

OFFICE OF THE DEPUTY COMMISSIONER FATEHGARH SAHIB.

MANUAL-1

Information regarding item no. 4 (I) (b) (i) of the Right to information Act, 2005

(The particulars of its organization, functions and duties.)

DUTIES AND FUNCTION OF DEPUTY COMMISSIONER

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

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

The Deputy Commissioner is thus the fulcrum of the district administration. The Deputy Commissioner also functions as Distt. Collector, Member Secretary Distt. Planning and Development Board and heads the Red Cross and other institutions. The Deputy Commissioner is assisted by two A.D.C.s one A.D.C. (Gen.) and the second A.D.C. (Dev.). The office of the Deputy Commissioner is located in the Mini Sectt., Fatehgarh Sahib.

In Brief:-

1. The Deputy Commissioner as a Collector, functions as Appellate Court under various Acts, Election Tribunal, custodian of Govt. Lands etc.
2. The Deputy Commissioner as District Magistrate is responsible for the maintenance of law and order in the district.
3. As Deputy Commissioner he is Representative of the Government and is responsible for the implementation of Govt. Policies and coordinating different departments.

4. As a Member Secretary of the District planning and development Board he ensure speedy implementation of Govt. scheme.
5. In addition to above the Deputy Commissioner is responsible to solve all kinds of problems/crises created from natural calamities, such as storm, floods, draught and other incidents etc. procurement of food grains, to attend public functions, protocol duties etc.

DUTIES AND FUNCTION OF ADDL. DEPUTY COMMISSIONER

1. The Addl. Deputy Commissioner. as a Collector deals with appeal cases of mutation, revision petitions, rent suits, section 47-A of Indian Stamp Act,
2. The Addl. Deputy Commissioner as a District Magistrate
 - Responsible for the maintenance of law & order.
 - To Deal with the cases of illegal weapons U/s 25/5/59 of The Arms Act.
 - Deals with cases under Section 25 of the Police Act.
 - To issue and renew Arm licenses.
1. As Addl. Deputy Commissioner
 - Acts on behalf of D.C.
 - Appeals of House Tax,
4. As a Registrar
 - Appeals under Stamps Act.

Work of the office of Executive Magistrate, Fatehgarh Sahib.

Office Branches

Executive Magistrate supervises/control the work of following branches:-

- Passport Branch
- Peshi Branch
- GPF Branch
- Suwidha Centre
- RIA Branch

Work of the office of Asstt. Commissioner (Gen), Fatehgarh Sahib.

Office Branches

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

- Misc. Branch
- Establishment Branch
- Nazar Branch
- P.L.A. Branch
- H.R.C.

Work of the office of Asst. commissioner (Gr), Fatehgarh Sahib.

Office Branches

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

- C.I.A. Branch
- Record Room
- R.R.A. Branch
- Election Branch
- Dharam Arth Branch
- L.B.A. Branch

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Publication of information regarding items specified by rule 4 (1) b (II) of Right to Information Act, 2005.

(The powers and duties of the officers and employees)

Name of the office: Deputy Commissioner, Fatehgarh Sahib.

Sr. No.	Name of Post	Powers and duties (in brief)
1	Deputy Commissioner, Fatehgarh Sahib.	Over all control of the office and supervision of all district officers.
2.	Addl. Deputy Commissioner,(G) Fatehgarh Sahib.	Court cases (Appeal /Revision against the orders of the A.C. 1 st grade, A.C. 2 nd grade), regular departmental inquiries and preliminary inquiries, supervision of all the branches of the D.C. office and Red Cross office and Administrative supervision of the district.
3.	Asstt. Commissioner General	1. To control and superwise Est. Br., Misc. Br., Nazir Br., P.L.A.Br. and Red Cross Office. 2. Superintendence and general control of D.C.Office.
4	Asstt. Commissioner Grievances.	To Control and superwise the complaint branch, RIA branch and Relief & resettlement branch
5.	Executive Magistrate	To superwise the Peshi branch and copying branch
6.	District Revenue Officer	Supervision of the S.K. Br., D.R.A. (R) Br., D.R.A. (T) Br., H.R.C.Br. and court work under The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948.
7.	Naib Tehsildar Agrarian	To defend the case related with surplus land of this district.
8.	Superintendent Grade -1	General supervision of the staff
9.	Superintendent Grade -2 Revenue	General supervision of Revenue branches (S.K., D.R.A.(A), D.R.A(T), H.R.C., Dharam Arth Branch
10	Superintendent Grade -2 General	General supervision of general Branches (E.A., M.A., L.B.A., R.R.A., etc.
11.	Reader to D.C.	Deals with the court cases of peshi branch correspondence of judicial cases and other misc. work of the court of Deputy Commissioner.
12.	Reader to A.D.C.(G)	Deals with the court cases of peshi branch correspondence of judicial cases and other misc. work of the court of Addl. Deputy Commissioner.
13.	Asstt. (Misc. Br.)	Works relating to law and order, freedom fighters, character verification, dependent certificates, issue of licences to cinemas and other misc. work.
14.	District Nazar	Maintain the office accounts of D.C. office.
15.	Asstt. (Establishment Br.)	Establishment relating to assistants, clerks and peons of the office.
16.	Asstt. (R.I.A.Br.)	Receipt and despatch work.

17.	Asstt. (Record Room Rev.)	Supervision of the record room and to issue certified copies of the consigned record to the applicant on request.
18.	Asstt. (P.L.A.Br.)	To issue and renew Arms licenses.
19.	D.R.A. (T)	To keep a record of recovery done by various C.R.Os, audit paras, inspections reports, rehabilitation work, flood work and general supervision.
20.	D.R.A (R)	To deal with cases relating to land Acquisition Act, Defence land Act, 1903 Nazool land rules, and general supervision.
21	Sadar Kanungo (S.K. Br)	Establishment relating to Patwaris and kanungos of the district, and other misc. work. To prepare the Budget under 2029 Head. To compile the statistical figure reg. crops / land, market rates of crops. Review of mutations, preparation of mussanas (Duplicate mutation) etc.
22.	Head Registration Clerk	To collect Information regarding income from stamp duty registration fee. To keep record regarding issue and renew licenses of stamp vendors. To keep record regarding checking of the working of deed writers and to renew their licences. To deal with notices less than 80 C.P.C. To maintain book No. 1, 3, and 4. P.L.R.S. accounts. to assist higher officers during inspections of Tehsils/Sub Tehsils.
23.	Asstt.(G. P. F Br.) (Class- III)	To maintain the G.P.F accounts of Class III employee of D.C. office, payment of bills relating to refundable and non-refundable advance of G.P.F.
24.	Asstt.(G.P.F. Br) (Class- IV)	To maintain the G.P.F accounts of Class IV, G.I.S account class I, II, III, IV employee of D.C. office, payment of bills relating to refundable and non-refundable advance of G.P.F.
25.	Asstt.(R.R.A Br.)	Relief & Resettlement for terrorist victims and riots affected.
26.	Asstt.(Dharm Arth. Br.)	Establishment relating to Ragis and Pujaris for Dera's work.
27.	Asstt.(L.B.A. Br.)	To supervise and to have general control over the Local Bodies Govt. offices.
28.	Asstt. (C.I.A.Br.)	To maintain the files regarding complaints received from public and their disposal.
29.	Tehsildar Election	Supervision of election work at the district head quarter.
30.	Asstt. (Development.Br.)	Development works relating to Panchayat.

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Publication of information regarding items specified by rule 4 (1) b (III) of the Right to Information Act 2005.

(The procedure followed in the decision making process, including channels of Supervision and accountability)

Name of the office: Deputy Commissioner, Fatehgarh Sahib.

Sr. No.	Name of the Branch	Level at which The case is Initiated (Name of the Post)	Name of the Post which deal with the case before the decision making authority	Level at which Decision of made (Name of the Post)
1.	Peshi Branch (D.C.)	Clerk/Ahalmad/Reader	Asstt. Comm. (Executive)	D.C.
2.	Peshi Br. (Addl Deputy Commissioner)	Ahalmad / Reader /	Addl. Deputy Commissioner	Addl. Deputy Commissioner
3.	Peshi Br. (Asstt. Comm.) (G)	Reader/ Steno	Asstt. Comm.(G)	Asstt. Comm.(G)
4.	Peshi Br. (Asstt Comm.) (Gr.)	Reader/ Steno	Asstt. Comm.(Gr.)	Asstt. Comm.(Gr.)
5.	Peshi Br. (E.M.)	Reader/ Steno	Executive Magistrate	Executive Magistrate
6.	Peshi Br. District Revenue Officer-cum-Consolidation Officer	Reader/Steno	District Revenue Officer-cum-Consolidation Officer	District Revenue Officer-cum-Consolidation Officer
7.	Misc.Br.	Clerk/Jr.Asstt.	Misc.Asstt.,Supdt-1 Asstt.Commissioner (G), A.D.C.	D.C.
8.	Nazir Br.	Clerk/Jr.Asstt.	Nazir Supdt-1 Asstt.Commissioner (G) , A.D.C	D.C.
9.	Est.Br.	Clerk/Jr.Asstt.	Est.Asstt.,Supdt-1 Asstt.Commissioner (G) , A.D.C.	D.C.
10.	Receipt and Issue Br.	Clerk/Jr. Asstt.	Branch Asstt., E.M.,A.D.C.	D.C.
11.	Record Room	Clerk/Jr. Asstt.	Branch Asstt., Suptd-1	Asstt. Comm.(G)
12.	P.L.A. Br.	Clerk/Jr.Asstt.	P.L. Asstt. Supdt.-1 Asstt.Commissioner (G) , A.D.C	D.C.
13.	D.R.A. (T)	Clerk, Jr. Asstt.	D.R.A. (T), D.R.O., A.D.C.	D.C.
14.	D.R.A. (R)	Clerk, Jr. Asstt.	D.R.A. (R) , D.R.O., A.D.C.	D.C.
15.	Sadar Kanungo Br.	Clerk, Jr. Asstt and Kanungos.	Sadar Kanungo, D.R.O. , A.D.C.	D.C.

16	H.R.C. Br.	Registration Clerk	D.R.O., A.D.C.	D.C.
17.	G.P.F Branch (Class-3)	Clerk/Jr. Asstt.	Br. Asstt. Supdt. Grade-1/Asstt. Commissioner (Executive),	D.C.
18.	G.P.F Branch (Class-4)	Clerk/Jr. Asstt.	Br. Asstt. Supdt. Grade-1/Asstt. Commissioner (Executive)	D.C.
19.	R.R.A. Branch	Clerk, Asstt. Supdt.	Br. Asstt. A.C.(Gr), A.D.C.	D.C.
20.	Dharam Arth Branch	Clerk/Jr. Asstt.	Br. Asstt. A.C. (Gr), A.D.C.	D.C.
21	L.B.A Branch	Clerk	Branch Asstt., Supdt Grade I, Branch officer, A.D.C,	D.C.
22	C.I.A. Branch	Clerk, Jr. Asstt.	Br. Asstt. A.C. (Gr), A.D.C.	D.C.
23	Tehsildar Election	Clerk/Jr. Asstt., Kanungo Election	Tehsildar Election	D.C.
24	Red Cross Office	Clerk/Jr.Asstt.	Hony.Secy. Asstt.Commissioner (G) , A.D.C	D.C.

MANUAL-4

Publication of information regarding items specified in Rules 4 (i) b (iv) of the Right of information Act, 2005.

(To norms set for the discharge of the functions)

NAME OF THE OFFICE : Deputy Commissioner, Fatehgarh Sahib.

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

Sr. No.	Name of the Branch	Name of work (Employee wise)	Norms set by the Deptt.(number of days taken for decision making)
1	Peshi Br. (D.C)	Court work (Clerk Ahlmad, Reader)	Depending on the nature of the cases.
2.	Peshi Br. (A.D.C.)	Court work (Clerk, Ahlmad, Reader)	Depending on the nature of the cases. However the election petitions to be disposed of within six months.
3	Peshi Br. (Asstt. Comm.) (G)	Court work (Reader)	Depending on the nature of the cases.
4	Peshi Br. (Asstt. Comm.) (Gr.)	Court work (Reader)	Depending on the nature of the cases.
5	Peshi Br. (Asstt. Comm.) (Ex.)	Court work (Reader)	Depending on the nature of the cases.
6	Peshi Br. D.R.O. cum- Consolidation Officer	Court work (Reader)	Depending on the nature of the cases.
7	M.A. Branch	Sr. Asstt:	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending to next higher official/officers immediately
		Clerk / Jr. Asstt.	To issue certificates:OBC, Residence, Income, dependent etc. To deal with Shagan Scheme, to deal with facilities provided by the Govt. to the handicapped, to organize functions such as Republicday & Independence day.
		Clerk / Jr. Asstt.	To issue orders u/s 144 of Cr.P.C.. To deal with Notary Public, to deal with works relating to procurement of Wheat & Paddy.
		Clerk / Jr. Asstt.	To deal with VIP duties , to organize monthly meetings, to assist in controlling the working of cinemas /video parlours, to allot names to news papers, to have control over printing presses.

		Clerk / Jr. Asstt.	To deal with cases of pension to freedom fighters, character verification of those who are going to join Govt. jobs, to deal with cases where compensation is to given in accidental cases relating to agriculture.
8	Nazir Br.	Nazar	To prepare budget and to maintain the accounts of expenditure.
		Clerk / Jr. Asstt.	To deal with cases for issuing licences to typists working in various sub divisions of the distt: and at distt: headquarter .
		Clerk / Jr. Asstt.	To make payment of bills, to receive cheques and to deposit them in the bank.
		Clerk	Receipt and despatch work of Nazir branch.
9	Establishment Branch	Establishment Asstt.	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending to next higher official/officers immediately.
		Clerk / Jr. Asstt.	1. To put up the files regarding transfers, promotions, proficiency step up, annual increments, confirmation of appointments, regular inquiries etc. of the class – III employees of the D.C. Office. 2. To maintain the A.C.R.s /Personal file of the class-III employees (annually) 3. To prepare seniority list of class-III employees (annually)
		Clerk / Jr. Asstt.	1. To put up the files regarding proficiency step up, annual increments, confirmation of appointments etc. of the class –IV employees of the D.C. Office. 2. To maintain the A.C.R.s /Personal file of the class-IV employees (annually) 3. To prepare the seniority list of the class-IV employees (annually)

		Clerk / Jr. Asstt.	<ol style="list-style-type: none"> 1. To attend courts in cases where State Govt is a party. 2. To put up the files regarding reimbursement of medical bills, (immediately after receiving the papers) 3. To receive dak from R.I.A. Br. and to distribute among the concerned (daily) 4. To put up the pension cases of the retired employees 5. To put up the files regarding ex-gratia grant to the dependent of the deceased employee.
		Clerk / Jr. Asstt.	<ol style="list-style-type: none"> 1. To maintain the personal files of the officers of the D.C. office. 2. Complaints related to class-III employee (one month) 3. To maintain the leave record of the Class III employees of the D.C. office. 4 To prepare the training schedule of A.C. (U.T), E.A.C.(U.T), Tehsildar / Naib Tehsildar (U.T)
		Bill Clerk	<ol style="list-style-type: none"> 1.To prepare salary/ T.A/ Medical G.P.F advance bill 2. To put up the files of annual budget demand (under 2053 head) 3. To send month wise information regarding expenditure in form no. B.M.-26 and 29 (Before the 10th of every month) to the office of the Commissioner Division Patiala.
10	Receipt and Issue Br.	Sr. Asstt. Branch	<p>Supervisory control over the branch.</p> <p>To distribute the fresh dak to the concerned clerk. (Daily)</p>
		Clerk / Jr. Asstt.	<p>To record & distribute the general dak i.e D.O., Fax, T.P.M. etc, relating to Govt. Offices. (Daily)</p> <p>To deal the file regarding pending references.(Monthly)</p>
		Clerk	To record & distribute the general dak (Daily)
		Clerk	To record & distribute the general dak (Daily)
		Clerk	Despatch of the outgoing letters.
		Clerk	Despatch of the outgoing letters.

11	Record Room	Sr. Asstt.	To issue the certified copies of the papers relating to the office files. (Within a week) To maintain C.D-2 register
		Clerk / Jr. Asstt.	To maintain the record of files relating to the office of D.C., A.D.C. S.D.M., Settlement officer, consolidation officer Addl. Director consolidation, Tehsildars, D.D.P.O.
		Clerk / Jr. Asstt.	To maintain the record of files relating to the office of D.C.,A.D.C.,S.D.M., A.C. (G.) A.C. (Gr) E.M.,D.R.O. Tehsildar, Dy. Director Panchyat, (Within a week)
		Copying Clerk	Copying work of all the files relating to the officers as mentioned above. To maintain the record of budget and it's monthly expenditure.
12	P.L.A Branch	Sr. Asstt.	Over all supervision
		Clerk / Jr. Asstt.	To maintain record for renewal of Arms licences, verification of arms licences, to issue receipt of licence fee and suvidha center fee
		Clerk / Jr. Asstt.	To issue licences to Arms -dealers, to issue N.O.C.s to employee for going aborad, to renew J-licences, to make any addition in licences, to issue N.O.C. to arms dealers
		Clerk / Jr. Asstt.	To maintain record regarding issue of new licences, to maintain record for issue of certificate in connection with Indian citizen ship, to issue receipts of fees received in connection with relevant document.
		Clerk / Jr. Asstt.	Typing work, to maintain record of fees received at suwidha counters, to deal with inspection notes, to deal with death case release order. to extend the aera of operation of arms licences, to deal with cancellation of licences, to issue N.O.C. for petrol pump.
13	D.R.A. (T) Br.	General supervision D.R.A. (T)	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending them to the next higher official/officers.

		Recovery Clerk	To put up the files of recovery cases received from different Govt. deptt: and courts. (To put up the files immediately after receiving the paper)
		Clerk / Jr. Asstt.	To put up the files of audit and inspection reports (To put up the files immediately after receiving the paper).
		Clerk	To put up the files of Taccavi loans, receipt and despatch of papers of D.R.A branches. (T&R)
		Rehabilitation Clerk	To put of the cases of rehabilitation, displaced persons and claim of evacuee property. Court cases pertaining to rehabilitation work. Allotment of land and property on the basis of occupation. Put up the files immediately after receiving the paper.
		Flood Relief Clerk	Flood relief under natural calamites. To look after the control room during flood season.(From 1 st July to 30 th September every year) To receive compensation and distribute the same among different sub divisions.
14	D.R.A. (R) Br.	General supervision D.R.A. (R)	Monthly revenue meetings, inspection of all tehsils, supervision of the work of entire branch, inspections on behalf of A.D.C.
		Clerk	Preparation of meeting files, creation of new posts of chowkidars,budget estimate of the receipt head 0029, distribution of the budget received from the govt. regarding wages of chowkidars., monthly statements regarding receipts under different heads, court cases

		Jr. Asstt.	Acquisition of land for different govt. deptts: Fixing the rates of land for hiring purposes, meetings of Distt. Land Price Fixation Committee, site selection for acquisition, court cases, work regarding Civil Military liaison conference, creating no-construction zone and implementation of defence notification under defence land act 1903, N.O.Cs for diff. deptt.,
		Clerk	Allotment of nazool land, to process/approve the cases received from different sub divisions of districts relating to nazool land given on chakota, monitoring the court cases, disposal of the audit paras and PAC paras etc. , disposal of the applications received from time to time, supply of information regarding nazool land to govt.
		Jr. Asstt.	Typing work of the branch, reminders of different files, misc work
15	Sadar Kanungo Br.	General supervision (Sadar Kanungo)	<p>1 To scrutinize the files put up by the dealing clerk/ Jr. Asstt. /Kanungo before sending them to the next higher official / officers immediately.</p> <p>2 Inspection of the field staff (Once a year during the period Oct.to April</p> <p>3 Consignment of the Jamabandis.</p>
		Naib Sadar Kanungo 1	<p>1. Review of the mutations (one month)</p> <p>2.Preparation of duplicate mutations (Mussana) (one month)</p> <p>3. Allotment of circles to C.R.O.(From 1st Oct. every year)</p> <p>4. Institutional Training for Patwaris and Kanungos</p> <p>5. Consolidated statement of court work of the whole Distt.(to be sent to the Govt. before 10th of every month)</p>

		Naib Sadar Kanungo-2	<ol style="list-style-type: none"> 1. Misc. application reg. Fard Badars, Girdawari, Mutation, Demarcation (One month each) 2. To receive dak from R.I.A. Br. and to distribute among the concerned (Daily)
		Kanungo Spl.	To attend court cases (where State Govt is a party)
		Kanungo Agr.	<ol style="list-style-type: none"> 1. To maintain Lal Kitab 2. Completion of Lal Kitab (after every Girdawari) 3. Land Record Administration annual report (1st Oct. to 31 Oct of every year) 4. Rates of major crops (1st Oct. to 31 Oct of every year) 5. To maintain record and to assist Naib Tehsildar, to receive information regarding surplus area and to prepare monthly & quarterly statement and to send them to Govt.
		Bill Clerk-I	<ol style="list-style-type: none"> 1. To put up transfer, promotion, suspension case files of the Patwari/Kanungo 2. To maintain A.C.Rs / Personal files of the Patwari/ Kanungo 3. To maintain the register of candidate Patwari. 4. To maintain leave record of the Br. employees (Daily)
		Bill Clerk-2	<ol style="list-style-type: none"> 1. To put up files relating to the annual budget demand (under 2029 head) from D.L.R. 2. To send month-wise information regarding expenditure under the form B.M.-26 and 29 to D.L.R. (Before the 10th of every month) 3. To maintain and submit the Salary bill of the branch. 4. To put up the cases regarding reimbursement of medical bills of the retired employees. (immediately after receiving the request)
16	H.R.C. Branch	Clerk	Certified copies of Book No. 1,3 & 4 are issued on same day. The

			certified copies of Deposited wills takes three to four days.
17.	G.P.F. Br. (Class-III)	Sr. Asstt.	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending to next higher official/officers.
		Clerk/ Jr. Asstt.	To maintained the G.P.F. accounts of Patwaris / Kanungo
		Clerk/ Jr. Asstt.	To Maintained the G.P.F. accounts of Clerks/Asstts.
18	G.P. F Br. (Class- IV)	Sr. Asstt.	To scrutinize the files put up by the dealing clerk/ Jr. Asstt. before sending to the next higher official/officers.
		Clerk/ Jr. Asstt.	To maintained the G.P.F. accounts of class IV, GIS account class I,II,III,IV.
19	R.R.A. Br.	Sr. Asstt.	Supervision of the branch.
		Clerk/ Jr. Asstt.	Issuing of red cards to the riots victim, work regarding budget receipt and despatch of seat, transfer of red cards.
		Clerk/ Jr. Asstt.	Appointment to the terrorist victim, Issuing of certificate to the terrorist victim, pension to terrorist victim, court cases.
20.	Dharm Arth Branch	Sr. Asstt.	Supervision of the branch
		Clerk/ Jr. Asstt.	To attend court cases, related with land of Mandir/Deras where State Govt is a party.
		Clerk/ Jr. Asstt.	1.To prepare salary, Medical, G.P.F advance bill to the Pujari/Granthi/Ragis/Sewadars of the Mandir etc. 2. To send month wise information regarding expenditure in form no. B.M.-26 and 29 (Before the 10th of every month) to the Establishment branch of D.. office.
21	L.B.A Branch	Sr. Asstt.	Monthly meetings, inspection of all tehsils, supervision of the work of entire branch, inspections on behalf of A.D.C.

		Clerk/ Jr. Asstt.	To maintain files relating to works of Fatehgarh Sahib development Authority, auction work, misc. cases etc.
		Clerk/ Jr. Asstt.	Municipal election work, complaints, receipt despatch, inspection note.etc.To maintain files regarding removal of unauthorised occupants.
		Clerk/ Jr. Asstt.	Work regarding PUDA, shifting of dairy to Kabaadi Market, meeting reg. empowered committee, Govt. vacant land, work reg. marriage Palaces, work reg. court complex, work reg. ent trust
22	C.I.A. Branch	Sr. Asstt.	
		Clerk/ Jr. Asstt.	Receipt and dispatch, case file regarding Punjab State Human Right Commission, complaints received from general public. (All the applications send to concerned offices within 2 or 3 days.)
		Clerk/ Jr. Asstt.	Complaints files regarding Pensioners, sangat darshan, suvida camps, meeting files regarding complaints for members of grievances, (All the applications send to concerned offices within 2 or 3 days.)
		Clerk/ Jr. Asstt.	Complaints received from Governor, C.M., Punjab Govt. offices, complaints received from Punjab State Scheduled Caste Commission. (All the applications send to concerned offices within 2 or 3 days.)
		Clerk/ Jr. Asstt.	Complaints in connection with bonded labour regarding Nation Human Rights Commission Delhi, Punjab State Human Rights Commission. (All the applications send to concerned offices within 2 or 3 days.)
23	Tehsildar Election	Tehsildar Election	Over the supervision of the branch
		Kanungo-1	To preparation of voter list, I card and other misc. work of constituency Morinda-68
		Kanungo-2	To preparation of voter list, I card and other misc. work of constituency Kharar 69

		Kanungo-3	To preparation of voter list, I card and other misc. work of constituency Banur 70
		Clerk-1	To maintain the cash book and file work of the whole branch.

MANUAL-5

Publication of information regarding items specified in Rules 4 (I) b (v) of the Right of information Act, 2005.

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

NAME OF THE OFFICE : Deputy commissioner, Fatehgarh Sahib.

Sr. No.	Name of the Branch	Name of the rules/Act/ Manuals	Any other Record/ Documents.
1.	Peshi Br. (D.C.)	<ol style="list-style-type: none"> 1. Punjab Land Revenue Act and Rules 2. Special Marriage act 1954 3. Punjab Police act. 4. Punjab Tenancy Act and Rules, 1887 5. P.P. Act. 6. Punjab Security of Land Tenure Act, 1953 7. Punjab State Election Commission Act,1994. 8. Prisoners good conduct and Temporary (Released) Act. 9. Dowry prohibition Act. 10. Explosive Act. 11. The Punjab package Deal Properties (Disposal) Act, 1976 12. Displaced person (Compensation and Rehabilitation) Act, 1954 13. The Securitisation & Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 . 	
2.	Peshi Br. (A.D.C.)	<ol style="list-style-type: none"> 1. Punjab Land Revenue Act and Rules. 2. Punjab Tenancy Act and Rules, 1887 3. Indian Registration Act, 4. The Punjab Land Reforms Act, 1972. 5. Punjab Security of Land Tenure Act, 1953 6. Pepsu Tenancy and Agricultural Land Act, 1955 7. The Indian Stamps (Punjab amendment Act) 8. Hindu Succession Act. 9. Transfer of Property Act 10. Land Record Manual. 11. Land Administration Manual. 12. Land Settlement Manual. 13. Punjab Registration Manual 14. F.C.R's Standing Orders. 15. Arms Act. 16. Police Act. 17. Punjab State Election Commission Act,1994. 18. Explosives Act. 	

3	Peshi Br. (Asstt. Comm.) (G)	1. Cr.P.C. 2. Govt. instructions, circulars and notification	
4	Peshi Br. (Asstt. Comm.) (Gr.)	1. Cr.P.C. 2. Govt. instructions, circulars and notification	
5	Peshi Br. (E.M.)	1. Cr.P.C. 2. Govt. instructions, circulars and notification	
6	Peshi Br. District Revenue Officer-cum- Consolidation Officer	1. The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948. 2. Govt. instructions, circulars and notification	
7	M.A. Br.	1. Punjab Civil Services Rules 2. Punjab Financial Rules 3. Punjab Budget Manual 4. District Office Manual 5. Cr.P.C.	
8	Nazir Br.	1.-District Office Manual 2. Punjab Financial Rules 3. Punjab Budget Manual	
9	Est. Br.	1. Punjab Civil Services Rules 2. Punjab Financial Rules 3. Punjab Budget Manual 4. District Office Manual	
10	R.I.A. Br.	Rules and instructions issued by Punjab Govt. time to time.	
11	Record Room	Rules and instructions issued by Punjab Govt. time to time. Copying Manual.	
12	P.L.A. Br.	1. Explosives Act, 2. Arms Act/Rules, 1962 3. Rules and instructions issued by Punjab Govt. time to time.	
13	D.R.A. (T) Br.	1. Punjab Land Revenue Act and rules 2. Land Administration Manual. 3. F.C.R's Standing Orders. 4. Instructions and circulars issued by the Punjab Govt. 5. Revenue recovery Act, 1 of 1890 6. Administration Act, Evacuee Property	

		<p>Act, No. 31 of 1950</p> <p>7. The Displaced persons claims Act, No. 44 of 1950</p> <p>8. The Evacuee interest separation Act, 64 of 1951.</p> <p>9. The displaced persons claims supplementary Act No 12 of 1954.</p> <p>10. The displaced persons compensation and rehabilitation Act, 44 of 1954.</p>	
14	D.R.A. (R) Br.	<p>1. Land acquisition Act, 1872</p> <p>2. Defense Land Act,1903</p> <p>3. Nazool Land transfer rules 1956</p> <p>4. Chowkidara rules.</p> <p>5. F.C.R. standing order 28,30</p> <p>6. Land revenue Act and manual</p> <p>7. Govt. instructions, circulars and notification</p>	
15	S.K. Br.	<p>1. Punjab Land Revenue Act and rules</p> <p>2. Land Record Manual.</p> <p>3. Land Administration Manual.</p> <p>4. Land Settlement Manual.</p> <p>5. F.C.R's Standing Orders.</p> <p>6. Instructions and circulars issued by the Punjab Govt.</p> <p>7. Punjab Civil Services Rules</p> <p>8. Punjab Budget Manual</p>	
16	H.R.C. Br.	<p>1. Indian Registration Act, 1908</p> <p>2. Indian Stamp Act,</p> <p>3. Registration Manual</p> <p>4. The Punjab Stamp Manual</p> <p>5. The Punjab Stamp Rules</p> <p>6. Stamp vendors rules</p> <p>7. Petition writers rules</p>	
17	G.P.F Br. (Class-III)	<p>1. Punjab Civil Services Rules Vol.2</p> <p>2. Other instructions and circulars issued by the Punjab Govt.</p>	
18	G.P.F Br. (Class IV)	<p>1. Punjab Civil Services Rules Vol.2</p> <p>2. Other instructions and circulars issued by the Punjab Govt.</p>	
19	R.R.A. Br.	<p>Rules and instructions issued by Punjab Govt. time to time.</p>	
20	Dhram Arth Br.	<p>Rules and instructions issued by Punjab Govt. time to time, Deodi Mohalla Sardar Sahib.</p>	
21	L .B.A Br.	<p>1. Municipal Act.</p>	
22	C.I.A. Br.	<p>Rules and instructions issued by Punjab</p>	

		Govt. time to time.	
23	Tehsildar Election	Manual of Election Law The Sikh Gurdwara Act, 1925 Rules and instructions issued by Punjab Govt., Election Commission of India and Commissioner Gurdwara	
24	Agrarian Br.	The Pb. Land Reforms Act 1972 Rules and instructions issued by Punjab Govt. time to time.	
25	Red Cross	1. Punjab Civil Services Rules 2. Punjab Financial Rules 3. Punjab Budget Manual 4. District Office Manual	

MANUAL-6

Publication of information regarding items specified in Rules 4 (I) b (vi) of the Right of information Act, 2005.

(Statement of the Categories of documents that are hold or under control)

NAME OF THE OFFICE : Deputy commissioner, Fatehgarh Sahib.

Sr. No.		Category of documents
1.	Peshi Br. (D.C.)	Receipt/despatch register, institution register of court cases, summoning register, file inspection register, inspections roster register, file movement register, Peshi register and related files.
2.	Peshi Br. (A.D.C.)	Receipt/despatch register, institution register, summoning register, file inspection register, court stamp inspection register and related files.
3.	Peshi Br. Asstt. Comm. (G)	Receipt/despatch register, institution register, summoning register, file inspection register, court stamp inspection register and related files.
4.	Peshi Br. Asstt. Comm. (Gr.)	Receipt/despatch register, institution register, summoning register, file inspection register, court stamp inspection register and related files.
5.	Peshi Br. (E.M.)	Receipt/despatch register, institution register, summoning register, file inspection register, court stamp inspection register and related files.
6.	Peshi Br. D.R.O-cum-Consolidation Officer	Receipt/despatch register, institution register, summoning register.
7.	M.A. Br.	Receipt/despatch register, disposal register, file movement register, record instruction register
8.	Nazir Br.	Receipt and despatch register, file movement register, dak ticket register, stock register, cash book,
9.	Est. Br.	Receipt and despatch register, file movement register, Complaints and enquiry register, Roster Register, Catalogue Register, Increment register and related files.
10.	R.I.A. Br.	Receipt and despatch register, D.O. receipt register, fax receipt register, T.P.M. register and related files.
11.	Record Room	Receipt and dispatch register, Goshwara register, C.D-2 register, Tehsil wise record register (Dispatch)
12.	P.L.A. Br.	Receipt register, movement register, dispatch register, licenses record register,
13.	D.R.A. (T) Br.	Recovery register sub division wise, office order register regarding recovery certificate related to other Collators of other district, Taccavi, Muafi files, Taccavi Kisat bandies , T-16 and T-25 register, Audit reports and

		inspection report register, Catalogue register, Movement register, Receipt despatch register, Rehabilitation property record and related files.
14.	D.R.A (R) Br.	Movement register, receipt register, catalogue register, total nazool land register, chakota register, Chowkidara budget record, NOC register, site selection register, awards register and related files.
15	S.K. Br.	1. Receipt and despatch register, village note book (Lal Kitab), Library stock register, leave account register, Patwar candidate"s register, register for maintenance of record of mutations under review and for Mussanas, Stationary stock register and related files.
16.	H.R.C. Br.	Stamp vendors register, petition writers register, Document writer register, Catalogue register, Despatch register, Stock register, Mislband register, Cash books, Receipt books and related files.
17.	G.P.F Br. (Class III)	Movement register, receipt register, despatch register, final payment register, G.P.F advance register, account register, index register. (allotment of G.P.F number and related files.
18.	G.P.F Br. (Class IV)	Movement register, receipt register, despatch register, final payment register, G.P.F advance register, account register, index register. (allotment of G.P.F number, maintain account G.I.S. and related files.
19.	R.R.A. Br.	Movement register, B.M.-26-29 budget record, receipt and despatch register, catalog register and related files.
20.	Dharam Arth Br.	Receipt and dispatch register, cash book,G.P.F. record register, stock register, G.I.S. register,file movement register.
21.	L.B.A Br.	Movement register, receipt register, despatch register and related files.
22.	C.I.A. Br.	Receipt and dispatch register, register for high court cases, register for record of bonded labour, register for complaints,
23.	Tehsildar Election	Receipt and despatch register, complaint register, Cash Book, Stock Register, Stationery Register , Bill Book, Contingency Register, C.D.I.Register
24	Agrarian Br.	Receipt and despatch Register, Court case Register
25.	Red Cross	Receipt and despatch Register, Cash-book, Rental properties register, record register.

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Publication of information regarding items specified in Rules 4 (I) b (vii) of the Right of information Act, 2005.

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

Name of the office: Deputy Commissioner, Fatehgarh Sahib.

Sr. No.	Details/type of arrangements made.
	No such arrangement exists in this office.

MANUAL-8

Publication of information regarding items specified in Rules 4 (I) b (viii) of the Right of information Act, 2005.

(Statement of the boards, councils, committee and other bodies)

Name of the office: Deputy Commissioner, Fatehgarh Sahib.

Sr. No.	Name of council (s)	Name of committee (s)	Name of other bodies constituted by the Deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1	2	3	4	5	6
This office work under the direct control of Punjab Govt. This manual does not relate with this office.					

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Publication of information regarding items specified in Rules 4 (I) b (viii) of the Right of information Act, 2005.

(Directory of the officers and employees)

Sr. No.	NAME OF OFFICER /EMPLOYEE. SHRI/SMT.	DESIGNATION	TELEPHONE MOBILE NUMBER.
1.	Sh. Yashveer Mahajan, IAS	D.C.	01763-221340
2	Sh. Dharampal Gupta, PCS	A.D.C. (G)	01763-232216
3	Sh. Pardeep Singh Kaleke, PCS	A.D.C (D)	01763-232186
4	Sh. Gурpal Singh Chahal, PCS	S.D.M FGS	01763-232220
5	Smt. Poonamdeep Kaur, PCS	S.D.M Amlah	01765-230076
6	Sh. Ravinder Kumar, PCS	S.D.M Bassi Pathana	01763-250135
7	Smt. Inerjeet Kaur Kang, PCS	S.D.M Khamanon	01628-260700
8	Sh. Amarjeet Singh Shahi, PCS	D.T.O FGS	01763-232196
9	Sh. Parshotam Singh Sodhi	D.R.O FGS	01763-232838
10	Sh. Kuljeet Singh	D.P.R.O	01763-232111
11	Sh. Naib Singh	PA to DC	01763-232215

Note:-Presently the post of EM, AC (G) is vacant Post.

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Publication of information regarding items specified in Rules 4 (I) b (x) of the Right of information Act, 2005.

(Monthly basic pay received by the officer and employees)

Name of the Department/office: Deputy Commissioner, Fatehgarh Sahib.

Sr. No.	NAME OF OFFICER /EMPLOYEE. SHRI/SMT.	DESIGANTION	PAY SCALE
1	Yashveer Mahagan, (IAS)	Deputy Commissioner	37400-67000+8700
2	Dharmpal Gupta, (PCS)	A.D.C (G)	37400-67000+8700
3	Pashotam Singh Sodhi	DRO	10300-34800+5000
4	Naib Singh	P.A to DC	10300-34800+4600
5	Nirmal Kaur	Supdt. Gr-II (G)	10300-34800 +4600
6	Pushap Raj Goel	Supdt. Gr-II (R)	10300-34800 +4600
7	Ravinder Kaur	Sr. Asstt.	10300-34800 +4600
8	Nirmal Singh	Sr. Asstt.	10300-34800 +4600
9	Rahesh Kumar	Sr. Asstt.	10300-34800 +3800
10	Baldev Singh	Sr. Asstt.	10300-34800 +4600
11	Harmohan Singh	Sr. Asstt.	10300-34800 +3800
12	Bhag Singh	Sr. Asstt.	10300-34800 +3800
13	Kamlesh Kumari	Sr. Asstt.	10300-34800 +3800
14	Luxmi Kant	Sr. Asstt.	10300-34800 +3800
15	Seema Rani	Sr. Asstt.	10300-34800 +3800
16	Pal Singh	Sr. Asstt.	10300-34800 +3800
17	Bimla Rani	Sr. Asstt.	10300-34800 +3200
18	Chanchal Pal Sharma	Sr. Scale Steno Graph	10300-34800 +3800
19	Randhir Singh	Sr. Scale Steno Graph	10300-34800 +3800
20	Dara Singh	Clerk/Jr. Asstt.	10300-34800 +3200
21	Pawan Kumar	Clerk/Jr. Asstt.	10300-34800 +3200
22	Satnam Bhardwaj	Clerk/Jr. Asstt.	10300-34800 +3200
23	Karan Kaplash	Clerk/Jr. Asstt.	10300-34800 +3200
24	Balwinder Kaur	Clerk/Jr. Asstt.	10300-34800 +3200
25	Parkash Chand	Clerk/Jr. Asstt.	10300-34800 +3200
26	Sunita Rani	Clerk/Jr. Asstt.	10300-34800 +3200
27	Meena Arora	Clerk/Jr. Asstt.	10300-34800 +3200
28	Parminder Rana	Clerk/Jr. Asstt.	10300-34800 +3200
29	Raj Kumar	Clerk/Jr. Asstt.	10300-34800 +3200
30	Bhupinder Singh	Clerk/Jr. Asstt.	10300-34800 +3000
31	Manjit Singh	Clerk/Jr. Asstt.	10300-34800 +3200
32	Parmala Rani	Clerk/Jr. Asstt.	10300-34800 +3200
33	Gurpinder Kaur	Clerk/Jr. Asstt.	10300-34800 +2800
34	Gurjit Singh	Clerk/Jr. Asstt.	5910-20200+2800
35	Shabnam Sharma	Clerk/Jr. Asstt.	5910-20200+2800
36	Gurbachan Singh	Clerk/Jr. Asstt.	5910-20200+2800
37	Hakam Singh	Clerk/Jr. Asstt.	5910-20200+2800
38	Kiranjit Kaur	Clerk/Jr. Asstt.	10300-34800 +2800
39	Raj Kumari	Clerk/Jr. Asstt.	5910-20200+2800
40	Deepo Sahota	Clerk/Jr. Asstt.	5910-20200+2800
41	Ram Rattan	Clerk/Jr. Asstt.	10300-34800 +2800
42	Kulwinder Kaur	Clerk/Jr. Asstt.	5910-20200+2800

43	Amarjit Kaur	Clerk/Jr. Asstt.	5910-20200+2800
44	Sarjit Kaur	Clerk/Jr. Asstt.	5910-20200+2800
45	Didar Singh	Clerk/Jr. Asstt.	10300-34800 +3200
46	Malkiat Singh	Clerk/Jr. Asstt.	10300-34800 +3000
47	Gurinder Kaur	Clerk/Jr. Asstt.	10300-34800 +3200
48	Anita Rani	Clerk/Jr. Asstt.	10300-34800 +3200
49	Sarbjit Singh	Clerk/Jr. Asstt.	5910-20200+2800
50	Subash Chand	Clerk/Jr. Asstt.	5910-20200+2800
51	Surjit Singh	Clerk/Jr. Asstt.	5910-20200+2800
52	Harjit Singh	Clerk/Jr. Asstt.	5910-20200+2800
53	Darshan Singh	Clerk/Jr. Asstt.	5910-20200+2800
54	Sushma Rani	Clerk/Jr. Asstt.	5910-20200+1900
55	Rajesh Kumar	Clerk/Jr. Asstt.	5910-20200+2800
56	Amrik Singh	Clerk/Jr. Asstt.	10300-34800 +3200
57	Gopal Singh	Clerk/Jr. Asstt.	10300-34800 +3200
58	Usha Rani	Clerk/Jr. Asstt.	5910-20200+2400
59	Ashok Kumar	Clerk/Jr. Asstt.	5910-20200+2400
60	Santosh Kumar	Clerk/Jr. Asstt.	5910-20200+2400
61	Jagbir Singh	Clerk/Jr. Asstt.	10300-34800 +2800
62	Asha Rani	Clerk/Jr. Asstt.	10300-34800+3200
63	Gurinder Singh	Clerk/Jr. Asstt.	5910-20200+1900
64	Kaka Singh	Steno Typist	5910-20200+2400
65	Sunita Rani	Steno Typist	5910-20200+2400
66	Gopal Singh	Driver	5910-20200+3000
67	Gursharn Singh	Driver	5910-20200+3000
68	Jagtar singh	Driver	5910-20200+3000
69	Gurnam Singh	Jamadar	4900-10680+1650
70	Jasmir Singh	Daftari	4900-10680+1650
71	Gurpreet Singh	Peon	4900-10680+1400
72	Gursharan Singh	Peon	4900-10680+1400
73	Jashn Jot Joshi	Peon	4900-10680+1400
74	Jaspal Singh	Peon	4900-10680+1400
75	Sukhwinder Singh	Peon	4900-10680+1400
76	Ranjod Singh	Peon	4900-10680+1400
77	Jagmohan Singh	Peon	4900-10680+1900
78	Balwinder Singh	Peon	4900-10680+1900
79	Surjit Kaur	Peon	4900-10680+1900
80	Varinder Kaur	Peon	4900-10680+1900
81	Tejinder Singh	Peon	4900-10680+1900
82	Rakesh Kumar	Peon	4900-10680+1900
83	Prem Raj	Peon	4900-10680+1650
84	Kesar singh	Peon	4900-10680+1900
85	Jarnail Singh	Peon	4900-10680+1900
86	Harmesh Kumar	Peon	4900-10680+1900
87	Jasvinder Singh	Peon	4900-10680+1900
88	Mohan Parshaad	Peon	4900-10680+1900
89	Inder Singh	Peon	4900-10680+1900
90	Kuldip Singh	Peon	4900-10680+1650
91	Vishal Kumar	Peon	4900-10680+1650
92	Baljit Singh	Peon	4900-10680+1400

93	Manjit Kaur	Peon	4900-10680+1900
94	Partap Chand	Peon	4900-10680+1900
95	Nirmal Singh	Peon	4900-10680+1900
96	Narinder Singh	Peon	4900-10680+1900
97	Paras Ram Jadav	Peon	4900-10680+1900
98	Sanjeev Kumar	Peon	4900-10680+1650
99	Gurmeet Singh	Water Carrier.	4900-10680+1650
100	Surjeet Singh	Peon Cum Mali Cum Chowkidar	4900-10680+1900
101	Daljit Singh	Peon Cum Mali Cum Chowkidar	4900-10680+1900
102	Vidia Devi	Sweeper	4900-10680+1900
103	Rajinder Kumar	Sweeper	4900-10680+1650

Note:-Presently the post of EM, AC (G) is Vacant Post

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Publication of information regarding items specified in Rules 4 (I) b (xi) of the Right of information Act, 2005.

Name of the Office:-Deputy Commissioner, Fatehgarh Sahib.

Sr. No.	Head/Item of the Budget	Proposed expenditure the Year 2010-11.
1 (i)	2053 Distt. Administration -093 Establishment	
	1.Salary	2,99,07000/-
	2. Medical	1,72,000/-
	3. TA	25,714/-
	4.Office Expenses	4,00,000/-
	5.Wages	-
	6. Telephone	1,46,666/-
	7. R.R.T	-
	8. Other Charges	85,714/-
	9. P.O.L	12,13,000/-
	10. Material Supply	3,142/-
	11. Electricity Expenses	3,64,428/-
	12. Water Expenses	10,832/-
	13. Other Expenses	5,00,000/-
(ii)	2053 Distt. Administration -093 Establishment	-
(iii)	2053 District Administration-800 other expenditure 05 Lambardari & Honorarium-05	82,39,571/-
2 (i)	2235 Social Security & welfare-06 Social Program-08 and Aid for Terrorist effected Person	-
(iii)	2235 Relief on account of Natural Calamities.	-
3	2058 Printing and Stationary	-
4	2029-Land Revenue-103 Land record-02 District Establishment	-
	1. Salary	-
	2. Wages	-
	3. Office Expenses	-
	4. TA	-
	5. Medical	-
	6. Electricity	-

MANUAL-12

Publication of information regarding items specified in Rules 4 (I) b (xii) of the Right of information Act, 2005.

(The manner of execution of subsidy Programs, including the amounts allocated and the details of beneficiaries of such programme)

Name of the Office: Deputy Commissioner, Fatehgarh Sahib.

Sr. No.	Scheme under manner of execution amount details of subsidy given of subsidy programme allocated beneficiaries (Rs.)
	No subsidy allowance / amount is allotted to this office.

MANUAL-13

Publication of information regarding items specified in Rules 4 (I) b (xiii) of the Right of information Act, 2005.

(Particulars of recipients of concessions, Permits or authorizations granted.)

Name of the Office: Deputy Commissioner, Fatehgarh Sahib.

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

MANUAL-14

Publication of information regarding items specified in Rules 4 (I) b (xiv) of the Right of information Act, 2005.

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

Name of the Office: Deputy Commissioner, Fatehgarh Sahib.

Sr. No.	Type of information.
	This office does not work in an electronic form till now.

MANUAL-15

Publication of information regarding items specified in Rules 4 (I) b (xv) of the Right of information Act, 2005.

(Particulars of facilities available to citizens for obtaining information.)

Name of the Office: Deputy Commissioner, Fatehgarh Sahib.

Sr. No.	Facilities available	Remarks (No. of days in a week/timings etc.)
	No such facility exists in this office.	

MANUAL-16

Publication of information regarding items specified in Rules 4 (I) b (xvi) of the Right of information Act, 2005.

(Names, designation and other particulars of the Public Information Officers)

Name of the Office: Deputy Commissioner, Fatehgarh Sahib.

Name of the State Publication Information Officer	Designation	Telephone No. (Office / Residence)	Assistant state Publication Information Officer	Telephone
Sh. Dharampal Gupta, PCS	ADC(G)	01763- 232216	Sh. Parshotam Singh Sodhi D.R.O.	01763-232838

MANUAL-17

This office is shortly starting a Suwidha Centre for the convenience of the Public.