



GAZETTEERS BRANCH

SUO MOTTO DISCLOSURE OF INFORMATION UNDER SECTION 4 (1) (B) (I) OF RTI ACT, 2005

(As in July, 2023)

(Information for the Public under Section 4(1) (b) (i) to (xvii) of the Right to Information act, 2005.

The preparation of gazetteers was initiated 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, 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 great 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 harmonising 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 Organisation 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 Gazetteers, 2020

Above 16 Gazetteers of Haryana have been uploaded on official website of the department under the link researchers> Gazetteers of Haryana.

In addition, the Gazetteers Branch is also re-printing old District Gazetteers which are 50-100 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, 3 volumes on Customary laws (Hisar, Sirsa and Karnal) 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. Rohtak District Gazetteer,1970
21. Gurgaon District Gazetter, 1983
22. Customary Law of Hisar District,1913
23. Customary Law of Sirsa District,1882
24. Customary Law of Karnal District,1910 (Scan only)
25. Rohtak District, Statistical Tables, 1936
26. Hisar District & Loharu Satate Statistical Tables,1912
27. Karnal District Statistical Tables,1935
28. Gurgaon District Statistical Tables,1935
29. Jind State Statistical Tables, 1933
30. Rohtak District and Dujana State, Statistical Tables, 1912
31. Gurgaon District and Pataudi State, Statistical Tables, 1912
32. 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.

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 put up and being managed through on the official website of the department under the link 'Researchers'.

SUO MOTTO DISCLOSURE OF INFORMATION UNDER SECTION 4 (1) (B) (i) AND (ii) OF RTI ACT, 2005

Powers and Duties of its officers and Employees;

Every officer/Official has to work as per provisions made under the relevant manuals of the State Government and Standing orders of the Department

Sr. No.	Name of Post	Work Distribution among officers/officials in the Branch
1.	Joint State Editor	Administrative work, including final editing of District Gazetteers/reprinting of old documents etc.
2.	Editor, Gazetteers	Prepare the Final drafts of 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.
5.	Clerks	Put up PUC and Record keeping etc.
6.	Steno	Diary and Dispatch etc.

SUO MOTTO DISCLOSURE OF INFORMATION UNDER SECTION 4 (1) (B) (iii) OF RTI ACT, 2005

The Procedure followed in the Decision making process, including channels of supervision and accountability;

As contained in the Standing Orders of this department.

SUO MOTTO DISCLOSURE OF INFORMATION UNDER SECTION 4 (1) (B) (iv) OF RTI ACT, 2005

The norms set by it to discharge of its functions;

As stated in the information for SECTION 4(1)(b)(ii) and SECTION 4(1)(b)(iii)

Sr. No.	Name of Post	Work Distribution among officers/officials in the Branch
1.	Joint State Editor	Administrative work, including final editing of District Gazetteers/reprinting of old documents etc.
2.	Editor, Gazetteers	Prepare the Final drafts of 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.
5.	Clerks	Put up PUC and Record keeping etc.
6.	Steno	Diary and Dispatch etc.

Suo motto disclosure under Section 4 (1) (b) (vi) of RTI Act, 2005

A statement of the categories of documents that are held by it or under its control;
section 4(1) (b)(vi)

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.	Sonepat 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, 2020
17.	Hisar District Gazetteer,1915
18.	Gurgaon District Gazetteer,1883-84
19.	Gurgaon District Gazetteer,1910
20.	Karnal District Gazetteer,1918
21.	Hisar District Gazetteer,1892
22.	Ambala District Gazetteer,1892
23.	Ambala District Gazetteer,1923-24
24.	Karnal District Gazetteer,1892
25.	Delhi District Gazetteer,1883-84
26.	Rohtak District Gazetteer,1910

27.	Karnal District Gazetteer,1883-84
28.	Rohtak District Gazetteer,1883-84
29.	Hisar District Gazetteer,1883-84
30.	Ambala District Gazetteer,1883-84
31.	Dujana State Gazetteer, 1904
32.	Phulkian States Gazetteer,1904 (Patiala, Jind & Nabha)
33.	Delhi District Gazetteer,1912
34.	Imperial Gazetteer of India (Provincial Series)Volume-1
35.	Imperial Gazetteer of India (Provincial Series) Volume-II
36.	Customary Law of Hisar District,1913
37.	Customary Law of Sirsa District,1882
38.	Customary Law of Karnal District,1910 (Scan only)
39.	Rohtak District, Statistical Tables, 1936
40.	Hisar District & Loharu Satate Statistical Tables,1912
41.	Karnal District Statistical Tables,1935
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43.	Jind State Statistical Tables, 1933
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46.	Karnal District, Statistical Tables, 1912
47.	Final Report of Third Revised Settlement (1906-10), Hisar District (Bhiwani, Hansi and Fatehabad Teshils).
48.	Final Report of Third Regular Settlement (1905-10), Rohtak District.
49.	Final Reprint of Second Revised Settlement (1915-20), Ambala District.
50.	Settlement Report of the Karnal-Ambala (1891)
51.	Final Settlement Report of Gurgaon District (1938-43)
52.	Settlement Report of Karnal District (1909)
53.	Report on the Re-organisation of District Administration in Punjab, 1954.

**Suo motto disclosure of information under Section 4 (1) (b) (ix) and (x) of RTI
Act, 2005**

The list of staff of the Gazetteer Branch

Name Sh./ Smt.	Designation	Contact No.	Sanctioned pay scale as per schedule Pay Matrix under Haryana Civil Services (RP) rules 2016
Vacant	Joint State Editor		
Rajni Gupta	Editor	Ex-405	Level 9, of entry pay Rs. 53,100
Surender Kumar	Assistant Editor	Ex-265	Level 8 of entry pay Rs.47,600
Surinder S. Sewal	Assistant Editor	Ex-244	Level 8 of entry pay Rs.47,600
Amita Arora	Assistant Editor	Ex-449	Level 8 of entry pay Rs.47,600
Rajesh Singh	Assistant Editor	Ex-244	Level 8 of entry pay Rs.47,600
Amrit Kaur	Assistant Editor	Ex-449	Level 8 of entry pay Rs.47,600
Raksha	Assistant	Ex-449	Level 6 of entry pay Rs. 35,400
Rekha	Clerk	Ex-244	Level 2 of entry pay Rs. 19,900
Monika	Steno	Ex-265	Level 2 of entry pay Rs. 19,900
Meenu	Peon	Ex-449	Level DL of entry pay Rs. 16,900

Suo motto disclosure of information under Section 4 (1) (b) (xvi) of RTI Act,2005

The Names, Designations and Other Particulars of the Public Information Officers w.r.t. Gazetteers Unit.

Name & designation of the officer S/Shri/Smt.	Designated as	Telephone numbers office
Kamlesh Kumar Bhadoo, HCS,SSR-II,	First Appellate Authority,	0172-2714020 Ex- 392
Vacant	State Public Information Officer (SPIO)	0172-2704393 Ex-405
Rajni Gupta, HSS-II, Editor	Asstt. State Pulic Information Officer (ASPIO)	Ex-265