

HISTORY & BACKGROUND OF THE OFFICE

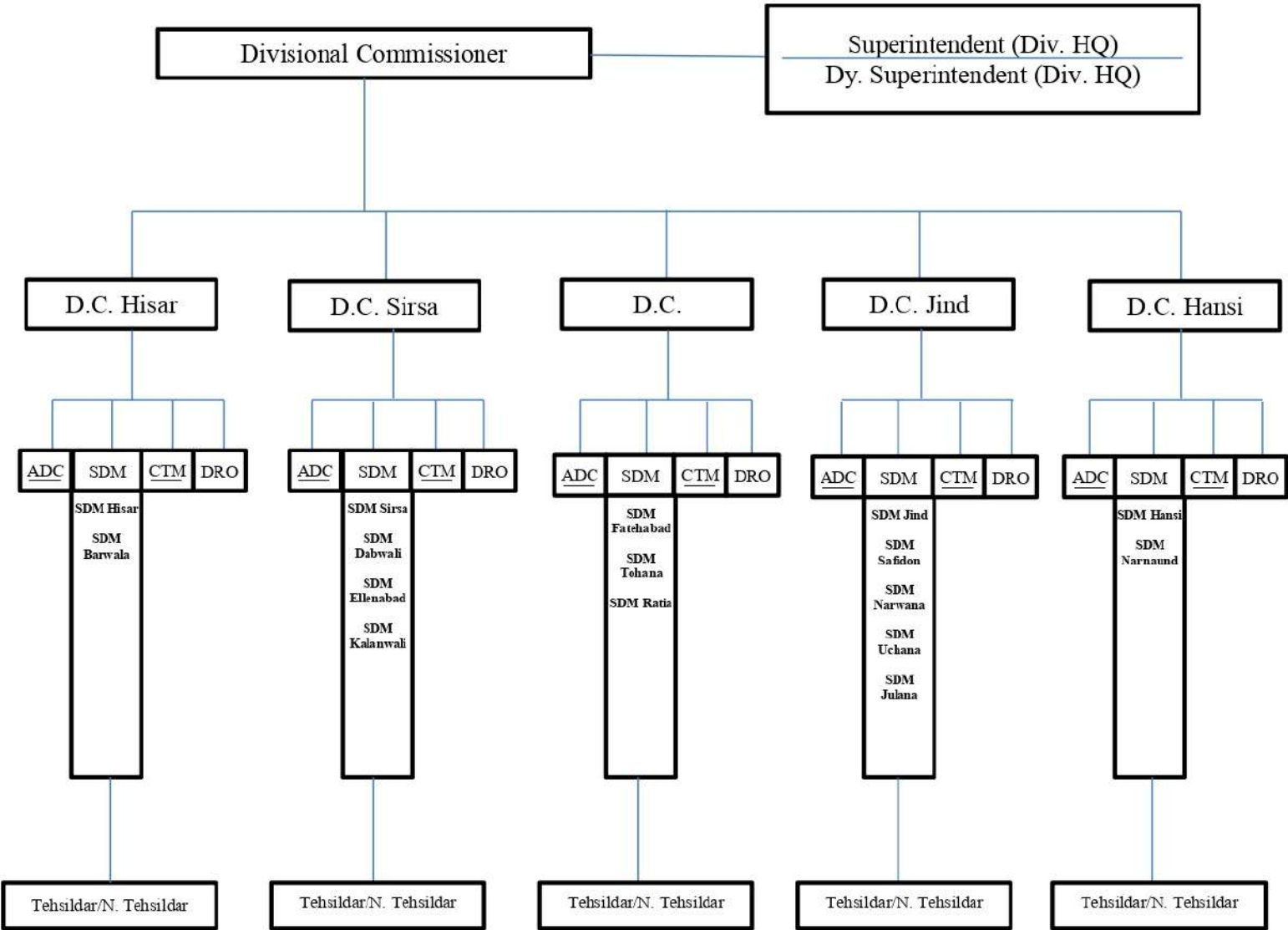
Hisar Division comprising of five districts is headed by the Divisional Commissioner, Hisar. Each district is headed by a Deputy Commissioner who has under him an Additional Deputy Commissioner, City Magistrate, District Revenue Officer, Sub Divisional Officers (Civil) and Tehsildar/Sub Registrars. The Deputy Commissioners of five 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 five districts are Hisar, Hansi, Sirsa, Jind and Fatehabad. Divisional Commissioner also exercises quasi-judicial powers under Punjab Land Revenue Act 1887, Punjab Village Common Lands (Regulation) 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 Five 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/her control. The Deputy Commissioner of five 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,
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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

Public comes with their grievance to Divisional Head Quarters or the Office of the Five concerned Deputy Commissioners.

- If the grievance is addressed at Divisional HQ or DC level → Public Leaves Happily
- If not satisfied → Escalated to Divisional Commissioner
- If satisfied at Divisional Commissioner level → Public Leaves Happily
- If still not satisfied → Escalated to State Govt.

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for Commissioner, Hisar Division

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.

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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 employees 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,
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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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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

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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 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-I	To deal with the establishment cases of Commissioner's Office Staff.
(ii) Budget Branch	To deal with Office & Divisional Budget.
(i) Establishment Branch-III	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-II	• To deal with establishment cases of IAS/HCS Officers • To deal with establishment cases of Tehsildars / Naib Tehsildars • To deal with establishment cases of Superintendent/Deputy Superintendent.
Nazir Branch	To deal with the cases relating to Office Expenses/ Hospitality Expenses etc./POL/Motor Vehicles.
(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/matters related to Panchyat Department.
(iv) Bhudan Board	To deal with Bhudan Yagna Board cases.
(v) E.R.K Branch	To deal with Typing/Diary/Dispatch work
Parole Branch	To deal with the cases of Parole/Furlough to Convicts.
RTI Branch	To deal with RTI matters
Local Fund Branch	To deal with the matters of Municipalities

Superintendent,
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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	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.	FPL Level-9
4	Vacant	A.D.A.	FPL Level-9
5	Rajinder Kumar Saluja	Superintendent	FPL Level-7
6	Renuka	Dy. Supdt.	FPL Level-6
7	Vacant	Dy. Supdt. (Reader)	FPL Level-6
8	Sarita Devi	P.A.	FPL Level-6
9	Satyaveer Singh	Assistant	FPL Level-6
10	Dinesh Kumar	Assistant	FPL Level-6
11	Abhimanyu	Assistant	FPL Level-6
12	Amar Lal	Assistant	FPL Level-6
13	Suresh Sharma	Assistant	FPL Level-6
14	Yashpal	Assistant	FPL Level-6
15	Rohtash	Assistant	FPL Level-6
16	Pawan Kumar	Assistant	FPL Level-6
17	Gajender	Assistant	FPL Level-6
18	Pawan	Assistant	FPL Level-6
19	Pardeep Kumar	Assistant	FPL Level-6
20	Vacant	Steno Typist	FPL Level-3
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

Superintendent,
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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." for the Financial Year 2026-27

Budget	Demand	Allocated	Exp. during the April to June
Salary	3,50,00,000	3,85,69,000	8779525
Wages	6,00,000	5,00,000	184550
DA	1,69,60,440	1,42,17,000	4901372
TE	3,00,000	2,64,000	23932
OE	20,00,000	16,60,000	743674
RRT	5,00,000	7,05,000	107239
Scholarship and Stipends	5,00,000	3,73,000	192000
HE	7,50,000	5,16,000	170260
MV	6,00,000	7,94,000	274154
POL	3,50,000	19,80,000	83281
MR	50,00,000	3128000	1125485
CONTRACTUAL SERVICE	7,00,000	6,08,000	214016
LTC	35,00,000	15,00,000	454720
EX-GRATIA	11,00,000	6,89,000	423080
TRAINING	2,00,000	1,73,000	0
ENERGY	7,00,000	6,28,000	103687
WRITE OFF LOANS/LOSSES	3,00,000	---	---

Superintendent,
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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,
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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 receipient	Address of the recipient
	NA		

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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

	Commissioner's office	Details
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.

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

Particulars 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)
1	Can obtain any information allowed Under the Act.	On all working days.
2	Library or Reading Room.	There is no Library or Reading Room maintained for public use.

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, OSD to Divisional Commissioner Hisar	First Appellate Authority	Commissioner Hisar Division	01662- 233267
2	Rajinder Kumar Saluja, Superintendent	State Public Information Officer	Commissioner Hisar Division	01662- 233267
3	Renuka, Dy. Supdt.	State Assistant Public Information Officer	Commissioner Hisar Division	01662- 233267

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