

## Chapter X

### GENERAL ADMINISTRATION

#### ADMINISTRATIVE DIVISIONS

The Bhiwani district consists of four tahsils, Bhiwani, Bawani Khera, Dadri and Loharu. The number of towns and villages<sup>1</sup> in each tahsil of the district as on March 31, 1977 are given in Table A and the police stations and police posts in Table B below :

TABLE A

Tahsil	Towns		Villges (Number)		
	Number	Names	Inhabited	Uninha-bited	Total
Bhiwani	2	Bhiwani, Tosham	124	1	125
Bawani Khera	2	Bawani Khera, Siwani	57	1	58
Dadri	1	Charkhi Dadri	169	3	172
Loharu	1	Loharu	119	—	119
Total :	6		469	5	474

1. A village refers to an area for which a separate record of rights is maintained, or which has been separately assessed to land holding tax, or would have been so assessed if the land holding tax had not been realised or compounded or redeemed, or which the state Government had otherwise declared as an 'estate'. This definition of village is identical with that of *mauza* under section 3(1) of the Punjab Land Revenue Act, 1887. The definition applies to a demarcated area of land and not a residential site.

TABLE B

Tahsil	Police Stations		Police posts attached to each police station	
	Number	Names	Number	Names
Bhiwani	3	Bhiwani City	3	Dinod Gate Tigrana Gate Patram Gate
		Bhiwani Sadar	—	—
		Tosham	1	Kairu
Bawani Khera	2	Bawani Khera	1	Dhanana
		Siwani	—	—
Dadri	2	Charkhi Dadri	1	Baund Kalan
		Badhara	—	—
Loharu	2	Loharu	1	Bahl <sup>1</sup>
		Satnali	1	Chahr Kalan <sup>2</sup>
Total :	9		8	

On the principle of decentralisation of authority in the administrative set-up, the district is divided into three sub-divisions, Bhiwani, Dadri and Loharu. The Bhiwani sub-division was created on September 3, 1954. It comprises two tahsils, Bhiwani and Bawani Khera. The Dadri sub-division which was created on September 4, 1968, coincides with the tahsil area of Dadri. The Loharu sub-division, co-terminous with Loharu tahsil, was constituted on November 10, 1976. The object of a sub-division is to promote efficiency on the administration and to ensure better supervision over public affairs through decentralisation. The Sub-Divisional Officer has power to deal with many matters expeditiously on the spot.

1. The police post of Bahl having been up-graded as police station on April 1, 1977, there are now 3 police stations and 1 police post in the Loharu tahsil. Thus the total number of police stations in the district has increased to 10 while that of the police posts decreased to 7.
2. Since April 1, 1977, Chahr Kalan has been attached to the newly up-graded Bahl Police Station.

The strength of sub-division and tahsil officers, who assist the Deputy Commissioner, is as follows :—

Tahsil	Officers	Strength
Bhiwani	Sub-Divisional Officer (Civil)	1
	Tahsildars	2
	Naib Tahsildars	2
	Naib Tahsildar Accounts	1
	Naib Tahsildar Agrarian <sup>1</sup>	1
Dadri	Sub-Divisional Officer (Civil)	1
	Tahsildar	1
	Naib Tahsildar	1
	Naib Tahsildar Accounts	1
	Naib Tahsildar Agrarian <sup>2</sup>	1
Loharu	Sub-Divisional Officer (Civil)	1
	Tahsildar	1
	Naib Tahsildar	1
Bawani-Khera	Tahsildar	1

#### DISTRICT AUTHORITIES

**Deputy Commissioner.**—The general administration of the district is vested in the Deputy Commissioner, who is normally a member of the Indian Administrative Service. For administrative purposes, he is under the Commissioner, Hisar Division, Hisar (Hissar). In other words, the State Government's general authority descends through the Divisional Commissioner to the Deputy Commissioner. With the advent of democratic set-up and increased tempo of development activity, the duties and responsibilities of the Deputy Commissioner have increased enormously. He still performs the triple functions of British times being at once the Deputy Commissioner, the District Magistrate and the Collector, but his responsibilities, particularly as Deputy Commissioner, the executive on the spot, have greatly increased.

1. His jurisdiction extends to the Bhiwani and Bawani Khera tahsils.
2. His jurisdiction extends to the Dadri and Loharu tahsils.

As Deputy Commissioner, he is the executive head of the district with multifarious responsibilities. There is hardly any aspect of district administration with the general supervision of which he is not concerned in one way or another. He has a special role to play in the Panchayati Raj. In addition to keeping an eye on the working of Panchayati Raj institutions, he guides the Panchayats, Panchayat Samitis, Municipal Committees, Market Committees and Improvement Trusts and helps them to overcome difficulties and problems. As the seniormost officer in the district, he is expected to maintain contact with the elected representatives of the people in order to keep himself well informed about the functioning of the machinery for which he is responsible.

As District Magistrate, he is entrusted with the maintenance of law and order in the district for which purpose he heads the police and the prosecuting agency. In the discharge of this responsibility he is assisted by the Superintendent of Police. After the separation of the judiciary from the executive, control over judicial work was withdrawn from the District Magistrate. The result is that he is now concerned only with regulation of prosecutions, binding down of bad characters or suspects for good behaviour and ordering preventive detentions. Here, he is assisted by 3 Executive Magistrates. Previously, the District Magistrate like the Additional District and Sessions Judge, had the concurrent powers of hearing appeals against the orders of an Executive Magistrate. After the introduction of the new Code of Criminal Procedure on April 1, 1974, he has ceased to exercise such powers.

As Collector, he is the highest revenue judicial authority in the district and is responsible for collection of land holding tax and all dues recoverable as arrears of land revenue. If a party does not pay a tax in time, the tax-collecting authority sends a certificate of tax arrears to the Deputy Commissioner, who has powers to recover the amount in the same way as he does in respect of land revenue. A host of functionaries, viz. Sub-Divisional Officers, Tahsildars, Naib Tahsildars, Kanungos and Patwaris, assist him in this sphere.

He supervises the maintenance of land records and agricultural statistics besides the management of Government lands and estates. He is also entrusted with the implementation of land reforms and distribution of *taccavi* and other loans to agriculturists. The supervision of acquisition and requisition of land and administering relief measures in case of drought, flood and other natural calamities are some of his other duties. He acts as the District Elections Officer and the Registrar for registration.



The list of his miscellaneous duties for which he can be said to be responsible is not a short one. Some of the more important ones relate to civil defence, jails, reformatories and poor houses; liaison with military authorities and welfare of the members of the armed forces; collection of loans, donations and subscriptions; and collection and supply of all sorts of information about the district.

The co-ordination work of the Deputy Commissioner to which a brief reference has been made, forms a pivotal part of his overall responsibilities. While co-ordinating the activities of various departments in the district, whenever necessary, he takes care not to interfere in their internal administration, and the procedures, methods and policies of their parent departments. He holds periodical meetings of all the district level officers with a view to reviewing the progress of work done by the several departments and co-ordinating and intensifying their efforts. He has to possess a clear picture of the objectives of all the departments so as to evolve an integrated approach to development. The Deputy Commissioner has been authorised to inspect the offices of all the departments in the district and he may call for any report and other information regarding those offices and their working. He is, in short, the head of the district administration, a co-ordinating officer for the various departments and a connecting link between the public and the Government so far as he executes the policies, administers the rules and regulations framed by the Government from time to time and also looks after the welfare, needs and requirements of the people. In fact he has become an essential instrument in the building of a Welfare State.

**Sub-Divisional Officer.**—The Sub-Divisional Officer is the Chief Civil Officer of a sub-division. In fact, he is a miniature Deputy Commissioner in his sub-division. He exercises direct control over the Tahsildars and their staff. He is, however, competent to correspond direct with the Government and departments on routine matters. His main duties, like those of the Deputy Commissioner, include revenue, executive and judicial work. His executive duties pertain to the maintenance of law and order, development, local bodies, motor taxation, report about passports, renewal of arms licences, sub-divisional establishment, etc. As Sub-Divisional Magistrate, he exercises judicial powers under certain sections of the preventive chapters of the Code of Criminal Procedure. An appeal from the orders of the Sub-Divisional Magistrate in such cases lies to the District and Sessions Judge.

**Tahsildar (Mahal)/Naib Tahsildar (Mahal).**—The Tahsildar and Naib Tahsildar are the key-officers in the revenue administration and exercise the powers of the Assistant Collector II Grade. While deciding partition cases,

the Tahsildar assumes powers of Assistant Collector I Grade and for registration work he acts as Sub-Registrar.

Their main task being revenue collection and supervision, the Tahsildar and the Naib Tahsildar have to tour extensively. They are principally responsible for the maintenance of revenue records and crops statistics. In the discharge of their miscellaneous duties, they assist the development staff in their various activities in the execution of plans, construction of roads, drains, embankments, soil conservation and reclamation, pavement of streets, filling of depressions and disposing of work connected with rural reconstruction. They also help the Block Development and Panchayat Officers in enlisting the maximum co-operation of the people in rural areas in making the Panchayati Raj a success.

The Tahsildars and Naib Tahsildars in the district are assisted by the following revenue staff :—

Staff	Strength	In the "Half a Million Job Programme"
Sadar Kanungo <sup>1</sup>	1	—
Naib Sadar Kanungo	1	—
Office Kanungos	4	—
Field Kanungos	14	14
Patwaris	237	125

Since the actual preparation of village records and revenue statistics rests with the Patwaris, the district is divided into 237 *patwar* circles, each circle being looked after by a Patwari who works under the immediate supervision of the Kanungo concerned.

The Lambardar (a non-official) is quite an important functionary in the administration. He collects and deposits the land holding tax. These deposits were previously made in the Government treasury under the charge of the tahsil officers. The deposits are now made in the Branches of the State Bank of India. In addition to his duties of collection of land holding tax, he keeps an eye on law and order in his area and any breach or adverse circumstance is reported by him to the nearest police station and to the Deputy Commissioner's agency. He is assisted in his work by the village chowkidar.

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1. He is in charge of the district headquarters revenue record-room and exercises general supervision over the maintenance of revenue record in all offices in the district.

Prior to the enforcement of the Land Holdings Tax Act, 1973, the Lambardar was paid *pachotra* at the rate of 5 per cent of the land revenue. Since various levies have been consolidated into land holding tax,<sup>1</sup> the rate of *pachotra* has been fixed at 3 per cent of the new tax. The Lambardar also collects dues pertaining to the Minor Irrigation and Tubewell Corporation, consolidation fee and *abiana* and is paid commission at the rate of 1, 5 and 3 per cent respectively.

#### GENERAL ARRANGEMENT FOR DISPOSAL OF BUSINESS

In addition to sub-division, tahsil and block staff, the Deputy Commissioner is assisted by the General Assistant and the Additional General Assistant. Assistant Commissioners/Extra Assistant Commissioners are also sometimes temporarily appointed in the district with varying degrees of powers, magisterial (executive) and revenue. These officers relieve the Deputy Commissioner of the detailed and routine activities of his office and thus enable him to concentrate upon the general managerial duties of co-ordination, direction, superintendence and control in all spheres of the district administrative functions.

**General Assistant.**—He is the principle administrative officer under the Deputy Commissioner and assists him in all executive and administrative functions. He mostly stays at the headquarters to supervise the working of the office. He is competent to correspond direct with Government and other departments on routine matters. The work in the Deputy Commissioner's Office is divided between General Assistant and Additional General Assistant.

In addition to the above, the General Assistant attends to a lot of miscellaneous work, such as—

- (i) Urban and rural rehabilitation work.
- (ii) Work of occasional nature, e.g. arrangements in connection with the celebration of Independence Day, Republic Day, Vana Mahotsava, visits of V.I.Ps., District Relief Fund, etc.
- (iii) Miscellaneous work, e.g. work of semi-official and non-official bodies, such as Zila Sainik Board, Boy Scouts, District Sports Association, Home Guards, etc.
- (iv) Locust control work.

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1. For details, the Chapter on 'Revenue Administration' may be referred to.



**Additional General Assistant to Deputy Commissioner.**—He is the principal officer who helps the Deputy Commissioner to carry on the community development and welfare programme. He deals with the following subjects :—

- (1) Work relating to development, five year plans and local development works.
- (2) Panchayat Samitis, Local Bodies and Panchayats.
- (3) Complaints and enquiries received from public and Government.
- (4) Low and Middle-Income Group Housing Schemes.

#### DISTRICT COMMITTEES

A number of committees have been constituted at the district level to help in specified fields, to keep in touch with the public and to devise concrete measures to improve the administration. These are enumerated below :

Committee	Chairman	Secretary
1. District Coordination and Grievances Committee	Minister	Deputy Commissioner
2. District Agricultural Production and Development Committee	Minister	Deputy Director Agriculture
3. District Dairy Development and Coordination Committee	Deputy Commissioner	District Animal Husbandry Officer
4. Health, Sanitation and Food Committee	Deputy Commissioner	Additional General Assistant to Deputy Commissioner
5. Revenue Officers' Board	Deputy Commissioner	General Assistant to Deputy Commissioner
6. District Administration and Officers Board	Deputy Commissioner	General Assistant to Deputy Commissioner

The meetings of all the committees are held once a month. Another committee of the officers of the principal law enforcement agencies at the



district level, i.e. judiciary including the magistracy, the police and the Correctional Officer of the Borstal Jail including District Probation Officer, was constituted in December 1973. This committee was to meet once in a quarter and its first meeting was held on January 30, 1974. The membership of the committee comprises the District Magistrate as Chairman and the Superintendent of Police, Chief Judicial Magistrate, the Superintendent of Borstal Jail<sup>1</sup> and the District Probation Officer as members. This Committee aims to lay stress on the need of the change of emphasis in the working of the criminal justice system from repression to prevention of crime and to discuss inter-related problems of the principal law enforcement agencies at the district level for coordination and improvement.

#### OTHER STATE AND CENTRAL GOVERNMENT OFFICERS

Other State and Central Government Officers in the district are listed below. They are administratively under the control of their respective heads of department but the Deputy Commissioner has been invested with the powers to co-ordinate their activities and exercise general supervision over them.

#### STATE GOVERNMENT OFFICERS

1. Superintending Engineer, Public Works Department (Buildings and Roads) Circle, Bhiwani
2. Executive Engineer, Public Works Department (Buildings and Roads), Provincial Division, Bhiwani
3. Executive Engineer, Public Works Department (Buildings and Roads), Construction Division No. I, Bhiwani
4. Executive Engineer, Public Works Department (Buildings and Roads), Construction Division No. II, Bhiwani
5. Executive Engineer, Public Works Department (Buildings and Roads) Construction Division, Tosham
6. Executive Engineer, Public Works Department (Buildings and Roads), Provincial Division, Charkhi Dadri

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1. Since there is no Borstal Jail at Bhiwani, the Sub-Divisional Magistrates, Bhiwani and Dadri, being the part-time Superintendent of the respective sub-jails at Bhiwani and Charkhi Dadri have been nominated as members of this Committee.

7. Executive Engineer Public Works Department (Buildings and Roads), Electrical Division, Bhiwani
8. Superintending Engineer, Public Works Department, Bhiwani Irrigation Circle, Bhiwani
9. Executive Engineer, Public Works Department (Irrigation), Jui Canal System, Bhiwani
10. Executive Engineer, Public Works Department, Bhiwani Irrigation Division, Bhiwani
11. Executive Engineer, Public Works Department (Irrigation), Siwani Development Division, Tosham
12. Executive Engineer, Minor Irrigation Tubewell Corporation, Bhiwani
13. Executive Engineer, Betterment, Bhiwani
14. Superintending Engineer, Public Works Department (Public Health), Bhiwani
15. Executive Engineer, Public Works Department, Public Health Division I, Bhiwani
16. Executive Engineer, Public Works Department, Public Health Division II, Bhiwani
17. Chief Executive Officer, Marginal Farmers and Agricultural Labourers Development Agency, Bhiwani
18. Executive Engineer (Operation), Haryana State Electricity Board, Bhiwani
19. Executive Engineer (Operation), Haryana State Electricity Board, Charkhi Dadri
20. Executive Engineer, Construction Division, Haryana State Electricity Board, Bhiwani
21. Treasury Officer, Bhiwani
22. Chief Medical Officer, Bhiwani
23. Divisional Town Planner, Bhiwani
24. District Statistical Officer, Bhiwani

25. District Employment Officer, Bhiwani
26. District Industries Officer, Bhiwani
27. Mining Officer, Bhiwani
28. District Welfare Officer, Bhiwani
29. District Excise and Taxation Officer, Bhiwani
30. Fisheries Development Officer, Bhiwani
31. Divisional Forest Officer, Bhiwani
32. Assistant Soil Conservation Officer, Bhiwani
33. District Food and Supplies Controller, Bhiwani
34. General Manager, Haryana Roadways, Bhiwani
35. District Sports Officer, Bhiwani
36. District Education Officer, Bhiwani
37. Deputy Director of Agriculture, Bhiwani
38. Agriculture Officer, Bhiwani
39. Agriculture Officer, Charkhi Dadri
40. Assistant Registrar, Co-operative Societies (General Line), Bhiwani
41. Assistant Registrar, Co-operative Societies (Milk Supply), Bhiwani
42. Crop Production Officer, Charkhi Dadri
43. Deputy Director, Animal Husbandry, Bhiwani
44. Labour Officer-cum-Conciliation Officer, Bhiwani
45. District Public Relations Officer, Bhiwani
46. District Probation Officer, Bhiwani
47. Deputy Director Wool Grading, Loharu
48. Inspector, Weights and Measures, Bhiwani

## CENTRAL GOVERNMENT OFFICERS

(excluding Military Officers)

1. Engineering Supervisor, Telephones, Bhiwani
2. Assistant Engineer, Northern Railway, BG Link Bhiwani-Rohtak, Bhiwani
3. Station Master, Northern Railway, Bhiwani
4. Post Master, Post Offices, Bhiwani
5. Inspector, Tele-communication, Bhiwani
6. Inspector, Central Excise (two), Bhiwani
7. Inspector, Central Excise, Charkhi Dadri
8. Income Tax Officer, Bhiwani
9. District Savings Officer, Bhiwani

## DEVELOPMENT ORGANIZATION

To administer schemes of development, the district has been divided into 7 blocks. The block was previously under the charge of a Block Development Officer but with the merger of the Panchayat Department with the Development Department on October 31, 1959, the Block Development Officer has been re-designated as the Block Development and Panchayat Officer and has been vested with powers of Panchayat Officer under the Punjab Gram Panchayat Act, 1952. With the introduction of Panchayati Raj in 1961, the development of the block is looked after by an elected body known as the Panchayat Samiti. The Block Development and Panchayat Officer functions under the administrative control of the Panchayat Samiti and also functions as its *ex-officio* Executive Officer.

Each block has been provided with Extension Officers from the Development, Industries, Agriculture, Cooperative and Panchayat Departments who function under the control of the Block Development and Panchayat Officer. This procedure helps in the co-ordination of several development activities in the block.

For the implementation of programmes relating to the uplift of rural women in the blocks, the Block Development and Panchayat Officer is assisted by Mukhya Sewikas and Gram Sewikas who are under the administrative



control of the Lady Circle Supervisor, Narnaul (Mahendragarh district).<sup>1</sup> The various programmes undertaken by them include Kitchen Gardens, Arts and Crafts Centres, Balwadis, Home Decoration, Poultry Farming, etc.

Panchayats have been constituted at the village level. *Chulha* tax and lease money of *shamlat* lands are the main sources of their revenue. These mainly look after the development works. Their other functions include criminal, civil and revenue (judicial) work as prescribed.

Panchayati Raj institutions function under the overall supervision of the Deputy Commissioner.

#### POLICE

The police administration in the district is under the Senior Superintendent of Police, who, next to the Deputy Commissioner, is responsible for the maintenance of law and order. The Superintendent of Police is assisted by two Deputy Superintendents posted respectively at Bhiwani and Charkhi Dadri. He functions under the administrative control of the Deputy Inspector General of Police, Hisar Range, Hisar.

There are 9 police stations and 8 police posts in the district.<sup>2</sup>

#### JUDICIARY

The organization of civil and criminal justice in the district is headed by the District and Sessions Judge, Bhiwani. Civil justice is administered by the Senior Sub-Judge, Bhiwani and the criminal justice by the Chief Judicial Magistrate, Bhiwani. They have under them Sub-Judge-cum-Judicial Magistrates one each at Bhiwani and Charkhi Dadri. Executive Magistrates try only security cases.<sup>3</sup>

#### DISTRICT ATTORNEY

Previously criminal and civil business on behalf of the Government in the district was done by the Public Prosecutor and the Government Advocates respectively. In 1960, a regular service known as the Punjab District Attorneys Service was constituted. The work of litigation on behalf of the Government is being done in the district by an Assistant District Attorney (Grade I).

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1. The Lady Circle Supervisor functions under the overall control of the Director, Women Programme, Development Department, Haryana, Chandigarh.

2. For details about the functioning of police, see Chapter on 'Law and Order and Justice'.

3. For details about judiciary, see Chapter on 'Law and Order and Justice'.

All civil cases in the district are conducted by the District Attorney under the guidance of the Legal Remembrancer and criminal cases under the guidance of the Director of Prosecution who is also the administrative and supervisory head of District Attorneys. The District Attorney, Bhiwani, is assisted by 4 Assistant District Attorneys (Grade II).

#### OATH COMMISSIONER

There are 5 Oath Commissioners, out of which, three are functioning at Bhiwani and two at Charkhi Dadri. They charge Re. 1 as attestation fee for each affidavit attested.

#### REGISTRATION

The Deputy Commissioner is the Registrar responsible for registration work in the district. The Tahsildars and the Naib Tahsildars perform the functions of Sub-Registrars and Joint Sub-Registrars respectively.

#### NOTARY PUBLIC

There is one Notary Public in the district. The main functions of the Notary Public are preparation and attestation of affidavits, administration of oath, etc. The fee for an attestation of affidavit is Rs. 2.50 and for certifying or authenticating a document as original Rs. 5.

#### LOCAL COMMISSIONER

The Local Commissioners are appointed for recording evidence and statements of witnesses under the orders of a court, as and when occasion arises. They are paid fee according to the quantum of work fixed by it.