

GOVERNMENT OF HARYANA

MANUAL

PUBLICATION OF DOCUMENTS

UNDER SECTION 4(1) b

OF THE RIGHT TO INFORMATION

ACT, 2005

OF

**REVENUE AND DISASTER MANAGEMENT DEPARTMENT,
HARYANA, CHANDIGARH**

2016-2017

Website-www.revenueharyana.gov.in

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1.

REVENUE & DISASTER MANAGEMENT DEPARTMENT , HARYANA
CHANDIGARH
PUBLIC NOTICE

Under Section 4(1) b (i) to (xvii) of the Right to information Act, 2005 the particulars as mentioned below are hereby published for the information pertaining to this department, he/she may contact the concerned State Assistant Public information Office/State Public information Officer of the department.

The particulars of Organization/Department, function and duties

1. Administrative Set up at Headquarter

Administrative Secretary Financial Commissioner & Additional Chief Secretary To Govt Haryana, Revenue & Disaster Management Department
Minister-in-Charge State Minister for Revenue & Disaster Management Department, Haryana

There is two Secretary/Joint Secretary to Government Haryana, Revenue & Disaster Management Department and four Under Secretaries in the Revenue Department who is In-charge of the respective Branches of this Department.

There are following Branches/Sections of the Revenue & disaster Management department:-

1. Admn-I Branch
2. Admn-II Branch
3. Nazarat Branch
4. Establishment Branch
5. Land Revenue Branch
6. Emergency Branch
7. Jagir Branch
8. Record Branch
9. Stamp & Registration Branch
10. Agrarian Branch
11. Account Branch
12. Cash Branch
13. Admn. Section
14. MDB Section
15. Special Cell
16. ARIC Cell
17. Agrarian Reforms section
18. Legal Cell
19. Gazetteers Branch
20. Rehabilitation Branch

2.

There is a Superintendent / Deputy Superintendent for supervision of each Branch/Section. Gazetteer Branch is under the Supervision of Editor Gazetteers.
II- Designation as State Assistant Public Information Officer/State Public Information Officer/1st Appellate Authority as required U/S 5(1) and Section 19 (1) of the Right to Information Act, 2005.

For this department at State Headquarter, the following officers have been designated as State Assistant Public Information Officer/State Public Information Officer and the 1st Appellate Authority:-

Sr. No.	Officer	Designation as
1	All Superintendents/Deputy Superintendents of Revenue & Disaster Management (as the case may be) Gazetteers.	Assistant State Public Information Officer
2	Deputy Secretary/All Under Secretary Revenue & Disaster Management (as the case may be)	State Public Information Officer
3	Special Secretary/Joint Secretary to Govt. Haryana, Revenue & Disaster Management Deptt.	First Appellate Authority

3.

Administrative set up at Division/Disaster level:-

There are four Divisions and 21 districts in the State as under:-

Name of Division	Name of District
1- Ambala	1. Ambala 2. Yamuna Nagar 3. Panchkula 4. Kurukshetra 5. Kaithal
2- Rohtak	1. Rohtak 2. Jhajjar 3. Sonipat 4. Panipat 5. Karnal
3- Gurugram	1. Gurugram 2. Faridabad 3. Mewat 4. Mahendergarh at Narnaul 5. Rewari 6. Palwal
4- Hisar	1. Hisar 2. Sirsa 3. Fatehabad 4. Jind 5. Bhiwani

Divisional Commissioner is the in – charge of a Division and the Deputy Commissioner is the in –charge of a District. Further there are Sub-Division under the charge of SDOs (C), Tehsils, under the charge of Tehsildars and Sub- Tehsil under the charge of Naib Tehsildars. Other information under the Act is published by the respective Divisional Commissioner and Deputy Commissioner at their own level, within their jurisdiction.

NAME, DESIGNATION AND OTHER PARTICULARS OF
STATE PUBLIC INFORMATION OFFICERS

All Superintendent/Deputy Superintendent Revenue & Disaster Management

PBX No. 2714033, 2711920, 2713906, 2713776, 2713965, 2713772, 2713679, 2713758

Sr. No	S/ Sh./ Smt.	Rax No.	Branches Allotted	Rax No. of Staff/Branch	Tel (R)	Address
1	Vijayendra Kumar, IAS		Secretary to Govt. Haryana Revenue & Disaster Management			# 712 Sec- 7-B Chandigarh
2	Subhash Chandra, IAS		Secretary to Govt. Haryana, Revenue & Disaster Management		2793737(R)	# 799 Sec-7-B Chandigarh
3	Tilak Raj, HCS		Joint Secretary to Govt. Haryana, Revenue & Disaster Management			# 923 Sec-7- B Chandigarh
4	Lalit Mohan Sharda, USR (A)	441	I Admn.I Branch II ER Branch III DDO Power IV Admn- II Branch V Nazarat Branch VI Cash Branch VII Admn. Section	233 366 234 225 368		# 3206 Sec-28-D Chandigarh
5	Rani Sodhi, USR	341	I Account Branch II Jagir Branch III Special Cell IV Revenue Court Cases	371 367 370		# 2003/3 Sec-45-C Chandigarh
6	Sanjeev Verma, USR (LR)	389	I LR Branch II Record Branch III Rehabilitation Branch IV Stamp and Registration Branch V MDB Branch	369 250 232 372		# 2264 Sec-23 – C Chandigarh
7	Surender Singh, USR (E)	328	I Establishment Branch II AR Section III AR Branch IV ARIC Branch	266 387 386 383		# 1075 Sec. 23-B Chandigarh

Sr. N.	S/Sh/Smt.	Branches Allotted	Rax.No./Telephone No	Address/Contact
1	Ram Kishan Bishnoi, Joint State Editor	Gazetteer	405 0172-2714033	# 2532/19 Chandigarh
2	Sudhir Kumar Nagar, D.A	Legal Cell	251 382	# 2540, Sec-27-C Chandigarh
3	Rajesh Goel, Registrar	Peshi Branch	456	# 1425, Sec-20-B Chandigarh
4	Jalldhir Singh, Supdt.	Admn-I Branch	233	# 411 Near water works, Village – Kansal P.O. Nayagaon Distt- Mohali 9417569336 (M)
5	Rajeev Malhotra, Supdt.	Admn-II Branch	366	# 510 Sec- 8 Panchkula 9463888010 (M)
6	Rajpal Singh, Supdt	Nazarat Branch	234	# 1342-A , Sec-20-B Chandigarh.
7	Geeta Rawat, Deputy Supdt.	Admn-Section	368	#411,GH-27,MDC Sec-5, Panchkula.
8	Rajiv Kumar, Deputy Supdt.	Account Branch	371	# 587, Sec-7 B, Chandigarh.
9	Naseeb Singh, Supdt	M.D.B.	372	# 259, Sec-14 Panchkula.
10	Ramesh Kumar, Deputy Supdt.	ARIC Branch	383	# 2238/51 Shantinagar Manimajara. UT
11	Dinesh Kumar, Deputy Supdt.	L.R Branch	369	# 2467, Sec-20,C Chandigarh. 9888859440 (M)
12	Alka Bedi, Supdt.	Special Cell	370	# 2257, Sec-44-C Chandigarh
13	Kundan Singh, Supdt.	A.R Branch	386	# 260 Sec-14, Panchkula. 9464333448 (M)
14	Puran Chand Joshi, Dy.Supt.	Record/RTI, Web Section	250	# 2149 Sec-23,C Chandigarh. 9814184848 (M)
15	Savinder singh,Supdt.	Jagir Branch	367	# 1419-A, Sec-39 B,Chandigarh. 9417360241(M)
16	Sandeep,Supdt.	Establishment Branch	266	# 695, Sec-16 Panchkula. 9814905695 (M)
17	Darshan Singh,Supdt.	A.R. Section	387	# 1266, Sec-39 B Chandigarh. 9465228489 (M)
18	Sanjeev Sharma, Supdt.	Stamp and Registration Branch	232	# 2398/C, Sec-70 Mohali 9815782866 (M)
19	Ved Parkash, Supdt.	ER Branch	231	# 2444, Sec-19 Chandigarh. 9417449848 (M)
20	Rajeev Singh, Dy. Supdt.	D.M.Cell	272	# 26 A, Sec-46 A Chandigarh. 9216210441 (M)

S. No.	Designation of Post	Total No of sanctioned post	Pay Scales in Rs.	Recruitment method as per service rules
Class - I				
1	DA	1	15600-39100+6400/-	Direct
2	Deputy Secretary	2	15600-39100+7600/-	By Promotion
3	Under Secretary	8	15600-39100+6000/-	By Promotion
4	Joint State Editor	1	15600-39100+6400/-	By Promotion
Class –II				
5	Superintendent	31	9300-34800+4800/5400	By Promotion
6	Private Secretary	26	9300-34800+4800/5400	By Promotion
7	Editor	1	9300-34800/5400	By Promotion or direct
8	Asstt. Editor	5	9300-34800+4200	By Promotion or direct
9	Chief Stamp Auditor	2	9300-34800+4200	By Promotion
Class –III				
10	Deputy Superintendent	9	9300-34800+4200/-	By Promotion
11	Assistant	153	9300-34800+3600/4000	By Promotion
12	Personal Assistant	51	9300-34800+4200/-	By Promotion
13	Senior Scale Stenographer	11	9300-34800+3600/-	By Promotion
14	Junior Scale Stenographer	09	5200-20200+2400/-	i) Direct/By transfer=40% ii) By Promotion 60%
15	Steno-typist	33	5200-20200+1900/-	i) Direct/By transfer=80% ii) By Promotion 20%
16	Clerks	147	5200-20200+1900/-	20% By Promotion 80% Direct
17	SRA	1	9300-34800+3600/-	By Promotion or By transfer
18	Electrician	1	5200-20200+3600/-	By Promotion or By transfer
19	OBM	1	9300-34800+3600/-	Direct or By transfer
20	Stamp Auditor	21	9300-34800+3600/-	By Promotion or By transfer
21	Driver Super Visor	1	9300-34800+4000/-	By Promotion or By transfer
22	Drivers	22	5200-20200+3200/-	Direct or By transfer
23	JRA	1	9300-34800+3200/-	By Promotion or By transfer

Sr. No.	Designation of Post	Total No of sanctioned post	Pay Scales in Rs.	Recruitment method as per service rules
III (Below the rank of Clerks)				
1	Supervisor	3	5200-20200+1900	By Promotion
2	Potedar	1	5200-20200+1900	By Promotion
3	Restorer	20	5200-20200+1900	50% among Stamper recruitment or by & Dafr is. 50% Direct Transfer
Information of Class-IV				
4	Jamadar	34	4440-7440+1650	By Promotion
5	Stamper	3	4440-7440+1650	By Promotion
6	Peon	126	4440-7440+1300	Direct
7	Frash	2	4440-7440+1300	Direct
8	Chowkidar	4	4440-7440+1300	Direct
9	Book Binder	1	5200-20200+1800	Direct
10	Sweeper-cum-Chowkidar	2	4440-7440+1300	Direct
11	Carpenter	1	5200-20200+1400	Direct
12	Cane Worker	1	4440-7440+1300	Direct
13	Sweeper	1	4440-7440+1300	Direct

NON - PLAN

Sr. No.	Budget Head	Budget Estimates 2016-17 (Rs. In lacs)
1	2053-District Administrator -093 District Establishment	160,65,00,000
2	2053-District Administration -094(i)- Sub Divisional Establishment	22,06,75,000
3	2053-District Administration -094- Other Establishment(ii) Copying Agency	2,81,30,000
4	2053-District Administrator -800- Other Establishment	NIL
5	2053-District Administration -101- Commissioner Establishment	9,13,70,000
6	2052-Sectt. General Service -099- Board of Revenue-99 Revenue Deptt. (Non-plan)	1,44,03,85
7	2250-103 Upkeep of Shrines Temple etc.	1,92,000
8	2250-800-Other Expenditure Misc. Trade Fairs	90,00,000
9	3475-OGES-201-Land Ceiling (Other than Agricultural Land) Agrarian Reforms	3,31,55,000
10	3475-OGES-201-Land Compensation of Land Owner	8,00,000
11	2245-001-Distt. Administration Head Quarter Staff	53,38,44,0000
12	2245-001-Distt. Administration Distt. Staff	79,20,000
13	3454-110-Gazetteer	1,65,00,000
14	2029-Audit & Taccavi	57,00,000
15	2070-Revenue Training Institute (RTI) Ambala Cantt.	NIL
16	2700 Major Irrigation (VII) Gurugram Canal Project	4,93,000

PLAN

Sr. No.	Budget Head	Budget Estimates 2016-17 (Rs. In lacs)
1	2705-Comman Area Development (Plan)- 101 Mewat Development Board (99)- Scheme for the integrated Development of Mewat Area	31.50 crore
2	2705- Command Area Development (Plan)- 102- Shivalik Development Board (99)- GIA for Development of Shivalik Area	17.60 crore
3	2225-Housing- 283 Acquisition of land for plots to SC's /BC's /EW's	5,00,000
4	4059- Capital Outlay on public works -01-99 Distt. Administration	105 Lacs 350 Lacs
5	4216- Capital Outlay on Housing (Plan)- 106- General Pool Accommodation -(98)- Distt. Administration	3500.00 Lacs
6	2030-Stamp & Registration	14,23,20,000

REVENUE AND DISASTER MANAGEMENT DEPARTMENT HARYANA ACTIVITIES/ACHIEVEMENTS.

1. Natural Calamity and Relief Measures

When there is any Human and cattle death due to natural calamity such as floods. Hailstorm. Drought. Fire. Lightening etc the Government sanctions relief to the farmers. The present norms of relief are as under:-

Sr. No.	In case of death	Previous relief norms	Revised norms
1.	Human death	Rs. 2,00,000/- each	Rs. 4,00,000/- each
2.	He camel/She camel	Rs. 16,400/-each	Rs. 30,000/-each
3.	Horse/Mare	Rs. 16,400/-each	Rs. 30,000/-each
4.	Bullock/Buffalo	Rs. 16,400/-each	Rs. 30,000/-each
5.	(i) Cow (i) Cow American Hybrid	Rs. 16,400/-each Rs. 15,000/-each	Rs. 30,000/-each Rs. 25,000/-each
6.	He donkey/She donkey	Rs. 10,000/-each	Rs. 16,000/-each
7.	Mule	Rs. 10,000/-each	Rs. 16,000/-each
8.	Buffalo (Calf up to 3 years of age)	Rs. 2,000/-each	Rs. 16,000/-each
9.	Sheep/Goat	Rs, 2,000/-each	Rs. 3,000/-each

2. The policy of granting relief on account of drought has been revised on dated 23-12-2013 with immediate effect as under and present norms are being revised :-

Sr. No.	Extent of damage to standing crops	Previous Relief Norms	Revised Relief Norms
1.	Damages between 51% to 100%	1. Wheat, Paddy, Cotton= Rs.2,700/- 2. Other crops= Rs. 2100/-	1. Wheat, Paddy, Cotton= Rs.4,000/- 2. Other crops= Rs. 3500/-

3. The State Government on 24-04-2015 have revised the relief norms for loss to the standing crops by natural calamities like floods/ standing water, fire, electric sparking, heavy rains, hailstorm and dust storm as under:-

Sr.No.	Previous Norms		Revised norms	
	Extent of damage to standing crops	Previous relief norms		
1.	--	--	Damages between >25%to<33%	1. Wheat, Paddy Cotton, Sugarcane = Rs. 7000/- 2. Mustard & Other crops= Rs. 5500/-
2.	Damage between 26% to 50%	1. Wheat, Paddy, Cotton=Rs. 5000/- 2. Other crops= Rs. 4000/-	Damages between >33% to < 50%	1.Wheat, Paddy Cotton, Sugarcane = Rs. 7000/- 2.Mustard & Other crops =Rs.5500/-
3.	Damage between 51% to 75%	1. Wheat, Paddy, Cotton = Rs. 7500/- 2. Other crops = Rs. 5000/-	Damages between > 50% to < 75%	1. Wheat, Paddy, Cotton, Sugarcane = Rs. 9500/- 2.Mustard & Other crops Rs.7000/-
4.	Damage between 76% to 100%	1. Wheat, Paddy, Cotton = Rs. 10000/- 2. Other crops = Rs. 7500/-	Damages 75% and above	1. Wheat, Paddy, Cotton, Sugarcane Rs. 12000/- 2. Mustard & Other crops Rs. 10000/-

4. The relief norms for relief on account damage tube wells is also granted @ Rs. 7500/-

5. Besides this the Government has decided to grant relief on account of land lost due to the change of course of river @ Rs. 12,000/- per acre. This relief will be payable to the small and marginal farmers. The relief will be sanctioned after the request of Deputy Commissioner is received.

6. The Government has also decided to grant relief @ Rs. 3500/- per acre to the farmers whose land remained unsown due to standing water of flood.

7. A sum of Rs. 1210,11,65,198/- has been sanctioned to the disbursement of gratuitous relief to the farmers whose standing crops have been damaged as a result of Hailstorm during March/ April.2015.

8. A sum of Rs. 967,01,29,000/- has been sanctioned to the disbursement of gratuitous relief to the farmers whose standing crops have been damaged as a result of Hailstorm during March/ April.2015.

9. **Disaster Management Plans**

The draft of State Disaster Management Plan submitted by RMSI has approved by the State Executive Committee. All the District Disaster Management Plans have been prepared. The City Disaster Management Plans has been prepared of cities namely Gurugram, Faridabad and Hisar Every city has its own characteristic and more specific hazard profile as compared to district at large Keeping in view the same. City- specific Disaster Management plans were made.

10. **Mini Secretariat Safety Initiative**

This initiative was completed to make the critical infrastructures safe in the districts. Mini Secretariat is one of those buildings. The initiative included HRVC analysis of the building. Preparation of its Safety plan. Forming first responder teams and their trainings. And conducting mock drill, Under this initiative 775 staff members in the State were got trained.

11. **Judicial Complex Safety Initiative**

The Judicial Complex is another critical building for which safety Initiative has Been implemented on the similar lines of mini Secretariat as mentioned above. Judicial Complex Safety Plans were prepared, and 25 trainings conducted which trained 612 staff members of District Courts in Haryana.

12. **Hospital Emergency Preparedness Initiative**

The civil Hospital in the districts has been prepared for any emergency situation through this initiative. This activity included formation of Hospital Emergency Preparedness Plan. One-day training of doctors. Two-day training of paramedics and staff making it a total of 355 doctors and paramedics got trained, followed by mock drills.

- a. An amount of Rs.336.09 lacs has been sanctioned to HIPA.Gurugram for the purpose of disaster management activities such as preparation of Village Disaster Management Plans and training, Development of Departmental Disaster Management Plans and training, Updation of District Disaster Management Resource Inventory, Railway Station Disaster Management Plan and training. Bus Stand Disaster Management Plan and training, Disaster management Plan of 5 Govt. Colleges and training.
- b. In the year 2015-16 three Flood Relief Training Campus have been organized at Kurukshetra , Rohtak and Yamuna Nagar in which around 150 officials of different Departments were trained to operate flood relief equipments. Rowing of boats. Handling of OBMs, Learning of improvised swimming aids and first –aid to the Officials.

Detailed Note on R&R Policy.

For the rehabilitation and resettlement of land owners-land acquisition oustees Haryana Government has first introduced the Rehabilitation and Resettlement Policy in the year 2007 which was applicable from 5.3.2005. Before the introduction of this policy the landowners were given compensation on the basis of Floor Rates. These floor rates were introduced in the year 2005 which were fixed as Rs. 5.00 lakh, Rs. 12.50 Lakh and Rs. 15.00 lakh per acre. After this in the year 2007 these floor rates were revised which were fixed as Rs. 8.00 lakh, Rs. 16.00 lakh and Rs. 20.00 lakh per acre. According to the Rehabilitation and Resettlement policy the landowners were given in addition to the normal compensation Annuity of Rs. 15,000/- per acre per annum for the period of 33 years. This Annuity was increased at the rate of Rs. 500/- per year. In case land of the landowner was acquired for SEZ/Technology Cities/Technology Parks then the landowners were given Annuity of Rs. 30,000/- per acre per annum. This Annuity was increased at the rate of Rs. 1000/- per year.

Now Government have revised these floor rates and the policy for Rehabilitation and Resettlement of landowners in the year 2010 the notification of which was issued on 9.11.2010 in the Gazette (Extraordinary) of the Government. In the revised policy floor rates zones are increased from three to six. These floor rates were fixed as Rs. 40.00 Rs. Lakh, Rs. 30.00 lakh, Rs. 25.00 lakh, Rs. 20.00 lakh, Rs. 16.00 lakh and Rs. 12.00 lakh per acre which are as under:-

Sr. No.	Particulars	Existing Floor Rates per acre	Revised Floor Rates per acre
1.	Land situated within the notified limits of Gurugram Municipal Corporation.	Rs. 40.00 Lakh	Rs. 40.00 Lakh
2.	Land situated within (i) the notified limits of Faridabad Municipal Corporation, (ii) the notified limits of Panchkula Municipal Corporation as on 7.9.2010, (iii) Development Plans of (a) Gurugram-Manesar Urban Complex (excluding the areas falling within the limits of Municipal Corporation Gurugram) (b) Sohna, and (c) Sonapat-Kundli Urban Complex.	Rs. 30.00 Lakh	Rs. 30.00 Lakh
3.	Areas situated within the <u>Final Development Plan for Faridabad-Ballabgarh Controlled Areas-2011 (excluding the areas forming part of the notified limits of Faridabad Municipal Corporation as mentioned under Sr.No. 2 above) and the areas situated within the Development Plans of Bahadurgarh, Rohtak, Rewari, Dharuhera, Bawal and Panipat towns.</u>	Rs. 25.00 Lakh	Rs. 25.00 Lakh
4.	Rest of the National Capital Region, area situated outside the limits of Panchkula Municipal Corporation (as on 7.9.2010) in Panchkula District, and the land situated within the Development Plans of all other district headquarters outside the NCR.	Rs. 20.00 Lakh.	Rs. 20.00 Lakh.
5.	Land situated within the Development Plans of towns other than the District Headquarters outside the NCR.	Rs. 12.00 Lakh	Rs. 16.00 Lakh
6.	Remaining Parts of the State	Rs. 12.00 Lakh	Rs. 12.00 Lakh
Note	1. The floor rates mentioned above represent the basic rate of land and do not include the amount payable under Section 23 (1A) and 30% Solarium [U/s 23(2)], payable in addition. 2. Please see Appendix-1 for an indicative total amount payable to a landowner based on these floor rates.		

These amendments are applicable w.e.f. 7.9.2010. In the revised R&R Policy landowners are given various facilities. According to the revised policy landowners are given Annuity at the rate of Rs. 21,000/- per acre per annum for the period of 33 years. This Annuity is increased at the rate of Rs. 750/- per year. In case land of the landowner is acquired for SEZ/Technology Cities/Technology Parks then the landowners are given Annuity of Rs. 42,000/- per acre per annum. This Annuity is increased at the rate of Rs. 1,500/- per year. In case land is acquired for development of infrastructure by HUDA, HSIIDC and the HSAMB residential plots will be given to the landowners by them. Where 75% or more land of a landowner in a revenue estate, subject to a minimum of two acres, is acquired for other infrastructure projects, one dependent of the land-owning family would be provided a job in the Government or its Boards/Corporations/State PSUs in Group 'C' categories, subject to the incumbent fulfilling the qualifications prescribed for such posts. Where 75% of the land-holding of a landowner/co-sharer in a revenue estate, measuring one acre or above, is acquired by the Government for HUDA, HSIIDC, and the HSAMB, developed commercial/industrial sites would be reserved and allotted to such land oustees. Wherever land is acquired by the Government for development by HUDA, HSIIDC, and the HSAMB, an amount equal to 2% of the compensation amount will be set apart by the respective organizations for creation of community development infrastructure works in the respective villages. In the revised policy an additional amount equal to 20% of the basic rate of land as an incentive for 'No Litigation' is given to such landowners who opt not to challenge the acquisition of their land. Wherever, the landowner has installed one or more tube-wells and portion of the land whereupon such tube-wells is installed is acquired, he would be entitled to alternate tube-well connection in this category either in his un-acquired land or over the agricultural land that he may purchase elsewhere in the State within a period of two years of the award. In case a landowner, whose land is acquired, purchases alternate agricultural land within the state of Haryana within a period of two years of the award, such purchase of land would be exempt from payment of Stamp Duty and Registration Charges.

Now in August, 2011 amendment has been made in this policy, notification of which has been issued on 11.8.2011 according to which the eligibility of allotment of plots is revised. Before revision land ousters were given 450 sq. mtr. industrial plot without considering of the area acquired. Now after revision the industrial plot given to the land oustee is attached to the area acquired. Now where 1-2 acre land is acquired the landowner is given 450 sq. mtr. industrial plot, where more than 2 but up to 4 acre is acquired 800 sq. mtr. industrial plot is given and where more than 4 acre land is acquired 1000 sq. mtr industrial plot is given to the landowner. These amendments are applicable w.e.f. 7th September, 2010.

Construction of Mini Secretariats Complex and allied Building:-

The State Government, for the convenience of the public has constructed composite office buildings known as Mini- Secretariat at district headquarters. Till now, construction of Mini- Secretariat Complexes at Ambala, Panchkula, Kaithal, Yamunanagar, Kurukshetra, Rohtak, Sonapat, Karnal, Jhajjar, Hisar, Jind, Fatehabad, Sirsa, Bhiwani, Gurgaon, Faridabad, Mahendergarh, Panipat, Palwal, Mewat and Rewari have been completed. There are 62 Sub Divisional Complexes. The construction work of 45 Sub Divisional Complexes have been completed. The construction work of 04 Sub Division Complexes is in progress and construction work of 13 Sub Divisional Complexes is yet to be started. There are 83 Tehsils. The construction works of 60 Tehsil Buildings have been completed. The construction work of 8 Tehsil Buildings are in progress and construction work of 15 Tehsil Buildings is yet to be started. There are 47 Sub Tehsil. The construction works of 24 Sub Tehsil buildings have been completed. The construction work of 6 Sub Tehsil building is in progress and construction work of 18 Sub Tehsil building is yet to be started.

Under this scheme there was a budget provision of Rs. 3500.00 Lacs has been made for the current financial year of 2016-17 against the expenditure to tune of Rs. 1598.42 lacs has been incurred upto 26-07-2016

Construction of Residential Houses:-

The construction work of residential houses of Deputy Commissioner, Ambala, Panchkula, Yamuna Nagar, Kurukshetra, Rohtak, Karnal, Sonapat, Jhajjar, Hisar, Jind, Fatehabad, Sirsa, Bhiwani, Gurgaon, Faridabad, Mahendergarh, and Rewari have been completed . A provision of Rs 3500.00 lacs had been made during the financial year 2016-17 for the construction of residential houses of D.C's, SDOs(C), Tehsildar, Naib Tehsildar and class III and IV employees. Against this amount expenditure to the tune of Rs 960.78 lacs has been incurred.

Honorarium to Lambardars of the State:-

As per Budget Speech of The Hon'ble Finance Minister on 28.02.2014 implemented to provide Rs. 1500/- per month as honorarium to each Lambardar in the state with effect from 1st January, 2014

I. New Registration System

Revenue Department has launched new deed registration system to make the Sub-Registrar office citizen friendly and to enhance the transparency in deed registration through e-dish Kendra’s which are in operation in entire Haryana i.e. all tehsils w.e.f. 3-2-2015. Under this system if the applicant so desires, the deed will be sent to him through speed post within 3 days. For this purpose the concerned person will deposit the Postal charges.

II. E- Stamping System

Revenue, Finance and IT Departments of Haryana have started a new initiative called E- Stamping in the State for online generation of Stamp paper integrated with online property registration. The facility of E- Stamp purchase rolled out for benefit of citizens across the State from 2nd May, 2015. Along this the earlier system is also running.

III. E- Services

The following 11 services are developed by NIC for Revenue and Disaster Management Department and now all these service are ready for rollout:

Sr. No.	Name of Service
1.	Schedule Caste Certificate
2.	Backward Caste Certificate
3.	Other Backward Caste Certificate
4.	Special Backward Caste Certificate
5.	Tapriwas Certificate
6.	Vimukt Jati Certificate
7.	Economically Backward General Caste Certificate
8.	Resident Certificate
9.	Income Certificate for Education purpose
10.	Income Certificate for other purpose
11.	Rural Area Certificate

Income since 2005-2006 to 2016-2017 under head 0030- Stamp and Registration fee is as under:-

Sr. No.	Financial Year	Income (In crores)
1	2005 – 2006	1373.00
2	2006 – 2007	1860.84
3	2007 – 2008	1764.30
4	2008 – 2009	1326.81
5	2009 – 2010	1319.94
6	2010 – 2011	2312.58
7	2011 – 2012	2989.53
8	2012 – 2013	3326.91
9	2013 – 2014	3018.87
10	2014 – 2015	3109.00
11	2015 – 2016	3180.00
12	2016 - 2017	980.00 Up to July 31

National Land Records modernization Program (NLRMP)

This program has been launched by the Department of Land Resources (DOLR) Ministry of Rural Development by merging two existing Centrally – Sponsored Scheme of Computerization of Land Records (CLR) and Strengthening of Revenue Administration and updating of Land Records (SRA & ULR) for nationwide implementation. The main objective of the NLRMP is to develop a modern, Comprehensive and transparent land records management system in the country with the aim to implement the conclusive land – titling system with the title guarantee. The program has eight-folded components and activities to be undertaken under its scope. In order to implement the program the district has been taken as the unit of implementation where all activities under the program will converge.

Under the Scheme Computerization of land Records this was a 100 percent Central Sponsored Scheme. Out of total 7082 Jamabandis in the State, 6995 have been computerized. The Jamabandis of 87 villages will also be computerized and made on line after incorporating all the latest mutations. 5740 villages have been integrated with HARIS & HALRIS software on the Jamabandis. Under this scheme a total amount of Rs. 157.30 lakh has been received from the Govt. of India, which has further been released to all the Districts of the State out of which Rs. 1402.27 lakh have been spent so far on computer centers in all tehsils/ Sub- Tehsils, where HARIS & Halris have been integrated. The data of 6689 Jamabandis have been put on website <http://Jamabandis.nic.in>, developed by NIC.

Funds amounting to Rs. 3215.80 lakh (Central share Rs. 1711.02 lakh and state share Rs. 1504.78 lakh) has been sanctioned under NLRMP scheme for the current financial year 2010-11 for implementation of the scheme in ten districts, namely Ambala, Rohtak, Kurukshetra, Jhajjar, Sirsa, Jind, Mewat, Gurugram, Palwal and Faridabad, HARSAC which is a nodal agency for GIS work in the state has been entrusted to accomplish the job under NLRMP. Four companies have been identified by HARSAC for the purpose. Funds amounting to Rs. 1904.73 lakhs have been transferred to HARSAC. Further, funds amounting to Rs. 376.20 lakhs have also been transferred to Science and Technology Department, Government of India for Fatehabad District for the implementation of the NLRMP Scheme.

Further a proposal for remaining eleven districts namely, Bhiwani, Fatehabad, Hisar, Narnaul, Kaithal, Panchkula, Panipat, Rewari, Sonapat and Yamuna Nagar amounting to Rs. 6235.76 lakh has also been approved by government of India in the meeting held on 20-01-2011 under the Chairpersonship of Secretary, Ministry of Rural development.

Department of Land Resources, GOI, Subject to furnish utilization certificate for the funds already released by GOI, As the funds have already been transferred to HARSAC and HARSAC has also submitted utilization certificate for the amount of Rs. 10.24 crores. The Govt. of India has informed accordingly. Now Government of India will release the funds during the current financial year.

FUNCTIONS ACTIVITIES OF GAZETTEER BRANCH

The Gazetteer Branch was started in 1960 to bring out District gazetteers and State Gazetteers. The Gazetteer Branch has published 11 District Gazetteers up till now. A list of these Gazetteers is given below.

1. Rohtak District Gazetteer, 1970	Rs. 63/-
2. Karnal District Gazetteer, 1976	Rs. 82/-
3. Bhiwani District Gazetteer, 1982	Rs. 112/-
4. Gurugram District Gazetteer, 1983	Rs. 158/-
5. Ambala District Gazetteer, 1984	Rs. 207/-
6. Hisar District Gazetteer, 1986	Rs. 180/-
7. Jind District Gazetteer, 1987	Rs. 98/-
8. Mahendergarh District Gazetteer, 1988	Rs. 171/-
9. Sirsa District Gazetteer, 1988	Rs. 216/-
10. Sonipat District Gazetteer, 1990	Rs. 531/-
11. Faridabad District Gazetteer, 1994	Rs. 531/-
12. Kurukshetra District Gazetteer, 2009	Rs. 970/-

In addition the Gazetteer Branch reprinted old British Gazetteer which were more than 100 years old and had become rare. These Gazetteers were extremely useful and in great demand, as they depicted the condition of this area extremely well. It was decided by the former Chief Minister, Sh. Bansi Lal to have these old British Gazetteer re-printed. Consequently, the Gazetteer Branch got 21 Gazetteers re-printed within five year. A list of these Gazetteers is given below:

1. Hisar District Gazetteer, 1915	Rs. 220/-
2. Gurugram District Gazetteer, 1983-84	Rs. 239/-
3. Gurugram District Gazetteer, 1910	Rs. 216/-
4. Karnal District Gazetteer, 1918	Rs. 194/-
5. Hisar District Gazetteer, 1992	Rs. 226/-
6. Ambala District Gazetteer, 1892	Rs. 168/-
7. Ambala District Gazetteer, 1923-24	Rs. 178/-
8. Karnal District Gazetteer, 1892	Rs. 291/-
9. Delhi District Gazetteer, 1883-84	Rs.156/-
10. Rohtak District Gazetteer,1910	Rs.226/-
11. Karnal District Gazetteer,1883-84	Rs.191/-
12. Rohtak District Gazetteer,1883-84	Rs.201/-
13. Hisar District Gazetteer,1883-84	Rs.177/-
14. Ambala District Gazetteer,1983	Rs.209/-
15. Dujana State Gazetteer, 1904	Rs.104/-
16. Phulkian State Gazetteer, 1904	Rs.444/-
17. Delhi District Gazetteer, 1912	Rs.226/-
18. Imperial Gazetteer of India, Volume-I	Rs.435/-
19. Imperial Gazetteer of India, Volume-II	Rs.435/-
20. Customary Law of Hisar District, 1913	Rs.161/-
21. Customary Law of Sirsa District, 1892	Rs.199/-

Besides these Gazetteers, the Gazetteers Branch got re-printed 2nd part of old Gazetteers, namely statistical tables part-B, List of these given below:-

1	Rohtak District Statistical tables, 1936	Rs.317/-
2	Hisar District & Loharu State statistical tables, 1912	Price not fixed
3	Karnal District Statiscal tables, 1935	-do-
4	Gurugram District Statiscial tables, 1935	-do-
5	Sirsa District Gazetteer, 1998	Rs.216/-
6	Sonepat District Gazetteer, 1990	Rs.531/-
7	Faridabad District Gazetteer, 1994	Rs.531/-
8	Kurukshetra District Gazetteer, 2009	Rs.970/-

The Gazetteer Branch has also brought out State Gazetteers Volume-1 (2004) and Volume-II (2005). The price of these Volumes is Rs. 1294/- and 993 respectively. The Gazetteer Branch is now engaged in writing the District Gazetteer of Panipat and Jhajjar District and also re-revision of Rohtak District Gazetteer. The re-printing work of old settlement reports has been going on since 2009.

In fact, Gazetteer can play in important roll in bringing about national integration. All emotions arise on the basis of knowledge. The more a man's knowledge is the more and varied emotions he is capable of experiencing. One has mush more compassion or sympathy for the sufferings of those known to him. These Gazetteers help as to know and understand the country/State and its people batter and thus will maintain and promote the sense of unity in the country.

Jagir branch

Under the Provision of the east Punjab war Award 1948, Haryana Amended Act 6/2010. war jagir is granted to those parents who have sent their only son or only unmarried daughter or both, two sons or two unmarried daughters or three sons or three unmarried daughters in the Armed forces during any of the Emergencies declared by the president of India on 26-19-1962 or 312-1971. The amount of war jagir is granted to Rs. 10,000/- per annum from Rabi 2010. An amount of Rs.50/- is granted for each additional child enrolled in the Army during Emergency. On the death of the Jagirdar, this award is transferable to his wife.

An amount of Rs.29,00,000/- has been proposed in the budget for the financial year 2016-2017 for making payment of this award to jagirdars.

MEWAT DEVELOPMENT AGENCY, NUH
BRIEF WRITE-UP OF ANNUAL PLAN 2016-17

Introduction

The Mewat region of Haryana comprises of six blocks, five blocks namely Nuh, Taoru, Nagina, Ferozepur – Jhirka & Punhana of District Mewat and one block Hathin of District Palwal. District Mewat came into existence in the year 2005. The head quarter of district Mewat is at Nuh. The District Mewat lies between 26° and 30° North latitude and 76° and 78° East longitude covering a portion of the indo-genetic plain to the West of Yamuna River and South-West of Delhi, is situated in southern part of Haryana. The District has a distinct ethnic and socio-cultural and has an uneven topography of plain and undulated patches of land dotted with hills and hillocks of the Aravali Mountain ranges. The District is predominantly rural. The Five towns and 431 villages inhabit 10.89 lacs people. The main occupation is agriculture which is rain fed and agro based activities and secondary source of income generation is livestock.

Though, it lies close to the National Capital yet it lags behind the rest of Haryana in many yardsticks of development indices including health, hygiene, nutrition and education.

Mewat at a Glance

(As per Census 2011)			
S.N.	Particulars	Haryana	Mewat
1	Total Population	25353081	1089406
2	Population 0 to 6	3297724	243206
3	Male Population	13505130	5,71,480
4	Density of Population	573	729
5	Female Population	11847951	5,17,926
6	Sex Ratio	877	907
7	Urban Population	88,21,588	1,24,017
8	Rural Population	1,65.31,493	9,65,389
9	Literacy Rate	76.64	56.14
10	Male Literacy Rate	85.38	72.98
11	Female Literacy Rate	66.77	37.58
		India	Mewat
12	Work participation rate	38.00	23.98
13	Female work participation rate	21.50	5.76
14	Percentage of households with pucca walls	59.40	78.73
15	Percentage of households with safe drinking water	87.90	89.79
16	Percentage of households with electricity	67.90	54.96
17	Percentage of households with water closet latrines	39.20	12.86
18	Percentage of fully vaccinated children	43.50	8.04
19	Percentage of child delivery in a health facility	38.70	7.01

Literacy rate in this region is the lowest in whole of the State of Haryana i.e. 56.14% (Male-72.98% and Female-37.58%). This is high in the case of women, as the literacy rate of women is 37.58%. So far as girls' literacy rate among the Muslim community is concerned, it is about 10-11% only.

The Govt. of Haryana with a commitment to deliver social and economic justice to the backward and under privileged sections of society, in 1980, constituted Mewat Development Board (MDB) under the Chairmanship of Hon'ble Chief Minister, Haryana constituted its associate body at the field level i.e. Mewat Development Agency (MDA) with the sole objective of ameliorating the condition of their agricultural based activities education, health, sanitation etc. and cultural backwardness.

Development Efforts of Mewat Development Agency

The focus of MDA's activities has been multicultural. In order to ensure all round development of this region, MDA has spent amount under on-going schemes activities to create infrastructure and basic amenities in the field of education, drinking water supply, water harvesting, agriculture, animal husbandry, fisheries, housing, health, industrialization, women empowerment, sanitation, community, works, community development, irrigation etc.

The MDA is also running 08 Mewat Model Schools i.e. Nuh, Tauru, Nagina, Hathin, Punhana F.P. Jhirka, 01 Mewat Model Public School (School of Science and Math) at village Madhi (Nagina) and 01 Residential Girls Model School at Khanpur Ghati (Nagina) to impart quality education in educational backward area of Mewat (Haryana). These schools are affiliated to CBSE, New Delhi. All these Mewat Model Schools is upgraded to 10+2 standard. Nearly 8000 students are enrolled in these eight schools. It is a matter of satisfaction that the inspite of conservative attitude and social resistance by Muslim minority with the concerted effort of MDA, Mewat Model Schools have succeeded to enroll the girls of Muslim minority by providing free tuition fee and other facilities free of cost. So far more than 2000 Muslim minority girls are enrolled in these eight schools.

ANNUAL PLAN 2016-17

The Agency has proposed tentative outlay of Rs. 3150.00 lakh (Rs, 2840.00 lakh for General and Rs. 310.00 lakh for SCSP) for the year 2016-17. The component –wise objective and budget outlay is as under:

1. Education

Objective:

The Mewat area is educationally most backward part of the State and literacy rate is 56% (Male-73%, Female-38%) which is very low. To promote the education level of district Mewat, Mewat Development Agency is running 08 Mewat Model School through Mewat Model Schools Society, Nuh headed by its Chairman, Commissioner Gurugram Division, Gurugram. The MDA is also running a Girls Hostel of the capacity 200 girls. Free Lodging & Boarding facility is being provided to the Girls to promote Girls Education.

The Mewat Development Agency is providing 100% deficit to these schools. At present about 8000 (2015-16) Students are enrolled in these schools and 62% students belong to minority community (Meo). The Boys; Girls ration is 60 & 40%. These schools are Affiliated to CBSE and providing quality Education. The results of these schools are very good in comparison to Govt. Schools. Presently, 402 employees are working in the schools (288 teaching and 114 non-teaching). The employees are being paid salaries at par with Haryana Govt.

Budget Outlay:

The MDA has proposed Rs. 1850.00 lakh under Education Component for the year 2016-17 to meet the deficit of the salary and other expenditure of 08 Mewat Model Schools, Girls Hostel, Nuh and Institute of Hospitality Management, Nuh.

2. Health: Objective:

Health of Mewat area depends upon the health status of women and male/female children. Due to insufficient personal hygiene, case of disability and diseases of ear, nose and throat alongwith tuberculosis and anemia are found in the region. So, General Health awareness will also under taken and general health camps and the camps for eye cataract free zone will be organized during the financial year under reference, staff salary for malaria controlling programme, IEC activities and 42 health camps will be organized in Mewat area whereas required.

Budget outlay:

The Agency has proposed an outlay of Rs. 98.00 lakh for the year 2016-17 for Health Camps, IEC activities and salary of Malaria staff is to be borne by MDA.

3. Community Assets/Works: Objectives:

To create infrastructure in Mewat area like Community Halls, Chopals, Boundary Walls, School Rooms, C.C. Paths, Brick Paths, Toilets, Hostels etc. are to be constructed to meet out the requirement of the schools, villages and community in the Mewat area.

Budget outlay:

The Agency has proposed Rs. 700.00 lakh for the year 2016-17, out of which Rs. 250.00 lakh will be utilized under SCSP component.

4. Sports: Objective:

To promote sports activities in Mewat region, sports competitions at block level will be organized in Mewat Model Schools. The Badminton Hall constructed by MDA will be maintained to uplift the sports activities in the area.

Budget outlay:

The Agency has proposed budget provision of Rs. 20.00 lakh for the year 2016-17 for sports activities in Mewat area including electric bills, maintenance etc. of Badminton Hall,

5. Agriculture:**Objective:**

The Agricultural productivity in Mewat region is still considerably low due to rain fed farming. Brackish under ground water. Negligible canal irrigation system and lack of adoption of improved farm practices. In order to increase farm productivity. Main emphasis will be laid on soil health, reclamation of soil, control of pest and diseases on mustard crop, To meet out the scarcity of water, emphasis will also be given on watershed managements activities. The Agency will also provide subsidy to the farmers on agricultural implements in the area. The Agency will also provide training & exposure to the farmers.

Budget outlay:

The Agency has proposed budget outlay of Rs. 75.00 lacs for the year 2016-17

6. Animal Husbandry:**Objective:**

After agriculture, dairy farming is the main subsidiary occupation of people in Mewat area. Milk yield can be increased with better health & balanced nutritional diet of milch cattle's. Hence, MDA is in process to uplift the veterinary services in the area and provide subsidy on milch animals.

Budget outlay:

The Agency has proposed Rs. 60.00 lakh for the year 2016-17 for mass deworming. Mass mineralization and insurance of animals (milk producing). Out of which Rs. 40.00 lakh will be utilized under SCSP component for providing subsidy to purchase milch animals including insurance for SC beneficiaries of SHG women of Mewat area and chaff cutter to SC families.

7. Industrial Vocational and Off-Farm Training:**Objective:**

Mewat is situated in National Capital Region (NCR), near Industrial Estates situated in IMT Manesar, Faridabad, Udyog Vihar, Gurugram, Bhiwadi (Rajasthan) and IMT Rozka Meo. There is great potential of employment for the youths of Mewat. Hence, to impart training in various job oriented trades/technical and paramedical courses, MDA is providing financial assistance to the students of Mewat area.

Budget outlay:

The Agency has proposed an amount of Rs. 100.00 lakh for the year 2016-17, out of which Rs. 15.00 lakh will be utilized under SCSP component for SC students by giving financial assistance in paramedical, professional and technical courses. The other job Oriented and Driving Training will also be provided to the educated unemployed youths in the area.

8. Community Development:**Objective:**

To uplift the economic and social empowerment of women in the area. MDA is in process to strengthen the Self Help Groups (SHGs) of women through Women Federations. This is a successful process in Mewat area having 2272 SHGs associating 27271 women of different sections of the Society.

Budget outlay:

The Agency has proposed Rs. 70.00 lakh for the year 2016-17 and Rs. 5.00 lacs proposed under SCSP component.

9. Cultural Development**Objective:**

To promote Art & Culture of Mewat by protecting Historical Monuments, organizing seminars on Mewat culture and Promotion of National Integration & Communal Harmony, documentation, video film and publicity of schemes, Street Show on literacy and Swach Bharat Abhiyan.

Budget outlay:

The Agency has proposed an outlay of Rs. 12.00 lakh for the year 2016-17.

10. Project Management

The Agency has proposed Rs. 165.00 lakh under Project Management component for salary of staff and other expenditure.

**BRIEF NOTE ON ACTIVITIES OF SHIVALIK DEVELOPMENT
AGENCY, AMBALA**

With a view to develop the Shivalik Development Area, the Govt. of Haryana formed an Independent Board namely Shivalik Development Board on 24-03-1993 at the State level and Shivalik Development Agency at Ambala as its Implementation arm for formulation and Implementation of the development programmes for overall integrated development of the Shivalik Region of Haryana in a coordinated manner through various implementing Govt. Departments. The Shivalik Development Agency has been spearheading the development of this area through different Govt. Departments under the overall supervision of the Shivalik Development Board. The agency formulates Annual Action Plans for the development of Shivalik area for every year. The Agency is concentrating on providing basic infrastructure viz. Watershed Management by means of water harvesting and soil conservation measures, afforestation, improving water supply, Animal Husbandry, health care etc. Various development works/ projects are being implemented in the Shivalik Area comprising three entire districts i. e. Ambala, Panchkula and Yamuna Nagar.

The Haryana Government had sanctioned Rs. 1400.00 lacs as outlay for the year 2014-15 and Rs. 1120.00 lacs for 2015-16.

The detail of schemes implemented during 2014-15 and 2015-16 in the three Districts namely Ambala, Panchkula & Yamuna Nagar are as under:-

Sr. No.	<u>Projects under 2014-15</u>
	<u>District Ambala</u>
1	Construction of SC Choupal, interlocking streets, Retaining Wall, Construction of Community Hall
2	Diversion Embankment/Interception Bunch of the Nala River Bank.
3	Construction of 2 Nos. Silt Detention Dam in SC village
4	Installation of Submersible Hand Pump.
	<u>District Panchkula</u>
1	Const. of Irrigation Kool & Danga
2	Const. of Drinking water tank and Lying of pipe
3	Const. of B/wall & Shed of Shamshan Ghat
4	Const. of Irrigation Kool Lying of Pipe line & Danga
5	Const. of Nala, Const. of Bawari, Const.of R/wall of Pond, Const of B/W in Kabristan & Chabutra, Const. of Pakka Rasta
	<u>District Yamuna Nagar</u>
1	Const.of Rasta of Kabirstan
2	Const. of Retaining/ Protection Wall of fields
3	Const. of CC Paver Block Gali
4	Installation of 3Nos Deep Bore Hand Pump
5	Const. of Firmi/ Sham Shan ghat Rasta & Hand Pump
6	Construction of Sham Shan ghat in Sitting Shed.

Sr. No.	<u>Projects under 2015-16</u>
	<u>District Ambala</u>
1	Construction of Water Harvesting Structure, Silt detention dam
2	Interception Bundh cum Diversion Embankment along river bank
3	Causeway pipe type culvert
	<u>District Panchkula</u>
1	Construction of Water Harvesting Structure
2	Const. of Irrigation Kool
3	Const. of R/wall, Drop structure
4	Sub Surface Dam
5	Conveyance System & Protection Measure Str., Irrigation kahal
6	Electrification of 211 un-electrified dhanies located in the Shivalik Region
	<u>District Yamuna Nagar</u>
1	Const. of Stone Masonry with RCC Diaphragm Water Harvesting Structure (Base Flow) in Sarswati Chhota
2	Const. of Cement Stone Masonry Structure
3	Installation of Deep bore hand pump

2016-17:-

The Government has sanctioned Rs. 1760.00 lacs for 2016-17 and the following schemes has recently been approved in the Annual Action Plan 2016-17 by the office of Additional Chief Secretary & Financial Commissioner, Revenue & Disaster Management Department, Chandigarh:-

Under Watershed Management Projects Such as construction of Culvert cum WHS, Water Recharging Systems, Water Harvesting Structure, Sub Surface Dam, Water Channels, Const. of Irrigation Kools, Retaining Walls, C.M.S, SDD/EGP, Dry Stone.

Under Other Schemes/ Projects Such as Installation of Submersible Hand Pump, Installation of Deep Hand Pumps, Lay of Pipeline, Construction of Rasta/ Road, Public toilets, Desilting & Protection of check dam, Installation of Tube Wells & Installation of Solar Street Lights etc. have been taken up.

FUNCTION/ACTIVITIES/WORKS HOURS OF OFFICE LIBRARY

The Library of financial Commissioner's office, Haryana has so many reference books i.e. State and central Acts, Gazetteers of Haryana and other states various Law, Journals, Dictionaries, Glossary of technical terms Glossary of legal Terms, encyclopedia Americana, Gazette of Haryana State, State Civil Service Rules, Financial Rules and Treasury Rules etc., various manuals, code & Reports. Library Provide facilities of reading newspapers & Magazines issue & return of books to the officers and officials of this department. The working hours of Library are from 9.00 A.M. to 5.00 PM. There is no any separate reading room. The duties and functions of the officials of library is as under:-

- Diary & arrange of Newspaper & Magazines
- Press Cutting for F.C.R
- Issue & return of books
- Arrange of Gazette of Haryana State.
- Paste amendments slips on related Acts & Rules
- Arrange of Law Journals.
- Provide reference Service
- Arrange books-on shelves
- Purchase and Accessioning of books
- Payment of Newspapers bills
- Reminder for Law Journals
- Binding of Law Journals
- Arrangements of Monthly Bundle of newspapers for reference

LIST OF IMPORTANT ACTS/RULES

1. The Pepsu Nazarat and Transfer Rules 1956
2. Standing Order No. 28
3. The Haryana Relief of Agricultural indebtedness Act 2004
4. The Land Acquisition Act 1894
5. The Revenue recovery Act 1890
6. The Punjab Land Revenue Act 1887
7. All Acts relating to Land Revenue Such As:-
 - a) Abolition of village cess Act
 - b) The Punjab Land Revenue Appeals & Proceedings (Disposal & Restoration) Act
 - c) The Punjab Restitution of Mortgage Land Act, 1913
 - d) The Punjab Redemption of Mortgage Act, 1913
 - e) The Revenue recovery Act,
 - f) The Patiala Recovery of State Dues Act
 - g) The Punjab Pre-emption Act, 1913
 - h) The Debtors Protection Act And standing Order No. 64
 - i) Patiala Farman Shahi No 20, dated the 19th march 1926
 - j) Rewajeam and Customary Law
8. The Haryana public premises and land (Eviction & Rent Recovery)Act, 1972
9. All Rules relating to Land revenue such as:-
 - a) Special Charges/surcharge of Land revenue rules.
 - b) Ziledari, inamdari, Safedposhi, Lambardari rules and standing order No 20 & 22
 - c) Minor Mineral Rules with standing Order No. 42
10. The Punjab security of Land Tenures Act, 1953
11. The Haryana Ceiling on land Holdings Act, 1972
12. The Haryana Utilization of Surplus and Other Areas Scheme, 1976

Subject wise function/duties/distribution of Branches of the Department

Work distribution list of Admn-I Branch

Assistants	Subject
Admn-I (1)	<div>1) Framing/amendments of service rules of group – A and group-B</div> <div>2) Promotion/posting/transfer/deputation/retirement of following categories of officers/officials:-<div>a) Deputy Secretaries</div><div>b) Under Secretaries</div><div>c) Superintendent</div><div>d) Deputy Superintendents</div><div>e) Assistants</div></div> <div>3) Confirmation/Grant of Past service benefit to the categories mentioned at Sr. No 2 above</div> <div>4) Grant of ACP Scales to the Assistants</div> <div>5) Fixation/Preparation of seniority list of officers/officials mentions at Sr. No 2 above</div> <div>6) Mentioned of personal files of the staff mentioned at Sr. No 2 above</div> <div>7) Preparing of written statements to the writ petitions, getting the same vetted from advocates General for filing in the various courts in the court Cases filed by officers/officials including retirees of the categories to appointment of SOs,DA,DDas,ADAs in FC’s office</div> <div>8) Preparation oa agenda for adjudging the suitability by Departmental promotion Committee for promotion to the post of group –A and Group – B Holding of meeting thereof</div> <div>9) Misc. reports/returns relating to Dy. Secy/Under Secretaries/Supdt/Dy Supdts/Assistants</div> <div>10) Supply of information under RTI Act relating to the Officers/officials mentioned at Sr.No 2 above</div>
Admn-I (2)	<div>1) All establishments matters relating to steno-Typist, Junior Scale Stenographer, Senior Scale Stenographer, Personal Assistants.</div> <div>2)All Disciplinary matters relating to Deputy Secretaries Under secretaries, Superintendents, Deputy Superintendent and assistant</div> <div>3) All Disciplinary matters relating to Deputy Secretaries, under personal Assistants, senior scale stenographer, junior Scale Stenographers and steno typist</div> <div>4) Promotion/posting/transfer/deputation/retirement of following categories of officers/officials:-<div>a) Private Secretaries</div></div>

	<ul style="list-style-type: none"> b) Personal Assistants c) Senior Scale Stenographers d) Junior Scale Stenographers e) Steno-typist 5) Confirmation/grant of past service benefit to the categories mentioned at Sr. No 4 above 6) Holding of departmental Test of senior scale stenographers junior scale stenographer and steno typist 7) Grant of ACP Scales the steno typist 8) Fixation/preparation of seniority list of Officers/officials mentioned at Sr. No 4 above 9) Maintenance of personal files of the staff mentioned at Sr. No 4 above 10) Preparing of written statements to the writ petition, getting the same vetted from advocate General for filing in the various courts in the court cases filed by officers/officials including retirees of the categories mentioned at Sr.No 4 above. 11) Correspondence relating to “ON The JoB Training Program” to the students. 12) Misc.reports/returns relating to private Secretaries, personal Assistants, Senior Scale Stenographers Junior Scale Stenographers and steno typist. 13) Supply of information under RTI act relating to the Officers/Officials mentioned at Sr.No 4 above
Admn-I (3)	<ul style="list-style-type: none"> 1) Maintenance of ACRs of all staff except stamp Auditors, Drivers and class-IV being dealt with in Admn.I Branch 2) Conveying of adverse remarks and representations against it. 3) Review of record remarks and representation against it. 4) All Misc. reports 5) Regarding Appreciation letters to all staff 6) Printing of Gradation list of class I,II & III
Admn-I(4)	<ul style="list-style-type: none"> 1) All kinds of leave case of the entire staff . 2) Making entries in Service Books of the entire staff except stamp auditors, Drivers and class-V 3) Maintenance of Service Books 4) Leave Salary and pension contribution cases.
Admn-I(5)	<ul style="list-style-type: none"> 1) All establishments matters relating to steno typist Junior Scale Stenographer, Senior Scale Stenographer, Personal Assistants. 2) All Disciplinary matters relating to Deputy Secretaries Under secretaries , Superintendents, Deputy Superintendent and assistants

	<p>3) All Disciplinary matters relating to deputy Secretaries, under personal Assistants, senior scale stenographer, junior Scale Stenographers and steno typist</p> <p>4) Amendment in F.C's office Group-C Service Rules</p> <p>5) Promotion/posting/transfer/deputation/retirement of clerks, Joint Scale Editor, Editor, Assistant Editor Junior revenue Accountant and Senior Revenue.</p> <p>6) Conformation/Grant of past service benefit to the categories mentioned at Sr.no 1 above, Accountants Holding of departmental Test of senior scale stenographers junior scale stenographer and steno typist.</p> <p>7) Grant of ACP Scales to the Clerks, joint state editor, editor Assistant Editor, Junior Revenue Accountant and senior Revenue Accountants of audit Agencies, Electrician, Outboard Mechanic.</p> <p>8) Fixation/preparation of seniority list of Officers/officials mentioned at Sr. No 1 above</p> <p>9) Maintenance of personal files of the staff mentioned at Sr. No 1 above</p> <p>10) Preparing of written statements to the writ petition, getting the same vetted from advocate General for filling in the various courts in the court cases filed by officers/officials including retirees of the categories mentioned at Sr. No 1 above.</p> <p>11) Approval of class-IV promotes from HSSC Panchkula.</p> <p>12) Misc. reports/returns relating to private Secretaries personal Assistants, Senior Scale Stenographers Junior Scale Stenographers and steno typist.</p> <p>13) Supply of information under RTI act relating to the Officers/Officials mentioned at Sr.No 1 above</p>
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Work Distribution list of Admn-II Branch:-

Admn-II(VI)	<ol style="list-style-type: none"> 1) Grant of Periodicals/Annual Increments. 2) Pay fixation on promotion/revision of scales/on determination of deem dates etc. of class-I,II and III . 3) Pay fixation on grant of benefit of stepping up . 4) Pay fixation on grant of ACP. 5) Pay fixation on grant of up graded Grade Pay i.e. Supdt. And PS on completion of 4 years satisfactory services from Rs. 4800 to Rs. 5400
Admn-II(VII)	<ol style="list-style-type: none"> 1) Preparation of pay bills of class-III employees under budget head 2052-SGS and 2030-Stamp. 2) Preparation of GPF Advance, Final payment of GPF, HBA, Marriage, Vehicle, Computer of Class –III employees. 3) Preparation of bills Education and Honorarium. 4) Preparation of LTC bills of Class-III employees. 5) Calculation of Income Tax. 6) Calculation of perquisite for the purpose of Income Tax. 7) Preparation and Issuing annual salary statement, Salary Certificate/ Form-16. 8) Preparation of Last Pay Certificate. 9) Preparation of Education bills, Honorarium bills. 10)Preparation of arrear of bills. 11)Maintenance of Ledger. 12)Misc. work/ Periodical Reports. 13)Calculation of interest on loans in respect of class-III employees under budget head 2052-SGS and 2030-Stamp. 14) Issue of NDC in respect of long terms advances of class-III employees under budget head 2052-SGS and 2030-Stamp.
Admn-II(VIII)	<ol style="list-style-type: none"> 1) Preparation of pay bills of class-III employees under budget head 3451-SES, 2515-ORDP, 3454 CS &S, 2245-Relief, 2052-HTT, 2029-LR. 2) Preparation of GPF Advance, Final payment of GPF, HBA, Marriage, Vehicle, Computer of Class –III employees. 3) Preparation of bills Education and Honorarium. 4) Preparation of LTC bills of Class-III employees. 5) Calculation of Income Tax. 6) Calculation of perquisite for the purpose of Income Tax. 7) Preparation and Issuing annual salary statement, Salary Certificate/ Form-16. 8) Preparation of Last Pay Certificate. 9) Preparation of Education bills, Honorarium bills. 10)Preparation of arrear of bills.

	<p>11) Maintenance of Ledger.</p> <p>12) Preparation of medical bills of officers/officials and retire employees.</p> <p>13) Calculation of interest on loans in respect of class-III Employees under budget head 3451-SES, 2515-ORDP, 3454 CS &S, 2245-Relief, 2052-HTT, 2029-LR.</p> <p>14) Issue of NDC in respect of long terms advances of class-III employees under budget head 3451-SES, 2515-ORDP, 3454 CS &S, 2245-Relief, 2052-HTT, 2029-LR.</p>
Admn-II(IX)	<p>1) Pension cases of all Officers/officials up to class-III.</p> <p>2) Sanction of leave encashment in respect of all Officers/ Officials up to Class-III.</p> <p>3) Preparation of LTC Claims in respect of IAS Officers.</p> <p>4) Preparation of Salary bills of IAS Officers.</p> <p>5) Revision of pension of retiree's pre 1986 and pre 1996.</p> <p>6) Preparation of TA bills of IAS Officers.</p> <p>7) Calculation of Income tax in respect of IAS officers.</p> <p>8) Calculation of perquisite in respect of long term advances and uses of car etc in respect of IAS officers.</p> <p>9) Issue of form-16 in respect of IAS officers.</p> <p>10) Preparation of arrear of bills and loan and advances bills of IAS officers.</p> <p>11) Issue of LPC and all other matters relating of IAS officers.</p>
Admn-II(X)	<p>1) Preparation of pay bills of class-I and class-II employees under respective budget heads except IAS offices.</p> <p>2) Preparation of GPF Advance, Final payment of GPF, HBA, Marriage, Vehicle, Computer of Class-I and II employees.</p> <p>3) Calculation of Income Tax.</p> <p>4) Calculation of perquisite for the purpose of Income Tax.</p> <p>5) Preparation of annual salary statement, Salary Certificate/ Form-16.</p> <p>6) Preparation of Last Pay Certificate.</p> <p>7) Preparation of Education bills, Honorarium bills.</p> <p>8) Preparation of arrear of bills.</p> <p>9) Maintenance of Ledger.</p>
PBC	<p>1) TA bills of all officers except IAS officers.</p> <p>2) Maintenance of Pay Books of all employees.</p>

WORK DISTRIBUTION LIST OF ADMINISTRATION SECTION:

Sr.No.Assistant	Subject
1 Admn. XI	I) Grant of loans and advances in respect of all staff except IAS. II) General provident Fund Accountant statement of all staff. III) Grant of Honorarium to Gazetted & Non Gazetted staff. IV) Permission to purchase sale of moveable/immoveable property under Govt Servants Conduct Rules Annual property returns. V) Ex-gratia to the dependents of deceased employees. VI) LTC claim of all staff except IAS & Class IV. VII) Final payment of GPF of class III.
2. Admn. XII)	I) Reimbursement of medical bills to all class III & IV II) Grant of leave Travel Concession to the entire staff except class IV. III) Implementation of G.I.S. and maintenance of its record of account of the class. III IV) Final payment of FIS of Class III.
3. Admn. XIII)	Issue of all type of certificate, permission for passports etc. II) Continuance of Temporary staff and creation of posts. III) Conversion of temporary posts in to permanent on the proposal of Admn.I Branch. IV) Settlement of House Rent cases of the employees. V) Training of Officers/Officials. VI) Circulating/Flood duty. VII) Issue of certificate of employee of F.C.Office.
4. Admn. XIV)	GIS and maintenance of its account of Class I, II, III, IV. II) Misc. work of this Section. III) Final payment of GIS of Class I, II, IV.

Work Distribution List Of Nazarat Branch:-

Sr.No.	Assistant	Subjects
1	N-1 Assistant	(i) budget estimates under all Heads of Accounts. (ii) S.N.E. and excess/surrenders (iii) Audit and inspection Notices by A.G.Haryana (iv) Preparation of T.A bills in respect of class-III and IV employees and P.A.C.matters (v) Re-appropriation order of all heads (vi) Time barred sanction of T.A. Claims (vii) Authorization from AG for drawl of pay and allowances of temporary post all heads of Accounts and D.D.O powers. (viii) reports and Misc. work.
2	N-2 Assistant R-A with N-1	(i) Education Allowance. (ii) Reconciliation. (iii) All matters relating to telephone and issued of . (iv) sanction of telephone bills and excess recoveries etc. (i) Maintenance of bill Book. (ii) Preparation of expenditure Statement of all Heads and B.M etc. (iii) Collection of Voucher Numbers from Treasury (iv) And any others work assigned by Supdt.
3	N-III Assistant	(i) All matters relating to staff cars. (ii) Checking of all kinds of bills including petrol. (iii) House allotment Cases. (iv) Supply of Liveries items to drivers.
4	N-IV	(i) Maintenance of Contingent register and preparation of Contingent Bill. (ii) Completion and maintenance of service books of Class-IV and class-III employees (below the rank of clerks) and drivers. (iii) pay fixation of class iv and class-iv employees and drivers. (iv) Leave cases of Class IV and Class-III employees (v) increment of Class-IV and Class-III employees and drivers. (vi) Bonus in respect of class IV and class-III employees and drivers.

5	N-V-Assistant	<p>(i) Establishment work of Class-IV,III (below the rank of clerk) and drivers.</p> <p>(ii) Ex- Gratia cases Class-IV,III(below the rank of clerk)and drivers.</p> <p>(iii) Pension and Gratuity cases in respect of Class-IV,III and drivers.</p> <p>(iv) Retirement of Class IV,III employees and drivers.</p>
6	N-VI	<p>(i) Preparation of pay bills of class-IV and Class-III employees</p> <p>(ii) Arrear of Pay D.A.etc</p> <p>(iii)Preparation of all bills of leave encashment/GIS/GPF/HBA/Marriage Advances/wheat/advance/festival/Ex-Gratia etc</p> <p>(iv) Calculation of interest on long terms advances</p> <p>(v) Sanction of wheat/festival Loan</p> <p>vi) LTC claim of Class-IV and Class-III employees.</p> <p>vii) G.P.F. advance in respect of Class IV and Class III employees and drivers.</p> <p>viii) HBA, Marriage loan etc in respect of Class IV and class III employees.</p>
7	N-VII (Nazir) Assistant	<p>i) All kinds of repair of Office Material such as furniture etc. except vehicle.</p> <p>ii) Supply Liveries to the Class IV/potedar /Carpenter</p> <p>iii) Posting and transfer of Class IV and Class-III employees and ACR of drivers.</p> <p>iv) Maintenance of stock register and issued of articles all Kinds</p> <p>v) Supervisor of Daily wagers.</p>
8	N-VIII(Librarian) Asstt.	<p>i) Purchase of Book, periodical, New papers and law journal etc.</p> <p>ii) Categorizing of books</p> <p>iii) Posting and transfer of class –IV and class-III employees and ACR of drivers</p> <p>iv) Maintenance of stock registers and issued of articles all kinds.</p> <p>v) Supervisor of Daily wagers.</p>
9	N-VIII (Librarian)	<p>i) Purchase of Book, periodical, New papers and law journal etc.</p> <p>ii) Categorizing of books.</p> <p>iii) Access of all books receiving in library</p> <p>iv) Issue of books receiving in library</p> <p>v)Cutting of amendment from the Gazette.</p> <p>vi) Arrangements of binding of law journal.</p> <p>vii) issue Stationary articles to the officers/office.</p>

		<ul style="list-style-type: none">i) Checking of monthly stationary article indents etc.ii) To Bring Stationary Articles from Government press.iii) Maintenance the stationary stock register, rubber stamps and also stationary stock register of local purchase.
10	N-IX (Care Taker Assistant)	<ul style="list-style-type: none">i) Office accommodation and arrangements.ii) Issue of temporary I Card and vehicle parking passes.iii) Cleanliness of office accommodation.iv) Horticulture and potted plants flower arrangement.v) Computerization of New Secretariat Building.vi) Arrangements of security and fire fighting systemvii) Arrangements of A.Cviii) Maintenance of New Secretariat Building through PWD (B&R) P.H. Electric and civil Department.ix) Arranging meeting of upkeep and maintenance committee.x) Disciplinary Cases of Class-IV and class-III employee and drivers.

WORK DISTRIBUTION LIST OF ESTABLISHMENT BRANCH:-

Sr.No.	Assistant	Subjects
1	E-1	1. Posting/transfer of Naib Tehsildars and superintendents O/o D.C./Commissioners. 2. Promotion cases of Kanungo to Naib Tehsildars. 3. Promotion cases of ASR to superintendent. 4. Deputation matters of Naib Tehsildars. 5. Court cases of Naib Tehsildars and superintendents. 6. Issue of noc for passport and permission to foreign of Naib Tehsildars and superintendents. 7. Requisition for the posts of Naib Tehsildars. 8. Assured Career Progression matters of Naib Tehsildars and superintendents. 9. Earned leave matter of Naib Tehsildars and superintendents. 10. Cases of retention in service beyond 55 years of Naib Tehsildars and superintendents. 11. Preretirement Order/benefits of Naib Tehsildars and Superintendents. 12. Seniority matters of Kanungo for promotion to the post of Naib Tehsildars. 13. Permission for purchase of plot/car of Naib Tehsildars & Superintendents. 14. Permission for Higher Education of Naib Tehsildars & Superintendents. 15. Pay of Awaiting period of Naib Tehsildars. 16. RTI Cases of Naib Tehsildars/Superintendents. 17. Seniority Matters of Naib Tehsildars for promotion to the post of tehsildar. 18. Matters of grant of military benefits of Naib Tehsildars/Superintendents. 19. Departmental examination of Naib Tehsildars.
2	E-2	1. Posting/transfers of DROs and Tehsildars. 2. Promotion cases of Naib Tehsildars to the post of Tehsildars.

		<ul style="list-style-type: none"> 3. Deputation matters of DROs and Tehsildars. 4. Promotion cases of Tehsildars to the post of DROs. 5. Courtscases of Naib Tehsildars, Tehsildars and DROs. 6. Issue of NOC for passport of DRO and tehsildar. 7. Requisition for the post of Tehsildars. 8. ACP matters of DRO and Tehsildars. 9. Earned leave matter of DRO and Tehsildars. 10. Matter of grant of military benefit of DROs and Tehsildars. 11. Retirements orders/benefits of DROs and Tehsildars. 12. Seniority matters of DRO and tehsildar 13. Grant of LAO powers to DRO and Tehsildars. 14. IAS nomination of DROs 15. RTI cases of Tehsildars and DROs. 16. Departmental examination of Tehsildars.
3	E-3	<ul style="list-style-type: none"> 1. Maintenance of ACrs of Naib Tehsildars. 2. Simple complaints of superintendents. Naib Tehsildars & DROs. 3. RTI Cases of Naib Tehsildars and DROs and supdt.
4	E-4	<ul style="list-style-type: none"> 1. All Disciplinary action matters of Naib Tehsildars. 2. All Disciplinary action matters of Superintendents. 3. Vigilance Enquiries matters of Naib Tehsildars. 4. Vigilance Enquiries matters of Naib Tehsildars. 5. Prosecution sanction matters of Naib Tehsildars. 6. Prosecution sanction matters of Superintendents. 7. Suspension/reinstatement matters of Naib Tehsildars /Superintendents. 8. Regularization of suspension period of Naib Tehsildars /Superintendents. 9. RTI matters regarding disciplinary action matters of NT /Superintendents. 10. Lokayukta cases pertaining to Naib Tehsildars.

		11. Court cases regarding discipliner cases of Naib Tehsildars /Supdt.
5	E-5	<ol style="list-style-type: none"> 1. All Disciplinary action matters of Tehsildars and DROs. 2. Vigilance Enquiries matters of Tehsildars & DROs. 3. Prosecution sanction matters of Tehsildars & DROs. 4. Suspension/reinstatement matters of Tehsildars/DROs. 5. Regularization of suspension period of Tehsildars/DROs. 6. RTI matters regarding disciplinary action matters of Tehsildars/DROs 7. Lokayukta cases pertaining to Tehsildars and DROs. 8. HCS Nomination matters from Register A-1 9. Court Cases regarding disciplinary cases of Tehsildars/DROs.
6	E-6	<ol style="list-style-type: none"> 1. Maintenance of ACRs of Tehsildars. 2. Maintenance of ACRs of DROs. 3. Medical bill of Superintendents Naib Tehsildars. 4. Medical bill of Tehsildars & DROs. 5. All advances to Naib Tehsildars/Tehsildars & DROs 6. Permission for Purchase for Plot/car of DRO and Tehsildars. 7. Permission for Higher Education of DRO and Tehsildars. 8. Property Statement of DRO and Tehsildars. 9. Pay of Awaiting period of DRO and Tehsildars. 10. Cases of retention in service beyond 50/55 years of DROs and Tehsildars. 11. Miscellaneous work of Establishment Branch. 12. RTI matters. 13. All reports weekly, fortnightly, monthly, six monthly and annually. 14. Non-refundable advance of DROs/Tehsildars/Naib Tehsildars /Superintendents and its related matters.

Subject: Wise Function/distribution of branches of the Department work distribution list of ER Branch.

Sr.No. Asstt	Subject
1 ER-I	i) Flood. ii) Policy regarding payment of relief of account of floods. iii) Provision of funds for allocation to various Head of Department/DCs on account of flood. iv) Seeking of Central Assistance from government of India on account of floods. v) Lok Sabha/Assembly question etc. relating to floods. vi) Dewatering operations. vii) Assurance operations. viii) All other matters relating to floods no specified in the list. ix) Special report of Central Assistance granted to Irrigation, Cooperation, Housing/MTC x) Compilation of Flood damage reports.
2 ER-II	i) Maintenance of Financial Commissioner revenue saving Account. ii) Provisions of funds for allocation to various heads of department/DCs for all natural calamities. iii) Maintenance of C.R.R accounts and its investment/reinvestment. iv) Maintenance/compilation of expenditure figures & other job. v) Complaints/petitions regarding all type of natural calamities. vi) SLC/rainfall reports.
3 ER-III	i) Shifting of abdi account of flood damage. ii) Audit & inspection notes under head “2245-RNC” iii) Uniforms of Mechanic of Flood Relief equipment & other material /condemnation & disposal thereof. iv) Press note for C.N & activities of the department. v) Material regarding Governor Address/FM Speech. vi) Special Audit Reports of Central Assistance granted to HSEB/DHS. vii) Sanction for journey beyond jurisdiction. viii) Special Audit Reports of Central Assistance granted to HSEB/DHS. ix) Weekly arrear reports. x) Weekly/fortnight/monthly/quarterly and half yearly reports. xi) General Circular.
4 ER-IV	i) P.A.C/Advance /Draft para/ ii) Estimate Committee/ iii) Fire & Lightning. iv) Policy regarding fire, Lightning. v) Provision of funds for fire & Lightning. vi) Lok Sabha/Assembly Question relating to fire lightening. vii) Amendment in flood manual. viii) Training/Workshop. ix) Repair of FRO vehicles. x) Condemnation of FRO vehicles. xi) Arrangement of POL bills/vehicles & Out/Repair bills of FRP from open market/GCW.

5 ER-V	<p>i) Organization of flood Relief Training Camps and other matters treating there to.</p> <p>ii) Working of Joint Inspection of Bunds/Drains.</p> <p>iii) Establishment of flood control Room.</p> <p>iv) All relating to hailstorm/Drought.</p> <p>v) Lok Sabha/Assembly question relating to hailstorm/Drought.</p> <p>vi) Special Audit of Central Assistance granted to forest Department.</p> <p>vii) All matters relating to UNDP-DRR project.</p> <p>viii) Purchase of vehicles of Flood Control Organization.</p>
6 ER-VI	<p>i) Work relating to creation/continuation of temporary post</p> <p>ii) Cyclone.</p> <p>iii) Cold wave/heat wave.</p> <p>iv) Matters regarding to locust.</p> <p>v) Assurance given by the Minister regarding Cold/heat wave/cyclone/Disaster.</p> <p>vi) Lok Sabha/Assembly question etc. relating to Cold/heat wave/cyclone/Disaster.</p> <p>vii) All matters relating to Disaster Management.</p> <p>viii) Submission of reports about Natural calamities to Government of India and other Concerned.</p> <p>ix) C.M relief fund cases regarding amendments in rules etc.</p> <p>x) Disaster Rules.</p>

WORK DISTRIBUTION LIST OF LAND REVENUE BRANCH:-

Sr.No.	Asstt.	Subject
1.	R-I	1- Removal of encroachments from village roads and Government lands. 2- Cases regarding sale/lease and transfer of Nazool land. 3- Escheated and non-escheated properties/buildings on Nazool land. 4- Civil Suits/Petitions relating to Nazool land. 5- Monthly reports regarding Nazool land. 6- Cases relating to Government Waste Land. 7- Transfer of surplus land surrendered to another department or to other Non Government body. 8- Disposal of surplus land surrendered by other department and Revenue Department. 9- Declaration of Dhanis/Majras as separate revenue estates. 10- Finalization of Para No. 1,2,19-A, 27/27-A of Administration Reports. 11-Lok Sabha/Rahya Sabha/Assembly Questions relating to above subjects. 12- Any other work allotted by the Branch Superintendent.
2.	R-II	1- All Acts relating to Land Revenue such as:- a. Abolition of village cases (Kuri Kamini) Act, b. The Punjab Land Revenue Appeals & Proceedings. (Disposal & Restoration) Act; c. The Punjab Restitution of Mortgage Lands Act, 1913. d. The Punjab Redemption of Mortgage Act, 1913. e. The Revenue Recovery Act, f. The Patiala Recovery of state Dues Act; g. The Punjab Pre-emption Act, 1913. h. Disposal of Petitions under the Land Revenue Act; i. The Debtors Protection act and Standing Order No.64; j. Patiala Farman Shahi No.20,dated the 19 th March, 1926; and k. Rewajeam and Customary Law. 2- The Haryana Public Premises and Land (Eviction & Rent Recovery) Act 1972; 3- All Rules relating to Land Revenue such as :- a- Special Charges/surcharge of land revenue rules; b- Ziledari. Inamdari, Safedposhi, Lambardari Rules and Standing Order Nos. 20 & 22 ; and c- Minor Minerals Rules with Standing Order No. 42. 4- Compilation of material for quarterly Law Reporter; 5- Unification of Laws (Statutory & Non-Statutory); 6- Matters regarding Agricultural Income Tax; 7- Matters regarding Land Holdings Tax; 8- Muafi to charitable institutions including institutions of erstwhile states of ‘PEPSU & PUNJAB’ ; 9- Compiling of Land Revenue Clander under standing Order No. 54, 10- Finalization of para No. 5-A of Land Administration Report; 11- All matters relating to Gurudwaras, Dehras, Temples and Muslim religious institutions such as Patwari shes pensions Dhup-Deep Nandhan,

		<p>Dharmarth Establishment & Dharmarth Chi this;</p> <p>12- Civil Suits regarding religious institutions;</p> <p>13- Seasons & Crop Annual Reports;</p> <p>14- Copying & Inspection Fee;</p> <p>15- All matters retarding Lambardars;</p> <p>16- Cases regarding Lambardars;</p> <p>17- All matters regarding Record of Right i.e. Jamabandi, Khasra- Girdawari and Mutations excluding monthly reports and complaints regarding entries of record of rights where no report is ordered to be called for by the Government;</p>
3-	R-III	<p>1- Cases regarding land acquisition for Mini Secretariats and residential houses for the officers/officials of department including allied matters.</p> <p>2- Construction of Mini- Secretariat and allied Building;</p> <p>3- Petitions relating to land acquisition for Mini- Secretariats and allied buildings; and</p> <p>4- Revenue Buildings, Rest Houses and Sarais;</p> <p>5- Lok Sabha/Rajya Sabha/ Assembly Questions relating to above subjects;</p> <p>6- Any other work allotted by the Branch Superintendent and</p> <p>7- Finalization of Para No. 20 & 35 of Land Revenue Administrative Reports.</p>
4-	R- IV	<p>1- Compilation of Monthly Reports regarding Record of rights i.e. Jamabandi, Khasra Girdawari and Mutations.</p> <p>2- Complaints regarding entries of record of rights where no report is ordered to be called for by the Government.</p> <p>3- Monthly review of the progress of Revenue & Appellate Work done by the Divisional Commissioners, Deputy Commissioners, Sub-Divisional Officers (e) and District Revenue Officers;</p> <p>4- Printing & Supply of various land revenue forms i.e. Sanad Namberdari Form, including Registers etc to the District Deputy Commissioners.</p> <p>5- Cases regarding the change in the name of village, cities, or Railway Station.</p> <p>6- Finalization of Para No. 6,7,8,16,17 & 40 of Land Administrative Reports</p> <p>7- Miscellaneous work excluding submission of :-</p> <p>(a) Press Note for CM;</p> <p>(b) Note on Departmental activities;</p> <p>(c) Governor Address;</p> <p>(d) Budget Speech of the Finance Minister;</p> <p>(e) Other important notes etc.</p>
5-	R-V	<p>1- All matters regarding boundary disputes relating to adjoining states including verification of boundaries shown by Survey of India Maps,</p> <p>2- Matters regarding the Haryana Relief of Agricultural Indebtedness Act, 1989;</p> <p>3- All matters relating to the Office of Administrator general and Officials Trustee & Charitable Endowment, Haryana.</p> <p>4- Cases regarding ownership of camping grounds;</p>

		5- Correspondence with the Census Department and issue of instructions etc. 6- Cases regarding land acquisition Act, 1894 and allied matters except Mini Secretariats and allied buildings; 7- Rieverian Survey; 8- Compilation & Publication of Annual Land Administration Reports including finalization of its Para nos. 26 & 31. 9- Cases regarding meetings/conferences to above subjects; 10- Lok Sabha/ Rajya Sabha/ Assembly Questions relating to above subjects; and 11- Any other work allotted by the Branch Superintendent.
6-	R-VI	1- Re-organization/creating of new Division/Districts, Sub Divisions, Tehsils and Sub- Tehsils. 2- Budget under head “4059” “2216” and “2059” (Non-Plan) & (Plan), along with Annual/Five Years Plans; 3- Quarterly expenditure progress report relating to Mini- Secretariats and allied buildings; 4- Lok Sabha / Rajya Sabha/ Assembly Questions relating to above subjects, and 5- To maintain village Directories. 6- Any other work allotted by the Branch Superintendent.

WORK DISTRIBUTION OF JAGIR BRANCH,

No. Assistant	Subject
1. J-I	<p>i) Establishment of Class-IV (Peons, Chowkidars, Sweeper-cum-Chowkidars, Daftri, Mali, Waterman etc.) Employees of Commissioners/DCs/SDOs and Tehsildars Offices</p> <p>ii) All matters relating to telephone installed/installation in the officers. Residences of Commissioners/DCs/SDO (C) & Tehsildar offices.</p> <p>iii) Establishment of Drivers of Commissioners / DCs/SDO © & Tehsildar offices</p> <p>iv) Grant of sanctions of medical bills of Drivers/ All Class-IV employees of Divisional Commissioners/DCs/SDO © & Tehsildar offices.</p> <p>v) Investigation of claims of Drivers/All Class-IV employees of Divisional Commissioners/ DCs/SDO © & Tehsildar offices.</p> <p>vi) Court cases of Drivers and All Class-IV officials posted in Divisional Commissioners/DCs/SDO © & Tehsildar offices</p> <p>vii) Complaints /Enquiries/Appeals of Drivers/All class-IV employees of Divisional Commissioners/DCs/SDO © & Tehsildar offices.</p>
2. J-II	<p>i) Claims relating to the declaration of Jagirs as Military Jagirs.</p> <p>ii) War Jagir Sanand Transfer and War Jagir amendment.</p> <p>iii) Budget allotment under head “2075-MGS-101-Pension in lieu of Jagir</p> <p>iv) Reconciliation of monthly expenditure under head “2075-MGS.</p> <p>v) Monthly statement of Jagirs expenditure under head “2075-MGS.</p> <p>vi) Monthly statement of Jagirs claims pending with DCs</p> <p>vii) Printing of Jagirs Sanad.</p> <p>viii) Miscellaneous work i.e. vidhan Sabha/Parliament question Resolution and implementation of assurance given on the floor of the legislature. Activities of the Department,. Governor’s Address/Budget speech, Monthly list of pending case over three/six/twelve months to be supplied to SR/CS, weekly /fortnightly/monthly/quarter/half yearly reports etc.</p>

3. J-III	<ul style="list-style-type: none"> i) Financial Sanction for the purchase of vehicles, furniture, library books and others tore articles etc. (including typewriters) photo-state machines and computers under provisions of PFR to the field offices of Revenue Deptt. ii) Hiring or residence/offices building for Revenue Department. iii) Maintenance of Record Rooms in the field offices of Revenue Department. iv) Land Administration Report Paragraphs No.38 & 38 A. v) Sanction regarding Journeys made by the officers/officials (on Revenue side) beyond jurisdictions. vi) Repair and Insurance of Vehicle of Revenue Department. vii) Purchase of vehicles for Div.Commissioners/DC's/SDO ©/CTM,DRO's/DC's SDO © /CTM,DRO's/Tehsildar/Naib Tehsildars. viii) Supply of POL coupons for Div.Commissioners/DC's/SDO © /CTM,DRO's Tehsildars/Naib Tehsildars. ix) Budget allotment for the purchase of Vehicles for Div.Commissioners/DC's SDO's/CTM,DRO,s Tehsildars/Naib Tehsildars. x) Condemnation of Vehicles of Div.Commissioners/DC's/SDO's/CTM,DRO's Tehsildars/Naib Tehsildars etc. xi) Sanction regarding grant of relaxation in respect of officers of Revenue Department for Journeys beyond 10 days. xii) Sanction of residential accommodation of Commissioners/DC's/SDO's CTM,DRO's/Tehsildars office employees, clarification of water & electricity bills.
4. J-IV	<ul style="list-style-type: none"> i) DLR office Establishment including enquiries & complaints against employees of DLR office. ii) Annual Report/Review on the working of DLR. iii) All matters relating to the establishment of DRA/TRA/WBN and AWBN. iv) Farming of Rules and amendments there of DLR office. v) Reimbursements of medical bills of DLR office employees. vi) Investigations of claims of DLR's office. vii) Grant of sanction of DLR's office. viii) Journey beyond jurisdictions claims of DLR office employees and DRA/TRA/WBN and AWBN. ix) Sanction of purchase/condemnations of vehicles of DLR's office. x) Sanction of staff in DLR's office including continuation of temporary posts in DLR's office. xi) Advice cases of DLR's office employees. DRA,TRA,WBN,AWBN etc, posts in DC office. xii) Deptt. Examination of class I&II employees of DLR's office. xiii) Court cases pending in Hon'ble High Court & Supreme Court of India. xiv) Appeal cases of employees of DLR's office and DRA/TRA against the order of DC's/Div. Commissioners.

Work Distribution List of Record Branch

Sr. No. Assistant	Subject
1. SR-I	<p>i) All type of Co-ordination work pertaining to Revenue Department which also includes:-</p> <p>a) Compilation of information in respect of Outstanding audit objections, and</p> <p>b) Meeting of Divisional Commissioners and Deputy Commissioners at the State Headquarters as well as at Divisional level under the Chairmanship of the Chief Ministers, Haryana Chief Secretary to Govt., Haryana/Revenue Minister, Haryana/ Financial Commissioner, Revenue Haryana etc.</p> <p>ii) Matters relating to conference of Revenue Ministers /Revenue Secretaries of States & UT's including conferences of DC's</p> <p>iii) To pursue all the cases of assurances given by the Revenue Minister on the floor of Haryana Vidhan Sabha and to Co-ordinate them. This includes:-</p> <p>a) Submission of daily progress report in respect of Assembly Business pertaining to Revenue Department for the information Departmental officers during Vidhan Sabha Session.</p> <p>b) Submission of Departmental material of Budget Speech of the Finance Minister</p> <p>c) Submission of Departmental material for Governor Address.</p> <p>iv) To review the Standing Order of the Revenue Department showing the delegation of Powers.</p> <p>v) To assist the Superintendent Records in conduction inspection of the work of Clerks (Record Assistants and Diarists) working in different Branches/Sanction of this office.</p> <p>vi) To maintain the Casual Leave Accounts of all the officials (Clerks/Assistants) working in the Records Branch & Circulating Section.</p> <p>vii) Any other work allotted by the Superintendent Records.</p>
2. SR-II	<p>i) All matters pertaining to Manual Typewriters/Electronics Type-writers, FAX Machines, Gastatner Machines/Plan Photo Copier Machines/Franking Machines Including purchase. Repair and condemnation thereof.</p> <p>ii) Allotment of Typewriters to various Branches/Stenos/P.A.'s/PS and allotment of FAX Machines to officers.</p> <p>iii) Hiring of Typewriters from Private firms.</p> <p>iv) Maintenance of stock Registrars pertaining to Manual Typewrites/Electronics Typewriters/Franking Machines of Gastatner & FAX Machines/Plain Photo Copiers of this office as well as the Typewriters hired from Private firms.</p> <p>v) Submission of daily arrear reports of Typists and Dispatchers and checking of Seats thereof.</p> <p>vi) Fort-nightly checking of service Stamp Account Registrars maintained by Local Dispatchers in Issue Section.</p> <p>vii) To maintain the Casual leave accounts of all the official working in copy Branch & Issue Section.</p> <p>viii) Any other work allotted by the Superintendent Records.</p>

3.SR-III	<ul style="list-style-type: none"> i) To circulate references of general nature received from the Chief Secy., to Govt. Haryana & other various departments among the Branches/Sections of this Office. ii) To collect the weakly fortnightly/monthly/quarterly/half yearly reports on various subjects form the Branches/Sections on Revenue side and to consolidate the same for onward transmission to the quarter concerned. iii) To deal with all matters pertaining to Record Room. Which also includes:- <ul style="list-style-type: none"> a) proper maintenance of Record in the Record Room. b) Printing of Index of files of various Branches/Sections of this office. c) Transfer of records from Punjab State to Haryana State and vice-versa. d) To send office indents to the controller printing and Stationary, Haryana for he supply of articles of un-period Stationary for official use in the office and to ensure its proper distribution thereof among various Branches/Sections of this office. iv) To supervise the work of the Records and to check their daily output. v) To check the daily work of all the Daftris sitting in the Record Room. vi) To maintain the casual leave accounts of all the officials working in the Record Room including Restorers/Daftris & Frash posted in other wings of Records Branch vii) Any other work allotted by the Superintendent Records and all Misc. work.
4.SR-IV	<ul style="list-style-type: none"> i) Marking of all type of Local and Postal dak received from all telegrams /registered letters/Civil Suits/ Civil writ petitions / Assembly Questions/Lok Sabha Question etc. ii) To make available the information regarding the dates of Assembly questions to the Branches/Sections of this office after getting daily report from the quarter concerned. iii) To get the disputed references settled.
5.SR-V	<ul style="list-style-type: none"> i) Maintaining old records of F. C. Office ii) Weeding out of old record of after obtaining approval of concerned branches of FC Office. iii) Maintaining of Record Room. To furnish the permanent nature's files to Archives Deptt.

WORKING DISTRIBUTION LIST OF STAMPS AND REGISTRATION

Sr. No. Assistant	Subject
STR-I	i) All matters relating to the Indian Stamps Act,1899. ii) All matters relating to the Indian Registration Act,1908. iii) Transfer of Property Act,1882. iv) The Punjab Stamps Rules, 1934 and its allied matters. v) The Punjab Documents Writers License Rules, 1961 and its allied matters Including of disposal of complains against Documents Writers. vi) Policy Matters, concerning Stamps duty and Registration fee. vii) Reduction Remission/exemption of stamp duty. viii) Refund of stamps Duty and Court fees. ix) Civil Appeals/Court cases regarding Stamps duty and registration. x) Copying Agency manual. xi) Court Fee Act. xii) Probate cases. xiii) Fixation of Collector rates. xiv) Misclassification of documents-Guidance thereof. xv) Any other work allotted by the Superintendent Stamps and Registration.
STR-II	i) All matters concerning Stamp Auditors & Chief Stamp Auditor viz. posting and Transfers of Auditors including grant of leave complaints and enquiries approval of their tour programme and payment of their T.A. bills. ii) Delegation of powers to the sub Registrars/ Joint Sub Registrars in the State. iii) Holding Examination of Registration Clerks. iv) Formulation of Sub-Districts u/s 5 of the Registration Act. v) To appoint Naib Tehsildars of the District as Sub Registrar of Sub-District vi) To approve para 39 of the Annual Land Administration Report. vii) Monthly statement regarding the working of the copying agencies of the districts including income and expenditure there under. viii) Complaint regarding evasion of stamp duty/ Registration fee. ix) Complaint and enquiries regarding undervalued cases registered by Joint Sub Registrars and Sub Registrars. x) Audit and Inspection Notes of the Inspector General of Registration, Haryana. xi) Creation /Continuation of posts of Registration Assistants in the District. xii) Audit and Inspection Notes of the Chief Stamp Auditors. xiii) Any other work allotted by the Superintendent Stamp and Registration.

3.STR-III	<ul style="list-style-type: none"> i) All matter relating to the public Accounts Committee so far as Stamp and Registration Branch is concerned. ii) Accountant General's Audit & Inspection Notes/advance paras and Draft paras. iii) Quarterly progress report of PAC in respect of Stamp duty and Registration Fee. iv) CAG Reports in respect of Stamp duty and registration fee. v) HARIS Project & PLA Account and Purchase there under. vi) Any other work allotted by the Superintendent Stamp and Registration.
4.STR-V	<ul style="list-style-type: none"> i) All matters concerning Budget under head 0030-Stamp and Registration And 2030-Stamp and Registration And monthly statement of expenditure BM-26 and 29 and reconciliation with AG Haryana. ii) All matters relating to the Budget Head 2058 and 0058 printing and Stationery and reconciliation thereof. iii) To arrange the supply of Judicial water marked paper amongst the Treasury officers. iv) Store Account of Stamps and all other work relating to Judicial and Non-Judicial Stamp papers. v) Cases relating to losses of Stamps while in transit writing off their values. vi) Purchase of furniture etc for the office of Inspector General of Registration, Haryana. vii) Any other work allotted by the Superintendent Stamp and Registration.
5.STR-VI	<ul style="list-style-type: none"> i) Audit Notes and Pre Audit notes of Internal Audit Agency i.e. Stamp Auditors. ii) Maintenance of Register in form S.A.1. iii) Preparation of S.A.4 Statement iv) Monthly statement of section 47 A of Indian Stamp Act, 1899 v) Monthly Statement showing the recovery of deficiency in respect of Stamp duty and Registration fee including Court fee. vi) Preparation of Annual Administrative report on Stamp Duty and Registration. vii) Disposal of applications regarding appointment of stamps Vendors and disposal of complaints against them. viii) Preparation of Finance Minister's Speech, Governor's Address and Statements for Press Note for Chief Ministers. ix) Weekly/For nightly/Monthly & Quarterly Progress Reports which are being sent to S.R. x) Embossing of documents. xi) Miscellaneous work including circular etc. xii) Any other work allotted by the Superintendent Stamps and Registration.

WORK DISTRIBUTION LIST OF A.R.BRANCH:-

Sr.No. Assistant.	Subject
1.AR-I	<p>i) Collection/Complaint of data for the monthly and quarterly progress reports on the implementation of Ceiling Laws under the Land Reforms.</p> <p>ii) Submission of monthly/quarterly progress reports to Govt.of India showing the area declared surplus under the Old Acts as well as the New Act 1972 and Utilization thereof; and</p> <p>iii) All work relating to the implementation of 20 Point Programme so far as Point No. 4 (Allotment of surplus land) is concerned.</p> <p>iv) Material for preparation of the Annual Report/Information regarding progress of land Reforms Report of the Commission for Scheduled Casts & Schedule Tribes, including supply of other information called by Director S.C.s & S.T.s.</p> <p>v) All Assembly/Lok Sabha/Rajya Sabha Questions concerning to his seat.</p> <p>vi) Any other work allotted by the Superintendent A.R. Branch.</p> <p>vii) Old Claim Cases (Time Barred Bills)</p>
2.AR-II	<p>i) Preparation of Budget Estimates/SNEs and other Budgetary Matters relating to Agrarian Reforms under the heads:- I.”3475-Other General Economic Service-101 and Ceiling (i) Agrarian Reforms Revenue (Field) “ II)”3475 Other General Economic Services-101 and Ceiling.</p> <p>ii) Agrarian Reforms Land Records.</p> <p>III) “3475-Other General Economic Service-101 and Ceiling (iii) Compensation to land Owners.”ii) Creation on temporary posts and conversion thereof into permanent ones.</p> <p>iii) Preparation of quarterly statement in Form-XI under rule 12 of the Haryana Ceiling on Land Holdings Act, 1973 , showing the payment of Amount in cash to the landowners for the surplus area determined under the provision of the Haryana Ceiling on Land Holdings Act, 1972: and</p> <p>iv) To grant sanction for the refund of first installment of the period of surplus land deposited by the allottees of surplus land;</p> <p>v) Miscellaneous work including PAC Paras, circulars and submission of weekly/fortnightly/monthly/quarterly/half yearly reports to be consolidated by Records Branch.</p> <p>vi) Disposal of applications, complaints, petitions and enquiries which are received from public or from Govt. quarters regarding allotment, possession of surplus land and providing passages to the allottees of surplus land;</p> <p>vii) Disposal of applications regarding payment of compensation to landowners for their surplus land;</p> <p>viii) matters regarding Central Assistance in regarding to landless agricultural workers on their re-settlement on surplus area and issuing of instructions regarding; and</p> <p>ix) Assembly/Lok Sabha/Rajya Sabha Questions relating to his seat’</p> <p>x) Any other work allotted by the Supdt., Agrarian Reforms Branch.</p>

3. AR-III	<ul style="list-style-type: none"> i) All work relating to Conferences and meeting etc. including reference relating to Govt. Assurances made by the Ministers on the floor of the house. ii) Disposal of all references received from the Govt. of India. iii) Preparation of monthly progress reports showing the surplus area in respect of which mutations have been sanctioned in favor of Govt. iv) All Assembly/Lok Sabha/Rajya Sabha Questions concerning to his seat. v) Matters regarding nomination of persons and non-officials members who are required to be consulted by the Allotment Authority. vi) Any other work allotted by the Supdt. A.R. Branch. vii) Proceedings of the meetings of District Revenue Officers held under the Chairmanship of D.C.s. viii) Medical reimbursement of Class-III Employees of Commissioner and DC. Offices ix) GPF Non Refundable Advance cases of Class-III employees of Commission and DC. Offices.
4. AR-IV	<ul style="list-style-type: none"> i) Litigation matters relating to the Pepsu Tenancy and Agricultural Lands Act, 1953 ii) Litigation matters relating to the Punjab Security of Land Tenures Act, 1953. iii) Litigation matters relating to the East Punjab Utilization of Land Act, 1949. iv) All Litigation matters regarding filing SLP in the Supreme Court under the Ceiling on Land Holdings Act, 1972. v) Any other work allotted by the Supdt. A.R. vi) All Establishment Matters of Assistant Supdt. Revenue of Commissioner and D.C. Office.
5. AR-V	<ul style="list-style-type: none"> i) Establishment matters of Class III (Clerks, Steno, Assistants, Personal Assistants etc.) of DC,s and Divisional Offices. ii) All Disciplinary matters (Revision Petition) of above categories iii) Confirmation of Class III Staff for DC's & Divisional Offices iv) Action on the enquiry report of Vigilance Department. v) Report of Administrative Department. vi) Grant of ACP Scale . vii) Representation adverse remarks in ACR's. viii) Appeal against the order of the Division Commissioner under Punishment & Appeal Rules, 1987. ix) Exemption from type test. x) Exemption of suspension period of above categories. xi) Court cases. xii) Complaints cases against above categories. xiii) Action on the inspection.

WORK DISTRIBUTION LIST OF A.R.SECTION

Sr. No. Assistant	Subject
1. ARS-I	i) All matters relating to consolidation of Holdings, Appointments/postings/transfers/writs punishments/pension cases etc. ii) Integration of Consolidation. iii) Audit/Inspection notes/PAC'paras on consolidation of Holdings, Settlements operation. iv) Assembly/Lok Sabha/Rajya Sabha Questions concerning Consolidation of Holdings Department. v) Preparation of papers for paras relating to the consolidation of Holdings Department and Settlement of the Annual Report. vi) Budget Estimates/SNE Non-Plan of Consolidation Department. vii) Annual Administration Report of Consolidation Department. viii) Revision of Service Rules of Consolidation Department. ix) Any other work/subject allotted by the Branch Superintendent.
2.ARS-II	i) Punjab Bhoodan Act, 1953. ii) Sanction of grant-in aid to Bhoodan yojna Board. iii) Budget under head' 2029-Land Revenue- 103-Land Record-103(i)-Headquarters staff and 103(ii) District staff Relating to kanungos/Patwaris' iv) Budget under head 2506-Land Records-12-Statistics and Evaluation. v) All matters relating to establishment of kanungos. vi) Patwarkhanas construction and repair. vii) Construction of patwar Training Institute, Hisar viii) Centrally Sponsored Scheme of Strengthening of Revenue Administration Land Updating of Land records (SRA & ULR) 50:50 basis. Ix.) Centrally Sponsored Scheme of Agricultural Census. x) Centrally Sponsored Scheme of Minor Irrigation Census. xi) Strengthening of Statistical setup in Revenue Department. xii) Centrally Sponsored Scheme for Computerization of Land Records. xiii) Centrally Sponsored Scheme of 15 th Quinquennial Livestock Census.
3.ARS-III	i) All matters relating to establishment of Revenue patwaris. ii) All kind of complaints against patwaris. iii) Patwar School Establishment. iv) SNE/Budget Establishment. v) Holding of Patwar Examination and Honorarium etc. vi) Sanction of old time claims of pay and MRC relating to Patwaris. vii) Any other work/ subject allotted by the Branch Superintendent.
4.ARS-IV	i) Haryana kisan pass Book Act, 1994. ii) Kanungo/Patwar Circle Bandi of State. iii) PAC iv) Audit objection. v) Misc.reference that is press Note of C.M.etc.including weekly. vi) Misc. Complaints. vii) Inspection Nove. viii) Distribution of old age pension. ix) Any other work/subject allotted by the Superintendent. x) Grant of Honorarium of kanungos.

WORK DISTRIBUTION LIST OF ACCOUNT BRANCH

Sr. No. & Asstt.	Subject
1.A-I	i) 2053-Distt. Admn.093-Distt.Estt.Expenditure. ii)2053- Distt. Admn.-094-SDE Exp. iii) 2053- Distt. Admn.-094-OE Copying Agency. iv) 2053- Distt. Admn.-094-(iii) Expenditure Kutchery Compound. v) 2053- Distt. Admn.-101-Expenditure Commissioner. vi) 2053- Distt. Admn.-101-Expenditure Other Expenditure RRT for ML vii) Assistant would be responsible for instant Budget, Revised Budget SNE Budget Receipt Budget Appropriation. viii) Re-appropriation. I) Major Head:- 0070-Other Administrative Services. II) Sub Head-60 Other Services. i) Fee& Subscription from petition write & Traders in Kuthery compound ii) Sale of old Stores. iii) Fees fines and for features prevention of cruelty to animals. iv) Fees for examination of Naib Tehsildar and Kanoongoes Examination. v) 113-Copy rights fee. ii) Major Head;-0075-Misc .General services. i) 800-Other receipt copying agency Account. ii) 105-Sale of Land and property. iii) 0230-labour and Employments-800-Other receipts iv) Sale of old store and materials. v) 0250-Other Social-800-Other receipts for Dharmarh. vi) 0250-Other Social Services-receipts for Zoological and public garden Misc. Works regarding Budget Estimate, Collection of Budget Expenditure.
2.A-II	i) 0230-Distt. Admn-094-Other Estt.(ii) Copying Agency. ii) 0230-Distt. Admn-094-Other Estt.(iii) Conservancy of kutchery Compounds. iii) 0230-Distt. Admn-094-Other Estt-800-Other Expenditure iv) 0230-Distt. Admn-101-Commissioners. v) 0230-Distt. Admn-094-Other Estt.(i) Sub Divisional Estt. vi) 0230-Distt. Admn-093-Distt. Estt. vii)2053-093-Ligh Migh. viii) DCs/SPs Conference. x) 2052-Secretariat General Services-099-Sectt.-(iv) conduct of examination of various departments fees to examiners etc. for Naib Tehsildars and kanoongo examinations.

3.A-III	<ul style="list-style-type: none"> i) 3454-Census Survey & Statistics-01-Census-001-Direction and Administration Census Estt.(Non plan) ii) 2070-OAS-03-Revenue Training Institute. iii) 2701-Major and Medium Irrigation (vii) Agra canal Distt. Estt. In charge Civil Officers (NP) iv) CAG/PAC paras of land Revenue. v) 2029-land Revenue-01-Direction and Administration. vi) 1475-OGES-800-Other receipts land ceiling receipt from the allottees surplus land. vii) 2245-Relief on account of natural Calamities & Reconciliation. viii) 0029-land Revenue receipts budget, monthly statement of Revenue receipts. ix) Reconciliation of expenditure figures with AG of all Heads. x) Re-appropriation orders of all heads.
4.A-IV	<ul style="list-style-type: none"> i) Monthly statement of recovery demand. Balance of land holding tax. Other land Revenue, Abiana, Beterment charges, Taccavi Loans and Mixc. Dues, ii) 2029-land Revenue-01-Direction & Admn. iii) All other recovery statement like:- <ul style="list-style-type: none"> 1. Monthly statement of revenue receipts 2. Official Haltauji, Non Haltauji. 3. Monthly progress reports of Naib Tehsildar (Accounts) 4. Prior of sanction in T-16 by FCR 5. Quarterly progress report showing action taken in implementation of the Recommendation of PAC. 6. Report of the CAG of India for the year (Revenue receipts and civil) Govt., Haryana Oral examination of the CAG report. 7. Dract para titled” short assessment of land holding tax” for inclusion in The report of the CAG of India (Revenue receipts) Govt. of Haryana 8. AG Audit notes. 9. Land Administration report para No. 3,4 & 5,32,33,37. 10. Fortnightly Report.

5.A-V	<p>i) Audit and Inspections Notes on the account of land Revenue. ii) Audit note under head 0029- land Revenue (AG audit note) iii) Civil Writs in High Court/Supreme Court and Civil suits etc. iv) Tour Programme and TA Bills of Department Audit Parties. v) T-25 (Quarterly Statements) vi) Misc. work of circular, reports and periodical statements. vii) Audit and inspection note on account of taccavi departmental audit. viii) Audit and inspection note on Account of Taccavi and CD Loans. ix) Bank recovery. x) 6515-Loans for Other Rural Development Programme-102-Community Development (Receipt). xi) 6225-Loans for welfare of Schedule Tribes and other backward Classes -01 Welfare of Schedule Cstes-880-Other Loans-6-Loans to Harijans for purchase of evacuee land (Receipts). xii) Fortnightly Report of recovery, demand balance of land holding tax. Other land Revenue, Abiana, Betterment charges, Taccavi loans & Misc. dues. xiii) Monthly progress report of Naib Tehsildar (Accounts). Note:- If any budget/subject being deal by them previously and the same has not been allotted in the revised allotment then the same would be handled by the respective Assistant who were dealing with the same previously. If any subject relating to A-VII not allotted in the above mentioned list will be handled by A-IV. Major Head-0099-Interest Receipts. a) 04-Interest receipt of State Govt. 107-Interest from cultivators. b) 04-Interest receipt of State Govt. 800-other receipt. Major Head-6401-Loans for crop Husbandry (Receipts). a) 113-Agricultural Engineering. b) 119-Horticulture-800-Other Loans. c) Major Head 6216-Loans for Housing -02-Urban Housing -800-Other loans for repairs to house in urban areas (Receipts) d) Remission of old irrecoverable Taccavi loans. e) Fluctuating trends in Revenue receipts monthly report for information.</p>
6.A-VI	<p>1. 2250-Other Social Services-103-Upkeep of shrines and templesetc.(i) Dharamarth. 2. 2250-Other Social Service-101-Donations of charitable purposes. 3. 2250-OSS-800-Other Expenditure-Misc.trade fairs. 4. 3475-OGES-201-land ceiling reforms (voted) 5. 3475-OGES-201-land ceiling reforms (iii) Compensation of land owners. 6. Re-appropriation of 2250-Misc.Trade Fair. 7. Reconciliation of 2250-OSS-Misc.Trade Fair. 8. Audit Inspection Notes of Revenue Field officers i.e. SDO © upkeep of temples & shrins.</p>

WORK DISTRIBUTION LIST OF CASH BRANCH:-

Sr.No.Asstt.	Subject
1. Cashier	<p>1- All kinds of bills are presented to the Treasury Office, Haryana such as the pay bill, T.A. bill, Medical bill, Contingency bill etc. and after get it passed from Treasury, the amount of the bill so passed is withdrawal from State Bank of India, Treasury Branch, Chandigarh and disbursed the payments to all concerned Officers/ Officials in cash and through Bank of India.</p> <p>2- All receipts received on whatever account is to be deposited in receipt Head of account of the Government through Treasury Challan.</p> <p>3- All cash transaction are entered in Cash Book daily which are to be attested by DDO.</p> <p>4- Audit of the Department.</p>

WORK DISTRIBUTION LIST OF M.D.B. SECTION

Sr. No. Assistant	Subject
1.MDB-I	I) All cases pertaining of Mewat Development Board such as:- <ul style="list-style-type: none"> i) Meeting of Mewat Development Board. ii) Release of grants. iii) Creation and continuation of posts. iv) Court case. v) Inspection and audit notes. vi) Advance parasol f CAG.PAC. vii) Assembly/Lok Sabha/Rajya Sabha Questions. viii) Implementation of Mewat Area Development Project. ix) Any other work related to Mewat Area Development.
2.MDB-II	I) All cases pertaining to Shivalik Development Board such as:- <ul style="list-style-type: none"> i) Meeting of Shivalik Development Board ii) Release of grants. iii) Creation and continuation of posts. iv) Court Cases. v) Inspection and Audit notes. vi) Advance Paras of CAG/PAC. vii) Assembly/Lok Sabha/Rajya Sabha Questions. viii) Assurances give by Ministers/Chief Ministers. ix) Press note for C.M. and Activities of the Department. x) Material regarding Governor's Address/F.M.speech. xi) Submission of Shivalik Development Project to G.O.I. xii) Weekly/ fortnightly/quarterly;/Half-Yearly reports. xiii) Any other work related to Shivalik Development Board.

WORK DISTRIBUTION LIST OF SPECIAL CELL:-

Sr. No. Assistant	Subject
1.SC-I	<p>i) Allotment of house sites under 20 Point Programme free of cost in rural areas, the work is transferred to Development Department on 1-2-2008 but cases received before this date are being dealt by the Branch.</p> <p>ii) Q.P.R regarding allotment of house sites to other department.</p> <p>iii) Representation regarding allotment of houses sites.</p> <p>iv) Court cases of Partition.</p> <p>v) Court cases of Ejectment.</p> <p>vi) Cases under RTI Act.</p>
2.SC-II	<p>i) Civil Writ/Civil Suits</p> <p>ii) Allocation of funds and reconciliation with A.G Haryana.</p> <p>iii) PAC Matter.</p> <p>iv) Instruction regarding allotment of houses sites.</p> <p>v) Misc.Works.</p> <p>vi A;; reports of SR.</p> <p>vii) Cases under RTI Act.</p>

WORK DISTRIBUTION OF ARIC:-

Sr. No. Assistant	Subject
ARIC-1	<p>i) All C.W.P SLP and CA’s under the Haryana Ceiling on land Holding Act,1972</p> <p>ii) Security of surplus area cases correspondence with DCs</p> <p>iii) Follow up action on the Inspection Notes of Divisional Commissioner/DC/SDO carried out by then their regional/field offices of revenue Department.</p> <p>iv) Monthly, Quarterly, fortnightly statements return to be sent to Sr.</p> <p>v) Compilation of land Revenue Administrative Report Statement No 28 & 29 respectively and forwarding the same to the land Revenue Branch.</p> <p>vi) Miscellaneous references from various quarters.</p> <p>vii) Preparation of Monthly Progress Report regarding area distributed under “A” and “B” Categories of the Haryana Utilization of surplus & other Area Scheme, 1976.</p> <p>viii) Transfer of Government Surplus land to public Enterprises such as HUDA Municipal Councils/Improvement Trust, Hafed etc.</p> <p>ix) Disposal of Government Surplus land/Buildings through open auction-issuance of sanction thereof.</p> <p>x) Preparation annotated replies of the Government surplus land situated in various districts for the review meetings organized by coordination Department under the Chairmanship of Hon’ble Chief Minister from time to time.</p> <p>xi) Monthly statement from deputy Commissioners of the Government Surplus land /Buildings sold through open auction/transfer and the amount deposited in the receipt head of Revenue department.</p> <p>xii) Supply of any information relating to Government Surplus Land Building scheme called for by the Coordination Department.</p>
ARIC-2	<p>1.Creation of Distt., Sub-division, Tehsil, sub Tehsil upgradation Sub-Division, Tehsil, sub-tehsil and transfer of villages one tehsil to another tehsil</p> <p>2. All court cases regarding mutations of Surplus land, land dispute and P P Act.</p>

Work distribution of Rehabilitation:-

Sr. No. Asstt.	Subject
1. D.S.E.	i. Enquiry. ii. Pension. iii. A. G. Cases and Budget work.
2. LA-1	Preparation of reply to C.W.P./S.L.P./C.O.C.P./L.P.A.
3. N.T.(P)	i. Policy matter of Urban/Rural/Inferior/N.I.T. Faridabad/Model Town and all consequential proceeding relating to such cases including Suo-motu-references etc. ii. Reader to JSR.
4. S.O. (LCO)	i. Examination of the allotment cases. ii. Submitting the report/record in Court's Cases and Misc. Applications etc. iii. Implementation of orders pertaining to allotment cases.
5. EA-I	i. Establishment including Pay fixation ii. A.C.R.'s iii. Promotions iv. Leave cases, Posting/Transfer and other Administrative work.
6. EA-II	i. LTC. ii. Loan/advances. iii. JBJ/Medical claim of staff. iv. Progressive report/Vidhan Sabha/Receipt/Meetings.
7. EA-III	i. Cashier/ Care Taker ii. Preparation of Pay Bills etc. iii. Hiring of Building. iv. Time barred claim cases, part time sweeper etc.
8. LA-II	Attending the cases before Hon'ble Supreme Court/High Court and Vetting and filling work of Supreme Court/ High Court.
9. LA-III	Preparation of reply to Civil Court/Revenue Court cases and Civil Revision cases.
10. LA-IV	i. Attach with R/FCR for court case of Reh. Branch only. ii. Preparation of RSA's etc/filling of SLP against the order of Hon'ble High Court.
11. Assistant/LCO	i. RTI applications ii. Court's summons.

WORK DISTRIBUTION LIST OF GAZETTER BRANCH

Sr. No	SUBJECT	Work Distribution among officers/officials in the branch
1	Editor Note:- As a senior most he is the in charge of the Branch	Administrative work. Including compilation work of District Gazetteers/reprinting of old documents etc.
2	Assistant Editor-I	Collect the information /data for Panipat District Gazetteer and re-revision of Rohtak District Gazetteer and compile the same for final draft for these Gazetteers.
3	Assistant Editor-II	-Do-
4	Assistant Editor-III	Collect the information /data for Jhajjar District Gazetteer and compile the same for final draft for this Gazetteer.
5	Assistant Editor-IV	Collect the information/data for Jhajjar District Gazetteer and compile the same for final draft for this Gazetteer.
6	Assistant Editor-I	Assisting A.E.I and II for Rohtak District Gazetteer
7	Assistant-II	Assisting A.E.I and II FOR Panipat District Gazetteer and typing work of Editor and all assistants Editors, Including all other work.
8	Assistant-III	Assisting, A.E IV. Jhajjar District Gazetteer.

**FINANCIAL COMMISSIONER'S OFFICE HARYANA.
REVENUE AND DISASTER MANAGEMENT DEPARTMENT .**

STANDING ORDER.

In pursuance of provisions of Rules 18 and 19 of the Rules of Business of Government of Haryana, 1977, the delegation of powers in the Revenue and Disaster Management Department as indicated in the attached "Annexures" with immediate effect. This order supersedes all the orders issued so far on the subject.

Captain Abhimanyu
Revenue & Disaster Management Minister Haryana.

Endst. No. 3281 -SR-I-2014/

Chandigarh, dated the

A copy, alongwith its enclosures, is forwarded to the followings for information and necessary action:-

1. Secretary to Governor, Haryana, Chandigarh.
2. Chief Secretary to Govt., Haryana Chandigarh.
3. Senior Private Secretary to Chief Minister, Haryana, Chandigarh.
4. Private Secretary to Revenue & Disaster Management Minister, Haryana, Chandigarh
5. Private Secretary to Parliamentary Secretary Revenue & Disaster Management Department Chandigarh.
6. Financial Commissioner & Principal Secretary to Govt., Haryana Revenue Disaster Management Department Chandigarh.
7. Legal Remembrance & Secretary to Govt., Haryana Chandigarh.
8. Special Secretary to Govt., Haryana Revenue& Disaster Management Department Chandigarh.
9. Special Secretary to Govt. Haryana Revenue& Disaster Management Department Chandigarh.
10. PS/Additional Principal Secretary –I-to Chief Minister, Haryana.
11. Deputy Secretary Revenue, Under Secretary Revenue, Under Secretary Revenue (LR), Under Secretary Revenue (G) Under Secretary Revenue (ER) & Under Secretary Revenue (E).
12. All the Superintendents/Deputy Superintendents (on the Revenue side Branches only) and
13. Web Assistant, Financial Commissioner's office, Haryana.

Superintendent,
for Financial Commissioner & Principal Secretary to Govt., Haryana
Revenue& Disaster Management Department Chandigarh.

A copy, along with its enclosures is forwarded to the Secretary to Council of Ministers Haryana, Chandigarh for information and necessary action.

Superintendent,
for Financial Commissioner & Principal Secretary to Govt., Haryana
Revenue& Disaster Management Department Chandigarh.

To

The Secretary to Council of
Ministers Haryana, Chandigarh

U.O. No.3281- SR-I- 2014/

Chandigarh, dated

ANNEXURE-I**CASES WHICH ARE TO BE SUBMITTED TO THE CHIEF MINISTER FOR DISPOSAL**

1. All important cases involving question of policy or principles.
2. All Assembly Questions/Resolutions/Motions and legislative matters except un-starred assembly questions.
3. Cases related to policies regarding fixation/revision of norms of relief
4. Cases regarding obtaining of central assistance from the Government of India for expenditure on calamity relief measures.
5. Inclusion of new schemes in Plan and Non- Plan budget.
6. Cases relating to framing / amending the Acts, and statutory Rules and Manuals, including the service Rules framed under proviso to Art.307 of the Constitution of India.
7. Cases relating to establishment of Group-A officers like appointment, voluntary retirement, transfer, punishment, suspension etc (except transfer of Deputy Secretaries and Under Secretaries at HQ).
8. Approval of Gazetteer
9. Cases relating to shifting of abadi sites.
10. Establishment of boards and appointment of members to the boards.
11. Cases regarding acquisition of land.
12. Cases regarding change of names of villages.
13. Re-employment of retired officers on contract basis in Group-A and Group-B category.
14. Inter State disputes including fixation of permanent boundary lines between state under the river action (Section-101-of Land Revenue Act).
15. Recommendation of Tehsildars / Naib Tehsildars for nomination of HCS (Ex Br) (Register A-I).
16. Proposal for the institution of civil or criminal proceedings against Group-A offices.
17. All other cases which are required to be submitted to CM as per instructions of the Govt. issued from time to time.
18. Sale/Lease of govt. Land to private bodies or individuals.
19. Finalization of Annual Administrative Reports of the Department.
20. Correction of date of birth of Group-A & B officers.

ANNEXURE-II

LIST OF CASES TO BE DISPOSED OF BY THE MINISTER REVENUE & DISASTER MANAGEMENT AND CONSOLIDATION DEPARTMENT HARYANA

1. All Cases which are required to be submitted to the Governor /Council of Ministers in terms of the provisions of the Rules of Business of the Government of Haryana.
2. All Un starred Assembly Questions of the department.
3. All important references relating to assurances/promises made by the Minister on the floor of the House.
4. Recruitment, appointment, Promotion, reversion, confirmation, acceptance/refusal of resignation, according or refusing the Sanction of prosecution and cases related to compulsory retirement in case of Group B officers.
5. Deputation of Group–B officers to other Departments /autonomous bodies and public sector undertakings as per the Govt. instructions issued from time to time.
6. Training of officers /officials abroad of Group “B” officers.
7. Cases relating to representation and appeal of all Gazetted officers addressed to Govt. in respect of service matters subject to the provision of relevant service rules.
8. Retention in service beyond 50/55 years of group B officers.
9. All important references to the HPSC/HSSC in case of Group-B officers.
10. Revenue Ministers Conference-Approval of Agenda items/Submission of annotated reply to Agenda items received from Govt. of India in respect of Revenue & Disaster Management Department.
11. Extension in probation period, matters related to seniority and other residual service matters in case of Group B officers.
12. Acceptance of resignation/voluntary retirement of Group-B officers after obtaining statutory clearances, wherever necessary, as per Government instructions.
13. Cases relating to writing off of Stamp Duty and Registration fee which involve an unrecoverable amount exceeding Rs. 1,00,000/-

ANNEXURE –III

**LIST OF CASES TO BE ROUTED THROUGH THE CHIEF PARLIAMENTARY
SECRETARY REVENUE & DISASTER MANAGEMENT**

All cases being sent to the Minister will be routed through Chief Parliamentary Secretary. However, in case Chief Parliamentary Secretary is away on tour or otherwise, the important and urgent cases will be sent to the Minister directly.

ANNEXURE-IV

List of Cases to be Disposed of by the Additional Chief Secretary & the Financial Commissioner to Government Haryana, Revenue & Disaster Management Department.

1. Replies to be sent to the Estimates Committee, Public Accounts Committee and Assurances Committee of Vidhan Sabha, where policy matters are involved.
2. Cases relating to writing off of Stamp Duty and Registration fee which involve an unrecoverable amount not exceeding Rs. 1,00,000/-
3. Issuance of retirement orders on superannuation of Group-A and Group-B officers and grant/stoppage of retirement benefits.
4. Sanction for the purchase of immovable property by Group-A and Group-B officers.
5. Re-employment of retired officials on contract basis in Group C and Group D category, including for religious institutions.
6. Allotment of Hadbast Number under section 3 of the Punjab Revenue Act 1887.
7. Temporary adjustment/re-adjustment, including assigning additional charge, assigning additional responsibilities/withdrawing responsibilities with reference to Group B and Group C officers.
8. Re-appropriation of allocation amongst the participative departments under the head "4059".
9. Administrative approvals of works/projects under the budget head "4059" pertaining to Revenue Department where the estimated expenditure exceeds Rs. 50, 000/-.
10. Recruitment/Appointment, promotion, reversion, up-gradation, confirmation in respect of Group C posts i.e. Deputy Superintendent, Personal Assistants/Asstt. Sr. Scale Stenographer, Stamp Auditors/SRA/JRA/Naib Tehsildar (sales/Reh.)/(Peshi), Accountant, Kanungo (sales/Reh.) Section Officers/Out Boat Mechanic and equivalent posts.
11. Grant of pension/family pension/DCRG and commutation of pension to Group-A & B officers.
12. All cases relating to questionnaire framed by PAC on the basis of the Appropriation Accounts and Audit Reports where FCR is called upon to explain the position personally.
13. To sanction (at Head Quarters establishment) non recurring contingent expenditure, including furnishing the newly constructed establishments and replacing/adding new facilities/up-grading existing facilities, including furniture and articles ancillary to furnishing existing office facilities, purchase/replacement of Personal computers, Printers and Gazettes ancillary to it where the value of proposed estimated expense exceeds Rs. 1 lac.
14. Budget proposals for inclusion of scheme in SNE.
15. Administrative Approvals/other approvals for works/projects related to the Revenue Department, etc.

16. Grant of leave of any kind above two months to Group-A officers.
17. Retention in Service beyond 50 and 55 years of Group-C [Naib Tehsildar (Sales/Reh.) Naib Tehsildar (Peshi) Acctt. Kanungo (Sales/Rehabilitation) Section Officer Dy. Supdt., P.A, Asstt. Sr. Scale Steno, Stamp Auditors] and equivalent post.
18. Time barred claim cases to be referred to Finance Department.
19. All cases to be referred to LR and FD.
20. Approval of written statement in Writ petitions and notices under section 80 CPC/Court Cases to be filed in the Hon'ble High Court/Supreme Court.
21. Approval of payment of compensation enhanced by Courts.
22. Waiving off the limitation in refund of Stamp Duty paid pertaining to stamp purchased but not used/utilized.
23. Hearing of appeal/revision in exercise of the quasi judicial powers vested in the State/government under various Act/Rules.
24. Posting/Transfer of Deputy Secretary/Under Secretary and Superintendents at Head Quarters.
25. Appeals reviews, revisions which lie to the government under various Acts & Rules against the order of the Divisional commissioners and Deputy Commissioners.
26. Disciplinary action under Rule 7 & 8 of Punishment & Appeal Rules including suspension of Dy. Supdt., P.A, Assistant, Senior Scale Stenographer, Stamp Auditor and equivalent posts of Group C officials.
27. Revenue Secretaries Conference – Approval of Agenda items/Submission of annotated reply to Agenda items received from GOI in respect of Revenue & Disaster Management Department.
28. Cases relating to Personal Ledger Account of the Financial Commissioner Revenue relating to Emergency Relief organization.
29. To declare the results of Departmental Examination of Tehsildars/Naib Tehsildars and other employee, etc.
30. Conferment/withdrawal of functions of Sub Registrar/Joint Registrar to Tehsildars & Naib Tehsildars.
31. Full powers to sanction non recurring contingent expenditure, including establishments in field formations, where the estimated expenditure exceeds Rs. 1 lac.
32. Representation/appeals in service matters against the orders of JSR/SSR in respect of Group C post.
33. Cases pertaining to the approval of Emergency Relief Organization Scheme & Calamity Relief Fund and writing of the loss of stores of flood relief organization.
34. Preparation/approval of activities & achievements note, material for Governor Address & Finance Minister speech at the time of Budget Session.
35. Sanctioning of LTC to group A & B Officers.
36. Office establishment & Budget relating to Computerization of Revenue Department.

37. Declaration of candidates as qualified for appointment as Tehsildar.
38. Personal Ledger Account in respect of 10% share of collected service charges due to Registration of documents.
39. Powers to invest an Asstt. Collector of first grade with powers of Collector for the purpose of Punjab Restitute of Mortgage land Act 1938.
40. Executive instructions of various Standing Orders of Financial Commissioner.
41. Nodal Officer of the Budget head "4059-Capital Outlay on Public Works".
42. Transfer of Government land from one department to other department free of cost after the approval of Hon'ble Chief Minister and with the concurrence of Finance Department.
43. Work distribution amongst SR/SSR/JSR/ASR, Dy. Secretary/USRs.
44. Forwarding of application of Gazetted Officers outside the Department.
45. Other cases considered important by the Special Secretary/Joint Secretary Revenue.
46. Administrative Approval of Rough Cost estimates received from EIC, PWD (B&R Br.) or any other competent authority in the PWD & (B&R Br.) under major head 4059-C (Plan), 4216-C.O (Plan), and other Plan/Non Plan heads of account where the budgetary provisions are reflected in the Revenue and ancillary department budget and delegation of such power conditionally or unconditionally to the Secretary in Charge of PWD (B&R) Department or, as the case may be, in any officer of the Revenue Department not below the rank of Divisional commissioner/ Joint Secretary Revenue.
47. Disciplinary action under Rule 8 of Punishment and Appeal Rules against Group-B officers and suspension of Group-B officers.
48. All residuary matters.
49. All such cases/exercise of powers which the Minister in Charge assigns/delegates either generally of specific order either explicitly or by implication.
50. Sanction of Marriage Advance/Computer Advance to Gazetted Officers.
51. Approval of quantum of punishment in cases of proposed punishment under Rule 7 of Punishment and Appeal Rules (major penalties cases) Group 'B' officers.
52. All cases of representation/expunction of adverse remarks from the Confidential reports of officers in whose case the FCR is the accepting authority.
53. Appointment of inquiry officer and presenting officer B officer/official in disciplinary proceedings.

ANNEXURE- V**LIST OF CASES TO BE DISPOSED OFF BY THE SR/SSR/JSR/ASR.**

1. Recruitment /Appointment, promotion, confirmation, Disciplinary action etc. in respect of group "C" posts i.e.(Clerk, Steno typist, Junior Scale Stenographer, Drivers, Electrician and equivalent posts.
2. Grant of leave encashment in respect of Group 'A' & 'B' officers.
3. Sanctioning of remuneration of Group B and C officers /officials.
4. Grant of pension/ family pension/DCRG and commutation of pension in respect of Group 'C' officials.
5. Grant of leave up to two months duration to Class-I officers and Grant of all kind of leave to Class-II officers.
6. All cases of Gazetted Officers relating to GPF advance covered under Rules.
7. Reimbursement of medical bills of Gazetted / Non-Gazetted staff of Headquarter & Field above Rs. 50,000/- in each individual case.
8. All routine complaints against all category of officers/officials.
9. Disposal of representation of Group-C and D employees.
10. Approving terms and conditions of deputations which are in accordance with Government rules and instructions.
11. Investigation of time barred claims of group B & C officers/officials.
12. Settlement of audit objections.
13. POL coupons cases.
14. Hiring of and purchase of furniture and type writers/continuation of hire of office Accommodation under the provisions of rules or with the advice of FD.
15. Cases of routine nature which require back references seeking Cases clarifications, Information's etc.
16. All cases of important nature which have not been included in the list of cases to be disposed off by the Chief Minister / Revenue Minister / Financial Commissioner Revenue Haryana .
17. All cases relating to grant of LTC to Group "C:" officials.
18. Signature on NOC for preparation of passport of Group A & B officers after the approval from competent authority.
19. Tour programme of Under Secy., Supdt., Tehsildar (Sales)/Assistant Registrar/D.A ,D.D.A and A.D.A.
20. Financial matters involving relaxation in rule/instructions to be referred to Finance Department/Health Deptt.
21. Appeal preferred by the employee of Revenue Deptt. for whom Under Secy. is the appointing authority against disciplinary action taken against them or against adverse remarks in ACRs.
22. Posting /Transfer of Personal Assistant, Assistants, Sr. Scale stenographers and equivalent Posts.
23. To sanction up to Rs. 40,000/- as non recurring contingent expenditure and Rs 20000/- as recurring expenditure.

24. Permission for higher studies to A,B &C categories of employees.
25. Conveying of adverse remarks in ACR of all Officers/Officials at H.Q.
26. Approval of affidavit and written statement to be filed in lower courts.
27. Maintenance of Record Rooms in the office of Revenue Department.
28. Approval of Printing of gradation list of Group –A & B officers.
29. Issuance of retirement order on superannuation of Group –C officials.
30. Deputation of Group –C official to another Department /Bodies and Public Sectors in accordance with the govt. instructions and extension of deputation period thereof.
31. General supervision and inspection work at the Headquarters/field office.
32. To conduct the departmental type test of Clerks and their approval etc.
33. Initiation of Annual Confidential Reports of Under Secretary/Deputy Secretary/Editor/Tehsildar/Naib Tehsildar working at headquarters.
34. Acceptance of ACR in respect of Non Gazetted staff other than class IV working in the field officers/Headquarters and recording of remarks on the ACRs of Tehsildar (sales) and other Gazetted staff posted at Headquarters.
35. Cases regarding grant of permission for purchase/sale of moveable/immoveable property to non Gazetted staff.
36. Cases for grant of honorarium to non Gazetted Staff where sanction of Government is required under the relevant rules.
37. Correction in the date of birth of non Gazetted staff.
38. Reference to the HSSC in the case of Non Gazetted staff.
39. Initiation of ACRs in respect of Gazetted Staff Working at headquarters. (in Rehabilitation Branch).
40. Acceptance of ACRs of non gazetted staff except Class IV.
41. Sanction of Marriage Advance/Computer Advance to Non-gazetted staff.

ANNEXURE- VI**LIST OF CASES TO BE DISPOSED OF BY THE DEPUTY SECRETARY /
UNDER SECRETARY REVENUE.**

1. Recruitment, Appointment, promotion, reversion, confirmation and pension/ family pension and other retiree benefit etc. in respect of group "D" posts.
2. Posting and transfer of Clerks and Steno-Typists/JSS .
3. Periodical reports and cases where factual information is supplied to various quarters.
4. Grant of all kinds of leave to Class –III officials.
5. Permission to allow to cross the efficiency bar up to Junior Scale stenographers and Drivers except where there is something very Special or important who may require the orders of Special secretary /Joint Secretary Revenue.
6. Allowing of normal annual increments to Gazetted staff where no orders of stopping them have been passed.
7. Investigation of time barred claims (non-gazetted establishment).
8. Issue of notification /sanctions where the subject matter has been approved.
9. All cases relating to grant of LTC to Group "D" officials.
10. All cases (non-gazetted) relating to G.P. Fund advance covered under the rules.
11. To sanction up to 10,000 as non recurring contingent expenditure and Rs 5000/- recurring expenditure.
12. Installation of telephones in case of entitled categories/officers/officials.
13. Sanction of remuneration of Group –C (below Clerk) & D employees.
14. Calling comments on the replies to the charge-sheets- /representations by Group B & C Official.
15. Distribution of works amongst the Branch Members with the approval of Special/Joint Secretary to Government, Haryana Revenue & Disaster Management Department.
16. Defence sanction of court cases /issue of sanction regarding filing/defence of judicial cases in all courts at State expenses.
17. Sanction of C/L of Deputy Supdt. / Superintendent.
18. To obtain report /comments from the Department except important cases, which would be submitted to Special Secretaries/ Joint Secretaries.
19. Signature of NOC for preparation of passport to group "C" & group "D" employees after the approval of competent authority.
20. To send Branch official on tour.

- 21 Pay fixation cases of Group 'A', 'B', 'C' ,&'D' covered under the rules.
- 22 Approval for printing of gradation list of Group C and D employees.
- 23 To sanction War Jagirs under section 3(1) of the East Punjab War Jagir Act.,
1948 and signing of War Jagir Sanads.
- 24 To sanction up to Rs. 10,000/- as non recurring contingent expenditure and up
to Rs. 5,000/- as recurring contingent expenditure.
- 25 All cases (Gazetted/ non Gazetted) relating to medical reimbursement
covered under Rules up to Rs, 50,000/-in each individual case.
- 26 Grant of leave encashment in respect of Group 'C' & 'D' officials.
- 27 Sanction of journey Beyond Jurisdiction of all gazetted officers and non
gazetted staff.
- 28 Signature on pension paper of gazetted/non gazetted staff after approval of
competent authority.
- 29 Acceptance of Annual Confidential Reports in respect of class IV staff working
in the field offices/headquarter.
- 30 Approval of tour programme of Non-Gazetted staff.
- 31 All cases of routine nature.
- 32 Issuance of retirement order of Group-D employees and grant/stoppage of
retirement benefits to them.
- 33 Sanction of Marriage Advance/Computer Advance to Class-IV employees.

ANNEXURE- VII

**CASES TO BE DISPOSED OFF BY THE SUPERINTENDENTS/ DEPUTY
SUPERINTENDENTS/TEHSILDAR (sales).**

1. Issue of reminders other than D.O. reminders.
2. To issue interim reply in routine matters.
3. Sanction of casual leave to branch members.
4. To mark the case in the absence of dealing Assistant to other Assistant of the Branch for disposal of important matters.
5. Attestation of entries in service books of all categories employees.
6. Allowing of normal increments to non-gazetted staff, Where no orders of stopping them have been passed.
7. Embossing documents- signature thereof.
8. Supply of copies of references demanded by the Branches/Offices and calling for copies of references wherever necessary.
9. Issue of stationary to the officers/branches.