

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**

2021-2022

Website-www.revenueharyana.gov.in

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**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- Minister of State- Revenue & Disaster Management, Haryana
- 3- Administrative Secretary- Additional Chief Secretary & Financial Commissioner to Govt. Haryana, Revenue & Disaster Management Department.

At present there are three Special Secretary, One Joint Secretary, One Deputy Secretary Eight Under Secretary and one Dy. Director, Urban Local Bodies(Ex-Cadre post) 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) Sonapat 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 PARTICULAR OF FIRST APPELLATE AUTHORITES
/ STATE PUBLIC INFORMATION OFFICER / ASSISTANT PUBLIC INFORMATION OFFICERS**

Work distribution amongst Secretary/Special Secretaries Revenue.

Sr. No.	Name and Designation of the officer	Work allotted	Remarks
1.	Smt. Amna Tasneem, IAS (HY:2012) Special Secretary to Govt. Haryana Revenue & Disaster Management Department	1. Stamp & Registration Branch 2. Land Revenue Branch	
2.	Sh. R.K. Singh, IAS (HY:2012) Special Secretary to Govt. Haryana Revenue & Disaster Management Department	1. Rehabilitation Branch 2. Account Branch 3. Record Branch 4. Legal Cell 5. First Appellate Authority (FAA) for Peshi Branch in RTI matter 6. Admn.1 Branch 7. Admn. II Branch 8. Admn Section 9. A.R. Branch & A.R. Section 10. ARIC/AM Cell	
3.	Sh. Kamlesh Kumar Bhadoo, HCS, (2002) Special Secretary to Govt. Haryana Revenue & Disaster Management Department, Chief Vigilance Officer for the Department (CVO)	1. Establishment Branch 2. Jagir Branch 3. Nazarat Branch 4. Gazetteer Unit 5. Cash Branch 6. Special Cell 7. Mewat Dev. Board and Shivalik Dev. Agency	

ER Branch & DM Cell - Files of ER Branch & DM Cell shall be submitted directly to FCR by Sh. Dheeraj Chahal, HCS, Deputy Secretary to Govt. Haryana, Revenue & Disaster Management Department.

Work distribution amongst Joint Secy./Dy Secy./under Secy.

Sanctioned Post- 1 Joint Secy.

1 Dy. Secy.

8 Under Secy.

1 Dy. Director, Urban Local Bodies (ex-cadre post)

Sr. No.	Name & Designation S/Shri	Work allotted included Nodal Officer.	Remarks
1	Sh. Dheeraj Chahal, HCS Deputy Secretary Revenue	<ul style="list-style-type: none"> ➤ Emergency Branch/Disaster Management Cell ➤ Establishment Branch. ➤ Social Media Grievances and CP Gram. ➤ Nodal Officer for Social Media Cell. ➤ Nodal Officer State Logistics Coordination Cell ➤ Nodal Officer for e-Samiksha ➤ Nodal Officer for Publishing the tender Notice of Revenue Department. ➤ Nodal Officer for PM Gati Shakti National Master Plan ➤ Nodal officer of Development of Integrated Water and Crop information(IWCNIS) & Management ➤ Nodal Officer Grievances Portal in FCR's Office ➤ Nodal Officer Centralized Public Grievances Redressed and Monitoring System (CP Gram). ➤ Nodal Officer for dispose of the complaints received from Lokayukta, Haryana. ➤ Nodal Officer for Census 2020-21. ➤ Nodal Officer of Human Right Commission Complaints. 	---
2	Sh. Rajesh Goyal , Deputy Secretary	➤ Dy. Director Urban Local Body	(Ex cadre post)
3	Sh. Harish Kumar, Deputy Secretary	<ul style="list-style-type: none"> ➤ Stamp & Registration Branch ➤ ARIC/AMC ➤ Attached with O/o Chief Vigilance Officer (H.Q.) (CVO) ➤ Nodal Officer for e-office ➤ Nodal Officer, RTI Portal ➤ Nodal Officer for (LGD) Local Government Directory. ➤ Nodal officer for Haryana Vidhan Sabha & E- Vidhan ➤ Nodal Officer for Implementation of Provisions of Haryana State Training Policy, 2020. ➤ Nodal Officer for Development and Welfare Scheme of Revenue Department. ➤ Nodal officer for Indian Code Portal (ICP) ➤ Nodal Officer CM Window 	

4	Sh. Kuldeep Singh, Under Secretary	<ul style="list-style-type: none"> ➤ Special Cell. ➤ Nazarat Branch ➤ Nodal Officer for (GIMS) Govt. Instant Messaging System. ➤ Nodal Officer for Departmental Website ➤ Nodal officer of HKRNL 	
5	Sh. Ashok Kumar, Under Secretary	<ul style="list-style-type: none"> ➤ Animal Husbandry Branch ➤ Fisheries Section 	
6	Sh. Rajeev Malhotra, Under Secretary	<ul style="list-style-type: none"> ➤ Account Branch. ➤ AR Branch/ AR Section ➤ Land Revenue Branch. ➤ Nodal Officer for submission of replies of Outstanding CAG, Audit. ➤ Reports / PAC recommendations of the Department. ➤ Nodal Officer for Audit Work. 	
7	Sh. Sanjeev Kumar Sharma, Under Secretary	<ul style="list-style-type: none"> ➤ MDB Branch. ➤ Jagir Branch. ➤ Cash Branch. ➤ Nodal Officer for Medical Reimbursement Bills. ➤ Nodal Officer for E-Gazette Website. 	
8	Sh. Sandeep Sharma, Under Secretary, Special Executive Magistrate in the District of Chandigarh for performing the functions of attestation of affidavits and documents in the district of Chandigarh.	<ul style="list-style-type: none"> ➤ Admn-1 Branch. ➤ Admn-II Branch. ➤ Admn. Section. ➤ Excise and Taxation Branch (Additional) ➤ Nodal Officer of (HRMS) Human Resource Management System. ➤ Technical Nodal Officer-1 for the Purpose of Aadhar Enable Biometric Attendance System in FCR's Office. 	
9	Sh. Sohan Lal Sharma, Under Secretary	<ul style="list-style-type: none"> ➤ Rehabilitation Branch ➤ Nodal Officer for Enemy Properties for the State of Haryana. ➤ Nodal Officer for CFMS, CM Announcements and Nagar Darshan Portal. ➤ Nodal Officer Business Reform Action Plan (Services of Revenue Department). ➤ State Nodal officer for People's Plan Campaign (PPC) under the initiative of the Development & Panchyats, Department, Haryana. 	
10	Sh. Ved Parkash Dhull, Under Secretary	<ul style="list-style-type: none"> ➤ Development & Panchayat Branch. ➤ Nodal Officer of Gram Darshan Portal. 	
11	Sh. Dinesh Kumar Sharma, Under Secretary	<ul style="list-style-type: none"> ➤ Land Revenue Branch ➤ Forest Branch ➤ Nodal officer HIPA Training. ➤ Nodal officer for Apprenticeship in FC's Office 	

		<ul style="list-style-type: none"> ➤ Nodal Officer for the work of Haryana Enterprise Promotion Center (HEPC). ➤ Nodal Officer of Sustainable Development Goals Coordination Centre. 	
12	Smt. Geeta Rawat, Under Secretary	<ul style="list-style-type: none"> ➤ Record Branch ➤ DDO Powers of Financial Commissioner's Office, Haryana. ➤ Coordinator for HSSC Exam Duty. ➤ Nodal officer for Parivar Pahchan Patra ➤ Nodal officer for Sexual Harassment of Woman at work Place. ➤ Nodal Officer of HSSC (Group C) & (Group D) 	

DEPLOYMENT LIST OF SUPERINTENDENT (FCR OFFICE)

Sr. No	Name of the Superintendent	Name of the Branch	Date of posting	Date of Retirement	Mob. No.
1	Puran Chander Joshi	Admn-I	17.02.2023	30.06.2028	9814184848
2	Harsh Bala	Admn-II	11.11.2021	28.02.2034	9780052991
3.		Special Cell (Additional charge given to Smt. Harsh Bala, Supdt., Admn-II)		-----	-----
4.	Asha Rani	Admn. Section	30.12.2022	29.02.2028	9465447401
5.	Baljeet Singh	MDB Branch	17.02.2023	30.04.2025	9417150380
6	Subhash Chand	Agriculture-I	18.10.2022	31.05.2026	9417248218
7	Babita	Agriculture-II	18.10.2022	31.05.2030	9463049964
8	Jeet Singh	Forest Branch	06.03.2023	31.08.2027	7015472873
9	Ashok Kumar	AR Branch	31.10.2022	31.10.2026	9814505121
10		Cash Branch (Additional charge given to Sh. Ashok Kumar, Supdt. AR Branch)			
11	Paramjeet Kaur	AR Section	30.12.2022	31.01.2028	9815849232
12	Meeta Devi	ARIC	17.05.2022	30.04.2028 Attached with Nodal Officer CM Window as well - Additional	7986031611
13	Bhagat Singh	BAP-I	18.10.2022	31.08.2023	9417628775
14	Ajay Kumar Kukreja	Cooperation Branch	18.10.2022	30.09.2027	9872571012

15	Renu Sharma	Cooperation Section	17.02.2023	31.08.2026	9915133796
16	Surinder Singh	ECD-I	17.02.2023	30.04.2034	9416340690
17	Atul Kumar	Excise & Taxation	06.03.2023	31.10.2032	9878748368
18	Vijender Singh	Establishment	31.10.2022	31.08.2023	9467318461
19	Dinesh Kumar Yadav	Emergency Relief	11.11.2021	31.05.2025	9464989620
20		Disaster Management Cell (Additional charge given to Sh. Dinesh Kumar Yadav, Supdt.			
21	Rajiv Kumar	ECD-II Branch	06.03.2023	31.05.2033	9417315253
22	Naresh Kumar	Stamp & Reg. Branch	06.03.2023	30.06.2030	9417349456
23	Bhupesh Sharma	Fisheries Section	18.10.2022	30.09.2030	9417033538
24	Upkar Singh	Jagir	31.10.2022	31.07.2029	9467749250
25	Dharam Chand	Record	25.01.2022	30.04.2030	9814134737
26	Manoj Kumar	Agri. Section	06.03.2023	30.04.2031	9988408892
27		Vacant Registrar Peshi (Superintendent)		Posted Sh. Om Parkash Ranga, DRO (Retd)	
28	Pawan Kumar	Peshi	18.10.2022	31.10.2025	9417401812
29	Ramesh Kumar	Peshi	13.12.2021	30.09.2025	9991615316
30	Chander Kanta	Peshi	20.04.2021	31.03.2025	9417077954
31	Rajinder Singh	Peshi	30.12.2022	31.10.2023	7696045557
32	Hari Kishan	Rehabilitation	18.10.2022	31.10.2027	9417369419
33	Vacant	HTT	---	-----	
34	Satyawan	Awaiting Posting			

Supdt. posted outside the FCR office

Sr. No.	Name of the authority/Branch with whom he/she is posted	Name of the Supdt./Deputy Supdt.	Date of posting	Date of retirement	Mob. No.
1	OSD to CM	Rajiv Kumar	11.05.2017	31.05.2035	9216210441

DEPLOYMENT LIST OF Deputy Supdt. (FCR OFFICE)

Sr. No.	Name of the Dy. Supdt.	Name of the Branch	Date of posting /Vacancy	Date of retirement/R emarks	Mob. NO.
1	Sat Narayan	Animal Husbandry	18.10.2022	31.05.2028	9416833814
2	Sukhdev Singh	BAP-II	28.06.2022	30.11.2035	9779445403
3	Jai Bhagwan	Peshi	18.10.2022	30.04.2025	8146467773
4	Vinod Kumar	Peshi	23.08.2022	28.02.2032	9888950092
5	Mehboob Khan	Account	17.02.2023	31.07.2026	9467560257
6	Amarjeet Singh	Nazarat	17.02.2023	31.03.2035	9872814580
7	Mukesh Sharma	LR	17.02.2023	30.04.2041	9780923034
8	Madan Lal (Disabled)	---	-----	31.12.2028	9467528512
9	Tilak Raj	Awating posting	-----	31.12.2023	9988922602

Note- One Supernumerary post has been created for Sh. Vinay Kumar

Dahiya being permanent disabled.

Financial Commissioner's Office Haryana, Revenue and Disaster Management Department (HQ) Chandigarh.

Sr. No.	Name of the Post	Sanctioned Posts
1	Joint Secretary	01
2	Deputy Secretary	01
3	Under Secretary	08
4	Superintendent	31
5	Registrar	01
6	Dy Superintendent	09+ 01 (Supernumerary Post for PHC)
7	Assistant	156
8	Clerk	147
9	Editor	01
10	Assistant Editor	05
11	Joint State Editor	01
12	Electrician	01
13	Senior Revenue Accountant	01
14	Out Board Mechanic	01
15	Junior Revenue Accountant	01
16	Secretary	01 01(One Secretary working against vacant post of Joint State Editor)
17	Private Secretary	32
18	Personal Assistant	60
19	Senior Scale Stenographer	11
20	Junior Scale Stenographer	09
21	Steno typist	33

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-8 of schedule of pay matrix as per notification no 1/20/2016-5(Pr) (FD) dated 12-02-2020	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	By Promotion

			28-10-2016	
12	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 & Daftri 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
13	Mali	1	16900/-	Direct

Sr. No.	Grant No/ Name and classification of scheme	Budget provisions for the year 2020-2021	Budget provisions for the year 2021-2022
1.	2029-51-001-99-51-04-N-51-RV Land Revenue Direction and Administration Audit of Land revenue and Taccavi	41,02,000	51,61,000
2.	2030-02-001-99-51-04-N-51-RV (Stamp Registration Checking Staff)	1,84,83,000	2,22,35,000
3.	2052-51-099-95-04-P-01-N-V Haryana Trader Welfare Board	37,87,09,000	53,90,000
4.	2052 -51-099-96-51-04-N-51-RV Haryana Tax Tribunal	2,63,41,000	2,26,78,000
5.	2052-51-099-99-98-51-04-P-01-RV(Secretariat General Service)	40,35,30,000	40,37,00,000
6.	2245-80-001-99-51-04-N-51-R-V(Relief on account Natural Calamities)	81,15,000	99,69,000
7.	2515-51-001-98-98-32-N-51-R-V(other Rural Development Programme -99-Panchayat Department Community Development)	8,21,50,000	8,63,00,000
8.	3451-51-091-99-04-N-51-RV (Secretariat economic Service)	6,55,85,000	7,01,54,000
9.	3454-02-110-99-51-04-N-51-R-V (Census, Sruvey and Statistics survey and statistics Gazetteers)	1,99,07,500	2,26,63,000
	Total	1,00,69,22,500	64,82,50,000

**Major Head 3475 , 2250 ,2245, 2029, 3454, 2700,2053 District Administration.Non Plan
(Grant No. 4)**

Sr. No	Budget Head	Budget Allotment 2021-22	Budget Allotment 2022-23
1.	2053-District Administraton- 093-District Establishment	259,26,00,000	302,85,96,000
2.	2053-District Administraton-Law and orders for Deputy Commissioners in the state	80,00,000	90,00,000
3.	2053-District Administraton-094-Sub Divisional Establishment	39,02,00,000	31,73,98,000
4.	2053-District Administraton-101-Commissioner's Establishment	16,23,50,000	16,98,89,000
5.	2053-District Administraton-094-Other Establishment (ii) Copying Agency	1,92,91,000	1,77,67,000
6.	2053-District Administraton-094-Other- Establishment(iii) Conservancy of Kutchery Compound	17,70,000	16,99,000
7.	3475-OGES-201-Agrarian Reforms Revenue (Field Staff).	4,15,70,000	4,09,18,000
8.	2250-OSS-800-OE(99) Miscellaneous-Trade Fair.	5,75,00,000	4,00,00,000
9.	2250-OSS-103-Upkeep of Shrines, Temples(99) Dharmarth.	2,51,000	92,000
10.	3475-OGES-Copensation to Land Owners.	1,50,000	1,50,000
11.	2700-Gurugram Canal.	5,60,000	5,11,000
12.	2245-Relief on Natural Calamities.	346,69,74,000	744,88,51,000
13.	3454-Census, Survey amd Statistics.	2,45,85,000	2,79,40,000
14.	2029-Land Revenue and Taccavi	47,14,000	50,11,044

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 to the farmers.

The present norms of relief are as under:-

Sr. No.	In case of death	Previous relief norms	Revised New norms
1.	Human death	Rs. 2,00,000/- each	Rs. 4,00,000/- each
2	He camel/She camel	Rs. 16,400/- each	<u>Milch Animal</u> Rs. 30,000/- Buffalo/Cow/Camel/Yak/Mithun etc. Rs. 3,000/- Sheep/Goat/Pig <u>Draught Animals</u> Rs. 25,000/- Camel/Horse/Bullock etc. Rs. 16,000/- Calf/Donkey/Pony/Mule
3	Horse/Mare	Rs. 16,400/- each	
4	Bullock/Buffalo	Rs. 16,400/- each	
5.	Cow Cow American Hybrid	Rs. 16,400/- each Rs. 15,000/- each	
6.	He donkey/She donkey	Rs. 10,000/- each	
7.	Mule	Rs. 10,000/- each	
8.	Buffalo (Calf up to 3 years of age)	Rs. 2,000/- each	
9.	Sheep/Goat	Rs. 2,000/- each	

2. The policy of granting relief on account of drought, cold wave/frost, earthquake, landslide and cloud burst has been revised w.e.f. 28.01.2022 as under and present norms are being revised:-

Sr. No	Extent of damage to stading crops	Previous Relief Norms	Revised Relief Norms
1.	Damages between 33% and above	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	Rs. 7000/- per acre in assured irrigated areas and Rs. 3500/- per acre in rainfed areas.

3. The State Government has revised in relief norms w.e.f. 28-01-2022 for loss to the crops by natural calamities like floods/standing water, fire, electric sparking, heavy rains, hailstorm, Pest attack 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 and sugarcane= Rs 7000/- 2. Mustard & other crops =Rs. 5500/-	Damages between $\geq 25\%$ to $< 33\%$	1. Wheat, paddy, cotton and sugarcane= Rs 9000/- 2. Mustard & other crops =Rs. 7000/-
2.	Damages between $\geq 33\%$ to $< 50\%$	1. Wheat, paddy, cotton and sugarcane= Rs 7000/- 2. Mustard & other crops =Rs. 5500/-	Damages between $\geq 33\%$ to $< 50\%$	1. Wheat, paddy, cotton and sugarcane= Rs 9000/- 2. Mustard & other crops =Rs. 7000/-
3.	Damages between $\geq 50\%$ to $< 75\%$	1. Wheat, paddy, cotton and sugarcane= Rs 9500/- 2. Mustard & other crops =Rs. 7000/-	Damages between $\geq 50\%$ to $< 75\%$	1. Wheat, paddy, cotton and sugarcane= Rs 12000/- 2. Mustard & other crops =Rs. 9000/-
4	Damage 75% and above	1. Wheat, paddy, cotton and sugarcane= Rs 12000/- 2. Mustard & other crops =Rs. 10000/-	Damage 75% and above	1. Wheat, paddy, cotton and sugarcane= Rs 15000/- 2. Mustard & other crops =Rs. 12500/-

4. The relief norms for relief on account of damaged tubewells in case of flood only is @ Rs. 7500/-
5. **Hailstorm:-** A Sum of Rs. 11,58,30,294/- (F. Y. 2021-22) has been sanctioned to the disbursement of gratuitous relief to the farmers whose crops have been damaged due to Hailstorm.
6. **Dewatering:-** A Sum of Rs. 5,33,47,852/- (F. Y. 2021-22) has been sanctioned to the disbursement of gratuitous relief due to dewatering.
7. **Floods/ Heavy rain:-** A sum of Rs. 621,57,72,793/- (F.Y. 2021-22) has been sanctioned to the disbursement of gratuitous relief to the farmers whose crops have been damaged due to heavy rain/floods.
8. **Fire and Lightning:-** An amount of Rs. 49,51,190/- has been sanctioned to the disbursement of gratuitous relief to the farmers whose crops have been damaged due to fire and lightning.

Financial Activities of Disaster Management Cell regarding COVID-19:-

As per Government of India's provided items and norms of assistance for Covid-19 containment under SDRF, a sum of Rs. 12.21 crore was released to districts and for payment of ex-gratia assistance @50,000/- per deceased to next of kin of Covid-19 deceased, an amount of Rs. 41.63 Crore was disbursed during FY 2021-22.

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 Gurgaon 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) Gurgaon-Manesar Urban Complex (excluding the areas falling within the limits of Municipal Corporation Gurgaon) (b) Sohna, and (c) Sonapat-Kundli Urban Complex.	Rs. 30.00 Lakh	Rs. 30.00 Lakh
3.	Areas situated within the <u>Final Development Plan for Faridabad-Ballabgarh Controlled Areas-2011 (excluding the areas forming part of the notified limits of Faridabad Municipal Corporation as mentioned under Sr.No. 2 above)</u> 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	<p>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.</p> <p>2. Please see Appendix-1 for an indicative total amount payable to a landowner based on these floor rates.</p>		

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 oustees 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 upto 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.

Land Purchase Policy

The State Government has framed a policy on purchase of land voluntarily offered to government for development projects. This policy aims at preventing distress sales of lands by farmers and at involving the landowners in decision while locating the sites of development projects in the State of Haryana. The two objectives sought to be achieved by the policy are: (a) to establish a mechanism whereby a farmer before considering distress sale is assured of approaching the Government as a potential buyer in case Government requires for its projects; (b) Government can elicit if some landowners would be so keen about the benefits of a particular project that they would be willing to sell their land to Government for it.

Land Bank policy

State Government has framed a Land Bank Policy vide notification dated 10.08.2021 for creation of Land Bank which involves all types of Government/board/corporation lands, surplus lands, Nazool lands etc. to cater day to day needs especially in providing land for essential services i.e. water works power sub-stations, colleges and other specialized institutions of higher learning including universities, medical colleges & other hospitals and polytechnics etc.

Honorarium to Nambardars of the State:

As per Budget speech of the Hon'ble Chief Minister Haryana on 14.10.2018 implemented to provide Rs.3000/- per month as honorarium to each Nambardar in the State.

Construction of Mini Secretariats Buildings and allied Buildings:-

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 Dadri is in progress. There are 74 Sub Divisional Complexes. The construction work of 58 Sub Division Complexes had been completed and the construction work of 6 Sub Division Complexes namely Shahabad, Badli, Ambala City, Ballabgarh, Kanina, Bawal and Indri are in progress and construction work of 10 Sub Division Complexes is yet to be started. There are 94 Tehsils. The construction works of 75 Tehsil Buildings had been completed and the construction work of 2 Tehsil Buildings are in progress and construction work of 17 Tehsil Buildings is yet to be started. There are 49 Sub Tehsil. The construction works of 25 Sub Tehsil buildings had been completed and the construction work of 1 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. 90.00 Crore has been made for the financial year i.e.2023-24.

Construction of Residential Houses:

The construction work of residential houses of Deputy Commissioner, Ambala, Panchkula, Kaithal, Yamunanagar, Kurukshetra, Rohtak, Sonapat, Karnal, Jhajjar, Hisar, Jind, Fatehabad, Sirsa, Bhiwani, Gurugram, Faridabad, Mahendergarh, Panipat, Palwal, Nuh and Rewari have been completed and construction work of 1 Mini Secretariat in Charkhi Dadri Mini Secretariat Building is in progress. A provision of Rs. 50.00 Crore has been made for the financial year i.e.2021-22.

Major Head Wise State/District Level Schemewise Receipt Report From 01/04/2021 to 31/03/2022 (In Lakh Rs.)

Major head	District	BT	EGRAS	OTIS	Total
0030----	Total	67.49643	848441.51424	551.11686	849060.12753
	01-Ambala at Ambala City	3.00308	16407.24113		16410.24421
	02-Bhiwani	1.80547	8583.78846	5.94027	8591.53420
	03-Chandigarh		10346.61624		10346.61624
	05-Faridabad	9.18436	86407.43179		86416.61615
	06-Fatehabad	1.29979	10200.30502		10201.60481
	07-Gurugram	7.19289	398022.44609		398029.63898
	08-Hissar	3.68396	25092.30290		25095.98686
	09-Jagadhari	2.82284	13586.59725	544.81093	14134.23102
	10-Jhajjar	1.96864	25768.79244		25770.76108
	11-Jind	2.41993	12108.78708		12111.20701
	12-Kurukshetra	3.03809	15995.80673		15998.84482
	13-Karnal	6.08252	31835.34704		31841.42956
	14-Kaithal	2.57537	13284.19865	0.36566	13287.13968
	15-Narnaul	2.92018	5830.40814		5833.32832
	16-Panchkula	1.20330	27235.92052		27237.12382
	17-Panipat	3.40645	25818.90473		25822.31118
	18-Rohtak	2.71711	19907.86448		19910.58159
	19-Rewari	3.99428	17149.37682		17153.37110
	20-Sonepat	1.90012	41414.59492		41416.49504
	21-Sirsa	2.72990	14581.32183		14584.05173
	22-Mewat at Nuh	1.54434	10003.13185		10004.67619
	23-Palwal	0.55212	15473.85691		15474.40903
	24-Charkhi Dadri	1.45169	3386.47322		3387.92491
Total		67.49643	848441.51424	551.11686	849060.12753

Services of Revenue and Disaster Department available on SARAL Portal , Web-Halris and Jamabandi.nic Portal.

Sr. No	Services/ Schemes Name in RTS Act	Time limit (working Days)	Service Charges	Service available on portal
1	i) Certified copies of all documents at Fard Centre level i.e. Record of Right (Jamabandi, Girdawari, Mutation etc.	1 Day		Web-halris
2	ii) Certified copies of all the documents at village level i.e. Record of Right (Jamabandi), Girdawri, Mutation etc. (if the copies sought are manual and number of pages sought is less than 5)	2 Days		Web-halris
3	ii) Certified copies of all the documents at village level i.e. Record of Right (Jamabandi), Girdawri, Mutation etc. (if the copies sought are manual and number of pages sought is more than 5 but less than 15)	3 Days		Web-halris
4	iv) Certified copies of all the documents at village level i.e. Record of Right (Jamabandi), Girdawri, Mutation etc. if the copies sought are 5 manual and number of pages sought is more than 15)	7 Days		Web-halris
5	Demarcation of Lands if no standing crops	45 Days		Web-halris
6	Registration of all kinds of documents i.e. sale deed ,lease deed, GPA, Partnership Deed etc.	1 Day		Web-halris
7	Certified copies of all kinds of previously registered documents	7 Days		Web-halris
8	Attestation of uncontested mutations	30 Days		Web-halris
9	Private partition of land (Mutual contest of land owners)	60 Days		
10	Issue of income Certificate	15 Days	30	SARAL

11	Area / Succession / Dependent certificate/ counter signature etc.	15 Days		
12	Mortgage 1st charge	15 Days		web- Halris
13	Registration of lease/ conveyance Deed	1 Day		web- Halris
14	Conversion from lease/ Conveyance Deed	30 Days		web- Halris
15	Schedule caste certificate	7 Days	30	SARAL
16	Backward Class Certificate	7 Days	30	SARAL
17	Other backward Class Certificate	7 Days	30	SARAL
18	Special Backward Class Certificate	7 Days	30	SARAL
19	Tapriwas Certificate	7 Days	30	SARAL
20	VimuktJati Certificate	7 Days	30	SARAL
21	Economically Backward General Cast Certificate	7 Days	30	SARAL
22	Resident Certificate	7 Days	30	SARAL
23	Rural Area Certificate	7 Days	30	SARAL
24	Permit of Jalsa/Public Meeting/Jaloos/Sobha Yatra/Chat Pooja/ Marriage (Applicable only in case of obtaining NOCs from SP, SDM.MC Fire)	5 Days	100	SARAL
25	Permission for fanfare/Circus/Magic Show (Applicable only in case of obtaining NOCs from SP, SDM.MC Fire excise Department)	5 Days	50	SARAL
26	Permission for tournaments/Games (Applicable only in case of obtaining NOCs from SP, SDM .Sport officer)	3 Days	50	SARAL
27	Loud speakers/DJ permission for Jalso/Public Meeting/Jaloos/Sobha Yatra/Chat Pooja/Marriage (Applicable only in case of obtaining NOCs from Local SHO)	3 Days		SARAL
28	Loud speakers/DJ permission for Funfair circus/Jaloos/Magic Show(Applicable only in case of obtaining NOCs from Local SHO)	3 Days		SARAL
29	Loud speakers/DJ permission for Tournaments/ Games (Applicable	3 Days	50	SARAL

	only in case of obtaining NOCs from Local SHO)			
30	Permission for loudspeaker/DJ (Applicable only in case of obtaining of NOCs from Local S.H.O	As per direction of election commissioner	50	SARAL
31	Permit / permission for vehicle parliamentary Election Campaign, (Applicable only in case of obtaining of NOCs from S.P, S.D.M	As per direction of election commissioner	50	SARAL
32	Permit / Permission for vehicle during Assembly/ state Election Campaign. (Applicable only in case of obtaining of NOCs from local S.H.O)	As per direction of election commissioner		SARAL
33	Permission of loudspeaker on vehicle during Assembly / State Election Campaign. (Applicable only in case of obtaining of NOCs of local S.H.O	As per direction of election commissioner	50	SARAL
34	Permission of loudspeaker on vehicle during Assembly / State Election Campaign. (Applicable only in case of obtaining of NOCs of S.P, S.D.M	As per direction of election commissioner	50	SARAL
35	Property Dealer License	5 Days	100	SARAL
36	Renewal of Property dealer License	5 Days	100	SARAL
37	Hindu Dogra Community certificate	7 Days	30	SARAL
38	Appointment of Registration of Deeds from CSC (Maximum 10 appointment per day per tehsil)	Same Day		Web-Halris
39	Online Appointment for registration of deeds (Maximum 10 appointment per day per Tehsil)	Same Day		jamabandi.nic.in
40	Deed writing for instructions like sale, conveyance, mortgages, lease/rent etc.	Same Day		jamabandi.nic.in
41	Deed writing for instruments like power of attorney, will, authority to adopt, adoption deed, divorce deed,	Same Day		jamabandi.nic.in

	agreements etc.			
42	Deed Writing for instruments like Release, transfer deed, gift deed, partition and other documents.	Same Day		jamabandi.nic.in
43	Second Copy	Same Day		
44	Encumbrance certificate	7 Days		jamabandi.nic.in
45	Marriage Registration 1995 (Rural)	Not in RTS	30	SARAL
46	Income and Asset Certificate for Economically Weaker Sections (EWS)	Not in RTS	30	SARAL
47	Income Certificate (Other than Education Purpose)	15 Days	30	SARAL
48	Deprived Scheduled Cast Certificate	7 Days	30	SARAL
49	Marriage Registration 1954 (Rural)	Not in RTS	30	SARAL
50	Marriage Registration 2008 (Rural)	Not in RTS	30	SARAL
51	Minority Community Certificate	7 Days	30	SARAL
52	Economically Weaker Section(EWS) Certificate for allotment of residential Flat or Residential Plot by Housing Board	Not in RTS	30	SARAL
53	Daily Cause List	Not in RTS	10	SARAL
54	Judgement of Revenue Court Cases	Not in RTS	30	SARAL

Income since 2005-2006 to 2021-2022 under head 0030- Stamp and Registration fee is as under:-

Sr. No.	Financial Year	Income (in crore)
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.	2020-2021	5146.25
17.	2021-2022	8490.60

A.R. Branch**Information /record regarding feasibility study of Surplus Land in Hayana-**

S/No.	Name of District	Total Surplus Land(Acres)	Allotted before March 2017 (Acres)	Allotted during period April 2017 to till date	Surplus Land locked in litigation(Acres)	Balance Surplus Land (Acres)	Remarks
1.	Gurugram	5294	5102	Nil	192	192	
2.	Nuh	2974	2485	Nil	381	81	
3.	Sirsa	40409	40409	Nil	7485	Nil	
4.	Karnal	4986	1190	Nil	1528	728	
5.	Jhajjar	1609 Acres, 2 Kanal, 17 Marla	1551Acres, 0 Kanal, 4 Marla	6 Acres, 3 Kanal, 4 Marla	440 Acres, 0 Kanal, 15 Marla	51 Acres, 7Kanal, 9 Marla	
6.	Ambala	2008	2003	04	179	01	
7.	Kaithal	4652	3599	781	17*	255	

Note- The reports from all others DC's except above 7 are awaited.

**PARTICULARS OF ORGANISATIONAL SETUP OF THE DIRECTORATE LAND
RECORD**

The Director, Land Records who is also the Inspector General of Registration is assisted by the Joint Director and the subordinate staff in the discharge of his functions.

The following is the organizational set up at the State Headquarters:-

1. Joint Director	1
2. Deputy Director	1
3. District Revenue Officer	1
4. Assistant Director	1
5. Tehsildar	1
6. Naib Tehsildar	2
7. Superintendent	1
8. Deputy Superintendent	1
9. Inspector Registration	2
10. Assistant Research Officer	5
11. Statistical Assistant	1
12. Assistant	5
13. Draftsman	1
14. Mapper	1
15. Stenographer	1
16. Stenotypist	1
17. Kanungo	9
18. Clerk	9
19. Driver	2
20. Peon	7

Total 53

The key Activities & Achievements of Director Land Record are given as below:

Digital India Land Records Modernization Programme(DILRMP): To improve accessibility, stop manipulation and enhance efficiency of the land record system, the Govt of India has launched NLRMP (National Land Record Modernization Programme) in 2008-09; it was renamed as DILRMP (Digital India Land Records Modernization Programme) during 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 State of Haryana has integrated land records and registration process under one all-encompassing system named Web HALRIS. The uniqueness of Haryana's Integration is that the e-System verifies the ownership and share of the seller in real time, online. The system therefore does not allow the sale of a piece of land, multiple times, without sanctioning mutations. Web-HALRIS has been implemented in all 143 Tehsils / Sub-Tehsils of the State.

At present, every land owner can get the details of his immovable assets and land records online, in real time. In this, registration of documents, mutations and maintenance of Jamabandi records, e-KhasraGirdawari and ownership records are included.

Immediate appointment for registration through online Appointment Management System was started in September 2020, through which any citizen can get prior appointment via the website www.jamanandi.nic.in. The software was extended and made simple and effective to implement e-registration system of the entire State. In this, the implementation of Right to Service Act directives and First come-first serve methodology were adopted for more transparency and good governance. Today, the citizen gets a sanctioned copy of registration for any transaction in immovable property on the same day and same day delivery of registered deeds is the practice. In addition, the registered deeds are scanned and uploaded onto the same day in an online database linked to Web HALRIS.

NLRMP Scheme was launched by the Government of India in the State of the Haryana in 2011 for achieving the targets of Modernisation of Revenue Record Rooms, Computerization of Land Records, Computerization of Registration and Survey/ Resurvey work etc. The work related to Modern Record Rooms, Computerization of Land

Records and Computerization of Registration was completed but the work related to Survey / Resurvey could not be completed and is pending due to litigation, and the matter is subjudice.

The key achievements are as below:

- a) **e-Registration:** The software was got enhanced and streamlined the implementation of e-Registration system across the State for online appointments, like in Passport/Visa Sewa, through Internet, CSCs (Atal SewaKendras), with a provision of Tatkal Appointments. The implementation of RTSA (Right to Service Act) and FIFO (First in First Out) in registration of deeds helped in bringing greater transparency and same day delivery of registered deeds. The average number of days for delivery of registered deeds in the state was brought to less than a day.
- b) **e-Stamping in Registration of Deeds:** The software was got enhanced and made more secure. It was mandated for all registrations across Haryana, having stamp value more than Rs. 100/-. The Property Registration system verifies & 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. Two-way integration of e-Stamping and e-Registration is a unique facility of Haryana, across India, which is not available in other States.
- c) **The e-Stamping Rules 2017 and SoP (Standard Operating Procedure) for using e-Stamping** were notified by the department.
- d) **e-KYC in Deeds Registration:** The software was got developed and integrated with UIDAI CIDR (Citizens Identity data Repository) for online e-authentication of Buyers, sellers and witnesses. **The e-KYC Rules 2017** for Aadhaar based real time Authentication of buyers, sellers and witnesses were notified. A MoU was also signed to declare Revenue department as a sub-AUA (Aadhaar User Agency) of the State AUA. The e-KYC was implemented across all Sub Registrars. Now as per UIDAI Policy and Supreme Court Orders, the Aadhaar based e-KYC has been disabled till the release of final policy from UIDAI/MeitY, GoI / Supreme Court of India.

- e) **Online PAN Verification:** The e-Registration Software was got enhanced and linked with NSDL for online PAN verifications. An agreement was got signed with NSDL (National Security Depository) of India and tie-up with Income Tax Department, for online PAN verification during deed registration. This has been implemented across all Sub Registrars.
 - f) **Integration of e-Registration with Urban properties:** Haryana become a front runner state in integration of Property Registration with external entities to facilitate EoDB (Ease of Doing Business), enhancing authenticity and security of data and bringing utmost transparency in the system. The department has provided linkages with urban properties systems of HUDA, HSIIDC, Municipal Corporations and the issuance of NOC under section 7-A of Haryana Development & Regulations of Urban Areas Act, 1975.
 - g) **Revenue Courts Cases Monitoring System:** The software was got enhanced to record Land disputes and the RCCMS was linked with Land Records for land disputes. The System is being implemented at all revenue courts.
2. **Web-HALRIS:** Conceptualized, designed and got developed Web-HALRIS, the web based integrated Land Records and Deed Registration software, which covers real time integration of Jamabandi, Mutation, Nakal, Administration, Khasra Gridwari, Deed Registration.
- a) The Web-HALRIS has been developed as a complete integrated end-to-end cloud based centralized component based system, with an aim to bring 100% transparency and accountability in delivery of hassle free services at doorstep of the citizen and to weed out corruption from system, with zero tolerance, enforcing electronic security and control over confidential data.
 - b) Revised Collector Rates in a structured way were prepared, published and implemented. Prime Khasra Numbers were identified and freezed in Deed Registration system.
 - c) Integration of Area Under Section 7A of HD&R Urban Areas Act, 1975: The Software got developed in consultation with Town & Country Planning Department, as per the Haryana Development & Regulations of Urban Areas Act, 1975 and got integrated

with HARIS, to meet the requirements of NoC under section 7-A. The software has been rolled-out in all districts

- d) Through follow-ups with High Court Computer committee and national e-Court Committee of Supreme Court of India, the provision got made in the e-Courts system to record the land and property details in judicial / civil courts cases involving land & property disputes, and got linked with Web-HALRIS to meet the requirements of EoDB.
 - e) **Citizen Services Portal** :Online access to the scanned registered deeds. Information about Property Registration, Collector Rates, Registered Deeds, Jamabandies , Mutations, Revenue Collection and Urdu terminology glossary etc. Search facility for ULB, HUDA, HSIIDC urban properties.
 - f) **Stamp Duty Calculator**: A stamp duty calculation software has been developed and hosted in public domain for the investors under EoDB, on the web portal <http://jamabandi.nic.in>. The software also facilitate calculation of Registration fee.
 - g) **Collector rate objection**: Citizens are allowed to upload objection regarding collector rate on <http://jamabandi.nic.in>
 - h) **Encumbrance certificate**: encumbrance certificate application has been developed and hosted in public domain for the investors under EoDB, on the web portal <http://jamabandi.nic.in>.
3. **e-Dashboard for Web-HALRIS**:Online dashboard was got developed for real time monitoring. The MIS reports are generated, documented, analysed and shared with all DCs, Divisional Commissioners and DROs for regular reviews with them. With all these innovative initiatives of digitalization and e-Governance in Revenue department,
- a) Haryana has become the front runner state in India, in integration of Property Registration with internal and external entities to facilitate EoDB (Ease of Doing Business), enhancing authenticity and security of data and bringing utmost transparency in the system.
4. **e-Girdawari**
- The State has developed e-Girdawari Mobile Application. Android based Tablets has been given to all Patwaries for conducting e-Girdawari. Using these Tablets, Kharif 2018 to Kharif 2021 season Girdawari was conducted in the entire state.

5. E-District / e-DISHA Initiative:

a) **Certificates Issuance:** All kinds of Certificates (Caste, Domicile, Income, Residence etc) are issued online as per RTSA (Right To Service Act). Taking leverage of existing Digital India Programmes, the certificates Issuance system has been integrated with DigiLocker, Rapid Assessment System (RAS), eTaal (Transactions Aggregation and Analysis Layer), Hon'ble CM Dashboard.

b) Various types of Permissions are issued online from the SDMs

c) **Integration of e-District with UMANG App:** Department has also got launched Haryana Certificates Issuance System, under *UMANG* (Unified Mobile *Application* for New-age Governance) App, which is envisaged to make e-governance 'mobile first', as one of the first States. Hon'ble Prime Minister launched UMANG App on 23/11/2017 at the 5th Global Conference on Cyber Space at New Delhi.

6. **Antyodya SARAL Portal:** The revenue Services related to Certificates, Permissions, dealers Licenses, demarcation of land etc were integrated with SARAL as the first e-Services on SARAL. More than 43 lakh certificates have been pushed in digital repository in Digital Locker for facilitating anywhere any time e-verification service, for this the state of Haryana has received Award on 30th August, 2018. The new e-Service for issuance of Economically Backward Class certificate was got developed in a record time and implemented.

7. The existing e-DISHA Kendras have been renovated and converted as Antyodya SARAL Kendras for facilitating delivery of all citizen services under a single roof. Maximum number of citizens has been served by Revenue department using Antyodya SARAL portal.

8. It is a matter of pleasure that for making the registration process simpler via e-application mode, for registration of agricultural land in rural areas; land registration process in urban and rural areas was commenced in August, 2020.

9. Stamp fees have been reduced from Rs.2000/- to Rs.100/- for farmers exchanging credit from banks.

10. Government Land Portal: Assets Management Cell (Government lands) has been created so as to identify the government lands in Haryana completely. An exclusive web link got developed for updating government land by the line departments & PSUs. The login Ids were provided to the departments, Training was imparted and the government lands were got entered / updated. The State has developed a web application for the e-Inventory of Government Lands & assets, in which more than 6,29,700 properties / assets has been entered. The respective departments and districts are verifying all the lands and assets owned by them, and after freezing the land entries in the land records fraudulent sales of government lands will be avoided.

Now Government has created Land Bank:

1. Four districts, viz., Karnal, Panipat, Nuh and Bhiwani have been chosen to lead in the matter and create Land Bank in their respective districts.
2. DC Karnal has uploaded about 16380 acre lands on their portal on 25 October 2021, and after inviting objections and claims, finalised the proposal of establishment of Land Bank for District Karnal.
3. DC Nuh has informed that he has identified all assets of every government department in his district and verified them from the revenue record of rights. This list was then provided to district level departmental heads to review and list down any discrepancies. The list has since been reviewed and stands finalised.
4. DC Panipat, Bhiwani have identified 9700 acres and 57124 acres land respectively of various departments for establishment of the Land Bank. The process of inviting claims and objections from all the Government Departments and PSUs will similarly be carried out.
5. These details and proposals will be further improved and the process replicated in all districts at the earliest. This will finalise the Land Bank for the entire state.

11. Implementation of EoDB recommendations related to Revenue & DLR for BRAP 2017-18 , BRAP 2018-19 and 2020-2021 :100% recommendations under the EoDB (Ease of Doing Business), related to Revenue department were successfully completed and were got implemented, including linkages, with urban properties systems of HUDA, HSIIDC, CERSAI, Agricultural Department and Municipal Corporations and all the rural

cadastral maps on 1:10,000 cadastral scale. All the recommendations accepted by the DIPP, Govt of India.

12. **PoC of Block Chain Technology in Land Registry:** A proof of concept pilot was got conducted jointly with UNDP on implementation of Block Chain technology in Land registry, taking Panchkula Tehsil as a pilot for PoC, **as first of its kind project in India.** The Block chain is a cutting edge technology, which is highly suitable for conclusive land titling system, maintaining history of each transaction, and highly difficult for hackers to intrude in the system. The detailed Project report got prepared and submitted to DoLR, Govt of India for providing funds for full scale implementation of block chain technology

13. Modern Revenue Record Rooms (MRRR)

The State Government has taken up digitization of age old Revenue Records and Conversion of Records Rooms in Modern Revenue Record Rooms at all districts and State Headquarters under phase-I which has been completed and inaugurated on 21 November 2021 by Hon'ble Chief Minister and Deputy Chief Minister, Haryana. Apart from this, the Modern Revenue Record Rooms have been opened to the public.

Now, scanning and digitization of Revenue Records kept at Tehsils, Sub Tehsils, Patwarkhanas, Commissionerates and Departmental Headquarters is being taken up under phase-2. Under this project, each District has a safe Modern Revenue Record Room with a modern infrastructure that provides for secure storage of physical records as well as digitization of the records. The digital records are preserved in the central server and can be accessed through the Web HALRIS system by public at large.

Till 16th May 2023 approximately 33.58 crore pages of records have been scanned all over Haryana, out of which about 29.73 crore pages have been uploaded in the central database.

The entire scanned documents have been verified entirely by the revenue staff at the village level. 100% of the record has been checked by the Revenue Officials and 20% by the District Revenue Officers and 10% by the HARTRON to remove any discrepancy. Adequate IT infrastructure and electrical/ telecommunications networking has also been ensured.

MRRR Project has been awarded the first prize under Haryana Good Governance Awards on 25 December 2021.

14. SVAMITVA/Haryana Large Scale Mapping (HaLSM):

A Memorandum of Understanding (MoU) was signed between Haryana Government and Survey of India on 08 March 2019 for large scale GIS mapping of the State of Haryana. Under this MoU, 44212 Square kilometres area of the entire State, including Rural, Abadi Deh and Urban areas etc. shall be mapped. This mapping will provide the Government of Haryana a precise demarcation of land, thereby helping determine the location of each parcel of land, detect alterations and identify encroachments made anywhere on Government lands, including those belonging to any local body, board or corporations.

Sirsi village of the district Karnal was the first in the State to be completely mapped using the new drone based imaging and GIS mapping technologies. In Sirsi village, agricultural land as well as Abadi Deh were mapped and individual properties located within Abadi Deh area were registered in the names of the proprietors, thereby giving conclusive titles and rights of ownership to them of their immovable properties within abadi deh. Thus, on 26 January 2020, Sirsi village became the first village in the entire country to be mapped using GIS and modern imaging technologies. Sirsi also became free from Lal Dora, thereby unlocking the monetary value to properties in Abadi Deh.

On 24 April 2020, the Prime Minister launched the nationwide scheme of SVAMITVA, under the aegis of Department of Land Resources, Ministry of Panchayati Raj, Government of India. Haryana is the forerunner in this scheme as well, which aims at providing conclusive titling to residents of Abadi Deh in villages, for their properties within Abadi Deh. Under SVAMITVA, the Prime Minister of India declared 22 villages, one in each district of Haryana, as being free from Lal Dora, on 11 October 2020, and remaining 199 villages have been declared Lal Dora free by Chief Minister and Deputy Chief Minister of Haryana.

Till 18th May 2023 in the State of Haryana, 25,19,379 property records have been conclusively finalised by covering 6260 number of Lal Dora villages under the SVAMITVA. Out of these 24,13,964 property cards have been distributed and linked with Parivar Pehchan Patra. 51 such properties have also been sold by their owners, after receiving title deeds by the registration process adopted by Revenue lands and municipal

area properties. Moreover, 136 loans have also been sanctioned and disbursed to the beneficiaries by various Banks/NBFCs by keeping such properties as collateral.

The Revenue Estate areas, i.e., agricultural lands of each village, also require mapping so that accurate location of murraba stones are determined and these are not subject to movement due to any land changes such as earth quakes, land slides etc. As on 10th May 2023, drone based imaging has been completed in 6204 villages in agricultural area or revenue estate.

SVAMITVA Scheme has been awarded the first prize under Haryana Good Governance Awards on 25December 2021.

15. Inter State Boundary:

As per sub-section 4 of section 3 of the Haryana and Uttar Pradesh (Alteration of Boundaries) Act, 1979, an authority shall prepare maps of the areas on both sides of the fixed boundaries. And, Survey of India was designated as the authority to demarcate fixed boundary line and to prepare the relevant maps (Musavvis) of boundary villages. But till date, SoI has not prepared the Musavvis of the boundary and has not demarcated the position of the boundary line on the ground and consequently the position of pillars to be erected at the boundary line remains unclear. SoI has also received a mandate to digitalize all Musavvis in the State of Haryana under the Haryana Large Scale Mapping Project, therefore the new digitalized Musavvis should be provided by SoI to the State Government of Haryana. Government of Haryana has already communicated several times to Survey of India to take action in this matter but still suitable action is awaited from them. A DO Letter has been sent from CM Haryana to Ministry of Science & Technology regarding inter State boundary dispute between Haryana and UP.

A DO Letter has also gone out from Additional Chief Secretary-cum-Financial Commissioner, Revenue Department, Haryana to Secretary, Government of India, Science & Technology Department highlighting the same issue.

- 16. PM Kisan Samman Initiative:** The Land records data of all farmers was got generated in a records time. Now the land records data of remaining farmers having land more than 5 acres have also been provided. Haryana has implemented PM Kisan Samman scheme through Agriculture department as **first State of the country**.

17. E-Bhoomi:-

E-Bhoomi was launched in 2014 by the State Government as an alternative method of obtaining land for Government Projects. Under the policy devised, it was decided that farmers must voluntarily offer their land at a particular price and if the Government finds that price suitable, the Government shall purchase land at that price. This has done away with the long and uncertain procedure for acquisition of land and has also brought transparency to the system. The farmers are no longer compelled to give their lands as the practice of forcible land acquisition is being prevented. So far, the State Government has approved 69 projects through e-Bhoomi. Till now, approx. 26837 acre land have been registered by the 10436 land owners on e-Bhoomi Portal.

18. Lambardars Facilitations: The State level LambardarsSammelan : The State Level LambardarsSammelan was successfully organized at Hisar. The Brochures, backdrops, media Coverage, Video Film on revenue achievements were got developed and distributed/displayed during the Sammelan. Around 20,000 Lambardars participated in the Sammelan. Hon'ble CM and Hon'ble RM appreciated the efforts of revenue department for successfully organization of such a big Sammelan. The State has enhanced the remuneration of Lambardars from Rs. 1500/- to Rs. 3000/- per month. The State has also decided to give a smart Mobile phone to each Lambardar up to a value of Rs. 7000/- each. The matter is under process.

19. AGRICULTURAL CENSUS

It is a 100% Centrally Sponsored Scheme. The Government of India gets Agricultural Census conducted after every five years. Presently it has been decided by the Government of India, Ministry of Agriculture Deptt. of Agriculture & Co-operation to conduct the 11th Agriculture Census with 2021-2022 as the base year. An amount of Rs. 81,00 lakhs has sanctioned in this scheme by the State Government for the year 2021-22 This amount to be distributed to the Revenue field staff on honorarium for doing the Agricultural census work and on salary statistical cell staff.

Latest Status

Phase-I (Table-I)

In the Phase-I (Table-I) the data on number and area of operational holdings, according to different size, class, social, groups and gender wise operational holders are collected. Data Entry work of Table-I i.e 7082 villages of all districts have been completed. The report of Table-I has been sent to Ministry of Agriculture, Govt. of India, New Delhi for approval which has been finalized and Phase-II have been completed and report was sent to Govt. Of India for approval which has been also been finalized.

Phase-III: (Input Survey)

Under this Survey, the data of inputs like Chemical Fertilizers, Hybrid Seeds, Chemical Pesticides, farm yard manure/compost, agriculture implements and machinery and Agricultural Credit are collected. This survey is conducted by the Agricultural Department, Haryana selecting 7% villages. The data of input Survey 2016-17 have been completed which has been finalized by Govt of India Ministry Agriculture New Agricultural Census reference year 2020-21 is being taken up and is to be sited during year 2022-23.

An amount of Rs. 81,00 lakhs have been sanctioned in this scheme by the State Government for the year 2021-22. This amount to be distributed to the Revenue filed staff on honorarium for doing the agricultural census work and on salary statistical cell staff.

20. MINOR IRRIGATION CENSUS

It is a 100% Centrally sponsored Scheme. It is being implementing since 1986-87 in Haryana as per the guidelines received from the ministry of Water Resources (Govt. of India). The Purpose of this scheme is to ascertain the extent of irrigation from Minor Sources having cultivable Command Area up to 2000 hectares. It gives information of irrigation potential created and potential utilized which proves very useful for the Planner and Research Scholars in the irrigation and Agriculture Sector. So far, Six Census have been conducted in the country taking, 1986-87, 2001-02, 2006-07, and 2013-14, 2016-17 as the reference year. The Data of 7088 Villages have been completed and 100 % data of 6th Minor Irrigation Census has been received from the field level and data entry of 6th Minor Irrigation Census and Water Body

Census had been completed during the year 2021-2022. The 7th Minor Irrigation work will be started shortly.

An amount of Rs One Crore has been sanctioned in this scheme by the State Government for the year 2021-22 for smooth functioning of this scheme.

FUNCTIONS / ACTIVITIES OF GAZETTEERS BRANCH (As on 31.03.2022)

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 Gazetteer, 2020

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 &LoharuSatate 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
31. Rohtak District Gazetteer, 1970
32. Guragaon District Gazetteer, 1983

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 re-published:-

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.
8. The Preliminary Report of The Hissar Settlement, 1889

The Gazetteer Branch is presently engaged in the Revision of Rohtak District Gazetteer. The compilation of Fatehabad District Gazetteer and Revision of Hisar District Gazetteer also has been taken up for which the information is being collected from different departments located in Haryana and outside the State. Besides, in continuation of re-printing work of old published District Gazetteers, two more District Gazetteers i.e. Rohtak District Gazetteer, 1970 and Gurgaon District Gazetteer, 1983 have been completed in 2021.

As far as, total 42 documents of historical importance which includes published or old documents District Gazetteers, old Settlement Reports, etc., have been got uploaded on the official website of the department under the link 'Researchers'.

Activities and Achievement of Jagir Branch for the year 2021-22:-

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. 10,30,000/- Approximately per annum for the year 2021-22 and 103 families will be benefitted.

Achievement of ARIC (Agrarian Reforms Implementation Cell)

A Notification regarding Policy for transfer of Government, Municipal Bodies & Gram Panchayat lands for Public purpose has been issued on 19 January 2021 vide No. 563-ARIC-I-2020/48.

- 1 A Notification regarding Policy of fixation of Market Rate of land in the State for All the Department of the Government, Boards, Corporations, Panchayati Raj Institutions & Urban Bodies has been issued on 25 November 2021, vide No. 391-ARIC-I-2021/6273.

**BRIEF NOTE ON ACTIVITIES OF SHIVALIK DEVELOPMENT AGENCY, AMBALA
FOR THE YEAR- 2021-22.**

Introduction:

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

- The agency formulates Annual Action Plans for the development of Shivalik area for every year. The Agency is concentrating on providing basic infrastructure viz. Watershed Management by means of water harvesting and soil conservation measures, afforestation, improving water supply, Animal Husbandry, health care etc. Various development works/ projects are being implemented in the Shivalik Area comprising three entire districts i.e. Ambala, Panchkula and Yamuna Nagar.

2021-22

The Government has sanctioned budget of Rs. 1380.00 lakh (Rs. 1200.00 lakh for General Component & Rs. 180.00 lakh for SCSP Component) out of which only Ist Installment of Rs. 345.00 lakh (Rs. 300.00 lakh for General Component & Rs. 45.00 lakh for SCSP Component) is released by Govt. till 31-03-2022. The Annual Action Plan for the year 2021-22 was approved by the ACS & FCR, Haryana, Chandigarh on dated 21-06-2021. This Agency has released funds further to the implementing departments to execute the works of Annual Action Plan 2021-22 & ongoing works/projects. Targets of 30 Nos. different development works/schemes have been achieved.

- The Annual Action Plan 2021-22 was approved by the office of Ld. ACS & FCR, Haryana, Chandigarh for the following schemes:-

Under Watershed Management Projects Such as Construction causeway for connecting path, Construction of 3 & 4 tier stone stud for the protection of abadi and agriculture land, RCC dam , Irrigation Tank, Const. of Irrigation Kuhals, Drop Str./Retaining Walls, Crate wire structures, Cement Stone Masonry Structure(CSMS), Check Dam, Bricks/stone Water Storage Tanks, Water conveyance system, Wire Crate Abatement Walls, Wire Crate spurs, Cement structures, Silt Detention Dam(SDD), Const. Of Rain Water Harvesting Structures, Providing stone steining for the protection to gaushala on L/S of river and cafeteria on R/S of river somb, Const. of Flood protection work, cement concrete stud on bank of rivers, Retaining Wall have been taken up.

Under Other Schemes/Projects Such as Construction of Community Centres, Interlocking tiles streets, Firnies, RCC Bawri for drinking water, Boundary wall and Johar Khudai, Laying of pipelines, boundary walls, sheds of shamshanghat, Johar danga, Installation and drilling of additional Tubewell, Const. of Nala, R/wall, Puliya, Danga, Street, Choupals, Installation of Pipeline for drainage of waste water, have been taken up.

INDICATIVE FORMAT FOR PREPARING INFORMATION

Sr. No.	Objects	Remarks
1	Introduction to the activities of the Department.	As above
2	Notable achievements of the department for the year 2021-22.	-do-
3	Overall policies and programmes of the department.	-do-
4	Proposed launch of new projects and concepts by the department.	New initiatives/programmes were prepared by formulation of Annual Action Plan 2021-22 of Shivalik Development Agency by respective Deputy Commissioner, Ambala, Panckhkula & Yamuna Nagar which relates to 02, 06,12 Goals of SDG vision Document 2030 prepared by the state Government.

5	Financial outlay on various programmes being run by the department.						
	Year	Schemes	Target (in Nos.)	Achievements (in Nos.)	Budget allotted (in lakh)	Expenditure (in lakh)	Remarks
	2021-22	P-01-04-2705-51-102-99-51-GIA for Development of Shivalik Area	127	25	300.00	300.00	The Government has not released next installments of funds. Therefore, proper targets could not be achieved.
		P-01-04-2705-51-789-98-51 Grant in Aid for Development of Scheduled Castes of Shivalik Area	24	5	45.00	45.00	
		Total	151	30	345.00	345.00	
6	Any major policy shift undertaken/proposed to be undertaken and its impact/likely impact on the activities of the department.				Nil		
7	National/International recognition of programme/activities of the department.				Nil		
8.	Strategic/ long term vision of the department in the interest of all round development of the people of Haryana.				As mentioned in the point No.4 above		

MEWAT DEVELOPMENT AGENCY, NUH

The Mewat Development Board was constituted during 1980 with the vision to ameliorate the conditions of poverty, unemployment, economic and social backwardness of this area and to raise the standard of living of the people of this area. The vision of Mewat Development Agency (MDA) is to accelerate the pace of development in Mewat region for implementation of developmental schemes specifically designed to benefit this area.

In 2018, Niti Ayog started Aspirational district programme to identify and support the most backward districts of India. Out of 108 districts that were selected by the Niti Ayog, Mewat scored lowest among all the indicators. Hence, Mewat was tagged as the most backward district of the country. MDA, being the nodal agency for the development of Mewat district (now known as Nuh district) has very high responsibility to meet the expectation of the people of the region. MDA works in various sectors, either alone or with the support of line departments, for the upliftment of the region.

The approved budget estimate for the year 2021-22 along with objectives and outlay of the schemes are as under:

(Rs. in lakh)				
S.N.	Name of Component	Outlay (General)	Outlay (SCSP)	Total Outlay
1	Off-Farm Activities & Trainings (Scholarship & Coaching)	318.75	56.25	375.00
2	Animal Husbandry	148.75	48.75	197.50
3	Civil Works	200.00	0.00	200.00
4	IEC Activities	50.00	0.00	50.00
5	Project Management	365.00	0.00	365.00
	Total	1082.50	105.00	1187.50

ANNUAL PLAN 2021-22

The Govt. has approved the budget outlay of Rs. 1187.50 lakh (Rs.1082.50 lakh for General and Rs. 105.00 lakh for SCSP) for the year 2021-22. The component-wise objective and budget outlay is as under:

1. Off-Farm Activities & Training (Scholarship & Coaching):

It is informed that agriculture is the major source of earning for majority of people. Due to backward of this region, not many people are aware of benefit of higher studies. However, Mewat district faces various challenges with regards to higher education such as

- a) Unavailability of experts and specialists as per the demand in the district
- b) Limited or no counseling of students under Government schools as a result of which students are unaware of options available after schooling
- c) Majority of families have limited source of livelihood and earning as a result of which children don't have financial support to either join coaching facilities or join prestigious institutions

Mewat Development Agency has started the scholarship programme for Paramedical courses during the year 2008-09 to meet out the requirement of paramedical staff in the area. Further, MDA has included technical & professional courses in the scholarship scheme from 2012-13.

In order to assist the students to take up Technical, Professional, Medical and Para Medical courses, MDA may continue the scholarship programme and may provide following support to needy students of Mewat:

- A. Scholarship for coaching facilities
- B. Scholarship for higher studies i.e. Technical, Professional, Medical and Para Medical courses.

To achieve this objective, MDA may conduct following activities:

Coaching

- i. Coaching institute will be selected by inviting EOI
- ii. Top coaching institutes and institutes of higher studies preferably within Delhi- NCR region would be shortlisted.
- iii. MDA would tie-up with coaching institutes and ask them to conduct special entrance exam for Mewat students. Students, who score good marks and whose family income is less than defined criteria, would be provided scholarship to attend coaching facilities in these institutes. Scholarship would be transferred directly in the account of coaching institutes.

Scholarship

- iv. The College/Institute should have been offering the course for the last three years and should be recognized by the State/Central Govt.
- v. The selection out of the candidates for scholarship may strictly be on merit.
- vi. MDA may tie up prestigious universities or institutes. Shortlisted students, as per the exams conducted by these institutes, would be provided financial support. Money would be transferred directly in the account of universities and institutes.

Budget Outlay

MDA has proposed budget outlay of Rs. 375.00 lakh (Rs. 150.00 lakh for sponsoring the atleast 150 (General-125 & SC-25) students for coaching for preparation of NEET, JEE and other competitive examinations and Rs. 225 lakh for Scholarship for atleast 300 Students (General-250 & SC-50) of Mewat area for Technical, Professional, Medical and paramedical courses) for the year 2021-22.

2. Animal Husbandry:

There are 11 registered Gaushalas in the district. These have a cattle population of around 8000. These Gaushalas are majorly managed through donations. Due to scarcity of available funds, the Gaushalas are perennial shortage of feed and Fodder. The animals being received in the Gaushalas are very weak, emaciated and seriously wounded especially the ones rescued by law enforcement agency.

The objective is animal welfare and maintenance of healthy animals in the 11 registered Gaushalas by providing nutritional supplements i.e. mineral mixtures and stomachic powders, improve digestion and utilization of feed and also fulfill the nutritional requirements of the cattle to keep them healthy.

Goat/Sheep unit will be established for providing self employment opportunities to the unemployed persons of 50 Scheduled Caste families & 50 General category families of weaker sections of the District and will be assisted by way of establishing (20 female+1 male) goat/sheep units with pattern of assistance in the form of subsidy on the purchase of livestock and further assistance for the insurance of the livestock.

The scheme will provide self-employment to the unemployed folk of Scheduled Caste families and families of weaker sections, raise the socio-economic status by supplementing the income of Scheduled Caste families & families of weaker sections, provide socio-economic security to Scheduled Caste families & families of weaker sections and increase the wool/meat production.

Budget outlay:

The Agency has proposed Rs.197.50 lakh for the year 2021-22, out of which Rs. 48.75 lakh will be utilized under SCSP component. The proposed budget include Rs. 100.00 lakh for providing assistance for Nutritional/ digestive supplements and emergency life saving medicine and cattle sheltered in 11 registered Guashalas in district Nuh.

MDA has also proposed Rs. 97.50 lakh for establishment of Goat/Sheep unit (20 female+1 Male-Goat/Sheep) for providing employment opportunities to 50 unemployed general persons & 50 unemployed SC persons by providing 75% subsidy i.e. Rs. 97,500/-.

3. Civil Works

There is requirement of CEO & Dy. CEO, MDA residences and new building for MDA office at Nuh.

Budget outlay:

MDA has proposed Rs. 200.00 lakh for construction of residences for CEO & Dy. CEO and building of MDA office.

4. IEC Activities:

It is informed that the major issues in Mewat are that many people are unaware about Government schemes, support provided by departments and latest information in timely manner. Due to unawareness, a major section of the society remains deprived from Government schemes/programmes and its support.

In addition, Mewat faces various social and cultural issues that need to be addressed holistically. Social and cultural issues includes multiple pregnancies with no gap, no focus towards nutritious food, female children not encouraged for higher studies, hesitation towards vaccination and Dowry etc.

Therefore, special efforts are required to provide awareness of government schemes/programmes to every resident in the timely manner and to bring behavioral change among residents of Mewat area. Hence, there is requirement of special IEC activities in the area and it may be divided in two parts:

- a) Advertisement of Government schemes and programme.
- b) Awareness programme for addressing social and cultural issues.

To achieve this objective, MDA is planning to conduct following activities:

- i. Selection of dedicated resources that would work with MDA in achieving objectives mentioned in one-year plan.
- ii. For the advertisement of government schemes, target groups/ audience would be reached out through print, electronic, social and outdoor media.
- iii. For behavioral change, different stakeholders would be reached out through separate activities such as announcement through religious leaders, meetings, village level consultations, individual/collective meetings, presentations to institutions, mass media, school competitions, other publicity materials - display hoardings, pamphlets, fliers, organizing rallies etc.
- iv. To increase awareness effectively.

Budget Outlay

The Agency has proposed Rs. 50.00 lakh for untied funds to promote/awareness programmes about the govt. schemes and flagship programmes of the Govt.

5. Project Management

The Agency has proposed Rs. 165.00 lakh under Project Management component for salary of staff & other expenditure and Rs. 200.00 lakh for assistant of consultants in MDA.

Activities and Achievements of Revenue and Disaster Management (Rehabilitation Branch)
for the year 2021- 2022

Activities:-

Rehabilitation Department was established for the resettlement of displaced persons who migrated from Pakistan to India in the year 1947. The work of resettlement almost completed upto the year 1961. Thereafter remaining the evacuee lands/properties were transferred by the Government of India to the State Government through various package deals. The disposal of such lands was being made under the displaced persons (Compensation and Rehabilitation) Act 1954 and Departmental Rules 1962 and instruction issued from time to time. The Displaced Person (Compensation and Rehabilitation) Act, 1954 along with other enactments has been repealed by the parliament on 06.09.2005 and thereafter The State Government has enacted "The Haryana Evacuee Properties (Management and Disposal) Act, 2008/ Amendment Act, 2010 and "The Haryana Evacuee Properties (Management and Disposal) Rules, 2011 for the disposal of evacuee land/properties. The Rehabilitation Department has been merged with Revenue & Disaster Management Department vide Notification dated 17.06.2008 and now the department is working as Rehabilitation Branch of Revenue & Disaster management Department. At present the Rehabilitation Branch is engaged for disposal of evacuee land and properties under the Act and Rules.

Achievements:-

As per information received from the subordinate offices and amount of Rs. 4.41 Crores have been credited in State Exchequer during the financial year 2021-22. It is also submitted during the year 2021-22 land measuring 1515 acres have also been retrieved from the unauthorized occupants.

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 INPORTANT ACTS/RULES

1. The PepsuNazarat 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,Das, 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.

	<ol style="list-style-type: none"> 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 b) Private Secretaries c) Personal Assistants d) Senior Scale Stenographers e) Junior Scale Stenographers f) Steno-typist 5) Confirmation/grant of past service benefit to the categories mentioned at Sr. No 4 above 6) Holding of departmental Test of senior scale stenographers junior scale stenographer and steno typist 7) Grant of ACP Scales the steno typist. 8) Fixation/preparation of seniority list of Officers/officials mentioned at Sr. No 4 above 9) Maintenance of personal files of the staff mentioned at Sr. No 4 above 10) Preparing of written statements to the writ petition, getting the same vetted from advocate General for filing in the various courts in the court cases filed by officers/officials including retirees of the categories mentioned at Sr.No 4 above. 11) Correspondence relating to "ON The Job Training Program" to the students. 12) Misc. reports/returns relating to Private Secretaries, Personal Assistants, Senior Scale Stenographers Junior Scale Stenographers and Steno typist. 13) Supply of information under RTI Act, 2005 relating to the Officers/Officials mentioned at Sr.No 4 above 14) Regarding establishment of Steno-typist apprentices for one year.
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3. Admn-I (3)	<ol 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) 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.No2 above. 10) All Disciplinary matters relating to the clerks. 11) All the matters related to DEOs, Junior Programmers, Programmers deployed at Contractual basis.

6. Admn-I(Misc)	<ol style="list-style-type: none"> 1) All establishments matters relating to Rehabilitation Department (Now Branch) Headquarters. 2) Matter related to Peshi Branch (Legal Clerk & Clerk of court) 3) Misc. work of Admin 1 Branch. 4) All the matters related to Asset (P) Management Cell Employee's at HQ deployed at Contractual.
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Work Distribution list of Admn-II Branch:-

Sr.No. & Assistant	Subject
1. Admn-II(VI)	<ol style="list-style-type: none"> 1) Grant of Periodicals/ Annual Increments. 2) Pay fixation on promotion/ revision of scales/ on determination of deem dates etc. of class-I, II and III . 3) Pay fixation on grant of benefit of stepping up . 4) Pay fixation on grant of ACP. 5) Pay fixation on grant of up graded Grade Pay i.e.Supdt. And PS on completion of 4 years satisfactory services from Rs. 4800 to Rs. 5400
2. Admn-II(VII)	<ol style="list-style-type: none"> 1) Preparation of pay bills of class-III employees under budget head 2052-SGS and 2030-Stamp. 2) Preparation of GPF Advance, Final payment of GPF, HBA, Marriage, Vehicle, Computer of Class -III employees. 3) Preparation of bills Education and Honorarium. 4) Preparation of LTC bills of Class-III employees. 5) Calculation of Income Tax. 6) Calculation of perquisite for the purpose of Income Tax. 7) Preparation and Issuing annual salary statement, Salary Certificate/ Form-16. 8) Preparation of Last Pay Certificate. 9) Preparation of Education bills, Honorarium bills. 10) Preparation of arrear of bills. 11) Maintenance of Ledger. 12) Misc. work/ Periodical Reports. 13) Calculation of interest on loans in respect of class-III employees under budget head 2052-SGS and 2030-Stamp. 14) Issue of NDC in respect of long terms advances of class-III employees under budget head 2052-SGS and 2030-Stamp.
3. Admn-II(VIII)	<ol style="list-style-type: none"> 1) Preparation of pay bills of class-III employees under budget head 3451-SES, 2515-ORDP, 3454 CS &S, 2245-Relief, 2052-HTT, 2029-LR. 2) Preparation of GPF Advance, Final payment of GPF, HBA, Marriage, Vehicle, Computer of Class -III employees. 3) Preparation of bills Education and Honorarium. 4) Preparation of LTC bills of Class-III employees. 5) Calculation of Income Tax. 6) Calculation of perquisite for the purpose of Income Tax. 7) Preparation and Issuing annual salary statement, Salary Certificate/ Form-16. 8) Preparation of Last Pay Certificate. 9) Preparation of Education bills, Honorarium bills. 10) Preparation of arrear of bills. 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

	<p>Employees under budget head 3451-SES, 2515-ORDP, 3454 CS &S, 2245-Relief, 2052-HTT, 2029-LR.</p> <p>14) Issue of NDC in respect of long terms advances of class-III employees under budget head 3451-SES, 2515-ORDP, 3454 CS &S, 2245-Relief, 2052-HTT, 2029-LR.</p>
4. Admn-II(IX)	<ol style="list-style-type: none"> 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)	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 Govt 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.
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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. 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	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	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.

	<p>11) Miscellaneous work of Establishment Branch.</p> <p>12) RTI matters.</p> <p>13) All reports weekly, fortnightly, monthly, six monthly and annually.</p> <p>14) Non-refundable advance of DROs/Tehsildars/Naib Tehsildars /Superintendents and its related matters.</p>
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Work distribution list of ER Branch

Sr.No. &Asstt.	Subject
1. ER-I	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	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	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	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.

	<ul style="list-style-type: none"> 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	<ul 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	<ul 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	<ul 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) 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; 3) Evolving strategies or mechanism for inter-state as well as intra-state Coordination; 4) Facilitate formulation of policies, plans and programmes pertaining to Flood management for the state; 5) Work closely with Irrigation and Water Resource Department; 6) To check flood preparedness activities in the districts; 7) 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. 8) Developing strategies for mainstreaming flood risk reduction into developmental plans; 9) Discharge all duties and responsibilities relating to implementation of any related technical project taken up by SDMA; 10) Render technical advice in respect of execution of the project or any other technical matter as would be required by the SDMA; 11) Assist in raising of Haryana State Disaster Management Authority. 12) Any other duty that may be assigned from time to time.
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) Establishing an appropriate mechanism for compliance

	<p>review of all construction designs;</p> <ol style="list-style-type: none"> 4) Implementing projects implementing by centre or State Government 5) To give advice on capacity building activities or initiatives for earthquake in the state; 6) Coordinate in developing Earthquake Management plans and guidelines for the state; 7) Discharge all duties and responsibilities relating to implementation of any related technical project taken up by SDMA/SEC; 8) Render technical advice in respect of execution of the project or any other technical matter as would be required by the SDMA/SEC; 9) Any other duty that may be assigned from time to time.
Senior Project Officer, Fire and CBRN Mitigation Core Duties & Responsibilities:	<ol style="list-style-type: none"> 1) Monitor the execution of decisions taken by State Level Crisis Group in liaison with Labor Department; 2) Developing strategies for mitigation of Chemical, Biological, Radiological and Nuclear disasters in the state with the concerned departments and agencies; 3) Developing strategies for accident related disasters with the concerned departments and other agencies; 4) Monitor all works of mitigation in the state; 5) Develop strategies for drought proofing, Crop Insurance schemes in collaboration with Agriculture Department. 6) Documents mitigation success stories and best practices. 7) 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 in development of Disaster Management plans in the state. 6) Coordination with NDMA, NDRF, State Departments, District Authorities and other stakeholders in the state. 7) Assist in Disaster Management projects related to School Safety. Liaison with School Education Department, Haryana.

	8) To establish coordination with Project Officers (Disaster Management) in the Districts. 9) Assist in raising of Haryana State Disaster Response Force. 10) Any other duty that may be assigned from time to time.
Project Officer-II	1) To facilitate the activities of various Departments in regard to activities/action points proposed in the National Disaster Management Guidelines on disasters Heat Wave, Cold Wave. 2) To give advice on capacity building activities or initiatives for various disasters specifically for Heat Wave, Cold Wave etc. 3) Developing strategies for Disaster Risk Reduction into developmental plans; 4) Review Heat Wave, Cold Wave & other DM Plans of the State and other disaster preparedness activities in the districts; 5) Ensure effective management, implementation, monitoring and evaluation of disaster management activities; 6) Organize and coordinate training and capacity building programmes for key personnel at different levels and identify training requirements 7) Work closely for accumulation rainfall data and other with Indian Meteorological Department, 8) To give advice on capacity building activities or initiatives for Heat & Cold Wave other disasters in the state; 9) 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, 10) Assist to updation and use of technology for Disaster Management. 11) Review of District Disaster Management Plans; 12) Perform such other functions as may be assigned or as it may consider necessary.
Project Officer-III	1) To work out the schedule for training, course outline, and identify the key institutions and organizations working in the desired area. 2) Coordinating the training programs and its reporting. 3) Identify training requirements-both fresh and refresher at

	<p>all level for various functionaries;</p> <ol style="list-style-type: none"> 4) Deployment of Officers for training, seminars and conferences; 5) Provide Technical support in reviewing and designing training modules and manuals. 6) Assist in the development of reports, briefs, fact sheets, training manuals and other publications related to the project. 7) 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. 8) Coordinating implementation of National Disaster Management Services (NDMS) Pilot Project 9) Implementation of Training of Community Volunteers in Disaster Response in selected 30 most flood prone districts of India (Aapda Mitra) 10) Implementation of Financial Support to State/UTs for conduct of State/District Level Mock Exercise. 11) Perform any other tasks related to capacity building, planning and implementation.
Project Officer-IV	<ol style="list-style-type: none"> 1) Coordination with NDMA, NDRF, State Departments, District Authorities and other stakeholders in the state. 2) Evolving implementation strategies for mainstreaming Disaster Risk Reduction into different departmental development plans and schemes. 3) To ensure timely updation of disaster response inventory of the State. 4) Coordinating with Local Authorities for Developing Tehsil and Village Plans. 5) Review of District Disaster Management Plan. 6) To prepare and update the State plan on thunderstorm/lightning/squall/Hailstorm& strong winds. 7) Perform such other functions as may be assigned or as it may consider necessary.
Project Officer-V Core Duties & Responsibilities:	<ol style="list-style-type: none"> 1) Monitor the meetings of District Disaster Management Authorities. 2) Coordination with NGOs, Volunteer based Organizations such as Civil Defence& Home Guard, NYKS, NSS, NCC and Red Cross; 3) Revive linkages with the Corporate sector for Disaster

	<p>Management</p> <ol style="list-style-type: none"> 4) Monitor the implementation work for strengthening of Fire Services 5) Preparation/Updation of Voluntary database; 6) Evolving strategies for Community Based Disaster Management; 7) Any other duty that may be assigned from time to time.
<p>Project Officer-VI Core Duties & Responsibilities:</p>	<ol style="list-style-type: none"> 1) Help maintain a database of trainers and other resource persons; 2) Maintaining and updating information on the HSDMA website; 3) Facilitate preparation and compilation of comprehensive community based preparedness and response plans for the villages/city/district; 4) Maintain a database of trainers and other resource persons, reviewing and designing training modules and manuals; 5) To maintain close relationship with the DDMA's and other stake holders like the Police/Fire/Health/Civil Defence etc. besides liasioning with the various civil society organisations, NGOs etc.; 6) 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;
<p>Public Relations and Awareness Generation Officer</p>	<ol style="list-style-type: none"> 1) 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) Develop strategies for Mass Awareness Generation in liaison with mitigation section; 5) To develop and execute multi-faceted media campaigns to disseminate information regarding activities of HSDMA; 6) Act as a resource person for imparting training of effective qualitative reporting; 7) Assist in the development of reports, briefs, fact sheets,

	<p>training manuals and other publications related to the project;</p> <p>8) planning, developing and implementing PR strategies;</p> <p>9) Liaising with and answering enquiries from media, individuals and other organisations, often via telephone and email;</p> <p>10) researching, writing and distributing press releases to targeted media;</p> <p>11) writing and editing in-house magazines, case studies, speeches, articles and annual reports;</p> <p>12) Facilitate and strengthen the reporting system for dissemination of information to the different agencies working on Disaster Management.</p> <p>13) Any other duty that may be assigned from time to time.</p>
DMC-I	<p>1) All work relating to create/establishment of Posts of Disaster Management Cell.</p> <p>2) Preparation of Salary of DMC Staff.</p> <p>3) Supply of information under RTI Act.</p> <p>4) All kind of leave case of the entire staff.</p> <p>5) Lok Sabha/ Assembly questions etc</p> <p>6) Assist to Audit.</p> <p>7) To manage control room and maintain record of duty staff.</p> <p>8) Any other work assigned by the SDMC.</p>
DMC-II	<p>1) Circulars/reports relating to SR Branch.</p> <p>2) Online (CFMS) transfer of letters/file of the Cell.</p> <p>3) Preparation of Challan/bills.</p> <p>4) All matters relating to Court Case.</p> <p>5) Tracing movement of files, if required.</p> <p>6) Miscellaneous work related to Cell.</p> <p>7) Any other work assigned by the SDMC.</p>
Clerk	<p>1. Dairy /dispatch of all the letters/files of the Cell.</p> <p>2. To assist all the staff of the Cell.</p> <p>3. Any other work assigned by the SDMC.</p>

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.

	<p>9) Budget allotment for the purchase of Vehicles for Div.Commissioners/DC's/SDO's/CTM,DRO,sTehsildars/Naib Tehsildars.</p> <p>10) Condemnation of Vehicles of Div.Commissioners/DC's/SDO's/CTM,DRO's Tehsildars/ etc.</p> <p>11) Sanction regarding grant of relaxation in respect of officers of Revenue Department for Journeys beyond 10 days.</p>
4. J-IV	<p>1) DLR office Establishment including enquiries & complaints against employees of DLR office.</p> <p>2) Annual Report/Review on the working of DLR.</p> <p>3) All matters relating to the establishment of DRA/TRA/WBN and AWBN.</p> <p>4) Farming of Rules and amendments there of DLR office.</p> <p>5) Reimbursements of medical bills of DLR office employees.</p> <p>6) Investigations of claims of DLR's office.</p> <p>7) Grant of sanction of DLR's office.</p> <p>8) Journey beyond jurisdictions claims of DLR office employees and DRA/TRA/WBN and AWBN.</p> <p>9) Sanction of purchase/condemnations of vehicles of DLR's office.</p> <p>10) Sanction of staff in DLR's office including continuation of temporary posts in DLR's office.</p> <p>11) Advice cases of DLR's office employees. DRA,TRA,WBN,AWBN etc, posts in DC office.</p> <p>12) Deptt. Examination of class I&II employees of DLR's office.</p> <p>13) Court cases pending in Hon'ble High Court & Supreme Court of India.</p> <p>14) Appeal cases of employees of DLR's office and WBN/AWBN/DRA/TRA against the order of DC's/Div. Commissioners.</p> <p>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.</p>

WORK DISTRIBUTION LIST OF LAND REVENUE BRANCH:-

Assistant R -I	<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 Collector rates. 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.
Assistant R-II (Vacant)	<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 No.20 & 22. c) Minor Mineral Rules with Standing Order No.42. 4. All work related to inter state boundary disputes of adjoining states with Haryana including demarcation of land and sanction of budget for erection of boundary pillars on the boundaries of

	<p>adjoining states with Haryana etc.</p> <p>5. Compilation of material for quarterly Law Reporter;.</p> <p>6. Unification of Laws (Statutory & Non-Statutory)</p> <p>7 Muafi to charitable institutions including institutions of erstwhile states of PEPSU & "PUNJAB"</p> <p>8 Compiling of Land Revenue Clander under Standing Order No.54;</p> <p>9 Finalization of Para No.5-A of Land Administration Report;</p> <p>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.</p> <p>11 Civil Suits regarding religious institutions;</p> <p>12 Seasons & Crop Annual Reports;</p> <p>13 All matters regarding Lambardars;</p> <p>14 All matters regarding Record of Right i.e. Jamabandi Khasra-Girdawari and Mutations excluding monthly reports and complaints regarding entries of record of rights where no report is ordered to be called for by the Government.</p> <p>15 Printing & supply of various land revenue forms i.e Sanad Nambardari Form, including Registers etc to the District Deputy Commissioners.</p>
Assistant R-III	<p>1. Cases regarding land acquisition for Mini Secretariats/SDM Complex/Tehsils Building/Sub-Tehsil and residential houses and Transit Flats 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>
Assistant -R-IV	<p>1 Compilation of Monthly Reports regarding Record of rights i.e Jamabandi, Khasra Girdawari and Mutation.</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,</p>

	<p>Butimars, Bhondedars 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> <p>a) Press Note for CM</p> <p>b) CM Announcements</p> <p>c) Note on Departmental activities;</p> <p>d) Governor Address;</p> <p>e) Budget Speech of the Finance Minister and</p> <p>f) Other important notes etc. to Record Branch and other Branch concerned.</p> <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>
Assistant -R-V	<p>1. Cases regarding ownership of camping grounds.</p> <p>2. Cases regarding Land Acquisition Act 1894 and allied matters except Mini-Secretariats and allied buildings.</p> <p>3. 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.</p> <p>4. Rehabilitation and Resettlement Policy, 2007.</p> <p>5. Rehabilitation and Resettlement Policy, 2010.</p> <p>6. 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.</p> <p>7. Policy for purchase of land voluntary offered to Government for development projects.</p> <p>8. Policy for creating Land Bank for the Government Department including Boards and Corporations.</p> <p>9. Matters regarding the Haryana Relief of Agricultural Indebtedness Act, 1989.;</p> <p>10. Court cases including Supreme Court matters related to above mentioned subjects.</p> <p>11. Audit Paras/CAG paras related to above subjects.</p> <p>12. Lok Sabha/Rajya Sabha/Assembly Questions relating to above subjects:</p> <p>13. Any other work allotted by the Branch Superintendent.</p>
Assistant- R-VI	<p>1. Regarding Construction of Mini-Secretariats/SDO Complex/Tehsils Building/ Sub-Tehsils Building.</p> <p>2. Regarding Construction of Residential Houses for Revenue Officers/Officials in District level.</p> <p>3. Regarding Construction of Transits Flats for Revenue Officers/Officials in District level.</p> <p>4. Budget Provision under head "4059" (Plan) along with</p>

	<p>Annual/Five Years Plans.</p> <p>5. Regarding Administrative Approval Given of the Rough Cost Estimate to PWD</p> <p>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</p> <p>7. Quarterly expenditure progress report relating to Mini-Secretariats and allied buildings in Budget Head 4059;</p> <p>8. Correspondences with Census Department and issue of instructions etc. National Population Register (NPR).</p> <p>9. All matters relating to the Office of Administrator General and Official Trustee & Charitable Endowment, Haryana.</p> <p>10. Any other work allotted by the Branch Superintendent.</p>
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). He will also do diary work.
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). He will also do diary work.
Clerk Ra-III	He is attached with Assistant R-III and R-VI (He will put up all PUCs and will do Dispatch work of Assistant R-III and R-VI). He will also do diary work.

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

	<p>checking of Seats thereof.</p> <p>8) Fort-nightly checking of service Stamp Account Registrars maintained by Local Dispatchers in Issue Section.</p> <p>9) To maintain the Casual leave accounts of all the official working in copy Branch & Issue Section.</p> <p>10) Any other work allotted by the Superintendent Records.</p>
3.SR-III	<p>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.</p> <p>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.</p> <p>3) To deal with all matters pertaining to Record Room. Which also includes:-</p> <ol style="list-style-type: none"> Proper maintenance of Record in the Record Room. Printing of Index of files of various Branches/Sections of this office. Transfer of records from Punjab State to Haryana State and vice-versa. 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. <p>4) To supervise the work of the Records and to check their daily output.</p> <p>5) To check the daily work of all the Daftris sitting in the Record Room.</p> <p>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</p> <p>7) Any other work allotted by the Superintendent Records and all Misc. work.</p>
4.SR-IV	<p>1) Record Management Recommendation of the standing committee of the Northern Zonal Report for the quarter ending.</p> <p>2) Permission to visit abroad/Ex India leave of HCS.</p> <p>3) Coordination/Distribution work of R.T.I application of Revenue and Disaster Management Department.</p> <p>4) Any other work allotted by the Superintendent Records.</p>
5.SR-V	<p>1) Maintaining old records of F. C. Office.</p> <p>2) Weeding out of old record of after obtaining approval of concerned branches of FC Office.</p> <p>3) Maintaining of Record Room. To furnish the permanent nature's files to Archives Deptt.</p> <p>4) Any other work allotted by the Superintendent Records and all Misc. work.</p>

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.
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WORK DISTRIBUTION LIST OF STAMP & REGISTRATION BRANCH

<u>Sr.No.</u>	<u>Officials</u>	<u>Subjects</u>
1.	STR-I	<ul style="list-style-type: none"> i) All matters relating to the Indian Stamp Act, 1899. ii) All matters relating to the Indian Registration Act, 1908 iii) Transfer of Property Act, 1882 iv) The Haryana Property Dealers/Property Consultants Act, 2008 and Rules 2009. v) The Punjab Stamp Rules, 1934 and its allied matters vi) 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.) vii) Copying Agency Manual. viii) Court Fee Act. ix) Fixation of Collector rates. x) Probate cases. xi) Misclassification of documents-Guidance thereof.
2.	STR-II	<ul style="list-style-type: none"> i) All matters concerning Stamp Auditors viz Appointment/recruitment of Stamp Auditors, posting and Transfer of Stamp Auditor including grant of leave complaints and Enquires. ii) Approval of tour programme of Chief Stamp Auditors and payment of their T.A. bills. iii) Holding Examination of Registration Clerks. iv) To approve Para 39 of the Annual Land Administration Report. v) Monthly statement regarding the working of the copying agencies of the districts including income and expenditure thereunder. vi) Complaint regarding evasion of stamp duty/ Registration fee (Public complaints). vii) Complaint and Enquiries regarding undervalued cases registered by Joint Sub Registrar and Sub Registrars. viii) Audit and Inspection Notes of the inspector General of Registration, Haryana. ix) Audit and Inspection Notes of the Chief Stamp Auditors.

3.	STR-III	<ul style="list-style-type: none"> i) All matters relating to the Public Accounts Committee so far as Stamp and Registration Branch is concerned. ii) CAG Reports in respect of Stamp duty and registration fee. iii) Accountant General's Audit & Inspection Notes iv) Accountant General's advance paras v) Accountant General's Draft paras. vi) Quarterly progress reports of previously held PACs in respect of Stamp duty and Registration fee. vii) Embossing of documents.
4.	STR-IV	All RTI of STR-I
5.	STR-V	<ul style="list-style-type: none"> i) All matters concerning Budget under head 0030-Stamp and Registration and 2030-Stamp and Registration and monthly statement of expenditure BM-26 and 29 and reconciliation with AG Haryana. ii) All matters relating to the Budget Head 2058 and 0058 Printing and stationery and reconciliation thereof. iii) To arrange the supply of Judicial water marked paper amongst the treasury Officers. iv) Store Accounts of stamps and all other work relating to judicial and Non-judicial stamp paper. v) Cases relating to losses of Stamps while in transit writing off their values. vi) Monthly income statement under head 0030. vii) HARIS Project & PLA Account and Purchase there under.
6.	STR-VI	<ul style="list-style-type: none"> i) Audit Notes of Stamp Auditors. ii) 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. iii) Preparation of Annual Administrative Report on Stamp Duty and Registration fee. iv) Disposal of applications regarding appointment of Stamp Vendors and disposal of complaints against them. v) Preparation of Finance Minister's Speech, Governor's Address and Statement for Press Note for Chief Minister vi) Disposal of applications regarding appointment of Deed Writers. vii) Amendment regarding The Punjab Document Writers License Rules, 1961 and its allied matters including of disposal of complaints against Document Writers. viii) Weekly/Fortnightly/Monthly & Quarterly Progress

		<p>Reports, which are being sent to S.R. & Miscellaneous work</p> <p>ix) Court cases relating to Stamp and Registration fee.</p>
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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;

	<ul style="list-style-type: none"> 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	<ul 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	<ul 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-1 for (D.C and Divisional offices) 6) Court Cases. 7) Any other work allotted by the Supdt. A.R.
5. AR-V	<ul 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

	<ul style="list-style-type: none">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.
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WORK DISTRIBUTION LIST OF A.R.SECTION:-

Sr. No. & Assistant	Subject
1. ARS-I	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1) Punjab Bhoodan Act, 1955. 2) Sanction of grant-in aid to Bhoodanyojna 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 15th Quinquennial Livestock Census.
3.ARS-III	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none">1) Haryana kisan pass Book Act, 1994.2) Kanungo/Patwar Circle Bandi of State.3) PAC4) 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.
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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	<ol style="list-style-type: none"> 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. 7) 1475-OGES-800-Other receipts land ceiling receipt from the allottees surplus land. 8) 2245-Relief on account of natural Calamities & Reconciliation. 9) 0029-land Revenue receipts budget, monthly statement of Revenue receipts. 10) Reconciliation of expenditure figures with AG of all Heads. 11) Re-appropriation orders of all heads.
4. A-IV	<ol style="list-style-type: none"> 1) Monthly statement of recovery demand. Balance of land holding tax. Other and Revenue, Abiana, Beterment charges, Taccavi Loans and Mixc. Dues, 2) 2029-land Revenue-01-Direction & Admn. 3) All other recovery statement like:- <ol style="list-style-type: none"> a) Monthly statement of revenue receipts b) Official Haltauji, Non Haltauji. c) Monthly progress reports of Naib Tehsildar (Accounts) d) Prior of sanction in T-16 by FCR e) Quarterly progress report showing action taken in implementation of the Recommendation of PAC. f) Report of the CAG of India for the year (Revenue receipts and civil) Govt., Haryana Oral examination of the CAG report. g) Dract para titled" short assessment of land holding tax" for inclusion in The report of the CAG of India (Revenue receipts) Govt. of Haryana h) AG Audit notes. i) Land Administration report para No. 3,4 & 5,32,33,37. j) Fortnightly Report.
5. A-V	<ol style="list-style-type: none"> 1) Audit and Inspections Notes on the account of land Revenue. 2) Audit note under head 0029- land Revenue (AG audit note) 3) Civil Writs in High Court/Supreme Court and Civil suits etc. 4) Tour Programme and TA Bills of Department Audit Parties. 5) T-25 (Quarterly Statements) 6) Misc. work of circular, reports and periodical statements. 7) Audit and inspection note on account of taccavi departmental audit. 8) Audit and inspection note on Account of Taccavi and CD

	<p>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 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 LIST OF GAZETTEER BRANCH

Sr. No	Name of Post	Work Distribution among officers/officials in the Branch
1.	Joint State Editor, HSS-I	Administrative work, including final editing of District Gazetteers/reprinting of old documents etc.
2.	Editor, Gazetteers, HSS-II	Editing of all drafts of District Gazetteer/State Gazetteer, etc put-up by A.Es
3.	Assistant Editor, HSS-II	Collect the information/ data of the District Gazetteers and prepare the draft and put-up to the Editor.
4.	Assistant	Assisting A.Es including the typing work of Editor and dealing of PUC's.
5.	Clerk	Up-keeping of official Record and put-up PUC's.
6.	Steno	Diary, Dispatch and Typing work etc.

Work Distribution Of Legal Cell:-

There are one post of District Attorney, three posts of Deputy District Attorney and three post of Assistant District Attorney. There are total 24 Courts for the Revenue cases. The Law Officers posted in this Department are appeared in these Court on behalf of State of Haryana.

1. To attend the Financial Commissioner's Court of Revenue Cases.
 - (a) There are 22 Revenue Courts (District-wise cases)
 - (b) There are two Double Bench Courts (For Surplus cases).
 - (c) Court of FCR (Stamp Cases)
1. To tender advice in various matters to the Department, as per need.
2. To prepare/vet replies of pending cases in the Hon'ble High Court and Hon'ble Supreme Court or Civil Courts at District level.
3. To draft/vet/charge-sheets/orders/speaking orders.
4. To prepare various drafts.

There is one post of the Assistant in the Legal Cell. He has to maintain the record regarding revenue Court cases; put up case files received from other Branches. Any other work allotted by the District Attorney.

WORK DISTRIBUTION OF REHABILITATION:-

Sr.No.	Designation	Work Assigned	Remarks
1.	Tehsildar (Sales)	Policy matter for Urban, rural, Inferior evacuee land including NIT, Faridabad (G-1) Civil Revision, Assembly, Receipt & Departmental Enquiry (LA-2) Preparation of reply in CWP, LPA, SLP and attending the Hon'ble High Court/Supreme Court & Medical Reimbursement (LA-1)	
2.	Tehsildar (Head Quarter)	Preparation of reply in Civil Suit, suo-motu reference, C.M. Window, PMOPG and CP Gram Portal & Pension.	
3.	Dy. Supdt.	Establishment, Pay fixation and other Administrative work. Loan advances, LTC GIS, JBJ, Cash, Care Taker, Budget and preparation of Bills ets. (EA-2 and C.T)	
4.	Section Officer	Ahalmad to Court of SSR Ahalmad to Court of FCR&ACSx In-Charge of record of LCO and other misc. work relating to Court cases , RTI work and copying work	
5.	Section Officer	Loan advances, LTC GIS, JBJ, Cash, Care Taker, Budget and preparation of Bills ets. (EA-2 and C.T)	
6.	Assistant	Civil Revision, Assembly, Receipt & Departmental Enquiry (LA-2)	
7.	Kanungo(Sales)	In-Charge of record of LCO and other misc. work relating to Court cases , RTI work and copying work	
8.	Assistant	Preparation of reply in CWP, LPA, SLP and attending the Hon'ble High Court/Supreme Court & Medical Reimbursement (LA-1)	
9.	Assistant	Preparation of reply in Civil Suit, suo-motu reference, C.M. Window, PMOPG and CP Gram Portal & Pension. (LA-3)	
10.	Assistant	Policy matter for Urban, rural, Inferior evacuee land including NIT, Faridabad (G-1)	
11.	Clerk	Diary, Dispatch, Recoard, file search, Mail and CFMS work	

The position of Hqrs. staff i.e. sanction and vacant posts:-

Sr, No.	Name of the officer/ Officials along with designation S/Sh./Smt.	Sanctioned Posts	Filled In Posts	Vacant Posts
1.	JSR	1	0	1
2.	DA	1	1	0
3	DDA	1	1	0
4.	ADA	2	2	0
5.	Tehsildar (Sales)	2	0	2
6.	Naib Tehsildar(Sales)	1	0	1
7.	Dy.Supdt	2	0	2
8.	S.O	3	2	1
09.	Personal Assistant	1	0	1
10.	Assistant	10	10	0
11.	Steno Typist	3	0	3
12.	Clerk	7	0	7
13.	Driver	1	0	1
14.	Peon	11	10	1
15.	Sweeper	1	0	1
16.	Chowkidar cum Mali	1	0	1
	Total	48	26	22

Note:- Beside Above the following staff of Field/FCR office is also working.

Sr. No.	Name	Designation
1	Sh. Sukhdev Singh (FCR)	Dy. Supdt.
2.	Sh. Satbir Ram (FCR)	Assistant
3.	Sh. Mukesh Kumar (FCR)	Assistant
4.	Sh.Inderjeet (FCR)	Assistant
5.	Sh. Ramesh (Field Staff)	Tehsildar
6.	Sh. Ghanshyam Dass (Field Staff)	Kanungo (Sales)
7.	Sh. Ravi Kumar (FCR)	Clerk

Note:- Beside Above the following peon of the office is also working in Field/ FCR office.

Sr. No.	Name	Designation
1.	Sh.Madhushudhan (FCR)	Peon

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

Endst. No. 3204-SR-I-2022/ 12625

Chandigarh, dated the 16.11.2022

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

1. The Secretary to Governor, Haryana, Chandigarh.
2. CSO/ Chief Minister, Haryana, Chandigarh.
3. Secretary to Dy. Chief Minister Haryana.
4. Secretary to Minister of State Haryana.
5. PS/ Chief Secretary to Govt. of Haryana Chandigarh.
6. PS/ Principal Secretary to Chief Minister, Haryana.
7. PS/ Additional Principal Secretary to Chief Minister, Haryana.
8. FCR & ACS to Government of Haryana Revenue & Disaster Management Department, Chandigarh.
9. Legal Remembrancer & Secretary to Govt. of Haryana Chandigarh.
10. Special Secretary-I to Govt. of Haryana Revenue & Disaster Management Department.
11. Special Secretary-II to Govt. of Haryana Revenue & Disaster Management Department.
12. All Deputy Secretaries / Under Secretaries Revenue Department, Haryana.
13. 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 & Addl. Chief Secretary to Govt.,
Haryana, Revenue & Disaster management Department

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 & Addl. Chief Secretary to Govt.,
Haryana, Revenue & Disaster management Department

To

Secretary to the Council of Ministers
Haryana, Chandigarh

U.O. No. 3204- SR-I- 2022/ 1855

Chandigarh, dated 16.11.2022

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 Un-starred Assembly Questions of the department.
3. All important references relating to assurances/promises made by the Minister on the floor of the House.
4. Recruitment, appointment, Promotion, reversion, confirmation, acceptance/refusal of resignation, according or refusing the Sanction of prosecution and cases related to compulsory retirement in case of Group B officers.
5. Deputation of Group-B officers to other Departments /autonomous bodies and public sector undertakings as per the Govt. instructions issued from time to time.
6. Training of officers /officials abroad of Group "B" officers.
7. Cases relating to representation and appeal of all Gazetted officers addressed to Govt. in respect of service matters subject to the provision of relevant service rules.
8. 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 -III-A**LIST OF CASES TO BE ROUTED THROUGH THE MINISTER OF STATE
REVENUE & DISASTER MANAGEMENT**

All cases being sent to the Hon'ble Minister-in Charge/Deputy Chief Minister/ Chief Minister will be routed through Minister of State (Attached with Deputy Chief Minister-Cum-Minister-in Charge). However, in case of Minister of State is away on tour otherwise, the important and urgent cases will be sent to the Hon'ble Minister-in Charge/Deputy Chief 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 upto 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 there of.
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 retiral 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.
