

CHAPTER X

GENERAL ADMINISTRATION

Before independence, during the British Rule, the administration was mainly confined to the performance of such duties as were believed to ensure their supremacy besides general peace and order among the subjects. All other duties which might minister to the welfare of people were discounted. It was however, after the transfer of power in 1947, that new ideas of public welfare have come to inspire the administration and comprehensive plans have been drawn up for all round social and economic betterment of people. The Administrative setup of the Panipat district as on 31 March, 2011 is described hereunder.

ADMINISTRATIVE DIVISION

The Panipat district came into existence on 1st November, 1989 after carving it from Karnal District. It was abolished and merged in Karnal district on 24 July, 1991 but was created again w.e.f. 1st January, 1992. Panipat district forms a part of the Rohtak Division for administrative purposes. For the purpose of general and revenue administration, the District has been divided into three tehsils, namely Panipat, Samalkha and Israna, and two sub-tehsils, Bapauli and Madlauda. The position of villages in the district in 2011, tehsil-wise and sub-tehsil wise was as follows:-

Sub –Division	Tehsil/Sub-Tehsil	Number of Villages
Panipat	Panipat	52
	Israna	28
	Madlauda (Sub-tehsil)	36
Samalkha	Samalkha	33
	Bapauli (Sub-tehsil)	49
Total		198

To decentralize the authority in the administrative set-up, the district is divided in two Sub-divisions; Panipat and Samalkha. Panipat Sub-division came into being in 1955. The Samalkha sub-division which is co-terminus with the tehsil area was created in 1999. In 2011, the number of Sub-Divisional

Magistrates, Tehsildars and Naib-Tehsildars was as follows:-

Sub-Division	Tehsil	Sub-Tehsil	Officers	Strength	
Panipat			Sub-Divisional officer (Civil)	1	
	Panipat		Tehsildar.	1	
				Naib- Tehsildar	3
	Israna			Tehsildar.	1
				Naib- Tehsildar	1
			Madlauda (Sub-Tehsil)	Naib- Tehsildar	1
Samalkha			Sub-Divisional officer (Civil)	1	
	Samalkha		Tehsildar.	1	
				Naib- Tehsildar	1
			Bapauli (Sub-Tehsil)	Naib- Tehsildar	1

DISTRICT AUTHORITIES

Deputy Commissioner.—In the district, the Deputy Commissioner is the supreme authority and overall Incharge of the general administration. He is under the administrative control of the Commissioner Rohtak Division, Rohtak. With the advent of democratic setup and increased tempo of developmental activities, the duties and responsibilities of the Deputy Commissioner have enormously increased. He performs the triple functions of being at once the Deputy Commissioner, the District Magistrate and the Collector, but his responsibilities particularly as Deputy Commissioner have greatly increased.

As Deputy Commissioner, he is the executive head of the district with multifarious responsibilities. There is hardly any aspect of district administration with the general supervision of which he is not concerned in one way or the other. He performs numerous responsibilities in the sphere of civil administration, development, panchayats, local-bodies etc. In addition to keeping an eye on the Zila Parishad and Panchayati Raj institutions, he guides the Panchayats, Panchayat Samitis, Municipal Corporation/Committees and Market Committees and helps them to overcome the difficulties and problems. As senior most officer in the district, he is expected to maintain contact with the elected representatives of the people in order to keep himself well informed about the proper functioning of the machinery for which he is

responsible. He is responsible to deal with the natural calamities like draught, unseasonal rains, hailstorms, floods and fires etc. that happen to occur in the district.

As a District Magistrate, he is Head of the Criminal Administration of the district and is responsible for the maintenance of law and order in the district. The Police force in the district is, therefore, by law placed under the general control and direction of the District Magistrate, who is responsible to ensure that it carries out its duties in such a manner that effective protection, is afforded to the public against lawlessness and disorder. In the discharge of this responsibility, he is assisted by Superintendent of Police. After the separation of the Judiciary from Executive, control over judicial work was withdrawn from the District Magistrate. The result is that he is now concerned with the regulation of prosecutions, winding down of bad characters and ordering preventive detentions. Previously, the District Magistrate like the Additional District and Session Judge had the concurrent powers of hearing appeals against the order of the Executive Magistrate. After the introduction of new Code of Criminal Procedure, 1974, he ceased to exercise such powers. He is authorized to inspect the courts of Sub-Divisional Magistrates, Jails, Police Stations and other offices of the Government.

As District Collector, he is the Chief Revenue Officer and highest revenue judicial authority in the district. He is responsible for collection of revenue and all dues recoverable as arrear of land revenue. He is also responsible for supervision of work of Tehsildars, Naib-Tehsildars, establishments of Kanungo's and Patwari's, appointment of lambardars, distribution of Taccavis, consolidation work, revision of mutations, inspection of tehsils at least once a year, inspection of *girdawaris* and cases under Indian Stamp Act etc.

As Registrar, he is responsible for registration of deeds, collection of registration fee and registers the marriages under the Special Marriage Act. Apart from the above, he is also the Chairman of different institutions in the district like District Red Cross Society, District Grievances Committee, District Olympic Association, District Blindness Control Society and District Leprosy Society etc. For elections to Parliament and Vidhan Sabha, a Deputy Commissioner is invariably appointed as returning officer for the constituency/

constituencies falling in his jurisdiction.

The Co-ordination work of the Deputy Commissioner forms pivotal part of his overall responsibilities while coordinating the activities of various departments in the district. Whenever necessary, he takes care not to interfere in their internal administration, procedures, methods, and policies of their parent departments. He holds periodical meetings of all the district officers for reviewing the progress of work done by several departments and coordinating 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 development. The Deputy Commissioner has been authorized to inspect the offices of all the departments in the district and he may call for any report and other information regarding these offices and their working. He is, in short, the Head of the District Administration, a coordinating officer for the various departments and a connecting link between the public and the Government 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. In fact he has become an essential instrument in the building of a welfare state.

Sub-Divisional Magistrate.—The Sub-Divisional Magistrate is known as the Chief Civil Officer of the Sub-Division. In fact, he is a miniature Deputy Commissioner of the Sub-Division. He has direct control over the Tehsildars and Naib-Tehsildars and their staff. He has power to correspond directly with the Government departments at the district level in the routine matters. He performs executive, magisterial and revenue duties in the Sub-Division. An appeal from his orders in judicial cases, pertaining to preventive chapters of the Code of Criminal Procedure, lies with the District and Session Judge. In revenue matters, he is Assistant Collector Grade-I, but under certain Acts, the powers of Collector have been delegated to him. His executive duties pertain to the maintenance of law and order, supervision of works relating to development, local bodies, motor taxation, report about passports, renewal of arms licenses, non-governmental organizations, sub-divisional establishment etc.

Tehsildar/ Naib- Tehsildar.—The Tehsildar and the Naib-Tehsildar are the key officers in the revenue administration. These officers have the power of

Collectors Grade-II. The Tehsildar and the Naib-Tehsildar performs the function of the Sub-Registrars for registration work of property. While deciding partition cases, the Tehsildar exercises powers of Assistant Collector Grade-I. As a senior revenue officer of the tehsil and overall Incharge thereof a Tehsildar has powers of co-ordination and distribution of work among Circle Revenue Officer, the Naib-Tehsildar and himself. All recommendations in lambardari cases, even in the revenue circles of Naib-Tehsildar, are routed through him to the Sub-Divisional Magistrate and the Deputy Commissioner. The Tehsildar and the Naib-Tehsildar are responsible for collection of land revenue and other dues payable to the Government. They are principally responsible for maintaining revenue records and crop statistics. To remain in touch with the subordinate revenue staff, to observe the seasonal conditions and conditions of crops, and to listen to the difficulties of cultivators, Tehsildars and Naib-Tehsildars have to tour extensively in the area of their respective jurisdiction. They decide urgent matter on the spot, like correction of entries in the revenue records, providing relief to the people faced with natural calamities etc. On their return from tour, they prepare and forward their reports and recommendations to the government regarding suspension of land revenue and bring the record up-to-date. They also sit in the courts to settle dispute of tenancy, arrears of rent, ejection of tenants, entries in account books etc. For elections to Vidhan Sabha, a Tehsildar is invariably appointed as assistant returning officer for the constituency/constituencies falling in his tehsil. As on 31st March, 2011, in the performance of above functions, Tehsildars and Naib-Tehsildars in the Panipat district were assisted by 1 office Kanungo, 14 Kanungos, 76 Revenue Patwaris.

Kanungo.—Kanungo is an important link between Tehsildars, Naib-Tehsildars and Patwaris. The main duty of a Kanungo is to supervise the work of Patwaris. Each Tehsildar is assisted by an Office Kanungo besides a number of Field Kanungos. The main duty of Office Kanungo is to consolidate the information on different aspects of revenue administration. Similarly, in the Deputy Commissioner's Office, there is a Sadar Kanungo who inter alia is incharge of establishments of Kanungos and Patwaris, and carries out inspections of Kanungo Circles and Patwar Circles. Special Kanungo or Patwari Moharrir makes the information contained in revenue records, accessible to the litigating public and to the Courts, by preparing extracts from

the revenue records. Special Kanungo assists the Courts of Law in the examination of revenue records by giving evidence and by putting the records before the Courts and by drawing attention to those parts of the records which the Courts ought to examine.

Patwari.—Patwari was regarded as a pivot of the village administration up to 1906. He was paid by the village itself but now he is a salaried government employee. Usually, he has two or three village in his charge. His local knowledge is so extensive there is hardly any information about the village and its residents of which he is not aware of or about which he cannot make a guess. As such he is viewed as the eyes and ears of the Collector in the rural areas. The duties of a Patwari include conducting of surveys, field inspections, recording of crops, revision of maps, preparation of reports relating to mutations, partitions, revenue or rents etc. Under the orders of Collector, he prepares the records of rights and also assists in providing relief to agriculturists in distress and renders basic service in the decennial census operations. The district is divided into 74 Patwar circles; each circle being looked after by a patwari who works under the immediate supervision of the Kanungo concerned.

GENERAL ARRANGEMENT FOR DISPOSAL OF BUSINESS

Additional Deputy Commissioner.—Additional Deputy Commissioner is the second highest officer in the District. He plays a pivotal role in the matter of implementation of various Poverty Alleviation Programmes and functions as Ex-officio Chief Executive Officer of District Rural Development Agency. He has also been designated as Joint Director, Institutional Finance and Credit Control. He is supposed to maintain a close and effective liaison with the different financial institutions operating in the district for smooth flow of credit to the beneficiaries. The role of Additional Deputy Commissioner in the implementation and co-ordination of various development schemes and planning at the district level is also very vital. He is assisted by the District Development and Panchayat Officer and District Statistical Officer in the monitoring and review of various development programmes.

Besides above, Additional Deputy Commissioner is Chairman of the Integrated Child Development Scheme and Special Nutrition Programme Purchase Committee. He chairs the meetings of the Old Age pension

Committee for releasing the pension. He is also the Chief Planning and Development officer for 'Decentralized Planning' and other planning at the district level. In addition, he is also entrusted with several other sundry jobs by the Deputy Commissioner.

District Revenue Officer.—The District Revenue Officer, Panipat assists the Deputy Commissioner in all his revenue functions in the district. He is responsible for the proper and correct maintenance of revenue records, revenue accounts, assignments, *muafis*, *jagirs*, etc. and service records of the Patwaris, Kanungos, District Revenue Accountant, Registration and Land Acquisition branches of the Deputy Commissioner's office. He is required to watch the progress of the recovery of all government dues in the district and keep the Deputy Commissioner informed about the state and pace of recovery. He assists the Deputy Commissioner in carrying out the inspection of tehsils and sub-tehsils, acts on his behalf for organizing special *girdawaris* for crop cess and for natural calamities, floods, etc. He is also responsible for pursuing the progress of land reforms cases in various courts and watches the interest of the State. Besides, in order to ensure the smooth implementation of various development schemes, he coordinate his activities with the departments, such as, Irrigation, Public Works Department (B.&R.), Cooperation and Agriculture, etc. in which revenue work is involved. On behalf of the Deputy Commissioner, he is responsible for the submission of the statements, every quarter, to the Divisional Commissioner and to the Financial Commissioner Revenue-cum-Chief Controlling Revenue Authority, Haryana regarding the disposal of miscellaneous revenue work in the district.

City Magistrate (CTM).—He is the principal administrative officer under the Deputy Commissioner and assists him in his all administrative and executive functions. All the work of Deputy Commissioner's Office including tehsil and Sub-Divisional Office establishments is routed to the Deputy Commissioner through the City Magistrate. He is responsible for discipline of clerical and menial staff employed in the branches of the office and also deals with the posting of staff. The officer in charge of the branch is responsible to keep the CTM informed about the work and character of the staff employed under them and the latter in collaboration with officers-in-charge deals with all matters regarding their appointment and promotion. All cases regarding establishment are under his jurisdiction. The CTM also

hears and redresses the public grievances.

District Transport Officer.— He is the Registering Authority and the Licensing Officer of the District. His main duties and functions include; to realize road tax in respect of all type of vehicles; to regulate the operation of all categories covered under the Indian Motor Vehicle Act, 1988; to inspect transport vehicles and grant certificate of fitness in respect of such vehicles for which technical assistance is provided by the Motor Vehicle Inspector; to enforce traffic rules; to conduct special checking and survey of routes; to issue and renew the driving license and conductor license; to issue authorization to drive public service vehicles; and to issue special passes for state carriages/ taxi/ cars for marriages and tour parties. District Transport Officer is also the Chairman of the District Condemnation Board which condemns the vehicles of all Government Departments in the district.

Development Organization.— The Community Development Programme was launched on 2nd October 1952 to raise the living standard, to ameliorate rural people, and to ensure proper participation of rural people in the implementation of socio-economic programmes in the rural areas. The rural folk have been fully associated with all development works of the Government carried for their betterment through different development agencies. The Community Development Programme has been extended to every nook and corner of the rural life. To implement various development schemes in the district, it has been divided into five Blocks, namely Panipat, Samalkha, Israna, Madlauda and Bapauli. The Blocks were under the charge of Block Development Officer but with the merger of the Panchayat Development with the Development Department, the Block Development Officer has been re-designated as a Block Development and Panchayat Officer (BDPO) and has been invested with powers of Panchayat Officer under the Punjab Gram Panchayat Act, 1952. The work of all the BDPOs is supervised by the District Development and Panchayat Officer.

For the upliftment of rural women in the Blocks, the BDPOs are assisted by Mukhya Sevika and Gram Sevika. Each block has been provided with Extension Officer from the Industries, Agriculture, Co-operative and Panchayat Departments who function under the Control of the Block Development and Panchayat officer. This arrangement helps to Co-ordinate development activities in the Block.

District Attorney.— Prior to the appointment of a District Attorney in the Panipat District in 1992, the criminal business and civil business on behalf of the Government was done by the Public Prosecutor and Government Advocates, respectively. Now, the District Attorney conducts civil business in all the district courts and criminal business in the courts of District and Session Judge and Additional District and Session Judge. He functions under the general control of the Legal Remembrancer and is not allowed any private practice. He is assisted by 5 Deputy District Attorney, 14 Assistant District Attorney and other subordinate staff.

District Informatics Officer.—District Informatics Officer is the key officer responsible for meeting the Information Technology (IT) requirements at the District. He is Incharge of District Informatics Centre (NIC) which has been set up by the Government in 1993 at District Collectorate to spread the computer culture in all its departments and bring automation to fulfil the needs of the district administration. District Informatics Centre supports the district administration in many ways like developing software programmes as per the need of the administration, implementation of such programmes, providing training to officers and officials of different offices etc. Various programmes developed for utilisation of general administration include *Sarathi* (Driving License), *Vahan* (Vehicle Registration), Haryana Registration Information System (HARIS for Property Registration) and Haryana Land Records Information System (HALRIS for Land Records Administration system), Online Treasuries Information System (OTIS), Haryana Pension Processing and Information System (HaPPIS), Food Procurement and Storage Monitoring System, House Tax Assessment and Collection Information System (HACIS), Value Added Tax Monitoring, Assessment and Collection System (VATMACS) Employment Exchange Registration Information System, Sub-Ordinate Courts Justice Delivery and Judicial Information System (SOCJIS) etc.

Official Receiver.— There is an official receiver at Panipat appointed by Government on the recommendation of the District and Session Judge. He is in-charge of the Insolvency Estate. 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 percentage of sale proceeds as his

remuneration. He also acts as court auctioneer and gets commission on the auction proceeds.

Oath Commissioner.— Oath Commissioners are appointed by the Punjab and Haryana High Court on the recommendation of the District and Sessions Judge. They are practicing lawyers. Their function is preparing and authenticating important legal documents after charging fee as prescribed by the Government for each document. There are 15 Oath Commissioners in the Panipat district.

Notary Public.— The Notary Public is also generally a practicing lawyer, who is authorized by the Government, for a period of three years, to function as Notary Public for attesting legal documents like Wills, Special Power of Attorneys, and copies of all documents on specified charges. He is also authorized to translate documents, on rates approved by the Government. As on March 2011, there are 60 Notary Public in the district.

Registration.— The Deputy Commissioner of the district is also the Registrar of the district. The Tehsildars and the Naib-Tehsildars are sub-Registrars and Joint Sub-Registrars, respectively. Appeals from the orders of the Sub-Registrar are heard by the Registrar. The Inspector General of Registration, Haryana has power to make rules in consistent with the Indian Registration Act, 1908, and he exercises general superintendence over all the registration offices in the district.

District Committees.— A number of committees/boards have been constituted to advise and help the administration to discharge its duties efficiently. These committees normally work under the stewardship of the Deputy Commissioner but sometimes the Commissioner or the State Minister attends their meetings if the matter under consideration is of emergent importance. Whenever necessary, some non-officials, from specific fields, are also associated with these committees to stimulate a cooperative response from the general public towards the working of various departments and the implementation of development schemes.

Other State and Central Government officers.— The State and the Central Government Officers are administratively under the control of their respective heads of the department but the Deputy commissioner has been vested with the powers to co-ordinate their activities, and exercise general supervision over these activities. The State and the Central Government Officers working in the

District are as follows:-

State Government Officers

- 1 Assistant Cane Development Officer, Panipat
- 2 Assistant Plant Protection Officer, Panipat
- 3 Assistant Registrar, Coop. Societies, Panipat
- 4 Assistant Soil Conservation Officer, Panipat
- 5 CEO, IREP, DRDA, Panipat
- 6 Chief Medical Officer, Panipat
- 7 Chief Planning & Development Officer, Panipat
- 8 Deputy Director, Agriculture, Panipat
- 9 Deputy Director, Industries Safety & Health, Panipat
- 10 Deputy Director, Animal Husbandry, Panipat
- 11 Deputy Excise & Taxation Commissioner (Commercial), Panipat
- 12 Deputy Excise & Taxation Commissioner (Prohibition), Panipat
- 13 Deputy Labour Commissioner, Panipat
- 14 District & Session Judge, Panipat
- 15 District Attorney, Panipat
- 16 District Ayurvedic Officer, Panipat
- 17 District Child Welfare Officer, Panipat
- 18 District Commandant, Home Guard, Panipat
- 19 District Development and Panchayat Officer, Panipat
- 20 District Education Officer, Panipat
- 21 District Election Officer, Panipat
- 22 District Employment Officer, Panipat
- 23 District Fisheries Officer, Panipat
- 24 District Food & Supply Controller, Panipat
- 25 District Forest Officer, Panipat
- 26 District Horticulture Officer, Panipat
- 27 District Information and Public Relation Officer, Panipat
- 28 District Immunisation Officer, Panipat
- 29 District Librarian, Panipat
- 30 District Malaria Officer, Panipat
- 31 District Mining Officer, Panipat
- 32 District Elementary Education Officer, Panipat
- 33 District Revenue Officer, Panipat
- 34 District Social Welfare Officer, Panipat
- 35 District Sport & Youth Welfare Officer, Panipat
- 36 District Statistical Officer, Panipat

- 37 District Town & Country Planner, Panipat
- 38 District Transport Officer, Panipat
- 39 District Treasury Officer, Panipat
- 40 District Welfare Officer, Panipat
- 41 Estate Officer, HUDA, Panipat
- 42 Executive Engineer (EXEN) , PWD, (B & R), Panipat
- 43 EXEN, Public Health Division No-1, Panipat
- 44 EXEN, Public Health Division No-2, Panipat
- 45 EXEN, Water Services Division, Irrigation Deptt., Panipat
- 46 EXEN, Construction Division, Irrigation Deptt., Panipat
- 47 EXEN, CADA Division, Irrigation Deptt., Panipat
- 48 General Manager, Haryana Roadways, Panipat
- 49 General Manager, Industries, Panipat
- 50 Labour & Conciliation Officer, Panipat-II
- 51 Labour Officer, Panipat
- 52 Manager, Govt. Text Book Depot, Panipat
- 53 Programme Officer, I.C.D.S. Cell, Panipat
- 54 Secretary, Zila Sainik Board, Panipat.
- 55 Soil Testing Officer, Panipat
- 56 Sub-Divisional Officer (Civil), Panipat
- 57 Superintendent Government Quality Control (Cloth), Panipat
- 58 Superintendent Government Quality Control (Rubber), Panipat
- 59 Superintendent of Jail, Panipat
- 60 Superintendent of Police, Panipat

Central Government Officers

- 1 Assistant Commissioner, Central Excise, Panipat.
- 2 Station Master, Indian Railways, Panipat
- 3 Additional Commissioner, Income Tax, Panipat.
- 4 Chief Engineer, Thermal (Op. & Mtc.), Panipat,
- 5 Director, Foreign Trade.
- 6 Executive Director, Refinery, Panipat.
- 7 General Manager, National Fertilizer Limited.
- 8 Lead Bank Officer, Panipat.
- 9 Manager, Food Corporation of India, Depot, Panipat.
- 10 Deputy General Manager (Telephone), Panipat.
- 11 Superintendent, Post Office, Panipat
- 12 Superintending Engineer, Bhakra Beas Management Board, Siwah