

MANUAL FOR DEPUTY COMMISSIONER AMRITSAR.

(Under Right to information Act, 2005 Chapter II Section 4(I))

Office of the Deputy Commissioner (DC) Amritsar with headquarters at Amritsar consists of Four Sub-Divisions, Four Tehsils and Five Sub-Tehsils within District. As per the records available first DC was appointed in the year 1849. The D.C. is vested with administrative and financial powers under the various Acts-including Punjab Land Revenue Act, 1887. The Deputy Commissioner is the Chief Revenue Officer as District Collector and is responsible for collection of Revenue and other Govt. dues recoverable as arrears of Land Revenue. He deals with natural calamities like draught, unseasonable rains, hailstorms, floods and fire etc. Under the Registration Act, the District Collector exercised the power of Registrar of the District and he controls and supervises the work of Registration of deeds. He also functions as Marriage Officer under the Special Marriage Act, 1954. Further under the Cinematograph Act, the District Magistrate is the Licensing Authority in his jurisdiction. District Magistrate is the responsible for the maintenance of Law & Order within the limit of his jurisdiction. The main function of the D.C. office is to provide necessary forum for appeal as well as revisions under the relevant Act made by the Punjab Govt. In addition to this, D.C office is also vested with the responsibility for the marking inspections of the Sub-Divisional offices and courts within its Revenue jurisdiction. These inspections are directed to assess the work of the officers rather than the work of the subordinate offices.

Appellate Authority in Revenue Matters.

The D.C. of the District is vested with the powers to hear appeals, revisions, and review of revenue cases under the Acts like Punjab Land Revenue Act, 1887, Indian Stamp Act, 1899 etc.

Establishment

The D.C office also deals with the establishment of Sr. Assistants, Clerks, Class IV, that of Khewat staff i.e., Kanungo, Patwaris etc. Under the relevant Act /Rules. The D.C is the appointing authority under District Employees Services Class III rules of 1976 and class IV Rules 1963 and is the Punishing Authority under the Punishment and Appeal Rules 1970 of the class III & IV in the District.

MISCELLANEOUS MATTERS

Complaint and enquires of Class III & IV employees.

1. Complaints and enquires are dealt in the D.C. office and punishment under rules is given to the employees.
2. Medical bill of employees.
Medical bill of the employees are reimbursed up to 5,000/-
3. Inspection of subordinate offices.
4. SDM offices and courts (once in financial years) Tehsils/Sub Tehsils (once in a Financial Year)
5. Treasury/Sub Treasury (once in a Financial Year)
6. Surprise visit to jail, Hospitals, Schools, Improvement Trust and all other offices of the State Govt. within the District. The Deputy Commissioner of the District can inspect any office during touring and when it is felt appropriate.

The details of office procedure and establishment of employees and work is given in subsequent Annexures.

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR.

1. RECEIPT & ISSUE Branch (R & I)

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	Service
(i)	The particulars of its organization functions and duties.	Main receipt and dispatch of all branches of DC office and delivery of stationery.
(ii)	The powers and duties of its officers and employees.	To Protect the interest of Pb. Govt.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	DC ↑ ADC ↑ AC (Gen.)/SDM, Amritsar-1 ↑ Supdt.
(iv)	The norms set up for the discharge of its functions.	As per procedure laid down in the District Office Manual.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	District Office Manual
(vi)	A statement of the categories of documents that are held by it or under its control.	Diary and Dispatch registers, stationary registers, misc. office order file. Punjab Government Gazette notifications, Library Registers.
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of	Policies framed at Govt. level.
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1. Sh. K.S.Pannu, IAS, Deputy Commissioner, 2. Sh. Paramjit Singh, PCS, ADC 3. Sh. Sandeep Rishi PCS, AC(G)/SDM, Amritsar- 4. Sh. Jasbir Singh Randhawa Supdt 5. Smt.Pritam Kalsi, Sr Asstistant 6. Smt Rajwant Kaur Clerk 7. Smt. Manpreet Kaur Clerk 8. Smt. Gurpreet Kaur Clerk 9. Smt. Inderjit Kaur Clerk 10. Sh. Sanjeev Kumar Clerk 11. Smt. Rajwant kaur Clerk 12. Sh. Ravi Kumar Daftri 13. Malika Peon 14. Gurmeet Lal Peon 15. Ashwani Kumar Peon 16. Jarnail Singh Peon 17. Kamal Bhatia Peon 18. Baljinder Singh Peon 19. Santokh Singh Peon 20. Sudesh Rani Peon
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.
(xi)	The budget allocated to each of its agency, indicating the particulars of the all plans, proposed expenditures and reports on disbursement made	Budget allotment under Head 2058-Stationary and Printing 001-Direction and Administration material and supply Non-Plan voted and charged 2009-10 for the year 2009-2010 is rupess 1,50,000/-
(xii)	The amounts of execution of subsidy programmes, including the amounts allocated and the details beneficiaries of such progarmmes.	Nil
(xiii)	Particulars of recipients of the concessions permits or authorizations in granted by it.	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	Nil
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005

(xvi)	The names, desination and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
(xvii)	Such other information as be prescribed.	NIL

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR.

2. Supdt (G) Branch

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	Service
(i)	The particulars of its organization functions and duties.	Celebration of National functions i.e. 15 August, 26 January and 30 January. These functions are celebrated at District Level, Recommendation of Awards, celebration of State Level function.
(ii)	The powers and duties of its officers and employees.	To Protect the interest of Pb. Govt.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	DC ↑ ADC ↑ AC (Gen.)/SDM, Amritsar-1 ↑ Supdt.
(iv)	The norms set up for the discharge of its functions	As per procedure laid down in the District Office Manual..
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	Instruction of the Punjab Govt.
(vi)	A statement of the categories of documents that are held by it or under its control.	-
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of	Policies framed at Govt. level.
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1. Sh. K.S.Pannu, IAS, Deputy Commissioner, 2. Sh. Paramjit Singh, PCS, ADC 3. Sh. Sandeep Rishi PCS, AC(G)/SDM, Amritsar- 4. Sh. Jasbir Singh Randhawa Supdt 5. Sh. Paramjit Singh Clerk
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.
(xi)	The budget allocated to each of its agency, indicating the particulars of the all plans, proposed expenditures and reports on disbursement made	Nil
(xii)	The amounts of execution of subsidy programmes, including the amounts allocated and the details beneficiaries of such progammes.	Nil
(xiii)	Particulars of recipients of the concessions permits or authorizations in granted by it.	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	Nil
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, desination and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
(xvii)	Such other information as be prescribed.	NIL

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR.

3. LOCAL FUND ASSISTANT Branch (LFA)

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	SERVICE
(i)	The particulars of its organization functions and duties.	Dealing with cases of Freedom Fighters, Municipal Committees, Improvement Trust and PUDA Matters.
(ii)	The powers and duties of its officers and employees.	There are One Sr. Asstt. and Two clerks. one clerk deals with cases of Freedom Fighters, certificate, pension, and one clerk deals with unauthorized occupation of govt. land/property, Civil Suit/Writ petitions regarding un authorized occupation, Removing of encroachments, diary dispatch work.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	DC ↑ ADC ↑ AC (Gen.)/SDM, Amritsar-I
(iv)	The norms set up for the discharge of its functions.	As per procedure laid down in the District Office Manual.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	Punjab Municipal Act. 1911 Punjab Improvement Trust Act.-1955 & PUDA Act.
(vi)	A statement of the categories of documents that are held by it or under its control.	-
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of	Policies framed at Govt. level.
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1. Sh. K.S.Pannu, IAS, Deputy Commissioner, 2. Sh. Paramjit Singh, PCS, ADC 3. Sh. Sandeep Rishi PCS, AC(G)/SDM, Amritsar-I 4. Sh. Jasbir Singh Randhawa Supdt 5. Sh. Piara Lal, Sr Assttiant 6. Sh. Harinderjit Singh Clerk 7. Sh. Randhir Singh Clerk
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.
(xi)	The budget allocated to each of its agency, indicating the particulars of the all plans, proposed expenditures and reports on disbursement made	There are no provision of allocation of budget from govt.
(xii)	The amounts of execution of subsidy programmes, including the amounts allocated and the details beneficiaries of such programmes.	Nil
(xiii)	Particulars of recipients of the concessions permits or authorizations in granted by it.	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	Nil
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, designation and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
(xvii)	Such other information as be prescribed.	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR.

4. MISC. ASSTT-I (MISC.-I BRANCH)

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	SERVICE
(i)	The particulars of organization its functions and duties.	Deals with cases regarding, Dependent Certificates, allotment of Government Residential Houses Grant of Cinema licenses/ renewal, Prohibitory orders regarding u/s 144 C.P.C, Law & order duties, issue of titles of newspaper and printing press, Counter Signatures of documents/certificate for Embassy Purpose, Withdrawal of criminal cases, Relief out of C.M. Relief funds, Character verification of the employees.
(ii)	The powers and duties of its officers and employees.	There is One Sr. Asstt.and Six clerks. 1. MC-I = He deals with grant of new Cinema license, Renewal, Inspection and to defend the Court cases relating to the Cinemas, House allotment and Eviction Proceeding of houses under P.P.Act, Appointment of Notary Public, Construction of Mini Secretariat, Requisition of building for Govt. use . 2. MC-II = He deals with imposition of Ban orders u/s 144 Cr.P.C. , withdrawal of criminal cases, deputing of Officers for law and order and others duties, work relating to providing security and law and order, maintenance of record relating to monthly meeting, Kidney transplantaion, Complaint 195 Cr.P.C., 3. MC-III =He deals with cases relating to N.S.A and Cofe Posa etc, maintenance of record to defend C.W.P/S.P.L, Performance of Marriage under the Special Marriage Act, registration of printing press, Counter signature of documents, Marriage Ability cases, registration of Magazine/newspapers. 4. MC-IV = She deals with issue of Surviving of heirs/Dependency Certificate of deceased employees, Misc verification of death cases due to agriculture equipments. 5. MC-V = She deals with verification of character and antecedent of newly appointed Govt. servant, verification of S.C/BC/Domicile certificate and other verifications. 6. MC-VI= He deals with Diary and Dispatch, works of Misc Branch. MA (Sr. Asstt.) The work of all these clerks route through the Sr. Assistant and he supervise the work of the entire branch.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	DC, ADC, AC(G)., Supdt., Sr.Asstt., Clerk
(iv)	The norms set up for the discharge of its functions.	As per procedure laid down in the District Office Manual.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	Punjab Government Houses (General Pool) Allotment Rules, 1983, Punjab Cinema (Regulations) Act 1961 and Rules made thereunder, Notary Act, Press Registration Act, Code of Criminal Procedure, The Punjab Requisition and Acquisition of Immovable Property Act, 1952 & Rules 1953 Standing Orders and Government instructions.
(vi)	A statement of the categories of documents that are held by it or under its control.	1. Office order files 2. Register of House allotment, Dependent Register, Identity Cards of Govt. employees.
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of ;	No
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.

(ix)	A directory of its officers and employees.	1. Sh. K.S.Pannu, IAS, Deputy Commissioner, 2. Sh. Paramjit Singh, PCS, ADC 3. Sh. Sandeep Rishi PCS, AC(G)/ SDM, Amritsar-I 4. Sh. Jasbir Singh Randhawa Supdt 5. Sh. Sukhraj Singh Sandhu Sr. Asstt. 6. Sh. Anwar Masih Clerk 7. Sh. Surinder Singh Clerk 8. Sh. Manjit Singh Clerk 9. Smt. Preeti Gulshan Clerk 10. Sh. Munish Kumar Clerk 11. Smt. Rajinder Kaur Clerk 12. Sh. Jarnail Singh Peon
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.
(xi)	The budget allocated to each of its agency, indicating the particulars of the all plans, proposed expenditures and reports on disbursement made	Nil
(xii)	The amounts of execution of subsidy programmes, including the amounts allocated and the details beneficiaries of such programmes.	Nil
(xiii)	Particulars of recipients of the concessions permits or authorizations in grant by it.	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	Nil
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, designation and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
(xvii)	Such other information as be prescribed.	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR

5. COMPLAINTS & ENQUIRY ASSISTANT Branch (C&EA)

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	SERVICE
(i)	The particulars of its organization functions and duties.	Deals with every kind of complaint which is received directly or through Pb. State Human Rights Commission/ Commission for SC & STs, NHRC and in Lok Suwidha camp and at District Headquarter, Sangat Darshan (S.C)
(ii)	The powers and duties of its officers and employees.	There are one Sr. Assistant and 3 Clerks & one steno 1. CC-I, II :- deals with the complaints received from C.M. Pb., Complaint submitted to D.C., PGO, Military, Public Grievance Committee, Meeting of pension association and election work. 2. CC-III :- He deals with complaints received from H.R.C./Women Commission, SC Commission, NHRC. 3. CC-IV:- Receipt & diary dispatch, Complaints received from Commissioner, Govt., and dispatch of monthly statements, Sangat Darshan(S.C)
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	DC, ADC, AC (GRIV)/ SDM, Amritsar-I Branch officer, Sr.Asstt, Concerned Clerk
(iv)	The norms set up for the discharge of its functions.	As per procedure laid down in the District Office Manual.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	Normal procedures adopted as per working of the Deputy Commissioner office.
(vi)	A statement of the categories of documents that are held by it or under its control.	Statements of disposal of Complaints monthly/ quarterly reports sent to Govt. work in Lok Suwidha Camp
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of;	Member of public, Political parties and Social Organizations along with officers from the Distt. Grievances Committee to admit and hear of complaints of public nature.
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Member of public, political parties and social organisations along with officers from the Distt. Grievances Committee to admit and hear complaints of public nature. Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1. Sh. K.S.Pannu, IAS, Deputy Commissioner, 2. Sh. Paramjit Singh, PCS, ADC 3. Sh. Sandeep Rishi PCS, AC(GRIV)/SDM, Amritsar-I 4. Sh. Jasbir Singh Randhawa Supdt 5. Sh. Jaspal Singh Bhullar Sr. Asstt. 6. Sh. Shekhar Chander, Clerk 7. Smt. Karuna Sharma Clerk 8. Smt. Sushma Rani Clerk 9. Sh. Kanwaljit Singh Peon
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.
(xi)	The budget allocated to each of its agency, indicating the particulars of the all plans, proposed expenditures and reports on disbursement made	Nil
(xii)	The amounts of execution of subsidy programmes, including the amounts allocated and the details beneficiaries of such programmes.	Nil
(xiii)	Particulars of recipients of the concessions permits or authorizations in granted by it.	Nil

(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	Nil
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, designation and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
(xvii)	Such other information as be prescribed.	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR

6. GPF Assistant Branch

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	SERVICE
(i)	The particulars of its organization functions and duties.	Deals with GPF advance Refundable and Non refundable of each employee and final pay payments of GPF and GIS to the retired persons and also to maintain the account of GPF and GIS of Class III and IV and revenue staff.
(ii)	The powers and duties of its officers and employees.	There are one Senior Assistant and four clerks to deal with GPF and GIS of the employee's of class-III, IV and Patwaris. The work of clerk rout through the Sr. Asstt. The Sr. Asst. puts up the file to Supdt. further send file to the Branch officer which is AC(G) Branch. Officer send the file to ADC and ADC send the file to DC for sanction. The DC is competent authority to sanction to GPF refundable and non-refundable advance and final payment of GPF and GIS.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	DC, ADC, Distt. Revenue Officer, AC(G), Sr.Asstt., Concerned Clerk
(iv)	The norms set up for the discharge of its functions.	There is no specific norms set up by the Govt.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	1. Pb. CSR Vol. II 2. Instructions file regarding GPF and GIS
(vi)	A statement of the categories of documents that are held by it or under its control.	1. Office orders files 2. Bills of GPF and GIS 3. Ledger of GPF Class III and IV and revenue staff. 4. Register of GIS Class ABCD maintained. 5. Schedule of GPF and GIS
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of	No
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1. Sh. K.S.Pannu, IAS, Deputy Commissioner, 2. Sh. Paramjit Singh, PCS, ADC 3.Sh.Sandeep Rishi PCS,AC(G)/ SDM, Amritsar-I 4. DRO- Vacant 4. Sh. Jasbir Singh Randhawa Supdt 5. Smt. Sukhwant Kaur Sr.Assitt 6. Smt. Balwinder Kaur Clerk 7. Sh. Deepak Seth Clerk 8. Smt. Kamal Kanta, Clerk
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.
(xi)	The budget allocated to each of its agency, indicating the particulars of the all plans, proposed expenditures and reports on disbursement made	There are no provision of allocation of Budget from Govt.
(xii)	The amounts of execution of subsidy programmes, including the amounts allocated and the details beneficiaries of such programmes.	Nil
(xiii)	Particulars of recipients of the concessions permits or authorizations in granted by it.	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	Nil
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, designation and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
(xvii)	Such other information as be prescribed.	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER , AMRITSAR

7. ESTABLISHMENT ASSTT. (ESTABLISHMENT BRANCH)

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	SERVICE
(i)	The particulars of its organization functions and duties.	To deal with every kind of Service matters like new appointments, Posting & transfers, pay, complaints, pension, promotions, all kinds of leave, retiral benefits, dismissal and budget pertaining to employees of DC's office including Sub-Divisions and Tehsils/Sub-Tehsils.
(ii)	The powers and duties of its officers and employees.	<p>There are six clerks and one Sr. Asstistant.</p> <ol style="list-style-type: none"> 1. BC-I = He deals with pay bills, ACP Step up, earned leave, completion of service books, Income Tax statements, Ex-gratia grants cases, medical bills and increment cases of the class III employees and misc. work. 2. BC-II = She deals with pay bills, T.A.Bill, Budget estimates, expenditure statements/B.M statement, pension cases, complaints/enquiry and departmental proceeding of Guzzeted officers, preparation of pension cases and medical bills of all employees, and misc. work. 3. BC-III =He deals with civil suit, writ petitions of Govt. employees, complaints against Naib Tehsildars, Departmental examinations, and misc. work. 4. BC-IV = He deals promotions, departmental enquires, suspension cases, disciplinary proceedings, pre-mature retirements, maintenance of roasters, posting and transfers, recruitment of staff and seniority list of class-III and IV employees and misc. work. 5. BC-V = He deals with pay bills, exgratia grants, increments, earned leave, ACP cases of class-IV employees and LTC/TA Bill Class-III and IV employees, and misc. work. 6. BC-VI= He deals with Diary and Dispatch, duties of staff, casual leave of class-III and IV, duties of Guzzeted officers and non Guzzeted officers for Vigilance bearue, and misc. work. <p>EA (Sr. Asstt.) The work of all these clerks route through the Sr. Assistant and he supervise the work of the entire branch.</p>
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	The concerned clerk puts up the file to Sr. Asstistant. The Sr. Assistants put up the files to the Supdt. and the Supdt. further sends the files to the branch officer which is AC (G). All files pertaining to disciplinary action against the employees, proficiency step up, appointments, promotions, sanction of LTC, medical reimbursement goes to the level of DC through ADC. Files pertaining to annual increment. Casual leave are disposed of at the level of AC (G), pay bills are signed by the AC(G) as DDO. DC is the Appointing and punishing Authority in case of Class III & IV employees. DC, ADC, AC(G), Supdt., EA , Concerned Clerk.
(iv)	The norms set up for the discharge of its functions.	As per procedure laid down in the District Office Manual.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	<ol style="list-style-type: none"> 1. Pb. CSR Vol 1 Part 1 & 2 2. Pb. CSR Vol 2 & 3 3. Distt. Office Manual. 4. PFR Vol. 1 & 2 5. Budget Manual 6. Manual of Instructions
(vi)	A statement of the categories of documents that are held by it or under its control.	<ol style="list-style-type: none"> 1. Service book & personal files employees. 2. Office orders files. 3. Pay bills 4. Files of Regular inquiries & general complaints against officials 5. Instructions file pertaining to service matters.
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of	No
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.

	as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	
(ix)	A directory of its officers and employees.	1. Sh. K.S.Pannu, IAS, Deputy Commissioner, 2. Sh. Paramjit Singh, PCS, ADC 3. Sh. Sandeep Rishi PCS, AC(G)/SDM, Amritsar-I 4. Sh. Jasbir Singh Randhawa Supdt 5. Sh. Mohinder Pal Sharma, Sr Asstistant 6. Sh. Manjit Singh, BC-I 7. Smt. Neena Kumari BC-II 8. Sh. Sukhwinder Singh BC-III, 9. Sh. Balwinder Singh BC-IV, 10. Lakhwinder Singh BC-V, 11. Sh. Rohit Kumar BC-VI
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds as per Punjab Govt. pay scales. (List is as Annexure-B)
(xi)	The budget allocated to each of its agency, indicating the particulars of the all plans, proposed expenditures and reports on disbursement made	The budget allocation under various head for the year 2009-2010 is as under:- 2053-Distt. Admn. 093-District Establishment 1. Pay = 7,50,00,000/- 2. Medical = 6,00,000/- 3. TA = 1,20,000/- 2235 social Security and Welfare Programme-2000 other scheme-4-reimbursement of medical expenses to the Punjab Govt. Pensions 6,00,000, 2070 other Admn.services-106 Govt. Defence = 4,50,000/-
(xii)	The amounts of execution of subsidy programmes, including the amounts allocated and the details beneficiaries of such programmes.	Nil
(xiii)	Particulars of recipients of the concessions permits or authorizations in granted by it.	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	Nil
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, designation and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
(xvii)	Such other information as be prescribed.	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR

8. Peshi Branch/ Reader to D.C.

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	SERVICE
(i)	The particulars of its organization functions and duties.	1. Court Work. Appellate court in cases of contested Mutations, Rent suits, PP Act and Chowkidara cases- Original court in election petitions, transfer applications Appointment of lambardars, applications under Securitization Act. Religious Premises, (Rent & Recovery) Act.
(ii)	The powers and duties of its officers and employees.	Deputy Commissioner enjoys the powers of Collector under Land Revenue Act. Tenancy Act. Punjab Religious Premises & Land (Eviction & Rent Recovery) Act. Presiding Officer, Election Tribunal Amritsar., District Magistrate in Punjab Police, Rules, 1934. Good Conduct Prisoners Release Act.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	DC, ADC, AC(G), Supdt., Peshi Assistant , Concerned Clerk.
(iv)	The norms set up for the discharge of its functions.	As per procedure laid down in the District Office Manual.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	The Branch has its own library in which books needed in Executive & Revenue side are available
(vi)	A statement of the categories of documents that are held by it or under its control.	1. All courts files. 2. Papers regarding pre-mature release and parole cases of prisoners 3. Old & fresh Magisterial Inquiries. 4. Old and fresh Inquires entrusted under PPR 5. Sanctions u/s 39 of Arms Act. 6. Cases of State Appeals
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of ;	No
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1. Sh. K.S.Pannu, IAS, Deputy Commissioner, 2. Sh. Paramjit Singh, PCS, ADC 3. Sh. Sandeep Rishi PCS, AC(G)/SDM, Amritsar-I 4. Sh. Jasbir Singh Randhawa Supdt 5. Sh. Sukhwinder Singh, Sr Asstistant 6. Sh. Lias Masih Clerk 7. Sh. Hardeep Singh Clerk 8. Lakhwinder Singh Clerk 9. Smt. Sarbjit Kaur Clerk 10.Sh.Surinder Kumar Jamadar 11. Sh. Keshav Chander Peon
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.
(xi)	The budget allocated to each of its agency, indicating the particulars of the all plans, proposed expenditures and reports on disbursement made	Nil
(xii)	The amounts of execution of subsidy programmes, including the amounts allocated and the details beneficiaries of such programmes.	Nil
(xiii)	Particulars of recipients of the concessions permits or authorizations in granted by it.	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	Nil
(xv)	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.	- Court files can be inspected and copy of the documents placed in court files can be obtained through application. -- Court work is done on every Tuesday and Thursday. -- Status of the case can be sought by the person concerned on any working day. Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, designation and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
(xvii)	Such other information as be prescribed.	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR

9. COPYING ASSISTANT & RECORD KEEPER GENERAL(COPING BRANCH)/GENERAL RECORD ROOM

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	SERVICE
(i)	The particulars of its organization functions and duties.	Deals with issue of certified copies of the various judgements of revenue courts, orders, Revenue records such as jamabandies, Mutation, Partition deeds, Mussavi, Pedigree table etc.
(ii)	The powers and duties of its officers and employees.	There is one Senior Assistant & six clerks in this branch. Senior Assistant deals with work of supervision of branch, allotment of files inspection of CD-2 and CD-3 registers, supervision of General Record Room(Revenue) and inspection of record, passing of certified copies. 1. Copying clerk- Receiving of applications, maintains CD-7. CD-8 registers. Monthly statement receipt & dispatch, also receives the relevant record from concerned department/branch & returns the same, preparation of copies. 2. Copying Clerk- Deals with the computerization of applications received from suwidha centre, maintain of CD-2 register, copies & preparation of monthly Goshwaras and misc. work. 3. Copying Clerk- Deals with the Preparation of copies of Sadar Kanungo Branch of all revenue records (Khewat) relating to whole District. 4. MC- Deals with General Record Room work, Inspections to send files to Higher Courts, Local Courts, Judicial Courts and Tehsils and on return hand over the same to the Dak Moharar, (Revenue) and preservation of record, work relating to files of Tehsil Amritsar, Ajnala, Baba Bakala, to send files relating to the copying branch of Tameel Moharar Tehsil Amritsar and Baba Bakala, and record relating to local courts and High Court. 5. M.C- Deals with the files relating to Tehsil Amritsar and Baba Bakala and other misc. 6. M.C- MC deals with files and work relating to Tehsil Tarn Taran, Patti, and Ajnala regarding copying, to send the files to Higher Court/Local Courts of summoned files.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	The movement of file is as under :- DC, ADC, AC(GR), Supdt., SCA, Concerned Clerk.
(iv)	The norms set up for the discharge of its functions.	As per procedure laid down in the District Office Manual.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	Punjab Copying Agencies Manual. 1983
(vi)	A statement of the categories of documents that are held by it or under its control.	CD-1, Application for certified copies, CD-2, CD-3, CD-5, CD-7, CD-8, are maintained.
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of ;	Nil
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1. Sh. K.S.Pannu, IAS, Deputy Commissioner, 2. Sh. Paramjit Singh, PCS, ADC 3. Sh. Sandeep Rishi PCS, AC(G)/SDM, Amritsar-I 4. Sh. Jasbir Singh Randhawa Supdt 5. Smt Arwinder Kaur, Sr Asstistant 6. Sh. Raj Kumar Clerk 7. Smt. Amrita Clerk 8. Smt. Santosh Khullar, Clerk 9. Sh. Ashok Kumar Clerk 10. Smt. Kamla Devi Clerk 11. Sh. Manjit Singh Bawa Clerk 12. Smt. Nirmal Kumari Peon
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.

(xi)	The budget allocated to each of its agency, indicating the particulars of the all plans, proposed expenditures and reports on disbursement made	No budget is allocated to this branch. However, receipt head under 007- other Administrative services (60) other services 800- other receipt-02 copying Agency is submitted by this branch.
(xii)	The amounts of execution of subsidy programmes, including the amounts allocated and the details beneficiaries of such programmes.	Nil
(xiii)	Particulars of recipients of the concessions permits or authorizations in granted by it.	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	Nil
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, designation and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
(xvii)	Such other information as be prescribed.	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR

10. HEAD REGISTRATION CLERK Branch (HRC)

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	SERVICE						
(i)	The particulars of its organization functions and duties.	To deal with Issue renewal of Stamp Vender Licenses, Document writer, Petition writers, to issue certified copies of deeds registered in SR/ JSR's Offices under Book I & II & IV of 12 years old or more issue of Non encumbrance certificate 12 years old or more. Maintenance of registration record, presentation of record in courts, audit paras, budget for Head-0030-2030, Quarterly preparation & sending of monthly, annual statements. Receipt & Despatch.						
(ii)	The powers and duties of its officers and employees.	One HRC and One AHRC dealing with all works. One HRC deals monthly/yearly statements, Collector rate, cases u/s 47 and 48, preparation of copy/ NEC, audit note, audit para/PAC, renewal license of Wasika Nawis, 2030-stamp and registration/ 0030, budget allotment. One AHRC deals receiving of summons of courts, court evidence, renewal of license of Stamp Vendors, Type of Punjabi/English computer, new license of stamp vendor, Diary and Dispatch.						
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	The movement of file is as under :- DC, ADC(G), DRO, HRC						
(iv)	The norms set up for the discharge of its functions.	As per procedure laid down in the District Office Manual.						
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	1. Pb. Registration Manual 2. Registration Act, 1908, 3. Stamp Act, 1904, 4. Stamp Manual,						
(vi)	A statement of the categories of documents that are held by it or under its control.	1. Record of license (& renewal) of Stamp vender, Document writer, Petition writer, Complaint & enquires. 2. 12 year old registration record there of files. 3. Office order files. 4. Instruction files vol. I to IV of time to time notices Instructions circulated by Govt. 5. Audit note of stamp branch. 6. Target 7. Collector rate of properties in Sub-Divisions 8. Minimum price fixation committee Meetings etc.						
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of;	No						
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.						
(ix)	A directory of its officers and employees.	1. Sh. K.S.Pannu, IAS, Deputy Commissioner, 2. Sh. Paramjit Singh, PCS, ADC 3. DRO 4. Sh. Jasbir Singh Randhawa Supdt 5. Sh Sawinder Pal Singh Pahwa, HRC 6. Sh. Jaspal Singh Clerk/AHRC						
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.						
(xi)	The budget allocated to each of its agency, indicating the particulars of the all plans, proposed expenditures and reports on disbursement made	Budget allocation for the year 2009-10 under Head 0030-receipt head is as under:- <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Total Allotment</td> <td style="width: 33%;">Utilized</td> <td style="width: 33%;">Balance</td> </tr> <tr> <td>10124500</td> <td>8153441</td> <td>1971059</td> </tr> </table>	Total Allotment	Utilized	Balance	10124500	8153441	1971059
Total Allotment	Utilized	Balance						
10124500	8153441	1971059						
(xii)	The amounts of execution of subsidy programmes, including the amounts allocated and the details beneficiaries of such programmes.	Nil						

(xiii)	Particulars of recipients of the concessions permits or authorizations in granted by it.	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	As at Sr.No. 6
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, designation and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
(xvii)	Such other information as be prescribed.	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR

11. DISTRICT NAZAR BRANCH (DN)

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	SERVICE
(i)	The particulars of its organization functions and duties.	To deal with every disbursement of pay and allowances to the officers and office employees and to purchase all the articles which are required in DC office, To deal with the petrol, electricity telephone and other bills, repair bills, To collect the kutchery compound license fee and deal with the implementation of warrants and degrees received from judicial courts.
(ii)	The powers and duties of its officers and employees.	There are one Sr. Asst. and three clerks ADN-1 deals with the office expenditure, bills of telephone, electricity etc. cases of purchase of articles store and stock, to deal with the cases of auction of vehicles, fixation of rates of part time/daily wages workers, to deal audit and inspection notes, misc. work. ADN-2 deals with cases received from judicial courts regarding civil suit cases and pauper suits, diary & dispatch, No Objection certificates, any other duty entrusted by the officer. ADN-3 deals with cases regarding allotment of place, for Typist/ Photo state and Advocates, and deposit of recovery of rent, Auction of tenders in the kutchery compound, purchase of article from the market and maintain the stock register. DN (Sr.Assistant) The work of all these clerks route through the Senior Assistant and he supervise of the entire branch and maintain the cash books.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	The concerned clerk put up the files to Sr. Asstt. The Sr. Asst. puts the file to Supdt. and Supdt sends these files to the branch officers which is AC (G), The files up to the amount of rupees 3000 are disposed of by the branch officers which is AC(G) , The files exceeding amount 3000 are sent to DC through ADC, However, the DDO is AC (G)
(iv)	The norms set up for the discharge of its functions.	As per procedure laid down in the District Office Manual.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	P.F.R, Vol I & II Kutchary compound rules Budget manual
(vi)	A statement of the categories of documents that are held by it or under its control.	1. All the contingent bill 2. Contingent Bill Register 3. Cash Book 4. Acquaintance Rolls 5. Store Stock Register 6. Repair Register 7. Misc Register 8. Receipt Book
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of;	No
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1. Sh. K.S.Pannu, IAS, Deputy Commissioner, 2. Sh. Paramjit Singh, PCS, ADC 3. Sh. Sandeep Rishi PCS, AC(G)/SDM, Amritsar-I 4. Sh. Jasbir Singh Randhawa Supdt 5. Sh. Vijay Kumar Tuli Sr. Asstt. 6. Sh. Jaspal Singh Clerk 7. Sh. Rajvir Singh Clerk 8. Smt. Jatinder Kaur Clerk 9. Sh. Kamaldeep Singh Peon

		10. Sh. Baljit Singh Sweeper-cum-Chowkidar 11. Ranjit Singh Chowkidar 12. Sh. Balwinder Singh Chowkidar 13. Sh. Ram Nath Chowkidar 14. Smt. Radha Sweeper 15. Sh. Ramesh Kumar Sweeper 16. Smt. Usha Rani Sweeper 17 Vaishno Parshad Mali-cum-Chowkidar
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds as per Pb. Govt. Pay Scale. The payment/disbursement of remuneration to the staff is made through this branch.
(xi)	The budget allocated to each of its agency, indicating the particulars of the all plans, proposed expenditures and reports on disbursement made	The Budget allocation under heads 2053 Admin. 093 Distt. Esstt. for the year 2009-2010 is as under OE- 9,02,500/- POL- 35,00,000/- Telephone- 4,56,000/- RRT 2,00,000/- M/S 5,000/- other Admn 7,00,000/- Medical 6,00,000/- electricity 20,00,000/- water Charges 50,000/- O/C 70,000/-
(xii)	The amounts of execution of subsidy programmes, including the amounts allocated and the details beneficiaries of such programmes.	Nil
(xiii)	Particulars of recipients of the concessions permits or authorizations in granted by it.	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	Nil
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, designation and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
(xvii)	Such other information as be prescribed.	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR

12. DEVELOPMENT ASSISTANT/ DEVELOPMENT BRANCH

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	SERVICE
(i)	The particulars of its organization functions and duties.	To Deal with service matter correspondence with Field staff of BDPO & Panchayat Samiti and staff of Director Rural Development and Panchayat Dept. working in DDPO Office. To process the demand/Complaint received during the Lok Suvidha Camp. Block Inspections to watch the progress of BPL Scheme, Yellow Card, Mid Day Meal, Serv Sikhyia Abian, Public health, water sanitation scheme, old age pension, procurement of food grains and cotton, Regular and preliminary Enquiries. Against sarpanchs /panchs and departmental employee. Celebration of Independence Day Republic Day and Baisakhi Mela, Plan scheme, Planning Board Grant, Dept. of Rural Dev Grants, Department Audit Note, Distt. Grants (Ministers), DC 2.32 Grants (CM), cattle fairs, RES Samlat Land, Assessment U/s 216 PR Act. 1994 and declaration of Land Revenue, unauthorized occupation on P/land and village ponds, correspondence regarding market Committee, Focal points approval of reconstruction of streets and drains appointment of gram panchayat administrator, court case u/s 7 of Punjab Village common land act 1961 and appeal u/s 216 of PR Act, 1994 conduct of Development committee and general meeting of other departments as desired by worthy DC. Receipt and Dispatch of official Dak.
(ii)	The powers and duties of its officers and employees.	There are one Sr. Assistant, Steno and three clerks on the site of DC one REA (Accountant) and five clerk, one Reader and one Naib Tehsildar (Panchayati Land) of RD and P. Deptt. <u>Staff of Deputy Commissioner office.</u> 1 D.A:- Supervision of Branch work, Block and Panchayat inspection, 2. Diary Clerk- He deals with Diary, Dispatch work. 3. D-4:- He deals with yellow card, Old Age Pension, Atta Daal Scheme, Death & Birth and other misc. works. 4. D-7:- He deals with eight block establishment work, all BDO's leave, Panchayat Secys, Gram Sewaks, Steno, Clerks, Peons, Drivers and samiti sides ect. <u>Staff of RD and P. Deptt.</u> 1. REA (Accountant):- He deals with staff, deptt./planning board grants, Disc. Grants (Minister), Grant under scheme 2.32 (CM) RES Scheme, deptt./ Audit note etc 2. D-1:- He deals with Pay bill of staff and contingency. 3. D-2:- He prepares reports of BPL Sarvey, water supply works, information under RTI Act of Panchayat/ Sarpanchs, Safai Sewak pay bill information and deal with Panchayati audit paras. 4. D-3:- Deals with grant of Ministers and C.M. grants 5. D-6:- He deals with complaints against Panchs and Sarpanchs. 6. D-8:- He prepares the reports of the checking and inspection conducted by the DDPO as per order of D.C. and election work. <u>Reader:-</u> Deals with court cases and complaints received under the RTI Act he also deals with the Election of Panchs/Sarpanchs. <u>Naib Tehsildar(Panchayati Land):-</u> Deals with auction of Shamlat Land and removing of unauthorized occupation /encroachments for Police assistance. He also deals with the information/reports regarding Panchayat houses, Tubewells, plots of 5/5 Marlaas and transfer of shamlat land. He also deals with cases of Jawahar Navodaya Vidayalya and Adarsh schools.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	The concerned clerk receives the dak and puts up on the file to Dev. Asstt. Dev. Asstt. After attending the file put up to br. Officer (DDPO), he forward the File to ADC (D) ADC(G) DC/Director Rural Dev. & Panchayat Deptt as the case may be.
(iv)	The norms set up for the discharge of its functions.	As per procedure laid down in the District Office Manual.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	The Punjab Panchayati Raj Act, 1994 and, Punjab Village Common Land Act, 1961 and instructions As per procedure laid down in the District Office Manual. issued by Government.
(vi)	A statement of the categories of documents that are held by it or under its control.	Statement of disposal of complaints monthly/quarterly to Govt. work in Lok Suvidha Camp
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of ;	No

(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1. Sh. K.S.Pannu, IAS, Deputy Commissioner, 2. Sh. Paramjit Singh, PCS, ADC 3. Sh. Sandeep Rishi PCS, AC(G)/SDM, Amritsar-I 4. Sh. Jasbir Singh Randhawa Supdt 5. Smt. Sudarshana Kumari Sr. Asstt. 6. Smt. Shukla Kumari Steno 7. Smt. Veena Kumari Clerk 8. Sh.. Gopal Singh Clerk 9. Smt. Barinderjit Kaur Clerk
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	2515 ORDP for the year 2009-10 Pay - 1696000 OE - 1000 TA - 6500 Tel. Phone-4000 4515 Disc. Grants -
(XII)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Nil
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form	Nil
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, designations and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
XVII	Such other information as may be prescribed	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR.

13. REHABILITATION BRANCH (RRA/MA-II)

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	Service
(i)	The particulars of its organization functions and duties.	Grant of employment to the members of terrorist affected families, issue of Red Card, to riot affected families under priorities basis providing financial assistant to the mentioned families.
(ii)	The powers and duties of its officers and employees.	There are one Sr. Asst. and Four clerks RC-1 deals with the Dairy, Dispatch and Miscellaneous and also deals with applications of terrorist affected persons. RC-2 deals with court cases relating to subsistence allowance, Disposal of claims for rehabilitation of 1984 riots affected persons, under new scheme and disbursement of grant of 2 Lac. and misc. work. RC-3 deals with budget allotments under head "2235", Audit Paras, cases of Jammu Kashmir migrants, prepare of BM 26 and 29, reconciliation and also deals with cases of services on priority basis, disposal of court cases RC-4 deals with issue of duplicate red card and also deals with disposal of compensation cases of jodhpur prisoners and miscellaneous works, Also assist to R.C. (Sr.Assistant) The work of all these clerks route through the Senior Assistant and he supervise of the entire branch and maintain the cash books.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	The movement of file is as under : DC←ADC←Branch Officer AC (Gr.) ← Sr. Assistant ←Clerk.
(iv)	The norms set up for the discharge of its functions.	There is no specific norms set up by the Govt.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	Rules/Regulations instructions issued by the Govt. of Punjab are complied by this branch.
(vi)	A statement of the categories of documents that are held by it or under its control.	Monthly statement BM 26 & 29 under head. "2235-Social Security and welfare 200 other special security and other welfare programme 60- other programme 10-Substance allowance to persons effected by terrorist in Punjab -08-relief to the persons effected in the roits-5—other expenditure for the year 2009-10. Dispatch/receipt registers.
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of ;	The Policy instructions issued by the Govt are complied by this branch.
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	In this connection meetings are organized by the Pb. Govt. to give the relief/assistance to the affected by terrorist affected persons. Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1 Sh.K.S.Pannu, IAS, Deputy Commissioner, 2 Sh.Paramjit Singh, PCS, ADC 3. Sh.Sandeep Rishi PCS, AC(G)/SDM, Amritsar-I 4. Smt Anjana Mahajan, Sr Asstistant 5. Smt. Baljeet Kaur Clerk 6. Smt. Neelam Rani Clerk 7. Smt. Komal Arora, Clerk 8. Sh. Kanwaldeep Kaur Clerk 9. Smt.Balwinder Kaur Peon
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Amounting to Rs. 6,16,00,000 were allotted to this office by the Punjab Govt. under head "2235-Social Security and welfare 200 other special security and other welfare programme 60-other programme-10- substance allowance to persons effected by terrorist in Punjab-08-relief to the persons effected in the roits-50- other expenditure for the year 2009-10.
(XII)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	The amount as above is allocated to 4 sub Divisions, Amritsar-I, Amritsar-II, Ajnala, Baba Bakala who further distribute to affected persons.

(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form	As at Sr. No. 11
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, designations and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
XVII	Such other information as may be prescribed	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR

14. Civil Defence Branch (CDA)

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	Service
(i)	The particulars of its organization functions and duties.	This Branch mainly deals with Civil Defence work. The work of the Branch generally increases during War. 1. Preparation of Civil Defense Plan. 2. Reheasal of Air Raid working and training of Civil Defence. 3. Payment of Bills of NELA 4. Meetings of Civil Defence Organisations.
(ii)	The powers and duties of its officers and employees.	There are one clerk and one Senior Assistant. The clerk deals with the subjects mentioned in column 1 above. The work of this clerk route through the Senior Assistant and he supervise the branch.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	The movement of file is as under : DC←ADC←Branch Officer Ac (Gr.) ← Supdt ←Civil Defence Assistant ←Concerned Clerk.
(iv)	The norms set up for the discharge of its functions.	There is no specific norm set up by the Govt.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	The Works of Defence Act 1903 etc.
(vi)	A statement of the categories of documents that are held by it or under its control.	Record related to Civil Defence work.
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of ;	No
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1. Sh. K.S.Pannu, IAS, Deputy Commissioner, 2. Sh. Paramjit Singh, PCS, ADC 3. Sh. Sandeep Rishi PCS, AC(G)/SDM, Amritsar-I 4. Sh. Jasbir Singh Randhawa Supdt 5. Sr. Asstt (Vacant) 6. Sh. Ravinder Mohan Clerk
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Nil
(XII)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Nil
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form	Nil
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, designations and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
XVII	Such other information as may be prescribed	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR

15. DISTRICT REVENUE ACCOUNTANT Branch (DRA-M)

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	Service
(i)	The particulars of its organization functions and duties.	1. The function of DRA branch is to acquire the Land, issue NOC, fix Collector rates, Recovery under head 0029 Land revenue, Abiana. Approval of demands, Kistbandis, Chowkidara Tax, Addl.Land Revenue, Copying fee, mutation fee, monthly meetings of revenue officers, audit paras, budget estimate of 0029 Head, Deals with supervision, lease etc. of Govt. lands, including removal of encroachments, court cases relating there to.
(ii)	The powers and duties of its officers and employees.	There are one Sr. Asst. and Four clerks ADRA-1 deals with Diary, Dispatch, Audit paras under head "0029" Land Revenue, Monthly Statement, allotment of Lamberdar funds, supply of warrant forms and miscellaneous works ADRA-2 deals with determination of Collector rate/market value of land, transfers of Government land cases, Land Acquisition Cases and Miscellaneous works ADRA-3 deals with Fauji Allotment cases, creation of post of Chowkidar/Lamberdar, cases of unauthorized occupation and miscellaneous works ADRA-4 deals with recovery cases of different departments under land revenue act and miscellaneous work, land revenue, (Sr.Assistant) The work of all these clerks route through the Senior Assistant and he supervise of the entire branch
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	Work flow is as below: Clerk-->DRA--> Supdt-->DRO-->ADC-->DC Decision is being taken with the consent of the DC under his overall supervision.
(iv)	The norms set up for the discharge of its functions.	There are no norms set by the Govt.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	Land revenue Act, 1887, Land Acqusation Act, 1894, standing order No-28, and Rules /Regulations/Instructions issued by the Govt. of Punjab are complied with by this branch
(vi)	A statement of the categories of documents that are held by it or under its control.	The following statements are being sent by this branch:- Statement regarding recovery of land revenue, Haul Tauzi, Chowkidara Tax, Quarterly progress report regarding Audit Para.
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of ;	Meetings with Revenue officers, and progress of Audit Paras and to issue the collector rates are done by this branch.
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	The meeting with the Revenue officers, progress of Audit Para and to issue the rates are done by this branch. Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1 Sh.K.S.Pannu, IAS, Deputy Commissioner, 2 Sh.Paramjit Singh, PCS, ADC 3. DRO-Vacant 4. Sh. Jasbir Singh Randhawa Supdt 5. Sh.Ashok Kumar, Sr Asstistant 6. Smt. Amarjit Matharoo Clerk 7. Sh. Harvinder Singh Clerk 8. Sh. Tejinderdeep Sngh, Clerk 9. Sh. Dinesh Bala Clerk 10. Sh.Prem Kumar Peon
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	The Budget allotment of Chowkidara Tax/ Lamardari which are received from the Govt. is distributored to the Tehsildars in the Distt. according to their demand.
(XII)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Nil
(xiii)	Particulars of recipients of concessions, permits or	Nil

	authorizations granted by it	
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form	Nil
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, designations and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
XVII	Such other information as may be prescribed	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR

16. DISTRICT REVENUE ACCOUNTANT (TACCAVI) BRANCH (DRA)(T)

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	Service
(i)	The particulars of its organization functions and duties.	Monthly statements, Natural calamities, like heavy rains, flood, draughts, Epidemic breakout, fire, lightening etc. Damage to houses, lives, crops, animals, Assesment of damage and disbursement of relief there of, Running of flood control rooms at district level and Sub-Division level, Deals with audit & inspection notes & settlements of audit notes, Receipt & Dispatch of this branch, Deals with Taccavl loans & Recoveries, T-16, T-25 statement preparation & sending there of to Govt.
(ii)	The powers and duties of its officers and employees.	There are one Sr. Asst. and Three clerks ADRA-1 deals with Civil Liaison conference, Budget estimate under head "0049" and "2401", T-25 and T-16 regarding recovery of taccavi loans, Monthly statement of soil conversation, audit and inspection report regarding land revenue and taccavi and Miscellaneous Works ADRA-2 deals with Diary Dispatch, Inspection reports/ Audit paras under head ("2053", "2235", "2245", "0029", "0030", "0070", "2029" and "2030"), Monthly Meeting of Audit paras and inspection report and miscellaneous works. ADRA-3 deals with all kind of work relating to natural calamities maintain the cash books and miscellaneous works. (Sr.Assistant) The work of all these clerks route through the senior assistant and he supervise of the entire branch.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	The movement of file is as under :- DC--->ADC--->Branch officer (DRO)---> Supdt. (R) --->DRA (T)---> concerned clerk
(iv)	The norms set up for the discharge of its functions.	No Specific norms have been set by Govt.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	Punjab Agricultural Credit Operations and Misc. Provisions (Banks) Act, 1978 & Govt. Instructions for disbursement of flood relief circulated from time to time.
(vi)	A statement of the categories of documents that are held by it or under its control.	Record relating to correspondence as described at Sr. No. 1
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of ;	Nil
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1 Sh.K.S.Pannu, IAS, Deputy Commissioner, 2 Sh.Paramjit Singh, PCS, ADC 3.DRO-Vacant 4. Sh. Jasbir Singh Randhawa Supdt 5. Smt. Rano Kumari, Sr Asstistant 6. Smt. Narinder Pal Kaur Clerk 7. Miss Amamdeep Kaur Clerk 8. Sh. Parminder Sngh, Clerk 9. Sh. Charanjit Singh Peon
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	The budget Allocation head is "2245- relief on account of Natural Calamity-02- flood cyclones etc. -122- Repair and restoration of damaged irrigation and flood control works allocation for year 2009-10 of Rs. _____ has been received for disbursement to the affected persons.
(XII)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	The allocation is sent to concerned SDM's for further distribution to affected persons.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form	Detail as at Sr. No. 1
(xv)	The particulars of facilities available to citizens for	Suwidha Centre, Amritsar under RTI Act, 2005

	obtaining information, including the working hours of a library or reading room, if maintained for public use.	
(xvi)	The names, designations and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
XVII	Such other information as may be prescribed	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR

17. Arms Licence Assistant-ALA/VVIP Branch

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	Service
(i)	The particulars of its organization functions and duties.	Issue of new Arms License/Arms Dealers License and renewal, entry and deletion of weapons of Arms License, NOC regarding Arms License, Receive and See off of VVIP's and requisition of Vehicles, NOC of Petrol Pump/Arms Dealers, Issue of Citizenship/Nationality Certificate.
(ii)	The powers and duties of its officers and employees.	There are one Sr. Asst. and Five clerks ALC-1 deals with Issue of new Arms License and renewal, entry and deletion of weapons and Miscellaneous Works ALC-2 deals with all kind of VVIP's works and issue of new arms licenses/ Arms Dealer Licenses, NOC of Petrol Pump and miscellaneous works. ALC-3 deals with Issue of new Arms Licenses and renewal, Entry and deletion of weapon etc. and Miscellaneous Works ALC-4 deals with. Issue of new Arms License and renewal, Entry and deletion of weapon, cancellation case of Arms License and Issue of Citizenship/Nationality Certificate. ALC-5 deals Diary Dispatch works. (Sr.Assistant) The work of all these clerks route through the Senior Assistant and he supervise of the entire branch.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	The movement of file is as under : DC←ADC←Branch Officer AC (Gr.) ← Supdt. ← Sr. Assistant ←Clerk.
(iv)	The norms set up for the discharge of its functions.	No Specific norms have been set by Govt.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	Indian Arms Act, Petroleum Act and Government Instructions
(vi)	A statement of the categories of documents that are held by it or under its control.	Record relating to correspondence as described at Sr. No. 1
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of ;	Nil
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1 Sh.K.S.Pannu, IAS, Deputy Commissioner, 2 Sh.Paramjit Singh, PCS, ADC 3.Sh.Sandeep Rishi PCS, AC(G)/SDM, Amritsar-I 4. Sh. Jasbir Singh Randhawa Supdt 5. Sh.Surinder Kumar Sharma Sr Asstistant 6. Sh. Karamchand Clerk 7 Sh. Deepak Arora VVIP Clerk 8. Sh. Vikas Sharma, Clerk 9. Sh. Ram Singh Clerk 10. Smt. Harjit Kaur Clerk 11. Sh. Deepak Kumar Peon 12. Sh. Rajan Kumar Peon
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Nil
(XII)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	-
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form	Detail as at Sr. No. 1
(xv)	The particulars of facilities available to citizens for	Suwidha Centre, Amritsar under RTI Act, 2005

	obtaining information, including the working hours of a library or reading room, if maintained for public use.	
(xvi)	The names, designations and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
XVII	Such other information as may be prescribed	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- A

OFFICE OF DEPUTY COMMISSIONER AMRITSAR

18. Sadar Kanungo Branch (SK)

Sr. No.	PUBLICITY OF FOLLOWING MANUAL	Service
(i)	The particulars of its organization functions and duties.	To deal with every kind of service matters like new appointments, posting & transfer, pay, complaints, pension, promotions, all king of leave, retrial benefits, dismissal and budget pertaining to patwari, kanugo, including Sub Divisions and Tehsils and Sub-Tehsils.
(ii)	The powers and duties of its officers and employees.	1. SK- The work of all NSK's & BC, receipts & Dispatch clerk is routed through the SK, who supervises the work of the entire branch. 2. NSK-1 deals with posting and transfers of Patwari and Kanungo's, Preparations of Seniority List, Roaster Register and miscellaneous works. 3 NSK-2 deals with cases of chargesheet, suspension and disciplinary proceeding against patwaris and kanungos 4. NSK-3 deals with Thur Sem Work and complaints of Tehsil Amritsar-II and Baba Bakala .5. Kanungo Muhararr deals with Court cases and Complaints of Tehsil Amritsar-I and Ajnala 6. Bill Clerk deals with pay bills of Employees of the Branch 7. Statistical Clerk deals with statistical work and diary dispatch 8. one clerk deals with issue of copy of documents and preservation and look after the record. 9. One Clerk deals with pension case, land cases, ACR's and Type work.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability.	Procedure – The concerned NSK/ clerk put up noting file & main file to SK who examine & comments, then supdt. forwards it to DRO (Branch Officer). The movement of all files is as under :- DC←ADC←DRO ← S.K-NSK /Clerk
(iv)	The norms set up for the discharge of its functions.	No specific norms have been set by Govt.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.	Pb. CSR Vol 1 Part 1 & 2, Pb. CSR Vol 2 & 3 Distt. Office Manual, PFR Vol. 1 & 2, Budget Manual, Manual of Instructions, LRM, LAM, LSM, LR Act. 3. SO's
(vi)	A statement of the categories of documents that are held by it or under its control.	Enquiry files (completed/running), budget files, correspondence files, service records, files regarding office orders, transfers, appointments, promotions, dismissals etc. In record room revenue records i.e., parat sarkar of jamabandi, Mussavis, consolidation record etc.
(vii)	The particulars or any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or administration there of ;	Nil
(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	Information to the party/person affected under the Copying Manual is accessible & information under the Right to Information Act, 2005 accessible to the Public.
(ix)	A directory of its officers and employees.	1 Sh.K.S.Pannu, IAS, Deputy Commissioner, 2 Sh.Paramjit Singh, PCS, ADC 3. DRO-Vacant 4. Sh.Jagshir Singh SK 5. Sh. Narinder Sigh NSK-I 6. Sh. Joginder Singh NSK-II 7. Sh. Sukhdev Singh Kanungo Thur Sem 8. Sh. Sukhdev Singh Kanungo Muharar 9. Sh. Rajinder Singh Bill Clerk 10. Smt. Tejinderpal Kaur Statistical Clerk 11. Sh. Dalbir Singh Bhagat 12. Smt. Balbir Kaur Clerk 13.Smt. Narinder Kumari Peon
(x)	The monthly remuneration received by each of its officers and employees, including system of compensation as provided its regulations.	Officers & Officials are getting the salaries from Govt. funds.
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	The budget allocation under various head is as under. 2029-LR-103 L records-02-Distt. Establishment 1. pay-7,60,02,000/-, 2. Medical-5000/- 3. Wages-5000/-, 4. T.A. -5000/-

		5. Office expenses – 12000/- 6. Styfund-48000/-, 7. Electricity-5000/-, 2235- Social security and welfare (Non-plan) released to retired patwari/ kanugos.
(XII)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Nil
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	Nil
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form	Detail as at Sr. No. 1
(xv)	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.	Suwidha Centre, Amritsar under RTI Act, 2005
(xvi)	The names, designations and other particulars of the public information officers	Sh. Paramjit Singh PCS, ADC (PIO) DRO (APIO)
(xvii)	Such other information as may be prescribed	Nil

**Deputy Commissioner
Amritsar.**

ANNEXURE- B

OFFICE OF DEPUTY COMMISSIONER AMRITSAR

ITEM NO X

**REGARDING REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES
FOR THE MONTH OF MARCH 2010 IS AS UNDER**

Sr. No.	Name SH/SMT.	Designation	Gross Payable
1)	K.S.PANNU I.A.S	DC	49886
2)	PARMJIT SINGH, PCS	ADC	76074
3)	VACANT	AC(G)	-
4)	VACANT	AC(GR)	-
5)	SATPAL GARG, PRS	DRO	43944
6)	VACANT	SUPDT GRADE-2	-
7)	JASBIR SINGH RANDHAWA	SUPDT GRADE-2	36767
8)	MANJIT KAUR	P.A.	29050
9)	RANO KUMAR	SR.ASSISTT	28556
10)	SUKHRAJ SINGH	SR.ASSISTANT	36900
11)	VIJAY KUMAR TULI	SR.ASSISTANT	30505
12)	SUKHWANT KAUR	SR.ASSISTANT	31402
13)	ANJANA MAHAJAN	SR.ASSISTANT	35900
14)	ARWINDER KAUR	SR.ASSISTANT	29579
15)	SURINDER KUMAR SHARMA	SR.ASSISTANT	33122
16)	BALWINDER SINGH	SR.ASSISTANT	29329
17)	JASPAL SINGH BHULLAR	SR. ASSTT	25862
18)	PRITAM KALSI	SR.ASSISTANT	31152
19)	MOHINDER PAL SHARMA	SR.ASSISTANT	33122
20)	SUNITA RANI	STENO TYPIST	21042
21)	MANJIT SINGH KAMBOJ	CLERK	24287
22)	HARJEET KAUR	CLERK	17917
23)	SUKHWINDER SINGH SOKHI	CLERK	21318
24)	BALJEET KAUR	CLERK	18020
25)	PREETI GULSHAN	CLERK	15623
26)	NEELAM RANI	CLERK	15800
27)	JASPAL SINGH	CLERK	25772
28)	JATINDER KAUR	CLERK	22258
29)	RAJINDER KAUR	CLERK	16020
30)	NEENA KUMARI	CLERK	25051
31)	HARWINDER SINGH	CLERK	13922
32)	KARAM CHAND	CLERK	18895
33)	HARINDERJEET SINGH	CLERK	17946
34)	PARMINDER SINGH	CLERK	17814
35)	AMANDEEP SINGH	CLERK	16020
36)	RAKESH KUMAR	CLERK	18020
37)	SURINDER SINGH	CLERK	21068
38)	NARINDER PAL KAUR	CLERK	23126
39)	KARUNA SHARMA	CLERK	15315
40)	SAHIB SINGH	CLERK	20151
41)	VARINDER BHATIA	CLERK	18020
42)	LAKHWINDER SINGH RANDHAWA	CLERK	21948
43)	ANWAR MASIH	CLERK	16513
44)	KAWALJEET SINGH BAWA	CLERK	24361
45)	RANDHIR SINGH	CLERK	20212
46)	ARWINDER SINGH	CLERK	16138
47)	ASHNIL KUMAR	CLERK	20489
48)	DEEPAK ARORA	CLERK	17079
49)	SANJEEV KUMAR S/O INDERJEET	CLERK	15315
50)	AMRITA	CLERK	21068
51)	HARDEEP SINGH	CLERK	21406

52)	BALWINDER SINGH	CLERK	24449
53)	LAKHWINDER SINGH	CLERK	17079
54)	SUSHMA RANI	CLERK	23556
55)	VEENA	CLERK	27536
56)	BARINDERJIT KAUR	CLERK	16020
57)	AMARJEET MATHAROO	CLERK	24331
58)	RAM SINGH	CLERK	16417
59)	SANTOSH KHULLAR	CLERK	30108
60)	DEEPAK SETH	CLERK	23773
61)	KANWALDEEP KAUR	CLERK	16020
62)	RAJ KUMAR	CLERK	25742
63)	JASPAL SINGH	CLERK	26360
64)	DINESH BALA	CLERK	23788
65)	GOPAL SINGH	CLERK	18696
66)	DEEPAK KUNDRA	CLERK	14359
67)	LIAS MASIH	CLERK	14933
68)	MANJEET SINGH ANAND	CLERK	26213
69)	MULAKH RAJ	DRIVER	21084
70)	PIARA LAL	SR. ASSITT	26713
71)	DALBIR SINGH	CLERK	24111
72)	KAMLA DEVI	CLERK	21994
73)	MANJEET SINGH BAWA	CLERK	29623
74)	RAJWANT KAUR	JR. ASSITT	22317
75)	BALWINDER KAUR	JR. ASSITT	28168
76)	ASHOK KUMAR	JR. ASSITT	23523
77)	VIKASH SHARMA	CLERK	14595
78)	ROHIT KUMAR	CLERK	15315
79)	ASHOK KUMAR	SR. ASSITT	29138
80)	SUDARSHNA	SR. ASSITT	31196
81)	SONIA VERMA	STENO	19784
82)	SWINDER PAL SINGH PAHWA	CLERK	25522
83)	SUKHWINDER SINGH	SR. ASSITT	29153
84)	NINDER SINGH	STENO GRAPHER	23772
85)	SHEKHAR CHANDER	CLERK	16417
86)	HARINDER SINGH	STENO	26683
87)	KAMAL KANTA	CLERK	16111
88)	SHUKLA KUMARI	STENO	24361
89)	KEWAL KISHAN	DRIVER	25396
90)	PARSIN KAUR	SR. ASSITT	32666
91)	BALJIT KAUR	CLERK	25933
92)	MANPREET KAUR	CLERK	13683
93)	KOMAL ARORA	CLERK	12919
94)	TAJINDER DEEP SINGH	CLERK	12198
95)	AMAMDEEP KAUR	CLERK	12919
96)	HARJINDER SINGH	CLERK	12198
97)	PARAMJEET SINGH	CLERK	14653
98)	PRABHJOT KAUR	CLERK	12198
99)	INDERJEET KAUR	CLERK	12198
100)	SARABJEET KAUR	CLERK	12198
101)	RAJWANT KAUR	CLERK	12198
102)	RAJVIR SINGH	CLERK	12198
103)	MUNISH KUMAR	CLERK	12198
104)	GURPREET KAUR	CLERK	12198
105)	SAHIB MASIH	PEON	11730
106)	BALJINDER SINGH	PEON	10686
107)	KAMALDEEP SINGH	PEON	11465
108)	BALJEET SINGH	SWEEPER CUM CHOWKIDAR	10686
109)	RANJIT SINGH	CHOWKIDAR	10886
110)	SOHAN LAL	PEON	18027
111)	JAGDISH CHAND	PEON	15272

112)	MALIKA	PEON	14832
113)	RAKASHPAL	PEON	14827
114)	SHASHIKANT	PEON	12884
115)	CHARANJEET SINGH	PEON	18757
116)	PREM KUMAR	PEON	18257
117)	SURINDER KUMAR S/O K. LAL	PEON	14815
118)	SURINDER KUMAR S/O B.LAL	PEON	14561
119)	RAVINDER MOHAN	PEON	12700
120)	KAMAL BHATIA	PEON	16625
121)	SURINDER KUMAR	JAMADAR	19517
122)	RAVI KUMAR	DAFTARI	18973
123)	SAHIB KUMAR	PEON	12700
124)	ASHWANI KUMAR	PEON	10802
125)	JARNAIL SINGH	PEON	12392
126)	BHAGIRATH	MALI	19870
127)	RADHA	SWEEPER	11892
128)	RAMESH KUMAR	SWEEPER	18792
129)	USHA RANI	SWEEPER	12186
130)	BALWINDER SINGH	CHOWKIDAR	17692
131)	GURMEET LAL	PEON	14479
132)	RAM NATH	CHOWKIDAR	16105
133)	BALWINDER KAUR	PEON	16699
134)	VAISHNO PARSHAD	MALI-CUM- CHOWKIDAR	12392
135)	SANJAY KUMAR	PEON	12935
136)	JANARDHAN SAHU	PEON	16316
137)	BALWINDER SINGH	PEON	12392
138)	NIRMALA KUMARI	PEON	16743

**Deputy Commissioner
Amritsar.**