

CHAPTER X

GENERAL ADMINISTRATION

ADMINISTRATIVE DIVISION

The Hisar district consists of four tahsils namely ; Hisar, Hansi, Fatehabad and Tohana. The number of villages in each tahsil in 1978 is given below :

Sub-Division	Tahsil/Sub-tahsil	No. of Villages
Hisar	Hisar	83
	Adampur (Sub-tahsil)	32
Hansi	Tohana ¹	86
	Hansi	119
Fatehabad	Fatehabad	99
	Ratia ² (Sub-tahsil)	67
Total :		486

To decentralise the authority in the administrative set-up, the district is divided into 3 sub-divisions, Hisar, Hansi and Fatehabad. Fatehabad and Hansi sub divisions were created in 1961 and 1964 respectively and are coterminous with their respective tahsils where as Hisar sub-division was created in 1965 and coincides with the tahsils of Hisar and Tohana. In 1978, the strength of the sub-division and tahsil officers was as follows :—

Sub-Division	Tahsil	Officers	Strength
1	2	3	4
Hisar	Hisar	Sub-Divisional Officer (Civil)	1
		Tahsildar	1
	Adampur (Sub tahsil)	Naib Tahsildars	2
		Naib Tahsildar	1
		Tohana	Tahsildar
		Naib Tahsildar	1

1. A Sub-division was formed at Tohana in 1981.
2. Ratia Sub-tahsil was upgraded to a tahsil in 1981.

1	2	3	4
Hansi	Hansi	Sub-Divisional Officer (Civil)	1
		Tahsildar	1
Fatehabad	Fatehabad	Naib Tahsildars	2
		Sub-Divisional Officer(Civil)	1
		Tahsildar	1
		Naib Tahsildars	2
	Ratia (Sub-tahsil)	Naib Tahsildar	1

DISTRICT AUTHORITIES

Deputy Commissioner .—The Deputy Commissioner is overall in-charge of the general administration in the district. He is under the administrative control of Commissioner, Hisar Division, Hisar.

As Deputy Commissioner, he is executive head of the district with multifarious responsibilities. As District Magistrate, he is responsible for the maintenance of law and order in the district. He is the principal executive magistrate for the enforcement of security measures and exercises judicial powers under certain sections of preventive chapters of the code of criminal procedure. As Collector, he is the chief officer of the revenue administration in the district and is responsible for collection of revenue and all dues recoverable as arrears of land revenue. He is the highest revenue judicial authority in the district.

He supervises the maintenance of land records and agricultural statistics, besides the management of government land 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 also acts as the District Election Officer and Registrar for registration work. The miscellaneous duties include civil defence, Jails reformatories and poor houses, liaison with military authorities, welfare of defence personnels, collection of loans and supply of all sorts of information about the district. The co-ordination work of the Deputy Commissioner forms a very important 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-officers with a view to review the progress of work done by the several departments and in co-ordinating and intensifying their efforts. He has to possess

a clear picture of the objectives of all departments so as to evolve an integrated approach to various developmental activities. The Deputy Commissioner has been authorised to inspect the offices of all the departments in the district and he may call for any report or information regarding those offices and their working. In reality, he is the head of the district administration, a co-ordinating officer among various departments and a link between the public and the government. 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.

The Additional Deputy Commissioner has been appointed to relieve the Deputy Commissioner of the work relating to rural development.

Sub-Divisional Officer.— The Sub-Divisional Officer is the chief civil officer of the sub-division. In fact, he is a miniature Deputy Commissioner of the sub-division. He has to perform executive, magisterial and revenue duties in the sub-division. An appeal from the orders of the Sub-Divisional Magistrate in judicial cases pertaining to preventive chapters of the code of criminal procedure lies with the District and Sessions Judge. In revenue matters, he is Assistant Collector Grade I, but under certain Acts, the powers of Collector have been delegated to him.

Tahsildar/Naib Tahsildar.— The Tahsildar and Naib Tahsildars are the key officers in the revenue administration and exercise powers of the Assistant Collector Grade II. While deciding partition cases, the Tahsildar assumes the powers of Assistant Collector Grade I. The Tahsildar and Naib Tahsildar perform the functions of sub-registrars. They assist the development staff for the execution of development plans, construction of roads, drains, embankments, soil conservation and reclamation, pavement of streets, filling up of depressions and work connected with rural reconstruction. The district is divided into 353 *patwar* circles and each circle is looked after by a Patwari who works under the immediate supervision of a Kanungo.

The Lambardar (a non-official) is quite an important functionary in the administration. He collects and deposits the land holdings tax, 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 village chowkidar.

General Arrangement for Disposal of Business

In addition to sub-divisional and tahsil staff, there are two principal officers, the General Assistant and the Additional General Assistant who assist the Deputy Commissioner on all matters which are dealt in the Deputy Commissioner's office. Their duties are clearly demarcated. The

General Assistant is responsible for functions and works relating to establishment, revenue and defence etc., whereas Additional General Assistant looks after the work relating to panchayats, Panchayat Samitis, complaints and enquiries and low and middle income group housing schemes.

Various district committees have been constituted in the district. These committees help to redress the grievances of the people ; to review the progress of agricultural production and development ; to work out the ways and means to improve health and sanitation conditions ; to take suitable steps for the welfare of the ex-servicemen and their dependents; to work out integrated development of the towns and watch the progress of revenue collection and disposal of surplus land.

Development Organisation .—To implement various development schemes in the district , it has been divided into 10 blocks viz. Hisar I, Hisar II, Narnaund, Barwala, Tohana, Ratia, Fatehabad, Bhuna, Hansi I and Hansi II. The development block is looked after by an elected body known as Panchayat Samiti. Block Development and Panchayat Officer functions as an executive officer of the Panchayat Samiti and has the administrative control over the block. Each block has been provided with extension officers from the development, industries, agriculture, co-operative and Panchayat departments who function under the control of the Block Development and Panchayat Officer. This procedure helps in co-ordination of several developmental 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 Sevikas and Gram Sevikas. 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 to look after the development work.

POLICE ADMINISTRATION

The police administration is under the Senior Superintendent of Police, who next to Deputy Commissioner is responsible for the maintenance of law and order. The Senior Superintendent of Police functions under the administrative control of the Deputy Inspector General of Police, Hisar Range, Hisar.

In 1977-78, there were 12 police stations and 6 police posts in the district.¹

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

JUDICIARY

The District and Sessions Judge is the head of judicial administration of the district. The District and Sessions Judge functions under the direct control of the Punjab and Haryana High Court.

DISTRICT ATTORNEY

The District Attorney conducts civil cases in the courts of the district under the guidance of Legal Remembrancer, Haryana and criminal cases under the guidance of Director of Prosecution, Haryana, who is also the administrative and supervisory head of District Attorneys. In 1977-78, the District Attorney, Hisar was assisted by one Deputy District Attorney and 10 Assistant District Attorneys.

OFFICIAL RECEIVER

There is an Official Receiver at Hisar appointed by government on the recommendations of the District and Sessions Judge. The Official Receiver is incharge of the insolvency estates. In case, a person applies for insolvency his property is put under his charge, and he disposes it according to the orders of the insolvency court keeping 7.5 percent of sale proceeds as his remuneration. He also acts as court auctioneer and gets 4 percent commission on the auction proceeds.

OATH COMMISSIONERS

There are 40 Oath Commissioners in the district. Out of these 26 are functioning at Hisar, 8 at Hansi and 6 at Fatehabad. They charge one rupee as attestation fee for each affidavit attested.

REGISTRATION

The Deputy Commissioner is responsible for registration work in the district. The Tahsildars and Naib Tahsildars perform the functions of sub-registrars.

NOTARY PUBLIC

There is one Notary Public in the district for preparation and attestation of affidavits, certification of documents and administration of oaths, etc. The fee for attestation of affidavits is Rs. 2.50 and for certifying and authenticating the documents as original is Rs. 5.