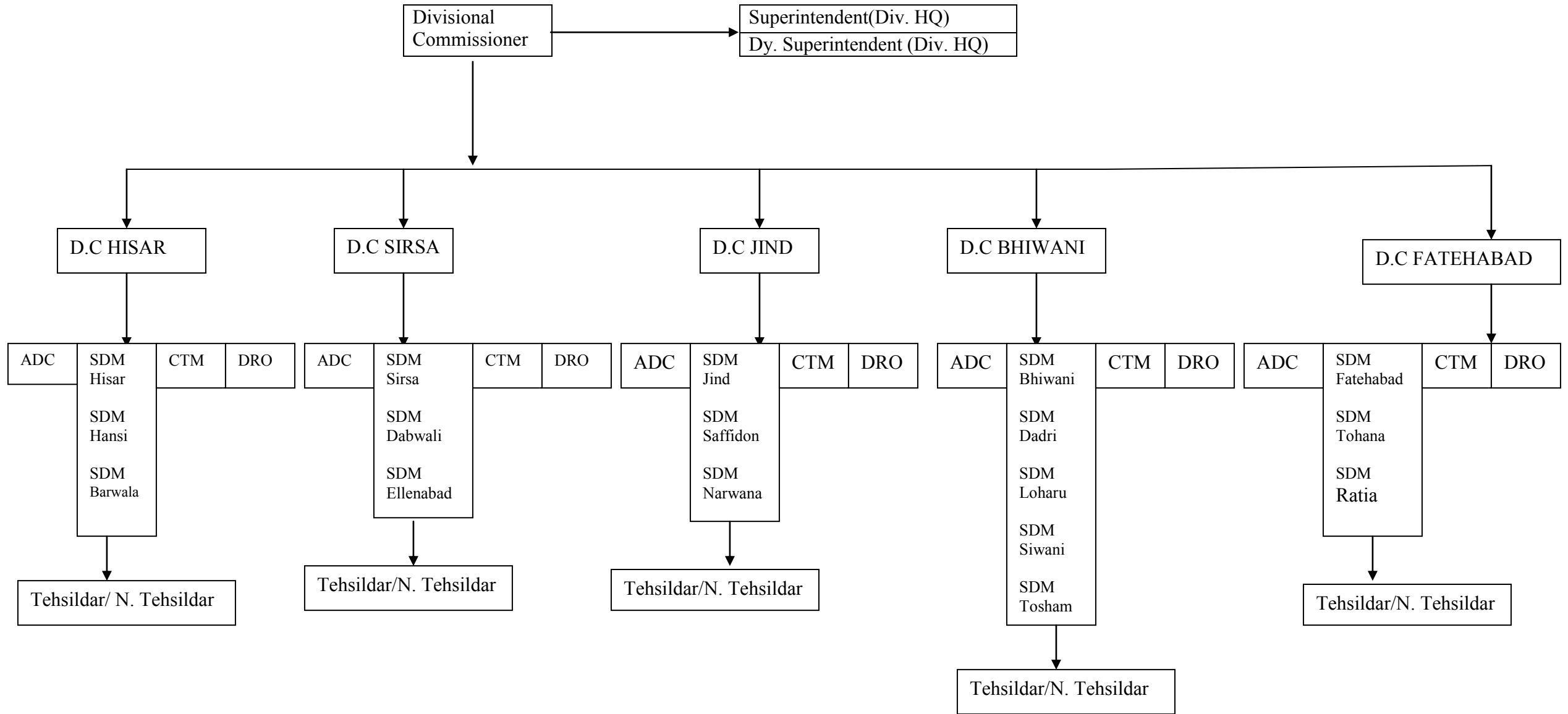


HISTORY & BACKGROUND OF THE OFFICE

Hisar Division comprising of Five districts is headed by the Divisional Commissioner, Hisar. Each district is headed by a Deputy Commissioner who has under him an Additional Deputy Commissioner. City Magistrate, District Revenue Officer, Sub Divisional Officers (Civil) and Tehsildar/Sub Registrars. The Deputy Commissioners of Five districts of Hisar Division report to the Divisional Commissioner. He is the controlling and supervisory officer guiding their work. Divisional Commissioner also coordinates working of all the departments at the divisional level to effect synergy and sort out inter department problems. Divisional Commissioner keeps State Government authorities informed of all developments and problems to seek assistance and guidance from those quarters. Divisional Commissioner is also the Head of the Revenue Department at the divisional level. The Five Districts are Hisar, Sirsa, Jind, Bhiwani and Fatehabad. Divisional Commissioner also exercise quasi Judicial powers under Punjab Land Revenue Act 1887, Punjab Village Common Lands (Regulations) Act 1961, Punjab Tenancy Act 1887 & others Act.

Superintendent,
for Commissioner, Hisar Division

ORGANISATIONAL CHART OF DIVISIONAL COMMISSIONER OFFICE HISAR DIVISION.



Superintendent,
for Commissioner, Hisar Division

Publication of Information Regarding Items specified in Section (4)(1) b(i) of the Right to Information Act, 2005.

The particulars of the organizations, functions and duties:-

There are Five Districts under Hisar Division headed by the Divisional Commissioner, Hisar. Each district is headed by a Deputy Commissioner and Additional Deputy Commissioner, Sub Divisional Officers (Civil), Tehsildars/ Sub Registrar are working under his control. The Deputy Commissioner of five Districts of Hisar Division report to Divisional Commissioner and also coordinates working of all the departments at the Divisional level to effect synergy and sort out inter department problems. Divisional Commissioner inform to State Govt. Authorities regarding all developments and problems. Divisional Commissioner is also the Head of Department of the Revenue Department at the Divisional level.

Superintendent,
for Commissioner, Hisar Division.

Publication of Information Regarding Items specified in Section (4)(1) b(ii) of the Right to Information Act, 2005.

(ii)The Power and duties of its officers and employees

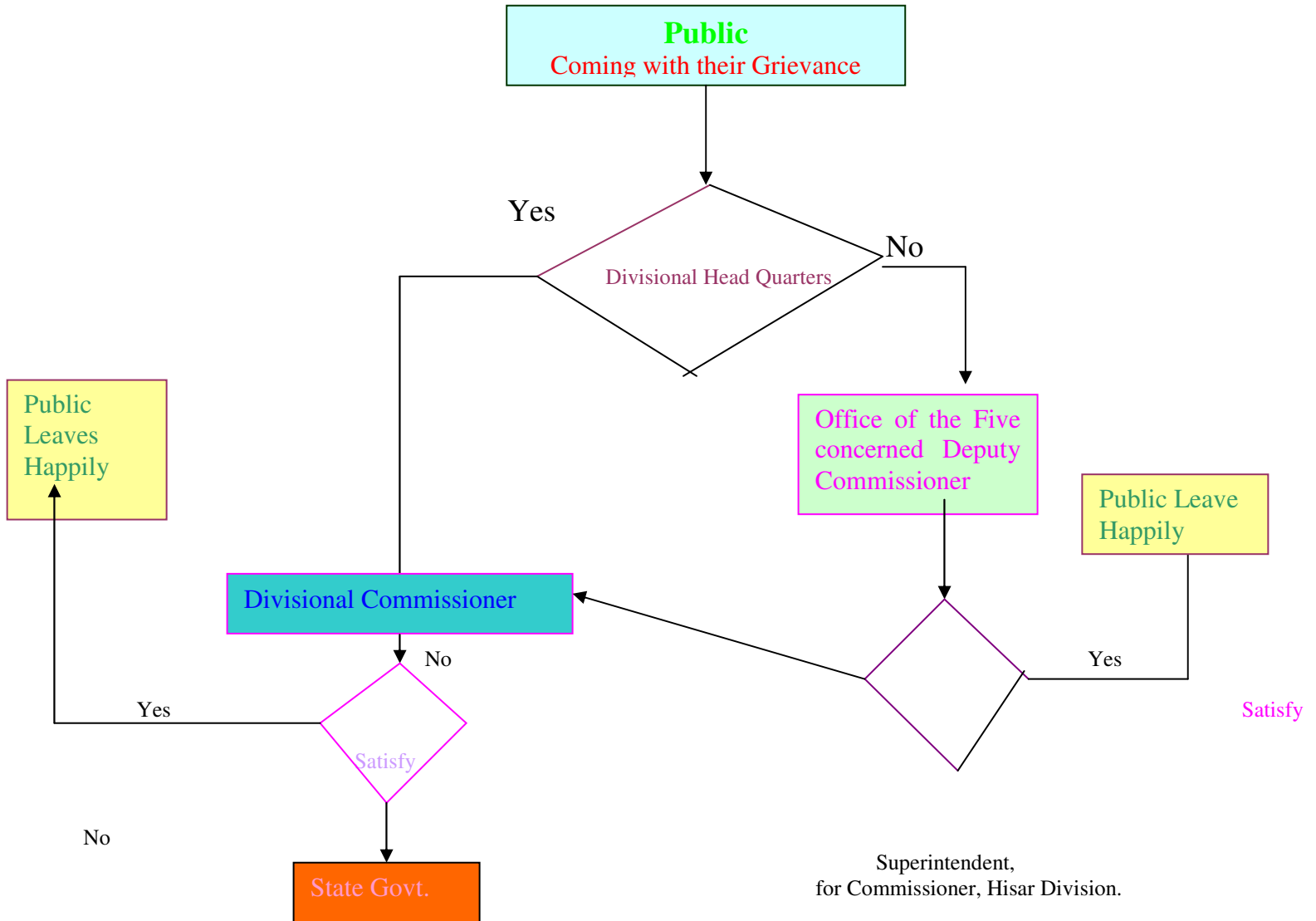
1	Name of the Post	Power and duties (in brief)
1	Commissioner	He is Divisional level coordinating and supervising office of Revenue Department.
2	Assistant District Attorney	Supervising the legal work.
3	Superintendent	Assists the Commissioner and supervise the office work
4	Deputy Superintendent	He assists the Superintendent
5	Deputy Superintendent (R & J)	Duties of reader and assist the Commissioner in the disposal of work relating to Revenue Court work.
6	Personal Assistant	Dictation and typing work
7	Assistant	He heads the respective office branches and put up the matters to the higher authority.
8	Steno Typist	Dictation and typing work
9	Clerk	Record Keeper and maintain of office record
10.	Other Ministerial Staff	Supporting the running of office.

Superintendent,
for Commissioner, Hisar Division.

Publication of Information Regarding Items specified in Section (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.

Grievance Redress Mechanism



Publication of Information Regarding Item specified in Section 4(1) (b) (iv) of the Right to Information Act, 2005

The norms set by it for the discharge of its functions:-

Letter/Grievances received from Government/Departments including Public, Decision on policy matter and Grievances is normally taken within two weeks.

Superintendent,
for Commissioner, Hisar Division.

**Publication of Information Regarding Items specified in Section 4(1) (b)
(v) of the Right to Information Act, 2005**

**The rules, regulations, Instructions, manuals and records,
held by it Or under its control or used by its employee for discharging
its functions:-**

All Revenue Act.

**Superintendent
for Commissioner, Hisar Division**

Publication of Information Regarding Items specified in Section 4(1) (b) (vi) of the Right to Information Act, 2005.

Statement of the categories of documents that are held by it or under its Control:-

All Revenue Act.

Superintendent,
for Commissioner, Hisar Division.

Publication of Information Regarding Items specified in Section 4(1) (b) (vii) of the Right to Information Act, 2005.

The particulars of any arrangement that exists for consultation with or Representation by, the members of the public in relation to the Formulation of its policy or implementation thereof:-

Sr. No.	Details/Type of arrangement made
	NA

Superintendent,
Division.

for Commissioner, Hisar

Publication of Information Regarding Items specified in Section 4(1) (b) (viii) of the Right to Information Act, 2005.

Statement of the boards, councils committees and other bodies Consisting of two or more persons constituted as its part to for the purpose of its advice, and as to whether meeting of those Boards, Councils, Committees and other bodies are open to the public, or the Minutes of such meeting are accessible for public:-

-NA-

Superintendent,
for Commissioner, Hisar Division.

Publication of Information Regarding Items specified in Section 4(1) (b) (ix) of the Right to Information Act, 2005.

DIRECTORY OF THE OFFICE OF COMMISSIONER, HISAR DIVISION.

Public Information Officer Superintendent (Room No. 14)
Asstt. Public Information Officer Asstt. Supdt. (Room No. 15)

Room No.		Deal with
1.	Peshi Branch	To deal with the court Cases.
2.	Assistant Supdt. (R & J)	To Supervise the Peshi Branch
3.	Record Room	
4.	Stationary Room	
5.	Conference Hall	
6.	Asstt. District Attorney	To deal with Court work and Legal opinion.
7.	Library	
8.	(i) Establishment Branch	To deal with the cases of Commissioner's Staff.
	(ii) Budget Branch	To deal with Office & Divisional Budget.
9.	(i) Establishment Branch-III/IV	To deal with the cases of the employees of D.C's Office in Division.
	(ii) V.R.K	To deal with court cases.
	(iii) F.S.A Branch	To deal with the matters of Financial sanction.
10	Establishment Branch-I & II	To deal with IAS/HCS Officers & Tehsildar/Naib Tehsildar
11.	Nazir Branch	To deal with the cases relating to office expenses.
12.	(i) Revenue Branch	To deal with the cases relating to revenue matters.
	(ii) Complaint Branch	To deal with misc. complaints
	(iii) Development Branch	To deal with the various Development works.
	(iv) Bhudan Board	To deal with Bhudan Yagna Board cases.
13.	E.R.K Branch	To deal with Typing/Diary/Dispatch work.

Cabin

1. Parole Branch : To deal with the cases of Parole.
2. RTI Branch :To deal with RTI matters.
3. Local Fund Branch : To deal with the matters of Municipalities

Superintendent,
for Commissioner, Hisar Division.

Publication of Information Regarding Items specified in Section 4(1) (b) (x) of the Right to Information Act, 2005.

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

List of officer/employees O/o Commissioner, Hisar Division Hisar.

Sr. No.	Name of the Person to whom payment is to be made.	Designation	Pay-Scale
1	2	3	5
	Sh./Smt.		
1	Sh.Rajeev Ranjan., IAS	Commissioner, Hisar Division.	37400-6700+10000G.P.
2	Ajay solanki	ADA.	9300-34800+4800 G.P.
3	Rajender Saluja	Dy. Supdt.	9300-34800+4000G.P
4	Sh.Balvir Singh	Dy. Supdt. (Gen)	9300-34800+4000G.P.
5	Ramesh Chand	Assistant	9300-34800+3600 G.P.
6	Jaibir Singh	Assistant	9300-34800+3600G.P.
7	Usha Rani,	Assistant	9300-34800+3600G.P.
8	Satbir Singh	Assistant	9300-34800+3600G.P.
9	Pawan Kumar,	Assistant	9300-34800+3600G.P.
10	Ram Karan,	Assistant	9300-34800+3600G.P.
11	Neelam Rani	Assistant	9300-34800+3600G.P.
12	Usha Chauhan	Assistant	9300-34800+3600G.P.
13	Balbir Singh	Assistant	9300-34800+3600G.P.
14	Jagwanti Devi	Assistant	9300-34800+3600G.P.
15	Daya Nand	Assistant	9300-34800+3600G.P.
16	Prabhu Ram	Assistant	9300-34800+3600G.P.
17	Dalip Singh	Clerk	5200-20200+3200G.P.
18	Rajender Parshad	Clerk	5200-20200+3200G.P.
19	Rohtash	Clerk	5200-20200+2400G.P.
20	Arvind Kumar, Clerk	Clerk	5200-20200+2400G.P.
21	Abhimanyu, Clerk	Clerk	5200-20200+3200G.P.
22	Baljeet Singh	Clerk	5200-20200+3200G.P.
23	Suresh Kumar	Clerk	5200-20200+2400G.P.
24	Gajender Singh	Clerk	5200-20200+1900G.P.
25	Krishan Kumar	Clerk	5200-20200+2400G.P.
26	Sanjay Kumar	Khalasi	4440-7440+1900G.P.
27	Laxman	Sweeper	4440-7440++1900G.P.
28	Sube Singh Daftri	Daftri	4440-7440+1650G.P.
29	Vinod Kumar	Peon	4440-7440++1900G.P.
30	Ram Avtar	Peon	4440-7440+2000G.P.
31	Kanwar Singh	Peon	4440-7440+1800G.P.

Superintendent,
for Commissioner, Hisar Division.

Publication of Information Regarding Items specified in Rule 4(1) b (xi) The Right to Information Act, 2005, Budget allocated to each of its agency, indicating the particulars of all plans, Proposed expenditures and reports on disbursement made.

Budget under Head“2053-District Administrative-101-Commissioner’s Establishment”

Superintendent,
for Commissioner, Hisar Division.

Publication of Information Regarding Items specified in Rule 4(1) b (xii) The Right to Information Act, 2005,

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

N.A.

Superintendent,
for Commissioner, Hisar Division.

Publication of Information Regarding Items specified in Section 4(1) (b) (xiii) of the Right to Information Act, 2005.

Particulars of recipients of concessions, permits or authorization granted by it.

Sr. No.	Concessions/Permits/Authorization grant	Name of the recipient	Address of the recipient
Nil			

Superintendent,
for Commissioner, Hisar Division.

Publication of Information Regarding Items specified in Section 4(1) (b) (xiv) of the Right to Information Act, 2005.

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form

1.	Commissioner's office	All information are available in manual form only

Superintendent,
for Commissioner, Hisar Division.

Publication of Information Regarding Items specified in Section 4(1) (b) (xv) of the Right to Information Act, 2005.

Particular of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:-

Sr. No.	Facilities available	Remarks (No. of days in a week/Timings etc)
	Can obtain any information allowed under the Act.	On all working days.

Superintendent,
for Commissioner, Hisar Division.

Publication of Information Regarding Items specified in Section 4(1) (b) (xvi) of the Right to Information Act, 2005.

Name designations and other particular of the Public Information Officer:-

	Name	Designation	Office	Tel (O)
1	Sh.Rajeev Ranjan, IAS Commissioner, Hisar Division, Hisar	Appellate Authority	Commissioner, Hisar Division, Hisar	01662- 233267
2.	Sh. Balvir Verma (Officiating Superintendent.)	Asstt.Public Information Officer	O/o Commissioner Hisar Division.	01662- 233267

Superintendent,
for Commissioner, Hisar Division.