
| 19) | Shakuntla Rani | Senior Asstt. | 30,702- |
| 20) | Charanjit kaur | Senior Asstt. | 29,064- |
| 21) | Prem Singh | Senior Asstt. | 30,549- |
| 22) | Raghvir Singh | Senior Asstt. | 27,145- |
| 23) | Om Parkash Jindal | Senior Asstt. | 35,413- |
| 24) | Usha Rani | Senior Asstt. | 28,423- |
| 25) | Inderjit Singh | Junior Asstt. | 27,284- |
| 26) | Parveen Lata | Junior Asstt. | 27,181- |
| 27) | Sham Lal | Junior Asstt. | 29,014- |
| 28) | Charanjit Kaur | Junior Asstt. | 21,816- |
| 29) | Balwinder Singh | Junior Asstt. | 21,523- |
| 30) | Angrej Singh | Junior Asstt. | 25,735- |
| 31) | Sukhdev Singh | Junior Asstt. | 20,476- |
| 32) | Raghvir Singh | Junior Asstt. | 25,735- |
| 33) | Darshan Pal | Junior Asstt. | 27,831- |
| 34) | Shushil Kumar | Junior Asstt. | 20421- |
| 35) | Harbans Kaur | Junior Asstt. | 20421- |
| 36) | Harish Bansal | Junior Asstt. | 19,974- |
| 37) | Harpreet Singh | Junior Asstt. | 19,500- |
| 38) | Daljit Kumar | Junior Asstt. | 19,514- |
| 39) | Karamjit Kaur | Junior Asstt. | 17,547- |
| 40) | Lachhmi Devi | Junior Asstt. | 18,063- |
| 41) | Lakha Singh | Junior Asstt. | 18,733- |
| 42) | Jagsir Singh | Junior Asstt. | 19,584- |
| 43) | Veerpaul Kaur | Junior Asstt. | 18,063- |
| 44) | Avinash Kaur | Junior Asstt. | 17,547- |
| 45) | Ashok Kumar | Junior Asstt. | 21,973- |
| 46) | Bhola Singh | Junior Asstt. | - |
| 47) | Gurdeep Singh Jatana | Junior Asstt. | 17,547- |
| 48) | Baljinder Singh Baran | Junior Asstt. | 17,547- |

| | | | |
|------|--------------------------|---------------|---------|
| 49) | Om Parkash | Junior Asstt. | 17,547- |
| 50) | Naresh Kumar | Junior Asstt. | 17,547- |
| 51) | Gurjant Singh | Junior Asstt. | 17,045- |
| 52) | Arvinder Singh | Junior Asstt. | 17,045- |
| 53) | Janta Singh | Junior Asstt. | 22,179- |
| 54) | Gurmit Singh | Junior Asstt. | 25,735- |
| 55) | Parmjit Singh Aklia | Junior Asstt. | 17,045- |
| 56) | Rakesh Gupta | Clerk | 10,520- |
| 57) | Baljinder Singh | Clerk | 10,520- |
| 58) | Manoj Kumar | Clerk | 14,687- |
| 59) | Satish Kumar | Clerk | 14,687- |
| 60) | Mohan Singh | Clerk | 14,797- |
| 61) | Paramjit Singh Jawaharke | Clerk | 14,687- |
| 62) | Sanjeev Kumar | Clerk | 14,687- |
| 63) | Chanchal | Clerk | 13,137- |
| 64) | Gurmail Singh | Clerk | 14700- |
| 65) | Mukesh Kumar | Clerk | 14,687- |
| 66) | Harjit Kaur | Clerk | 13767 - |
| 67) | Sukhwinder Kaur | Clerk | 13,236- |
| 68) | Baljit Kaur | Clerk | 13,416- |
| 69) | Kiranpaul Kaur | Clerk | 11,506- |
| 70) | Jyoti Rani | Clerk | 11,506- |
| 71) | Pooja Rani | Clerk | 12,832- |
| 72) | Parminder Kuar | Clerk | 11,506- |
| 73) | Gurkirat Singh | Clerk | 11,506- |
| 74) | Gurtej Singh | Clerk | 13,453- |
| 75) | Meenakshi | Clerk | 11,112- |
| 76) | Sandeep Singh | Clerk | 11,112- |
| 77) | Mohinder Paul Kaur | Steno Typist | 17,339- |
| 78) | Balwinder Kaur | Steno Typist | 15,107- |
| 79) | Ajitpaul Singh | Driver | 19,647- |
| 80) | Rotash Kumar | Driver | 17,266- |
| 81) | Bharpur Kaur | Peon | 16,032- |
| 82) | Kamla Devi | Peon | 12,505- |
| 83) | Bharat Bhushan | Peon | 13,676- |
| 84) | Gurparkash Singh | Peon | 13,676- |
| 85) | Surya Bahadur | Peon | 13,676- |
| 86) | Sukhpal Singh | Peon | 13,676- |
| 87) | Jaswinder Singh | Peon | 13,676- |
| 88) | Des Raj | Peon | 13,676- |
| 89) | Ajaib Singh | Peon | 13,676- |
| 90) | Vikram | Peon | 12,505- |
| 91) | Nar Devi | Peon | 11,286- |
| 92) | Mander Singh | Peon | 13,593- |
| 93) | Sandeep Kumar | Peon | 13,593- |
| 94) | Krishan Lal | Peon | 13,693- |
| 95) | Birbal Sain | Peon | 13,593- |
| 96) | Nasib Kaur | Peon | 10,370- |
| 97) | Deepak Kumar | Peon | 10,077- |
| 98) | Varinder Kumar | Peon | 9,798- |
| 99) | Prem Singh Mittal | Peon | 11,470- |
| 100) | Kuldeep Singh | Peon | 97,98- |
| 101) | Kulwinder Singh | Peon | 9,519- |
| 102) | Balwinder Singh | Peon | 13,676 |
| 103) | Soban Singh | Daftri | 17,559- |
| 104) | Bhola Singh | Chowkidar | 13,264- |

| | | | |
|------|---------------|---------|---------|
| 105) | Vinod Kumar | Sweeper | 14,290- |
| 106) | Parveen Kumar | Sweeper | 14,290- |
| 107) | Parkasho | Sweeper | 14,290- |

For: **Deputy Commissioner,**
Mansa.

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, Mansa.**

| Sr. No | Head/ Item of the Budget | Proposed expenditure during the Year 2010-11 (Rs.) |
|--------|---|--|
| 1 | Salary | 53660000 |
| 2 | Medical | 800000 |
| 3 | T .A | 150000 |
| 4 | Reimbursement of Medical Claim to Pensioner | 800000 |
| 5 | O.E | 2850000 |
| 5 | P.O.L | 3800000 |
| 6 | Telephone | 450000 |
| 7 | R.R.T | 250000 |
| 8 | Wages | 2587200 |
| 9 | Material & Supply | 50000 |
| 10 | Other Charges | 70000 |
| | Total | 65467200 |

for Deputy Commissioner,
Mansa.

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, Mansa.

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

Not Applicable

for **Deputy Commissioner,**
Mansa.

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, Mansa.

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

Not Applicable

for **Deputy Commissioner,
Mansa.**

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, Mansa.

Sr. No. Type of information.

Nil

**for Deputy Commissioner,
Mansa.**

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, Mansa.

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

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 redressed 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.

for **Deputy Commissioner,**
Mansa.

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, MANSA**

| 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. | Tanu M. Kashyap, IAS | ADC | 01652-227700 01652-232713 | Officer Colony Mansa. | DRO Mansa | 01652-227208 98551-70703 | A-7, Officers Colony, Mansa |

for **Deputy Commissioner,
Mansa.**

