

CHAPTER X

GENERAL ADMINISTRATION

Administrative Division

The Rohtak district, as a basic administrative unit consists of four tahsils namely, Rohtak, Sonapat, Gohana and Jhajjar with its sub-tahsil Nahar.

The number of villages¹ and the police stations in each tahsil are as follows :—

Tahsil	Number of villages	Police stations	Police posts
Rohtak	133	City Rohtak	Model Town, Rohtak
		Sadar Rohtak	
		Kalanaur	
		Sampla	Kharkhauda
		Bahadurgarh	
Sonapat	241	Sonapat	City Sonapat, Model Town, Sonapat
		Rai	
		Ganaur	
Gohana	123	Gohana	Gohana
		Baroda	
		Maham	Maham
Jhajjar	309	Jhajjar	Dujana
		Beri	
		Salhawas	Nahar

1. A village refers to an area for which a separate record of rights is maintained, or which has been separately assessed to land revenue, or would have been so assessed if the land revenue 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.

On the principle of decentralisation of authority in the administrative set-up, the district is divided into sub-divisions, each coinciding with a tahsil area. The object is to promote efficiency in administration. The Sonapat sub-division came into being in 1912 while the remaining three sub-divisions were created in the post-Independence period, Jhajjar in 1955, Rohtak and Gohana in 1964.

The strength of sub-division and tahsil officers is as follows:—

<u>Tahsil</u>	<u>Officers</u>	<u>Strength</u>
Rohtak	Sub-Divisional Officer (Civil)	1
	Tahsildar	1
	Naib Tahsildars	2
Sonapat	Sub-Divisional Officer (Civil)	1
	Tahsildar	1
	Naib Tahsildars	2
Gohana	Sub-Divisional Officer (Civil)	1
	Tahsildar	1
	Naib Tahsildar	1
Jhajjar	Sub-Divisional Officer (Civil)	1
	Tahsildar	1
	Naib Tahsildars	2
Nahar (sub-tahsil of Jhajjar)	Naib Tahsildar	1

DISTRICT AUTHORITIES

Deputy Commissioner.—The general administration of the district is vested in the Deputy Commissioner, who for administrative purposes, is under the Commissioner, Ambala Division, Ambala. In other words, the State Government's general authority descends through the Divisional Commissioner to the Deputy Commissioner, who performs a triple function. He is at once the Deputy Commissioner,

the District Magistrate and the Collector. As Deputy Commissioner, he is the executive head of the district with multifarious responsibilities relating to development, *panchayats*, local bodies, civil administration, etc. He has a special role to play in Panchayati Raj. In addition to keeping an eye on the working of Panchayati Raj institutions, he also guides the *panchayats*, Panchayat Samitis and Zila Parishads and helps them to resolve their difficulties and problems. As District Magistrate, he is responsible for law and order and heads the police and prosecuting agency. As Collector, he is the chief officer of the revenue administration and is responsible for collection of revenue and all dues recoverable as arrears of land revenue, and is also the highest revenue judicial authority in the district. He acts as the District Elections Officer and Registrar for registration work. He exercises overall responsibility on other Government agencies in his district. While he co-ordinates their activities wherever necessary, he does not interfere in their internal administration, and the procedures, methods and policies of their departments. He is, in short, the head of the district administration, a co-ordinating officer among various departments and a connecting link between the public and the Government in 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.

Sub-Divisional Officer.—The Sub-Divisional Officer is the general designation of the chief civil officer of the sub-division. In fact, he is a miniature Deputy Commissioner of his sub-division. He possesses adequate powers to co-ordinate work in the sub-division. He exercises direct control over the Tahsildars and their staff. He is 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. In revenue matters the powers of Collector have been delegated to him. His executive duties pertain to the maintenance of law and order, development, local bodies, motor taxation, passport, renewal of arms licenses, etc. As Sub-Divisional Magistrate he exercises certain judicial powers under certain sections of the preventive chapters of Criminal Procedure Code. Appeal from the orders of the Sub-Divisional Magistrate in such cases lies with the District and Sessions Judge.

Tahsildar/Naib Tahsildar.—The Tahsildar and Naib Tahsildar are Assistant Collectors II Grade. While deciding partition cases, the Tahsildar assumes powers of Assistant Collector I Grade.

Their main task being revenue collection, the Tahsildar and Naib Tahsildar have to tour extensively in their areas. The revenue record and the crop statistics are also maintained by them. They assist the development staff in their various activities like execution of development plans, construction of roads, drains, embankments, soil conservation and reclamation, pavement of streets, filling of depressions and disposing of work connected with rural re-construction. They help the Block Development and Panchayat Officers in enlisting maximum co-operation of the people in rural areas to make the *Panchayati Raj* a success.

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

Staff	Strength
Sadar Kanungo ¹	1
Office Kanungos	4 (one each at tahsil headquarters)
Kanungos	18
Patwaris	344
Assistant Patwaris	6

The actual preparation of village records and revenue statistics rests with the Patwaris; hence division of the district into 344 *patwar* circles, each circle being looked after by a Patwari who works under the immediate supervision of the Kanungo² concerned.

The Lambardar is another important functionary in the administration. He is responsible for the collection of land revenue. In addition to his duties of land revenue collection, the Lambardar looks after the law and order in his area and any breach thereof 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. The Lambardar is paid *pachotra* at the rate of 5 per cent of the land revenue.

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

2. The work of checking statistics prepared by the revenue agency is now-a-days done by the District Statistical Officer.

Development Organization

To administer schemes of development, the district has been divided into 15 blocks, each consisting of a consolidated unit of about 45 to 65 villages. The block was previously under the charge of a Block Development Officer. After the merger of the Panchayat Department with the Development Department, the Block Development Officer has been re-designated as the Block Development and Panchayat Officer and has been invested with powers of Panchayat Officer under the Punjab Gram Panchayat Act, 1952. With the introduction of the 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 is its *ex officio* Executive Officer.

Each block has been provided with Extension Officers by the Industries, Agriculture, Co-operative and Panchayat Departments who function under the control of the Block Development and Panchayat Officer. It helps in the co-ordination of development activities in the block.

The co-ordination of development works of various Panchayat Samitis is done by the Zila Parishad at the district level.

Panchayats have been constituted at the village level. These mainly look after the development works. Their other functions include criminal, civil and revenue (judicial) work.

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 District Development and Panchayat Officer. The Assistant Commissioners/Extra Assistant Commissioners are temporarily appointed from time to time with varying degrees of powers—magisterial (executive) and revenue. These officers relieve him 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 administrative functions.

General Assistant.—He is the principal administrative officer under the Deputy Commissioner and assists him in all executive and administrative functions. Not required to tour in the district, he stays at the headquarters to supervise the working of the office. He is competent to correspond with Government and other departments

on routine matters. All the branches in the Deputy Commissioner's office except the Development Branch function through him. He is also required to function as the District Electoral Officer.

In addition to the above, the General Assistant performs a lot of miscellaneous work as detailed below:

- (1) Complaints and enquiries received from public and Government.
- (2) Urban and rural rehabilitation work.
- (3) Work of occasional nature, e.g. arrangements in connection with the celebration of Independence Day, Republic Day, Vana Mahotsava, visits of V.I.P.s, District Relief Fund, etc.
- (4) Miscellaneous work, e.g. work of semi-official and non-official bodies, such as District Soldiers', Sailors' and Airmen's Board, Boy Scouts, District Sports Association, Home Guards, etc.
- (5) Low and Middle Income Group Housing Schemes.
- (6) Locust, famine, flood and drought work.

District Development and Panchayat Officer.—He is the Deputy Commissioner's principal officer who helps him to carry on the community development and welfare programmes. He deals with the following subjects :—

- (1) Work relating to development, five-year plans and local development works.
- (2) Zila Parishad, Panchayat Samitis and *panchayats*.

District Committees

A number of committees at the district level help in the disposal of work in specific fields and in devising concrete measures to improve the position. These are enumerated below:

Name	Chairman	Secretary
District Public Relations and Grievances Committee	Deputy Commissioner	General Assistant
District Agricultural Production Committee	Deputy Commissioner	District Development and Panchayat Officer

Name	Chairman	Secretary
Magistrates' and Police Officers' Meeting	Deputy Commissioner	General Assistant
Revenue and Consolidation Officers' Meeting	Deputy Commissioner	General Assistant
Small Savings Committee	Deputy Commissioner	General Assistant
District Employment Committee	Deputy Commissioner	District Employment Officer
District Library Committee	Deputy Commissioner	District Public Relations Officer

On the same pattern the sub-divisions have their sub-divisional advisory committees. Most of the above committees meet once a month. The district level co-ordination committee, however, holds its meetings twice a month. Since one of the items on the agenda of this committee relates to public complaints, its meetings are attended by a Minister.

There has been a change of significant interest in the administration of the district in recent years. More than ever before, the Deputy Commissioner has become the co-ordinating link between the various departments. The various committee meetings held once a month keep him in close touch with developments in important fields of government activity. The monthly meeting of the district level co-ordination committee with a Minister of the State attending to listen to public complaints and grievances is a significant departure in the interest of public relations. This institution, if properly used, can be potentially very helpful to the Government eliciting the opinion of the public in all matters.

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 given powers to co-ordinate their activities and exercise a general control over them. The list given below emphasises the multifarious fields requiring the

attention of the Deputy Commissioner ;
State Government Officers

1. Superintending Engineer, P.W.D., Public Health Circle, Rohtak
2. Executive Engineer, Haryana Division, Western Jumna (Yamuna) Canal, Rohtak
3. Executive Engineer, Rohtak Division, Western Jumna (Yamuna) Canal, Rohtak
4. Executive Engineer, Rohtak Provincial Division, Rohtak
5. Executive Engineer, Rohtak Division (Haryana State Electricity Board), Rohtak
6. Executive Engineer, Rohtak Drainage Division, Rohtak
7. Chief Medical Officer, Rohtak
8. Zonal Medical Officer, B.C.G. Vaccination, Rohtak
9. Malaria Officer, Rohtak
10. Assistant Director (Consolidation), Rohtak
11. Settlement Officer (Consolidation), Rohtak
12. Deputy Regional Director, Local Bodies, Rohtak
13. District Industries Officer, Rohtak
14. District Agricultural Officer, Rohtak
15. District Education Officer, Rohtak
16. District Food and Supplies Controller, Rohtak
17. District Animal Husbandry Officer, Rohtak
18. District Statistical Officer, Rohtak
19. Regional Welfare Officer for Scheduled Castes and Backward Classes, Rohtak
20. District Welfare Officer for Scheduled Castes and Backward Classes, Rohtak
21. District Public Relations Officer, Rohtak
22. District Employment Officer, Rohtak
23. District Sports Officer, Rohtak
24. Treasury Officer, Rohtak

25. District Excise and Taxation Officer, Rohtak
26. Superintendent, District Jail, Rohtak
27. Deputy Registrar, Co-operative Societies, Rohtak
28. Assistant Registrar, Co-operative Societies, Rohtak
29. Assistant Registrar, Co-operative Societies, Sonapat
30. Assistant Director, Fisheries, Rohtak Circle, Rohtak
31. District Commander, Haryana Home Guards, Rohtak
32. General Manager, Haryana Roadways, Rohtak

The office of the Divisional Forest Officer, Gurgaon, is represented by the Forest Ranger, Rohtak and the Forest Ranger, Sonapat. There are 4 Inspectorates dealing with weights and measures, labour, shops and wild life.

Central Government Officers (excluding Military Officers)

1. Appellate Assistant Commissioner of Income-tax, Rohtak
2. Income-tax Officer, Rohtak
3. Assistant Settlement Commissioner, Rohtak
4. Superintendent, Central Excise, Rohtak
5. Superintendent, Post-Offices, Rohtak
6. Engineering Supervisor, Telegraphs, Rohtak

Police

The Police administration in the district is under the Superintendent of Police, who, next to the Deputy Commissioner, is responsible for the maintenance of law and order. The Superintendent of Police functions under the administrative control of Deputy Inspector General of Police, Ambala Range, Ambala Cantt. There are 14 police stations in the district.¹

Judiciary

On the civil side, the administration of justice in the district is headed by the District and Sessions Judge, Rohtak, who is assisted by the Senior Sub-Judge, Rohtak and three Sub-Judges one each at Rohtak, Sonapat and Jhajjar.

Before the separation of the judiciary from the executive in 1964, the organisation of criminal justice was controlled by the

¹ For details see Chapter on 'Law and Order and Justice'.

District Magistrate, Rohtak, who was assisted by the Additional District Magistrate, Magistrate Ist Class, Rohtak, Sub-Divisional Officers and Resident Magistrates, one each at Sonapat and Gohana. After the separation in 1964, criminal justice has also been placed under the control of District and Sessions Judge, Rohtak. The District Magistrate is now responsible for law and order and Executive Magistrates under him try only security cases.¹

District Attorney

Previously the criminal business and civil business on behalf of the Government in the district was done by the Public Prosecutor and Government Advocates respectively. In 1960, a regular service known as the Punjab District Attorneys Service was constituted and a District Attorney was appointed in Rohtak. He conducts civil business in all the District Courts and criminal business only in the Courts of District and Sessions Judge and Additional District and Sessions Judge. He functions under the general control of the Legal Remembrancer. He is not allowed any private practice.

Official Receiver

There is an Official Receiver, appointed by the Government on the recommendation of the District and Sessions Judge. He is in charge of the insolvency estates. In case a person applies for insolvency, his property is put under his charge and he disposes it of according to the orders of the Insolvency Court, keeping $7\frac{1}{2}$ per cent of the sale proceeds as his remuneration. He also acts as Court Auctioneer and gets 4 per cent commission on the auction proceeds.

Oath Commissioners

There are 12 Oath Commissioners, 7 at Rohtak including the Official Receiver who is an *ex officio* Oath Commissioner, 2 each at Jhajjar and Sonapat and one at Gohana. 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 Tahsildar and the Naib Tahsildar perform the functions of Sub-Registrar.

1. For details see Chapter on 'Law and Order and Justice'.