

CHAPTER X

GENERAL ADMINISTRATION

ADMINISTRATIVE DIVISION

The district consists of three tahsils, namely ; Sonipat, Gohana¹ and Ganaur with its sub-tahsil Kharkhoda. As on March 31, 1989, there were 3 towns and 353 villages (340 inhabited and 13 un-inhabited). The number of villages in each tahsil is given below :—

Tahsil	Villages		
	Inhabited	Un-inhabited	Total
Sonipat	147	5	152
Gohana	86	3	89
Ganaur	63	4	67
Kharkhoda (Sub-tahsil)	44	1	45
Total :	340	13	353

On the principle of decentralisation of authority in the administrative set up, the district has been divided into two divisions ; viz. Sonipat and Gohana. The Sonipat sub-division came into being in 1912. The Gohana sub-division, which is co-terminous with the tahsil area, was created in 1964.

By the end of March, 1989, the strength of revenue officers was as follows :—

Tahsil	Officers	Strength
Sonipat	.. Sub-Divisional Officer (Civil)	1
	Tahsildar	1
Ganaur	.. Naib Tahsildars	2
	Tahsildar	1
Gohana	.. Sub-Divisional Officer (Civil)	1
	Tahsildar	1
	Naib-Tahsildars	2
Khakhoda (Sub-tahsil)	.. Naib-Tahsildar	1

1. Gohana sub-division of Sonipat district was included in the Rohtak district—*vide* Haryana Govt. Notification No. S.O. 156/P.A. 17/1887/S. 5/89, dated October 16, 1989.

District Authorities

Deputy Commissioner.—The general administration of the district is headed by the Deputy Commissioner. For administrative purposes, he is under the Commissioner, Ambala Division, Ambala Cantonment. In other words, the State Government's general authority descend through the divisional Commissioner to the Deputy Commissioner. With the advent of democratic set-up and increased tempo of development activities, the duties and responsibilities of the Deputy Commissioner have increased enormously. He still performs the triple functions of British time; 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 increased manifold.

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 one way or the other. He has a special role to play in regard to Panchayati Raj. In addition to keeping an eye on the functioning of Panchayati Raj Institutions, he guides the Panchayats, Panchayat Samitis, Municipal Committees, Market Committees and Improvement Trusts and helps them to overcome their respective difficulties and problems. As District Magistrate, he is entrusted with the maintenance of law and order in the district. In the discharge of this responsibility, he is assisted by the Superintendent of Police. After the separation of the judiciary from the executive in 1964, he is the only 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. He is assisted by 4 Executive Magistrates.

As Collector, he is the highest revenue judicial authority in the district and is responsible for collection of tax and all dues recoverable as arrears of any tax. 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 dues in the same way as he does in respect of land revenue.

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 at the time 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. While co-ordinating the activities of various departments in the district, whenever and wherever necessary,

he takes care not to interfere in their internal administration and the procedures-methods and policies of the departments. He holds periodic meetings of all the district level officers with a view to reviewing the progress of work done by 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 in the district. The Deputy Commissioner has been authorised to inspect the officers of all the departments in the district. He may call for any report and other information regarding the working of these offices. In short, he is the head of the district administration, a co-ordinating officer for the various departments and a connecting link between the public and the Government 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.

Additional Deputy Commissioner.—The post of Additional Deputy Commissioner was created in the district in 1981. He co-ordinates the activities of various revenue branches. Besides, he deals with schemes concerning the welfare and economic uplift of the weaker sections of the society. Thus, he relieves the Deputy Commissioner in the work relating to the rural Development.

Sub-Divisional Officer.—The Sub-Divisional Officer is the chief civil officer of a sub-division. His main duties, like those of the Deputy Commissioner, relate to revenue, executive and judicial work. In revenue matters, the powers of Collector have been delegated to him. He exercises direct control over Tahsildars and their staff. His main duties like those of the Deputy Commissioner relate to revenue, executive and judicial work. His executive duties pertain to the maintenance of law and order, motor taxation, passports, renewal and grant of arms licenses, sub-divisional establishment, local bodies and co-ordination of the developmental activities of various departments of the sub-division. 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 and Naib Tahsildar.—The Tahsildar and Naib Tahsildar are the key officers in the revenue administration and exercise the powers of the Assistant Collector II Grade and Sub-Registrars and Joint Sub-Registrars for registration work. While deciding partition cases, the Tahsildar assumes powers of Assistant Collector I Grade.

Their main task being dues collection and supervision, the Tahsildar and the Naib-Tahsildar have to tour extensively. 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 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 Officer in enlisting the maximum cooperation of the people in rural areas in making the Panchayati Raj a success. They are assisted by Kanungos and Patwaris.

Since the actual preparation of village records and revenue statistics rests with the Patwaris, the district is at present divided into 161 *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 tax. The deposits were previously made in the Government treasury under the charge of the tahsil officers. These are now made in the branches of the State Bank of India. In addition to his duties of collection of tax, he keeps his vigil eye on law and order in his area and any breach (or adverse circumstances) 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.

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 some times temporarily appointed in the district with varying degrees of powers. These officers relieve the Deputy Commissioner of the routine activities of his office, so that he may give due attention to managerial duties of co-ordination, direction, superintendence and control in other spheres. The General Assistant is responsible for functions and work relating to establishment, revenue, defence, etc., whereas the Additional General Assistant looks after the work relating to panchayat samitis and local development activities.

Various district committees are constituted in the district. These committees help to redress the grievances of the people, review the progress of agricultural development, suggest the ways and means to improve health and sanitation conditions, propose suitable steps for the welfare of ex-servicemen and their dependents, work out integrated development of towns and keep a watch on the progress of dues collection and disposal of surplus land.

Development Organisation

To administer schemes of development, the district has been divided into 7 blocks (Rai, Kharkhoda, Sonipat, Ganaur, Gohana, Kathura and Mundlana). Each block was previously under the charge of a Block Development Officer but with the merger of the Panchayat Department with the Development Department in 1959, the Block Development Officer re-designated as the Block Development and 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, Co-operative and Panchayat Departments who function under the control of the Block Development and Panchayat Officer. This procedure helps in the coordination of several development activities in the block.

For the implementation of programme relating to the uplift of rural women in the block, the Block Development and Panchayat Officer is assisted by Gram Sewikas and Mukhya Sewikas who are under the administrative control of Lady Circle Supervisor. 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 to look after the development works.

POLICE

The police administration in the district is under the Superintendent of Police, who is next to the Deputy Commissioner. He is responsible for maintenance of law and order.

JUDICIARY

Up to March 31, 1983, Sonipat district was a part of Sessions Division, Rohtak. The Sonipat Sessions Divisions was created in June, 1983.

The following Courts were functioning in the district as on March 31, 1989 :—

1. Court of District and Sessions Judge, Sonipat ;
2. Court of 1st Additional District and Sessions Judge, Sonipat ;

3. Court of IInd Additional District and Sessions Judge, Sonipat
4. Court of IIIrd Additional District and Sessions Judge, Sonipat
5. Court of Senior Sub-Judge, Sonipat
6. Court of Chief Judicial Magistrate, Sonipat
7. Court of Additional Senior Sub-Judge, Sonipat
8. Court of Sub-Judge-cum-Judicial Magistrate 1st Class, Sonipat
9. Court of Judicial Magistrate 1st Class-cum-Sub-Judge, Sonipat
10. Court of Sub-Divisional Judicial Magistrate-cum-Sub-Judge 1st Class, Gohana

District Attorney

Before the appointment of District Attorney in 1961, the civil and criminal business on behalf of the Government was done by public prosecutor/ Government Advocate respectively. Now the District Attorney, Sonipat conducts these cases. In 1989, he was assisted by three District Attorneys and eight Assistant District Attorneys ; seven posted at Sonipat and one at Gohana. They are not allowed to engage in private practice.

Oath Commissioner

There were 10 Oath Commissioners on March 31, 1989, out of which 9 were functioning at Sonipat and one at Gohana. They charge Rs. 2 as attestation fee for each affidavit attested.

Notary Public

In 1989, the number of Notary Public was 3. The main functions of the Notary Public are preparation and attestation of affidavits, administration of oath, etc. The fee for attestation of an affidavit is Rs. 2.50 and for certifying or authenticating a document as original Rs. 5.

OTHER STATE AND CENTRAL GOVERNMENT OFFICERS

There are other officers who are administratively under the control of their respective heads of departments but the Deputy Commissioner has been given powers to co-ordinate their activities and exercises a general control over them. Such officers are listed below :—

State Government Officers

1. Superintending Engineer, Public Health, Sonipat

2. Executive Engineer, Public Health Construction Division, Sonipat
3. Executive Engineer, P.W.D. (B. & R.), Provincial Division No. I, Sonipat
4. Executive Engineer, P.W.D. (B. & R.), Provincial Division No. 2, Sonipat
5. Executive Engineer, Construction Division No. II, Sonipat
6. Executive Engineer, National Highway, Sonipat
7. Executive Engineer, Drainage, Sonipat
8. Additional Chief Engineer (H.S.E.B.), Sonipat
9. Executive Engineer, S/U H.S.E.B., Fazilpur
10. Executive Engineer, City Operation, H.S.E.B., Sonipat
11. Executive Engineer, H.S.E.B., Gohana
12. Chief Medical Officer, Sonipat
13. District Malaria Officer, Sonipat
14. District Family Welfare Officer, Sonipat
15. General Manager, District Industry Centre, Sonipat
16. District Education Officer, Sonipat
17. District Food and Supplies Controller, Sonipat
18. Epidemiologist, Animal Husbandry, Sonipat
19. District Statistical Officer, Sonipat
20. District Sports and Youth Welfare Officer, Sonipat
21. Treasury Officer, Sonipat
22. District Welfare Officer, Sonipat
23. District Public Relations Officer, Sonipat
24. District Employment Officer, Sonipat
25. Deputy Excise and Taxation Commissioner, Sonipat
26. Deputy Labour Commissioner, Sonipat
27. Superintendent District Jails, Sonipat
28. Assistant Registrar, Co-operative Societies, Sonipat

29. Assistant Registrar, Co-operative Societies, Gohana
30. Deputy Director, Agriculture, Sonipat
31. Divisional Forest Officer, Sonipat
32. District Probation Officer, Sonipat
33. Commandant, Home Guards, Sonipat
34. Assistant Cane Development Officer, Sonipat
35. District Adult Education Officer, Sonipat
36. Manager, Printing and Stationery, Sonipat
37. Horticulture Development Officer, Sonipat
38. Assistant Plant Protection Officer, Sonipat
39. Superintendent, School for the Blind, Sonipat
40. Assistant Soil Conservation Officer, Sonipat
41. Assistant Soil Conservation Officer, Gohana
42. District Quality and Control Officer, Sonipat
43. Fisheries Development Officer, Sonipat
44. District Town and Country Planner, Sonipat
45. Wildlife Inspector, Sonipat.
46. General Manager, Haryana Roadways, Sonipat
47. Assistant Agriculture Engineer, Sonipat
48. Child Development and Project Officer, Ganaur
49. Child Development and Project Officer, Kathura
50. Secretary, Zila Sainik Board, Sonipat
51. District T.B. Officer, Sonipat
52. Inspector, Weights and Measures, Sonipat

Central Government Officers (Excluding Military Officers) :

1. Superintendent, Post Offices, Sonipat
2. Sub-Divisional Officer (Telephones), Sonipat
3. Sub-Divisional Officer (Telegraphs), Sonipat
4. Income Tax Officer, Sonipat
5. Superintendent, Central Excise, Sonipat