

HISTORY & BACKGROUND OF THE OFFICE

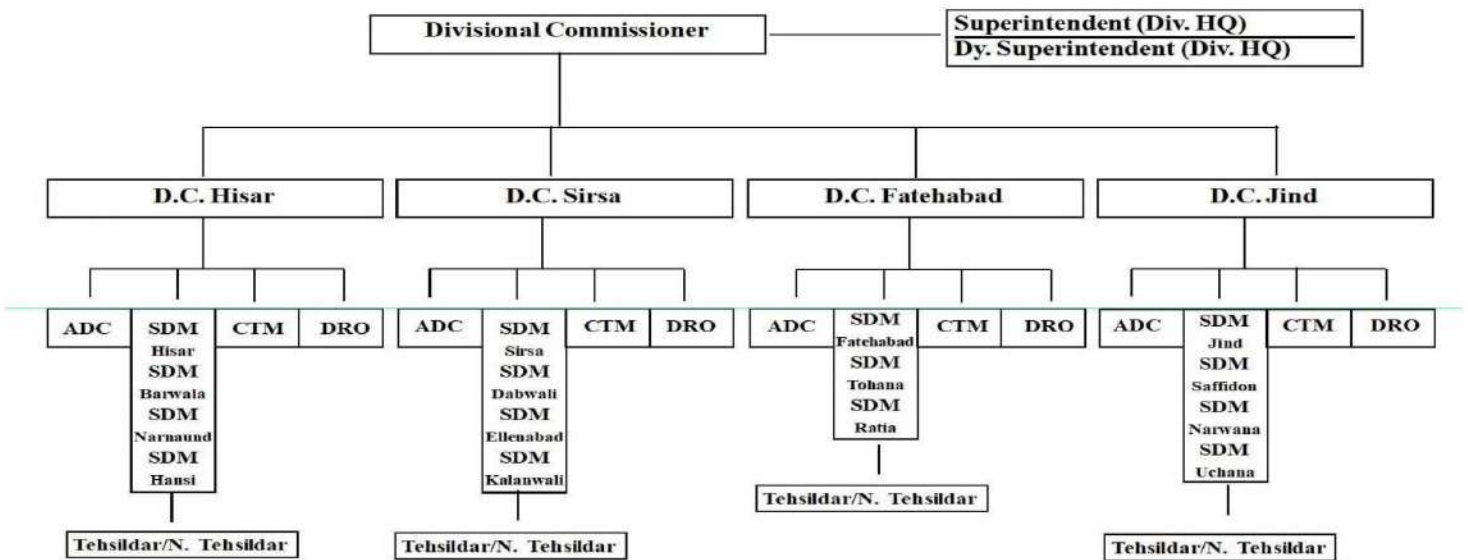
Hisar Division comprising of Four districts is headed by the Divisional Commissioner, Hisar. Each district is headed by a Deputy Commissioner who has under him an Additional Deputy Commissioner. City Magistrate, District Revenue Officer, Sub Divisional Officers (Civil) and Tehsildar/Sub Registrars. The 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.

Complaint received from citizens is forwarded to concerned authority for further necessary action.

Office hours are 9:00 am to 5:00 pm

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

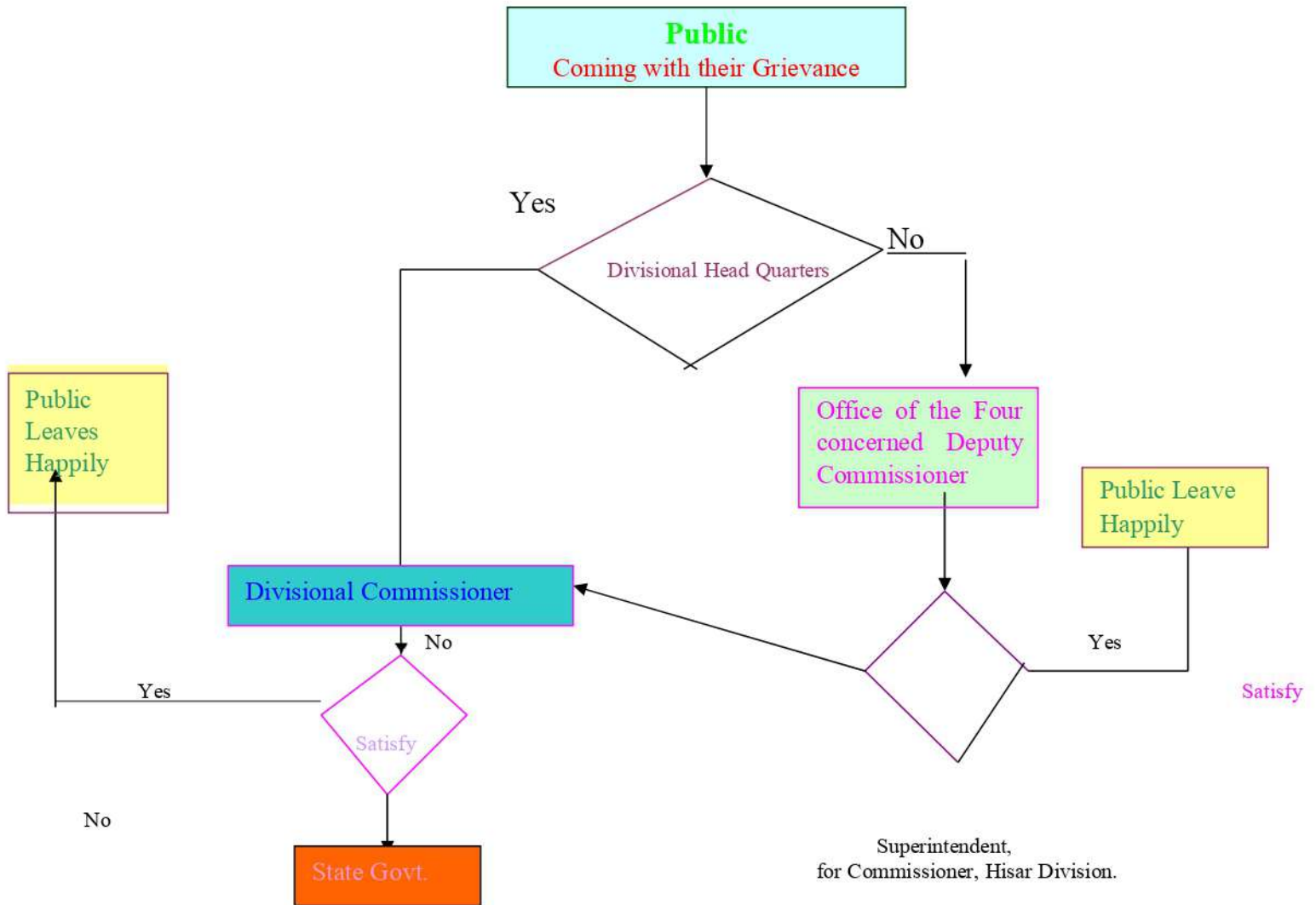
	Name of the Post	Power and duties (in brief)
1	Commissioner	He/She is Divisional level coordinating and supervising Officer of Revenue Department.
2	Commissioner	He/She is HOD for the Establishment. of Class-III Employees of Hisar Division as per Haryana Civil Services Rules.
3	OSD	-OSD is designated as the First Appellate Authority under Right to Information Act-2005 - Work as link between Divisional Commissioner and Superintendent.
4	Assistant District Attorney	Supervising the legal work.
5	Superintendent	Assists the Commissioner and supervise the office work
6	Deputy Superintendent	He/She assists the Superintendent
7	Deputy Superintendent (R & J)	Duties of Reader and assist the Commissioner in the disposal of work relating to Revenue Court cases.
8	Personal Assistant	Dictation and typing work
9	Assistant	He heads the respective office branches and put up the matters to the higher authority.
10	Steno Typist	Dictation and typing work
11	Clerk	Record Keeper and to maintain office record
12	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 Acts/Rules/Manuals are available on following websites.

(Link)

- 1 Chief Secretary to Government of Haryana
- 2 Financial Commissioner, Revenue and Additional Chief Secretary to
Government of Haryana, Revenue and Disaster Management Department.
- 3 Additional Chief Secretary to Government of Haryana, Home Department.

**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 Acts/Rules/Manuals are available on following websites.

(Link)

- 1 Chief Secretary to Government of Haryana
- 2 Financial Commissioner, Revenue and Additional Chief Secretary to Government of Haryana, Revenue and Disaster Management Department.
- 3 Additional Chief Secretary to Government of Haryana, Home Department

Superintendent,
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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 compensations 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
	2	3	4
	Sh./Smt.		
1	A.Sreenivas, IAS	Commissioner, Hisar Division	FPL Level-14
2	Jagdeep Singh , HCS	O.S.D. to Commissioner	ACPL-16
3	Vacant	A.D.A.	ACP Level-13
4	Vacant	A.D.A.	ACP Level-13
5	Rajender Kumar Saluja	Superintendent	FPL Level-7
6	Renuka	Dy. Supdt.	FPL Level-6
7	Usha Rani	Dy. Supdt. (Reader)	FPL Level-6
8	Sarita Devi	P.A.	FPL Level-6
9	Prabhu Ram	Assistant	FPL Level-6
10	Phool Singh	Assistant	FPL Level-6
11	Satyaveer Singh	Assistant	FPL Level-6
12	Dinesh Kumar	Assistant	FPL Level-6
13	Abhimanyu	Assistant	FPL Level-6
14	Baljeet Singh	Assistant	FPL Level-6
15	Dalip Singh	Assistant	FPL Level-6
16	Yashpal	Assistant	FPL Level-6
17	Rohtash	Assistant	ACP Level-6
18	Pawan Kumar	Assistant	ACP Level-6
19	Pardeep Kumar	Steno Typist	ACP Level-4
20	Suresh Kumar	Clerk	ACP Level-6
21	Rakesh Kumar	Clerk	ACP Level-6
22	Gajender Singh	Clerk	ACP Level-6
23	Kuldeep	Clerk	FPL Level-3
24	Paramjeet	Clerk	FPL Level-3
25	Kunal	Clerk	FPL Level-3
26	Ravinder	Clerk	FPL Level-3
27	Mohan lal	Clerk	FPL Level-3
28	Manita	Clerk	FPL Level-3
29	Rani Soni	Clerk	FPL Level-3
30	Anshul	Clerk	FPL Level-3
31	Sanjay Kumar	Daftari	FPL Level-6
32	Anju	Peon	FPL-DL
33	Sandeep	Peon	FPL-DL
34	Sachin	Peon	FPL-DL
35	Anil Kumar	Peon	FPL-DL
36	Laxman	Sweeper	ACP Level-6
37	Suman Devi	Garden Coolie	FPL-DL
38	Ombir	Mali	FPL-DL
39	Deepak	Water Carrier	FPL-DL

Publication of Information Regarding Items specified in Rule 4(1) b (2) 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-Commission’s Establishment”

Budget	Demand	Allocated	Exp. during the April to June
Salary	40000000	528579000	426524005
DA	500000	238847000	183903059
Wages	15000000	220000	205484
TE	500000	126000	90133
OE	2000000	1200000	1186444
RRT	500000	287000	104960
Scholarship	500000	283000	218331
HE	800000	477000	373495
MV	300000	50000	20653
POL	800000	300000	281523
MR	5000000	2390000	1660995
COUTRACTUAL SERVICE	700000	683000	559638
LTC	3000000	947000	223818
EX-GRANTIA	500000	486000	100000
TRAINING	200000	15000	0
ENERGY	700000	600000	425799
	71000000	775490000	615878337

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 receipt	Address of the recipient
	NA		

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	1- All Office record as well as record of court of Divisional Commissioner have been scanned and is in the process of being reduced in an Electronic form. 2- Decisions of the court of Divisional Commissioner reduced in an Electronic form and available on Revenue Court Cases Monitoring System.

Superintendent,
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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:-

Sr. No.	Facilities available	Remarks (No. of days in a week/Timings etc)
	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 others particulars of the Public Information Officer:-

Sr. No	Name	Designation	Office	Tel(O)
1	C. Jaya Sharadha , I.A.S. ADC, Hisar	First Appellate Authority	Commissioner Hisar Division, Hisar	01662-233267
2	Sh. Rajender Kumar Sulja, 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