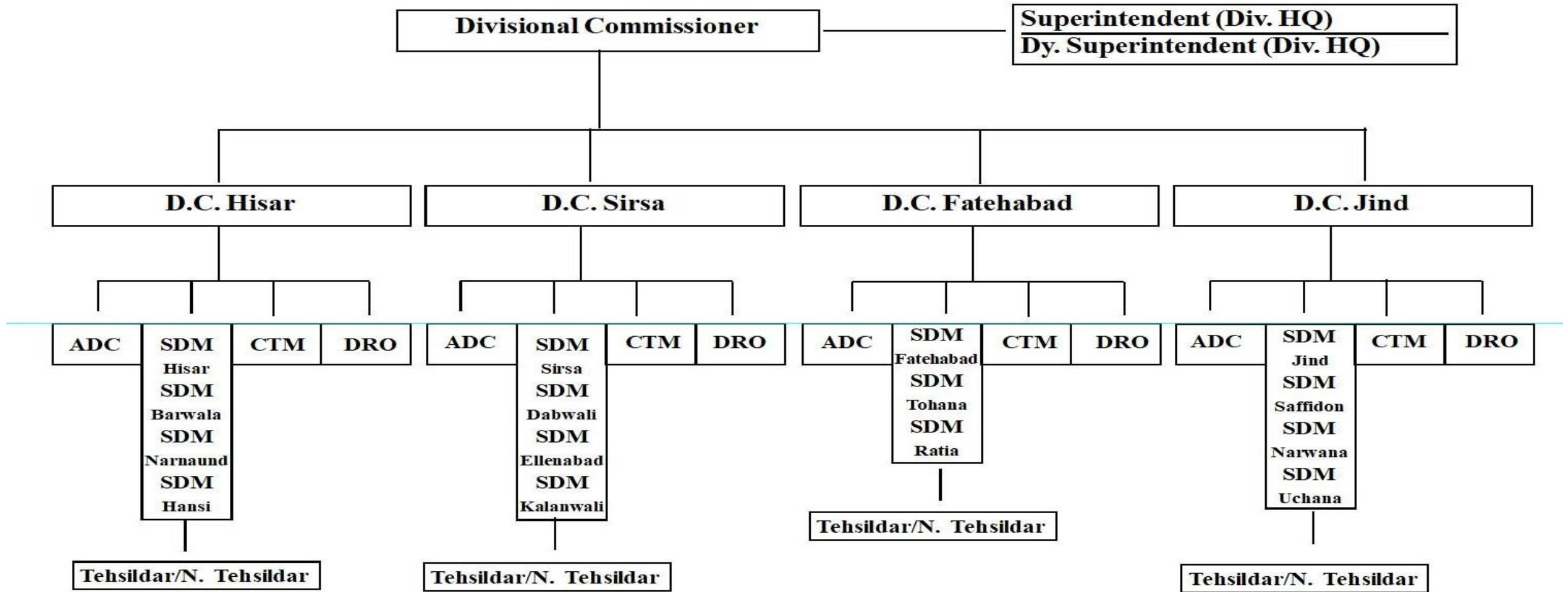


## HISTORY & BACKGROUND OF THE OFFICE

Hisar Division comprising of Four districts is headed by the Divisional Commissioner, Hisar. Each district is headed by a Deputy Commissioner who has under him an Additional Deputy Commissioner. City Magistrate, District Revenue Officer, Sub Divisional Officers (Civil) and Tehsildar/Sub Registrars. The Deputy Commissioners of Four districts of Hisar Division report to the Divisional Commissioner. He is the controlling and supervisory officer guiding their work. Divisional Commissioner also coordinates working of all the departments at the divisional level to effect synergy and sort out inter department problems. Divisional Commissioner keeps State Government authorities informed of all developments and problems to seek assistance and guidance from those quarters. Divisional Commissioner is also the Head of the Revenue Department at the divisional level. The Four Districts are Hisar, Sirsa, Jind and Fatehabad. Divisional Commissioner also exercise quasi Judicial powers under Punjab Land Revenue Act 1887, Punjab Village Common Lands (Regulations) Act 1961, Punjab Tenancy Act 1887 & other Acts.

Superintendent,  
for Commissioner, Hisar Division

# ORGANISATION CHART OF DIVISIONAL COMMISSIONER OFFICE, HISAR DIVISION



Superintendent,  
for Commissioner, Hisar Division

**Publication of Information Regarding Items specified in Section (4)(1) b(i) of the Right to Information Act, 2005.**

**The particulars of the organizations, functions and duties:-**

There are Four Districts under Hisar Division headed by the Divisional Commissioner, Hisar. Each district is headed by a Deputy Commissioner and Additional Deputy Commissioner, Sub Divisional Officers (Civil), Tehsildars/ Sub Registrar are working under his control. The Deputy Commissioner of four Districts of Hisar Division report to Divisional Commissioner and also coordinates working of all the departments at the Divisional level to effect synergy and sort out inter department problems. Divisional Commissioner inform to State Govt. Authorities regarding all developments and problems. Divisional Commissioner is also the Head of Department of the Revenue Department at the Divisional level.

Superintendent,  
for Commissioner, Hisar Division.

**Publication of Information Regarding Items specified in Section (4)(1) b(ii) of the Right to Information Act, 2005.**

**(ii) The Power and duties of its officers and employees**

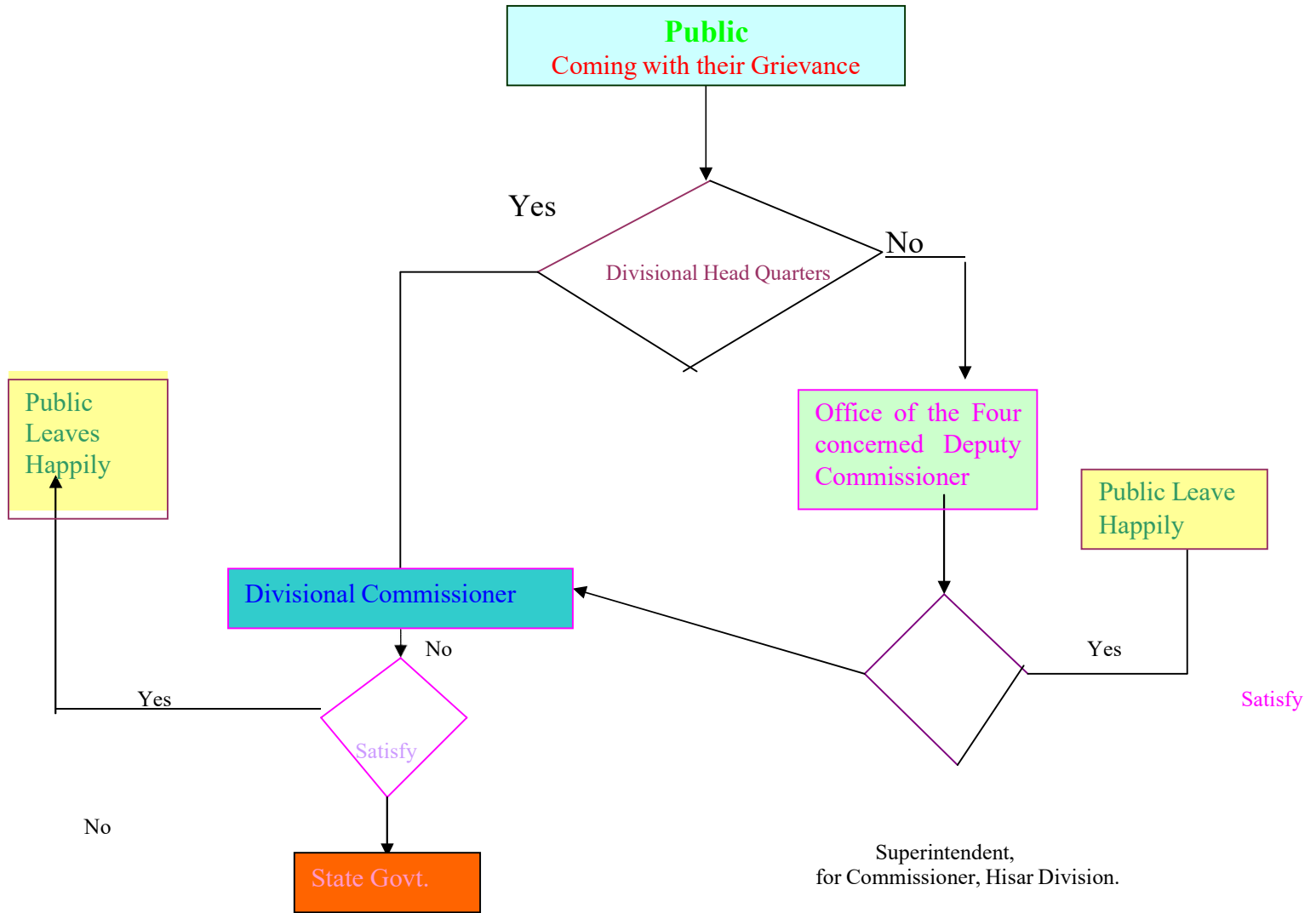
<b>1</b>	<b>Name of the Post</b>	<b>Power and duties (in brief)</b>
1	Commissioner	She is Divisional level coordinating and supervising Officer of Revenue Department.
2	Assistant District Attorney	Supervising the legal work.
3	Superintendent	Assists the Commissioner and supervise the office work
4	Deputy Superintendent	She assists the Superintendent
5	Deputy Superintendent (R & J)	Duties of Reader and assist the Commissioner in the disposal of work relating to Revenue Court cases.
6	Personal Assistant	Dictation and typing work
7	Assistant	He heads the respective office branches and put up the matters to the higher authority.
8	Steno Typist	Dictation and typing work
9	Clerk	Record Keeper and to maintain office record
10.	Other Ministerial Staff	Supporting the running of office.

Superintendent,  
for Commissioner, Hisar Division.

**Publication of Information Regarding Items specified in Section (4)(1) b(iii) of the Right to Information Act, 2005.**

The procedure followed in the decision making process, including channels of supervision and accountability.

Grievance Redress Mechanism



**Publication of Information Regarding Item specified in Section 4(1) (b) (iv) of the Right to Information Act, 2005**

The norms set by it for the discharge of its functions:-

Letter/Grievances received from Government/Departments including Public, Decision on policy matter and Grievances is normally taken within two weeks.

Superintendent,  
for Commissioner, Hisar Division.

**Publication of Information Regarding Items specified in Section 4(1) (b) (v) of the Right to Information Act, 2005**

**The rules, regulations, Instructions, manuals and records, held by it Or under its control or used by its employee for discharging its functions:-**

All Revenue Acts.

**Superintendent  
for Commissioner, Hisar Division**

**Publication of Information Regarding Items specified in Section 4(1) (b) (vi) of the Right to Information Act, 2005.**

**Statement of the categories of documents that are held by it or under its Control:-**

All Revenue Acts.

Superintendent,  
for Commissioner, Hisar Division.



**Publication of Information Regarding Items specified in Section 4(1) (b) (vii) of the Right to Information Act, 2005.**

**The particulars of any arrangement that exists for consultation with or Representation by, the members of the public in relation to the Formulation of its policy or implementation thereof:-**

Sr. No.	Details/Type of arrangement made
	NA

**Superintendent  
For Commissioner, Hisar Division**

**Publication of Information Regarding Items specified in Section 4(1) (b) (viii) of the Right to Information Act, 2005.**

Statement of the boards, councils committees and other bodies Consisting of two or more persons constituted as its part to for the purpose of its advice, and as to whether meeting of those Boards, Councils, Committees and other bodies are open to the public, or the Minutes of such meeting are accessible for public:-

-NA-

Superintendent,  
for Commissioner, Hisar Division.

**Publication of Information Regarding Items specified in Section 4(1) (b) (ix) of the Right to Information Act, 2005.**

DIRECTORY OF THE OFFICE OF COMMISSIONER, HISAR DIVISION.

Public Information Officer                      Superintendent  
Asstt. Public Information Officer              Asstt. Supdt.

Branches	Deal with
Peshi Branch	To deal with the court Cases.
Assistant Supdt. (R & J )	To Supervise the Peshi Branch
Asstt. District Attorney	To deal with Court work and Legal Opinion.
(i) Establishment Branch	To deal with the establishment cases of Commissioner's Office Staff.
(ii) Budget Branch	To deal with Office & Divisional Budget.
(i) Establishment Branch-III/IV	To deal with the establishment cases of the employees of D.C's Office in the Division.
(ii) V.R.K	To deal with court cases pending in different courts.
(iii) F.S.A Branch	To deal with the matters of Financial sanction.
Establishment Branch-I	To deal with establishment cases of IAS/HCS Officers
Establishment Branch-II	To deal with establishment cases of Tehsildars / Naib Tehsildars
Nazir Branch	To deal with the cases relating to Office Expenses/ Hospitality Expenses etc.
(i) Revenue Branch	To deal with the cases relating to revenue matters.
(ii) Complaint Branch	To deal with misc. complaints
(iii) Development Branch	To deal with the various Development works.
(iv) Bhudan Board	To deal with Bhudan Yagna Board cases.
E.R.K Branch	To deal with Typing/Diary/Dispatch work
Parole Branch	To deal with the cases of Parole
RTI Branch	To deal with RTI matters
Local Fund Branch	To deal with the matters of Municipalities

Superintendent,  
for Commissioner, Hisar Division.

**Publication of Information Regarding Items specified in Section 4(1) (b) (x) of the Right to Information Act, 2005.**

**Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

**List of officers/employees O/o Commissioner, Hisar Division, Hisar.**

Sr. No.	Name of the Person to whom payment is to be made	Designation	Pay-Scale
1	2	3	4
	S/Sh./Smt.		
1	Geeta Bharti, IAS	Commissioner, Hisar Division	FPL Level-14
2	Ajit Singh	ADA.	ACP Level-13
3	Rajender Saluja	Superintendent	FPL Level-6
4	Renuka	Dy. Supdt.	FPL Level-6
5	Radha Krishan	Dy. Supdt. (R&J)	FPL Level-6
6	Dalip Singh	Assistant	FPL Level-6
7	Rajender Parshad	Assistant	FPL Level-6
8	Usha Rani,	Assistant	FPL Level-6
9	Yashpal	Assistant	FPL Level-6
10	Baljeet	Assistant	FPL Level-6
11	Balbir Singh	Assistant	FPL Level-6
12	Prabhu Ram	Assistant	FPL Level-6
13	Dinesh Kumar	Assistant	FPL Level-6
14	Udaybir	Assistant	FPL Level-6
15	Abhimanyu	Assistant	FPL Level-6
16	Phool Singh	Assistant	FPL Level-6
17	Rohtash	Clerk	ACP Level-6
18	Suresh Kumar	Clerk	ACP Level-6
19	Gajender Singh	Clerk	FPL Level-2
20	Rakesh Kumar	Clerk	ACP Level-6
21	Rekha Devi	Clerk	FPL Level-2
22	Pardeep	Steno Typist	ACP Level-4
23	Sanjay Kumar	Khalasi	ACP Level-6
24	Laxman	Sweeper	ACP Level-6
25	Anju	Peon	FPL- DL **
26	Anil	Peon	FPL- DL **
27	Sahil	Peon	FPL- DL **
28	Sachin	Peon	FPL- DL **
29	Sandeep	Peon	FPL- DL **
30	Deepak	Water Carrier	FPL- DL **
31	Ombir	Mali	FPL- DL **
32	Suman	Garden Coolie	FPL- DL **

Superintendent,  
for Commissioner, Hisar Division.

**Publication of Information Regarding Items specified in Rule 4(1) b (xi) The Right to Information Act, 2005, Budget allocated to each of its agency, indicating the particulars of all plans, Proposed expenditures and reports on disbursement made.**

**Budget under Head“2053-District Administrative-101-Commissioner’s Establishment”**

Superintendent,  
for Commissioner, Hisar Division.

**Publication of Information Regarding Items specified in Rule 4(1) b (xii) The Right to Information Act, 2005,**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

N.A.

Superintendent,  
for Commissioner, Hisar Division.

**Publication of Information Regarding Items specified in Section 4(1) (b) (xiii) of the Right to Information Act, 2005.**

**Particulars of recipients of concessions, permits or authorization granted by it.**

Sr. No.	Concessions/Permits/Authorization grant	Name of the recipient	Address of the recipient
	<b>Nil</b>		

Superintendent,  
for Commissioner, Hisar Division.

**Publication of Information Regarding Items specified in Section 4(1) (b) (xiv) of the Right to Information Act, 2005.**

**(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form**

1.	Commissioner's office	All information are available in manual form only

Superintendent,  
for Commissioner, Hisar Division.



**Publication of Information Regarding Items specified in Section 4(1) (b) (xv) of the Right to Information Act, 2005.**

**Particular of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:-**

<b>Sr. No.</b>	<b>Facilities available</b>	<b>Remarks (No. of days in a week/Timings etc)</b>
	Can obtain any information allowed Under the Act.	On all working days.

Superintendent,  
for Commissioner, Hisar Division.

**Publication of Information Regarding Items specified in Section 4(1) (b) (xvi) of the Right to Information Act, 2005.**

**Name designations and other particular of the Public Information Officer:-**

	<b>Name</b>	<b>Designation</b>	<b>Office</b>	<b>Tel (O)</b>
1	Sh. Ajit Singh, Assistant District Attorney	Appellate Authority	Commissioner, Hisar Division, Hisar	01662- 233267
2.	Sh. Rajinder Kumar Saluja, Superintendent	Public Information Officer	Commissioner, Hisar Division, Hisar	01662- 233267
3	Smt. Renuka Dy. Supdt.	Asstt. Public Information Officer	Commissioner, Hisar Division, Hisar	01662- 233267

Superintendent,  
for Commissioner, Hisar Division.