

Office : Deputy Commissioner, Hisar.

Information under the provisions of section 4(1) (b) of the RTI Act, 2005.

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Name of Branch : Panchayat Branch

Head of Office : Dr. A.C. Kaushik, District
& Development & Panchayat Officer-Cum-
Officer Incharge State Public Information Officer, Hisar

Assistant State Public : All Block Development & Panchayat Officer
Information Officer in District Hisar.

4(1) (b) (i)

The particulars of its Organization, Functions and Duties.

1	Panchayat Branch	To control/supervise the working of the Gram Panchayats through BDPOs monitoring and supervision of the works.
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4(1) (b) (ii)

The powers and duties of its officers and employees

1	Panchayat Branch	DDPOs/BDPOs/Dy.Supdt./Asstts./Acctt. is responsible to control over the works of the Department.
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4(1) (b) (iii)

The procedure followed in the decision making process including channels of supervision and accountability.

1	Panchayat Branch	Files or records with papers under consideration and reports/opinions received from BDPOs are put up on files through Assistants, Dy Supdt., DDPO to Deputy Commissioner for approval and orders.
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4(1) (b) (iv)

The norms set by it for the discharge of its functions.

1	Panchayat Branch	As per norms set up in the Haryana Panchayati Raj Act, 1994 and other intimation/guideline received from Govt. time to time and Punjab Village Common Act, 1961 and Rule 1964 as applicable in
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4(1) (b) (v)

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

1	Panchayat Branch	Haryana Panchayati Raj Act, 1994, Punjab Village Common Act, 1961 and Rule 1964 Rules and instruction issued by Haryana Govt. time to time.
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4(1) (b) (vi)

A Statement of the categories of documents are held by it or under its control;

1	Panchayat Branch	Documents pertaining to approval of various schemes, enquiries etc.
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4(1) (b) (vii)

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;

1	Panchayat Branch	No such system is being adopted.
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4(1) (b) (viii)

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

1	Panchayat Branch	Gram Sabha and Gram Panchayat meetings are being conducted at Gram Panchayat level.
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4(1) (b) (ix)

A directory of its officers and employees;

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Development & Panchayat Officer-Cum-

Officer Incharge : State Public Information Officer, Hisar

Assistant State Public Information Officer : All Block Development & Panchayat Officer
in District Hisar.

1	Panchayat Branch	All the BDPOs in District.
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4(1) (b) (x)

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

1	Panchayat Branch	All the Officers and Officials are being paid by Haryana Govt.
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4(1) (b) (xi)

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

1	Panchayat Branch	Budget Head 2515
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4(1) (b) (xii)

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

1	Panchayat Branch	No such subsidy programmes is being executed under any scheme.
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4(1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted by it;

1	Panchayat Branch	No such recipients are under this branch.
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4(1) (b) (xiv)

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

1	Panchayat Branch	Most of the information are in the manual form and a few are in electronic form.
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4(1) (b) (xv)

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

1	Panchayat Branch	Any person who want to get the copy of any record maintained in this branch may apply through an application in this regards during any working day during working hours i.e. 9:00AM to 5:00PM.
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4(1) (b) (xvi)

The names, designations and other particulars of the Public information Officers; 01-10-2014 to 31-12-2014

1	Panchayat Branch	<p>Sh. Raj Narain Kaushik, IAS Additional Deputy Commissioner, Hisar is the first appellant authority under RTI Act, 2005.</p> <p>Dr. A.C. Kaushik, DDPO -cum- SPIO and first appellant authority in case of BDPOs.</p> <p>All the BDPOs of district Hisar are SPIO's at block level and first appellant authority at Gram Panchayat level where Sarpanch/Gran Sachiv is SPIO/ASPIO respectively at Gram Panchayat level.</p>
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4(1) (b) (xvii)

Such other information as may be prescribed; and thereafter update these publications every year;

1	Panchayat Branch	Same as at Serial No. 1 to 16.
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