

GOVERNMENT OF HARYANA

MANUAL

PUBLICATION OF DOCUMENTS

UNDER SECTION 4(1) b

OF THE RIGHT TO INFORMATION

ACT, 2005.

OF

REVENUE AND DISASTER MANAGENENT

DEPARMENT, HARYANA,

CHANDIGARH .

2008-09

Website-[www. revenueharyana.gov.in](http://www.revenueharyana.gov.in).

INDEX

Sr.No.	Contents	Page No.
1-	Administrative set up	1-2
2-	i) Names, Designation, Branches allotted and other particulars of APIO. ii) Names, Designation, and the particulars of PIO. iii) Names, designation and the particulars of Ist appellate Authority.	3 4 4
3-	Designation wise staff position with their pay scale . Information of class –III(Below the rank of Clerk and class-IV employees.	5 6
4-	Budget Allocation of Non Plan Heads & Plan Heads.	7 8
5-	Calamity Relief Fund Scheme & Calamity Relief Norms.	9-10
6-	<u>Important Decisions/Activities/ Schemes</u> i) Construction of Mini Secretariat Complexes/ Residential Buildings etc. ii) Sanction of honorarium and issuance of Identity Cards to Lambardars iii) Fixation of Floor rate on acquiring of land for public purposes. iv) Stamp & Registration. v) Distribution of surplus land. vi) Computerization of land Records. vii) Functions/Activities of Gazetteer Branch. viii) Grant of War Jagir.	11 11 11 12 13 14-15 16-17 18
7-	<u>Activities of :</u> i) Mewat Development Board. ii) Shivalik Development Board.	19-20 21
8-	Functions/Activities/Working hours of Office Library	22
9-	List of important Acts/Rules	23
10-	Subject wise functions/Duties/Distribution of the branches of the department	24-55
11-	Delegation of power/standing order of the department.	56-64

1-
REVENUE & DISASTER MANAGEMENT DEPARTMENT, HARYANA
CHANDIGARH
PUBLIC NOTICE

Under Section 4(1)(b) (i) to (xvii) of the Right to Information Act, 2005 the particulars as mentioned below are hereby published for the information of public at large. In case, any person wishes to obtain any further information pertaining to this department, he/she may contact the concerned State Assistant Public Information Officer/State Public Information officer of the department.

The particulars of Organization/ Department, functions and duties

I- Administrative Set up at Headquarter

Administrative Secretary	Financial Commissioner & Principal Secy. To Govt. Haryana, Revenue & Disaster Management Department.
Minister-in-Charge	State Minister for Revenue & Disaster Management Department. Haryana.

There are two Special/Joint Secretary to Government Haryana, Revenue & Disaster Management Department and six Under Secretaries in the Revenue department who are in charge of the respective Branches of this department.

There are following Branches / Sections of the Revenue & Disaster Management Department:-

- 1- Admn. I Branch.
- 2- Admn. II Branch
- 3- Nazarat Branch
- 4- Establishment Branch
- 5- Land Revenue Branch
- 6- Emergency Relief Branch
- 7- Jagir Branch
- 8- Record Branch
- 9- Stamp & Registration Branch
- 10- Agrarian Reforms Branch
- 11- Accounts Branch
- 12- Cash Branch
- 13- Admn. Section
- 14- MDB Section
- 15- Special Cell
- 16- ARIC Cell
- 17- Agrarian Reforms Section
- 18- Legal Cell
- 19- Gazetteers Branch
- 20- Rehabilitation Branch

There is a Supdt./ Dy. Supdt for supervision of each Branch/Section. Gazetteer Branch is under the Supervision of Editor Gazetteers.II- Designation as State Asstt. P.O./State P.I.O./ Ist Appellate Authority as required U/S 5(1) and Section 19(1) of the Right to Information Act,2005.

For this department at State Headquarter, the following officers have been designated as State Asstt. Public Information Officer/State Public Information Officer and the Ist Appellate Authority:-

Sr. No.	Officer	Designated as
1.	All Superintendents /Deputy Superintendents Revenue & Disaster Management (as the case may be)	Assistant State Public Information Officer
2-	Deputy Secretary / All Under I Secretary Revenue & Disaster Management (as the case may be)	State Public Information Officer
3-	Special Secretary/Joint Secretary to Govt. Haryana, Revenue & Disaster Management Deptt.	First Appellate Authority .

II. Administrative set up at Division/District level:-

There are four Divisions and 20 districts in the State as under :-

Name of Division	Name of District
1- Ambala	1-Ambala 2-Yamuna Nagar 3-Panchkula 4-Kurukshetra 5-Kaithal
2-Rohtak	6-Rohtak 7-Jhajjar 8-Sonipat 9-Panipat 10-Karnal
3-Gurgaon	11-Gurgaon 12-Faridabad 13-Mewat 14-Mahendergarh at Narnaul. 15-Rewari
4-Hisar	16-Hisar 17-Sirsa 18-Fatehabad 19-Jind 20-Bhiwani

Divisional Commissioner is the in-charge of a Division and the Deputy Commissioner is the in-charge of a District. Further there are Sub-Divisions under the charge of SDOs(C) , Tehsils, under the charge of Tehsildars and Sub-Tehsils under the charge of Naib Tehsildars. Other information under the Act is published by the respective Divisional Commissioners and Deputy Commissioners at their own level, within their jurisdiction .

NAMES, DESIGNATION AND OTHER PARTICULARS OF STATE

PUBLIC INFORMATION OFFICERS.

All Superintendents /Deputy Superintendents Revenue & Disaster Management

(as the case may be) PBX. No. 2711920,2713906,2713776,2713965,2713772,3713679,2713758,2713033

Sr. No.	S/Sh./Smt.	Branches Allotted	Rax. No.	Address
1.	R.K.Rohila	Distt.Attornay/ F.C.R. offices	251	#24 Tangiest Flat ,Sector 12 A Pkl
2.	Mohinder Singh	Admn. I	233	# 1330, Sector-39 B,Chandigarh
3.	Promila Gupta	Admn.II	366	# 4, Sector-11, PKL.
4.	B.S.Rehadu	Nazart Br.	234	# 1441/A, Sector-39 B, Chd.
5.	Kalawati	Admn. Sec.	368	# 2012, Sector-15, PKL.
6.	Reghubir Lamba	Establishment Br.	266	#1348, Sector-39 B, CHD.
7.	Mahesh Swami	E.R. Br.	231	# 1089,Sec. 20-B, CHD.
8.	Lalit Mohan Sharda	MDB	372	# 3206, Sector-28D,CHD.
9.	Shanno Sharma	ARIC	383	#2424, Sector-19C, CHD.
10.	Ranbir Singh Ahlawat	LR	369	# 1437-A, Sector-39B, Chd.
11.	Prem Lata	Special Cell	370	# 1377, Sector-39B, Chd.
12.	I.S.Kuhar	Account	371	# 2529 A, Sector-20C,Chd.
13.	Chhote LalYadav	A.R.Branch	386	# 1441 B, Sector-39 B, Chd.
14.	Lalit Mohan Sharda	A.R.Section	387	# 3206, Sector-28D,CHD.
15.	Perveen Chand	S.R. / R.T.I.Website	250	# 648, Sector-22 A, Chd.

NAMES, DESIGNATION AND OTHER PARTICULARS OF STATE PUBLIC INFORMATION OFFICER.

PBX. No. 2711920,2713906,2713776,2713965,2713772,3713679,2713758,2713033

Sr. No.	S/Sh./Smt.	RAX No.	Branches Allotted	Rax. No.	Tel(R)	Address
1.	Darshna Sapra DSR	441	i) Admn.I,Br. ii) A.R.Br. iii) A.R.I.C. Sec.	233 386 383	2572836	892/ 12-A PKL
2.	Neelam Bhasin USR(G)	328	i) Admn.-II Branch ii) Nazarat Branch iii) Cash Branch & DDO iv) Mewat Dev. Board v) Admn. Sec.	366 234 225 372 368	2726961	2506/ 19- C CHD
3.	Ram Bhaj Kharbanda, USR(C)	300	i)Record Branch ii)Jagir Branch iii)A.R. Sec. iv) R.T. I. Act.	250 367 387 250	2774683	1333/20- B, CHD
4.	Ishwar Singh Chauhan , USR(ER)	236	i)ER Branch ii)Establishment iii) Stamp Branch	231 266 232	2579595(R) 2714002(O)	1286-F/11 PKL
5.	Zile Singh U.S.R. (L.R.)		i) L.R. Br. ii) Accounts Branh iii)Special Cell iv)Rehabilitation Br.	369 371 370 2793358	2705832(R)	1071/20 B Chd.

NAMES, DESIGNATION AND OTHER PARTICULARS OF 1st APPELLATE AUTHORITY.

Name	Designation	Phone No. Office	Phone No. Residence	Address
1. Sh. Rajive Ranjan, IAS	Joint Secretary to Govt. Haryana, Revenue & Disaster Management Department	2706069	987822231(Mb)	1405,Sector - 19,Chd. Transit Flat Chd.
Sh. S.C.Goyal,IAS	Joint Secretary to Govt. Haryana, Revenue & Disaster Management Department	2714005	2794423	H.No737, Sector -7 Chandigarh

Designation wise staff position with pay scales

S.No	Designation of Post	Total No of sanctioned post	Pay Scales In Rs.	Recruitment method as per service rules.
Class-I				
1	Deputy Secretary	2	12000-375-16500+400/-SP	By Promotion
2	Under Secretary	6	10000-325-13900+400Sp	By Promotion
3	Joint State Editor	1	10000-325-152000	By Promotion
Class-II				
4	Superintendent	31	6500-200-8500- EB -200-10,500+200SP	By Promotion
5	Private Secretary	26	8000-275-10200-EB-275-13500-200 Sp	By Promotion
6	Editor	1	8000-275-10200-EB-275-13500	By Promotion or Direct
7	Asstt. Editor	5	6500-200-8500-EB-200 -9900	By Promotion or Direct
8	Chief Stamp Auditor	2	6500-200-8500-EB-200-10,500	By Promotion
Class-III				
9	Deputy Superintendent	9	5500-175-8300-EB-175-9000+150 SP	By Promotion
10	Assistant	151	5500-175-8300-EB-175-9000	By Promotion
11	Personal Assistant	51	6500-200-8500-EB-200-10500	By Promotion
12	Senior Scale Stenographer	11	5500-175-8300-EB-175-9000	i)Direct/By transfer=20% ii) By Promotion%80
13	Junior Scale Stenographer	09	4000-100-4800-EB-6000+40/-SP	i)Direct/By transfer=40% ii) By Promotion%60
14	Steno-typist	33	3050-75-3950-EB-80-4590+100 S.P.	i)Direct/By transfer=80% ii) By Promotion%20
15	Clerks	147	3050-75-3950-EB-80-4520+ Rs40 S.P.	20% By Promotion 80% Direct
16	SRA	1	5000-150-7100EB-150-7850+100Sp	By Promotion or by transfer
17	Electrician	1	4000-100-4800-EB-100-6000	By Promotion or by transfer
18	OBM	1	5000-150-7100-EB-150-7850	Direct or By transfer
19	Stamp Auditor	21	5000-150-7100-EB-150-7850	By Promotion or by transfer
20.	Driver Super visor	1	5000-150-7100-EB-150-7550+360 SP	By Promotion or by transfer
21	Drivers	22	4000-100-4800-EB-100-6000+300Sp	Direct or By transfer
22	JRA	1	5000-150-7100-EB-150-7850+100Sp	By Promotion or by Transfer

Information of class –III(Below the rank of Clerk and class-IV employees.

Sr.No.	Designation of post	Total No. of Sanctioned post	Pay Scale	Recruitment method as per service rules.	<u>Information of Class</u>
--------	------------------------	---------------------------------	-----------	---	-----------------------------

III(Below the rank of Clerk)

I.	Supervisor	3	3050-4590+30/-s.p.	By Promotion	
2.	Potedar	1	3050-4590+30/-s.p.	By Promotion1	
3.	Restorar	20	3050-4590+30/-s.p	50%amongStmper recruitment or by &Dafttris.50% Direct transfer.	

Information of Class-IV

4.	Jamadar	34	2650-4000+30/-s.p.	By Promotion	
5.	Stamper	3	2650-4000+30/-s.p.	By Promotion	
6.	Peon	126	2550-3200+30/-s.p.	Direct	
7.	Frash	2	2550-3200+30/s.p.	Direct	
8.	Chowkidar	4	2550-3200+30/s.p.	Direct	
9.	Sweeper-cum- Chowkidar	2	2550-3200+30/s.p.	Direct	
10.	carpenter	1	3050-4350+30/-s.p.	Direct	
11.	Cane Worker	1	2550-3200+30/-s.p.	Direct	
12.	Sweeper	1	2550-3200+30/s.p.	Direct	

Non Plan

Sr.No.	Budget Head	Budget Estimates 2008-2009 (Rs. in lakhs)
1.	2053-District Administration -093-District Establishment	4887.73
2.	2053-District Administration -094(i)-sub Divisional Estt.	738.93
3	2053-District Administraton-094-other Estt.(ii)Copying Agency	114.16
4.	2053- District Administraton-094-other Estt.(iii)0 Conservancy of Kutchery Compound	13.07
5.	2053- District Administraton-800-Oher Estt.	5.34
6.	2053- District Administraton-101-Commissioner Estt.	289.03
7.	2052-Sectt.General Service -099-Board of Revenue-99-Revenue Deptt.(Non-Plan)	1.33
8.	2250-103-Upkeep of Shrines Temple etc.	1.53
9.	2250-800-Other Expenditure Misc. Trade Fairs	11.00
10.	3475-OGES-201-Land Ceiling (Other than Agricultural Land) Agrarian Reforms	140.45
11.	3475-OGES-Land Compensation of Land owner	6.15
12.	2245-001-Distt.Administration Head Quarter Staff	8.55
13.	2245-001-Distt.Administration-Distt. Staff	28.45
14.	3454-110-Gazetteer	36.82
15.	2029-Audit & Taccavi	12.25
16.	2070 Revenue Training Institute (RTI) Ambala Cantt.	31.35
17.	2700 Major Irrigation (VII) Gurgaon Canal Project.	3.00

PLAN

Sr.No.	Budget Head	Budget Estimate 2008-2009 (RS . in lakhs)
1.	2705-Command Area Development (Plan)- 101-Mewat Development Board (99)- Scheme for the integrated Development of Mewat Area	1300.00
2	2705-Command Area Development (Plan)- 102-Shivalik Development Board (99)-GIA for Development of Shivalik Area .	950.00
3.	2225- Housing -283-Acquisition of land for plots to SC's /BC's/EWS.	90.00
4.	4059-Capital Outlay on public works -01- 99Distt. Administration .	1950.00
5.	4216- Capital Outlay on Housing (Plan)- 106-General Pool Accommodation-(98)- Distt. Administration .	665.00

CALAMITY RELIEF FUND SCHEME (2005-2010)

On the recommendations of 12th Finance Commission, the Government of India has extended Calamity Relief Fund (CRF) Scheme for further five years (2005-2006 to 2009-10). Government of India contributes 75% and the State Government contributes 25% in the fund. The Calamity Relief Fund is used only for meeting the expenditure for providing relief to the victims of cyclone, drought, earthquake, fire, flood, tsunami, hailstorm, landslide, avalanche, cloud burst and pest attack, as per relief norms fixed by the Government of India/State Government. During the year 2005-2006 to 2009-10 the Central/ State Share to the fund, will be as under:

Sr.No.	Year	Central Share (Rs. in Crores)	State Share (Rs. in Crores)	Total (Rs.in Crores)
1.	2005-06	93.28	31.10	124.38
2.	2006-07	97.95	32.65	130.60
3.	2007-08	102.85	34.28	137.13
4.	2008-09	107.99	36.00	143.99
5.	2009-10	113.39	37.79	151.18
	G. Total	515.46	171.82	687.28

An amount of Rs.15727.00 crore has been spent during the year 2007-2008 out of CRF for providing relief to the victims of various Natural Calamities. An amount of Rs. 27.66 crore have been sanctioned uptill Ist week of July during the year 2008-2009. The relief norms fixed by the Government of India & the State Government under calamity relief fund are as under:-

Government of India's relief norms where Crop loss is 50% and above:

- (i) Rainfed area = Rs. 2000/- per hectare
- (ii) Areas with assured Irrigation = Rs. 4000/- per hectare
- (iii) Perennial Crops = Rs. 6000/- per hectare

State Relief norms w.e.f. 10-1-2007

Sr.No	Extent of damage to standing crops	Relief norms per damaged acre
1.	Damages between 26% to 50%	Wheat /Peddy /Cotton Rs. 3000/- Other Crops Rs. 2000/-
2.	Damages between 51% to 75%	Wheat/ Peddy /Cotton Rs. 4000/- Other Crops Rs. 3000/-
3.	Damages between 76% to 100%	Wheat/ Peddy /Cotton Rs. 5000/- Other Crops Rs. 4000/-

4- Compensation due to death by any natural calamity .

Rs 2,00,000/- (Rs. two lacs)- payable to next of kin of the deceased.

Compensation for loss of cattle by any natural calamity :

1-	He Camel/ she camel	Rs. 10,000/- each
2-	Horse/ Mare	Rs. 10,000/- each
3-	Bullock/ Buffalo	Rs. 10,000/- each
4-	Cow	Rs. 5,000/- each
	Cow American Hybrid	Rs. 10,000/- each
5-	He donkey/ she donkey	Rs. 2,000/- each
6-	Mule	Rs. 5,000/- each
7-	Buffalo (more than 3 years of age)	Rs. 2,000/- each
8-	Sheep/Goat	Rs. 2,000/- each.
9-	Cow Calf(more than 3 years of age)	Rs. 2,000/- each

(The relief will be admissible to those persons who can not resort to insurance and are unable to bear the loss).

6-Loss of personal property by fire :

	Extent of loss	Rate of relief
1-	On First Rs. 10,000/-	50%
2-	On next Rs. 10001/-to 25000/-	25%
3-	On next Rs. 25001/- to 75000/-	20%
4-	On next Rs. 75000/-to 1,00,000/-	10%

Damage to wheat crops due to fire is being provided Rs. 10,000/- per hectare.

7- Compensation in the case of full/partial damage to pucca/kacha houses in the event of calamity:

	<u>Pucca houses</u>	
1-	Partially damaged	Rs. 10,000/- per house
2-	Fully damaged	Rs. 25,000/- per house
	<u>Katcha houses</u>	
1	Partially damaged	Rs. 5,000/- per house
2	Fully damaged	Rs. 12500/- per house

Construction of Mini Secretariat Complexes and allied buildings :

The State Govt., for the convenience of the public, has Constructed composite office buildings known as Mini Secretariat at district headquarters. Till now, construction of Mini Secretariat Complexes at Ambala, Kurukshetra, Karnal, Sonipat, Rohtak, Bhiwani, Hisar, Narnaul, Rewari, Yamuna Nagar, Kaithal, Panchkula, Fatehabad, Sirsa, Faridabad, Gurgaon & Jind have been completed. The construction work of Mini Secretariat Complexes at Jhajjar & Panipat is in progress. For the construction of Mini Secretariat Mewat 48 Acres, 4 Kanals 2 marlas land has been acquired and construction work of this Secretariat is yet to be started. A provision of Rs. 1950.00 lacs has been made in the current financial year of 2008-09 budget for this purpose.

Construction of residential houses:

The construction work of residential houses of Deputy Commissioner, Ambala, Kurukshetra, Karnal, Sonipat, Rohtak, Bhiwani, Hisar, Narnaul, Rewari, Yamuna Nagar, Fatehabad, Jind, Gurgaon, Panchkula, Sirsa, Jhajjar & Faridabad have been completed. A provision of Rs.665.00 Lacs has been made during the current financial year 2008-09 for the construction of residential houses of DCs, SPs, SDOs(C), Tehsildars, Naib Tehsildars and Class-III and IV employees.

Honorarium to Namberdars and issuance of Identity cards to them:

The Government has taken a decision to give Rs. 500/- per month as honorarium to each Namberdar of the State w.e.f. January, 2006.

It had also been decided to issue identity cards to Nambardars and accordingly an amount of Rs. 5.55 lakh was sanctioned for providing the identity cards of 22,200 Namberdars (at the rate of Rs. 25/- per identity card)of the State. As per the report received from the Director, Land Records, Haryana .identity cards has been made available to 75% Lambardars of the State.

Fixation of Floor Price for acquisition of land for public purposes in the State of Haryana:

The State Govt., after due consideration, has been fixed the following floor rate for the acquisition of land for public purposes: w.e.f.-22-3-2007:-

Sr.No.	Particulars	Amount (in Rs.)
1-	The urbanisable area of Gurgaon	20.00 lacs as per acre
2-	Rest of the Haryana Sub Region of N.C.R including Panchkula and area of Chandigarh peripheri in the Haryana State.	16.00 lacs per acre
3-	For the rest of the State	08.00 lacs per acre.

STAMP AND REGISTRATION:

1- During the year 2007 - 2008 an amount of Rs. 1763.30 Crore has been Collected till March ,2008 under the Head 0030- Stamp & Registration.

2. HARIS is in operation since 18-6-2000. It has been implemented in all the tehsils and Sub Tehsils in the State. Under this system photograph of the executant is taken on the spot through computer, which helps in checking irregular registering of documents.

2- REGISTRATION OF PROPERTY

Registration of documents in Tehsils is done as per provisions of the Indian Stamp Act, 1899, The Registration Act, 1908 and The transfer of Property Act, 1882.

The specific provisions regarding stamp duty leviable on various instruments is in Schedule-A of the Indian Stamp Act. Main instruments of the Stamp duty are as under:-

Conveyance deed/sale deed	5% in Rural Areas 7% (includes 2% Municipality charges) in Urban Areas
Gift deed, mortgage deed with Possession and lease deed.	3% in Rural Areas & 5% in Urban Areas

The registration fee has been enhanced vide notification dated 6-11-2006 vide which the registration fee on various documents is payable in slab system from Rs. 50 to Rs. 15000/-.

3- For empowerment and social security of women stamp duty has been reduced w.e.f. 19-7-05 for women purchaser on immovable property as under:-

- a. Reduction of stamp duty by 2% on conveyance on sale in respect of purchase of immovable property by woman as a sole owner.
- b. Reduction of stamp duty by 2% on conveyance on sale in respect of purchase of immovable property by joint holders, where all the joint holders are woman.
- c. Reduction of stamp duty by 1% on conveyance on sale in respect of purchase of immovable property where woman is a joint holders with a man.

4- Government Enhanced the limit for the sale of Non-Judicial stamps or Court Fee Stamps by the Stamp Vendors from Rs. 1,000/-to 10,000/-, increased in the commission payable to them on Court Fee Stamps and petition papers from 0.5% to 1% , renewal of their license after three year and issuing the identity cards of Stamp Vendors. Notification in this regard has been issued on 30-11-2006.

DISTRIBUTION OF SURPLUS LAND

In order to promote the welfare of Rural Agricultural Community, Surplus land made available under “The Punjab Security of Land Tenures Act, 1953” and “ The Haryana Ceiling on Land Holdings Act, 1972” is being distributed under the Haryana Utilization of Surplus and Other Areas Scheme, 1976 amongst eligible persons such as tenants, land-less agricultural workers holdings land less than two hectares of Barani land of members of Scheduled Castes, Backward Classes and Ex-Serviceman.

Out of 107067 acres of surplus ceiling land, 102395 acres has been distributed to the eligible persons up to 31st March, 2008. An area of about 4698 acres of surplus land is locked in litigation in various courts. The State Government available 73 acres Ceiling Land i.e. 29 acres for District Bhiwani, 42 acres for District Hisar and 2 acres for District Ambala for the allotment.

COMPUTERIZATION OF LAND RECORDS

The Scheme of Computerization of Land Records, which is a 100% , Centrally Sponsored Scheme is in operation in all the Districts in the State. This scheme is being implemented under the technical guidance of National informatics Centre(NIC). Haryana Unit. Under this scheme a total amount of Rs.1575.30 lakhs has been received from the Govt. of India, which has further been released to all the Districts of the State out of which Rs.1193.66 lakh have been spent so far.

There are 7082 total numbers of Jamabandis in the State, As per report received from Deputy Commissioners, all 6977 available Jamabandis have been computerized and made on-line after incorporating the latest mutations. The Jamabandis of 104 villages will also be computerized and made on line all the latest mutations soon. Tehsil Computer Centres have been set up and made operational at all Tehsil/Sub-Tehsils ROR services have been started at all the TTehsils and Sub- Tehsils .

In order to provide Jamabandi data on Internet, a website <http://jamabandis.nic.in> has been developed by NIC. This website is also linked to the official web port of Haryana Government <http://haryana.gov.in>. Updated Jamabandis of 5763 villages have been made available on this website. Jamabandies of remaining Tehsils will be hosted very soon .

Work of computerization sajra-nasab, which is also part of Jamabandi, is to be initiated soon. Apart from the above records, the Khasra Girdawari registers, field books and other revenue records are also to be computerized. The software for computerization of Khasra Girdawari has been developed by NIC which has already been circulated to DIOs after its testing.

The ultimate objective of the scheme of CLR is to make available the computerized copies of revenue records to the people at tehsil and lower level in place of manual nakal by the patwaris. To meet this objective, the Tehsil computer Centers are being setup in the State. Instructions have been issued vide Memo. No. ARS-II-2007/14070 dated 22-08-2007 to stop the manual issuance of manual copies after 31-08-2007 in those Tehsil where record has been computerized, made updated and Tehsil Computer Centers functioning properly

and thereafter only computerized copies of record of Rights will be prepared and issued from the Tehsil Computer Centre.

Since the textual data is being computerized, the digitization of village maps will also be taken up in the State so that data of jamabandis is integrated with the village maps for giving Nakal to the public. The updation work of village maps in all the districts is in progress and likely to be completed shortly. There is also a proposal to digitize the village maps (mussavis) in the State. The mussavus of some villages of Sirsa district have been given to HARSAC for digitization, which is in progress and likely to be completed shortly.

For smooth functioning of the scheme and computerization of further available Revenue Records, a proposal amounting to Rs. 4808.98 lakhs, which includes Training of the Staff, Digitization of Cadastral Maps, Scanning of old Records, Survey and Settlements etc. have been prepared and sent to Government of India for their approval/release of funds. Out of which government of India has released Rs. 164.14 lakhs (Training of Staff @ Rs. 0.50 lakh per tehsil/sub-tehsil for d113 tehsil/ sub-tehsil Rs. 56.50 lakh, Digitization of Cadastral maps, Rs. 29.05 lakh, Scanning and preservation of old record, Rs. 78.59 lakh) vide letter dated 20-12-2007 for implementation of the scheme during the current financial year. These funds further released to a;; Deputy commissioners in the state for the implementations of the scheme.

FUNCTIONS/ACTIVITIES OF GAZETTEER BRANCH.

The Gazetteer Branch was started in 1960 to bring out District Gazetteers and State Gazetteers . The Gazetteer Branch has published 11 District Gazetteers uptill now. A list of these Gazetteers is given below:

	<u>Price</u>
1- Rohtak District Gazetteer, 1970	Rs. 63/-
2- Karnal District Gazetteer, 1976	Rs. 82/-
3- Bhiwani District Gazetteer, 1982	Rs. 112/-
4- Gurgaon District Gazetteer, 1983	Rs. 158/-
5- Ambala District Gazetteer, 1984	Rs. 207/-
6- Hisar District Gazetteer, 1986	Rs. 180/-
7- Jind District Gazetteer, 1987	Rs. 98/-
8- Mahendergarh District Gazetteer, 1988	Rs. 171/-
9- Sirsa District Gazetteer, 1988	Rs. 216/-
10- Sonapat District Gazetteer, 1990	Rs. 531/-
11- Faridabad District Gazetteer, 1994	Rs. 695/-

In addition the Gazetteer Branch reprinted old British Gazetteers which were more than 100 years old and had become rare. These Gazetteers were extremely useful and in great demand, as they depicted the condition of this area extremely well. It was decided by the former Chief Minister, Sh. Bansi Lal to have these old British Gazetteer re-printed . Consequently, the Gazetteer Branch got 21 Gazetteers re-printed within five years. A list of these Gazetteers is given below:

	<u>Price</u>
1- Hisar District Gazetteer, 1915	Rs. 220/-
2- Gurgaon District Gazetteer, 1883-84	Rs. 239/-
3- Gurgaon District Gazetteer, 1910	Rs. 216/-
4- Karnal District Gazetteer, 1918	Rs. 194/-
5- Rohtak District Gazetteer, 1910	Rs. 226/-
6- Hisar District Gazetteer, 1992	Rs. 343/-
7- Ambala District Gazetteer, 1892	Rs.168/-
8- Ambala District Gazetteer, 1923-24	Rs.178/-
9- Karnal District Gazetteer, 1892	Rs. 291/
10- Delhi District Gazetteer, 1883-84	Rs. 156/-

11-	Karnal District Gazetteer, 1883-84	Rs. 191/-
12-	Rohtak District Gazetteer, 1883-84	Rs. 202/-
13-	Hisar District Gazetteer, 1883-84	Rs. 177/-
14-	Ambala District Gazetteer, 1883-84	Rs. 209/-
15-	Dujana State Gazetteer, 1904	Rs. 104/-
16-	Phulkian State Gazetteer, 1904 (Jind & Mahendgarh)	Rs. 444/-
17-	Delhi District Gazetteer, 1912	Rs. 226/-
18-	Imperial Gazetteer of India (Provincial Series) Volume-I	Rs. 435/-
19-	Imperial Gazetteer of India (Provincial Series) Volume-II	Rs. 435/-
20-	Customary Law of Hisar District, 1913	Rs. 161/-
21-	Customary Law of Sirsa District, 1892	Rs. 199/-

Besides these Gazetteers, the Gazetteer Branch got re-printed 4 volume Pakistan Gazetteers.

The Gazetteer Branch, in 2004 has brought out State Gazetteers Volume-I History & People and State Gazetteer, Volume-II, Agriculture and Irrigation in 2005.

(i) State Gazetteer Volume-I (History and People) 2004, Price Rs.1294/-

(ii) State Gazetteer Volume-II Agriculture and Irrigation 2005, Price Rs. 993/-

The Gazetteer Branch is now engaged in writing the District Gazetteer of Kurukshetra and Panipat and State Gazetteer Volume III- Industries.

The Gazetteer Branch has done a commendable job by re-printing all the old Gazetteers of British period of this region. These include Provincial Gazetteer Volume-I and II . Customary Law and Reprint of Pakistan Gazetteer in four Volumes. All these Gazetteers except for Re-Printed Pakistan Gazetteers (which are very few in numbers) have been sent to Divisional Commissioners/ Deputy Commissioners and District/ Sub Divisional Libraries of Haryana, so that they are available to the Public and Students of Haryana.

The eleven District Gazetteers published by the Gazetteer Branch covered the whole of Haryana region. If some District Gazetteers remain to be printed it is due to creation of new district though the information of all these new district is contained in the published District Gazetteers..

GRANT OF WAR JAGIR

Under the provision of the East Punjab War Awards Act, 1948, War Jagir is granted to those parents who have sent their only sons or only unmarried daughters or both, or two sons or two unmarried daughters or three sons or three unmarried daughters in the Armed Forces during any of the Emergencies declared by the President of India on 26-10-1962 or 3-12-1971. The amount of War Jagir is granted to Rs, 5000/- per annum from Rabi,2002. An amount of Rs.. 50/- is granted for each additional child enrolled in the Army during Emergency. On the death of the Jagirdar, this Award is transferable to his widow.

A provision of Rs. 56.65 lacs has been made in the Financial year 2008-09 for making payment of this award to Jagirdars.

MEWAT DEVELOPMENT BOARD

Mewat Development Board, Haryana was constituted under the Chairmanship of Chief Minister, Haryana in 1980 for all-round development of Mewat Area consisting of six blocks i.e. Nuh, Ferozepur Jhirka, Nagina, Punhana and Taoru in Gurgaon District and Hathin Block in Faridabad district. Under this Board, Mewat Development Agency has also been constituted which formulates Annual Action Plan and get them executed from the various departments. The development schemes are mainly to provide infrastructural facilities and basic amenities in the field of drinking water supply , agricultural, education, animal husbandry, housing, health, communication and creation of community assets etc. Vide notification dated 17-10-2006 HE The Governor of Haryana is the Chairman of Mewat Development Board.

From the year 1995-96 to 31-3-05 Mewat Development Agency has implemented Mewat Development Project (MADP) with the financial assistance from International Fund Agricultural Development (IFAD), Rome. Mewat Development Agency, Nuh is implementing its On-going development schemes, Approved outlay for Mewat Development Board for 2008-09 is Rs. 13.00 crores which is to be spent on its On-Going schemes.

EDUCATION

The objective of this scheme is to increase literacy rate as imparting quality education in Mewat region. Six Mewat Model Schools of the region and two Girls Hostel having a capacity of accommodating 300 girls will also be financially assisted. The provision has also been made to give stipend to Mewati Girls studying in D.Ed. course sponsored by MDA and three girls hostel will also be constructed at block headquarter i.e. Hathin, Taoru and Ferozepur- Jhirka.

HEALTH

Health of Mewat area depends upon the health status of women and male/ female children. Due to faulty personal hygiene, cases of disability and diseases of ear, nose and throat along with tuberculosis and anemia are found in the region. So, General Health awareness will also be undertaken through specialized NGOs and general health camps and the camps for eye cataract free zone will be organized during the financial year under reference.

COMMUNITY WORKS

Keeping in view, the need of community school rooms, C.C. parth and SHG, chopals will be constructed under the Plan.

AGRICULTURE

To promote Horticulture and to get it diversified, some new innovatives will be under taken, Soil and water conservation activities are very useful for this area to get the ground water level up. Organic farming will be introduced to minimize the cost of cultivation in general agriculture.

ANIMAL HUSBANDRY

Dewormers and Mineral Mistures will be purchased and supplied to livestock raisers in Mewat, Animals also be vaccinated against foot and mouth diseases. Emplhasis will be given to address the nutrition needs of the cattle owned by marginal and landless farmers. Besides, training and exposure in animal husbandry will also be given to at-least 1000 SHG women. More women cooperatives will be formed.

COMMUNITY DEVELOPMENT

Under the Externally Aided Project- MADP and On-Going Scheme, Agency has formed 1847 SHGs covering 25765 women as members of SHG upto 30-11-2005 and few hundred more are yet to be formed to sustain these SHGs and its block level federations, training and exposure of SHG women will continue. Matching grant and Group Development Fund for these SHGs will be provided after ascertaining their performance. Efforts will be made to ling these SHGs with income generating activities through experienced and reputed NGOs to have a control all drop out, child development program will be continued through SHG federation.

INDUSTRIAL TRAINING:

The Mewati youths may find more chances to get employment through the socialized trades in Industrial Training Institutes and Vocational Centres. The stipend and tool kits will be provided to them for their self sufficiency.

SPORTS:

Sports competition will be organized at block level to make the Mewati students & SHG women habitual.

SHIVALIK DEVELOPMENT BOARD

Shivalik Development Board Haryana was constituted under the Chairmanship of Chief Minister, Haryana on 24-3-1993 for the all-round development in hilly and semi-hilly area of Ambala, Yamunanagar and Panchkula districts. Under this Board, Coordination Committee and Shivalik Development Agency were also constituted. The Shivalik Development Agency formulates Annual Action Plan and spear-heads the development of this area through various departments. The Agency is concentrating on providing basic infrastructure viz watershed management by means of Water Harvesting and Soil Conservation measures, afforestation, Communications, Power Supply, Horticulture, Animal Husbandry, Irrigation, Health and Education etc.

An amount of Rs. 8.30 crore has been approved for the current financial year 2008-09 which is to be spent on the On-going Schemes of SDA.

Provision made for the Shivalik Development Board are in addition to the normal outlay of the various departments.

The detail of schemes of Rs. 9.50 crore is given as under:

Sr.No. Major/Minor Head of Development Proposed outlay for 2008-09

1- Watershed Management	Rs. 200.00 lacs
2- Drinking Water	Rs 400.00 lacs
3- Roads & Bridges	Rs. 200.00 lacs
4- Other Schemes	Rs. 150.00 lacs

Under watershed Management, works such as water harvesting structures, sub surface dams, deep irrigation tubewells, laying of pipelines for irrigation purposes, constructions of bawaries and water tanks etc. have been proposed to be undertaken in the Shivalik area.

Under Drinking water component, works such as drilling of drinking water tubewells, laying of pipelines and installation of hand pumps would be taken up.

Under Roads & Bridges, component, works such as construction of kucha jeepable roads, kuch paths, pullas, culverts and construction and repair of bridges would be taken up.

Under other schemes, distribution of non conventional energy saving devices, solar cookers, solar lights, electrification of dhanis in Morni area, construction & completion of Primary Health Centres, Cattle Development, Horticulture activities, Low cost buildings technology, fisheries, information technology, extension of Technical Institutes, self employment activities etc, would be taken up besides salary of staff and contingencies of the SDA.

FUNCTIONS/ACTIVITIES/WORKING HOURS OF OFFICE LIBRARY

The Library of Financial Commissioner's office, Haryana has so many reference books i.e. State and Central Acts, Gazetteers of Haryana and other States, various Law , Journals, Dictionaries, Glossary of technical Terms, Glossary of Legal Terms. Encyclopedia Americana, Gazette of Haryana State, State Civil Services Rules , Financial Rules and Treasury Rules etc., various Manuals, Code & Reports. Library provide facilities of reading newspapers & magazines, issue & return of books to the officers and officials of this department. The working hours of Library is from 9.00 am to 5.00 pm. There is no any separate reading room. The duties and functions of the officials of Library is as under:-

- Diary & arrange of Newspapers & Magazines.
- Press cutting for F.C.R.
- Issue & return of books.
- Arrange of Gazette of Haryana State.
- Paste amendment slips on related Acts & Rules
- Arrange of Law Journals.
- Provide reference Services.
- Arrange books on shelves.
- Purchase and Accessioning of books
- Payment of Newspapers bills
- Reminder for due books
- Reminder for Law Journals
- Binding of Law Journals
- Arrangement of Monthly bundle of newspapers for reference.

LIST OF IMPORTANT ACTS/ RULES

- 1- The Pepsu Nazool Land Transfer Rules 1956.
- 2- Standing Order No. 28.
- 3- The Haryana Relief of Agricultural Indebtedness (Amendment) Act,2004.
- 4- The Land Acquisition Act, 1894.
- 5- The Revenue Recovery Act. 1890.
- 6- The Punjab Land Revenue Act. 1887.
- 7- All Acts relating to Land Revenue such as:-
 - (a) Abolition of village cess (Kuri Kamini) Act.
 - (b) The Punjab Land Revenue Appeals & Proceedings (Disposal & Restoration) Act.
 - (c) The Punjab Restitution of Mortgage Land Act.,1913.
 - (d) The Punjab Redemption of Mortgage Act, 1913.
 - (e) The Revenue Recovery Act,
 - (f) The Patiala Recovery of State Dues Act.
 - (g) The Punjab Pre-emption Act, 1913.
 - (h) The Debtors Protection Act and Standing Order No. 64.
 - (i) Patiala Farman Shahi No. 20, dated the 19th March 1926.
 - (j) Rewajeam and Customary Law.
- 8- The Haryana public Premises and Land (Eviction & rent Recovery) Act, 1972.
- 9- All Rules relating to Land revenue such as:-
 - (a) Special Charges/Surcharge of land revenue rules.
 - (b) Ziledari Inamdari, Safedposhi, Lambardari Rules and Standing Order No. 20 & 22.
 - (c) Minor Mineral Rules with standing Order No. 42.
- 10- The Punjab Security of Land Tenures Act, 1953.
- 11- The Haryana Ceiling on Land Holdings Act, 1972.
- 12- The Haryana Utilization of Surplus and Other Areas Scheme, 1976.

Subject wise functions/duties/distributions of Branches of the Department Work distribution list of Admn.-I Branch.

Assistants	Subject
1. Admn I(1)	i) All establishment matters except disciplinary cases in respect of Assistants, Dy. Supdts., Supdts, Under Secretaries. ii) F.C.'s Office Group-A& B Service Rules. iii) Correspondence relating to appointment of S.O.,D.A., DDA and ADA .
2. Admn.I(II)	i) All establishment matters relating to Steno-Typists, Junior Scale Stenographer, Senior Scale Stenographer , Personal Assistants, Private Secy. ii) Disciplinary matters in respect of the establishment dealt with by Admn.II).
3. Admn.I-(III)	i) Maintenance of ACRs of all staff except Class-IV being dealt with in Admn.I Br. ii) Conveying of adverse remarks and Representations against it. iii) Review of record at the age of 50 and 55 years . iv) Misc. Reports. v) Regarding Appreciation letters to all staff. vi) Printing of Gradation list of class I,II & III.
4. Admn.I(IV)	i) All kinds of leave case of the entire staff. ii) Making centric in Service Books kof the entire staff except Class-IV. iii) Maintenance of Service Books iv) Leave Salary and pension contribution cases..
5. Admn. I(v)	i) All establishment matters in respect of Clerks, Drivers, Stamp Auditors, Gazetteers Unt Staff, Junior Revenue Accountants and Senor Revenue Accountants of Audit Agencies. ii) Disciplinary matters of above staff. iii) F.C.'s office Group –C Service Rules .
6. . Admn. I(vi)	i) Crossing of EB of Class I,II& III ii)Grant of Increments of Class I,II & III officers/officials. iii) Pay fixation of class I,II,III officers/officials of F.C. Office.

Work distribution list of Admn.-II Branch.

1. Admn.II(VII)	<ol style="list-style-type: none"> 1. Preparation of pay bills of Class-III employees under budget head 2052-SGS and 2030-Stamps. 2. preparation_of G.P.F. Advance/Final payment, HBA , Marriage, Vehicle, Computer advance bills 3 Calculation of Income tax . 4 . Calculation of perquisite for the purpose of Income Tax. 5. Preparation of Annual Salary Statement/From-16 issue of pay Certificate. 6. Issue of Pay Certificate . 7. Issue of Last Pay Certificate. 8. Maintenance of ledger(PayCheck Register) 9. Misc. works/periodical statements . 10. Preparation of arrear bills.
2. Admn. I(VIII)	<ol style="list-style-type: none"> 1. Preparation of pay bills of Class –III employees under budget head 3451-SES,2515-ORDP,3454-CSS,2245- RNC,2052-SGS Tribunal and 2029-LR. 2. Preparation of G.P.F. Advance/Final Payment ,HBA, Marriage,Vehicle, Computer advance bills . 3. Calculation of Income Tax. 4. Calculation of perquisite for the purpose of Income Tax. 5. Preparation of Annual Salary Statement/From-16 6. Issue of pay Certificate . 7. Issue of Last Pay Certificate . 8. Maintenance of ledger (Pay Check Register) 9. Preparation of Medical Bills in respect of all employees. 10. Preparation of Arrear Bills.

3. Admn.II(IX)	<ul style="list-style-type: none"> i.) Pension cases of all officers/Officials up to Class-III ii.) Sanction of leave encashment in respect of all officers/Officials up to ClassIII. iii.) Preparation of L.T.C. claims in respect of I.A.S. officers. iv) Preparation of Salary Bills of IAS Officers. v) Sanction of Medical Bills of IAS Officers. vi) Revision of Pension of retirees pre 1986 and pre-1996. vii) Preparation of T.A. Bills of IAS Officers. viii) Calculation of Income Tax in respect of I.A.S. officers. ix.) Calculation of perquisite in respect of long terms advances and use of car etc in respect of I.A.S. officers x) Issue of From-16 for filing Income Tax Return to the I.A.S. officers. xi.) Preparation of Arrear Bills/all advances bills of I.A.S Officers. xii) Maintenance of pay check register. xiii) Issue of L.P.C. and all other matters relating of IAS Officers. .
4. Admn.II(X)	<ul style="list-style-type: none"> i) Preparation of pay Bills of Class-I and II Officers. Under respective budget heads except IAS officers. ii) Preparation of GPF and all other advances bills of officers mentioned above. iii) Issue of Salary Statement/From-16 for filing Income Tax Return to the officers. iv) Preparation of Arrear Bills of officers (except IAS) v) Sanction of Medical Bills of Class-I/II officers and pensioners. vi) Maintenance of Pay Check Register . vii) Calculation of Income Tax in respect of all officers (Except IAS Officers). viii) Calculation of perquisite for income tax purpose in respect of all officers (except IAS) ix) Issue of LPC and pay certificate. x) Calculation of Interest on loans in respect of all officers.(except IAS Officers)
5. Admn.II(PBC)	<ul style="list-style-type: none"> i) T.A. Bills of all officers (except IAS Officers) ii) Calculation of interest on loans in respects of all officer. iii) Issue of N.D.C. in respect of long term advances of all officers/ officials (except Class-IV). iv) Maintenance of pay Books.

Note:- The work regardingly pay fixation cases of all officers/officials up to Class-III and attention of entries of Service Books of officials /officials except class-IV dealt in Admn-I Branch is routed through Superintendent Admn-II Branch. -

WORK DISTRIBUTION LIST OF NAZARAT BRANCH

1. N-I	1) Budget estimate under all heads of Accounts. ii) Excess and Surrenders iii) S.N.E. iv) Audit and Inspection Notes by A.G. Haryana. v) Preparation of T.A. Bills in respect of Class –III and IV employees vi) Re-appropriation order of all heads. vii) P.A.C. matters. viii) Time barred sanction of T.A. claims. ix) Budget estimate of Haryana Tax Tribunal. x) . Authorization from A.G. for drawl of pay and allowances of temporary posts of all heads of Accounts.
2.N-II	i) All matters relating to telephones and issue of sanctionof telephone bills. ii) Pension and Gratuity cases in respect of Class-III(below the rank of Clerks) and Class-IV employees. iii) Retirements of Class-III employees (below the rank of Clerks) and Class-IV employees.
3 N-III	i) Maintenance of Bill Books. ii) Writing Pay orders on the Bills after their receipt from Treasury. iii) Preparation of expenditure statements of all head/sub-heads. iv) Collection of Voucher Numbers from Treasury. v) All matters relating to staff cars. vi) Checking of all kinds of bills including petrol and diesel in respect of vehicles under all heads of accounts.
4. N – IV)	i) Maintenance of Contingent Register and preparation of Contingent Bills. ii) Completion and Maintenance of service books of Class-III employees(below the rank of Clerks.) iii) Pay fixation of Class-IV and Class-III employees(below the rank of Clerks) iv) Leave cases of Class-IV and Class-III employees (below the rank of Clerks.) v) Increment and crossing of efficiency bar cases of Clerks-IV and Class-III employees (below the rank of Clerks). vi) Checking of all contingent bills, carriage charges etc. vii) Bonus in respect of Class-IV and Class-III employees (below the rank of Clerks) viii) Reconciliation.

6. N-V	<ul style="list-style-type: none"> i) House allotment cases. ii) G.P.F. advance in respect of Class-IV and Class-III employees (below the rank of Clerks). iii) HBA, Marriage loan etc. in respect of Class-IV and Class-III employees (below the rank of Clerks.) iv) Establishment of Class-IV and Class-III employees (below the rank of Clerks.) v) Ex-gratia appointment cases. vi) Ist and IInd ACP cases of Class-IV and Class-III employees (below the rank of Clerks) vii) Fortnightly /Quarterly/annual reports regarding filling of vacant posts..
N-VI	<ul style="list-style-type: none"> i) Preparation of pay Bills of Class-IV and Class-III employees (below the rank of Clerks.) ii) Arrears of pay/D.A. etc. iii) Preparation of all bills of leave encashment/GIS/HBA/Marriage Advance/Wheat Advance/Festival Advance/Ex-gratia etc. iv) Calculation of interest on long terms advances. v) Sanction of \wheat /festival loan. vi) LTC claims of Class-IV and Class –III employees (below the rank of Clerks.)
7 N-Vii	<ul style="list-style-type: none"> All kinds of repair of office material such as furniture etc. except vehicle. ii) Supply liveries to the Drivers/Potedar/Carpenter. iii) Posting and transfer of Clerks-IV employees. iv. Maintenance of stock register and issue of articles of all kinds . v) Supervision of Daily Wagers.
8 N-VIII (Librarian)	<ul style="list-style-type: none"> i) Purchase of Books, Periodical, New Papers and Law Journals etc. ii) Categorizing of books. iii) Access of all books receiving in Library. iv) Issue of books and magazines. v) Cutting of amendment from the Gazette. vi) Arrangements for binding of Law Journals. xi) Maintenance the stationary stock register, rubber-stamps and also stationary stock register of local purchase

9 N-IX)	<ul style="list-style-type: none"> i) Office accommodation and arrangements thereof. ii) Issue of temporary I Card and Vehicle parking passes. iii) Cleanliness of office accommodation . iv) Horticulture and potted plants flower arrangements. v) Computerization of New Secretariat vi) Arrangements of A.C. vii) Arrangements of Security and fire fighting system. Viii) Maintenance of New Secretariat Building through PWD(B&R), P.H.<Electric and Civil Department . ix) Arranging meeting of upkeep and maintenance committee. x) Disciplinary cases of Class-IV and Class-III employees (below and the rank of Clerks.).
10.Store Keeper	<ul style="list-style-type: none"> i) To provide stationary to the Staff of F.C.'s office, Haryana. ii) Issue stationary articles to the officers/officials. iv) Checking of monthly stationary articles Indents etc. v) To bring stationary articles from Government Press.. vi) Local purchase of stationary articles etc..

WORK DISTRIBUTION LIST OF ESTABLISHMENT BRANCH

Sr.No.	Asstt.	Subject
1-	E-1	<ol style="list-style-type: none"> 1- All Establishment matters of Naib Tehsildars. 2- All Establishment matters of Superintendent of Deputy Commissioner's/ Commissioners Offices. 3- All complaints and enquiries against the Naib Tehsildars . 4- All complaints and enquiries against the Superintendents of Deputy Cmmissioner's /Commissioners Offices. 5- Cases of retention in service beyond 50/55 years of Naib Tehsildars and Superintendents. 6- All work relating to examination of Naib Tehsildars.
2-	E-2	<ol style="list-style-type: none"> 1- All Establishment matters of Tehsildars. 2- All Establishment matters of District Revenue Officers. 3- Cases of retention in service beyond 50/55 years of Tehsildars and DROs. 4- Powers of Collectors to DROs. 5- Cases regarding nomination of DROs in IAS.
3-	E-4	<ol style="list-style-type: none"> 1- Cases regarding nomination of Tehsildars in HCS (Executive Branch) including CourtCases. 2- Fresh complaints of Tehsildars and DROs of all the districts. 3- Fresh Vigilance enquiries received against the DROs/ Tehsildars. 4- Departmental examination of Tehsildars.
4-	E-5	<ol style="list-style-type: none"> 1- All disciplinary cases and enquiries of Tehsildars. 2- All disciplinary cases and enquiries of DROs. 3- Vigilance enquiries and prosecution sanction againstTehsildars and DROs. 4- Cases regarding immovable/movable statements.
5-	E-6	<ol style="list-style-type: none"> 1- Medical re-imbusement of DROs/ Tehsildars/ Naib Tehsildars/ Superintendents. 2- Non-refundable advance of DROs/ Tehsildars/ Naib- Tehsildars. Superintendents and its related matters. 3- All advances to Naib Tehsildars/ Tehsildars/DROs. 4- Maintenance of ACRs of Naib Tehsildars/ Tehsildarsand DROs. 5- All reports weekly, fortnightly, monthly, six monthly and annualy. 6- Miscellaneous work of branch.

WORK DISTRIBUTION LIST OF LAND REVENUE BRANCH

Sr.No.	Asstt.	Subject
1	R-I	1- Removal of encroachments from village roads and Government lands; 2- Cases regarding sale/lease and transfer of Nazool land; 3- Escheated and non-escheated properties/buildings on Nazool land; 4- Civil Suits/Petitions relating to Nazool land; 5- Monthly reports regarding Nazool land; 6- Cases relating to Government Waste Land; 7- Transfer of land from one department to another department or to other Non Government body. 8- Disposal of surplus land surrendered by other department and Revenue Department 9- Declaration of Dhanis/Majras as separate revenue estates. 10-Finalization of Para No. 1,2,19-A,27/27-A of Administration Reports. 11-Lok Sabha/ Rajya Sabha/ Assembly Questions relating to above subjects; 12-Any other work allotted by the Branch Superintendent.
2-	R-II	1- All Acts relating to Land Revenue such as :- a. Abolition of village cess (Kuri Kamini) Act; b. The Punjab Land Revenue Appeals & Proceedings (Disposal & Restoration) Act ; c. The Punjab Restitution of Mortgage Lands Act, 1913; d. The Punjab Redemption of Mortgage Act, 1913; e. The Revenue Recovery Act; f. The Patiala Recovery of state Dues Act; g. The Punjab Pre-emption Act, 1913; h. Disposal of Petitions under the Land Revenue Act; i. The Debtors Protection act and Standing Order No.64; j. Patiala Farman Shahi No.20, dated the 19 th March, 1926; and k. Rewajeam and Customary Law. 2- The Haryana Public Premises and Land (Eviction & Rent Recovery) Act, 1972; 3- All Rules relating to Land Revenue such as :- a- Special Charges/surcharge of land revenue rules; b- Ziledari, Inamdari,Safedposhi, Lambardari Rules and Standing Order Nos. 20 & 22 ; and c- Minor Minerals Rules with Standing Order No. 42. 4- Compilation of material for quarterly Law Reporter; 5- Unification of Laws (Statutory & Non-Statutory); 6- Matters regarding Agricultural Income Tax; 7- Matters regarding Land Holdings Tax; 8- Muafi to charitable institutions including institutions of erstwhile states of 'PEPSU & PUNJAB'; 9- Compiling of Land Revenue Clander under standing Order No.54; 10- Finalization of para No. 5-A of Land Administration Report;

		<p>11- All matters relating to Gurudwaras, Dehras, Temples and Muslim religious institutions such as Patwari shes pensions Dhup-Deep Nandhan, Dharamarth Establishment & Dharmarth Chi this ;</p> <p>12- Civil Suits regarding religious institutions;</p> <p>13- Seasons & Crop Annual Reports;</p> <p>14- Copying & Inspection Fee;</p> <p>15- All matters regarding Lambardars;</p> <p>16- Cases regarding partition of land;</p> <p>17- All matters regarding Record of Right i.e. Jamabandi, Khasra- Girdawari and Mutations excluding monthly reports and complaints regarding entries of record of rights where no report is ordered to be called for by the Government;</p>
3-	R-III	<p>1- Cases regarding land acquisition for Mini Secretariats and residential houses for the officers/officials of department including allied matters;</p> <p>2-Construction of Mini-Secretariats and allied Buildings;</p> <p>3- Petitions relating to land acquisition for Mini-Secretariats and allied buildings; and</p> <p>4- Revenue Buildings, Rest Houses and Sarais;</p> <p>5- Lok Sabha/ Rajya Sabha/ Assembly Questions relating to above subjects;</p> <p>6- Any other work allotted by the Branch Superintendent and</p> <p>7- Finalization of Para No. 20 & 35 of Land Revenue Administration Reports.</p>
4-	R-IV	<p>1- Compilation of Monthly Reports regarding Record of rights i.e. Jamabandi, Khasra Girdawari and Mutations.</p> <p>2- Complaints regarding entries of record of rights where no report is ordered to be called for by the Government</p> <p>3- Monthly review of the progress of Revenue & Appellate Work done by the Divisional Commissioners, Deputy Commissioners, Sub-Divisional Officers (c) and District Revenue Officers;</p> <p>4- Printing & Supply of various land revenue forms i.e. Sanad Namberdari Form, including Registers etc to the District Deputy Commissioners.</p> <p>5- Cases regarding the change in the name of village, cities, or Railway Station.</p> <p>6- Finalization of Para Nos. 6,7,8,16,17 & 40 of Land Administrative Reports.</p> <p>7- Miscellaneous work excluding submission of :-</p> <p>(a) Press Note for CM;</p> <p>(b) Note on Departmental activities;</p> <p>(c) Governor Address;</p> <p>(d) Budget Speech of the Finance Minister;</p> <p>(e) Other important notes etc.</p>
5-	R-V	<p>1- All matters regarding boundary disputes relating to adjoining states including verification of boundaries shown by Survey of India Maps;</p> <p>2- Matters regarding the Haryana Relief of Agricultural Indebtedness Act, 1989;</p> <p>3- All matters relating to the Office of Administrator general and Officials Trustee & Charitable Endowment, Haryana.</p>

		<p>4- Cases regarding ownership of camping grounds;</p> <p>5- Correspondence with the Census Department and issue of instructions etc;</p> <p>6- Cases regarding land acquisition Act, 1894 and allied matters except Mini-Secretariats and allied buildings;</p> <p>7- Rieverian Survey;</p> <p>8- Compilation & Publication of Annual Land Administration Reports including finalization of its Para nos. 26 & 31.</p> <p>9-Cases regarding meetings/conferences to above subjects;</p> <p>10-Lok Sabha / Rajya Sabha/Assembly Questions relating to above subjects; and</p> <p>11-Any other work allotted by the Branch Superintendent.</p>
6-	R-VI	<p>1- Re-organization/creating of new Divisions/ Districts, Sub Divisions, Tehsils and Sub-Tehsils.</p> <p>2- Budget under head “4059’ “2216” and “2059” (Non-Plan) & (Plan), along with Annual/ Five Years Plans;</p> <p>3-Quarterly expenditure progress report relating to Mini-Secretariats and allied buildings;</p> <p>4- Lok Sabha/ Rajya Sabha/ Assembly Questions relating to above subjects; and</p> <p>5- To maintain village Directories.</p> <p>6- Any other work allotted by the Branch Superintendent.</p>

Subject wise functions/distribution of Branches of the Department**Work distribution list of ER Branch.**

Sr. No. Assitt.	Subject
1.ER-I	i) Flood. ii) Policy regarding payment of relief on account of floods. iii) Provision of funds for allocation to various Heads of Department /DCs on account of flood. iv) Seeking of Central Assistance from Government of India on account of floods. v) Lok Sabha /Assembly Question etc. relating to floods vi) Dewatering operations. vii) Assurance operations. viii) All other matters relating to floods not specified in the list . ix) Special report of Central Assistance granted to Irrigation , Cooperation, Housing /MITC.
2.ER-II	i) Maintenance of Financial Commissioner Revenue Saving Account. ii) Provisions of funds for allocation to various Heads of Department /DCs for all natural calamities. iii) Maintenance/compilation of expenditure figures& other allied job . iv) Maintenance of C.R.F. accounts and its investment/ reinvestment. v) Complaints/ petitions regarding all type of natural calamities .
3.ER-III	i) S.L.C. meeting ii) Shifting of Abadi on account of flood damage. iii) Audit & Inspection notes under head “2245-RNC” iv) Uniforms of Mechanic of Flood Relief Organization . v) Purchase/repair of Flood Relief equipment & other material / condemnation & disposal thereof . vi) Press note for C.N. & activities of the department. vii) Material regarding Governor address/FM speech. viii) Special Audit Reports of Central Assistance granted to HSEB/DHS. ix) Sanction for journey beyond jurisdiction.

4. ER-IV	<ul style="list-style-type: none"> i) P.A.C. ii) Estimate Committee. iii) Advance/Draft para. iv) Fire & Lightening cases. v) Policy regarding fire, Lightening. vi) Provision of funds for fire& lightening . vii) Lok Sabha /Assembly Question relating to fire lightening viii) Amendment in flood manual .
5.ER-V	<ul style="list-style-type: none"> i) Organization of Flood Relief Training Camps and other matters relating thereto . ii) Working relating to inspection of Bunds/Drains. iii) Establishment of flood control Room. iv) Cases regarding hailstorm. v) General Circular. vi) Weekly arrear reports. vii) Weekly/fortnightly /monthly/quarterly and half yearly reports . viii) Lok Sabha /Assembly question relating to hailstorm. ix) Special Audit of Central assistance granted to Forest Department . x) Submissions of periodical returns to S.R. xi) Purchase of vehicles for Flood Relief Organization. xii) Repair of FRO vehicles. xiii) Condemnation of FRO vehicles. xiv) Arrangement of POL Bills/vehicles & Out Boat/Repair bills of vehicles of FRP from open market/G.C.W.

6.ER-VI	<ul style="list-style-type: none">i) Work relating to creation/continuation of temporary posts .ii) Rainfall reports.iii) Cyclone.iv) Cold wave/heat wave.v) Matters regarding to locust.vi) Assurance given by the Minister regarding Cold/heat wave/cyclone/Drought/ Disaster.vii) Lok Sabha /Assembly questions etc. relating, to Cold/heat wave/cyclone/Drought / Disaster.viii).Compilation of Flood damage reports.ix) All matters relating to Disaster Management.x) Submission of reports about Natural Calamities to Government of India and other concerned .xi) C.M. relief fund cases regarding amendments in rules etc.
---------	--

Work Distribution of Jagir Branch.

Sr.No. Assistant	Subject
<u>1.J-I</u>	<ul style="list-style-type: none">i) Establishment of Class-IV (Peons, Chowkidars, Sweeper-cum- Chowkidars, Daftri, Mali, Waterman etc.) Employees of Commissioners/DCs /SDOs© s and Tehsildars officesii) All matters relating to telephone installed/ installation in the offices. Residences of Commissioners/DCs/SDO© & Tehsildar offices.iii) Establishment of Drivers of Commissioners /DCs/SDO© & Tehsildar offices .iv) Grant of sanctions of medical bills of Drivers/ All Class-IV employees of Divisional Commissioners/ DCs/SDO© & Tehsildar offices .v) Investigation of claims of Drivers/All Class-IV employees of Divisional Commissioners/ DCs/SDO© & Tehsildar offices .vi) Court cases of Drivers and All Class-IV officials posted in Divisional Commissioners/ DCs/SDO© & Tehsildar offices .vii) Complaints /Enquiries/Appeals of Drivers/All class-IV employees of Divisional Commissioners/ DCs/SDO© & Tehsildar offices .
2.J-II	<ul style="list-style-type: none">i) Claims relating to the declaration of Jagirs as Military Jagirs.ii) War Jagir Sanand Transfer and War Jagir amendment .iii) Budget allotment under head “2075-MGS-101-Pension in lieu of Jagir .iv) Reconciliation of monthly expenditure under head “ 2075-MGS.v) Monthly statement of Jagirs expenditure under head “ 2075-MGS.vi) Monthly statement of Jagirs claims pending with DCsvii) Printing of Jagirs Sanad.viii) Miscellaneous work i.e. vidhan Sabha/Parliament question Resolution and implementation of assurance given on the floor of the legislature. Activities of the Department , Governor’s Address/Budget speech. Monthly list of pending cases over three/six/twelve months to be supplied to SR/CS, weekly /fortnightly /monthly /quarter/half yearly / yearly reports etc.

3.J-III	<ul style="list-style-type: none"> i) Financial Sanction for the purchase of vehicles, furniture, library books and others tore articles etc.(including typewriters) photo – state machines and computers under provisions of PFR to the field offices of Revenue Deptt. ii) Hiring or residence/offices building for Revenue Department. iii) Maintenance of Record Rooms in the field offices of Revenue Department. iv) Land Administration Report Paragraphs No. 38&38 A. v) Sanction regarding Journeys made by the officers/officials (on Revenue side) beyond ajurisdietion. vi) Repair and Insurance of Vehicle of Revenue Department. vii) Purchase of vehicles for Div.Commissioners/DC's/SDO©/CTM,DRO's /DC's/SDO©/CTM,DRO's/Tehsildar/Naib Tehsildars. viii) Supply of POL coupons for Div.Commissioners/DC's/SDO©/CTM,DRO's /Tehsildars/Naib Tehsildars. ix) Budget allotment for the purchases of Vehicles forDiv.Commissioners/DC's/ SDO's //CTM,DRO's Tehsildars/Naib Tehsildars. x) Condemnation of Vehicles of Div.Commissioners/DC's/SDO's /CTM,DRO's/s/ Tehsildars/Naib Tehsildarsetc. xi) Sanction regarding grant of relaxation in respect of officers of Revenue Department for Journeys beyond 10 days xii) Sanction of residential accommodation of Commissioners/DC's/SDO's /CTM,DRO's/Tehsildars office employees, clarification of water & electricity bills.
J-4	<ul style="list-style-type: none"> i) DLR office Establishment including enquiries & complaints against employees of DLR office. ii) Annual Report/Review on the working of DLR. iii) All matters relating to the establishment of DRA\TRA/WBN and AWBN. iv) Farming of Rules and amendments there of DLR office. v) Reimbursements of medical bills of DLR office employees. vi) Investigations of claims of DLR's office . vii) Grant of sanction of DLR's office. viii) Journey beyond jurisdictions claims of DLR office employees and DRA\TRA/WBN and AWBN. ix) Sanction of purchase/condemnations of vehicles of DLR's office . x) Sanction of staff in DLR's office including continuation of temporary posts in DLR's office . xi) Advice cases of DLR's office employees, DRA,TRA, WBN, AWBN etc. posts in DC office . xii) Deptt. examination of class I&II employees of DLR'soffice. xiii) Court cases pending in Hon'ble High Court & Supreme Court of India . xiv)Appeal cases of employees of DLR's office and DRA\TRA against the order of DC's/Div. Commissioners.

Work Distribution List of Record Branch

Sr. No. Assistant	Subject
1.SR-I	<p>i) All type of Co-ordination work pertaining to Revenue Department which also includes :-</p> <p>a) Compilation of information in respect of Outstanding audit objections , and</p> <p>b) Meetin of Divisional Commissioners and Deputy Commissioner at the State Headquarters as well as at Divisional level under the Chairmanship of the Chief Ministers, Haryana Chief Secretary to Govt., Haryana /Revenue Minister, Haryana /Financial Commissioner, Revenue Haryana etc.</p> <p>ii) Matters relating to conference of Revenue Ministers /Revenue Secretaries of States& UT's including conferences of DC's</p> <p>iii) To pursue all the cases of assurances given by the Revenue Minister on the floor of Haryana Vidhan Sabha and to Co-ordinate them. This includes:-</p> <p>a) Submission of daily progress report in respect of Assembly Busines pertaining to Revenue Department for the information Departmental officers during Vidhan Sabha Session.</p> <p>b) Submission of Departmental material of Budget Speech of the Finance Minister</p> <p>c) Submssion of Departmental material for Governor Address.</p> <p>iv) To review the Standing Order of the Revenue Department showing the delegation of powers.</p> <p>v) To assist the Superintendent Records in conduction inspection on the work of Clerks (Record Assistants and Diarists) working in different Branches/Sections of this office.</p> <p>vi) To maintain the Casual Leave Accounts of all the officials(Clerks/Assistants) working in the Records Branch& Circulating Section .</p> <p>vii) Any other work allotted by the Superintendent Records.</p>
2.SR-II	<p>i) All matters pertaining to Manual Typewriters/Electronics Type-writers, FAX Machines, Gastatner Machines/Plain Photo Copier Machines/Frinking Machines including purchase, repair and condemnation thereof.</p> <p>ii) Allotment of Typewriters to various Branches/Stenos/P.A.'s /PS and allotment of FAX Machines to officers.</p> <p>iii) Hiring of T;ypewriters from Private firms.</p> <p>iv) Maintenance of stock Registrars pertaining to Manual Tyewrites/Electrnoics Typewriters/Frinking Machines of Gastatner& FAX Machines/ Plain Photo Copiers of this office as well as the Typewriters hired from Private firms.</p> <p>v) Submission of daily arrear reports of Typists and Dispatchers and checking of Seats thereof .</p> <p>vi) Fort-nightly checking of service Stamp Account Registrars maintained by Local Dispatchers in Issue Section.</p> <p>vii) To maintain the Casual leave accounts of all the official working in copy Branch & Issue Section .</p> <p>viii) Any other work allotted by the Superintendent Records.</p>

3. SR-III	<p>i) To circulate references of general nature received from the Chief Secy., to Govt., Haryana & other various departments among the Branches/Sections of this office.</p> <p>ii) To collect the weakly/fortnightly/monthly/quarterly/half yearly reports on various subjects form the Branches/Sections on Revenue side and to consolidate the same for onward transmission to the quarter concerned.</p> <p>iii) To deal with all matters pertaining to Record Room, which also includes:-a) proper maintenance of Record in the Record Room.</p> <p>b) Printing of Index of files of various Branches/Sections of this office .</p> <p>c) Transfer of records from Punjab State to Haryana State and vice-versa.</p> <p>d) To send office indents to the controller printing and Stationary, Haryana for he supply of articles of un-period Stationary for official use in the office and to ensure its proper distribution thereof among various Branches/Sections of this office .</p> <p>iv) To supervise the work of the Records and to check their daily output.</p> <p>v) To check the daily work of all the Daftris sitting in the Record Room .</p> <p>vi) To maintain the casual leave accounts of all the officials working in the Record Room including Restorers/Daftris& Frash posted in other wings of Records Branch.</p> <p>vii) Any other work allotted by the Superintendent Records.</p>
4.SR-4	<p>i) Marking of all type of Local and Postal dak received from all telegrams / registered letters/ Civil Suits / Civil writ petitions / Assembly Questions/ Lok Sabha Question etc.</p> <p>ii) To make available the information regarding the dates of Assembly questions to the Branches/Sections of this office after getting daily report from the quarter concerned.</p> <p>iii) To get the disputed references settled.</p>
5.SR-5	<p>i) Maintaining old records of FC office</p> <p>ii) Weeding out of old record of after obtaining approval of concerned branches of FC Office .</p> <p>iii) Maintaining of Record Room .To furnish the permanent nature's files to Archives Deptt.</p>

WORKING DISTRIBUTION LIST OF STAMPS AND REGISTRATION

Sr.No.Assistant	Subject
I STR-I	All matters relating to the Indian Stamps Act,1899. ii) All matters relating to the Indian Registration Act, 1908. iii) Transfer of Property Act, 1882. iv) The Punjab Stamps Rules, 1934 and its allied matters. v) The Punjab Documents Writers License Rules,1961 and its allied matters including of disposal of complains against Documents Writers. vi) Policy Matters, concerning Stamps duty and Registration fee. vii) Reduction Remission/exemption of stamp duty. viii) Refund of stamps Duty and Court fees .ix) Civil Appeals/Court cases regarding Stamps duty and registration. x) Copying Agency manual. xi) Court Fee Act. xii) Probate cases. xiii) Fixation of Collector rates. xiv) Misclassification of documents-Guidance thereof. xv) Any other work allotted by the Superintendent Stamps and Regn.
2.STR-II	i) All matters concerning Stamp Auditors & Chief Stamp Auditor viz. posting and Transfers of Auditors including grant of leave complaints and enquiries approval of their tour programme and payment of their T.A. bills. ii) Delegation of powers to the sub Registrars / Joint Sub Registrars in the State. iii) Holding Examination of Registration Clerks. iv).Formulation of Sub –Districts u/s 5 of the Registration Act. v) To appoint Naib Tehsildars of the District as Sub Registrar of Sub- District vi) To approve para 39 of the Annual Land Administration Report. vii) Monthly statement regarding the working of the copying agencies of the districts including income and expenditure thereunder. viii) Complaint regarding evasion of stamp duty / Registration fee. ix) Complaint and enquiries regarding undervalued cases registered by joint Sub Registrars and Sub Registrars. x) Audit and Inspection Notes of the Inspector General of Registration, Haryana . xi) Creation/Continuation of posts of Registration Assistants in the District. xii) Audit and Inspection Notes of the Chief Stamp Auditors. xiii) Any other work allotted by the Superintendent Stamp and Regn.

3.STR-III	<ul style="list-style-type: none"> i) All matter relating to the public Accounts Committee so far as Stamp and Registration Branch is concerned . ii) Accountant General’s Audit & Inspection Notes/advance paras and Draft paras. iii) Quarterly progress report of PAC in respect of Stamp duty and Regn. Fee. iv) CAG Reports in respect of Stamp duty and registration fee. v) HARIS Project & PLA Account and Purchase thereunder. vi) Anuy other work allotted by the Superintendent Stamp and Regn.
4.STR-V	<ul style="list-style-type: none"> i) All matters concerning Budget under head 0030-Stamp and Regn. And 2030-Stamp and Regn. And monthly statement kof expenditure BM-26 and 29 and reconciliation with AG Haryana. ii) All matters relating to the Budget Head 2058 and 0058 printing and Stationery and reconciliation thereof . iii) To arrange the supply of judicial water marked paper amongst the Treasury officers. iv) Store Account of Stamps and all other work relating to Judicial and Non-Judicial Stamp papers. v) Cases relating to losses of Stamps while in transit writing off their values. vi) Purchase of furniture etc for the office of Inspector General of Registration, Haryana. vii) Any other work allotted by the Superintendent Stamp and Regn.
5.STR-VI	<ul style="list-style-type: none"> i) Audit Notes and Pre Audit notes of Internal Audit Agency i.e. Stamp Auditors. ii) Maintenance of Register in form S.A.1. iii) Preparation of SA.4 Statement. iv) Monthly statement of section 47 A of Indian Stamp Act, 1899. v) Monthly Statement showing the recovery of deficiency in respect of Stamp duty and Registration fee including Court fee. vi) Preparation of Annual Administrative report on Stamp Duty and Registration. vii) Disposal of applications regarding appointment of stamps Vendors and disposal of complaints against them. viii) Preparation of Finance Minister’s Speech, Governor’s Address and Statements for Press Note for Chief Ministers. ix) Weekly/For nightly/Monthly & Quarterly Progress Reports which are being sent to S.R. x) Embossing of documents. xi) Miscellaneous work including circular etc. xii) Any other work allotted by the Superintendent Stamps and Regn.

WORK DISTRIBUTION LIST OF A.R. BRANCH.

Sr.No. Assistant.	Subject
I AR-I	<p>1)Collection/Complaint of data for the monthly and quarterly progress reports on the implementation of Ceiling Laws under the Land Reforms.</p> <p>ii) Submission of monthly/quarterly progress reports to Govt. of India showing the area declared surplus under the Old Acts as well as the New Act. 1972 and Utilization thereof; and</p> <p>iii)All work relating to the implementation of 20 Point Programme so far as Point No. 4(Allotment of surplus land) is concerned.</p> <p>iv) material for preparation of the Annual Report/Information regarding progress of land Reforms Report of the Commission for Scheduled Casts & Schedule Tribes, including supply of other information called by Director S.C.s & S.Ts.</p> <p>v) All Assembly/Lok Sabha/Rajya Sabha Questions concerning to his seat.</p> <p>vi)Any other work allotted by the Supdt. A.R. Branch.</p> <p>vii) Old Claim Cases (Time Barred Bills)</p>
2. AR-II	<p>i) Preparation of Budget Estimates/SNEs and other Budgetry Matters relating to Agrarian Reforms under the heads:- I."3475-Other General Economic Services-101and Ceiling(i) Agrarian Reforms-Revenue(Field)".II "3475_Other General Economic Services-101and Ceiling (ii)-Agrarian Reforms Land Records. III) "3475-Oher General Economic Services-101- and Ceiling (iii) Compensation to land Owners."ii) Creation on temporary posts and conversion thereof into permanent ones.</p> <p>iii) Preparation of quarterly statement in Form-XI under rule 12 of the Haryana Ceiling on Land Holdings Act, 1973, showing the payment of Amount in cash to the landowners for the surplus area determined under the provision of the Haryana Ceiling on Land Holdings Act, 1972; and</p> <p>iv) To grant sanction for the refund of first instalment of the period of surplus land deposited by the allottees of surplus land;</p> <p>v) Miscellaneous work including PAC Paras, circulars and submission of weekly/fortnightly/monthly/quarterly/half yearly reports to be consolidated by Records Branch.</p> <p>vi) Disposal of applications, complaints, petitions and enquiries which are received from public or from Govt. quarters regarding allotment, possession of surplus land and providing passages to the allottees of surplus land;</p> <p>vii)Disposal of applications regarding payment of compensation to landowners for their surplus land;</p> <p>viii) matters regarding Central Assistance in regard to landless agricultural workers on their re-settlement on surplus area and issuing of instructions regarding; and</p> <p>ix) Assembly/Lok Sabha/Rajya Sabha Questions relating to his seat;</p> <p>x) Any other work allotted by the Supdt. Agrarian Reforms Branch.</p>

3 AR-III	<p>i) All work relating to Conferences and meeting etc. including references relating to Got. Assurances made by the Ministers on the floor of the house.</p> <p>ii) Disposal of all references received from the Govt. of India.</p> <p>iii) Preparation of monthly progress reports showing the surplus area in respect of which mutations have been sanctioned in favor of Govt.</p> <p>iv) All Assembly/Lok Sabha/Rajya Sabha Questions concerning to his seat.</p> <p>v) Matters regarding nomination of persons and non-officials members who are required to be consulted by the Allotment Authority.</p> <p>vi) Any other work allotted by the Supdt. A.R. Branch.</p> <p>vii) Proceedings of the meetings of District Revenue Officers held under the Chairmanship of D.C.s.</p> <p>viii) Medical reimbursement of Class-III Employees of Commissioner and DC Officers.</p> <p>ix) GPF Non Refundable Advance cases of Class-III employees of Commission and DC Offices.</p>
4 AR-IV	<p>i) Litigation matters relating to the Pepsu Tenancy and Agricultural Lands Act,1953.</p> <p>ii) Litigation matters relating to the Punjab Security of Land Tenures Act,1953.</p> <p>iii) Litigation matters relating to the East Punjab Utilization of Land Act,1949.</p> <p>iv) All Litigation matters regarding filing SLP in the Supreme Court under the Ceiling on Land Holdings Act,1972.</p> <p>v) Any other work allotted by the Supdt. A.R.</p> <p>vi) All Establishment Matters of Assistant Supdt. Revenue of Commissioner and DC Office.</p>
5. AR-V	<p>i) Establishment matters of Class III (Clerks, Steno, Assistants ,Personal Assistants etc.) of DC,s and Divisional Offices.</p> <p>ii) All Disciplinary matters(Revision Petition) of above categories</p> <p>iii) Confirmation of Class III Staff for DC's & Divisional Offices</p> <p>iv) Action on the enquiry report of Vigilance Department.v) Report of Administrative Department.vi) Grant of ACP Scale.vii) Representation adverse remarks in ACR's.viii) Appeal against the order of the Division Commissioner under Punishment & Appeal Rules, 1987.ix) Exemption from type test.x) Exemption of suspension period of above categories.xi) Court cases.xii) Complaints cases against above categories.xiii) Action on the inspection.</p>

WORK DISTRIBUTION LIST OF ACCOUNTS BRANCH

Sr.No. & Asstt.	Subject
I A-I	<ul style="list-style-type: none"> i) 2053—Distt. Admn. 093-Distt. Estt. Expenditure. ii) 2053-Distt. Admn. -094-SDE Exp. iii) 2053-Distt. Admn. -094—OE Copying Agency. iv) 2053-Distt. Admn. -094-(iii) Expenditure Kutchery Compound. v) 2053-Distt. Admn. 101-Expenditure Commissioner vi) 2053-Distt. Admn. 101-Expenditure Other Expenditure RRT for ML. vii) Assistant would be responsible for instant Budget, Revised Budget SNE Budget Receipt Budget Appropriation. viii) Re-appropriation. <ul style="list-style-type: none"> I) Major Head:- 0070-Other Administrative Services. II) Sub Head:-60_Other Services. <ul style="list-style-type: none"> (i) Fee & Subscription from petition write&Traders in Kuthery compound. (ii) Sale of old Stores. (iii) Fees fines and for features prevention of cruelty to animals. (iv) Fees for examination of Naib Tehsildar and Kanoongoes Examination,. (v) 113-Copy rights fee. ii) Major Head;-0075-Misc. General services. <ul style="list-style-type: none"> (i) 800-Other receipt copying agency Account. (ii) 105-Sale of Land and property. (iii) 0230-labour and Employments-800-Other receipts (iv) Sale of old store and materials. (v) 0250-Other Social-800-Other receipts for Dharmarh. (vi) 0250-Other Social Services-receipts for Zoological and public garden.
2. A-II	<ul style="list-style-type: none"> (i) 0230-Distt. Admn. -094-Other Estt.(ii) Copying Agency. ii) 0230-Distt. Admn. -094-Other Estt(iii) Conservancy of kutchery Compounds. iii) 0230-Distt. Admn. -094-Other Estt-800-Other Expenditure . iv) 0230-Distt. Admn. -101 Commissioners. v) 0230-Distt. Admn. -094-Other Estt(i) Sub Divisional Estt. vi) 0230-Distt. Admn. -093-Distt. Estt. vii) 2053-093 –Ligh Migh. viii) DCs/SPs Conference. ix) 2052 –Secretariat General Services-099-Sectt.-(iv) conduct of examination of various departments fees to examiners etc.for Naib Tehsildars and kanoongo examinations.

3.A-III	<ul style="list-style-type: none"> i) 3454-Census Survey & Statistics-01-Census-001-Direction and Administration-Census Estt.(Non plan) ii) 2070-OAS-03-Revenue Training Institute. iii) 2701-Major and Medium Irrigation (vii) Agra canal Distt. .Estt. in charge Civil Officers(NP). iv) CAG/PAC paras of land Revenue . v) 2029-land Revenue-01-Direction and Administration vi) 1475-OGES-800-Other receipts land ceiling receipt from the allottees surplus land . vii.)2245-Relief on account of natural Calamities& Reconciliation . viii) 0029-land Revenue receipts budget, monthly statement of Revenue receipts. ix) Reconciliation of expenditure figures with AG of all Heads. x) Re-appropriation orders of all heads.
4. A-IV	<ul style="list-style-type: none"> i) Monthly statement of recovery demand, balance of land holding tax, other land Revenue, Abiana, Beterment charges, Taccavi Loans and Misc.Dues. ii) 2029-land Revenue -01-Direction & Admn. iii) All other recovery statement like:- <ul style="list-style-type: none"> 1. Monthly statement of revenue receipts 2. Official Haltauji, Non Haltauji. 3. Monthly progress reports of Naib Tehsildar (Accounts) 4. Prior of sanction in T-16 by FCR 5. Quarterly progress report showing action taken in implementation of the recommendation of PAC . 6. Report of the CAG of India for the year (Revenue receipts and civil) Govt. , Haryana Oral examination of the CAG report . 7. Dract para titled” short assessment of land holding tax” for inclusion in the report of the CAG of India (Revenue receipts) Govt. of Haryana 8. AG Audit notes. 9. Land Administration report para N0. 3,4 & 5,32,33,37. 10. Fortnightly Report .

5. A-V	<p>i) Audi and Inspection Notes on the account of land Revenue. ii) Audit note under head 0029-land Revenue (AG audit note) iii) Civil Writs in High Court/Supreme Court and Civil suits etc. iv) Tour Programme and TA Bills of Department Audit Parties. v) T-25(Quarterly Statements) (vi) Misc. work of circular, reports and periodical statements. (vii) Audit and inspection note on account of taccavi departmental audit. (viii) Audit and inspection note on Account of Taccavi and CD Loans. (ix) Bank recovery. (x) 6515-Loans for Other Rural Development Programme-102-Community Development (Receipt) (xi) 6225-Loans for welfare of Schedule Tribes and other backward Classes-01-Welfare of Schedule Castes-880-Other Loans-6-Loans to Harijans for purchase of evacuee land (Receipts). (xii) Fornightly Report of recovery, demand balance of land holding tax, other land Revenue, Abiana, Betterment charges, Taccavi loans & Misc. dues. (xiii) Monthly progress report of Naib Tehsildar (Accounts). Note:-If any budget/subject being deal by them previously and the same has not been allotted in the revised allotment then the same would be handled by the respective Assistant who were dealing with the same previously. If any subject relating to A-VII not allotted in the above mentioned list will be handled by A-IV.Major Head-0049-Interest Receipts. a) 04-Interest receipt of State Govt. 107-Inerest from cultivators. b) 04-Interest receipt of State Govt. 800-other receipt. Major Head -6401-Loans for crop Husbandry(Receipts.) a) 113-Agricultural Engineering. b) 119-Horticulture-800-Other Loans. c) Major Head 6216-Loans for Housing -02- Urban Housing-800-Other loans for repairs to house in urban areas (Receipts.) d) Remission of old irrecoverable Taccavi loans. e) Fluctuating trends in Revenue receipts monthly report for information.</p>
6 A-VI	<p>1.2250-Other Social Services-103-Upkeep of shrines and templesetc.(i) Dharamarth. 2. 2250-Other Social Service-101-Donations for charitable purposes. 3. 2250-OSS-800-Other Expenditure-Misc.trade fairs. 4. 3475-OGES-201-land ceiling reforms (voted) 5. 3475-OGES-201- land ceiling reforms(iii) Compensation of land owners. 6. Re-appropriation of 2250-Misc.Trade Fair. 7. Reconciliation of 2250-OSS-Misc.Trade Fair. 8. Audit Inspection Notes of Revenue Field officers i.e. SDO© uupkeep of temples & shrins .</p>

WORK DISTRIBUTION LIST OF CASH BRANCH

Sr.No.Asstt.	Subject
1.Cashier	<ol style="list-style-type: none">1- All kinds of bills are presented to the Treasury Office, Haryana such as the pay bill, T.A. bill, Medical bill, Contingency bill etc. and after get it passed from Treasury, the amount of the bill so passed is withdrawl from State Bank of India, Treasury Branch, Chandigarh and disbursed the payments to all concerned Officers/ Officials in cash and through Bank Drafts/ deposited in their respective saving bank accounts with State Bank of India.2- All receipts received on whatever account is to be deposited in receipt Head of account of the Government through Treasury Challan.3- All cash transaction are entered in Cash Book daily which are to be attested by DDO.4- Audit of the Department.

WORK DISRIBUTION LIST OF ADMINISTRATION SECTION

Sr.No.Assistant	Subject
I Admn.XI	I) Grant of loans and advances in respect of all staff except IAS. II) General provident Fund Account statement of all staff. III) Grant of Honorarium to Gazetted & Non Gazetted staff. IV) Permission to purchase sale of moveable /immoveable property under Got. Servants Conduct Rules Annual property returns. V) Ex-gratia to the dependents of deceased employees. VI) LTC claim of all staff except IAS & Class IV. VII) Final payment of GPF of class III.
2. Admn.XII)	I) Reimbursement of medical bills to all class III & IV II) Grant of leave Travel Concession to the entire staff except class IV. III) Implementation of G.I.S. and maintenance of its record of account of the class III. IV) Final payment of GIS of Class III.
3. Admn.XIII)	Issue of all type of certificate, permission for passports etc. II) Continuance of Temporary staff and creation of posts. III) Conversion of temporary posts in to permanent on the proposal of Admn. I Branch. IV) Settlement of House Rent cases of the employees. V) Training of Officers/Officials. VI) Circulating/Flood duty. VII) Issue of certificate of employee of F.C. Office.
4. Admn.XIV	GIS and maintenance of its account of Class I,II,III,IV. II) Misc. work of this Section. III) Final payment of GIS of Class I,II,IV.

WORK DISTRIBUTION LIST OF M.D.B. SECTION

Sr.No. Assistant	Subject
1.MDB-I	I) All cases pertaining of Mewat Development Board such as:- i) Meeting of Mewat Development Board. ii) Release of grants. iii) Creation and continuation of posts. iv) Court cases. v) Inspection and audit notes. vi) Advance paras of CAG.PAC. vii) Assembly/Lok Sabha/Rajya Sabha Questions. viii) Implementation of Mewat Area Development Project. ix) Any other work related to Mewat Area Development
2.MDB-II	I) All cases pertaining to Shivalik Development Board such as:- i) Meeting of Shivalik Development Board ii) Release of grants. iii) Creation and continuation of posts. iv) Court Cases. v) Inspection and Audit notes. vi) Advance Paras of CAG/PAC. vii) Assembly/Lok Sabha/Rajya Sabha Questions. viii) Assurances give by Ministers/Chief Ministers. ix) Press note for C.M. and Activities of the Department. x) Material regarding Governor's Address/F.M. speech. xi) Submission of Shivalik Development Project to G.O.I. xii) Weekly/fornightly/quarterly/Half-Yearly reports. xiii) Any other work related to Shivalik Development Board.

WORK DISTRIBUTION LIST OF Special Cell

Sr.No.Assistant	Subject
1.SC-I	i) Allotment of house sites under the 20 point programme free of cost in rural areas. ii) Q.P.R. regarding allotment of house sites to Govt. of India and other department . iii) Monthly progress report regarding allotment of house sites to Govt. of India 20 point programme and others. iv) Acquisition of land for allotment of house sites/C.M. Announcements. v) Ddministrative meeting with psto CM/Commoissioner 20 point and planning Department. vi) Representation regarding allotment of house sites. vii) To con duct survey for the eligible persons.
2.SC-II	i) Administrative report regarding para No. 24. ii) Civil writ/Civil Suits. iii) Allocation of funds and reconciliation with ag Haryana. iv) PAC matter. v) Instructions regarding allotment of House sites . vi) Misc. works. vii)) All Reports of SR.

WORK DISTRIBUTION LIST OF ARIC

Sr.No.Asstt.	Subject
1. ARIC-I	i) All C.W.P. SLP and CA's under the Haryana Ceiling on Land Holding Act,1972. ii) Scrutiny of surplus area cases correspondence with DCs. iii) Follow up action on the Inspection Notes of Divisional Commissioner/D.C./SDO© carried out by them in their regional /field offices of Revenue Department . iv) Monthly, Quarterly, fortnightly statements return to be sent to SR. v) Compilation of Land Revenue Administrative Report –Statement No. 15& 16 of paragraph No. 28& 29 respectively and forwarding the same to the land Revenue Branch. vi) Miscellaneous references references from various quarters. vii) Preparation of Monthly Progress Report regarding area distributed under 'A' and 'B' Categories of the Haryana Utilization of surplus & other Area Scheme.1976.
2- ARIC-II	1- Transfer of Government Surplus land to Public Enterprises such as HUDA, Municipal Councils/Improvement Trust, Hafed etc. 2- Disposal of Government Surplus land/ Buildings through open auction-issuance of sanction thereof. 3- Preparation of annotated replies of the Government surplus/ Nazool land situated in various districts for the review meetings organized by Coordination Department under the Chairmanship of Hon'ble Chief Minister from time to time. 4-Monthly statement from deputy Commissioners of the Government Surplus land/ Buildings sold through open auction/ transfer and the amount deposited in the receipt head of Revenue department. 5- Budget estimates under the sale of Government Surplus land/ Buildings scheme. 6- Rough cost estimates of the projects from the various districts to be executed under the sale of Government Surplus land/ Building scheme and release of funds for the projects. 7- Supply of any information relating to Government Surplus land/ Buildings scheme called for by the Coordination Department.

WORK DISTRIBUTION LIST OF A.R. Section

Sr.No.Assistant	Subject
1. ARS-I	i) All matters relating to consolidation of Holdings, Appointments/postings/transfers/writs punishments /pension cases etc. ii) Integration of Consolidation. iii) Audit/Inspection notes/PAC's paras on consolidation of Holdings, Settlement operation . iv) Assembly/Lok Sabha/Rajya Sabha Questions concerning Consolidation of Holdings Department. v) Preparation of papers for paras relating to the consolidation of Holdings Department and Settlement of the Annual Report. vi) Budget Estimates/SNE Non-Plan of Consolidation Department . vii) Annual Administration Report of Consolidation Department . viii) Revision of Service Rules of Consolidation Department. ix) Any other work/subject allotted by the Branch Superintendent .
2.ARS-II	i) Punjab Bhoodan Act, 1955. ii) Sanction of grant-in –aid to Bhoodan yojna Board. iii) Budget under head ‘2029-Land Revenue -103-Land Records-103(i) –Headquarters staff and 103(ii) District staff Relating to kanungos/Patwaris’. iv) Budget under head 2506 –Land Records-012-Statistics and Evaluation v) All matters relating to establishment of kanungos. vi) Patwarkhanas construction and repair . vii) Construction of patwar Training Institute, Hisar. viii) Centrally Sponsored Scheme of Strengthening of Revenue Administration Land Updating of Land records (SRA&ULR) 50:50 basis .ix) Centrally Sponsored Scheme of Agricultural Census. x) Centrally Sponsored Scheme of Minor Irrigation Census. xi) Strengthening of Statistical setup in Revenue Department . xii) Centrally Sponsored Scheme for Computerization of Land Records . xiii) Centrally Sponsored Scheme of 15 th Quinquennial Livestock Census.
3.ARS-III	i) All matters relating to establishment of Revenue patwaris . ii) All kind of complaints against patwaris . iii) Patwar School Establishment. iv) SNE/Budget Establishment. v) Holding of Patwar Examination and Honorarium etc. vi) Sanction of old time claims of pay and MRC relating to Patwaris .vii) Any other work /subject allotted by the Branch Superintendent.
4.ARS.-IV	i) Haryana kisan pass Book Act, 1994. ii) Kanungo/Patwar Circle Bandi of State . iii) PAC iv) Audit objection . v) Misc. reference that is press Note of C.M. etc. including weekly. vi) Misc. Complaints. vii) Inspection Note. viii) Distribution of old age pension. ix) Any other work/subject allotted by the Superintendent. x) Grant of Honorarium of kanungos .

Functions/Duties of Legal Cell.

The law officers posted in the department would perform the following duties:-

As and when any case is received by the law officer for his opinion, he would examine the matter keeping in view the various instructions, rules of the department/Govt. and give his advice specifically and in case some important matter of public importance is involved, he may suggest that the opinion the Legal Remembrance may be obtained in addition to his views.

When a court case is sent to him. It is his duty to enter it in the register/diary maintained by him along with briefer subject of the case. The parawise reply prepared by the department would be vetted by him with the assistance of the concerned branch officer. It would be the duty of the law officer to ensure that the reply/written statement is filed in the courts by the branch official well in time to avoid any costs.

In case of a urgent matter, it would be duty of law officer to bring to the notice of the Head of the Department and may seek his directions .

In case the departmental official/ officer requests the law officer to accompany them to the High Court to assist the law officer posted in the office of Advocate General, Haryana District Attorney of the District concerned .As far as possible, he must be present in :High Court/ Supreme Court at the time of hearing to brief the counsel.

In case the department official/officer requested the law officer to accompany them o the High Court to assist the Law Officer posted in the office of Advocate General, Haryana Distt. Attorney of the Distt. Concerned. As far as possible, he must be present in High Cour/Supreme Court at the time of hearing to brief the Counsel.

In case the department official/officer faces any difficulty with regard to vetting of the written statement from the Advocate General, Haryana of from the Advocate on Record, he w2ould invariably assist them and get the written statement vetted.

He would vet the charge sheet, notification, rules of the department.

After the decision of case from the High Court, he would seek further instruction. In case no further appeal is filed, the law officer would ensure that the judgment is implemented within stipulated time.

In case, it is not possible to implement within the stipulated time given by the Hon'ble High Court and the department feels that an extension in the time may be obtained after giving full justification, the law officer would prepare an application for extension of the time and the department would file the same in the Hon'ble High Court for extension of time.

To attend the Court of FC's in Revenue matters.

WORK DISTRIBUTION LIST OF GAZETTEER BRANCH

Sr.No. Asstt.	Subject
I. Editor –I	I. Administrative Work. 2. State Volume-III-Industries. Note:- Being senior most Editor ,He is in charge of Gazetteer Branch.
2.Editor-II	I Kurukshtra Distt. Gazetteer. 2. Yamunanagar Distt. Gazetteer.
3. Superintendent	I. Assistant Editor-I for Administrative work.
4. Assistant.I	I. Assisting Editor-II for Distt. Gazetteer. 2. Typing work of Editor-I and Editor-II.
5. Assistant-II	I Assistant Editor-I for Administrative work. II.Assistant Editor-I for State Volume –III Industries.

**FINANCIAL COMMISSIONER'S OFFICE HARYANA.REVENUE AND DISASTER
MANAGEMENT DEPARTMENT.**

STANDING ORDER.

In supersession of Standing Order dated 20-7-2007 issued vide Endst. No. 1065-SR-2005/9607, dated 9.8.2007 and in pursuance of provisions of Rules 18 and 19 of the Rules of Business of Government of Haryana, 1977 (framed under Article-166 of the Constitution of India), I hereby direct that the work being dealt within the Revenue and Disaster Management Department under the administrative control of the Financial Commissioner & Principal Secretary to Govt., Haryana, Revenue and Disaster Management Department shall be disposed of as indicated in the Annexure I to VI with immediate effect. This order supersedes all the orders issued so far on the subject.

2. In case of my absence from the headquarter, the Financial Commissioner & Principal Secretary to Govt., Haryana or in his absence from Chandigarh, the Special Secretary/Joint Secretary may finally dispose of cases of extreme urgency. Such cases will, however, be shown to me on my return to Chandigarh.

SAVITRI JINDAL

Chandigarh, dated

the 5.6.2008

Endst. No. 1065-SR-I-2008/

Minister of State for Revenue & Disaster

Management Haryana with independent Charge.

Chandigarh, dated the

A copy, alongwith its enclosures, is forwarded to the followings for information and necessary action

:-

1. Secretary to Governor, Haryana, Chandigarh.
2. Chief Secretary to Govt., Haryana Chandigarh .
3. Senior Special Private Secretary to Chief Minister, Haryana, Chandigarh.
4. Senior Special Private Secretary to Minister for Revenue, Haryana, Chandigarh
5. Private Secretary to Parliamentary Secretary Revenue & Disaster Management Department Chandigarh.
6. Financial Commissioner & Principal Secretary to Govt., Haryana Revenue & Disaster Management Department Chandigarh.
7. Legal Remembrance & Secretary to Govt., Haryana Chandigarh.
8. Joint I Secretary –I, to Govt., Haryana Revenue & Disaster Management Deptt. Chd.
9. Joint Secretary-II to Govt., Haryana Revenue & Disaster Management Deptt. Chd. .
10. Additional Principal Secretary –I-to Chief Minister ,Haryana.
11. Deputy Secretary Revenue (AR), Under Secretary Revenue (C)
Under Secretary Revenue (G) Under Secretary Revenue (ER)
12. All the Superintendents/Deputy Superintendents (on the Revenue side
Branches only) and
13. Circulating Assistant, Financial Commissioner's office, Haryana.

Under Secretary Revenue,

for Financial Commissioner & Principal Secretary to Govt., Haryana
Revenue & Disaster Management Department Chandigarh.

A copy, alongwith its enclosures is forwarded to the Secretary to Council of Ministers Haryana, Chandigarh for information and necessary action.

Under Secretary Revenue,

for Financial Commissioner & Principal Secretary to Govt., Haryana
Revenue & Disaster Management Department Chandigarh.

To

The Secretary to Council of
Ministers Haryana, Chandigarh

U.O. No. 1065-SR-I-2008/

Chandigarh, dated

LIST OF CASES TO BE DISPOSED OF BY MINISTER –IN –CHARGE REVENUE &DISASTER MANAGEMENT DEPARTMENT HARYANA .

1. All Cases which are required to be submitted to Council of Ministers Governor,CM under the provision of the Rules of Business of the Government of Haryana shall be routed through Minister –in – Charge.
2. All important cases involving question of policy or principles.
3. All Assembly Questions/Resolutions/Motions and legislative matters
4. All important references relating to assurances/promises made by the Minister on the floor of the House.
5. Replies to be sent to the Estimates Committee, Public Accounts Committee and Assurances Committee of Vidhan Sabha, where policy matters are involved and except the routine quarterly reports etc .
6. Cases relating to the exemption from stamp duty and registration fee which involve a loss of more than Rs. 10,000/-.
7. Cases affecting policy regarding relief / fixation of norms of relief.
8. Lease of land of Dharmarth properties owned by religious institutions above Rs.5,000/-.
9. Cases regarding obtaining of central assistance from the Government of India for expenditure on relief measures .
10. Inclusion of new schemes in Plan and Non- Plan budget.
11. Framing and Amendments of Acts, Rules, Manuals.
12. Formulation and Amendment of Service Rules of Group B, C and D of the Government employees of the Department .
13. Cases involving formulations / change of policy.
14. Recruitment, appointment, promotion, reversion, confirmation, resignation, extension in probation period , prosecution, seniority and compulsory retirement in case of Group B officers .
15. Disciplinary action under Rule 7 & 8 of Punishment and Appeal Rules against Group-B officers, and suspension of Group-B officers .
16. Deputation of Group–B officers to another Departments /autonomous bodies and public sector undertakings as per the Govt. instructions issued from time to time.
17. Training of officers /officials abroad of Group “B” officers.
18. All cases of representation/expunction of adverse remarks from the Confidential reports of officers in whose case the FCR is the accepting authority .
19. Acceptance of resignation/voluntary retirement of Group-B officers after obtaining statutory clearances as prescribed by the Government from time to time .
20. Appointment of Inquiry officers and presenting officer in case of Group A officers
21. Reviewing Authority to review the ACR’s of Group A officers as per the Govt. instructions issued from time to time .
22. Sanction for the purchase of immovable property by Gazetted officers.

23. Approval of Gazetteer .
24. Establishment of Boards and appointment of members there to (Bhoodan Yagna Board).
25. Cases relating to shifting of abadi sites.
26. Acquisition of land for allotment of residential plots to Scheduled Castes/ Backward classes/Economically Weaker Sections under the 20 point programme or any other purpose .
27. Change of name of villages
28. To order the fixation of permanent boundary lines between the state under the river action, Section-101-of Land Revenue Act.
29. Re-employment of retired officials on contract basis for religious institutions in accordance with Govt. instructions.
30. Cases relating to representation and appeal of all Gazetted officers addressed to Govt. in respect of service matters subject to the provision of relevant service rules.
31. Retention in service beyond 50/55 years of group A & B officers.
32. Revenue Ministers Conference-Approval of Agenda items/Submission of annotated reply to Agenda items received from Govt. of India in respect of Revenue & Disaster Management Department.
33. Recommendation of Tehsildars/ Naib Tehsildars for nomination to HCS (EX.Br.) (Register-A1)
34. Any other case that the Chief Minister may like to see or the Financial Commissioner & Principal Secretary to Govt. Haryana Revenue & Disaster Management may like to put up to any Minister or Chief Minister.
35. Finalization of Annual Administrative Reports of the Department
36. Inter-State disputes being dealt with by the Department .
37. All important references to the HPSC/HSSC in case of Gazetted officers.
38. Complaints against all officers received through Ministers/MPs/MLAs.
39. Sanctioning remuneration of Group-A and B officers.
40. All complaints against group "A" & "B" officers.

LIST OF CASES TO BE ROUTED THROUGH THE PARLIAMENTARY SECRETARY REVENUE & DISASTER MANAGEMENT

All cases being sent to the Minister will be routed through parliamentary Secretary, if any. However, in case Parliamentary Secretary is away on tour or otherwise, the important and urgent cases will be sent to the Minister direct.

List of Cases to be Disposed of by the Financial Commissioner and Principal Secretary to Government Haryana, Revenue & Disaster Management Department .

1. Recruitment/Appointment, promotion, reversion, confirmation in respect of group C posts i.e. Deputy Superintendent, Personal Assistants/Asstt. Sr.Scale Stenographer, Stamp Auditors and equivalent posts.
2. Grant of pension/family pension/DCRG, leave encashment and commutation of pension in respect of Group 'B' officers.
3. All cases relating to questionnaire framed by PAC on the basis of the Appropriation Accounts and Audit Reports where FCR is called upon to explain the position personally.
4. All cases where serious irregularities have come to the notice in connection with the disposal of the audit objections by the Tehsildar on Special Duty.
5. Budget proposals for inclusion of scheme in SNE.
6. Estimates of works/Projects, etc.
7. Grant of earned leave to Group-A& B officers.
8. Retention in Service beyond 50 and 55 years of Group –C(Dy. Supdt. ,P.A., Asstt., Sr. Scale Steno, Stamp Auditors and equivalent post)
9. Time barred claim cases to be referred to Finance Department.
10. All cases to be referred to LR and FD.
11. Writ Petitions and notices under section 80 CPC/Court cases
12. Payment of compensation enhanced by Courts.
13. Hearing of appeal/revision in exercise of the quasi judicial powers vested in the State Government under various Act/Rules.
14. Issuance of Retirement order on superannuation of Group –A and B officers.
15. Posting/Transfer of Supdt., Private Secy. at H.Q
16. Appointment of Inquiry officer and presenting officer in disciplinary case of Group –B and C officer/ official.
17. Appeals reviews, revisions which lie to the government under various Acts& Rules against the order of the Divisional Commissioners and Deputy Commissioners .
18. Disciplinary action under Rule 7 & 8 of Punishment & Appeal Rules Including suspension against Dy. Supdt., P.A., Assistant, Senior Scale, Stenographer,Stamp Auditors and equivalent posts of Group "C "Officials .
19. Revenue Secretaries Conference –Approval of Agenda items/ Submission of annotated reply to Agenda items received from GOI in respect of Revenue & Disaster Management Department .
20. Cases relating to exemption from Stamp Duty and Registration fee which involves a loss of not more than Rs. 10,000/-

21. Cases relating to Personal Ledger Account of the Financial Commissioner Revenue relating to Emergency Relief organization.
22. Declaration of Departmental Examination of Tehsildars/Naib Tehsildars and appointment of examiners etc.
23. Grant of Revenue powers to Tehsildars/ Naib Tehsildars , EACs/ACs, SDOs (C) and other HCS/ IAS officers.
24. Full powers to sanction non recurring contingent expenditure.
25. Representation /appeals in service matters against the orders of JSR/SSR in respect of Group C post.
26. Cases pertaining to the approval of Emergency Relief Organization Scheme & Calamity Relief Fund and writing of the loss of stores of flood relief organization.
27. Preparation of activities & achievements note, material for Governor Address & Finance Minister speech at the time of Budget Session.
28. Sanctioning of LTC to group A & B Officers.
29. Grant of NOC for preparation of Passport to group A & B Officers.
30. Office establishment & Budget relating to Computerization of Revenue Department.
31. Declaration of candidates as qualified for appointment as Tehsildar.
32. Personal Ledger Account in respect of 10% share of collected service charges due to Registration of documents.
33. Powers to invest an Asstt. Collector of first grade with powers of Collector for the purpose of Punjab Restitute of Mortgage land Act 1938.
34. Executive instructions of various Standing Orders of Financial Commissioner.
35. Nodal Officer of the Budget head “4059 –Capital Outlay on Public Works”.
36. Any other cases considered important by the Special Secretary/ Joint Secretary Revenue.

LIST OF CASES TO BE DISPOSED OF BY THE SSR/JSR

1. Recruitment /Appointment, promotion, confirmation, Disciplinary action etc. in respect of group "C" posts i.e.(Clerks, Steno typist, Junior Scale Stenographer, Drivers, Senior/Junior Revenue Accountants and equivalent posts.
2. Grant of Pension/Family Pension/DCRG/leave encashment /commutation of pension in respect of Group 'C' officials.
3. Sanctioning of remuneration of Group B and C officers /officials.
4. Grant of Earned leave to Group – C officials .
5. All cases (Gazetted/ non Gazetted) relating to GPF advance covered under Rules.
6. Reimbursement of medical bills of Gazetted / Non-Gazetted staff including field staff officers above Rs. 50,000/- in each individual case.
7. All routine complaints against all category of officers/officials.
8. Disposal of individual , representation of Group-C and D employees
9. Approving terms and conditions of deputations which are in accordance with Government rules and instructions.
10. Investigation of time barred claims of group B & C officers/officials.
11. Settlement of audit objections .
12. POL coupons cases.
13. Hiring of and purchase of furniture and type writers/continuation of hire of office accommodation under the provisions of rules or with the advice of FD.
14. All cases of routine nature which require back references seeking clarifications, information's etc.
15. All cases of routine nature which have not been included in the list of cases to be disposed off by the Chief Minister / Revenue Minister / Financial Commissioner Revenue Haryana .
16. All cases relating to grant of LTC to Group 'C' officials
17. Signature on NOC for preparation of passport of Group A &B officers after the approval from competent authority.
18. Tour programme of Branch members like Supdt., Under Secy.
19. Sanction of casual leave of Under Secretary, Supdt./ Dy.Supt.
20. Financial matter involving relaxation in rule/instructions to be referred to Finance Department/Health Deptt.
21. Extension of deputation period in accordance with the Government instructions to C & D category officials.
22. Appeal preferred by the employee of Revenue Deptt. for whom Under Secy. is the appointing authority against disciplinary action taken against them or against adverse remarks in ACRs.
23. Posting /Transfer of Assistants, ,Sr. Scale Stenographers and equivalent posts.
24. To sanction upto Rs. 40,000/- as non recurring contingent expenditure
25. Permission for higher studies to A,B &C categories of employees.
26. Maintenance of Record Rooms in the office of Revenue Department.

**LIST OF CASES TO BE DISPOSED OF BY THE DEPUTY SECRETARY /
UNDER SECRETARY REVENUE.**

1. Recruitment ,Appointment, promotion, reversion, confirmation and pension etc. in respect of group "D" posts .
2. Posting and transfer of Clerks and Steno-Typists/JSS .
3. Periodical reports and cases where factual information is supplied to various quarters.
4. Grant of all kinds of leave(upto two months without giving a substitute) to Class-II officers.
5. Grant of all kinds of leave to Class –III officials.
6. Permission to allow to cross the efficiency bar up to Junior Scale stenographers and Drivers except where there in something very Special or important who may require the orders of Special secretary /Joint Secretary Revenue.
7. Allowing of normal annual increments to Gazetted staff where no orders of stopping them have been passed .
8. Investigation of time barred claims (non-gazetted establishment).
9. Issue of notification /sanctions where the subject matter has been approved.
10. All cases (non-gazetted) relating to Medical reimbursement covered under the rules.
11. All cases relating to grant of LTC to Group "D" employees.
12. All cases(non-gazetted) relating to G.P. Fund advance covered under the rules.
13. Installation of telephones in case of entitled categories/officers/officials.
14. Sanction of remuneration of Group –C (below Clerks)& D employees.
15. Filling of written reply/statements in court on behalf of government after the approval of competent authority .
16. Calling comments on the replies to the charge-sheets- /representations by Group B & C Official.
17. Distribution of works amongst the Branch Members with the approval of Special/Joint Secretary to Government, Haryana Revenue &Disaster Management Department.
18. Defence sanction of court cases.
19. Sanction of C/L of Deputy Supdt. / Superintendent,
20. To obtain report /comments from the Department except important cases, which would be submitted to Special Secretaries/ Joint Secretaries.
21. Signature of NOC for preparation of passport to group "C" & group "D "employees after the approval of competent authority.
22. To send Branch official on tour.
23. Pay fixation cases of Group 'A', 'B', 'C' ,&'D' covered under the rules .
24. Grant of casual leave to Supdt. of the Branch.
25. To sanction War Jagirs under section 3(1) of the East Punjab War Jagir Act., 1948 and signing of War Jagir Sanads.
26. To sanction upto Rs. 5,000/- as non recurring contingent expenditure .
27. All cases (Gazetted/ non Gazetted) relating to medical reimbursement covered under Rules upto Rs, 50,000/-in each individual case

**CASES TO BE DISPOSED OF BY THE SUPERINTENDENTS/ Deputy
SUPERINTENDENTS.**

1. Issue of reminders other than D.O. reminders .
2. Filling of interim reply & all routine matters.
3. Sanction of casual leave of branch members.
4. To mark the case in the absence of dealing Assistant to other Assistant of the Branch for disposal of important matters.
5. Attestation of entries in service books of all categories employees.
6. Allowing of normal increments to non-gazetted staff, Where no orders of stopping them have been passed.
7. Embossing documents- signature thereof.
8. Supply of copies of references demanded by the Branches/Offices and calling for copies of references wherever necessary.
9. Issue of stationary to the officers/branches.
