

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**

2019-2020

Website-www.revenueharyana.gov.in

INDEX

Sr. No.	Contents	Page No.
1	Administrative Set up	1-3
2	i) Names, Designation, Branches allotted and other particulars of SPIOs/FAAs. ii) Names, Designation, and the particulars of ASPIO.	4-7
3	Designation wise staff position with their pay scale. (i.e. information of Class –I, II, III & Class-IV employees)	8-10
4	Budget Allocation of Non Plan Heads & Plan Heads.	11-12
5	Calamity Relief Fund Scheme & Calamity Relief Norms.	13-14
6	Important Decisions/Activities/Schemes i) Construction of Mini Secretariat Complexes/ Residential Buildings etc. and Honorarium to Nambardars of the State. ii) Head Wise receipt of Stamp & Registration fee iii) e-Services of Revenue Department with Status of Integration on SARAL Portal and Web-HALRIS. iv) Income under head 0030- Stamp and Registration fee. v) Distribution of surplus land. vi) DILRMP (Digital India Land Records Modernization Programme) vii) Functions/Activities of Gazetteer Branch. viii) Activities and Achievement of Jagir.	15-17 18 19-20 21-23 24 25 26-28 29-32 33
7	Activities of : i) Mewat Development Board. ii) Shivalik Development Board.	34-40
8	Functions/Activities/Working hours of Office Library.	41
9	List of important Acts/Rules.	42
10	Functions/Duties/Work Distribution of the Branches of the Department.	43-82
11	Delegation of power/standing order of the department.	83-97

**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

Administrative set up at Headquarter:-

- 1- Minister-in-Charge-Revenue & Disaster Management, Minister, Haryana
- 2- Administrative Secretary- Additional Chief Secretary & Financial Commissioner to Govt. Haryana, Revenue & Disaster Management Department.

At present there are Four Special Secretary, One Joint Secretary, Two Deputy Secretary, Four Under Secretary in the Revenue & Disaster Management Department who are In-charges 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 Relief Branch
7. Jagir Branch
8. Record Branch
9. Stamp & Registration Branch
10. Agrarian Reforms Branch
11. Account Branch
12. Cash Branch
13. Admn. Section
14. MDB Section
15. Special Cell
16. ARIC Branch
17. Agrarian Reforms Section
18. Legal Cell
19. Gazetteers Branch
20. Rehabilitation Branch
21. Disaster Management Cell.
22. AM Cell

Administrative set up at Division/District level:-

There are Six Divisions and 22 Districts in the State as under:-

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

Divisional Commissioner is the in-charge of a Division and the Deputy Commissioner is the in-charge of a District. Further there are Sub-Divisions 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 level, within their jurisdiction.

There is a Superintendent/Deputy Superintendent for supervision of each Branch/Section. Gazetteer Branch is under the Supervision of Editor Gazetteers.

II. Designation as Assistant State 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 Assistant State Public Information Officer/State Public Information Officer and the 1st Appellate Authority:-

Sr. No.	Officer	Designation as
1	Secretary/Special Secretary/Additional Secretary/Joint Secretary to Govt. Haryana, Revenue & Disaster Management Department (as the case may be).	First Appellate Authority, in respect of Branches/Cells under their control
2	Deputy Secretary/All Under Secretary Revenue & Disaster Management (as the case may be).	State Public Information Officer, in respect of Branches/Cells under their control
3	All Superintendents/Deputy Superintendents of Revenue & Disaster Management (as the case may be).	Assistant State Public Information Officer, in respect of Branches/Cells under their control

**NAME, DESIGNATION AND OTHER PARTICULARS OF FIRST APPELLATE
AUTHORITIES/ STATE PUBLIC INFORMATION OFFICERS/ ASSISTANT 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 (O)	Address
1	Atul Kumar, IAS, Special Secretary Revenue-I		1. Land Revenue Branch. 2. Emergency Relief and Disaster Management Cell. 3. Record Branch. 4. ARIC/AM Cell. 5. Chief Vigilance Officer for the Department.	229	2702249	
2	Amna Tasneem, IAS, Special Secretary to Govt. Haryana Revenue & Disaster Management.		1. A.R. Branch. 2. A.R. Section 3. Accounts Branch. 4. Establishment Branch. 5. Legal Cell 6. Stamp & Registration Branch. 7 Rehabilitation Branch 8. Administration Section	422	2704389	
3	Kamlesh Kumar Bhadoo, HCS, Special Secretary Revenue-II		1. Gazetteer Unit 2. MDB and Shivalik Development Agency 3. Jagir Branch 4. Admn-I Branch 5. Special Cell 6. Nazarat Branch 7. Admn-II Branch 8. Cash Branch		2714020	
4	Smt. Ranjit Kaur, HCS, Special Secretary, Revenue-III		First Appellate Authority (FAA) for Peshi Branch in RTI matters	284	271390	
5	Lalit Mohan Sharda, Joint Secretary Revenue	441	Long leave			# 3206 Sec-28-D Chandigarh
6	Parvesh Kadiyan, HCS, Deputy Secretary, Revenue & Disaster Management Department		1. Accounts Branch. 2. Establishment Branch. (Nodal Officer of HSSC)	441	2706069	
7	Rani Sodhi, Deputy Secretary, Revenue & Disaster Management Department		Long Leave			

8	Ram Kishan, Joint State Editor, Gaz. Administrative work, including final editing of Gazetteers/ reprinting of old documents etc.	405	<ol style="list-style-type: none"> 1. Nodal Officer of Sustainable Development Goals Coordination Centre. 2. Nodal Officer, RTI Portal. 3. Nodal Officer, CM Window and Social Media Grievances. 4. Nodal Officer, Grievances Portal in FCR's Office 5. Nodal Officer, Centralized Public Grievances Redressed and Monitoring System (CPGRAM). 6. Nodal Officer for e-Gazettee. 7. Technical Nodal Officer-I for the purpose of Aadhar Enable Biometric Attendance System in FCR's Office. 8. Nodal Officer for Publishing the Tender Notice of Revenue Department. <p>(In addition to his present duties)</p>		2714033	# 2532/19, Chandigarh
9	Sanjeev Kumar Verma, Under Secretary Revenue <ol style="list-style-type: none"> 1. Nodal officer for Census 2020-21 2. Nodal Officer for (GIMS) Govt. Instant Messaging System. 3. Nodal Officer of (HRMS) Human Resource Management System. 4. Nodal Officer for Departmental Website. 5. Nodal Officer for e-Samiksha 6. Nodal Officer 	389	<ol style="list-style-type: none"> 1. Stamp & Registration Branch. 2. Emergency Relief Branch/ DM Cell. 3. Excise & Taxation Branch. 4. Land Revenue Branch. 5. MDB and Shivalik Development Agency 	389		# 2264 Sec-23 – C Chandigarh

	for (LGD) Local Government Directory. 7. Nodal Officer for Litigation					
10	Harish Kumar, Under Secretary- cum –Registrar 1. Nodal Officer for implementation of provision of Haryana State Training Policy, 2020. 2. Nodal Officer for e-Office.	332	Peshi Branch	328		# 1119, Sec- 23-B, Chandigarh
11	Dharampal Under Secretary Revenue		1. Record Branch. 2. A.R. Branch/A.R. Section. 3. ARIC/AM Cell. 4. Rehabilitation Branch. 5. Jagir Branch			
12	Raunki Ram, Under Secretary Revenue (G)		1. Admn-I Branch. 2. Nazarat Branch. 3. DDO 4. Nodal officer Group-D. 5. Admn-II Branch. 6. Admn Section 7. Cash Branch	341		
13	Kuldeep Singh, Under Secretary Revenue		1. Special Cell	332		

Sr. No.	Name of the Superintendent/ Dy. Superintendent S/Sh./Smt.	Posting in Branch/Section
1.	Bhagat Singh	Peshi Branch
2.	Ashok Kumar	Peshi Branch
3.	Anil Sharma	Peshi Branch
4.	Ajay Kumar Kukreja	Animal Husbandry Peshi Branch (Additional)
5.	Balbir Singh Rawat	Peshi Branch
6.	Subhash Chand	Peshi Branch
7.	Sanjeev Kumar	Special Cell
8.	Rajeev Malhotra	Admn-II Branch
9.	Gurmit Singh	Peshi Branch
10.	Sandeep Sharma	E.R. & DM Cell
11.	Baljit Singh	Jagir Branch
12.	Dinesh Kumar Sharma	L.R. Branch
13.	Puran Chander Joshi	Admn-I Branch
14.	Rajeev Singh	O/o OSD/CM
15.	Rajiv Kumar	Peshi Branch
16.	Meeta Devi	Admn. Section
17.	Dalbir Singh	Stamp & Registration Branch
18.	Babita	Accounts Branch
19.	Pawan Kumar Zariwal	Record Branch
20.	Reeta Khanna	MDB
21.	Dinesh Kumar Yadav	A.R. Section A.R Branch (Additional)
22.	Naresh Kumar, Dy. Superintendent	Establishment Branch
23.	Tilak Raj, Dy. Superintendent	A.R.I.C.
24.	Atul Kumar, Dy. Superintendent	Nazarat Branch
25.	Ashok Kumar, Dy. Superintendent	Peshi Branch
26.	Mahavir, Dy. Superintendent	Cash Branch

Sr. No.	Designation of Post	Total No of sanctioned post	Pay Scales in Rs.	Recruitment method as per service rules
1	Joint Secretary	1	Level-L-13 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion
2	Deputy Secretary	1	Level-L-12 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion
3	Under Secretary	8	Level-L-11 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion
4	Joint State Editor	1	Level-L-11 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion
5	Superintendent	32	Level-L-9 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion
6	Registrar	1	Level-L-9 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion
7	Secretary	2	Level-L-11 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion
8	Private Secretary	33	Level-L-8 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion
9	Editor	1	Level-L-9 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion
10	Assistant Editor	5	Level-L-6 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion
11	Deputy Superintendent	9	Level-L-6 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion
	Assistant	158	Level-L-6 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion
13	Personal Assistant	61	Level-L-7 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion
14	Senior Scale Stenographer	11	Level-L-6 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion i) Direct= 20% ii) By Promotion=80%
15	Junior Scale Stenographer	09	Level-L-4 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	i) Direct/By transfer=40% ii) By Promotion=60%

16	Steno-typist	33	Level-L-2 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	i) Direct/By transfer=80% ii) By Promotion=20%
17	Clerk	147	Level-L-2 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	i) Direct/By transfer=80% ii) By Promotion=20%
18	SRA	1	Level-L-6 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion or By transfer
19	OBM	1	Level-L-6 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion or By transfer
20	Electrician	1	Level-L-6 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	By Promotion or By transfer
21	JRA	1	Level-L-6 of schedule of pay matrix as per notification no 1/20/2016(RP)-5Pr (FD) dated 28-10-2016	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	19900/-	By Promotion
2	Potedar	1	19900/-	By Promotion
3	Restorer	19	19900/-	50% among Stamper recruitment or by & Daftr is. 50% Direct Transfer
Information of Class-IV				
4	Senior Peon	35	16900/-	By Promotion
5	Stamper	3	16900/-	By Promotion
6	Peon	126	16900/-	Direct
7	Frash	2	16900/-	Direct
8	Chowkidar	4	16900/-	Direct
9	Book Binder	1	18000/-	Direct
10	Sweeper-cum-Chowkidar	2	16900/-	Direct
11	Carpenter	1	16900/-	Direct
12	Cane Worker	1	16900/-	Direct

NON – PLAN (Grant No. 4)

Sr. No.	Budget Head	Budget Allotment 2019-20 (In Rupees)
1	2053- DistrictAdministrator-093 District Establishment	193,16,70,000/-
2	2053-District Administration-093-Provision of Law and orders for Deputy Commissioners in the State	35,00,000/-
3	2053-District Administration-094- Sub Divisional Establishment.	26,47,00,000/-
4	2053-District Administrator-094-Conservancy of Kutchery Compound.	29,95,000/-
5	2053-District Administration -094- Other Establishment (ii) Copying Agency.	1,54,68,000/-
6	2053-District Administration-101-Commissioner Establishment.	13,55,45,000/-
7	2700- Major Irrigation-Gurugram Canal.	8,00,000/-
8	2250-OSS-800-OE(99) Miscellaneous Trade Fare	4,00,00,000/-
9	2250-OSS-103-Upkeep of Shrines, Temples (99) Dharmarth.	1,00,000/-
10	2245-Relief on Natural Calamities.	547,64,70,000/-
11	3454-Census, Survey and Statistics.	1,70,00,000/-
12	2029-Land Revenue and Taccavi.	27,00,000/-
13	3475-OGES-201-Agrarian Reforms Revenue (Field Staff).	1,91,50,000/-
14	3475-OGES-Compensation to Land Owners.	50,000/-

PLAN

Sr. No.	Budget Head	Budget Estimates 2019-20 (Rs. In lacs)
1	2705-Comman Area Development (Plan)-101 Mewat Development Board (99)-Scheme for the integrated Development of Mewat Area	2100.00
2	2705- Command Area Development (Plan)-102-Shivalik Development Board (99)- GIA for Development of Shivalik Area	430.00

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 (ii) 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, cold wave/frost, earthquake, landslide and cloud burst** has been revised on dated 04-06-2019 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 33% and above	1. Wheat, Paddy, Cotton= Rs. 4000/- 2. Other crops= Rs. 3500/-	Rs. 6800/- per ha. i.e. Rs. 2753/- per acre in rainfed sown areas and Rs. 13500/- per ha. i.e. Rs. 5466/- per acre in assured irrigated areas,

3. The State Government have revised the relief norms on 24-04-2015 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 $\geq 25\%$ to $< 33\%$	1. Wheat,Paddy, Cotton, Sugarcane = Rs. 7000/- 2. Mustard & Other crops=Rs. 5500/-
2.	Damage	1. Wheat,Paddy,	Damages between	1. Wheat,Paddy,

	between 26% to 50%	Cotton = Rs. 5000/- 2. Other crops=Rs. 4000/-	$\geq 33\%$ to $< 50\%$	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 $\geq 50\%$ 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 tubewells 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 Commissioners 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. **26,94,19,536** /- has been sanctioned to the disbursement of gratuitous relief to the farmers whose standing crops have been **damaged due to Hailstorm**.
8. A sum of Rs. **39,91,43,217** /- has been sanctioned to the disbursement of gratuitous relief to the farmers whose standing crops have been **damaged due to heavy rain/floods**.
9. **An amount of Rs. 24,0000000 /- has been sanctioned to the all Deputy Commissioners for COVID-19 epidemic.**
10. **An amount of Rs. 3,27,37,432 /- has been sanctioned to the disbursement of gratuitous relief to the farmers whose standing crops have been damaged due to fire and lightning.**

Disaster Management Cell:-

As per Government of India's provide items and norms of assistance for COVID-19 containment an amount of Rs. 32.5 Crore has been released to the Disaster so far. Apart from this, an amount of Rs. 131.85 Crore has also been provided from State Disaster Response Fund to the Departments namely Medical Education & Research, Urban Local Bodies Department, Police Department and Health & Family Welfare Department. Accordingly, a sum of Rs. 141.25 Crore has been sanctioned in the State during F.Y. 2020-2021. An amount of Rs. 23.10 Crore was also released to district during F.Y. 2019-2020.

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 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.	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% Solatium [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.

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 buildings

The State Government, for the convenience of the public, has constructed composite office buildings known as Mini- Secretariat at district headquarters. In the State of Haryana at present there are 22 districts out of which Mini Secretariats have been constructed in 21 districts. The construction work of 01 Mini Secretariat in Charkhi Dadari is yet to be started. There are 74 Sub Divisional Complexes. The construction work of 48 Sub Division Complexes had been completed and the construction work of 11 Sub Division Complexes namely Patudi, Shahabad, Barwala, Kharkhoda, Indri, Ambala Cantt., Ballabgarh, Bilaspur, Ratia, Kanina And Kalayat are in progress and construction work of 15 Sub Division Complexes is yet to be started. There are 94 Tehsils. The construction works of 63 Tehsil Buildings had been completed and the construction work of 10 Tehsil Buildings are in progress and construction work of 21 Tehsil Buildings is yet to be started. There are 49 Sub-Tehsil. The construction works of 24 Sub-Tehsil buildings had been completed and the construction work of 2 Sub-Tehsil building is in progress and construction work of 23 Sub-Tehsil building is yet to be started.

Under this scheme there is a budget provision of Rs 7500.00 lacs had been made for the year 2020-21 for this purpose Against this amount an expenditure to the tune of Rs 4400.00 lacs has been incurred for the current financial year upto 30-11-2020.

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, Mohindergarh, and Rewari have been completed. A provision of Rs 5000.00 lacs had been made during the financial year 2020-21 for the construction of residential houses of D.C's, SDO's(C), Tehsildar, Naib Tehsildar and class III and IV employees. Against this amount an expenditure to the tune of Rs 4000.00 lacs has been incurred upto 30-11-2020.

Honorarium to Nambardars of the State:

As per announcement made by Hon'ble C.M. in Lambardari Sammelan held on 14.10.2018, Honorarium of Nambardars was enhanced from Rs. 1,500/- to Rs. 3,000/-.

**Major Head Wise State/District Level Scheme wise Receipt Report From 01/04/2019 to
31/03/2020
(In Lakh Rs.)**

Major head	District	BT	EGRAS	OTIS	Total
0030-Stamps and Registration Fees	Total	81.22015	609483.00736	462.54278	610026.77029
	01-Ambala at Ambala City	4.32355	10971.57315		10975.89670
	02-Bhiwani	0.74722	5818.72724	13.47033	5832.94479
	03-Chandigarh		1521.32070		1521.32070
	05-Faridabad	12.65613	60567.46948		60580.12561
	06-Fatehabad	1.60103	5989.42833		5991.02936
	07-Gurugram	10.63189	310566.16692		310576.79881
	08-Hissar	5.06348	14354.72965		14359.79313
	09-Jagadhari	2.46002	9741.61769	446.87933	10190.95704
	10-Jhajjar	2.20314	15126.26529		15128.46843
	11-Jind	2.40679	8519.41176		8521.81855
	12-Kurukshetra	3.90701	9214.08616		9217.99317
	13-Karnal	5.67753	19044.78869		19050.46622
	14-Kaithal	2.68096	8079.49542	2.19312	8084.36950
	15-Narnaul	3.01676	4780.95676		4783.97352
	16-Panchkula	2.98786	18369.23010		18372.21796
	17-Panipat	4.19201	15656.27442		15660.46643
	18-Rohtak	3.80438	15853.48808		15857.29246
	19-Rewari	3.70628	12935.59516		12939.30144
	20-Sonepat	2.94690	33366.18339		33369.13029
	21-Sirsa	3.58486	9566.49547		9570.08033
	22-Mewat at Nuh	1.58817	6003.05176		6004.63993
	23-Palwal		10969.38733		10969.38733
	24-Charkhi Dadri	1.03418	2467.26441		2468.29859
Total		81.22015	609483.00736	462.54278	610026.77029

Major Head Wise State/District Level Schemewise Receipt Report From 01/04/2020 to 06/10/2020
(In Lakh Rs.)

Major head	District	BT	EGRAS	OTIS	Total
0030-Stamps and Registration Fees	Total	26.27857	155184.87432	135.27380	155346.42669
	01-Ambala at Ambala City	1.80568	2825.46618		2827.27186
	02-Bhiwani	0.28064	1938.08204	7.12633	1945.48901
	03-Chandigarh		5269.52792		5269.52792
	05-Faridabad	2.20997	15106.49787		15108.70784
	06-Fatehabad	0.52858	2092.34240		2092.87098
	07-Gurugram	1.60073	58227.97357		58229.57430
	08-Hissar	2.23943	5491.63356		5493.87299
	09-Jagadhari	1.02276	3793.16788	127.45463	3921.64527
	10-Jhajjar	0.50489	5493.89197		5494.39686
	11-Jind	1.00764	3037.23137		3038.23901
	12-Kurukshetra	1.71698	3153.41990		3155.13688
	13-Karnal	2.13982	6142.48645		6144.62627
	14-Kaithal	1.23542	3255.11266	0.69284	3257.04092
	15-Narnaul	1.24132	1720.95906		1722.20038
	16-Panchkula	0.43876	5689.92921		5690.36797
	17-Panipat	1.75294	4865.28964		4867.04258
	18-Rohtak	2.16114	5459.84001		5462.00115
	19-Rewari	1.46185	4529.33557		4530.79742
	20-Sonepat	0.60812	7699.15542		7699.76354
	21-Sirsa	1.19019	3452.97657		3454.16676
	22-Mewat at Nuh	0.62088	1768.90717		1769.52805
	23-Palwal		3337.06437		3337.06437
	24-Charkhi Dadri	0.51083	834.58353		835.09436
Total		26.27857	155184.87432	135.27380	155346.42669

Consolidated list of e-Services of Revenue Department with Status of Integration on SARAL Portal and Web-HALRIS (as on 03/07/2019)

Sr. No.	Workflow Application Software	Software wise Services Sr. Nos.	Name of G2C Service	Given Time Limit (Days)	Approved Service Charges (Rs.)	Remarks
(a)	(b)		(c)	(d)	(e)	(f)
	Flag-A (Services 01 to 37)					
[A]	Revenue G2C Services Integrated on Antyodya SARAL Portal & being delivered.					
1	Certificates Issuance System under e-District/e-DISHA	1	Schedule Caste Certificate	7	30	
2		2	Backward Class Certificate	7	30	
3		3	Other Backward Caste Certificate	7	30	
4		4	Special Backward Caste Certificate	7	30	
5		5	Tapriwas Certificate	7	30	
6		6	Vimukt Jati Certificate	7	30	
7		7	Economically Backward General Caste Certificate	7	30	
8		8	Resident Certificate	7	30	
9		9	Rural Area Certificate	7	30	
10		10	Hindu Dogra Community Certificate	7	30	
11		11	Minority Community Certificate	7	30	
12		12	Issue of Income Certificate (For Education Purpose)	15	30	
13		13	Issue of Income Certificate (For Other Purpose)	15	30	
14		14	Marriage Registration (Rural) as per 1954 Rules			
15		15	Marriage Registration (Rural) as per 1995 Rules			
16		16	Marriage Registration (Rural) as per 2008 Rules			
17		17	Income & Asset Certificate for EWS General category	7	30	

Consolidated list of e-Services of Revenue Department with Status of Integration on SARAL Portal and Web-HALRIS (as on 03/07/2019)

18	Various Permissions Issuance System under e-DISHA System	01	Permission for Jalsa/Public Meeting/Jaloos/Shobha Yatra/Chhath Puja/Marriage	5	50	
19		02	Permission for Funfair/Circus/Magic Show	5	50	
20		03	Permission for Tournaments/Games	5	50	
21		04	Loudspeakers/DJ Permission for Jalsa/Public Meeting/Jaloos/Shobha Yatra/Chhath Puja/Marriage	3	50	
22		05	Loudspeakers/DJ Permission for Funfair/Circus/Magic Show	3	50	
23		06	Loudspeakers/DJ Permission for Tournaments/Games	3	50	
24		07	Permit/Permission for Vehicle during Parliamentary Election Campaign.	Not Defined	50	
25		08	Permit/Permission for Vehicle during Assembly/State Election Campaign.	Not Defined	50	
26		09	Permission of Loudspeaker on Vehicle during Assembly/State Election Campaign.	Not Defined	50	
27		10	Permission of Loudspeaker on Vehicle During Parliamentary Election Campaign.	Not Defined	50	
28	e-GRAS	01	Issuance of e-Stamp Papers	1	N.A.	
[B]	Revenue G2C Services developed & Integrated on Antyodya SARAL Portal. To be made Active					
29	Property Dealer License System	01	Issuance of Property Dealer License	5	100	
30		02	Renewal of Existing Property Dealer License	5	100	
31	Service Plus Interface &	01	Copy of Records-of-Right (Jamabandi)	1	Rs. 10 first page,	

32	HALRIS/Web HALRIS	02	Copies of Mutations	1	then Rs. 5/page	
33		03	Copies of Khasra Girdawari	1		
34		04	Demarcation of Land/Plot	45	Rs. 30 proposed +Local Commissi on fee	
35		05	Private Partition of Land (Mutual Consent of landowners)	60		
[C]	Revenue G2C Services under development for integration and delivery on SARAL Portal.					
36	Certificates Issuance System under e-District/e- DISHA	18	Orphan Certificate	07	Rs. 30	
37		19	Widows Certificate	07	Rs.30	

Income (upto 18-09-2019) 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	3202.48
10	2014 – 2015	3018.87
11	2015 – 2016	3180.00
12	2016 – 2017	3260.00
13	2017-2018	2689.00
14	2018-2019	5679.45
15	2019-2020	6100.26
16.	2020-21 (up to 06.10.2020)	1553.46

A.R.BRANCH

In order to promote the welfare of rural Agricultural Community, Surplus land made available under “The Punjab Security of Land Tenures Act, 1953” and “The Haryana Ceiling on land holdings Act”, 1972” is being distributed under the Haryana, Utilization of Surplus and other areas Scheme, 1976 amongst eligibility persons such as tenants, land less agriculture workers, Ex serviceman, holding land less than to hectare of Barani and members of scheduled Castes and backwards Classes.

Out of total 116858 acres of surplus Ceiling land, 100996 acres has since been distributed to the eligible persons. An area of 22507 acres of surplus land is locked in litigation, 4619.4 acres of surplus Ceiling land is available with the State Govt. i.e. 01 acres for district Ambala, 41 acres for district Yamunanagar, 1430 acres for district Kaithal, 2663 acres for district Hisar, 03 acres for district Fatehabad, 24 acres for district Bhiwani and 144 acres for district Rohtak for the allotment.

Progress of DILRMP in Revenue & Disaster Management Department, Haryana

DILRMP (Digital India Land Records Modernization Programme)

The NLRMP (National Land Record Modernization Programme) was renamed as DILRMP (Digital India Land Records Modernization Programme) in 2014-15 with a primary objective of end-to-end computerization of land records and subsequently migration from existing presumptive titling system to conclusive titling system. The DILRMP is a centrally funded programme. Under DILRMP, during last 5-6 years a number of components & **processes has been re-engineered with Innovations in Process Reengineering** and have been implemented in Haryana, in an integrated way, with the technical partnership of NIC-HSU, which includes.

Online e-Appointment for Deeds Registration facilitates Issuance of Appointments for Deed Registration. The implementation of RTSA (Right to Service Act) and FIFO (First in First Out) in registration of deed has helped in bringing greater transparency, increased efficiency, accountability and **same day, time bound delivery of registered deeds**.

The e-Stamping in registration of properties has been mandated for all registrations across Haryana, having stamp value more than 100. The uniqueness of the system is that the property registration system verifies and fetches the details of e-Stamp and Government Receipt Number (GRN) number from Treasury server. After the deed registration, the e-Stamp and GRN number are defaced automatically, a unique facility of Haryana, which doesn't exist with National Stocks Holding Corporation Ltd e-Stamping system and any other State Government own system.

The Tablets has been given to all Patwaries for conducting e-Girdawari. The e-Girdawari for Rabi-2019, Kharif-2019, Rabi-2020 and Kharif-2020 has been conducted for entire State for all crops. Now Tablets bases e-Girdawari has been mandated for all Patwaries.

During the financial year 2019-2020, an amount of Rs.6100.26 Crore have been collected till 31/03/2020, which is Rs. 420.81 Crore higher than 2018-19, showing a positive trend, even after lockdown and closure of deeds registration in March 2020. During FY 2020-21 (Till 30th November 2020), Rs.2515.31 Crore Revenue has been collected.

Revamping of Web-HALRIS by tightly integration of all departments dealing with Land & Property Transactions with e-Appointment & e-Registration components has been done. The e-Appointment & e-Registration components of Web HALRIS software has been revamped significantly.

The two way linkage has been developed & established between the Web-HALRIS System of Revenue department and online data bases of Land/ Property of Urban Local Bodies (ULB), Haryana Shahri Vikas Pradhikaran (HSVP/HUDA), Town & Country Planning, Urban estates, Irrigation, forests, HSIIDC, Panchayat, Government Surplus Land & Housing Board Haryana. The linkage has also been established with Revenue Courts & Civil Courts & Civil courts and the Litigations Management System of AG Haryana for the cases involving land disputes and with online FIR component of CCTNS Software of Police department.

The revamped e-Appointment system checks the online databases of above mentioned departments for Non-encumbrance, clearance of pending dues, digitalization of land/property record and only after checking the NDC status, the system allows for booking of e-Appointment and to proceed further in e-Registration System. External linkages has also been established with MFMB (Meri Fasal Mera Byora) Portal, Government Land & Assests Portal, and Relief Computation for Crop Damages due to natural calamities.

2. Antyodya SARAL Portal

All kinds of Certificates are being issued online and being pushed under digital repository in Digital Locker. The existing e-DISHA Kendras have been renovated and converted as SARAL Kendras for facilitating delivery of all citizen services under a single roof. The e-Services of Revenue Department are being provided to the citizens through Antyodaya Saral Portal.

3. Modern Revenue Records Rooms (MRRR) Project:

There are various Revenue Records like Jamabadis, Mutations, Parat Sarkar, Misal Haqiyat, Field Books, Mussavis, Revenue Court Cases Judgments & Orders etc. in various sizes and various languages etc. Some of these records are very old and in very bad condition. There are two broad processes under MRRR project to carry out (a) Physical Establishment of Modern Revenue Records Room (MRRR), (b) Indexing, Scanning, Digitization, storage and retrieval of Records. The MRRR project implementation was started in July 2019. The MRRR are being established in each District and at 2 State Hq.

The MRRR were inaugurated on 25th December, 2019 in 6 districts manely, Karnal, Palwal, Rewari, Yamunanagar, Faridabad and Gurugram. The MRRR of Districts Rohtak, Fatehabad, Kurukshetra, Panipat, Nuh, Ambala, Mahendergarh, Bhiwani including charkhi Dadri, Sirsa, Hisar and Jhajjar has also been setup and ready for inauguration. Till 30/11/2020, total 1022 lakh pages has been scanned and around 872 Lakh digital records has been uploaded on the RRRMS Web Portal.

4. Haryana Large Scale Mapping Project (HaLSMP)

Leveraging the UAV (Unmanned Aerial vehicle), commonly known as a Drone, technology, after taking various approvals, the MoU was signed by Revenue department with Survey of India, for large scale mapping of entire Haryana covering all areas (Rural, urban, controlled areas and Abadi Deh(Lal Dora)) using Drone imaging, Rovers and CORS (Continuously Operating Reference Station) Network dated on 8th March, 2019. The pilot of HaLSM project was launched for Sirsi village of Karnal district on 25th December, 2019. Thereafter, the 2nd time Drone Flying was completed in pilot Sirsi village Abadi Deh Area, after demarcation of Chuna on individual properties, lands, assets. The data was processed and ownership was established. The Sirsi was declared as first Lal Dora free village of country. The Digital cadastral map (LPM) of Sirsi was provided by Sol to NIC-HSU in .shp (shape) file. The NIC has liked the LPM in Bhu-Naksha GIS software for online cutting of Tatima/partitions.

5. SVAMITVA (Survey of Villages and Mapping with Improvised Technology in Village Areas) Project:

The HaLSMP Sirsi initiative of Haryana was presented to the Government of India on 24th March, 2020. While appreciating the Haryana's initiative, the Govt of India through Ministry of Panchayati Raj Institutions adopted it, prepared SVAMITVA Scheme and launched SVAMITVA as a nationwide scheme, by Hon'ble Prime Minister on 24th April in 6 pilot States namely Haryana, Maharastra, Karnataka, MP, UP, Uttarakhand & 2 Pilot States for CORS Network Punjab & Rajasthan.

The Drone flying in Abadi DEh Areas of Rewari, Mahendergarh and Jhajjar districts was re-started w.e.f. 01/05/2020, which was further extended to Sohna Tehsil (Gurugram), Bhiwani and Charkhi Dadri districts and the Urban Areas (Municipal limits) of Karnal MC, Jind MC and Sohna MC w.e.f. 01/06/2020. The SVAMITVA Scheme was inaugurated by Hon'ble Prime Minister and State Chief Minister on October 11, 2020.

The HaLSMP e-Dashboard has been developed by NIC alongwith SOI and e-Dashboard for SVAMITVA has been developed by NIC alongwith Ministry of Panchayati Raj for online MIS and monitoring purposes.

Thereafter, 2017 more villages have been covered for drone flying and image capturing Rohtak and Jhajjar district has been completed on 30/11/2020. The entire districts of Mahendergarh, Rewari and Charkhi Dadri, will be completed by very soon. It has been estimated that 'SVAMITVA' Scheme will be completed in State of Haryana by March, 2021 and HaLSMP project work will be completed by April 2022.

FUNCTIONS / ACTIVITIES OF GAZETTEERS BRANCH
(As on 01.08.2020)

The preparation of gazetteers was initiated in India as early as 1871 when (Sir) W.W. Hunter presented a comprehensive plan for the gazetteers to the then Government of India. The first edition of *The Imperial Gazetteers of India* was published in 1881 in nine volumes. The companion volume *The Indian Empire: Its History, People and Products*, appeared in 1882, and the second edition of *The Imperial Gazetteers of India* was brought out in fourteen volumes in 1885-87. The new revised edition of the Gazetteer was published in 1907-09 in twenty six volumes, the first four volumes being the revised versions of Hunter's *The Indian Empire*, the next twenty constituting the alphabetical series and the last two the index and atlas.

During the British times, the work of compiling Gazetteers was taken up in the Punjab after the publication of the Census Report of Sir Denzil Ibbetson in 1881.

The Government of India replaced the Standing Order No. 43, Original Issue, dated 19th October, 1909 in this regard. The orders of the Government of India as to the preparation of the Gazetteers will be found in Paragraph 836 of the Land Administration Manual. Under the provisions contained in Chapter-XVII of the Land Revenue Manual (as applicable to Haryana) the revision of Gazetteers has now been entrusted to a separate organization under the supervision and control of the State Editor, Gazetteers, who under takes the work of revising gazetteers under the administrative control of the Financial Commissioner, Revenue. The instructions of the Government of India are contained in their letter No. F.23-1/55.C-1(A), dated 17th November, 1956. To ensure "uniformity of form contents and standard", the Government of India laid down Chapter headings and Contents "providing", however "room for variations and additions to meet the local or special needs".

The District Gazetteers of a country make a valuable series, which will serve as a harmonizing factor by increasing one's knowledge of the different parts of the country and the people, which will lead to the engendering of sympathy, tolerance, and a greater understanding of one another. As such, by stressing the fundamental unity underlying the difference that exists from district to district in any one State or in the country as a whole, the district gazetteers contribute in a vital form for promoting political unity, cultural oneness and national integration. As per the 'Plan of Gazetteers' as enshrined under paragraph 17.2 of the Land Revenue Manual, the district Gazetteers in Haryana have 19 chapters.

Since the inception of Haryana in 1966, the Gazetteers Organization of the Revenue and Disaster Management Department has been compiling/re-revising the District Gazetteers and State Gazetteers on the pattern laid down by the Government of India. The Gazetteers Branch has published following District/ State Gazetteers:-

1. Rohtak District Gazetteer, 1970
2. Karnal District Gazetteer, 1976
3. Bhiwani District Gazetteer, 1982
4. Gurgaon District Gazetteer, 1983
5. Ambala District Gazetteer, 1984
6. Hisar District Gazetteer, 1987
7. Jind District Gazetteer, 1987
8. Mahendergarh District Gazetteer, 1988
9. Sirsa District Gazetteer, 1988
10. Sonapat District Gazetteer, 1990
11. Faridabad District Gazetteer, 1994
12. State Gazetteers Volume-I (2004)
13. State Gazetteers Volume-II (2005)
14. Kurukshetra District Gazetteer, 2009
15. Panipat District Gazetteer, 2015
16. Jhajjar District Gazetteer (approved by Hon'ble CM,
publication soon)

In addition, the Gazetteers Branch is also re-printing old British Gazetteers which were more than 100 year old and had become rare. These Gazetteers are of historical importance, extremely useful, and are in great demand, as they depicted the then conditions of this area extremely well. In this series, the branch has re-printed 21 Gazetteers including 2 volumes on Customary laws (Hisar and Sirsa) and 8 Statistical Tables (Part B of Gazetteers) as enlisted below: -

1. Hisar District Gazetteer, 1915
2. Gurgaon District Gazetteer, 1883-84
3. Gurgaon District Gazetteer, 1910
4. Karnal District Gazetteer, 1918
5. Hisar District Gazetteer, 1892
6. Ambala District Gazetteer, 1892
7. Ambala District Gazetteer, 1923-24
8. Karnal District Gazetteer, 1892
9. Delhi District Gazetteer, 1883-84
10. Rohtak District Gazetteer, 1910
11. Karnal District Gazetteer, 1883-84
12. Rohtak District Gazetteer, 1883-84
13. Hisar District Gazetteer, 1883-84

14. Ambala District Gazetteer, 1883-84
15. Dujana State Gazetteer, 1904
16. Phulkian States Gazetteer, 1904 (Patiala, Jind & Nabha)
17. Delhi District Gazetteer, 1912
18. Imperial Gazetteer of India (Provincial Series) Volume-1
19. Imperial Gazetteer of India (Provincial Series) Volume-II
20. Customary Law of Hisar District, 1913
21. Customary Law of Sirsa District, 1882
22. Customary Law of Karnal District, 1910 (Scan only)
23. Rohtak District, Statistical Tables, 1936
24. Hisar District & Loharu State Statistical Tables, 1912
25. Karnal District Statistical Tables, 1935
26. Gurgaon District Statistical Tables, 1935
27. Jind State Statistical Tables, 1933
28. Rohtak District and Dujana State, Statistical Tables, 1912
29. Gurgaon District and Pataudi State, Statistical Tables, 1912
30. Karnal District, Statistical Tables, 1912

The re-printing work of old Settlement reports of Historical Importance is also going on. These Settlement Reports pertaining to the British period contain valuable data and give vivid description of a district, its former fiscal history, scope of settlement, revenue, statistical and economical examination of the existing conditions, measurement, re-measurement, revision of records etc. In this series following Settlement reports have been reprinted:-

1. Final Report of Third Revised Settlement (1906-10), Hisar District (Bhiwani, Hansi and Fatehabad Teshils).
2. Final Report of Third Regular Settlement (1905-10), Rohtak District.
3. Final Reprint of Second Revised Settlement (1915-20), Ambala District.
4. Settlement Report of the Karnal-Ambala (1891)
5. Final Settlement Report of Gurgaon District (1938-43)
6. Settlement Report of Karnal District (1909)
7. Report on the Re-organisation of District Administration in Punjab, 1954.

The Gazetteer Branch is presently engaged in the re-revision of Rohtak District Gazetteer, compilation of Fatehabad District Gazetteer and publication of Jhajjar District Gazetteer and reprinting of Rohtak District Gazetteer, 1970. The work of Rewari District Gazetteer has also been assigned recently, for which information has been requested from concerned quarters.

Besides this, with the view of preservation of old documents, 36 documents of historical importance have been got digitized so that data contained therein may be available for future use of the Government authorities. Also, the re-prints of the previously published documents, and publications made by the branch have been uploaded and being managed on the official website of the department under the link 'Researchers'. In sum, the District Gazetteers play a significant role in the unity of country and harmony of people of India.

Activity and Achievement of Jagir Branch for the year 2019-20

Under the Provision of the East Punjab War Award 1948, Haryana Amended Act 6/2010, The amount of annual War Jagirs has been increased from Rs. 5,000/- to Rs. 10,000/- w.e.f. Rabi,2010, There will be an expenditure of Rs.16.80 Lacs approximately per annum for the year 2019-20 and 168 families will be benefitted.

**BRIEF NOTE ON ACTIVITIES OF SHIVALIK DEVELOPMENT AGENCY,
AMBALA (2019-20)**

Introduction:

- With a view to develop the Shivalik Development Area, the Govt. of Haryana formed a separate Board namely Shivalik Development Board on 24-3-1993 at the State level and its executing arm, Shivalik Development Agency at Ambala for formulation and implementation of development programmes for overall integrated development of Shivalik Region of Haryana in a coordinated manner through various implementing Govt. Departments. The Shivalik Development Agency has been spearheading development of this area through different Govt. Departments under overall supervision of the Shivalik Development Board.

- The Agency formulates Annual Action Plans for development of Shivalik area every year after inviting proposals from the Deputy Commissioners of Ambala, Panchkula & Yamuna Nagar Districts & Non-official Members of Shivalik Development Board. The Agency is concentrating on providing basic infrastructure, such as Watershed Management through water harvesting and soil conservation measures, afforestation, improving water supply, animal husbandry, health care etc. Various development works/ projects are being implemented in Shivalik area comprising three districts, namely Ambala, Panchkula and Yamuna Nagar.

- The Government had sanctioned an amount of Rs. 1720.00 lakh (Rs. 1500.00 lakh as General Component & Rs. 220.00 lakh as SCSP Component) for the F.Y. 2019-20 but Government released only 1st Installment of Rs. 430.00 lakh (Rs. 375.00 lakh as General Component & Rs. 55.00 lakh as SCSP Component) to this Agency which has been released to the implementing departments to implement Annual Action Plan 2019-20. The Annual Action Plan 2019-20 was approved by the office of Ld. ACS & FCR, Haryana, Chandigarh with the following schemes:-

Under Watershed Management Projects Such as Const. of Drop Str., Water Storage Tank, R/wall, Irrigation khal, construction of SDD, Const. of Cement Structure, Crate Wire Structure, Concrete stud, Construction of Bricks studs, Desilting of WHS, Diversion Bund have been taken up.

Under Other Schemes/Projects Such as Construction of Community Centres, Culverts, Drainage of waste water, Construction of Boundary Wall, Rasta, Street, Installation and drilling of additional Tubewell, Construction of Retaining wall, Laying of Pipelines, Const. of Nala, Irrigation Kool, Irrigation Tank, Danga, Shamshan Ghat, lying of pipe line, Bavari, Const. of Drinking Water Tank, Const. of Protection wall have been taken up.

MEWAT DEVELOPMENT AGENCY, NUH
DETAILED ANNUAL PLAN 2019-20

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 rainfed 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 improving their general economy by eradicating poverty, unemployment, social 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 7117 students are enrolled in these eight schools. Mewat Model Schools have succeeded to enroll the girls of Muslim minority by providing free tuition fee and other facilities free of cost. There are 3784 girls (including 2414 Muslim minority girls) are enrolled in these eight schools.

ANNUAL PLAN 2019-20

The Approved budget estimate for the year 2019-20 alongwith objectives and outlay of the schemes are as under:

(Rs. in lakh)

S.N.	Name of Component	Outlay (General)	Outlay (SCSP)	Total Outlay
1	Education	2110.00	290.00	2400.00
2	Health	206.18	0.00	206.18
3	Community Works	40.00	00.00	40.00
4	Agriculture	5.00	0.00	5.00
5	Industrial, Vocational and Off-Farm Trainings	69.00	10.00	79.00

6	Culture Development	5.00	0.00	5.00
7	Community Development	67.82	0.00	67.82
8	Sports	11.00	0.00	11.00
9	Project Management	186.00	0.00	186.00
	Total	2700.00	300.00	3000.00

The component-wise/scheme-wise objective and proposed budget outlay are as under:

1. Education

Objective:

The Mewat area is educationally most backward part of the State and literacy rate is 56.10% (Male-73%, Female-37.60%) which is very low. To promote the education level of Mewat area, Mewat Development Agency is running 08 Mewat Model Schools through Mewat Model Schools Society, Nuh. The free lodging & boarding and transportation facilities are being provided to the girls students to promote the girls education in the area.

The Mewat Development Agency is providing 100% deficit to these schools. At present approx. 8000 students are enrolled in these schools and 62% students belong to Muslim Minority Community. The Boys: Girls ratio is 50:50.

Budget Outlay:

To meet out the deficit of Mewat Model Schools and Society, the MDA has proposed Rs. 2400.00 lakh under Education Component, out of which Rs. 290.00 lakh will be utilized under SCSP component for the year 2019-20.

2. Health:

Objective:

To promote the health related activities in the area, MDA is providing funds to the Health department to carry out the various need based health activities. MDA will provide financial assistance for prevention of Malaria, engagement of 65 Lab Technicians through outsourcing agencies and establishing the lab services in the district by Civil Surgeon, Nuh and other health related activities as required.

Budget outlay:

The Agency has proposed an outlay of Rs. 206.18 lakh for the year 2019-20 under health component.

3. Community Assets/Works:

Objectives:

To create infrastructure in Mewat area like Community Centre, Community Halls, Chopals, Boundary Walls, School Rooms, C.C. Paths, Brick Paths, Toilets 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. 40.00 lakh for the year 2019-20 under Community Works component for completion of Community Hall at Nuh and other civil works in the area.

4. Agriculture:

Objective:

The Agricultural productivity in Mewat region is still considerably low due to rained farming, brackish underground water, negligible canal irrigation system and lack of adoption of improved farm practices. Emphasis will be given for sampling of Soil of the Village around the Gurgaon Canal.

Budget outlay:

The Agency has proposed budget outlay of Rs. 5.00 lacs for the year 2019-20 under agriculture component for soil testing.

5. 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. The Mewat area has not any coaching institutes for the preparation of IIT/NEET exams and the parents are unable to afford the fees and accommodation charges by sending their children to outside the Mewat area. MDA is providing financial assistance to the students to impart training in various job oriented courses i.e. technical/professional and paramedical.

Budget outlay:

The Agency has proposed an amount of Rs. 79.00 lakh for the year 2019-20 under Industrial, Vocational and Off-farm Training component for financial assistance to the students of Mewat area and honorarium of security guards at Training Centre, Kherla, Nuh, out of which Rs. 10.00 lakh will be utilized under SCSP.

1. 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 Swachh Bharat Abhiyan.

Budget outlay:

The Agency has proposed an outlay of Rs.5.00 lakh for the year 2019-20.

2. 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 SHG Federations. The MDA has constituted six block level federation and one Mewat Level Federation. This is a successful process in Mewat area and these federations have formed 2307 Self Help Groups having 27652 women of different and weaker sections of the Society.

Budget outlay:

The Agency has proposed Rs.67.82 lakh for the year 2019-20 for providing staff honorarium, contingency to the SHG federations, trainings & exposures of SHG women.

3. Sports:

Objective:

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

Budget outlay:

The Agency has proposed budget provision of Rs. 11.00 lakh for the year 2019-20 for sports activities in Mewat area including security guards, sweeper, sports equipments, electricity bills, maintenance of Badminton Hall, Nuh.

4. Project Management

The Agency has proposed Rs.186.00 lakh under Project Management component for salary of MDA staff, POL and other expenditure.

Note :

Govt has revised Annual Budget of MDA 30.00 Crore to 22.00 Crore and Finance Department has granted permission on dated 16.07.2019 for utilizing unspent balance of pervious years Rest. 878.74 lakh during the fiscal year 2019-20

FUNCTION/ACTIVITIES/WORK 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 American, Gazette of Haryana State, State Civil Service Rules, Financial Rules and Treasury Rules etc., various Manuals, Code & Reports. Library provides facilities of reading Newspapers & Magazines issue & return of books to the officers and officials of the department. The working hours of Library are from 9:00 A.M. to 5:00 P.M. There is no any separate reading room. The duties and functions of the officials of library are 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 bill
- 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

Work distribution list of Admn-I Branch

Sr.No. & Assistant	Subject
1. Admn-I (1)	<ol style="list-style-type: none"> 1) Framing/amendments of service rules of group – A and group-B 2) Promotion/posting/transfer/deputation/retirement of following categories of officers/officials:- <ol style="list-style-type: none"> a) Joint Secretary b) Deputy Secretaries c) Under Secretaries d) Registrar e) Superintendent f) Deputy Superintendents g) Assistants 3) Confirmation/Grant of Past service benefit to the categories mentioned at Sr. No 2 above 4) Grant of ACP Scales to the Assistants 5) Fixation/Preparation of seniority list of officers/officials mentions at Sr. No 2 above 6) Mentioned of personal files of the staff mentioned at Sr. No 2 above 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 8) Preparation an agenda for adjudging the suitability by Departmental promotion Committee for promotion to the post of group – A and Group – B Holding of meeting thereof 9) Misc. reports/returns relating to Dy. Secy/Under Secretaries/Supdt/Dy Supdts/Assistants 10) Supply of information under RTI Act relating to the Officers/officials mentioned at Sr.No 2 above
2. Admn-I (2)	<ol style="list-style-type: none"> 1) All establishments matters relating to steno Typist, Junior Scale Stenographer, Senior Scale Stenographer, Personal Assistants, Private Secretary and Secretary. 2) All Disciplinary matters relating to Deputy Secretaries Under secretaries, Superintendents, Deputy Superintendent and Assistant 3) All Disciplinary matters relating to Private Secretaries, Personal Assistants, Senior Scale Stenographer, Junior Scale Stenographers and Steno typist 4) Promotion/posting/transfer/deputation/retirement of following categories of officers/officials:- <ol style="list-style-type: none"> a) Secretary

	<ul style="list-style-type: none"> b) Private Secretaries c) Personal Assistants d) Senior Scale Stenographers e) Junior Scale Stenographers f) Steno-typist <ul style="list-style-type: none"> 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, 2005 relating to the Officers/Officials mentioned at Sr.No 4 above 14) Regarding establishment of Steno-typist apprentices for one year.
3. 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 7) Retention in Service beyond 50/55 year age of all employees except stamp auditors, Drivers and class-V 8) All the matters related to Asset (P) Management Cell Employee's at HQ deployed at Contractual basis. 9) Uploading ACR in HRMS.

4. Admn-I(4)	<ol 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-IV 3) Maintenance of Service Books 4) Leave Salary and pension contribution cases. 5) HRMS work.
5. Admn-I(5)	<ol style="list-style-type: none"> 1) Amendment in F.C's office Group-C Service Rules 2) Matters related to Promotion/ posting/ transfer/deputation/retirement/resignation of Clerks, Joint Scale Editor, Editor, Assistant Editor Junior Revenue Accountant and Senior Revenue Accountant. 3) Confirmation/Grant of past service benefit to the categories mentioned at Sr.no 2 above. 4) 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. 5) Fixation/preparation of seniority list of Officers/officials mentioned at Sr. No 2 above 6) Maintenance of personal files of the staff mentioned at Sr. No 2 above 7) 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 2 above. 8) Approval of class-IV promotes from HSSC Panchkula. 9) Supply of information under RTI Act, 2005 relating to the Officers/Officials mentioned at Sr.No 2 above. 10) All Disciplinary matters relating to the clerks. 11) All the matters related to DEOs, Junior Programmers, Programmers deployed at Contractual basis.

Work Distribution list of Admn-II Branch:-

Sr.No. & Assistant	Subject
1. Admn-II(VI)	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
2. Admn-II(VII)	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.
3. Admn-II(VIII)	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.

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

WORK DISTRIBUTION LIST OF ADMINISTRATION SECTION:

Sr.No. & Assistant	Subject
1 Admn. XI	1) Grant of loans and advances in respect of all staff except IAS. 2) General provident Fund Accountant statement of all staff. 3) Grant of Honorarium to Gazetted & Non Gazetted staff. 4) Permission to purchase sale of moveable/immoveable property under Got Servants Conduct Rules Annual property returns. 5) Ex-gratia to the dependents of deceased employees. 6) LTC claim of all staff except IAS & Class IV. 7) Final payment of GPF of class III.
2. Admn. XII)	1) Reimbursement of medical bills to all class II, III, IV & Retires.
3. Admn. XIII)	1) Issue of all type of certificate, permission for passports and Higher Education. 2) Continuance of Temporary staff and creation of posts. 3) Conversion of temporary posts in to permanent on the proposal of Admn.I Branch. 4) Settlement of House Rent cases of the employees. 5) Circulating/Flood duty/HSSC Duty/DGLR Duty. 6) Issue of certificate of employee of F.C.Office. 7) Children Education Allowance.
4. Admn. XIV)	1) GIS and maintenance of its account of Class I, II, III & IV. 2) Misc. work of this Section. 3) Final payment of GIS of Class I, II, III & IV. 4) Training of Officers/Officials.

WORK DISTRIBUTION LIST OF NAZARAT BRANCH:-

Sr.No. & Assistant	Subjects
1. N-1 Assistant	1) Budget estimates under all Heads of Accounts. 2) S.N.E. and excess/surrenders 3) Audit and inspection Notices by A.G.Haryana 4) Preparation of T.A bills in respect of class-III and IV employees and P.A.C.matters 5) Re-appropriation order of all heads 6) Time barred sanction of T.A. Claims 7) Authorization from AG for drawl of pay and allowances of temporary post all heads of Accounts and D.D.O powers. 8) Reports and Misc. work. And (ii) Reconciliation
2. N-2 Assistant	1) Establishment work of Driver, 2) Ex-Gratia cases and retirement order of Drivers. 3) All matters relating to telephone and issued of. 4) Sanction of telephone bills and excess recoveries etc. 5) Maintenance of bill Book. 6) Preparation of expenditure Statement of all Heads and B.M etc. 7) Collection of Voucher Numbers from Treasury 8) And any others work assigned by Supdt.
3. N-III Assistant	1) All matters relating to staff cars and ACR of Drivers. 2) Checking of all kinds of bills including petrol And diesel in respect of vehicles under all heads of accounts. 3) House allotment Cases. 4) Supply of Liveries items to drivers. 5) Purchase of New car and condom.
4. N-IV	1) Maintenance of Contingent register and preparation of Contingent Bill. 2) Completion and maintenance of service books of Class-IV and class-III employees (below the rank of clerks) and drivers. 3) Pay fixation of class IV and class-III employees (below the rank of Clerk) and drivers. 4) Leave cases of Class IV and Class-III employees (below the rank of Clerk) and Drivers. 5) Increment of Class-IV and Class-III employees (below the rank of Clerk) and drivers. 6) Bonus in respect of class IV and class-III employees (below the rank of Clerk) and Drivers.
5. N-V-Assistant	1) Establishment work of Class-IV,III (below the rank of clerk) 2) Ex- Gratia cases Class-IV,III(below the rank of clerk)and drivers 3) Pension and Gratuity cases in respect of Class-IV,III and drivers. 4) Retirement of Class IV,III employees and drivers.

6. N-VI	<ol style="list-style-type: none"> 1) Preparation of pay bills of class-IV and Class-III employees (below the rank of Clerk). 2) Arrear of Pay D.A.etc 3) Preparation of all bills of leave encashment/GIS/GPF/HBA/Marriage Advances/wheat/advance/festival/Ex-Gratia etc 4) Calculation of interest on long terms advances 5) Sanction of wheat/festival Loan 6) LTC claim of Class-IV and Class-III employees (below the rank of Clerk) 7) G.P.F. advance in respect of Class IV and Class III employees (below the rank of Clerk) And Drivers. 8) HBA, Marriage loan etc in respect of Class IV and class III employees (below the rank of Clerks) and Education Allowance.
7. N-VII (Nazir)	<ol style="list-style-type: none"> 1) All kinds of repair of Office Material such as furniture etc. except vehicle. 2) Supply Liveries to the Class IV/potedar /Carpenter 3) Posting and transfer of Class IV and Class-III employees (below the rank of Clerk) 4) Maintenance of stock register and issued of articles all Kinds 5) Supervisor of Daily wagers one case Pending of building Rent.
8. N-VIII(Librarian)	<ol style="list-style-type: none"> 1) Purchase of Book, periodical, News papers and law journal etc. 2) Categorizing of books 3) Access of all books receiving in library 4) Issue of books and magazines. 5) Cutting of amendment from the Gazette. 6) Arrangements for binding of Law journal. 7) Issue Stationary articles to the officers/officials. 8) Checking of monthly stationary article indents etc. 9) To bring Stationary articles from Government press. 10) Local Purchase of Stationary articles etc. 11) Maintenance the stationary. Stock register, rubber Stamps and also stationery stock register of local purchase.
9. N-VIII (Care Taker)	<ol style="list-style-type: none"> 1) Office accommodation and arrangements. 2) Issue of temporary I Card and Vehicle parking passes. 3) Cleanliness of office accommodation. 4) Horticulture and potted plants flower arrangement. 5) Computerization of New Secretariat Building. 6) Arrangements of A.C 7) Arrangements of security and fire fighting systems. 8) Maintenance of New Secretariat Building Through PWD (B&R) P.H. Electric and Civil Department. 9) Arranging meeting of upkeep and maintenance committee. 10) Disciplinary Cases of Class IV and Class III employee (below the rank of Clerk) 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 tetention in service beyond 55 beyond 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. 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	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	1) All Disciplinary action matters of Naib Tehsildars.

	<ul style="list-style-type: none"> 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	<ul 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	<ul 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.

Work distribution list of ER Branch

Sr.No. & Asstt.	Subject
1. ER-1	<ol style="list-style-type: none"> 1) All the matters relating to Heavy rains/Flood/ dewatering operations. 2) Policy regarding payment of relief on account of Heavy rains/ floods/ dewatering operations. 3) Provision of funds for allocation to various Head of Department/D.Cs on account of flood// dewatering operations. 4) Seeking of Central Assistance from Government of India on account of Heavy rains /floods/dewatering operations. 5) Lok Sabha/Assembly Question etc. relating to Heavy rains/floods/ dewatering operations. 6) Assurance given by Ministers regarding Heavy rains/floods/dewatering operations. 7) Submission of reports about Natural Calamities to Government of India and others concerned. 8) Any other work assigned by the S.ER/U.S.ER.
2. ER-II	<ol style="list-style-type: none"> 1) All the matters relating to Maintenance of Haryana State Disaster Response Fund. 2) Maintenance/compilation of expenditure figures & other allied jobs relating SDRF as well as State Budget. 3) Maintenance of SDRF accounts and its investment/ reinvestment. 4) Demand of grants (installments) under SDRF from Government of India and submission of utilization certificate to Govt. of India. 5) Preparation of all Budget matters under the Head “2245-RNC”. 6) Amendments in state norms pertaining to all the natural calamities and CM relief fund cases regarding amendment in rules etc. 7) Processing of bills relating to POL/MV under 2245-RNC”. 8) Any other work assigned by the S.ER/U.S.ER.
3. ER-III	<ol style="list-style-type: none"> 1) Purchase/repair/condemnation/disposal of Flood Relief Equipments/vehicles and uniform of OBM Mechanic. 2) To provide the Flood Relief Equipments to the field offices. 3) Press Note for Chief Minister and activities of the Department. 4) Material regarding Governor address/FM Speech/ Assurance Committee of Vidhan Sabha. 5) Special Audit reports of Central Assistance. 6) Audit paras of the field under Head “2245-RNC” 7) Sanction of Journey beyond Jurisdiction. 8) General Circulars & other miscellaneous work. 9) Any other work assigned by the SER/USER.
4. ER-IV	<ol style="list-style-type: none"> 1) All the matters relating to Public Accounts Committee/Estimate Committee relating to the branch like Quarterly Progress Reports of PAC etc. 2) Advance/Draft Paras of PAG/CAG relating to the branch. 3) All the matters relating to Fire, Lightening & man-made disasters. 4) Policy regarding Fire, Lightening & man-made disasters. 5) Provision of funds for allocation to various Head of Departments/D.Cs on Fire, Lightening & man-made disasters. 6) Lok Sabha/Assembly Questions relating to Fire, Lightening & man-made disasters. 7) Seeking of Central Assistance from Government of India on account of Fire, Lightening & man-made disasters.

	8) Any other work assigned by the SER/USER.
5. ER-V	<ol style="list-style-type: none"> 1) All the matters relating to Hailstorm/Cyclone/Cold wave/Drought. 2) Policy regarding payment of relief on account of Hailstorm/Cyclone/Cold wave/Drought. 3) Provision of funds for allocation to various Head of Departments/D.Cs on account of Hailstorm/Cyclone/Cold wave/Drought. 4) Seeking of Central Assistance from Government of India on account of Hailstorm/Cyclone/Cold wave/Drought. 5) Lok Sabha/Assembly Question etc. relating to Hailstorm/Cyclone/Cold wave/Drought. 6) Assurance given by Ministers regarding Hailstorm/Cyclone/Cold wave/Drought. 7) Any other work assigned by the S.ER/U.S.ER
6. ER-VI	<ol style="list-style-type: none"> 1) Work relating to creation of posts (Temporary/regular) of Disaster Management Staff/Cell and matters relating to Maintenance of 13th Finance Commission, Capacity Building Fund. 2) All the matters relating to Pest Attack/Locust/Heat Wave/any other Disasters which are not specified in these orders. 3) Policy regarding payment of relief on account of Pest Attack/Locust/Heat Wave/any other Disasters which are not specified in these orders. 4) Provision of funds for allocation to various Head of Departments/D.Cs on account of Pest Attack/Locust/Heat Wave/any other Disasters which are not specified in these orders. 5) Seeking of Central Assistance from Government of India on account of Pest Attack/Locust/Heat Wave/any other Disasters which are not specified in these orders. 6) Lok Sabha/Assembly Question etc. relating to Pest Attack/Locust/Heat Wave/any other Disasters which are not specified in these orders. 7) Organization of Flood Relief Training Camps 8) Assurance given by Ministers regarding Pest Attack/Locust/Heat Wave/any other Disasters which are not specified in these orders. 9) Any other work assigned by the S.ER/U.S.ER.
Clerk	<ol style="list-style-type: none"> 1) Dairy/Dispatch of all the letters/files of the branch. 2) Online (CFMS) transfer of letters/files of the branch. 3) To assist all the assistants of the branch.

WORK DISTRIBUTION LIST OF DISASTER MANAGEMENT CELL

Sr. No. & Designation	Core Duties and Responsibilities
Senior Project Officer, Flood Mitigation	<ol style="list-style-type: none"> 1) To facilitate the activities of various Departments in regard to activities/action points proposed in the National Disaster Management Guidelines on Flood Management and Urban Flooding. 2) Flood Risk Assessment in the state; 3) Preparing plans for expansion and modernization of flood forecasting and warning systems and development of Decision Support System for management of floods for the state in liaison with responsible agencies; 4) Making an assessment of the area suffering from drainage congestion; 5) Evolving strategies or mechanism for inter-state as well as intra-state Coordination; 6) Facilitate formulation of policies, plans and programmes pertaining to Flood management for the state; 7) Work closely with Public Health Engineering Department; 8) Review flood control orders of the districts; 9) To check flood preparedness activities in the districts; 10) To give advice on capacity building activities or initiatives for flood in the state; 11) To assist in identifying the places for mock drills on Floods and will also work out the schedule, outline of the activities and other necessities. 12) For effective and efficient management of floods, training to individuals/communities and personnel's has to be imparted. The strategy therefore would have to consist of <ol style="list-style-type: none"> I. Building a scientific database II. Building a large R & D capacity III. Human resource development 13) To work out the schedule for training, course outline, and identify the key institutions and organizations working in the desired area. 14) Collection of information on best practices of flood management activities at national and international level. 15) Identification and preparation of proposals and advice on implementation of priority Flood Protection and Drainage Improvement works (embankments, anti erosion measures and drainage improvement works) to the state; 16) Advice on enactment and enforcement of the floodplain zoning regulation and amendment of building bye-laws to make future buildings in flood prone areas flood safe in collaboration with Town & Country Planning Department and ULB; 17) Developing strategies for mainstreaming flood risk reduction into developmental plans; 18) Work out strategy for flood insurance in collaboration with the Finance Department, insurance companies and other relevant departments in the state and implementation of a pilot project; 19) Discharge all duties and responsibilities relating to implementation of any related technical project taken up by SDMA;

	<p>20) Render technical advice in respect of execution of the project or any other technical matter as would be required by the SDMA;</p> <p>21) Any other duty that may be assigned from time to time.</p>
Senior Project Officer, Earthquake Mitigation	<ol style="list-style-type: none"> 1) To give advice for establishment of necessary techno-legal and techno-financial mechanisms for earthquake resistant designs in the state; 2) Evolving strategies for ensuring that all stakeholders like builders, architects, engineers and government departments, responsible for regulation and enforcement adopt earthquake-safe construction practices in consultation with responsible agencies; 3) Evolving strategies for enforcing and monitoring compliance of earthquake-resistant building codes, town planning bye-laws and other safety regulations; 4) Establishing an appropriate mechanism for compliance review of all construction designs submitted to ULBs; 5) To evolve mechanism for undertaking mandatory technical audit of structural designs of major projects by the respective competent authorities; 6) Making plans for developing and undertaking seismic strengthening and retrofitting standards for existing critical lifeline structures, initially as pilot projects; 7) Developing an appropriate mechanism for licensing and certification of professionals in earthquake-resistant construction techniques by collaborating with professional bodies; 8) Developing appropriate risk transfer instruments by collaborating with insurance companies and financial institutions; 9) To give advice on capacity building activities or initiatives for flood in the state; 10) Coordinate in developing Earthquake Management plans and guidelines for the state; 11) Discharge all duties and responsibilities relating to implementation of any related technical project taken up by SDMA/SEC; 12) Render technical advice in respect of execution of the project or any other technical matter as would be required by the SDMA/SEC; 13) To assist SEC in execution of its function as mentioned in Sub Section 2m of Section 22 of DM Act 2005 “examine the construction, in any local area in the state and; if it is of the opinion that the standards laid for such construction for the prevention of disaster is not being or has not been followed, may direct the District Authority or the local authority, as the case may be, to take such action as may be necessary to secure compliance of such standards”; 14) Any other duty that may be assigned from time to time.
Project Officer -1	<ol style="list-style-type: none"> 1) To facilitate the activities of various Departments in regard to activities/action points proposed in the National Disaster Management Guidelines on various disasters. 2) Review Flood Control Orders of the district. 3) To check flood preparedness activities in the district. 4) Coordinating all the activities related to control room operation. 5) Coordinating work related to the area suffering from drainage congestion. 6) To assist SDMA & SEC in execution of its functions as mentioned in Sub Section 2a, 2b, 2c , 2e and 2o of Section 22 of DM Act 2005

	<p>respectively, as follows:-</p> <ol style="list-style-type: none"> a) Coordinate and monitor the implementation of the National Policy, National Plan, State Policy, State Plan. b) Evolving strategies for examining the vulnerability of different parts of the state to different forms of disasters and specify measures to be taken for their prevention or mitigation; c) Lay down guidelines for preparation of disaster management plans by the departments of the state and the district authorities; d) Monitor the implementation of the guidelines laid down by the State Authority for integrating of measures for prevention of disasters and mitigation by the department in their development plans and projects. e) Lay down, review and update State Level Response Plans and guidelines and ensure that District Level Plans are prepared, reviewed and updated; <ol style="list-style-type: none"> 7) Coordinating in development of Disaster Management plans in the state. 8) Coordination with NDMA, NDRF, State Departments, District Authorities and other stakeholders in the state. 9) Assist in Disaster Management projects related to School Safety. Liaison with School Education Department, Haryana. 10) Assist in raising of Haryana State Disaster Management Authority. 11) To establish coordination with Project Officers (Disaster Management) in the Districts. 12) Any other duty that may be assigned from time to time.
Project Officer-II	<ol style="list-style-type: none"> 1) To assist SDMA & SEC in execution of its functions as mentioned in Sub Section 2a, 2b, 2c, 2d, 2i and 2q of Section 22 of DM Act 2005 respectively, as follows:- <ol style="list-style-type: none"> a) Coordinate and monitor the implementation of the National Policy, National Plan, State Policy, State Plan. b) Evolving strategies for examining the vulnerability of different parts of the state to different forms of disasters and specify measures to be taken for their prevention or mitigation; c) Lay down guidelines for preparation of disaster management plans by the departments of the state and the district authorities; d) Lay down, review and update State Level Response Plans and guidelines and ensure that District Level Plans are prepared, reviewed and updated; e) Promote general education, awareness and community training in regard to the forms of disaster to which different parts of the State are vulnerable and the measures that may be taken by such community to prevent the disaster, mitigate and respond to such disaster. f) Perform such other functions as may be assigned or as it may consider necessary. 2) To facilitate the activities of various Departments in regard to activities/action points proposed in the National Disaster Management Guidelines on various disasters. 3) Facilitate formulation of policies, plans and programs for disasters in the state; Evolving strategies or mechanism for inter-state as well as intra-state Coordination; 4) To give advice on capacity building activities or initiatives for

	<p>various disasters specifically for Heat Wave, Cold Wave etc.</p> <ol style="list-style-type: none"> 5) To assist in conducting for mock drills on various disasters and will also work out the schedule, outline of the activities and other necessities. 6) Collection of information on best practices of Disaster Management activities at national and international level. 7) Developing strategies for Disaster Risk Reduction into developmental plans; 8) Discharge all duties and responsibilities relating to implementation of any related technical project taken up by SDMA; Render technical advice in respect of execution of the project or any other technical matter as would be required by the SDMA; 9) Review Heat Wave, Cold Wave & other DM Plans of the State and other disaster preparedness activities in the districts; 10) Ensure effective management, implementation, monitoring and evaluation of disaster management activities; 11) Organize and coordinate training and capacity building programmes for key personnel at different levels and identify training requirements –both fresh and refreshers at all levels for various functionaries; 12) Formulate strategies to generate awareness on the hazards, risks and vulnerabilities of the district/city and address the need for preparedness and mitigation measures; 13) Facilitate preparation and compilation of comprehensive community based preparedness and response plans for the villages/city/district; 14) Coordination with Central & State Government Agencies NDMA, NDRF, State Departments, District Authorities and other stakeholders in the State. 15) Network and promote inter-city cooperation to compare the disaster risk and to share their experiences and resources in working to reduce the impact of future disasters; 16) Work closely for rainfall data and other with Indian Meteorological Department, 17) To give advice on capacity building activities or initiatives for Heat & Cold Wave other disasters in the state; 18) Preparing plans for expansion and modernization of forecasting and warning systems and development of Decision Support System for management of various disaster for the state in liaison with responsible agencies, 19) Assist to updation and use of technology for Disaster Management.
Project Officer-3 (PO-3)	<ol style="list-style-type: none"> 1) To Assist SDMA & SEC in execution of its functions as mentioned in Sub Section 2a, 2b, 2c, 2i , 2o and 2p of Section 22 of DM Act 2005 respectively, as follows- <ol style="list-style-type: none"> a) Coordinate and Monitor the implementation of the National Policy, National Plan, State Policy, State Plan etc. b) Evolving Strategies for examining the vulnerability of different parts of the State to different forms of disasters and specify measures to be taken for their prevention or mitigation c) Lay down guidelines for preparation of disaster management plans by the departments of the State and the district authorities.

	<ul style="list-style-type: none"> d) Promote general education, awareness and community training in regard to the forms of disaster to which different parts of the State are vulnerable and the measures that may be taken by such community to prevent the disaster, mitigate and respond to such disaster. e) Lay down, review and update State Level Response Plans and guidelines and Ensure that District Level Plans are prepared, reviewed and Updated f) Ensure that communication systems are in order and the disaster management drills are carried out periodically. <ol style="list-style-type: none"> 2) To work out the schedule for training, course outline, and identify the key institutions and organizations working in the desired area. 3) Coordinating the training programs and its reporting. 4) Identify training requirements-both fresh and refresher at all level for various functionaries; 5) To maintain a database of trainers and other resource persons. 6) Deployment of Officers for training, seminars and conferences; 7) Provide Technical support in reviewing and designing training modules and manuals. 8) Assist in the development of reports, briefs, fact sheets, training manuals and other publications related to the project. 9) To maintain close relationship with the DDMA's/DIPR and other stakeholders like the Police/Fire/Health/Civil Defence etc. besides liaison with the various civil society organizations, NGOs etc. 10) Evolving strategies for Community Based Disaster Management. 11) Evolving Strategies on capacity building activities or initiatives for various disasters in the state. 12) To assist in identifying the places for mock drills on flood, fire earthquake and other disaster and will also work out the schedule, outline of the activities and other necessities. 13) Coordinating implementation of National Disaster Management Services (NDMS) Pilot Project 14) Implementation of Training of Community Volunteers in Disaster Response in selected 30 most flood prone districts of India (Aapda Mitra) 15) Implementation of Financial Support to State/UTs for conduct of State/District Level Mock Exercise. 16) Implementation of the Sendai Framework for District Risk Reduction (DRR). 17) Strengthening of District Disaster Management Authorities of Hazard prone district Mewat. 18) To take initiatives for documentation of Best Practices and Research through different Institutes in the state or outside the state; 19) Perform any other tasks related to capacity building, planning and implementation.
Project Officer-IV	<ol style="list-style-type: none"> 1) To assist SEC in execution of its functions as mentioned in Sub Section 2d, 2f, 2i, 2j, 2k 2n and 2q of Section 22 of DM Act 2005 respectively, as follows:- <ul style="list-style-type: none"> a) Monitor the implementation of disaster management plans prepared by the departments of the State and District Authorities;

	<ul style="list-style-type: none"> b) Evaluate preparedness at all governmental or non-governmental levels to respond to any threatening disaster situation or disaster and give directions, where necessary, for enhancing such preparedness; c) Promote general education, awareness and community training in regard to the forms of disaster to which different parts of the State are vulnerable and the measures that may be taken by such community to prevent the disaster, mitigate and respond to such disaster. d) Advise, assist and coordinate the activities of the Departments of the state District Authorities, statutory bodies and other governmental and non-governmental organizations engaged in disaster management; e) Provide necessary technical assistance or give advice to district Authorities and local authorities for carrying out their functions effectively; f) Provide information to the National Authority relating to different aspects of disaster management; g) Perform such other functions as may be assigned or as it may consider necessary. 2) Coordination with NDMA, NDRF, State Departments, District Authorities and other stakeholders in the state. 3) Evolving implementation strategies for mainstreaming Disaster Risk Reduction into different departmental development plans and schemes. 4) Coordinate and advise to establish GIS platform for disaster management, including the type spatial as well as non-spatial information for various hazards. 5) To ensure timely updation of disaster response inventory of the State. 6) Coordinating with Local Authorities for Developing Tehsil and Village Plans. 7) Coordinate and monitor the implementation of City Plans. 8) Review of District Disaster Management Plan. 9) To prepare and update the State plan on thunderstorm/lightning/squall/Hailstorm& strong winds.
Public Relations and Awareness Generation Officer	<ul style="list-style-type: none"> 1) Assist in classifying and compiling various knowledge products such as reports, training manuals, handbooks, audio-visual materials, IEC materials, Newsletter for HSDMA and other publications related to DM; 2) Facilitate in production of documentary animation films and provide need based editorial assistance; 3) Develop strategies for media management; 4) To develop and execute multi-faceted media campaigns to disseminate information regarding activities of HSDMA; 5) Act as a resource person for imparting training of effective qualitative reporting; 6) Assist in the development of reports, briefs, fact sheets, training manuals and other publications related to the project;

	<ul style="list-style-type: none"> 7) planning, developing and implementing PR strategies; 8) researching, writing and distributing press releases to targeted media; 9) writing and editing in-house magazines, case studies, speeches, articles and annual reports; 10) Facilitate and strengthen the reporting system for dissemination of information to the different agencies working on Disaster Management. 11) Any other duty that may be assigned from time to time.
DMC-I	<ul style="list-style-type: none"> 1) Responsible for issue of all Meeting/Video Conference (VC) notice and made all arrangements of Meeting/VC. 2) Responsible for Collection & Dissemination of all data/ 3) Responsible to collect daily reports like damage/Daily Situation Report on Flood/ Rainfall/lightening etc from all the departments/districts and information related to Central Govt. /Agencies/ State Govt. supply to central agencies. 4) Preparation of Salary of DMC Staff. 5) Supply of information under RTI Act. 6) All kind of leave case of the entire staff. 7) Preparation of Challan /bills. 8) All matters relating to Court Case. 9) Circulars/ reports relating to SR Branch. 10) Supply of information related to Lok Sabha /Assembly questions etc 11) Assist to Account Officer (DM Cell) in matter related finance. 12) Assist to Audit team. 13) To manage control room and maintain record of duty staff. 14) To assist and support of technical officers working in the Cell. 15) Tracing movement of files, if required. 16) To arrange stationary and other office related items. 17) Miscellaneous works related to Cell. 18) Any other duty that may be assigned from time to time.

WORK DISTRIBUTION LIST OF LAND REVENUE BRANCH:-

Sr. No. & Assistant	Subject
R-1	<ol style="list-style-type: none"> 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 Land from one department to another departments under Standing Order 28 (6-A-1). 8) Regarding Policy for allotment of Government land for Social/Religious /Charitable Trusts/Institutions for construction of places of worship/Dharamshalas/Janjghar/Community Centre etc on lease base. 9) Declaration of Dhanis/Majras as separate revenue estates. 10) Finalization of Para Nos.1,2,19-A, 27/27-A of Administration Reports. 11) Lok Sabha/Rajya Sabha/Assembly Questions relating to above subjects: 12) Any other works allotted by the Branch Superintendent.
R-2	<ol style="list-style-type: none"> 1) All Acts relating to Land Revenue such as:- <ol style="list-style-type: none"> a) The Punjab Land Revenue Appeals & Proceedings (Disposal & Restoration) Act; b) The Punjab Restitution of Mortgage Lands Act, 1913. c) The Punjab Redemption of Mortgage Act, 1913. d) The Revenue Recovery Act, e) The Patiala Recovery of state Dues Act; f) The Punjab Pre-emption Act, 1913. g) Disposal of Petitions under the Land Revenue Act; h) The Debtors Protection act and Standing Order No.64; 2) The Haryana Public Premises and Land (Eviction & Rent Recovery) Act 1972; 3) All Rules relating to Land Revenue such as :- <ol style="list-style-type: none"> a) Special Charges/surcharge of land revenue rules; b) Ziledari. Inamdari, Safedposhi, Lambardari Rules and Standing Order Nos. 20 & 22 ; c) Minor Minerals Rules with Standing Order No. 42. 4) All work related to interstate boundary disputes of adjoining states with Haryana including demarcation of land and sanction of budget for erection of boundary pillars on the boundaries of adjoining states with Haryana etc. 5) Compilation of material for quarterly Law Reporter. 6) Unification of Laws (Statutory & Non- Statutory) 7) Muafi to charitable institutions including institutions of erstwhile states of PEPSU & "PUNJAB" 8) Compiling of Land Revenue Clander under Standing Order No. 54; 9) Finalization of Para No. 5-A of Land Administration Report; 10) All matter relating to Gurudwaras, Dehras Temples and Muslim religious institutions such as Patwari shes pensions Dhup-Deep Nandhan, Dharmarth Establishment & Dharmarth Chi this. 11) Civil Suits regarding religious institutions; 12) Seasons & Crop Annual Reports;

	<p>13) All matters regarding Lambardars;</p> <p>14) All matters regarding Record of Right i.e. Jamabandi Khasra-Girdawari ad 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> <p>15) Printing & supply of various land revenue forms i.e. Sanad Nambardari Form, including Registers etc to the District Deputy Commissioners.</p>
R-3	<p>1) Cases regarding land acquisition for Mini Secretariats/SDM Complex/Tehsils Building/Sub-Tehsil and residential houses and Transit Flates for the Officers/officials in District Level of Revenue Department;</p> <p>2) Regarding Layout Plan of the Mini Secretariats/SDM Complex/Tehsils Building/Sub-Tehsil Building and residential houses and Transit Flats for the Officers/officials in District Level of Revenue Department.</p> <p>3) Construction of Mini-Secretariats and allied Buildings;</p> <p>4) Petitions relating to land acquisition for Mini-Secretariats and allied buildings of the Revenue Department; and</p> <p>5) Lok Sabha/Rajya Sabha/Assembly Questions relating to above subject;</p> <p>6) Finalization of Para No. 20 & 35 of land Revenue Administration Report.</p> <p>7) Any other work allotted by the Branch Superintendent.</p>
R-4	<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) Cases regarding the change in the name of village, cities, or Railway Station.</p> <p>4) Cases regarding the providing of ownership rights to the Dohlidars, Butimars, Bhonedars and Muquararidars (Vesting of Proprietary Rights) Rules, 2011,</p> <p>5) Cases regarding the encroachments of Public lands.</p> <p>6) Miscellaneous works including submission of.</p> <ol style="list-style-type: none"> Press Note for CM CM Announcements Note on Departmental activities. Governor Address., Budget Speech of the Finance Minister and Other important noted etc. to record Branch and other Branch concerned. <p>7) Regarding all matters relating to the Lal Dora cases and Court Case.</p> <p>8) Any other work allotted by the Branch superintendent.</p>

R-5	<ol style="list-style-type: none"> 1) Matters regarding the Haryana Relief of Agricultural Indebtedness Act 1989; 2) Cases regarding ownership of camping grounds. 3) Cases regarding Land Acquisition Act 1894 and allied matters except Mini-Secretariats and allied buildings. 4) All cases regarding Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013 and allied matters except Mini-Secretariats and allied buildings. 5) Rehabilitation and Resettlement Policy, 2007 6) Rehabilitation and Resettlement Policy, 2010 7) Budget provision under Major Head 2075-Miscellaneous General Services for providing Annuity to the landowners in lieu of their acquired land for Revenue Department purposes. 8) Policy for purchase of land voluntary offered to Government for development projects. 9) Court cases including Supreme Court matters related to above mentioned subjects. 10) Audit Paras/CAG paras related to above subjects. 11) Lok Sabha/Rajya Sabha/Assembly Questions relating to above subject. 12) Any other work allotted by the Branch Superintendent.
R-6	<ol style="list-style-type: none"> 1) Regarding Construction of Mini –Secretariats/OSD Complex/Tehsils Building/Sub-Tehsils Building. 2) Regarding Construction of Residential Houses for Revenue Officers/Officials in District level. 3) Regarding Construction of Transits Flats for Revenue Officers/Officials in District level. 4) Budget Provision under head “4059” (Plan) along with Annual/Five Years Plans. 5) Regarding Administrative Approval Given of the Rough Cost Estimate to PWD 6) Department to Construction of Mini-Secretariats/SDM Complex/Tehsils Building/Sub-Tehsils Building under Major Head “4059” and “4216” Construction of Residential Houses/Transits Flats for Revenue Officers/Officials in District level. 7) Quarterly expenditure progress report relating to Mini-Secretariats and allied buildings in Budget Head 4059. 8) Correspondences with Census Department and issue of instructions etc. National Population Register (NPR). 9) All matters relating to the Office of Administrator General and Official Trustee & Charitable Endowment, Haryana. 10) Any other work allotted by the Branch Superintendent.
Clerk Ra-I	He is attached with Assistant R-II and R-IV (He will put up all PUCs and will do Dispatch work of Assistant R-I, R-II and R-IV).
Clerk Ra-II	He is attached with Assistant R-I and R-V (He will put up all PUCs and will do Dispatch work of Assistant R-I and R-V).
Clerk Ra-III	He is attached with Assistant R-I and R-V (He will put up all PUCs and will do Dispatch work of Assistant R-I and R-V).
(Additional)	He is attached with Assistant R-I and R-V (He will put up all PUCs and will do Dispatch work of Assistant R-I and R-V).

WORK DISTRIBUTION OF JAGIR BRANCH:-

Sr. No. & Assistant	Subject
1. J-I	<ol style="list-style-type: none"> 1) Establishment of Class-IV (Peons, Chowkidars, Sweeper-cum-Chowkidars, Daftri, Mali, Waterman etc.) Employees of Commissioners/DCs/SDOs and Tehsildars Offices 2) All matters relating to telephone installed/installation in the officers. Residences of Commissioners/DCs/SDO (C) & Tehsildar offices. 3) Establishment of Drivers of Commissioners / DCs/SDO(c) & Tehsildar offices 4) Grant of sanctions of medical bills of Drivers/ All Class-IV employees of Divisional Commissioners/DCs/SDO (c) & Tehsildar offices. 5) Investigation of claims of Drivers/All Class-IV employees of Divisional Commissioners/ DCs/SDO (c) & Tehsildar offices. 6) Court cases of Drivers and All Class-IV officials posted in Divisional Commissioners/DCs/SDO (c) & Tehsildar offices 7) Complaints /Enquiries/Appeals of Drivers/All class-IV employees of Divisional Commissioners/DCs/SDO (c) & Tehsildar offices.
2. J-II	<ol style="list-style-type: none"> 1) Claims relating to the declaration of Jagirs as Military Jagirs. 2) War Jagir Sanand Transfer and War Jagir amendment. 3) Budget allotment under head "2075-MGS-101-Pension in lieu of Jagir 4) Reconciliation of monthly expenditure under head "2075-MGS. 5) Monthly statement of Jagirs Sanctioned. 6) Monthly statement of Jagirs claims pending with DCs 7) Printing of Jagirs Sanad. 8) Land Administration Report Paragraphs No. 9 & 10A.
3. J-III	<ol style="list-style-type: none"> 1) Financial Sanction for the purchase of vehicles, furniture, library books and other store articles etc. (including typewriters) photo-state machines and computers under provisions of PFR to the field offices of Revenue Deptt. 2) Hiring or residence/offices building for Revenue Department. 3) Maintenance of Record Rooms in the field offices of Revenue Department. 4) Land Administration Report Paragraphs No.38 & 38 A. 5) Sanction regarding Journeys made by the officers/officials (on Revenue side) beyond jurisdictions. 6) Repair and Insurance of Vehicle of Revenue Department. 7) Purchase of vehicles for Div.Commissioners/DC's/SDO ©/CTM,DRO's/ Tehsildar/Naib Tehsildars. 8) Supply of POL coupons for Div.Commissioners/DC's/SDO © /CTM,DRO's Tehsildars/Naib Tehsildars. 9) Budget allotment for the purchase of Vehicles for Div.Commissioners/DC's SDO's/CTM,DRO,s Tehsildars/Naib Tehsildars. 10) Condemnation of Vehicles of Div.Commissioners/DC's/SDO's/CTM,DRO's Tehsildars/ etc. 11) Sanction regarding grant of relaxation in respect of officers of Revenue Department for Journeys beyond 10 days.
4. J-IV	<ol style="list-style-type: none"> 1) DLR office Establishment including enquiries & complaints against employees of DLR office.

	<ol style="list-style-type: none"> 2) Annual Report/Review on the working of DLR. 3) All matters relating to the establishment of DRA/TRA/WBN and AWBN. 4) Farming of Rules and amendments there of DLR office. 5) Reimbursements of medical bills of DLR office employees. 6) Investigations of claims of DLR's office. 7) Grant of sanction of DLR's office. 8) Journey beyond jurisdictions claims of DLR office employees and DRA/TRA/WBN and AWBN. 9) Sanction of purchase/condemnations of vehicles of DLR's office. 10) Sanction of staff in DLR's office including continuation of temporary posts in DLR's office. 11) Advice cases of DLR's office employees. DRA,TRA,WBN,AWBN etc, posts in DC office. 12) Deput. Examination of class I&II employees of DLR's office. 13) Court cases pending in Hon'ble High Court & Supreme Court of India. 14) Appeal cases of employees of DLR's office and WBN/AWBN/DRA/TRA against the order of DC's/Div. Commissioners. 15) 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/fortnight/monthly/quarter/half yearly/yearly reports and Coordination work etc.
--	--

WORK DISTRIBUTION LIST OF RECORD BRANCH:-

Sr. No. Assistant	Subject
1. SR-I	<ol style="list-style-type: none"> 1) All type of Co-ordination work pertaining to Revenue Department which also includes:- <ol style="list-style-type: none"> a) Compilation of information in respect of Outstanding audit objections, and 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. 2) Matters relating to conference of Revenue Ministers /Revenue Secretaries of States & UT's including conferences of DC's 3) 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:- <ol style="list-style-type: none"> a) Submission of daily progress report in respect of Assembly Business pertaining to Revenue Department for the information Departmental officers during Vidhan Sabha Session. b) Submission of Departmental material of Budget Speech of the Finance Minister c) Submission of Departmental material for Governor Address. 4) To review the Standing Order of the Revenue Department showing the delegation of Powers. 5) To assist the Superintendent Records in conduction inspection of the work of 6) Clerks (Record Assistants and Diarists) working in different Branches/Sanction of this office. 7) To maintain the Casual Leave Accounts of all the officials (Clerks/Assistants) working in the Records Branch & Circulating Section. 8) Any other work allotted by the Superintendent Records.
2. SR-II	<ol style="list-style-type: none"> 1) All matters pertaining to Manual Typewriters/Electronics Type-writers, FAX 2) Machines, Gastatner Machines/Plan Photo Copier Machines/Franking Machines 3) Including purchase. Repair and condemnation thereof. 4) Allotment of Typewriters to various Branches/Stenos/P.A.'s/PS and allotment of FAX Machines to officers. 5) Hiring of Typewriters from Private firms. 6) 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. 7) Submission of daily arrear reports of Typists and Dispatchers and checking of Seats thereof. 8) Fort-nightly checking of service Stamp Account Registrars maintained by Local Dispatchers in Issue Section. 9) To maintain the Casual leave accounts of all the official working in copy Branch & Issue Section. 10) Any other work allotted by the Superintendent Records.

3.SR-III	<ol style="list-style-type: none"> 1) To circulate references of general nature received from the Chief Secy., to Govt. Haryana & other various departments among the Branches/Sections of this Office. 2) 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. 3) To deal with all matters pertaining to Record Room. Which also includes:- <ol 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 the 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. 4) To supervise the work of the Records and to check their daily output. 5) To check the daily work of all the Daftris sitting in the Record Room. 6) 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 7) Any other work allotted by the Superintendent Records and all Misc. work.
4.SR-IV	<ol style="list-style-type: none"> 1) Record Management Recommendation of the standing committee of the Northern Zonal Report for the quarter ending. 2) Permission to visit abroad/Ex India leave of HCS. 3) Coordination/Distribution work of R.T.I application of Revenue and Disaster Management Department. 4) Any other work allotted by the Superintendent Records and all Misc. work
5.SR-V	<ol style="list-style-type: none"> 1) Maintaining old records of F. C. Office. 2) Weeding out of old record of after obtaining approval of concerned branches of FC Office. 3) Maintaining of Record Room. To furnish the permanent nature's files to Archives Deptt. 4) Any other work allotted by the Superintendent Records and all Misc. work.
6.SR-VI. Circulating Assistant.	<ol style="list-style-type: none"> 1) 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. 2) 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. 3) To get the disputed references settled. 4) Any other work allotted by the Superintendent Records and all Misc. work.

Work distribution of Stamp and Registration Branch:-

Sr.No.& Assistant	Subjects
1. STR-I	<ol style="list-style-type: none"> 1) All matters relating to the Indian Stamp Act, 1899. 2) All matters relating to the Indian Registration Act, 1908 3) Transfer of Property Act, 1882 4) The Haryana Property Dealers/Property Consultants Act, 2008 and Rules 2009. 5) The Punjab Stamp Rules, 1934 and its allied matters 6) Policy Matters concerning Stamp duty and Registration fee (Reduction and Remission /Exemption of Stamp Duty & Registration Fee, Refund of Stamp Duty and Guidance/Clarification to the Field functionaries of the state regarding the interpretation of various sections, articles and exemptions of stamp duty of the acts /manuals deals in the stamp Branch etc.) 7) Copying Agency manual. 8) Court Fee Act. 9) Fixation of Collector rates. 10) Probate cases. 11) Misclassification of documents-Guidance thereof.
2. STR-II	<ol style="list-style-type: none"> 1) All matters concerning Stamp Auditors viz Appointment/recruitment of Stamp Auditors, posting and Transfer of Stamp Auditor including grant of leave complaints and Enquires. 2) Approval of tour programme of Chief Stamp Auditors and payment of their T.A. bills. 3) Holding Examination of Registration Clerks. 4) To approve Para 39 of the Annual Land Administration Report. 5) Monthly statement regarding the working of the copying agencies of the districts including income and expenditure there under. 6) Complaint regarding evasion of stamp duty/Registration fee (Public complaints). 7) Complaint and Enquiries regarding undervalued cases registered by Joint Sub Registrar and Sub Registrars. 8) Audit and Inspection Notes of the inspector General of Registration, Haryana. 9) Audit and Inspection Notes of the Chief Stamp Auditors.
3. STR-III	<ol style="list-style-type: none"> 1) All matters relating to the Public Accounts Committee so far as Stamp and Registration Branch is concerned. 2) CAG Reports in respect of Stamp duty and registration fee. 3) Accountant General's Audit & Inspection Notes 4) Accountant General's advance paras 5) Accountant General's Draft paras. 6) Quarterly progress reports of previously held PACs in respect of Stamp duty and Regn. fee. 7) Embossing of documents.
4. STR-V	<ol style="list-style-type: none"> 1) All matters concerning Budget under head 0030-Stamp and Regn. and 2030-Stamp and Regn. and monthly statement of expenditure BM-26 and 29 and reconciliation with AG Haryana. 2) All matters relating to the Budget Head 2058 and 0058 Printing and stationery and reconciliation thereof. 3) To arrange the supply of Judicial water marked paper amongst the treasury Officers.

	<ul style="list-style-type: none"> 4) Store Accounts of stamps and all other work relating to judicial and Non-judicial stamp paper. 5) Cases relating to losses of Stamps while in transit writing off their values. 6) Monthly income statement under head 0030. 7) HARIS Project & PLA Account and Purchase there under.
5. STR-VI	<ul style="list-style-type: none"> 1) Audit Notes of Stamp Auditors. 2) Monthly statement of Section 47A of Indian Stamp Act, 1899 showing the recovery & deficiency in respect of Stamp duty and Registration fee including Court fee. 3) Preparation of Annual Administrative Report on Stamp Duty and Registration fee. 4) Disposal of applications regarding appointment of Stamp Vendors and disposal of complaints against them. 5) Preparation of Finance Minister's Speech, Governor's Address and Statement for Press Note for Chief Minister. 6) Disposal of applications regarding appointment of Deed Writers. 7) Amendment regarding The Punjab Document Writers License Rules, 1961 and its allied matters including of disposal of complaints against Document Writers. 8) Weekly/Fortnightly/Monthly & Quarterly Progress Reports, which are being sent to S.R. & Miscellaneous work. 9) Court cases relating to Stamp and Registration.

WORK DISTRIBUTION LIST OF A.R.BRANCH:-

Sr. No. & Assistant.	Subject
1.AR-I	<ol style="list-style-type: none"> 1) Collection/Complaint of data for the monthly and quarterly progress reports on the implementation of Ceiling Laws under the Land Reforms. 2) 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 3) All work relating to the implementation of 20 Point Programme so far as Point No. 4 (Allotment of surplus land) is concerned. 4) 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. 5) All Assembly/Lok Sabha/Rajya Sabha Questions concerning to his seat. 6) Any other work allotted by the Superintendent A.R. Branch. 7) Old Claim Cases (Time Barred Bills) 8) Action on the enquiry report of Vigilance Department. 9) Complaints cases against Class III (Clerks, Steno, Assistant, Personal Assistants etc.) of DC,s and Divisional Offices.
2.AR-II	<ol style="list-style-type: none"> 1) Preparation of Budget Estimates/SNEs and other Budgetary Matters relating to Agrarian Reforms under the heads:- 2) I.”3475-Other General Economic Service-101 and Ceiling (i) Agrarian Reforms Revenue (Field) 3) II)”3475 Other General Economic Services-101 and Ceiling. 4) Agrarian Reforms Land Records. III) “3475-Other General Economic Service-101 and Ceiling (i) Compensation to land Owners.”(ii) Creation on temporary posts and conversion thereof into permanent ones. 5) 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 6) To grant sanction for the refund of first installment of the period of surplus land deposited by the allottees of surplus land; 7) Miscellaneous work including PAC Paras, circulars and submission of weekly/fortnightly/monthly/quarterly/half yearly reports to be consolidated by Records Branch. 8) 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; 9) Disposal of applications regarding payment of compensation to landowners for their surplus land; 10) matters regarding Central Assistance in regarding to landless agricultural workers on their re-settlement on surplus area and issuing of instructions regarding; and 11) Assembly/Lok Sabha/Rajya Sabha Questions relating to his seat’

	12) Any other work allotted by the Supdt., Agrarian Reforms Branch.
3. AR-III	<ol style="list-style-type: none"> 1) All work relating to Conferences and meeting etc. including reference relating to Govt. Assurances made by the Ministers on the floor of the house. 2) Disposal of all references received from the Govt. of India. 3) Preparation of monthly progress reports showing the surplus area in respect of which mutations have been sanctioned in favor of Govt. 4) All Assembly/Lok Sabha/Rajya Sabha Questions concerning to his seat. 5) Matters regarding nomination of persons and non-officials members who are required to be consulted by the Allotment Authority. 6) Any other work allotted by the Supdt. A.R. Branch. 7) Proceedings of the meetings of District Revenue Officers held under the Chairmanship of D.C.s. 8) Medical reimbursement of Class-III Employees of Commissioner and DC. Offices 9) GPF Non Refundable Advance cases of Class-III employees of Commission and DC. Offices. 10) All establishment matters of Assistant Supdt. Revenue of Commissioners an D.Cs.Offices
4. AR-IV	<ol style="list-style-type: none"> 1) Litigation matters relating to the Pepsu Tenancy and Agricultural Lands Act, 1953 2) Litigation matters relating to the Punjab Security of Land Tenures Act, 1953. 3) Litigation matters relating to the East Punjab Utilization of Land Act, 1949. 4) All Litigation matters regarding filing SLP in the Supreme Court under the Ceiling on Land Holdings Act,1972. 5) Extension matters under Outsourcing Policy part-1for (D.C and Divisional offices) 6) Court Cases. 7) Any other work allotted by the Supdt. A.R.
5.AR-V	<ol style="list-style-type: none"> 1) Establishment matters of Class III (Clerks, Steno, Assistants, Personal Assistants etc.) of DC,s and Divisional Offices. 2) All Disciplinary matters (Revision Petition) of above categories 3) Confirmation of Class III Staff for DC's & Divisional Offices 4) Report of Administrative Department. 5) Grant of ACP Scale . 6) Representation adverse remarks in ACR's. 7) Appeal against the order of the Division Commissioner under Punishment & Appeal Rules, 1987. 8) Exemption from type test. 9) Exemption of suspension period of above categories. 10) Court cases. 11) Action on the inspection.

WORK DISTRIBUTION LIST OF A.R.SECTION:-

Sr. No. & Assistant	Subject
1. ARS-I	1) All matters relating to consolidation of Holdings, 2) Appointments/postings/transfers/writs punishments/pension cases etc. 3) Integration of Consolidation. 4) Audit/Inspection notes/PAC'paras on consolidation of Holdings, Settlements operation. 5) Assembly/Lok Sabha/Rajya Sabha Questions concerning Consolidation of Holdings Department. 6) Preparation of papers for paras relating to the consolidation of Holdings Department and Settlement of the Annual Report. 7) Budget Estimates/SNE Non-Plan of Consolidation Department. 8) Annual Administration Report of Consolidation Department. 9) Revision of Service Rules of Consolidation Department. 10) Any other work/subject allotted by the Branch Superintendent.
2.ARS-II	1) Punjab Bhoodan Act, 1955. 2) Sanction of grant-in aid to Bhoodan yojna Board. 3) Budget under head' 2029-Land Revenue- 103-Land Record-103(i)- Headquarters staff and 103(ii) District staff Relating to kanungos/Patwaris' 4) Budget under head 2506-Land Records-12-Statistics and Evaluation. 5) All matters relating to establishment of kanungos. 6) Patwarkhanas construction and repair. 7) Construction of patwar Training Institute, Hisar 8) Centrally Sponsored Scheme of Strengthening of Revenue Administration Land Updating of Land records (SRA & ULR) 50:50 basis. 9) Centrally Sponsored Scheme of Agricultural Census. 10) Centrally Sponsored Scheme of Minor Irrigation Census. 11) Strengthening of Statistical setup in Revenue Department. 12) Centrally Sponsored Scheme for Computerization of Land Records. 13) Centrally Sponsored Scheme of 15 th Quinquennial Livestock Census.
3.ARS-III	1) All matters relating to establishment of Revenue patwaris. 2) All kind of complaints against patwaris. 3) Patwar School Establishment. 4) SNE/Budget Establishment. 5) Holding of Patwar Examination and Honorarium etc. 6) Sanction of old time claims of pay and MRC relating to Patwaris. 7) Any other work/ subject allotted by the Branch Superintendent.
4.ARS-IV	1) Haryana kisan pass Book Act, 1994. 2) Kanungo/Patwar Circle Bandi of State. 3) PAC 4) Audit objection. 5) Misc.reference that is press Note of C.M.etc.including weekly. 6) Misc. Complaints. 7) Inspection Note. 8) Distribution of old age pension. 9) Any other work/subject allotted by the Superintendent. 10) Grant of Honorarium of kanungos.

WORK DISTRIBUTION LIST OF ACCOUNT BRANCH:-

Sr. No. & Assistant	Subject
1. A-I	1) 2053-Distt. Admn.093-Distt.Estt.Expenditure. 2) 2053- Distt. Admn.-094-SDE Exp. 3) 2053- Distt. Admn.-094-OE Copying Agency. 4) 2053- Distt. Admn.-094-(iii) Expenditure Kutchery Compound. 5) 2053- Distt. Admn.-101-Expenditure Commissioner. 6) 2053- Distt. Admn.-101-Expenditure Other Expenditure RRT for ML. 7) Assistant would be responsible for instant Budget, Revised Budget SNE Budget Receipt Budget Appropriation. 8) Re-appropriation. 9) Major Head:- 0070-Other Administrative Services. 10) Sub Head-60 Other Services. 11) Fee& Subscription from petition write & Traders in Kuthery compound 12) Sale of old Stores. 13) Fees fines and for features prevention of cruelty to animals. 14) Fees for examination of Naib Tehsildar and Kanoongoes Examination. 15) 113-Copy rights fee. 16) Major Head;-0075-Misc .General services. 17) 800-Other receipt copying agency Account. 18) 105-Sale of Land and property. 19) 0230-labour and Employments-800-Other receipts 20) Sale of old store and materials. 21) 0250-Other Social-800-Other receipts for Dharmarh. 22) 0250-Other Social Services-receipts for Zoological and public garden 23) Misc. Works regarding Budget Estimate, Collection of Budget Expenditure.
2. A-II	1) 0230-Distt. Admn-094-Other Estt.(ii) Copying Agency. 2) 0230-Distt. Admn-094-Other Estt.(iii) Conservancy of kutchery Compounds. 3) 0230-Distt. Admn-094-Other Estt-800-Other Expenditure 4) 0230-Distt. Admn-101-Commissioners. 5) 0230-Distt. Admn-094-Other Estt.(i) Sub Divisional Estt. 6) 0230-Distt. Admn-093-Distt. Estt. 7) 2053-093-Ligh Migh. 8) DCs/SPs Conference. 9) 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	1) 3454-Census Survey & Statistics-01-Census-001-Direction and Administration Census Estt.(Non plan) 2) 2070-OAS-03-Revenue Training Institute. 3) 2701-Major and Medium Irrigation (vii) Agra canal Distt. Estt. In charge 4) Civil Officers (NP) 5) CAG/PAC paras of land Revenue. 6) 029-land Revenue-01-Direction and Administration.

	<p>7) 1475-OGES-800-Other receipts land ceiling receipt from the allottees surplus land.</p> <p>8) 2245-Relief on account of natural Calamities & Reconciliation.</p> <p>9) 0029-land Revenue receipts budget, monthly statement of Revenue receipts.</p> <p>10) Reconciliation of expenditure figures with AG of all Heads.</p> <p>11) Re-appropriation orders of all heads.</p>
4. A-IV	<p>1) Monthly statement of recovery demand. Balance of land holding tax. Other and Revenue, Abiana, Beterment charges, Taccavi Loans and Mixc. Dues,</p> <p>2) 2029-land Revenue-01-Direction & Admn.</p> <p>3) All other recovery statement like:-</p> <ol style="list-style-type: none"> Monthly statement of revenue receipts Official Haltauji, Non Haltauji. Monthly progress reports of Naib Tehsildar (Accounts) Prior of sanction in T-16 by FCR Quarterly progress report showing action taken in implementation of the Recommendation of PAC. Report of the CAG of India for the year (Revenue receipts and civil) Govt., Haryana Oral examination of the CAG report. Dract para titled" short assessment of land holding tax" for inclusion in The report of the CAG of India (Revenue receipts) Govt. of Haryana AG Audit notes. Land Administration report para No. 3,4 & 5,32,33,37. Fortnightly Report.
5. A-V	<p>1) Audit and Inspections Notes on the account of land Revenue.</p> <p>2) Audit note under head 0029- land Revenue (AG audit note)</p> <p>3) Civil Writs in High Court/Supreme Court and Civil suits etc.</p> <p>4) Tour Programme and TA Bills of Department Audit Parties.</p> <p>5) T-25 (Quarterly Statements)</p> <p>6) Misc. work of circular, reports and periodical statements.</p> <p>7) Audit and inspection note on account of taccavi departmental audit.</p> <p>8) Audit and inspection note on Account of Taccavi and CD Loans.</p> <p>9) Bank recovery.</p> <p>10) 6515-Loans for Other Rural Development Programme-102-Community Development (Receipt).</p> <p>11) 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).</p> <p>12) Fortnightly Report of recovery, demand balance of land holding tax. Other land Revenue, Abiana, Betterment charges, Taccavi loans & Misc. dues.</p> <p>13) Monthly progress report of Naib Tehsildar (Accounts).</p> <p>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</p>

	<p>Receipts.</p> <p>a) 04-Interest receipt of State Govt. 107-Interest from cultivators.</p> <p>b) 04-Interest receipt of State Govt. 800-other receipt.</p> <p>Major Head-6401-Loans for crop Husbandry (Receipts).</p> <p>a) 113-Agricultural Engineering.</p> <p>b) 119-Horticulture-800-Other Loans.</p> <p>c) Major Head 6216-Loans for Housing –02-Urban Housing - 800-Other loans for repairs to house in urban areas (Receipts)</p> <p>d) Remission of old irrecoverable Taccavi loans.</p> <p>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 temples etc.(i) Dharamarth.</p> <p>2) 2250-Other Social Service-101-Donations of charitable purposes.</p> <p>3) 2250-OSS-800-Other Expenditure-Misc.trade fairs.</p> <p>4) 3475-OGES-201-land ceiling reforms (voted)</p> <p>5) 3475-OGES-201-land ceiling reforms (iii) Compensation of land owners.</p> <p>6) Re-appropriation of 2250-Misc.Trade Fair.</p> <p>7) Reconciliation of 2250-OSS-Misc.Trade Fair.</p> <p>8) 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	<ol style="list-style-type: none"> 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. 2) All receipts received on whatever account is to be deposited in receipt Head of account of the Government through Treasury Challan. 3) All cash transaction are entered in Cash Book daily which are to be attested by DDO. 4) Audit of the Department.

WORK DISTRIBUTION LIST OF M.D.B. SECTION:-

Sr. No. & Assistant	Subject
1. MDB-I	1) All cases pertaining of Mewat Development Board such as:- a) Meeting of Mewat Development Board. b) Release of grants. c) Creation and continuation of posts. d) Court case. e) Inspection and audit notes. f) Advance parasol of CAG.PAC. g) Assembly/Lok Sabha/Rajya Sabha Questions. h) Implementation of Mewat Area Development Project. i) Any other work related to Mewat Area Development.
2. MDB-II	I) All cases pertaining to Shivalik Development Board such as:- 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	1) Q.P.R regarding allotment of house sites to other department. 2) Representation regarding allotment of houses sites. 3) Court cases of Partition. 4) Court cases of Ejectment. 5) Cases under RTI Act.
2. SC-II	1) Civil Writ/Civil Suits 2) Allocation of funds of Compensations Cases. 3) Instruction regarding allotment of houses sites. 4) Misc.Works. 5) All reports of SR. 6) Cases under RTI Act.

WORK DISTRIBUTION OF ARIC:-

Sr. No. & Assistant	Subject
ARIC-1	<ol style="list-style-type: none"> 1) All C.W.P SLP and CA's under the Haryana Ceiling on land Holding Act,1972 2) Security of surplus area cases correspondence with DCs 3) Follow up action on the Inspection Notes of Divisional Commissioner/DC/SDO carried out by then their regional/field offices of revenue Department. 4) Monthly, Quarterly, fortnightly statements return to be sent to Sr. 5) Compilation of land Revenue Administrative Report Statement No 28 & 29 respectively and forwarding the same to the land Revenue Branch. 6) Miscellaneous references from various quarters. 7) Preparation of Monthly Progress Report regarding area distributed under "A" and "B" Categories of the Haryana Utilization of surplus & other Area Scheme, 1976. 8) Transfer of Government Surplus land to public Enterprises such as HUDA Municipal Councils/Improvement Trust, Hafed etc. 9) Disposal of Government Surplus land/Buildings through open auction-issuance of sanction thereof. 10) 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. 11) 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. 12) Supply of any information relating to Government Surplus Land Building scheme called for by the Coordination Department.
ARIC-2	<ol style="list-style-type: none"> 1) Creation of Distt., Sub-division, Tehsil, sub Tehsil upgradation Sub-Division, Tehsil, sub-tehsil and transfer of villages one tehsil to another tehsil 2) All court cases regarding mutations of Surplus land, land dispute and PP Act.

WORK DISTRIBUTION OF REHABILITATION:-

Sr. No.	Name S/Sh./Smt.	Designation	Work Assigned
1.	Rajbir Singh	Tehsildar (Sales)	1) Land Claim Organization 2) EA-1, EA-2, EA-3 3) RTI 4) Reader to Court of SSR
2.	Jag Maya	Tehsildar (Sales)	1) In-Charge of Legal Cell 2) G.I 3) EA-4
3.	Subhash Chand	Dy. Supdt. (EA-1)	Establishment, Pay fixation and other Administrative work.
4.	Indra Banga,	Section Officer (LA-3)	Preparation of reply in civil suit, revision, suo-motu reference, C.M. Window, PMOPG and CP Gram Portal
5.	Chitar Pal	Section Officer (LA-2)	RSA, RFA & Civil Revision and attending the Hon'ble High Court, Departmental Enquiry, Receipts, Pension and Assembly.
6.	Daya Nand	Assistant (EA-2)	Budget, Cash, Care Taker, Stationary & Store, Pay Bill etc., Loan Advances, LTC, GIS and JBJ etc.
7.	Prem Singh	Accountant (G.I.)	Policy matter for Urban, Rural, Inferior evacuee land including NIT, Faridabad.
8.	Ankit Kumar	Assistant (LA-1)	Preparation of reply in CWP, LPA, SLP & attending the Hon'ble High Court/Supreme Court & Medical reimbursement .
9.	Ghanshyam Dass	Clerk	RTI work and copying work and In-charge of record of LCO and other Misc. Work relating to Court cases.
10.	Piyush Kumar	Clerk	Record keeper with EA-1, EA-2 & EA-4
11.	Ankit Kumar	Clerk	Diary Dispatch, CFMS etc.
12.	Subhash Chand	Clerk	Record keeper of G.I. and attached with R/SSR
13.	Bharath Singh	Clerk	Record keeper in LCO and EA-3

WORK DISTRIBUTION LIST OF GAZETTEER BRANCH:-

Sr. No	Name of Post	Work Distribution among officers/officials in the Branch
1	Joint State Editor Note:- As a senior most he is the in charge of the Branch.	Administrative work, including final editing of District Gazetteers/reprinting of old documents etc.
2	Editor, Gazetteers	Editing of all drafts of District Gazetteer/State Gazetteer, etc put-up by A.Es
3	Assistant Editors	Collect the information/data of the District Gazetteers and prepare the draft and put-up to the Editor.
4	Assistants	Assisting A.Es including the typing work of Editor and dealing of PUC's.

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" are notified with immediate effect. This order supersedes all earlier orders issued in the past on this subject.

DUSHYANT CHAUTALA,
DEPUTY CHIEF MINISTER, HARYANA

Dated 03-11-2020

Chandigarh

Endst. No. 1800 -SR-I-2020/ **1167**

Chandigarh, dated the **10.11.2020**

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

1. The Secretary to Governor, Haryana, Chandigarh.
2. The Chief Secretary to Govt. of Haryana Chandigarh.
3. Senior Private Secretary to Chief Minister, Haryana, Chandigarh.
4. Private Secretary to Dy. Chief Minister Haryana.
5. FCR & ACS to Government of Haryana Revenue & Disaster Management Department, Chandigarh.
6. Legal Remembrancer & Secretary to Govt. of Haryana Chandigarh.
7. Special Secretary-I to Govt. of Haryana Revenue & Disaster Management Department.
8. Special Secretary-II to Govt. of Haryana Revenue & Disaster Management Department.
9. Additional Secretary to Govt. of Haryana Revenue & Disaster Management Department.
10. PS/ Principal Secretary to Chief Minister, Haryana.
11. PS/Additional Principal Secretary to Chief Minister, Haryana.
12. Joint Secretary, Revenue & Disaster Management Department, Haryana
13. All Deputy Secretaries / Under Secretaries Revenue Department, Haryana.
14. All the Superintendents/Deputy Superintendents (on the Revenue side Branches only) and Web Assistant, Financial Commissioner Revenue's office, Haryana.

Superintendent
for Financial Commissioner Revenue & Additional Chief Secretary
to Govt. of 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 Revenue & Additional Chief Secretary
to Govt. of Haryana Revenue & Disaster management Department
Chandigarh

To

Secretary to the Council of Ministers
Haryana, Chandigarh

U.O. No.1800- SR-I- 2020/ **1168**

Chandigarh, dated **10.11.2020**

Standing Order of Revenue & Disaster Management Department.

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.
21. Cases relating to the exemption from stamp duty and registration fee involving loss of more than Rs. 10,00,000/-.

22. Lease of land of Dharmarth properties owned by religious institutions where value of land/property exceeds Rs. 10,00,000/-.
23. Relention in service beyond 50/55 years of group B officers.
24. Cases relating to exemption from Stamp duty and registration fee in which financial implications involved is up to Rs. 10 lacs and cases relating to writing off of Stamp duty and Registration fee which involve an unrecoverable amount not exceeding Rs. 1,00,000/-.
25. Transfer of Nazool/Surplus land to another department free of cost/market price.
26. Confirmation of sale of Nazool/Surplus land in open auction.
27. Creation of new estates/allotment of Hadbest Number under section 3 of the Punjab Revenue Act 1887.

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 Unstarred 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. All important references to the HPSC/HSSC in case of Group-B officers.
9. Sanctioning remuneration of Group-A and 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.

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. Lease of land of Dharmarth properties owned by religious institutions where value of land/property is up to Rs. 10,00,000/-.
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. Temporary adjustment/re-adjustment, including assigning additional charge, assigning additional responsibilities/withdrawing responsibilities with reference to Group B and Group C officers.
7. Re-appropriation of allocation amongst the participative departments under the head "4059".
8. Administrative approvals of works/projects under the budget head "4059" pertaining to Revenue Department where the estimated expenditure exceeds Rs. 5.00 Lakh
9. 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.
10. Grant of pension/family pension/DCRG and commutation of pension to Group-A & B officers.
11. 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.
12. 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. 5 lakh.
13. Budget proposals for inclusion of scheme in SNE.
14. Administrative Approvals/other approvals for works/projects related to the Revenue Department, etc. expense exceeds Rs.10 lakh.

15. Grant of leave of any kind above two months to Group-A officers.
16. 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.
17. Time barred claim cases to be referred to Finance Department.
18. All cases to be referred to LR and FD.
19. 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.
20. Approval of payment of compensation enhanced by Courts.
21. Waiving off the limitation in refund of Stamp Duty paid pertaining to stamp purchased but not used/utilized.
22. Hearing of appeal/revision in exercise of the quasi judicial powers vested in the State/government under various Act/Rules.
23. Posting/Transfer of Deputy Secretary/Under Secretary and Superintendents at Head Quarters.
24. Appeals reviews, revisions which lie to the government under various Acts & Rules against the order of the Divisional commissioners and Deputy Commissioners.
25. 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.
26. Revenue Secretaries Conference – Approval of Agenda items/Submission of annotated reply to Agenda items received from GOI in respect of Revenue & Disaster Management Department.
27. Cases relating to Personal Ledger Account of the Financial Commissioner Revenue relating to Emergency Relief organization.
28. To declare the results of Departmental Examination of Tehsildars/Naib Tehsildars and other employee, etc.
29. Conferment/withdrawal of functions of Sub Registrar/Joint Registrar to Tehsildars & Naib Tehsildars.
30. Full powers to sanction non recurring contingent expenditure, including establishments in field formations, where the estimated expenditure exceeds Rs. 5.00 lakh.
31. Representation/appeals in service matters against the orders of JSR/SSR in respect of Group C post.
32. Cases pertaining to the approval of Emergency Relief Organization Scheme & Calamity Relief Fund and writing of the loss of stores of flood relief organization.

33. Preparation/approval of activities & achievements note, material for Governor Address & Finance Minister speech at the time of Budget Session.
34. Sanctioning of LTC to group A Officers.
35. Office establishment & Budget relating to Computerization of Revenue Department.
36. Declaration of candidates as qualified for appointment as Tehsildar.
37. Personal Ledger Account in respect of 10% share of collected service charges due to Registration of documents.
38. Powers to invest an Asstt. Collector of first grade with powers of Collector for the purpose of Punjab Restitute of Mortgage land Act 1938.
39. Executive instructions of various Standing Orders of Financial Commissioner.
40. Nodal Officer of the Budget head "4059-Capital Outlay on Public Works".
41. 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.
42. Work distribution amongst SSR/JSR, Dy. Secretary/USRs.
43. Forwarding of application of Gazetted Officers outside the Department.
44. Other cases considered important by the Special Secretary/Joint Secretary Revenue.
45. 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.
46. Disciplinary action under Rule 8 of Punishment and Appeal Rules against Group-B officers.
47. All residuary matters.
48. All such cases/exercise of powers which the Minister in Charge assigns/delegates either generally of specific order either explicitly or by implication.
49. Sanction of Marriage Advance/Computer Advance to Gazetted Officers.
50. Approval of quantum of punishment in cases of proposed punishment under Rule 7 of Punishment and Appeal Rules (major penalties cases) Group 'B' officers.
51. All cases of representation/expunction of adverse remarks from the Confidential reports of officers in whose case the FCR is the accepting authority.
52. Appointment of inquiry officer and presenting officer B officer/official in disciplinary proceedings.

ANNEXURE- V**LIST OF CASES TO BE DISPOSED OF 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 "B & C" officers/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 upto Rs. 5.00 lakh as non recurring contingent expenditure and 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.
42. Administrative approvals of works/projects under the budget head “4059” pertaining to Revenue Department where the estimated expenditure below Rs. 5.00 lakh.

43. 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 below Rs. 5.00 lakh.
44. Administrative Approvals/other approvals for works/projects related to the Revenue Department, etc expense below Rs. 10.00 lakh.
45. Full powers to sanction non recurring contingent expenditure, including establishments in field formations, where the estimated expenditure exceeds Rs. 05.00 lakh.

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 retrial 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 Clerks) & 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 upto Rs. 10,000/- as non recurring contingent expenditure and upto Rs. 5,000/- as recurring contingent expenditure.
25. All cases (Gazetted/ non Gazetted) relating to medical reimbursement covered under Rules upto 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 OF 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.
