

## HISTORY & BACKGROUND OF THE OFFICE

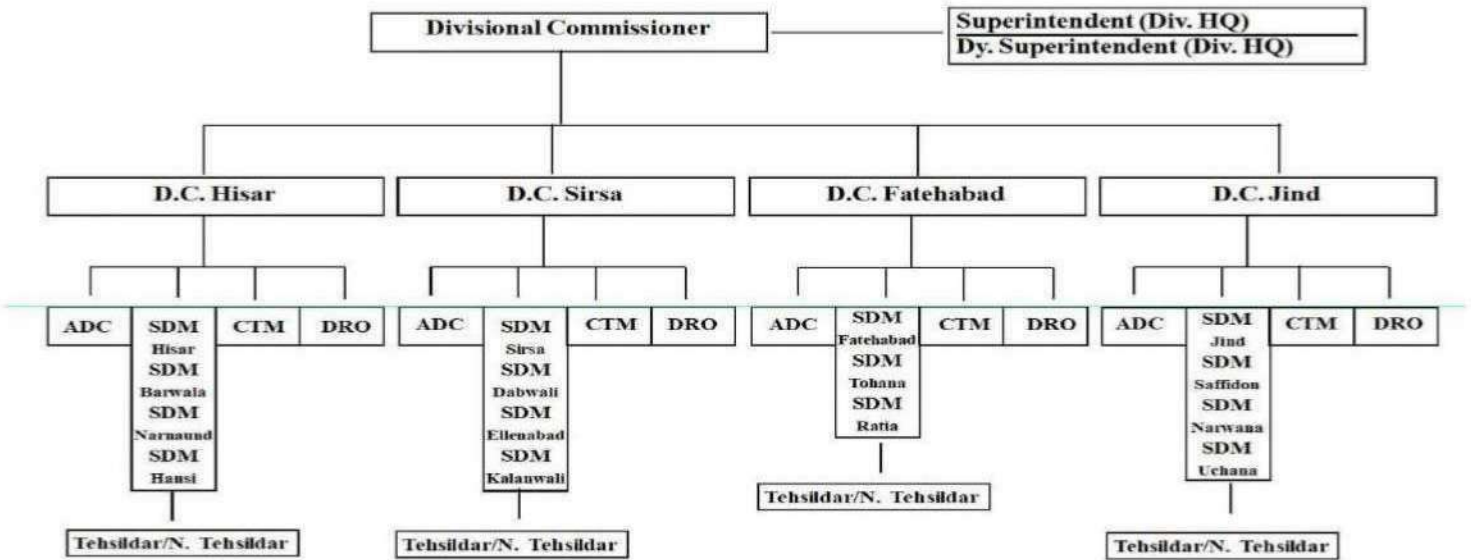
Hisar Division comprising of Four districts is headed by the Divisional Commissioner, Hisar. Each district is headed by a Deputy Commissioner who has under him an Additional Deputy Commissioner. City Magistrate, District Revenue Officer, Sub Divisional Officers (Civil) and Tehsildar/Sub Registrars. The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

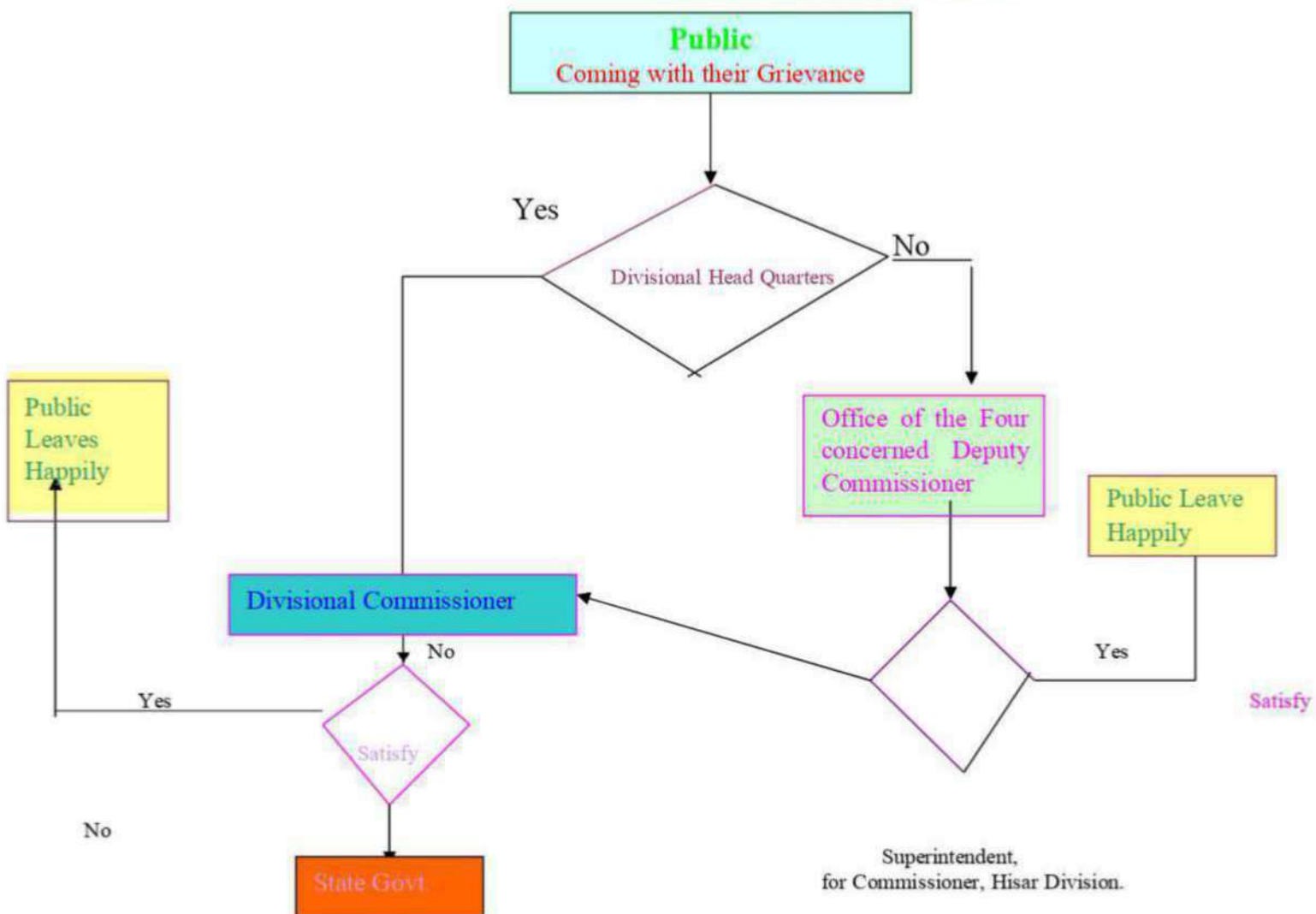
|    | <b>Name of the Post</b>       | <b>Power and duties (in brief)</b>  |
|----|-------------------------------|---|
| 1  | Commissioner                  | He/She is Divisional level coordinating and supervising Officer of Revenue Department.  |
| 2  | Commissioner                  | He/She is HOD 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<br>- 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

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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    |
|---------|--|------------------------------|--------------|
| 1       | 2  | 3                            | 4            |
|         | <b>Sh./Smt.</b>                                  |                              |              |
| 1       | Geeta Bharti, 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       | Madhu Bala                                       | Superintendent               | FPL Level-7  |
| 6       | Renuka   | Dy. Supdt.                   | FPL Level-6  |
| 7       | Prabhu Ram                                       | Dy. Supdt. (Reader)          | FPL Level-6  |
| 8       | Sarita Devi                                      | P.A.                         | FPL Level-6  |
| 9       | Phool Singh                                      | Assistant                    | FPL Level-6  |
| 10      | Satyaveer Singh                                  | Assistant                    | FPL Level-6  |
| 11      | Dinesh Kumar                                     | Assistant                    | FPL Level-6  |
| 12      | Abhimanyu  | Assistant                    | FPL Level-6  |
| 13      | Baljeet Singh                                    | Assistant                    | FPL Level-6  |
| 14      | Suresh Sharma                                    | Assistant                    | FPL Level-6  |
| 15      | Yashpal  | Assistant                    | FPL Level-6  |
| 16      | Rohtash  | Assistant                    | FPL Level-6  |
| 17      | Pawan Kumar                                      | Assistant                    | ACP Level-6  |
| 18      | Gajender   | Assistant                    | FPL Level-6  |
| 19      | Pawan  | Assistant                    | FPL Level-6  |
| 20      | Pardeep Kumar                                    | Steno Typist                 | ACP Level-4  |
| 21      | Suresh Kumar                                     | Clerk                        | ACP Level-6  |
| 22      | Rakesh Kumar                                     | 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                      | FPL-DL       |
| 37      | Suman Devi                                       | Garden Coolie                | FPL-DL       |
| 38      | Ombir  | Mali                         | FPL-DL       |
| 39      | Deepak   | Water Carrier                | FPL-DL       |
| 40      | Suman  | Khlashi                      | 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-Commissioner's Establishment.**

| Budget                   | Demand      | Allocated    | Exp. during the April to October |
|--------------------------|-------------|--------------|----------------------------------|
| Salary                   | 3,10,00,000 | 22,27,45,623 | 17,42,24,567                     |
| DA                       | 2,00,00,000 | 9,91,55,460  | 7,80,04,875                      |
| Wage                     | 5,00,000    | 5,00,000     | 2,07,203                         |
| TE                       | 3,00,000    | 3,00,000     | 34,281                           |
| OE                       | 16,00,000   | 12,80,000    | 6,83,704                         |
| RRT                      | 3,00,000    | 3,00,000     | 0                                |
| Scholarship and Stipends | 5,00,000    | 5,00,000     | 1,11,600                         |
| HE                       | 7,00,000    | 5,00,000     | 1,23,336                         |
| MV                       | 1,00,000    | 4,84,000     | 4,248                            |
| POL                      | 3,00,000    | 5,34,000     | 1,12,576                         |
| MR                       | 50,00,000   | 45,00,000    | 13,41,285                        |
| CONTRACTUAL SERVICE      | 7,00,000    | 7,00,000     | 3,65,917                         |
| LTC                      | 35,00,000   | 35,00,000    | 10,52,635                        |
| EX-GRATIA                | 5,00,000    | 50,8000      | 2,44,774                         |
| TRAINING                 | 2,00,000    | 2,00,000     | 0                                |
| ENERGY                   | 6,00,000    | 7,00,000     | 3,52,384                         |

**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 |
|---------|---|-----------------------|--------------------------|
|         |   | 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.<br>2- Decisions of the court of Divisional Commissioner reduced in an Electronic form and available on Revenue Court Cases Monitoring System. |
|    |                       |  |

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) (X) of the right to Information Act, 2005.

Name Designation and others particulars of the Public Information Officer:-

| Sr.No. | Name Sh./Smt./MS   | Designation                                | Office                         | Tel. (O)     |
|--------|--|--|--------------------------------|--------------|
| 1      | Jagdeep Singh, HCS,<br>OSD to Divisional<br>Commissioner Hisar | First Appellate<br>Authority               | Commissioner<br>Hisar Division | 01662-233267 |
| 2      | Madhu Bala,<br>Superintendent                                  | Public<br>Information<br>Officer           | Commissioner<br>Hisar Division | 01662-233267 |
| 3      | Renuka, Dy. Supdt.   | Assistant Public<br>Information<br>Officer | Commissioner<br>Hisar Division | 01662-233267 |