

## CHAPTER—X

### GENERAL ADMINISTRATION

#### INTRODUCTION

In the beginning of the twentieth century, the district formed part of the Delhi Division. The Deputy Commissioner was subordinate to the Commissioner and the Superintendent of Delhi Division in revenue work and general administration and to the Divisional and Sessions Judge, Delhi in respect of criminal work.

#### Administrative Division<sup>1</sup>

In March, 1991, the Faridabad district consisted of 2 sub-divisions (Ballabgarh and Palwal); 4 tahsils (Ballabgarh, Faridabad, Palwal and Hathin) and Hodal sub-tahsil. The development blocks were 5 ; Ballabgarh, Faridabad, Hathin, Hodal and Palwal.

The number of inhabited and un-inhabited villages in each tahsil/sub-tahsil was as follows :—

Tahsils	Villages		
	Inhabited	Un-inhabited	Total
1. Ballabgarh	85	10	95
2. Faridabad	87	10	97
3. Palwal	140	8	148
4. Hathin	78	8	86
5. Hodal (sub-tahsil)	46	2	48
	436	38	474

On the basis of decentralization of authority in the administrative set-up, the district is divided into two sub-divisions, each coinciding with the tahsil area. This creates efficiency in the administration and better supervision over public affairs. In a democratic set-up, the decentralization is most essential. Palwal sub-division was created in 1911 whereas Ballabgarh sub-division was created in 1964.

1. The details regarding the further administrative division may be seen in the 1st Chapter—General.

The strength of sub-division and tahsil officers, to assist the Deputy Commissioner at district level in the administration, is as follows :

Tahsil	Officers	Strength
1. Palwal	Sub-Divisional Officer (civil)	1
	Tahsildar	1
	Naib-Tahsildars	2
2. Ballabgarh	Sub-Divisional Officer (civil)	1
	Tahsildar	1
	Naib-Tahsildars	2
3. Faridabad	Sub-Divisional Officer (civil)	—
	Tahsildar	1
	Naib-Tahsildar	1
4. Hathin	Sub-Divisional Officer (civil)	—
	Tahsildar	1
	Naib-Tahsildar	1
5. Hodal(sub-tahsil)	Naib-Tahsildar (Accounts)	1

#### DISTRICT AUTHORITIES

**Deputy Commissioner.**—The general administration of the district is headed by the Deputy Commissioner. For administrative purposes, he is under the Commissioner Gurgaon Division, Gurgaon. 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 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 head on the spot, have increased manifold.

As Deputy Commissioner, he is the executive head of the district with multi-farious 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 regard to Panchayati Raj. In addition to keeping an eye on the functioning of Panchayati Raj institutions, he guides the Panchayats, Panchayat Samities, Municipal Committees and Market Committees 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 was the highest revenue judicial authority in the district. Now he is responsible for collection of water rates and betterment charges 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 same way as he does in respect of Government dues.

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 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 (Civil).**—The Sub-Divisional Officer is the Chief Civil Officer of a sub-division. His main duties, like those of the Deputy Commissioner, relate to executive and judicial work. In matter of Govt. dues the powers of Collector have been delegated to him. He exercises direct control over Tahsildars and their staff. He handles 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/Naib-Tahsildar (Mahal).**—The Tahsildar and Naib-Tahsildar are the key officers in the administration of registration 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; as land tax was abolished in Haryana in 1986. 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 Officers 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 patwar circles, each circle is being looked after by a Patwari who works under the immediate supervision of the Kanungo concerned.

### General Arrangement for disposal of Business

Besides the sub-division, tahsil and sub-tahsil staff, the Deputy Commissioner was assisted by the General Assistant and Additional General Assistant. At times, Additional Assistant Commissioners/Extra Assistant Commissioners were temporarily appointed with varying degrees of powers—magisterial (executive) for training as also to perform special functions. These officers relieved the Deputy Commissioner of detailed and routine activities of his office and enable him to concentrate upon the general managerial duties of co-ordination, direction, superintendence and control in all spheres of district administrative functions.

**General Assistant.**—He was the first principal administrative officer at the district headquarters, directly under the Deputy Commissioner and assisted him in all executive and administrative functions. Not required to tour in the district, he stayed at the headquarters to supervise the working of the office. He was competent to correspond direct with Government and other departments on routine matters. Papers concerning all the branches except the Development, Panchayat, Low and Middle Income Groups Housing, Inquiry and Complaint, Judicial Record Room and Copying and Registration Branches in the Deputy Commissioner's office were routed through him. He was also required to function as the District Electoral Officer.

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

- (1) Urban and rural rehabilitation work;
- (2) Work of occasional nature, e.g. arrangements in connection with the celebration of Independence Day, Republic Day, Vana Mahotsava, visits of V.I.Ps., collection for District Relief Fund, etc.;
- (3) Work of semi-official and non-official bodies, such as Zila

Sainik Board, Boy Scouts, District Sports Association, Home Guards, etc.

**Additional General Assistant.**—He was the second principal Officer at the district headquarters who helped the Deputy Commissioner to carry on the community development and welfare programmes. He dealt with the following subjects :—

- (1) Work relating to development, Five-Year Plans and local development works and Family Planning
- (2) Low and Middle Income Groups Housing Schemes
- (3) Work relating to locust attacks
- (4) Panchayat Samitis and Panchayats
- (5) Judicial Record Room and Copying Branch
- (6) Registration Branch
- (7) Small Savings Branch

#### OTHER STATE AND CENTRAL GOVERNMENT OFFICERS

Other State and Central Government officers working within the district are administratively under the control of their respective heads of departments but the Deputy Commissioner has been invested with the powers to co-ordinate their activities and to exercise general control over them. The list of officers given below emphasises the multi-farious fields requiring the attention of the Deputy Commissioner :

#### STATE GOVERNMENT OFFICERS

1. Superintending Engineer, Public Works Department (Public Health Circle), Faridabad
2. Executive Engineer, Public Works Department (Project Public Health Division), Faridabad
3. Executive Engineer, Public Works Department (Construction Public Health Division), Faridabad
4. Executive Engineer, Public Works Department (Drainage Public Health Division), Faridabad
5. Executive Engineer, Public Works Department (Industrial Area Public Health Division), Faridabad

6. Executive Engineer, Public Works Department (Sub-urban Public Health Division), Faridabad
7. Superintending Engineer, Public Works Department (National Highway Circle), Faridabad
8. Executive Engineer, Provincial Division, Faridabad
9. Executive Engineer, Horticulture, Faridabad
10. Executive Engineer, Construction Division, Faridabad
11. Executive Engineer, National Highway, Faridabad
12. Executive Engineer, Public Works Department (Irrigation), Faridabad Division, Gurgaon Canal, Faridabad
13. Executive Engineer, Public Works Department (Irrigation), Gaunchi Division, Gurgaon Canal, Faridabad
14. Superintending Engineer, Haryana State Electricity Board, Faridabad Operation Circle, Faridabad
15. Executive Engineer, Haryana State Electricity Board, Ballabgarh Operation Division, Faridabad
16. Executive Engineer, Haryana State Electricity Board, Faridabad Operation Division, Faridabad
17. Executive Engineer, Haryana State Electricity Board, Palwal Operation Division, Palwal
18. Assistant Registrar (General Line), Co-operative Societies, Palwal
19. Treasury Officer, Faridabad
20. Assistant Treasury Officer, Ballabgarh
21. Assistant Treasury Officer, Hathin
22. Assistant Treasury Officer, Palwal
23. Assistant Treasury Officer, Hodal
24. Chief Administrator, Faridabad Complex Administration, Faridabad
25. Administrator, Urban Estate, Faridabad
26. Executive Engineer, Housing Board, Haryana, Faridabad, Division, Faridabad

27. Divisional Town Planner, Faridabad
28. Deputy Excise and Taxation Commissioner, Faridabad
29. District Horticulture Officer, Palwal
30. General Manager, District Industries Centre, Faridabad
31. Labour-cum-Conciliation Officer, Faridabad
32. Seed Development Officer, Palwal
33. Divisional Employment Officer, Faridabad
34. Executive Engineer, Tubewell Construction Division (M.I.T.C.), Faridabad
35. District Savings Officer, Faridabad

#### DEVELOPMENT ORGANISATION

Since after Independence, the programme of Community Development and National Extension service through a series of Community Development Block was started in India. As on March 31, 1991, there were five blocks (Ballabgarh, Faridabad, Hathin, Hodal and Palwal).

The block was previously under the charges 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 redesignated 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 by 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.

The Zila Parishad has since been abolished. The existing Panchayati Raj institutions function under the overall supervision of the Deputy Commissioner.



It is not easy to assess the people's contribution in developmental activities because it is mostly in the shape of manual labour and voluntary participation which is difficult to evaluate. The achievements of these blocks cannot be assessed in exact terms. Hence only a general description of their activities is given below :

Improved seeds, implements, green-manure and fertilizers are supplied to the cultivators at subsidised rates. They are encouraged to preserve dung in pits and help in reclaiming lands and in laying out model farms. Financial assistance is given for constructing percolation wells and installing pumping sets and tubewells.

Cow and buffalo bulls of good breed are supplied to villagers. Artificial insemination centres have been opened. Each centre has a few sub-centres attached to it and has pedigree bulls.

Health and sanitation activities cover opening of new hospitals, rural health centres, rural dispensaries, child welfare and maternity centres, construction of drains, semi-flush latrines and smokeless *chullahs*, pavement of streets, installation of hand pumps and construction of wells for drinking water.

Education activities cover opening of new schools, upgrading of old schools, conversion of schools into basic type and construction and repairing of school building.

In adult literacy centres, men and women are encouraged to learn the 3 R's. Libraries and reading rooms are started and young villagers are encouraged to organise youth clubs. Mahila Samitis are organised for the welfare of women-folk. Children parks and *balwadies* (nurseries) are started for the benefit of the children. Panchayat *Gharas* and community centres are provided with radio sets for the benefit of the community at large.

People are encouraged to construct *kachcha* roads, to repair old paths and to macadamize *kachcha* roads. The villagers are also encouraged to organise themselves into cooperative credit societies, industrial societies, farming societies and service societies of various kinds.

Village and small-scale industries are encouraged by setting demonstration-cum-training centres where villagers are trained in various arts and crafts. The block development authorities have also tried to set up model villages to serve as examples for other villages.

Collector is the highest revenue judicial authority in the district.

It is not easy to assess the people's contribution in developmental activities because it is mostly in the shape of manual labour and voluntary participation which is difficult to evaluate. The achievements of these blocks cannot be assessed in exact terms. Hence only a general description of their activities is given below :

Improved seeds, implements, green-manure and fertilizers are supplied to the cultivators at subsidised rates. They are encouraged to preserve dung in pits and help in reclaiming lands and in laying out model farms. Financial assistance is given for constructing percolation wells and installing pumping sets and tubewells.

Cow and buffalo bulls of good breed are supplied to villagers. Artificial insemination centres have been opened. Each centre has a few sub-centres attached to it and has pedigree bulls.

Health and sanitation activities cover opening of new hospitals, rural health centres, rural dispensaries, child welfare and maternity centres, construction of drains, semi-flush latrines and smokeless *chullahs*, pavement of streets, installation of hand pumps and construction of wells for drinking water.

Education activities cover opening of new schools, upgrading of old schools, conversion of schools into basic type and construction and repairing of school building.

In adult literacy centres, men and women are encouraged to learn the 3 R's. Libraries and reading rooms are started and young villagers are encouraged to organise youth clubs. Mahila Samitis are organised for the welfare of women-folk. Children parks and *balwadis* (nurseries) are started for the benefit of the children. Panchayat *Ghars* and community centres are provided with radio sets for the benefit of the community at large.

People are encouraged to construct *kachcha* roads, to repair old paths and to macadamize *kachcha* roads. The villagers are also encouraged to organise themselves into cooperative credit societies, industrial societies, farming societies and service societies of various kinds.

Village and small-scale industries are encouraged by setting up demonstration-cum-training centres where villagers are trained in various arts and crafts. The block development authorities have also tried to set up model villages to serve as examples for other villages.

Collector is the highest revenue judicial authority in the district.

All the developmental activities go ahead under his observation.

**District Attorney.**—Prior to 1960, litigation work in civil courts and criminal work in sessions courts on behalf of the State was attended to by advocates employed by the State Government on the basis of a contract renewable every year. The advocates conducting civil cases were appointed as Government pleaders under the Code of Civil Procedure, 1908 and payment to them was made for each case taking into account its nature and the volume of work involved. The advocates handling criminal cases were appointed as Public Prosecutors under the Code of Criminal Procedure, 1898 and they were paid a fixed monthly salary.

In 1960, a regular service, known as the Punjab District Attorneys Service, comprising the District Attorneys and the Assistant District Attorneys, Grade II (redesignated as Deputy District Attorneys)/Assistant District Attorneys, Grade II (redesignated as Assistant District Attorneys), was created to conduct all cases in civil courts and criminal cases in the sessions courts. After the creation of the Haryana State on November 1, 1966, this service came to be known as Haryana District Attorney Service. With the coming into force of the Code of Criminal Procedure, 1973, the police officers have been normally rendered ineligible for conducting criminal cases. Now all civil cases in a district are conducted by the District Attorney under the guidance of the Legal Remembrancer to Government, Haryana and criminal cases under the guidance of the Director of Prosecution, Haryana, who is also the supervisory and administrative head of the District Attorneys and others. The District Attorneys are not allowed any private practice. They are required to give legal advice to district level officers. No fee is charged. If, however, a Central Government office as at the district level seeks legal opinion, the prescribed fee is realised and credited into Government account. The District Attorney, Faridabad is assisted by 3 Deputy District Attorneys and 9 Assistant District Attorneys.

**Official Receiver.**—An Official Receiver has been appointed by the Government on the recommendations of the District and Sessions Judge. He is in charge of 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. He is an Oath Commissioner as also Local Commissioner for recording evidence.

## GENERAL ADMINISTRATION

**Oath Commissioner.**—There are 22 Oath Commissioners. They charge Rs. 2 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-Tahsildars act as Sub-Registrars.

**Notary Public.**—There is one Notary Public in the district, whose main functions are preparation and attestation of affidavits, certificates, etc. documents, administration of oath, etc. The fee for attestation of affidavits is Rs. 2.50 and for certifying or authenticating the documents as original Rs. 5/.

**Local Commissioner.**—There is one Local Commissioner at Palwal, for recording evidence and statements of witness under the orders of a court. They are paid fees according to the quantum of work fixed by it.

**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 & order'. He is assisted by the Additional Superintendent of Police and Deputy Superintendents<sup>1</sup>.

**Judiciary.**—On the Civil and Criminal side, the administration of justice in the Faridabad district is controlled by the District and Sessions Judge, Faridabad. He is assisted by five additional District & Sessions Judges.<sup>2</sup>

**District Committees.**—A number of Committees are constituted at the district level to help in the disposal of work in specified fields and devising concrete measures to improve the administration. These committees meet once in a month or so.

District Public Relations and Grievances Committee is a very important one. It creates confidence in the minds of the people and takes every possible measure to redress public grievances relating to the working of the Government departments.

---

1. The more details regarding the Police Administration may be seen in the Chapter-XII, *Law and Order and Justice*.

2. For details about the judiciary, see Chapter XII, *Law and Order and Justice*.