

RIGHT TO INFORMATION ACT, - 2005

Sh. Shekhar Vidyarthi, IAS, Deputy Commissioner, Ambala (Haryana)

You have right to ask any information from us. You are most Welcome.

Particulars of Organization

Power and Duties of Officers/Employees

Rules, Regulations for discharge of functions

Directory of Offices/Employees

Other Useful Information

Procedure for Decision Making

List of Boards, Councils, Committees and Other Bodies

Details of consultative committees and other bodies

Statement of Categories

Execution o subsidy program Particulars o

Recipients of concessions permits Information

available in an electronic form Facilities

available for obtaining information Particulars

of PIOs

Norms for discharge of functions

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MANUAL – 1

Particulars of Organization, Functions and Duties

Deputy Commissioner,

Additional Deputy Commissioner,

S.D.M., Ambala.

S.D.M., Barara.

S.D.M., Naraingarh.

City Magistrate, Ambala.

District Revenue Officer, Ambala.

District Development and Panchayat Officer, Ambala.

FUNCTIONS OF OFFICE OF THE DEPUTY COMMISSIONER, AMBALA

There are 19 branches which deals with various types of work assigned to them. Incharge of each branch is an official of the rank of Assistant. A citizen charter has been published and displayed on a board in front of Mini Secretariat, Ambala. In this citizen charter the nature of working of each branch in relation to public dealing has been shown and it also elaborates the charge. Govt. fees to be deposited, procedure adopted for accomplishment of work and are contained in the District Office Manual which is maintained by the Superintendent/Assistant Superintendent and is always available to the members of the public besides these instructions are revised time to time which are readily available to public on demand. Acts/Rules have been maintained by all the branches as per requirement.

Certified copies of other information are immediately supplied to the public on demand immediately. A separate register has been maintained for receipt and disposal of applications under Right to Information act, 2005. The information is supplied within the time frame fixed under the provisions of the Act. The following officers have been designated as State Information officer and Assistant Public Information Officer for this purpose.

Sr. No.	State Public Information Officer	Asstt. Public Information Officer	Jurisdiction
1.	City Magistrate	Superintendent/Asstt. Supdtt. D.C. Office.	In respect of the branches of DC Office under his/her control.
2.	S.D.M, Ambala, Barara, Naraingarh.	Assistant Superintendent. O/o SDO(C).	In respect of the branches in SDO(C)'s Office.
3.	Distt. Revenue Officer, Ambala.	Assistant Superintendent. D.C. Office, Ambala.	In respect of the branches of DC Office under his/her control.
4.	Tehsildar, Ambala, Barara, Naraingarh.		In respect of the Tehsil Office.
5.	Naib Tehsildar, Ambala, Barara, Naraingarh. Ambala Cantt, Saha, Mullana, Shahzadpur.		In respect of the Sub-Tehsil Office.
6.	D.D.P.O, Ambala.	Head Clerk, Panchayat	In respect of the D.D.P.O. Office.

CITY MAGISTRATE (General Administration)	
Branches	Work
Establishment Branch	This branch mainly deals with posting and transfers of the staff of D.C's office. It maintains service record of Officials and prepares bills for salary/increments/TA/Medical allowances. It also deals with disciplinary cases against employees & training of Officers.
Miscellaneous Branch	This branch deals with law and Order, visits of VIPs, cases under public shows, public meeting, Printing Presses, character antecedents of newly entrant in service and misc. matters.
Passport & Licensing Branch	This branch deals with grant of arms licenses in district, other matters relating to verification of passports.

Complaint & Enquiry Branch	This branch deals with the complaints and redressal of public grievances. Any person can make a complaint in this branch for redressal of grievances. Each complaint are dealt by the office & then sent to concerned departments for necessary action, compliance. Further, there progress, action taken is monitored by the office. Serious complaints are put up before the Distt. Chairmanship of Hon'ble Minister designated by Haryana Govt.
Nazarat Branch	This branch deals with disbursement of salary to staff and making other payments on account of contingency expenditures & arrangements of meeting of DC & Ministers.
Record Keeper English and RTI	This branch deals with all the matter related to Right to Information Act, 2005 and Dairy, Dispatch, Stationery.
Local Fund Branch	This branch is entrusted with the work of supervising the working of Municipal Council, Committees in the district. The Deputy Commissioner exercises the control over the working of municipalities under various provisions of Haryana Municipal Act.
Small Savings	This work deals with appointment of Small Savings agents and work for promotion of Small Savings.
Peshi Branch	Parole/Furlough of convict of this District Imprisonment in various Jails, Court Cases under section of Punjab Village Common Land (Regulation) Act-1961, Punjab Land Revenue Rules, Appeal in the Hon'ble High Court in criminal cases, Police help, Appointment of Duty Magistrate, Solemnize the Marriage under Special Marriage Act, Inspection of Administrative Offices.
Vernacular Record Room	The judicial and revenue record of the cases decided by Revenue/Judicial Courts is maintained by the Assistant of this branch who is in charge of Record Room. Record of about 100.
Copying Branch	The main function of this Branch is to provide the certified copies of all public documents consigned in the record room of Land Record and of the Revenue Records, jamabandies etc, the court cases decided or undecided to the concerned persons or their counsels on their demand.

DISTRICT DEVELOPMENT AND PANCHAYAT OFFICER

Panchayat Branch	This branch exercises the control over BDPOs and deals with the working of Panchayats in the district.
Development Branch	This branch deals with release of discretionary grants, funds under PRI, HRDF, special development funds & others as received in the office of DDPO from the Govt. Points-20.

DISTRICT REVENUE OFFICER

	The work of the District Revenue Officer is to assist the Deputy Commissioner to supervise the work of the Tehsildar, Naib Tehsildar and Sub Registrar working in the District. For proper scrutinizing and for the smooth working of the work of Revenue Officers, there are seven branches namely, Sadar Kanungo Branch, Flood branch, District Revenue Accounts branch, Head Registration Branch and Ligh-Migh branch who work under the District Revenue Officer. Apart from this, the District Revenue Officer, Ambala has been entrusted the work of Land Acquisition Officer in the district.
District Revenue Branch	The function of this Branch is to maintain the accounts of Recovery of Govt. Dues i.e. Land Revenue, Water-rate and dues of other Govt. departments/Board/Corporations and Banks etc. Besides this, this branch also deals with the work of allotment and leasing out of Nazul Land, fixation of collector rate of the land and the disposal of the acquired abandoned land.
Sadar Kanungo Branch	The main function of this branch is to keep the record of the land regarding its ownership and cultivation up to date. For this purpose, there is one record room of land record where jamabandis of the whole of the district is kept, Apart from this, the Mussavies prepared by the consolidation staff at the time of consolidation are also kept in this record room. According to the instruction of the Govt. the entire Jamabandies of all revenue villages of this District are being computerized. As this branch deals with the record of Agriculturist prepared by the field staff i.e. Patwaris, Kanungoes, Naib Tehsildars and Tehsildars as such the grievances of the Agriculturists against the Patwaris and Kanungoes are also dealt with by this branch.

Registration Branch	The branch deals with the work of registration at the Registrar level and also examines the work done by the Sub-Registrars. The old record of registration is also available in this Branch. The effected persons may get the copy of the same, if they so desire. This branch deals with grant of Document writer license. Stamp Vender License and Property Dealers License.
Agrarian Branch	This branch deals with the allotment of surplus land of the landlords under the Haryana ceiling on Land Holdings Act.
Flood Relief Branch	The main function of this Branch is to monitor the flood and other natural calamities. At the time of any crisis, this Branch provides direct help to the public by providing relief equipments and trained personnel. The information regarding sufferers from natural calamities like flood, drought, house collapse etc. is brought to the notice of the Govt. through this Branch only and relief provided by the Govt. to the sufferers is also distributed amongst the sufferers under the supervision of this branch through Revenue Officers.
Ligh-Migh Branch	This branch deals with the grants of housing loans under LIGH and MIGH schemes.

SUB DIVISIONAL MAGISTRATE AMBALA, NARAINGARH & BARARA

Ambala Sub-Division consists of one Tehsil viz. Ambala and one Sub-Tehsil, Ambala Cantt. Naraingarh Sub-Division consists of one Tehsil viz. Naraingarh and one Sub-Tehsil, Shahzadpur. Barara Sub-Division consists one Tehsils viz. Barara and two Sub-Tehsils viz. Mullana and Saha.

The Sub-Divisional Magistrate is responsible for maintenance of law and order in their respective Sub-Division. He enjoys powers of Executive Magistrate as well as of Collector/Assistant Collector 1st Grade. The residents of the villages and towns falling in these tehsils/ Sub Tehsils generally visit the office of S.D.O (Civil)/S.D.M. Ambala/Naraingarh/Barara in connection with the following works.

1. Registration/Renewal/Transfer etc. of motor-vehicle.
2. Grant/Renewal of driving licenses etc.
3. Renewal of Arm licenses.
4. Issue of permission for use of loudspeakers.

TEHSIL/SUB TEHSIL OFFICES

Tehsildars and Naib Tehsildars are circle revenue officers of their Tehsil/Sub Tehsil. Their main duty is to make recovery of dues under land revenue Act and other Acts entrusted to them by collector of district. They are also responsible for the preparation of revenue records of lands and further updating of the same from time to time. They also enjoy powers of executive magistrate and of Asstt. Collector II Grade and hear case relating to partition and correction of khasra girdawari of land and suits relating to recovery of batai. The record is updated by way of girdawari, mutations and preparation of Jamabandis. Tehsils circles are further divided into Kanungo circles and Patwar circles.

MANUAL – 2

Powers & Duties of Officers and Employees

Deputy Commissioner

Power	Establishment Section
Administrative	<ol style="list-style-type: none">1. Administrative control over all Government Offices, Corporation, Boards, Autonomous bodies in the District and inspection of District Treasury, District Jail and Police Stations.2. Supervising the working of all Govt. Deptts. In the District as well as of boards, corporations, autonomous bodies and institutions in the District.3. Writing A.C.Rs of All Head of Offices in the District.4. Appointment of Clerks and Class IV in the office.5. Reviewing the A.C.Rs of Assistant & A.S.R6. A.C.R accepting and conveying authority of Clerk & Class-IV in the office.7. Punishing Authority of Clerks & Class-IV in the office.8. Preparing seniority list of Class-IV employees of the office.9. Grant of ACP scales to Class-IV and Clerks.10. Promotion of Class-IV to the post of Clerk.11. Sanction of Casual and Station leave to all Head of Offices in the District.
Financial	<ol style="list-style-type: none">1. Sanction of Medical Reimbursement, Expenditure of Class-II, III & IV employees upto Rs. 50,000/- in each case.2. Sanction of Refundable GPF Advance vide Rule 13, 14 of pb C.S.R. Volume-II.

Others	<ol style="list-style-type: none"> 1. Payment of Pay & allowances to all the establishment of the office. 2. Complaint & Enquiry. 3. Training of newly appointed IAS, HCS, Tehsildar & Naib Tehsildars.
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REVENUE BRANCHES

Powers	Revenue Section
Administrative	<ol style="list-style-type: none"> 1. Administrative control over Tehsildar/NTs 2. Supervising the working of all CROs. 3. Appointment of AWBN. 4. Reviewing of the ACRs of AWBN/WBN/DRA. 5. ACR accepting and conveying authority of AWBN/WBN/DRA. 6. Punishing Authority of AWBN/WBN/DRA. 7. Preparing Seniority list of AWBN/WBN/DRA 8. Grant of ACP scales of AWBN/WBN/DRA. 9. Promotion of WBN/TRA/DRA. 10. Sanction of committed leave of AWBN/WBN/DRA. 11. Sanction of journey beyond jurisdiction to all the establishment of the office.
Financial	<ol style="list-style-type: none"> 1. Sanction of Medical Reimbursement Expdr. of Class II, III & IV Employees upto Rs. 50,000/- in each case. 2. Sanction of Refundable GPF Advance vide rule 13, 14 of Pb CSR Volume-II.
Others	<ol style="list-style-type: none"> 1. Recovery of Govt. dues under Head-0029-other Land Revenue, 0701-Abiana and Misc. dues.

Powers	FRA Branch
Administrative	<ol style="list-style-type: none"> 1. Recommendations for grant financial assistance/relief in the case of natural calamities on the basis of reports made by the field staff. 2. To prepare the flood control order 3. To make recommendations for inclusion of any item to be added in the agenda of flood control board, Haryana.

Powers/Duties	Miscellaneous Branch
Administrative	<ol style="list-style-type: none"> 1. Maintenance of Law and orders. 2. Conduct of Examination. 3. Tour Programme of V.I.Ps. 4. Character verification of commission candidate 5. Issuing various certificate. 6. Permission of Rallies/Functions, Jagran, Cultural Programs etc. 7. Allotment of Govt. Houses or buildings.

MANUAL – 3

The Rules, regulations and acts used by official s for discharging duties/functions. Establishment.

1. Punishment and Appeal Rule, 1987.
2. Haryana Revenue Deptt. Distt. Subordination Service Rule, 1988.
3. C.S.R

Local Fund

1. Haryana Municipal Act, 1973.
2. Punishment and Appeal Rules, 1987
3. Town Improvement Act, 1922.

PLA Branch

1. Arms Act, 1959 with Rules
2. Petroleum Act Petroleum Laws.
3. The Explosive Act, 1908 (The Explosive Rules, 2008)
4. The Motor Vehicle Act, 1988 and Haryana Motor Vehicle, 1993.

District Nazarat

1. Punjab Financial Rules, Volume-I
2. Punjab Financial Rules, Volume-II.

Panchayat

1. Haryana Panchayati Raj Act, 1995.
2. Punjab Village Common Land Act, 1961/1964.
3. Haryana Panchayati Raj Election Rules, 1995.

Flood Relief

Haryana Flood Manual

Revenue

1. The Punjab Village Common Lands Regulation Act, 1961 & Rules, 1964.
2. Punjab Security of Land Tenures Act, 1953 and Rules, 1953.
3. Punjab Tenancy Act, 1887 and Rules, 1909.
4. Haryana Ceiling on Land Holdings Act, 1972.
5. Land Administration Manual.
6. Land Records Manual.
7. Land Revenue Act, 1887
8. The Punjab Minor Canal Act, 1905.
9. The Haryana Housing Board Act, 1971
10. The Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 (Act No. 54 of 2002 dated 17.12.2002).

S.K. Branch

1. Land Revenue Act, 1887.
2. Haryana Land Records Manual
3. Hindu Succession Act, 2005.
4. Punishment and Appeal Rules, 1987.
5. Civil Service Rules Volume I, II, III
6. Punjab Settlement Manual
7. Land Administration Manual

M.A. Branch

1. Code of Criminal Procedure, 1973.
2. The Press & Registration of Books Act, 1867.
3. Haryana Prevention of Defacement of Property Act, 1989.
4. The Cinematograph Act, 1952.

HRA Branch

1. The Registration Act, 1908.
2. Indian Stamp Act, 1899
3. Haryana Regulation Manual.
4. Haryana Regulation of Property Dealers and Consultants Act, 2008.

Others

1. The Haryana Police Act, 2007.
2. Haryana Police Rules,
3. Punjab Jail Manual
4. Haryana Good Conduct Prisoners (Temporary Release) Act, 1988.

CONTACT ADDRESS
MINI SECRETARIAT, AMBALA

OFFICE	DESIGNATION	OFFICE PHONE	RESIDENCE PHONE
D.C.	Deputy Commissioner	0171-2530100, 2535800	0171-2552200, 2552201
A.D.C.	Addl. Dy. Commissioner	0171-2530800, 2530900	
D.C	City Magistrate	0171-2530400	
SDM	SDM, Ambala.	0171-2530350	
SDM	SDM, Naraingarh	284008	
SDM	SDM, Barara	286711	
DRO	DRO, Ambala	0171-2530401	
DDPO	DDPO, Ambala	0171-2531501	
Tehsildar	Tehsildar, Ambala	8059444018	
Tehsildar	Tehsildar, Barara.	8059444020	
Tehsildar	Tehsildar, Naraingarh	01734-284002	
Naib Tehsildar	N.T, Ambala	8059444021	
Naib Tehsildar	N.T, Ambala Cantt	8059444022	
Naib Tehsildar	N.T, Saha	8059444023	
Naib Tehsildar	N.T, Mullana	8059444024	
Naib Tehsildar	N.T, Barara	8059444025	
Naib Tehsildar	N.T, Naraingarh.	8059444026	
Naib Tehsildar	N.T, Shahzadpur	8059444027	

MANUAL – 7

Other Useful Information

Sr. No.	Question	Answer
1.	Related to seeking Information	<p>A person who desired to obtain any information under the Right to Information Act shall make a request in writing or through electronics means in English or Hindi with the prescribed fee to the concerned public information officer.</p> <p>In case of denial of information, the applicant can make an appeal to the first appellate authority within prescribed period.</p>
2.	With relation to registration process	<ol style="list-style-type: none">a. Registration of Arms Licenses.b. Who fulfilled all the requirements as per rules/Arms Act and Govt. instructions.c. In passport and licensing branch in DC Office.d. Prescribed fees as per Rulee. Prescribed form.f. Domicile, Age proof, Home Guard Certificate etc.g. On the receipt of application a police report is to be obtained and then Further action is be taken by this office.
3.	With relation to collection of tax by Public Authority (Municipal Committee, Trade Tax, Entertainment Tax etc.)	<ol style="list-style-type: none">1. House Tax2. To Collect the Revenue3. Procedure and criteria is to be determined by the State Govt.
4.	With relation to issuing new connection electricity/water supply, temporary and permanent disconnection etc.	These facilities are to be provided by the UHBVN Public Health Department.