

CHAPTER X

GENERAL ADMINISTRATION

The Ambala district consists of four tahsils, namely Ambala, Jagadhri, Kalka and Narayangarh. The number of towns, villages (revenue estates), police stations and police posts in each tahsil of the district as in March, 1978 is given below :

Tahsil	Towns		Villages (Number)			No. of Police Stations	No. of Police Posts
	Number	Names	Inhabited	Uninhabited	Total		
Ambala	2	Ambala, Ambala Cantonment	312	13	325	4	15
Jagadhri	5	Buria, Chhachhrauli, Jagadhri, Jagadhri Workshop Railway Colony, Yamunanagar	466	27	493	6	5
Kalka	1	Kalka	142	12	154	3	4
Narayangarh ¹	2	Narayangarh, Sadhaura	318	16	334	3	3
Total :	10		1,238	68	1,306	16	27

To decentralise the authority in the administrative set-up, the district is divided into 3 sub-divisions, Ambala, Jagadhri and Narayangarh. Ambala sub-division was created in 1968 and coincides with the tahsils of Kalka and Ambala. The Jagadhri and Narayangarh sub-divisions created in 1954 and 1956, respectively, are coterminus with their respective tahsils.

In 1977-78, the strength of the sub-division and tahsil/officers was as follows :—

Sub-Division	Officers		Strength
Ambala	Sub-Divisional Officer(Civil)		1
	Tahsil Ambala	Tahsildar	1
		Naib-Tahsildar	1
	Tahsil Kalka	Tahsildar	1
		Naib-Tahsildar	1

1. A new sub-tahsil of Raipur Rani was created in December, 1979.

Sub-Division	Officers	Strength
Jagadhri	Sub-Divisional Officer(Civil)	1
	Tahsildar	1
	Naib-Tahsildar	1
Narayangarh	Sub-Divisional Officer (Civil)	1
	Tahsildar	1
	Naib-Tahsildar	1

Besides, there are 2 Naib-Tahsildars (Agrarian), one each at Ambala and Jagadhri and 3 Naib-Tahsildars (Accounts), one each at Ambala, Jagadhri and Narayangarh.

DISTRICT AUTHORITIES

Deputy Commissioner.—The Deputy Commissioner is overall incharge of the general administration in the district. He is under the administrative control of Commissioner, Ambala Division, Ambala. In fact, the state government's authority descends through the Divisional Commissioner to the Deputy Commissioner. The Deputy Commissioner has to perform triple functions, 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. There is hardly any aspect of district administration with which he is not concerned in one way or the other. 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, municipalities, market committees and improvement trusts and helps them to overcome difficulties and problems.

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 the security measures and exercises judicial powers under certain sections of the preventive chapters of the code of criminal procedure. Three Sub-Divisional Officers (Civil) and Tahsildars and Naib-Tahsildars assist him in the work. The Superintendent of Police who heads the police force in the district assists the District Magistrate to maintain law and order.

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. The Sub-Divisional Officers, Tahsildars, Naib-Tahsildars, Kanungos and Patwaris assist him in the revenue work.

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, 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 work. The miscellaneous duties include civil defence, jails reformatories, liaison with military authorities and welfare of the members of the armed forces, collection of loans, subscriptions, collection 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 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 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 and other information regarding those offices and their working. 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. 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 is competent to correspond direct with the government and other departments on routine matters. He has to perform executive, magisterial and revenue duties. His executive duties pertain to the maintenance of law and order, development, local bodies, motor taxation, passport, issue and renewal of arms licenses, sub-divisional establishment, etc. As Sub-Divisional Magistrate, he enforces security measures for the maintenance of law and order and 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 with the District and Sessions Judge.

In the revenue matters the 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-Tahsildar are the key officers in the revenue administration and exercise powers of the Assistant Collector Grade II. While deciding partition cases, the Tahsildar assumes powers of Assistant Collector Grade I. The Tahsildar and Naib-Tahsildar perform the functions of Sub-Registrar.

Their main task being revenue collection and supervision, the Tahsildar and the Naib-Tahsildar have to tour extensively in their areas. They are principally responsible for the maintenance of revenue records and crop statistics. In the discharge of their miscellaneous duties, they assist the development staff in their various activities in the execution of development plans, construction of roads, drains, embankments, soil conservation and reclamation, pavement of streets, filling of depressions and work connected with rural reconstruction.

The following revenue staff functions in the district revenue office and tahsils :—

Staff	Strength
Sadar Kanungo ¹	1
Naib-Kanungo	1
Office Kanungo	4
Assistant Office Kanungo	3
Special Kanungo	1
Field Kanungo	12
Patwari	237

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

The Lambardar(a non-official) is quite an important functionary in the administration. He collects and deposits the land holdings tax. The deposits, previously made in the government treasury under the charge of the

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

tahsil officers, are now made in the branches of State Bank of India. Besides collection of land-holdings tax, 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.

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 holdings tax¹, 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 Tubewells Corporation, consolidation fee and *abiana* and is paid commission at the rate of one, two and one per cent, respectively.

General Arrangement for Disposal of Business

In addition to sub-division and tahsil staff, the Deputy Commissioner is assisted by the General Assistant and the Additional General Assistant. Assistant Commissioners/Extra Assistant Commissioners are sometimes temporarily appointed in the district with varying degrees of magisterial (executive) and revenue powers. 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 principal administrative officer under the Deputy Commissioner and assists him in all executive and administrative functions. Not required to tour very much, he stays at the headquarters to supervise the working of the office. He is competent to correspond direct with the government and other departments on routine matters. Work in the Deputy Commissioner's office is divided between General Assistant and Additional General Assistant.

The General Assistant attends to the work as detailed below:

- (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 VIPs, District Relief Fund, etc.
- (iii) Miscellaneous work, e.g., work of semi-official and non-official bodies, such as Zila Sainik Board, Scouts and Guides, District Sports Association, Home Guards, etc.
- (iv) Locust control work

1. For details see chapter on 'Revenue Administration'.

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

- (i) Work relating to development, Five-Year Plans and local development
- (ii) Panchayat Samitis, local bodies and panchayats
- (iii) Complaints and enquiries received from the public and the government
- (iv) Low and Middle-Income Group Housing Schemes

District Committees.—A number of committees have been constituted at the district level to help in the disposal of work in specified fields and in devising concrete measures to improve the administration. These committees normally work under the stewardship of the Deputy Commissioner, but sometimes the Commissioner or a Minister attends their meetings if the matter under consideration is of emergent importance. Whenever necessary, some non-officials are also associated to stimulate public co-operation. These committees which meet once a month are detailed below:

Name of the Committee	Purpose
(i) Agriculture and Development Committee	To review the agricultural and development activities in the district
(ii) District Welfare Committee	To review the progress of Harijan Choupals
(iii) District Grievances Committee	To discuss the complaints received from public
(iv) Officers Board	To review the general condition of law and order, food and supply, illicit distillation, adulteration of food and milk and small savings
(v) District Revenue Officers Committee	To review the progress of recovery

Development Organisation.—To implement development schemes, the district has been divided into 8 blocks viz. Ambala, Bilaspur, Raipur Rani, Jagadhri, Narayangarh, Barara, Pinjore and Chhachharuli. The development block is looked after by an elected body known as Panchayat Samiti. The Block Development and Panchayat Officer functions as 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 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 Sevikas and Gram Sevikas who are under the administrative control of the Lady Circle Supervisor, Karnal.¹ The various programmes undertaken by them include kitchen gardens, arts and crafts centres, *balwaris*, home decoration, poultry farming, etc.

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

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

POLICE²

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. He is assisted by three Deputy Superintendents posted at Ambala, Jagadhri and Narayangarh. The Superintendent of Police functions under the administrative control of the Deputy Inspector General of Police, Ambala Range, Ambala.

There are 16 police stations and 27 police posts in the district as detailed in Table XXXI of Appendix.

JUDICIARY

The organisation of civil and criminal justice in the district is headed by the District and Sessions Judge, Ambala. He is assisted by 2 Additional District and Sessions Judges both posted at Ambala. A Senior Sub-Judge-cum-Chief Judicial Magistrate, Ambala 3 Sub-Judges-cum-Judicial Magistrates at Ambala City, 2 Sub-Judges-cum-Judicial Magistrates at Ambala Cantonment and 3 Sub-Judges-cum-Judicial Magistrates at Jagadhri help the District and Sessions Judge in the administration of civil and criminal justice in the district.

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

2. For details about the functions of police, the chapter on 'Law and Order and Justice' may be seen.

DISTRICT ATTORNEY

Prior to 1960, criminal and civil work on behalf of the government was done by the Public Prosecutor and the government advocates, respectively. After 1960, when a regular service known as the Punjab District Attorneys Service was constituted, all civil cases in the district were conducted by District Attorney under the guidance of Legal Remembrancer, and criminal cases under the guidance of Director of Prosecution, who is also administrative and supervisory head of District Attorneys. In 1978, the District Attorney, Ambala was assisted by one Deputy District Attorney, one Additional Public Prosecutor and 9 Assistant District Attorneys.

OFFICIAL RECEIVER

There is an Official Receiver at Ambala appointed by the government on the recommendations of the District and Sessions Judge. He is in charge of the insolvent 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 7.5 per cent of sale-proceeds as his remuneration. He also acts as court auctioneer and gets 4 per cent commission on the auction proceeds.

OATH COMMISSIONER

There are 54 Oath Commissioners in the district. Of these, 26 are functioning at Ambala, 9 at Ambala Cantonment, 16 at Jagadhri, 1 at Kalka and 2 at Narayangarh. 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 Naib-Tahsildar perform the functions of Sub-Registrar.

NOTARY PUBLIC

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

LOCAL COMMISSIONER

There are 4 Local Commissioners in the district, 2 at Ambala City and one each at Ambala Cantonment and Jagadhri. They are meant for recording evidence and statements of witnesses under the orders of a court. Their remuneration is fixed by the court who appoints them as Local Commissioner.