

DEPUTY COMMISSIONER BATHINDA

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INDEX

Manual No.	Particulars	Page No.
1	The particulars of its organization, functions and duties;	2-4
2	The Powers and duties of its officers and employees;	5-6
3	The procedure followed in the decision making process, including channels of supervision and accountability;	7-8
4	The norms set by it for the discharge of its functions;	9-14
5	The rules, regulations, instructions, manuals and record, held by it or under its control or used by its employees for discharging its functions;	15-17
6	A statement of the categories of documents that are held by it or under its control;	18-19
7	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;	20-20
8	A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	21-21
9	A directory of its officers and employees;	22-25
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	26-29
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	30-30
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	31-31
13	Particulars of recipients of concessions, permits or authorizations granted by it	32-32
14	Details in respect of the information, available to or held by it, reduced in an electronic form;	33-33
15	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	34-34

16	The names, designations and other particulars of the Public Information Officers;	35-35
17	Such other information as may be prescribed and thereafter update these publications every year.	36-36

MANUAL -1

The particulars of its organization, functions and duties:

A DEPUTY COMMISSIONER BATHINDA:

The Deputy Commissioner is responsible for implementing State Government's programmes and policies at the grass root level and collecting information regarding the needs and facilities to be provided to the general public, their difficulties and redressal etc. and making the government aware of these. In fact, the Deputy Commissioner is the Government at the district level.

The Deputy Commissioner acts as a link between Central and State Govt. and co-ordinates their programmes. The Deputy Commissioner evaluates the working of all govt. departments within the district and looks after the law and order situation in the district. In times of any natural calamity like floods, locusts, drought, storms etc, the Deputy Commissioner is the primary relief agency. During the occurrence of natural calamities or during the internal or external disturbances, the Deputy Commissioner calls for military assistance and co-ordinates the efforts of the Civil-Military administration. There are number of other officers at the district headquarters such as ADC, AC(G), AC(Gr), EM, DRO, DDPO etc. for the assistance of the Deputy Commissioner to carry out the District Administration. At the sub division level, the SDM is responsible for the administration who is assisted by the Tehsildar/Naib Tehsildar, BDO, Kanungos, Patwaris and other officials. In fact, more than being an officer, the Deputy Commissioner is actually an institution itself, under whose auspicious governance democracy reaches every nook and corner of the district.

The D.C. is thus the fulcrum of the district administration. The D.C. also functions as District Collector, Member-Secretary Distt. Planning and Development Board and heads the Red Cross and other institutions. The D.C. is assisted by two A.D.C.s,i.e.,one A.D.C. (Gen.) and the second A.D.C. (Dev.). Office of the D.C. is located in the District Administrative Complex Bathinda.

In brief:-

The Deputy Commissioner as a Collector functions as an Appellate Court under various Acts, Election Tribunal, custodian of Govt. Lands etc.

The Deputy Commissioner as District Magistrate is responsible for the maintenance of law and order in the district.

As Deputy Commissioner, he is Representative of the Government and is responsible for the implementation of Govt. Policies and coordinating different departments.

As a Member Secretary of the District planning and development Board he ensures speedy implementation of Govt. scheme.

In addition to above the Deputy Commissioner is responsible to solve all kinds of problems/crises created from natural calamities, such as storm, floods, draught and other incidents etc. procurement of food grains, to attend public functions, protocol duties etc.

Ex-Officio he is President of District Red Cross Society, Distt. Implementation committee of Punjab Land Records Society, Distt. Sukhmani Society for Citizen Services, and is District head for successful implementation of & running of Govt. Schemes of PGPMS, PAWAN etc.

B DUTIES AND FUNCTIONS OF ADDL. DEPUTY COMMISSIONER:

The Addl. Deputy Commissioner. as a Collector deals with appeal cases of mutation, revision petitions, rent suits, section 47-A of Indian Stamp Act. The Addl. Deputy Commissioner as an Addl. District Magistrate is also

- Responsible for the maintenance of law & order.
- To deal with the cases of illegal weapons U/s 25/5/59 of The Arms Act.
- Deals with cases under Section 25 of the Police Act.
- To issue and renew Arm licenses.

As Addl. Deputy Commissioner he:

- acts on behalf of D.C.
- hears Appeals of House Tax,
As a Registrar decides cases under 47-A of Indian Stamp Act.

C WORK OF ASSTT. COMMISSIONER (GEN), BATHINDA, (AC {G}).

Court work

This post is also vacant, however upon posting of EM, some Police station(s) are put under the jurisdiction of this officer and he deals with criminal cases under section 107/150, 107/151 and 41 (2) 109 of Cr. P.C. Act etc. These cases are to be decided within a period of 6 months. Besides this, revenue cases of the some circles entrusted to him are also dealt with.

Office Branches

Asstt. Commissioner (Gen) also supervises the work of following branches:-

- Misc. Branch (MA Br.)
- Establishment Branch (EA Br.)
- Nazar Branch (DN Br.)
- L.P.A. Branch
- G.P.F. Branch
- Red Cross Branch
- Election Branch

Since the post is vacant, the work of these branches is looked after by other officers i.e., ADC, DRO, AC(UT), SDM Talwandi Sabo.

D WORK OF ASST. COMMISSIONER (GR), BATHINDA (AC{GR}).

Court work

This post is also vacant, however upon posting of EM, some Police station(s) are put under the jurisdiction of this officer and he deals with criminal cases under section 107/150, 107/151 and 41 (2) 109 of Cr. P.C. Act etc. These cases are to be decided within a period of 6 months. Besides this, revenue cases of the some circles entrusted to him are also dealt with.

Office Branches

Asstt. Commissioner (Gr.) also supervises the work of following branches:-

- C.I.A. Branch
- R.R.A. Branch
- C.D.A. Branch
- Copying Branch
- Receipt & Issue Branch

Since the post is vacant, the work of these branches is looked after by other officers i.e., DDPO, DRO, AC(UT).

D WORK OF EXECUTIVE MAGISTRATE (EM), BATHINDA:

Court work

This post is vacant, however upon posting of EM, some Police station(s) are put under the jurisdiction of this officer and he deals with criminal cases under section 107/150, 107/151 and 41 (2) 109 of Cr. P.C. Act etc. These cases are to be decided within a period of 6 months. Besides this, revenue cases of the some circles entrusted to him are also dealt with.

Office Branches

Executive Magistrate also supervises control over the work of some branches of Office of DC whenever posted.

- Passport Branch
- Peshi Branch
- Savidha Centre

Since the post is vacant, the work of these branches is looked after by other officers i.e., AC(UT).

E DISTRICT REVENUE OFFICER (DRO), BATHINDA.

In view of the arduous nature of duties performed by a DRO with regard to revenue work, his work can at best be described as the hub of the Deputy Commissioner's office. A DRO acts as an important link between the administration and other departments during natural calamities like floods, draught etc. The duties of DRO include coordination among different CRO's and district administration especially in revenue matters. DRO has also the powers of Collector as well as Assistant Collector 1st Grade. To convene all monthly meetings of revenue officers & secondly as branch officer of various branches, DRO has to deal with the files of revenue branches allotted to him. As DRO, he also shares additional responsibilities as per directions of the Deputy Commissioner. He also supervises the revenue administration of DC Office i.e., Complaints of Revenue Officers, Kanungoes, Patwaris and those against private persons in respect of revenue matters & registration matters, reports w.r.t district are sent by DRO to the higher authorities like FCR, IGR, Commissioner, to other Govt. departments, etc.

Court Work

In this district he has been invested with powers of Collector, Asst. Collector Ist Grade in contested mutations , revenue appeals etc. for two Kanungo Circles of Bathinda Sub-division.

The following branches of DC Office are assigned to him:

- **SK Branch**
- **DRA Branch**
- **DRA (T) Branch**
- **HRC Branch**
- **RRA Branch**
- **DN Branch**
- **Operation & Maintenance Society Work**
- **Punjab Land Records Society Bathinda work(As EO)**
- **PGPMS & PAWAN**
- **Budget preparation**
- **RTI Branch**
- **Any other work especially assigned by the DC.**

F ASST. COMM. (UT) BATHINDA

Apart from following the training schedule , following branches are allocated to AC (UT) for the purpose of office training:

- 1. EA Branch**
- 2. GPF Branch**
- 3. CDA Branch**
- 4. LFA Branch**
- 5. Peshi Branch**
- 6. Copying Branch**
- 7. LPA Branch**
- 8. R & I Branch**
- 9. MA Branch**

MANUAL -2

The powers and duties of its officers and employees.

Name of the office: Deputy Commissioner Bathinda.

Sr. No.	Name of Post	Powers and duties (in brief)
1	Deputy Commissioner Bathinda	Over all control of the office and supervision of all district officers.
2.	Addl. Deputy Commissioner Bathinda	Court cases (Appeal /Revision against the orders of the A.C. 1 st grade , A.C. 2 nd grade), regular departmental inquiries and preliminary inquiries, supervision of all the branches of the D.C. office and Red Cross office and Administrative supervision of the district.
3.	Asstt. Commissioner General (Now Vacant)	1.To control and supervise Est. Br., Misc. Br., Nazir Br., L.P.A.Br. and Red Cross Office. 2. To deal with court cases u/s 107/151, 107/150 of Cr. P.C.,as allotted by District Magistrate. 3. Superintendence and general control of D.C.Office.
4	Asstt. Commissioner Grievances. (Now Vacant)	Court work and supervision over branches assigned by DC.
5.	Executive Magistrate (Now Vacant)	Court work and supervision over branches assigned by DC.
6.	District Revenue Officer	Supervision of the D.N. Branch, S.K. Br., D.R.A. Br., D.R.A.(T) Br., H.R.C. Br. and any other branches allotted by the DC from time to time. Court work under The Pb.LR Act, The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948.
7.	Asstt.Comm.(UT)	Supervision of work of DC Branches as allotted by the DC i.e., EA Branch, GPF Branch, CDA Branch, LFA Branch Peshi Branch, Copying Branch, LPA Branch, R & I Branch, MA Branch, and other work like Suwidha Centre Bathinda.
7.	Superintendent Grade -1 (Vacant)	General supervision of the staff of D.C. office.
8.	Asstt. Supdt. (G) (Vacant)	To Assist. the supdt. Grade-1
9.	Asstt. Supdt.(R)	Supervision of the S.K. Br., D.R.A (R), D.R.A. (T) , HRC
10.	Reader to D.C.	Deals with the court cases of peshi branch, correspondence of judicial cases and other misc. work of the court of Deputy Commissioner.
11.	Reader to A.D.C.	Deals with the court cases of peshi branch, correspondence of judicial cases and other misc. work of the court of Addl. Deputy Commissioner.
12.	Reader to Asstt. Comm. (G)	Deals with the court cases u/s 107/150/151-109 of Cr.P.C.
13.	Reader to Asstt. Comm. (Gr)	Deals with the court cases u/s 107/150/151-109 of Cr.P.C.

14.	Reader to E.M.	Deals with the court cases u/s 107/150/151-109 of Cr.P.C.
15.	District Revenue Officer-cum-Consolidation Officer-cum Collector - cum-AC Ist Grade	Court work under The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948. & Pb LR Act, and Various other Acts.
16.	Asstt. (Misc. Br.)	Works relating to law and order, freedom fighters, character verification, dependent certificates, issue of licences to cinemas and other misc. work.
17.	District Nazir	Maintain the office accounts of D.C. office.
18.	Asstt. (Establishment Br.)	Establishment relating to assistants, clerks and peons of the office. Also functions as Asstt.(Dharm Arth. Br.) dealing with Establishment relating to Ragis and Pujaris for Dera's work.
19.	Asstt. (R.I.A.Br.)	Receipt and despatch work.
20.	Asstt. (Record Room Rev.)	Supervision of the record room and to issue certified copies of the consigned record to the applicant on request.
21.	Asstt. (LP.A.Br.)	To issue and renew Arms licenses.
22.	D.R.A. (T)	To keep a record of recovery done by various C.R.Os, audit paras, inspections reports, rehabilitation work, flood work and general supervision.
23.	D.R.A (R)	To deal with cases relating to land Acquisition Act, Defence land Act, 1903 Nazool land rules, and general supervision.
24.	Sadar Kanungo (S.K. Br)	Establishment relating to Patwaris and kanungos of the district, and other misc. work.To prepare the Budget under 2029 Head. To compile the statistical figure reg. crops / land, market rates of crops. Review of mutations, preparation of mussanas (Duplicate mutation) etc.
25.	Head Registration Clerk	To collect Information regarding income from stamp duty registration fee. To keep record regarding issue and renew licenses of stamp vendors. To keep record regarding checking of the working of deed writers and to renew their licences. To deal with notices under 80 C.P.C. To maintain book No. 1,3, and 4. P.L.R.S. accounts. to assist higher officers during inspections of Tehsils/Sub Tehsils.
26.	Asstt.(G. P. F Br.) (Class-III & IV)	To maintain the G.P.F accounts of Class III employee of D.C. office, payment bills relating to refundable and non-refundable advance of G.P.F. To maintain the G.P.F accounts of Class IV, G.I.S account class I,,II,,III,,IV employees of D.C. office, , payment bills relating to refundable and non-refundable advance of G.P.F.
27.	Asstt.(R.R.A Br.)	Relief & Resettlement for terrorist victims and riots affected.
29.	Asstt.(L.F.A. Br.)	To supervise and to have general control over the Local Bodies Govt. offices.
30.	Asstt. (C.I.A.Br.)	To maintain the files regarding complaints received from public and their disposal.
31.	Tehsildar Election	Supervision of election work at the district head quarter.

32	Asstt. (Development.Br.)	Development works relating to Panchayat.
33	Agrarian Branch	Cases relating to surplus land.
34	Red Cross Office	Welfare of the poor persons

MANUAL -3

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

Name of the office: Deputy Commissioner Bathinda.

Sr No.	Name of the Branch	Level at which The case is Initiated (Name of the Post)	Name of the Post which deals with the case before sending to the decision making authority	Level at which Decision is made (Name of the Post)
1.	Peshi Branch (D.C.)	Clerk/Ahalmad/ Reader	A.D.C.	D.C.
2.	Peshi Br. (Addl Deputy Commissioner)	Ahalmad / Reader / Steno	Addl. Deputy Commissioner	Addl. Deputy Commissioner
3.	Peshi Br. (Asstt. Comm.) (G)	Reader/ Steno	Asstt. Comm.(G)	Asstt. Comm.(G)
4.	Peshi Br. (Asstt Comm.) (Gr.)	Reader/ Steno	Asstt. Comm.(Gr.)	Asstt. Comm.(Gr.)
5.	Peshi Br. (E.M.)	Reader/ Steno	Executive Magistrate	Executive Magistrate
6.	Peshi Br. District Revenue Officer-cum-Consolidation Officer-cum Collector - cum-AC Ist Grade	Reader/Steno	District Revenue Officer-cum-Consolidation Officer-cum Collector - cum-AC Ist Grade	District Revenue Officer-cum-Consolidation Officer-cum-Collector -cum - AC Ist Grade
7.	Misc.Br.	Clerk/Jr.Asstt.	Misc.Asstt., A.D.C.	D.C.
8.	Nazir Br.	Clerk/Jr.Asstt.	Nazir,A.C.(U.T.)/ A.C.(G)	D.C.
9.	Est. Br.	Clerk/Jr.Asstt.	Est.Asstt./A.C.(G)	D.C.
10.	Receipt and Issue Br.	Clerk/Jr. Asstt.	Branch Asstt., AC (UT).	D.C.
11.	Copying& R.T.I Br./ Record Room	Clerk/Jr. Asstt.	Branch Asstt./A.D.C.	D.C.
12.	L.P.A. Br.	Clerk/Jr.Asstt.	Br.Asstt/ A.D.C.	A.D.C/D.C.
13.	D.R.A. (T)	Clerk , Jr. Asstt.	D.R.A. (T)/ Supdt.(R) /D.R.O.	D.C.
14.	D.R.A. I	Clerk , Jr. Asstt.	D.R.A./Supdt. (R) / D.R.O.	D.C.
15.	Sadar Kanungo Br.	Clerk , Jr. Asstt.	Sadar Kanungo, /, Supdt. (R) / D.R.O.	D.C.
16.	H.R.C. Br	Registration Clerk	/, Supdt. (R)/D.R.O.	D.C.
17.	G.P.F Branch (Class-3 & Class-4))	Clerk/Jr. Asstt.	Br. Asstt. /A.C.(G)	D.C.
18.	R.R.A. Branch	Clerk,	Br. Asstt/ A.D.C.	D.C.
19.	Dharam Arth	Clerk/Jr. Asstt.	Br.Asstt.A.C. (G)	D.C.

20	L.F.A Branch	Clerk	Branch Asstt./A.D.C,	D.C.
21	C.I.A. Branch	Clerk	Br.Asstt/A.C. (U.T.)	D.C.
22	D.A. Branch	Clerk/Jr. Asstt	Br.Asstt./D.D.P.O.	D.C.
23	E.O.P.L.R.S.	Clerk	Br. Asstt./A.C.(G)	D.C.
24	Small Saving	Clerk	Small Saving Officer/ A.C.(U.T.)	D.C.
25	C.D.A.	Clerk	Br.Asstt./ Supdt. (R) /D.R.O.	D.C.
26	Tehsildar Election	Clerk/Jr. Asstt., Kanungo	Tehsildar Election/ A.D.C.(D)	D.C.
27	Agrarian Br.	Kanungo Agrarian	N.T. Agr., D.R.O.	D.C.
28	Red Cross Office	Clerk/Jr.Asstt.	Secretary/A.C.A.(PUDA)	D.C.
29	Subda Center	Clerk	Br. Asstt./A.C.(U.T.) ਏ.ਸੀ.(ਯੂ.ਟੀ.) ਦੀ ਟਰੇਨਿੰਗ ਖਤਮ ਹੋਣ ਤੋ ਬਾਦ ਸੁਵਿਧਾ ਸੈਂਟਰ ਦੇ ਇੰਚਾਰਜ ਏ.ਡੀ.ਸੀ. ਹੋਣਗੇ।	D.C.

To set norms for the discharge of the functions.

NAME OF THE OFFICE : Deputy Commissioner, Bathinda.

However, in order to stream line the office work and expeditious disposal of the case/complaints etc. received, the following norms are fixed.

Sr. No.	Name of the Branch	Name of work (Employee wise)	Norms set by the Deptt.(number of days taken for decision making)
1	Peshi Br. (D.C)	Court work (Clerk Ahlmad, Reader)	Depending on the nature of the cases. creation of new posts of Chowkidars & Numberdars
2.	Peshi Br. (A.D.C.)	Court work (Clerk, Ahlmad, Reader)	Depending on the nature of the cases. However the election petitions to be disposed of within six months.
3	Peshi Br. (Asstt. Comm.) (G)	Court work (Reader)	Depending on the nature of the cases.
4	Peshi Br. (Asstt. Comm.) (Gr.)	Court work (Reader)	Depending on the nature of the cases.
5	Peshi Br. (Asstt. Comm.) (Ex.)	Court work (Reader)	Depending on the nature of the cases.
6	Peshi Br. D.R.O. cum- Consolidation Officer cum Collector cum AC Ist Grade	Court work (Reader)	Depending on the nature of the cases.
7	M.A. Branch	Sr. Asstt:	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending to next higher official/officers immediately
		MC-I	To issue certificates: Dependent certificate, freedom fighters,s certificate, To deal with cases of pension to freedom fighters, nationality certificate, and Notary Public,, Marriage palaces' NOC, Income, etc. to organize functions such as Republic day & Independence day, to organize monthly meetings. to assist in controlling the working of cinemas /video parlours
		MC-2	To deal with facilities provided by the Govt. to the handicapped, To issue orders u/s 144 of Cr.P.C., arrangements for VVIP & VIP Vists. Handicapped certificates etc.
		MC-3	To deal with VIP duties , to allot names to news papers, to have control over printing presses., house allotment cases, verification of SC/BC certificates, receipt & dispatch.
		MC-4	character verification of those who are going to join Govt. jobs, to deal with cases where compensation is to given in accidental cases relating to agriculture.
8	Nazir Br.	Nazar	To receive cheques and to deposit them in the bank. To make payment of bills , Maintain cash book, General Supervision of the branch.
		ADN-1	Contract of parking , canteen, Forms; meeting hall incharge, work under head 0070, civil suit, collection of cleanliness charges from

			other deptts.
		ADN-2	To prepare Budget and to maintain the accounts of expenditure, to prepare bills.
		ADN-3	Receipt and despatch work of Nazir branch. Misc.Work relating to court warrants, Electricity charges collection from other deptts..
9	Establishment Branch	Establishment Asstt.	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending to next higher official/officers immediately.
		E.C-2	1.To put up the files regarding transfers, promotions, proficiency step up, annual increments, confirmation of appointments, regular inquiries etc. of the class –III employees of the D.C. Office. 2. To maintain the A.C.R.s /Personal file of the class-III employees (annually) 3.To prepare seniority list of class-III employees (annually) 4.To put up the files regarding proficiency step up, annual increments, confirmation of appointments etc. of the class –IV employees of the D.C. Office. 5 To maintain the A.C.R.s /Personal file of the class-IV employees (annually) 6.To prepare the seniority list of the class-IV employees (annually) . 7To attend courts in cases where State Govt is a party. 8.To maintain the leave record of the Class III employees of the D.C. office
		Dak Clerk	1. To attend courts in cases where State Govt is a party. 2. To put up the files regarding reimbursement of medical bills, (immediately after receiving the papers) 3. To receive dak from R.I.A. Br. and to distribute among the concerned (daily) e.
		E.C-1	1. To maintain the personal files of the officers of the D.C. office. 2. Complaints related to class-III employee (one month) 3 To prepare the training schedule of A.C. (U.T), E.A.C.(U.T), Tehsildar / Naib Tehsildar (U.T)
		Bill Clerk	1.To prepare salary/ T.A/ Medical G.P.F advance bill 2. To put up the files of annual budget demand (under 2053 head) 3. To send month wise information regarding expenditure in form no. B.M.-26 and 29 (Before the 10th of every month) to the office of the Commissioner Division Patiala. . 4.To put up the pension cases of the retired employees 5. To put up the files regarding ex-gratia grant to the dependent of the deceased employe
10	Receipt and Issue Br.	Sr. Asstt. Branch	Supervisory control over the branch. To distribute the fresh dak to the concerned clerk. (Daily)
		Jr. Asstt.	To record & distribute the general dak i.e D.O., Fax, T.P.M. etc, relating to Govt. Offices. (Daily) To deal the file regarding pending references.(Monthly)
		Clerk	To record & distribute the general dak (Daily)
		Clerk	To record & distribute the general dak (Daily)
		Clerk	Despatch of the outgoing letters. 2.Stationary Clerk
11	Copying Branch (Record Room)	Sr. Asstt.	To issue the certified copies of the papers relating to the office files. (Within a week) To maintain C.D-2 register
		Sr. Clerk	To maintain the record of files relating to the office of D.C., A.D.C. S.D.M., Settlement officer, consolidation officer Addl. Director consolidation, Tehsildars, D.D.P.O.

		Jr. Asstt.	To maintain the record of files relating to the office of D.C.,A.D.C.,S.D.M., A.C. (G.) A.C. (Gr) E.M.,D.R.O. Tehsildar, Dy. Director Panchyat, (Within a week)
		Copying Clerk	Copying work of all the files relating to the officers as mentioned above. To maintain the record of budget and it's monthly expenditure.
12	L.P.A Branch	Sr. Asstt.	Over all supervision
		Jr. Asstt.	To maintain record for renewal of Arms licenses, verification of arms licences, to issue receipt of licence fee and suvidha center fee
		Jr. Asstt.	To issue licences to Arms -dealers, to issue N.O.C.s to employee for going aborad, to renew J-licences, to make any addition in licences, to issue N.O.C. to arms dealers
		Clerk	To maintain record regarding issue of new licences, to maintain record for issue of certificate in connection with Indian citizen ship, to issue receipts of fees received in connection with relevant document.
		Clerk	Typing work, to maintain record of fees received at suvidha counters, to deal with inspection notes, to deal with death case release order. to extend the aera of operation of arms licences, to deal with cancellation of licences, to issue N.O.C. for petrol pump.
13	D.R.A. (T) Br.	General supervision D.R.A. (T)	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. Before sending them to the next higher official/officers.
		Recovery Clerk-	To put up the files of recovery cases received from different Govt. deptt: and courts. (To put up the files immediately after receiving the paper)
		Receipt & dispatch clerk	1. To put up the files of Taccavi loans, receipt and despatch of papers of D.R.A (T) branch.
		Taccavi Clerk	1.taccavi i clerk work. 2.. Nazool land work. 3. Chkota lands work. 4. To put up the files of audit and inspection reports (To put up the files immediately after receiving the paper). 5.Annual/ Monthly /Budget statements
		Flood Relief Clerk	1.Flood relief under natural calamites. 2.To look after the control room during flood season.(From 1 st july to 30 th September every year) 3.To receive compensation and distribute the same among different sub divisions. & sent UC's. 4.Work of Disaster Mange ment.
14	D.R.A. Br.	General supervision D.R.A.	Monthly revenue meetings, supervision of the work of entire branch,. RTI work concer ned with branch.
		Clerk	1.Preparation of meeting files, , Budget estimate of the receipt head 0029, distribution of the budget received from the govt. regarding wages of chowkidars., Numberdars , monthly statements regarding receipts under different heads, court cases
		Jr. Asstt.	Acquisition of land for different govt. deptts: Fixing the rates of land for hiring purposes, meetings of Distt. Land Price Fixation Committee, site selection for acquisition, court cases, , N.O.Cs for diff. deptt.,

		Clerk	<ol style="list-style-type: none"> 1. disposal of the audit paras and PAC paras etc. , disposal of the applications received from time to time, 2.Haul Tauzi, Kishbandi, Demands, talfi of record. 3.Typing work of the branch, reminders of different files, misc work
15	Sadar Kanungo Br.	General supervision (Sadar Kanungo)	<ol style="list-style-type: none"> 1 To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending them to the next higher official / officers immediately. 2 Inspection of the field staff 3 Consignment of the Jamabandis. Girdawri Inspection.
		N.S.K.-I	<ol style="list-style-type: none"> 1. Posting & Trasfer of Patwari & Kanungo 2. Allotment of circles to C.R.O.(From 1st Oct. every year) 3. Land Record Administration annual report (1st Oct. to 31Oct of every year) 4.Institutional training for Patwari & Kanungo 5. Court cases of Seniority 6.To maintain the register of candidate Patwari
		N.S.K.II	<ol style="list-style-type: none"> 1. Completion of Lal Kitab (after every Girdawari) 2 Rates of major crops (1st Oct. to 31 Oct of every year) 3.General Records Room (Rev) 4. Statements to be sent to Govt, Monthly meeting statements. 5.presenting of record in Court Cases 6.Consolidated statement of court work of the whole Distt.(to be sent to the Govt. before 10th of every month)
		N.S.K.-III	<ol style="list-style-type: none"> 1. Census work 2. Misc. application reg. Fard Badars, Girdawari, Mutation, Demarcation (One month each) . 3.Review of the mutations (one month) 4. Preparation of duplicate mutations (Mussana) (one month) 5.Occult Kanungo 6.Thur sem Choe statements work To maintain the register showing details of Kaller, Thur and Sem at the Distt level (at the end of every Girdawari)
		Receipt and Despatch Clerk	<ol style="list-style-type: none"> 1.To receive dak from R.I.A. Br. and to distribute among the concerned (Daily) 2. To maintain leave record of the Br. employees (Daily) 3.NOC of house rent, Inspections, Office orders record. DO Register, RTI Dak.
		Bill Clerk-I	<ol style="list-style-type: none"> 1. To put, suspension, regular enquiries of tehsil Talwandi Sabo. Case files of the Patwari/Kanungo 2.Pay Bill, annual increments, service books, Medical bills, retirement orders of patwari & kanungo, Budget. 3.To put up files relating to the annual budget demand (under 2029 head) from D.L.R. 4. To send month-wise information regarding expenditure in form B.M.-26 and 29 to D.L.R. (Before the 10th of every month) 5.To maintain and submit the Salary bill of the branch. 6.To put up the cases regarding reimbursement of medical bills of the retired employees. (immediately after receiving the request) .
		Bill Clerk-2	<ol style="list-style-type: none"> 1. ACP cases of the District of revenue staff.
EC-1	<ol style="list-style-type: none"> 1 Enquiry of patwaris /Kgo's of R/Phul & Bathinda Tehsils. 2.Corruption cases, 3.Absent of revenue staff. 		

16	H.R.C. Branch	Clerk	Certified copies of Book No. 1,3 & 4 are issued on same day. The certified copies of Deposited wills takes three to four days.
17.	G.P.F. Br. (Class-III)	Sr. Asstt. Branch	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending to next higher official/officers.
		Jr. Asstt.	To maintained the G.P.F. accounts of Patwaris / Kanungo
		Jr. Asstt.	To Maintained the G.P.F. accounts of Clerks/Asstts.
18	G.P. F Br. (Class- IV)	Sr. Asstt. Branch	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending to the next higher official/officers.
		Jr. Asstt.	To maintained the G.P.F. accounts of class IV, GIS account class I,II,III,IV.
19	R.R.A. Br.	Sr. Asstt. Branch	Supervision of the branch.
		Rehabilitation Clerk	To put of the cases of rehabilitation, displaced persons and claim of evacuee property. Court cases peraining to rehabilitation work. Allotment of land and property on the basis of occupation. Put up the files immediately after receiving the paper. Issuing of red cards to the riots victim, work regarding budget receipt and despatch of seat, transfer of red cards. Appointment to the terrorist victim, Issuing of certificate to the terrorist victim, pension to terrorist victim, court cases.
20	L.F.A Branch	Sr. Asstt.	Monthly meetings, inspection of all tehsils, supervision of the work of entire branch, inspections on behalf of A.D.C.
		Clerk (L.B.C-I)	To maintain files relating to works of Patiala development Authority, auction work, misc. cases etc.
		Clerk (L.B.C-II)	Municipal election work, complaints, receipt despatch, inspection note.etc.To maintain files regarding removal of unauthorised occupants.
		Clerk (L.B.C-III)	Work regarding PUDA, shifting of dairy to Kabaadi Market, meeting reg. empowered committee, Govt. vacant land, work reg. marriage Palaces, work reg. court complex, work reg. ent trust
22	C.E.A. Branch	Sr. Asstt.	supervision of the work of entire branch, inspections on behalf of A.D.C.
		Jr. Asstt.	Receipt and dispatch, case file regarding Punjab State Human Right Commission, complaints received from general public. (All the applications send to concerned offices within 2 or 3 days.) Atrocity Act 1989 & 1995.
		Clerk	Complaints files regarding Pensioners, sangat darshan, suvida camps, meeting files regarding complaints for members of grievances, (All the applications send to concerned offices within 2 or 3 days.)
		Clerk	Complaints received from Governor, C.M., Punjab Govt. offices, complaints received from Punjab State Scheduled Casete Commission. (All the applications send to concerned offices within 2 or 3 days.)
		Clerk	Complaints in connection with bonded labour regarding Nation Human Rights Commission Delhi, Punjab State Human Rights Commission. (All the applications send to concerned offices within 2 or 3 days.)
23	Tehsildar Election	Tehsildar Election	Over the supervision of the branch
		Kanungo-1	To preparation of voter list, I card and other misc. work of constituency Bathinda, Nathana, Talwandi Sabo, Rampura Phul, Pacca Kalan,

		Kanungo-2	To preparation of voter list, I card and other misc. work of constituency
		Kanungo-3	To preparation of voter list, I card and other misc. work of constituency
		Kanungo-4	To preparation of voter list, I card and other misc. work of constituency
		Clerk-1	To maintain the cash book and file work of the whole branch.
		Clerk-2	Attached with Kanungo-1
		Clerk-3	Attached with Kanungo-2
		Clerk-4	Attached with Kanungo-3
		Clerk-5	Attached with Kanungo-4
		Clerk-6	To issue certified copy on same/next day. To maintain stock register.
		Clerk-7	Typing work, receipt and dispatch work.
24	Agrarian Branch	Naib Tehsildar	To Supervise all cases relating to Surplus area Distt: Bathinda and to attend courts where these cases a running
		Kanungo	To maintain record and to assist Naib Tehsildar, to receive information regarding surplus area and to prepare monthly & quarterly statement and to send them to Govt.
25	Red Cross	Joint Secy.	Overall supervision
		Accountant	Maintenance of accounts
		Distt: Training Supervisor	First Aid training, Home Nursing training to the people. To organize camps for de-addiction, Traffic awareness , eye-blindness.
		Computer Instructor	Incharge of computer training centre
		Clerk-1	Typing work and misc.
		Clerk-2	Typing work and misc
		Clerk-3	Typing work and misc
26	CDA	Assistant , Clerk	1.Character roll verification of other Departments, Cancer cases, all work relating to Works of Defence Act., Military liaison etc. 2.work regarding creating no-construction zone and implementation of defence notification under defence land act 1903

MANUAL -5

The rule, regulation instruction, manuals and records, held by it or under control of used by employees for discharging functions.

NAME OF THE OFFICE : Deputy commissioner, Bathinda .

Sr. No.	Name of the Branch	Name of the rules/Act/ Manuals	Any other Record/ Documents
1.	Peshi Br. (D.C.)	1. Punjab Land Revenue Act and Rules 2. Special Marriage Aact 1954 3. Punjab Police Act. 4. Punjab Tenancy Act and Rules, 1887 5. P.P. Act. 6. Punjab Security of Land Tenure Act, 1953 7. Punjab State Election Commission Act,1994. 8. Prisoners good conduct and Temporary (Released) Act. 9. Dowry Prohibition Act. 10. Explosives Act. 11. The Punjab package Deal Properties (Disposal) Act, 1976 12. Displaced person (Compensation and Rehabilitation) Act, 1954 13. The Securitisation & Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 .	
2.	Peshi Br. (A.D.C.)	1. Punjab Land Revenue Act and Rules. 2. Punjab Tenancy Act and Rules, 1887 3. Indian Registration Act, 4.The Punjab Land Reforms Act, 1972. 5. Punjab Security of Land Tenure Act, 1953 6. Pepsu Tenancy and Agricultural Land Act, 1955 7. The Indian Stamps (Punjab amendment Act) 8. Hindu Succession Act. 9. Transfer of Property Act 10 .Land Record Manual. 11. Land Administration Manual. 12. Land Settlement Manual. 13. Punjab Registration Manual 14. F.C.R's Standing Orders. 15. Arms Act. 16. Police Act. 17. Punjab State Election Commission Act,1994. 18. Explosives Act.	
3	Peshi Br. (Asstt. Comm.) (G)	1. Cr.P.C. 2. Govt. instructions, circulars and notification	
4	Peshi Br. (Asstt Comm.) (Gr.)	1. Cr.P.C. 2. Govt. instructions, circulars and notification	
5	Peshi Br. (E.M.)	1. Cr.P.C. 2. Govt. instructions, circulars and notification	
6	Peshi Br. DRO-cum-	1. The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948.	

	Consolidation Officer cum AC-I cum Collector	2. Govt. instructions, circulars and notification 3 Pb.Land Revenue Act 4 Pb.Tenacy Act 5 Pb Redemption of Mortgages Act.	
7	M.A. Br.	1. Punjab Civil Services Rules 2. Punjab Financial Rules 3. Punjab Budget Manual 4. District Office Manual 5. Cr.P.C.	
8	Nazir Br.	1.-District Office Manual 2. Punjab Financial Rules 3. Punjab Budget Manual	
9	Est. Br.	1. Punjab Civil Services Rules 2. Punjab Financial Rules 3. Punjab Budget Manual 4. District Office Manual 5. For Dhram Arth Br., Rules and instructions issued by Punjab Govt. time to time, Deodi Mohalla Sardar Sahib.	
10	R.I.A. Br.	Rules and instructions issued by Punjab Govt. time to time.	
11	Record Room	Rules and instructions issued by Punjab Govt. time to time. Copying Manual.	
12	L. P.A. Br.	1. Explosives Act, 2. Arms Act/Rules,1962 3. Rules and instructions issued by Punjab Govt.from time to time.	
13	D.R.A. (T) Br.	1. Punjab Land Revenue Act and rules 2. Land Administration Manual. 3. F.C.R's Standing Orders. 4. Instructions and circulars issued by the Punjab Govt. 5. Revenue recovery Act, 1 of 1890 6. Administration Act, Evacuee Property Act, No. 31 of 1950 7. The Displaced persons claims Act, No. 44 of 1950 8. The Evacuee interest separation Act, 64 of 1951. 9. The displaced persons claims supplementary Act No 12 of 1954. 10. The displaced persons compensation and rehabilitation Act, 44 of 1954.	
14	D.R.A. Br.	1. Land acquisition Act, 1872 2. Defense Land Act,1903 3. Nazool Land transfer rules 1956 4. Chowkidara rules. 5. F.C.R. standing order 28,30 6. Land revenue Act and manual 7. Govt. instructions, circulars and notification	
15	S.K. Br.	1.Punjab Land Revenue Act and Rules 2. Land Record Manual. 3..Land Administration Manual. 4..Land Settlement Manual. 5. F.C.R's Standing Orders. 6. Instructions and circulars issued by the Punjab Govt. 7. Punjab Civil Services Rules. 8. Punjab Budget Manual .	
16	H.R.C. Br.	1. Indian Registration Act, 1908 2. Indian Stamp Act, 3.Pb. Registration Manual 4. The Punjab Stamp Manual 5. The Punjab Stamp Rules	

		6. Stamp vendors rules 7. Petition writers rules and instructions issued by the govt.from time to time.	
17	G.P.F Br. (Class-III & IV)	1. Punjab Civil Services Rules Vol.2 2. Other instructions and circulars issued by the Punjab Govt.	
18	R.R.A. Br.	Rules and instructions issued by Punjab Govt. time to time.	
19	L .F.A Br.	1. Municipal Act.	
20	C.I.A. Br.	Rules and instructions issued by Punjab Govt. time to time.	
21	Tehsildar Election	Manual of Election Law The Sikh Gurdwara Act,1925 Rules and instructions issued by Punjab Govt., Election Commission of India and Commissioner Gurdwara	
22	Agrarian Br.	The Pb Land Reforms Act 1972 Rules and instructions issued by Punjab Govt. time to time.	
23	Red Cross	1. Punjab Civil Services Rules 2. Punjab Financial Rules 3. Punjab Budget Manual 4. District Office Manual	

MANUAL -6

Statement of the Categories of documents that are hold or under control.

NAME OF THE OFFICE : Deputy commissioner, Bathinda.

Sr. No.	Branch	Category of documents
1.	Peshi Br. (D.C.)	Receipt/despach register, institution register of court cases, summoning register, file inspection register, inspections roster register, file movement register, Peshi register and related files.
2.	Peshi Br. (A.D.C.)	Receipt/despach register, institution register, summoning register, file inspection register, court stamp inspection register and related files.
3.	Peshi Br. Asstt. Comm. (G)	Receipt/despach register, institution register, summoning register, file inspection register, court stamp inspection register and related files.
4.	Peshi Br. Asstt. Comm. (Gr.)	Receipt/despach register, institution register, summoning register, file inspection register, court stamp inspection register and related files.
5.	Peshi Br. (E.M.)	Receipt/despach register, institution register, summoning register, file inspection register, court stamp inspection register and related files.
6.	Peshi Br. D.R.O-cum- Consolidation Officer	Receipt/despach register, institution register, summoning register.
7.	M.A. Br.	Receipt/despach register, disposal register, file moment register, record instruction register
8.	Nazir Br.	Receipt and despach register, file movement register, dak ticket register, stock register, cash book, Record of operation & maintenance society.
9.	Est. Br.	Receipt and despach register, file movement register, Complaints and enquiry register, Roster Register, Catalogue Register, Increment register and related files.
10.	R.I.A. Br.	Receipt and despach register, D.O. receipt register, fax receipt register, T.P.M. register and related files.
11.	Record Room	Receipt and dispatch register, Goshwara register, C.D-2 register, Tehsil wise record register (Dispatch)
12.	P.L.A. Br.	Receipt register, movement register, dispatch register, licenses record register,

13.	D.R.A. (T) Br.	Recovery register sub division wise, office order register regarding recovery certificate related to other Collators of other district, Taccavi, Muafi files, Taccavi Kisat bandies , T-16 and T-25 register, Audit reports and inspection report register, Catalogue register, Moment register, Receipt despatch register, Rehabilitation property record and related files.
14.	D.R.A (R) Br.	Movement register, receipt register, catalogue register, total nazool land register, chakota register, Chowkidara budget record, NOC register, site selection register, awards register and related files.
15	S.K. Br.	1. Receipt and despatch register, village note book (Lal Kitab), Library stock register, leave account register, Patwar candidate's register, register for maintenance of record of mutations under review and for Mussanas, Stationary stock register and related files.
16.	H.R.C. Br.	Stamp vendors register, petition writers register, Document writer register, Catalogue register, Despatch register, Stock register, Mislband register, Cash books, Receipt books and related files.
17.	G.P.F Br. (Class III)	Movement register, receipt register, despatch register, final payment register, G.P.F advance register, account register, index register. (allotment of G.P.F number and related files.
18.	G.P.F Br. (Class IV)	Movement register, receipt register, despatch register, final payment register, G.P.F advance register, account register, index register. (allotment of G.P.F number, maintain account G.I.S. and related files.
19.	R.R.A. Br.	Movement register, B.M.-26-29 budget record, receipt and despatch register, catalog register and related files.
20.	Dharam Arth Br.	Receipt and dispatch register, cash book,G.P.F. record register, stock register, G.I.S. register,file movement register.
21.	L.B.A Br.	Movement register, receipt register, despatch register and related files.
22.	C.I.A. Br.	Receipt and dispatch register, register for high court cases, register for record of bonded labour, register for complaints,
23.	Tehsildar Election	Receipt and despatch register, complaint register, Cash Book, Stock Register, Stationery Register , Bill Book, Contingency Register, C.D. I Register
24	Agrarian Br.	Receipt and despatch Register, Court case Register.
25.	Red Cross	Receipt and despatch Register, Cash-book, Rental properties register, record register

MANUAL -7

The particulars of any arrangement that exists for consultation with or representation by the member of the public in relation to the formulation of policy or implementation thereof.

Name of the office: Deputy Commissioner Bathinda.

Sr. No.	Details/type of arrangements made.
1	Policies are formulated at the State Level by the Govt.. People are always involved in the implementation of the various schemes and policies of the Govt. from time to time.

MANUAL -8

Statement of the boards, councils, committee and other bodies.

Name of the office: Deputy Commissioner, Bathinda.

Sr. No.	Name of concil (s)	Name of committee (s)	Name of other bodies constituted by the Deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1	2	3	4	5	6
Not applicable					

MANUAL -9

Directory of the officers and employees.

Name of the office: Deputy Commissioner, Bathinda.

Sr. No.	Name Sarv Sh./Smt.	Designaion	Telephone no office
1	Dr. Basant Garg, IAS	D.C.	0614-2210042
2	Smt . Sonali Giri, IAS	A.D.C.(Add Charge)	0164-2211042
3	Sh. Sanyam Aggarwal, IAS	AC(U/T)	2862104
4	Sh. Paramdeep Singh, PCS	SDM, Maur	01655-230207
5	Sh. Narinder Singh, PCS	EAC(U/T)	2862100
6	Sh. Gopal Singh	Supdt-II ®	2862100
7	Sh. Vinod Kumar	Supdt-II(G)	2862100
8	Smt. Gurjeet Kaur	PA	2862100
9	Smt. Veena Rani	Sr. Asstt.	2862100
10	Sh. Narinder Kumar	Sr. Asstt.	2862100
11	Sh. Ashok Kumar	Sr. Asstt.	2862100
12	Smt. Beant kaur	Sr. Asstt.	2862100
13	Smt. Krishna Rani	Sr. Asstt.	2862100
14	Sh. Prem Chand	Sr. Asstt.	2862100
15	Sh. Ajit Singh	Sr. Asstt.	2862100
16	Sh. Naib Singh	Sr. Asstt.	2862100
17	Sh. Pardeep Sharma	Sr. Asstt.	2862100
18	Smt. Inderjit Kaur	Sr. Asstt.	2862100
19	Sh. Hardial Singh	Sr. Asstt.	2862100
20	Sh. Parkash Chand	Sr. Asstt.	2862100

21	Sh. Rajan Goyal	Sr. Scale Stenographer	2862100
22	Smt. Aruna Rani	Steno	2862100
23	Smt. Jasbir kaur	Steno	2862100
24	Sh. Khem Raj	Jr. Asstt.	2862100
25	Smt. Parminder Kaur	Clerk	2862100
26	Smt. Suman Lata	Jr. Asstt.	2862100
27	Smt. Angrej Kaur	Jr. Asstt.	2862100
28	Sh. Virinder Pal	Jr. Asstt.	2862100
29	Sh. Azad Kumar	Clerk	2862100
30	Sh. Gurpreet Singh	Jr. Asstt.	2862100
31	Smt. Parminder Kaur	Jr. Asstt.	2862100
32	Smt. Sukhwinder Kaur	Jr. Asstt.	2862100
33	Sh. Kewal Krishan	Jr. Asstt.	2862100
34	Sh. Gurmail Singh	Clerk	2862100
35	Sh. Harbans Lal	Jr. Asstt.	2862100
36	Smt. Lovleen Arora	Jr. Asstt.	2862100
37	Smt. Shinderpal Kaur	Clerk	2862100
38	Sh. Bhajan Singh	Jr. Asstt.	2862100
39	Smt. Jogesh Rani	Jr. Asstt.	2862100
40	Sh. Baljeet Singh	Jr. Asstt.	2862100
41	Sh. Ashok Kumar	Clerk	2862100
42	Smt. Narinder Kaur	Jr. Asstt.	2862100
43	Sh. Sukhmander Singh	Jr. Asstt.	2862100
44	Sh. Rajiv Kumar	Jr. Asstt.	2862100
45	Smt. Raspal Kaur	Jr. Asstt.	2862100
46	Sh. Raghvir Singh	Clerk	2862100
47	Sh. Parveen Kumar	Clerk	2862100
48	Sh. Jaswinder Singh	Driver	2862100
49	Sh. Ashrafi Lal	Peon	2862100
50	Sh. Ram Jiyawan	Peon	2862100

51	Sh. Manjeet Singh	Jamadar	2862100
52	Sh. Darshan Singh	Water Carrier	2862100
53	Sh. Rajinder Kumar	Mali	2862100
54	Sh. Ram Kalash	Mali	2862100
55	Sh. Gurpreet Singh	Sweeper	2862100
56	Smt. Murti Sharma	Sr. Asstt.	2862100
57	Smt. Ninderpal Kaur	Jr. Asstt.	2862100
58	Smt. Parkash Kaur	Jr. Asstt.	2862100
59	Sh. Kuldeep Sharma	Jr. Asstt.	2862100
60	Sh. Balbir Singh	Clerk	2862100
61	Sh. Darshan Singh	Sr. Asstt.	2862100
62	Smt. Asha Rani	Sr. Asstt.	2862100
63	Sh. Sonu Kumar	Clerk	2862100
64	Miss Amapreet Kaur	Clerk	2862100
65	Sh. Raj Kumar	Clerk	2862100
66	Sh. Tarsem Singh	Operator	2862100
67	Smt. Paramjeet Kaur	Clerk	2862100
68	Sh. Parteek Saxena	Clerk	2862100
69	Sh. Ravinderpal Singh	Clerk	2862100
70	Sh. Raman Kumar	Clerk	2862100
71	Miss Rama Gautam	Clerk	2862100
72	Smt. Mandeep Kaur	Clerk	2862100
73	Sh. Hardev Singh	Clerk	2862100
74	Sh. Manoj Kumar	Clerk	2862100
75	Sh. Mohan Lal	Peon	2862100
76	Sh. Raj Kumar	Peon	2862100
77	Sh. Sunil Kumar	Peon	2862100
78	Sh. Rishi Sharma	Peon	2862100
79	Sh. Sandeep Paul Singh	Peon	2862100

80	Sh. Gursewak Sharma	Peon	2862100
81	Sh. Amarjit Singh	Peon	2862100
82	Sh. Anil Kumar	Peon	2862100
83	Sh. Sarabjit Singh	Peon	2862100
84	Sh. Hardev Singh	Peon	2862100
85	Sh. Joginder Singh	Peon	2862100
86	Sh. Rajpal Singh	Peon	2862100
87	Sh. Satnam Singh	Peon	2862100
88	Sh. Pankaj Singh	Peon	2862100
89	Sh. Paramjit Singh	Peon	2862100
90	Sh. Sukudarshan Kumar	Sweeper	2862100
91	Sh. Syad Ali	Sweeper	2862100
92	Sh. Binder Singh	Mali	2862100
93	Sh. Simarjit Singh	Chowkidar	2862100
94	Kishori	Chowkidar	2862100

MANUAL -10

Monthly basic pay received by the officer and employees.

Name of the Department/office: Deputy Commissioner Bathinda.

Sr. No	Name Sarv Sh./Smt.	Designaion	Gross Pay as on 1.05.2014
1	Sh. Kamal Kishor Yadav,IAS	Deputy Commissioner	66766-
2	Sh . Rajiv Prashar, PCS	Addl. Deputy Commissioner	112104-
3	Sh. Sanyam Aggarwal, IAS	AC(U/T)	41597-
4	Sh. Paramdeep Singh, PCS	SDM, Maur	44660-
5	Sh. Narinder Singh, PCS	EAC(U/T)	45100-
6	Sh. Gopal Singh	Supdt-II ®	55134-
7	Sh. Vinod Kumar	Supdt-II(G)	69603-
8	Smt. Gurjeet Kaur	PA	42345-
9	Smt. Veena Rani	Sr. Asstt.	59234-
10	Sh. Narinder Kumar	Sr. Asstt.	48692-
11	Sh. Ashok Kumar	Sr. Asstt.	54362-
12	Smt. Beant kaur	Sr. Asstt.	45269-
13	Smt. Krishna Rani	Sr. Asstt.	55580-
14	Sh. Prem Chand	Sr. Asstt.	47726-
15	Sh. Ajit Singh	Sr. Asstt.	55139-
16	Sh. Naib Singh	Sr. Asstt.	51107-
17	Sh. Pardeep Sharma	Sr. Asstt.	48650-
18	Smt. Inderjit Kaur	Sr. Asstt.	49787-
19	Sh. Hardial Singh	Sr. Asstt.	46571-
20	Sh. Parkash Chand	Sr. Asstt.	51758-
21	Sh. Rajan Goyal	Sr. Scale Stenographer	37982-
22	Smt. Aruna Rani	Steno	44725-

23	Smt. Jasbir kaur	Steno	35548-
24	Sh. Khem Raj	Jr. Asstt.	33422-
25	Smt. Parminder Kaur	Clerk	32146-
26	Smt. Suman Lata	Jr. Asstt.	34388-
27	Smt. Angrej Kaur	Jr. Asstt.	45476-
28	Sh. Virinder Pal	Jr. Asstt.	44930-
29	Sh. Azad Kumar	Clerk	32104-
30	Sh. Gurpreet Singh	Jr. Asstt.	33422-
31	Smt. Parminder Kaur	Jr. Asstt.	37286-
32	Smt. Sukhwinder Kaur	Jr. Asstt.	34388-
33	Sh. Kewal Krishan	Jr. Asstt.	36215-
34	Sh. Gurmail Singh	Clerk	32104-
35	Sh. Harbans Lal	Jr. Asstt.	36320-
36	Smt. Lovleen Arora	Jr. Asstt.	37286-
37	Smt. Shinderpal Kaur	Clerk	31243-
38	Sh. Bhajan Singh	Jr. Asstt.	34850-
39	Smt. Jogesh Rani	Jr. Asstt.	45476-
40	Sh. Baljeet Singh	Jr. Asstt.	38735-
41	Sh. Ashok Kumar	Clerk	32146-
42	Smt. Narinder Kaur	Jr. Asstt.	34388-
43	Sh. Sukhmander Singh	Jr. Asstt.	35480-
44	Sh. Rajiv Kumar	Jr. Asstt.	33422-
45	Smt. Raspal Kaur	Jr. Asstt.	34052-
46	Sh. Raghvir Singh	Clerk	31243-
47	Sh. Parveen Kumar	Clerk	32713-
48	Sh. Jaswinder Singh	Driver	33586-
49	Sh. Ashrafi Lal	Peon	20224-
50	Sh. Ram Jiyawan	Peon	30426-
51	Sh. Manjeet Singh	Jamadar	31728-
52	Sh. Darshan Singh	Water Carrier	27057-

53	Sh. Rajinder Kumar	Mali	26373-
54	Sh. Ram Kalash	Mali	21419-
55	Sh. Gurpreet Singh	Sweeper	19217-
56	Smt. Murti Sharma	Sr. Asstt.	51821-
57	Smt. Ninderpal Kaur	Jr. Asstt.	33422-
58	Smt. Parkash Kaur	Jr. Asstt.	37286-
59	Sh. Kuldeep Sharma	Jr. Asstt.	43360-
60	Sh. Balbir Singh	Clerk	32874-
61	Sh. Darshan Singh	Sr. Asstt.	40429-
62	Smt. Asha Rani	Sr. Asstt.	48650-
63	Sh. Sonu Kumar	Clerk	29194-
64	Miss Amapreet Kaur	Clerk	29500-
65	Sh. Raj Kumar	Clerk	29250-
66	Sh. Tarsem Singh	Operator	28727-
67	Smt. Paramjeet Kaur	Clerk	32146-
68	Sh. Parteek Saxena	Clerk	29194-
69	Sh. Ravinderpal Singh	Clerk	31243-
70	Sh. Raman Kumar	Clerk	31243-
71	Miss Rama Gautam	Clerk	28377-
72	Smt. Mandeep Kaur	Clerk	29500-
73	Sh. Hardev Singh	Clerk	34897-
74	Sh. Manoj Kumar	Clerk	32146-
75	Sh. Mohan Lal	Peon	19002-
76	Sh. Raj Kumar	Peon	18498-
77	Sh. Sunil Kumar	Peon	17091-
78	Sh. Rishi Sharma	Peon	14714-
79	Sh. Sandeep Paul Singh	Peon	14315-
80	Sh. Gursewak Sharma	Peon	17091-
81	Sh. Amarjit Singh	Peon	17091-
82	Sh. Anil Kumar	Peon	15705-

83	Sh. Sarabjit Singh	Peon	17091-
84	Sh. Hardev Singh	Peon	17574-
85	Sh. Joginder Singh	Peon	14714-
86	Sh. Rajpal Singh	Peon	16608-
87	Sh. Satnam Singh	Peon	15705-
88	Sh. Pankaj Singh	Peon	14714-
89	Sh. Paramjit Singh	Peon	18723-
90	Sh. Sukudarshan Kumar	Sweeper	17828-
91	Sh. Syad Ali	Sweeper	16146-
92	Sh. Binder Singh	Mali	17091-
93	Sh. Simarjit Singh	Chowkidar	17491-
94	Kishori	Chowkidar	16105-

MANUAL -11

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Name of the Office : Deputy Commissioner Bathinda.

Sr. No.	Head/Item of the Budget	Budget received for the district for Proposed expenditure in the Year 2014-15 (1-4-2014 to 31-7-2014)
1	2053- District Administration 01-Salary 02-Wages- Rural Chowkidars 05- Honorarium to Numbardars 08-AMC of Computers 10-Computer stationary consumable items 11-Travel & expenses 13-OE 20-VVIP visit 21-Material & supply 24-POL 91-Medical reimbursement 92-Telephones 93-Electricity Charges 94-Water Charges	 2,25,00,000 12,00,000 52,00,000 - - 25,000 7,00,000 1,20,000 2,000 5,13,000 2,66,000 1,20,000 12,00,000 12,500
2	2029 for the Entire District 01- Salary to khewat staff 02- Medical 03- Wages 11- TA 13- OE 93-Electricity Charges	 3,00,00,000 - 2,000 2,000 2,000 -
3	2245- Natural Calamities	1900/-
4	2235-Social Security (Medical re-imburements to Pb. Govt. pensioners)	4,00,000
5	2075-Independence day/ Republic Day	1,00,000
6	2056-Jails (Non – Plan)	0

7	2070-Civil Defence	3,85,000

MANUAL -12

The manner of execution of Subsidy Programs, including the amounts allocated and the details of beneficiaries of such programme.

Name of the Office: Deputy Commissioner, Bathinda.

Sr. No.	Scheme under manner of execution amount details of subsidy given of subsidy programme allocated beneficiaries (Rs.)
1	Not Applicable

MANUAL -13

Particulars of recipients of concessions, Permits or authorizations granted.

Name of the Office: Deputy Commissioner, Bathinda.

Sr. No.	Concessions/Permit Authorization grant	Name of the recipient	Address of the recipient
Not Applicable			

MANUAL -14

Details in respect of the information, available reduced in an electronic form.

Name of the Office: Deputy Commissioner, Bathinda.

Sr. No.	Type of information.
1	At present it is not available

MANUAL -15

Particulars of facilities available to citizens for obtaining information

Name of the Office: Deputy Commissioner, Bathinda

Sr. No.	Facilities available	Remarks (No. of days in a week/timings etc.)
1	<p>A number of facilities are available to citizens through Distt. Suwidha Centre, DC Office, Bathinda.</p> <p>Mainly such as:</p> <ol style="list-style-type: none">1. Regarding arms licenses : all work.2. Regarding freedom fighters : all work.3. Regarding certified copy of revenue court orders, revenue record, demarcation and reports etc.4. Regarding passport : all work.5. Regarding attestation of affidavit at Suwidha.6. Regarding identity cards to Handicapped.7. regarding issue of SC/BC/OBC/Domicile certificates of Teh.Bathinda8. Regarding issue of learner driving licences/DL/Duplicate DL etc.9. regarding issue of revenue/court fee stamps/ stamp papers10. Regarding issue of Non encumbrance certificate/ copy of registered documents etc.11. Registration of Marriages under Hindu Marriage Act for Bathinda Tehsil.12. Regarding any other information related to various branches of DC office.13. Regarding endorsement of Power of attorney14. Vehicle transfer/hypothecation15. Ration cards16. Stamp vendor license17. Brick kiln license	<p>As displayed at the Distt. Suwidha Centre from Monday to Friday at 9.00AM to 4.00PM except Govt.holidays.</p>

MANUAL -16

Names, designation and other particulars of the Public Information Officers

Name of the Office : Deputy Commissioner, Bathinda.

Name of the State Publication Information Officer	Designation	Telephone No. (Office/Residence)	Residential Address	Assistant state Publication Information Officer	Telephone	Residential Address
Smt. Sonali Giri, IAS	Add. Deputy Commissioner (D) (Addl. Charge of ADC (G))	0164-2211042 (O)	#1. Municipal Colony, Near Rose Garden, Bathinda.	Sh.Harsanjit Singh. Tehsildar (Addl. Charge of DRO)	0164-2221042 (O) PBX 0164-2219042- Fax	# A-22, Civil line, Bathinda.

Name of the First Appellate Authority	Designation	Telephone No. (Office/Residence)	Residential Address
Dr. Basant Garg, IAS	Deputy Commissioner	0164-2210042 (O) 0164-2212789 (R) & Fax	DC Residence, Near District Administrative Complex, Bathinda.

Means, methods or facilities available to the public which are adopted by this office for dissemination of information

Through A.P.I.O / P.I.O.

1. Printed Manual
2. Notice Board

Apart from it, daily from 11.00 AM To 12.30 PM is earmarked for meeting public. And atleast one of the Officers among the DC, ADC, AC(UT), DRO and DDPO is always available in the Office on all official working days to address the public grievances in their rooms in the Mini Secretariat Building, at Ist Floor, DC Office Bathinda. Govt. officials who want to make any representation can also meet after taking permission /leave from their supervisory officers.

MANUAL -17

Such other information as may be prescribed and thereafter update these publications every year.

Name of the Office : Deputy Commissioner, Bathinda.