

Particulars of Assets Management Cell

Information under RTI Act, 2005

Sr. No.	Name of Emoloyee / Incumbent. Sarv Shri/Smt/Ms.	Particulars/Designation	Monthly Remuneration
1.	O.P. Ranga	District Revenue Officer	40,000/-
2.	Chander Parkash	Naib Tehsildar	30,000/-
3.	Rajpal Singh	Superintendent	30,000/-
4.	Balbir Singh Malik	Assistant	25,000/-
5.	Kartar Singh	Assistant	25,000/-
6.	Meena Rani	Junior Programmer	22,800/-
7.	Reema Rawal (Regular)	Steno Typist	25,500/-
8.	Baljeet Singh	Peon	11,800/-

**Office Order**

**Work distribution of Assets Management Cell (Headquarter).**

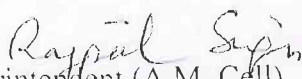
Sr. No.	Name of Officer/Officials.	Designation	Work allotted
1.	Shri O.P. Ranga	District Revenue Officer	Overall incharge of the work of Assets Management Cell
2.	Shri Chander Parkash	Naib Tehsildar	All the matters relating to Revenue Record of Govt. Land/Properties. Reply of queries arising during data feeding.
3.	Shri Rajpal Singh	Superintendent	To supervise and look after all the work of Assets Management Cell. All the files will route through him.
4.	Shri Balbir Singh	Assistant	<ol style="list-style-type: none"><li>1. Appointment of Nodal Officers.</li><li>2. Uploading of data on the web portal including properties out of State.</li><li>3. Appointment of staff in Assets Management Cell (District Headquarter).</li><li>4. Information regarding Surplus Land under Land Ceiling Act/Custodian Land (Rehabilitation Land/Properties), Nazool Land etc.</li><li>5. Centralized File Movement and Tracking Information System.</li><li>6. Miscellaneous work</li></ol>
5.	Shri Kartar Singh	Assistant	<ol style="list-style-type: none"><li>1. Coordination/correspondence with various departments.</li><li>2. Certificates/freezing request from various departments.</li><li>3. Sanctioning of Mutations of land acquired/transferred since 1966.</li><li>4. Removal of encroachment on Govt. Land/Properties and Litigation details.</li><li>5. Various Meetings/Video Conferencing to review progress work of Assets Management Cell.</li><li>6. Details of Unutilized, Surplus/Vacant Land/Properties and proper utilization thereof.</li></ol>
6.	Mrs Meena Rani	Junior Programmer	To handle overall functioning of Web Portal and programming such as creating new forms adding new columns etc. generate reports and reply of various queries
7.	Ms. Reema Rawal	Steno Typist (Posted against two D.E.O.).	All the typing work, Diary and Sending all E-mails

O.P. Ranga  
District Revenue Officer  
Assets Management Cell (Headquarter)  
for Financial Commissioner and Additional Chief Secretary  
to Govt. Haryana, Revenue and Disaster Management Department

Endst No. 904-AMC-II-2020/5617

Chandigarh, dated 17.12.2020

A copy is forwarded to the officers/officials concerned for information and necessary compliance.

  
Superintendent (A.M. Cell)  
for Financial Commissioner and Additional Chief Secretary  
to Govt. of Haryana, Revenue & Disaster Management Department