

**Office : Deputy Commissioner, Hisar.**

**Information under the provisions of section 4(1) (b) of the RTI Act, 2005.**

Name of Branch : Head Registration Branch  
(HRA Branch)

Head of Office : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar-cum-  
First Appellant Authority Under Right  
to Information Act. 2005.

Officer Incharge : Sh. Mahender Kumar, District  
Revenue Officer, Hisar-Cum-  
State Public Information Officer Hisar

Sh. Randhir Singh, Deputy  
Superintendent -Cum-  
State Assistant Public Information  
Officer, Hisar.

**4(1) (b) (i)**

The particulars of its Organization, Functions and Duties.

|   |                                    |  |
|---|------------------------------------|--|
| 1 | Head Registration Branch (HRA Br.) | To control over the Registration work excuted by Sub Registrar ./Joint Sub Registrar working in this district and monthly reports of stamp duty & Registration fee is sent to the Govt. All old registration record has been kept in central Registration Record Room since the beginning upto 31-03-1998 properly and Tehsilwise. |
|---|------------------------------------|--|

**4(1) (b) (ii)**

The powers and duties of its officers and employees

|   |                                    |  |
|---|------------------------------------|--|
| 1 | Head Registration Branch (HRA Br.) | D.C./DRO/Dy.Suptd./HRA/HRC is responsible to control over the work of HRA Branch . |
|---|------------------------------------|--|

**4(1) (b) (iii)**

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

|   |                                    |   |
|---|------------------------------------|---|
| 1 | Head Registration Branch (HRA Br.) | Files of records with papers under considerations are presented by the Head Registration clerk (HRC) to the Head Registration Assistant (HRA) and HRA after putup necessary comments and proposal proceeds it to the Deputy Superintendent and Deputy Superintendent proceeds it to the District Revenue Officer and District Revenue Officer proceeds it to the Registrar / Deputy Commissioner for approval and orders. |
|---|------------------------------------|---|

**4(1) (b) (iv)**

The norms set by it for the discharge of its functions.

|   |                                    |  |
|---|------------------------------------|--|
| 1 | Head Registration Branch (HRA Br.) | As per norms set up in the As per Indian Registration Act, 1908 & Haryana Registration Manual 1967 & Indian stamp Act, 1899 and instructions issued by Haryana Govt. time to time. |
|---|------------------------------------|--|

**4(1) (b) (v)**

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

|   |                                    |  |
|---|------------------------------------|--|
| 1 | Head Registration Branch (HRA Br.) | Indian Registration Act, 1908 & Haryana Registration Manual 1967 & Indian stamp Act, 1899 and instructions issued by Haryana Govt. time to time. |
|---|------------------------------------|--|

**4(1) (b) (vi)**

**A Statement of the categories of documents are held by it or under its control;**

|   |                                    |   |
|---|------------------------------------|---|
| 1 | Head Registration Branch (HRA Br.) | Documents registered in District Hisar relating to immovable Properties as per Provision of Indian Registration Act, 1908 i.e. Sale deed, Gift deed, Mortgage deed, Lease deed, Release deed, decree with Authority to adoption, GPA, SPA and all other Misc documents. |
|---|------------------------------------|---|

**4(1) (b) (vii)**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

|   |                                    |                                  |
|---|------------------------------------|----------------------------------|
| 1 | Head Registration Branch (HRA Br.) | No such system is being adopted. |
|---|------------------------------------|----------------------------------|

**4(1) (b) (viii)**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

|   |                                    |  |
|---|------------------------------------|--|
| 1 | Head Registration Branch (HRA Br.) | No such boards, Committees, and other bodies has been constituted. |
|---|------------------------------------|--|

**4(1) (b) (ix)**

**A directory of its officers and employees;**

**Head of office** : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar

**Officer Incharge & State Public Information Officer** : Sh. Mohinder Kumar,  
District Revenue Officer, Hisar

**Assistant State Public Information Officer** : Sh. Randhir Singh,  
Deputy Superintendent, D.C. Office, Hisar.

|   |                                    |  |
|---|------------------------------------|--|
| 1 | Head Registration Branch (HRA Br.) | Sh. Ved Parkash Mor- Assistant.<br>Sh. Rajesh Gotiya- Clerk. |
|---|------------------------------------|--|

**4(1) (b) (x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations;**

|   |                                    |  |
|---|------------------------------------|--|
| 1 | Head Registration Branch (HRA Br.) | All employees are salary paid Haryana Govt. employees. |
|---|------------------------------------|--|

**4(1) (b) (xi)**

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

|   |                                    |   |
|---|------------------------------------|---|
| 1 | Head Registration Branch (HRA Br.) | Budget under Head 2030- Stamps & Registrations is allotted by the Inspector General Registration Haryana. |
|---|------------------------------------|---|

**4(1) (b) (xii)**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

|   |                                    |   |
|---|------------------------------------|---|
| 1 | Head Registration Branch (HRA Br.) | No such subsidy programmes, is being axecuted under any scheme. |
|---|------------------------------------|---|

**4(1) (b) (xiii)**

**Particulars of recipients of concessions, permits or authorizations granted by it;**

|   |                                    |   |
|---|------------------------------------|---|
| 1 | Head Registration Branch (HRA Br.) | Deed writer licences and property dealer licences are issued to the eligible persons. |
|---|------------------------------------|---|

**4(1) (b) (xiv)**

**Details in respect of the information, available to or held by it, reduced in an electronic form;**

|   |                                    |  |
|---|------------------------------------|--|
| 1 | Head Registration Branch (HRA Br.) | All information are available in manual form only. |
|---|------------------------------------|--|

**4(1) (b) (xv)**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

|   |                                    |   |
|---|------------------------------------|---|
| 1 | Head Registration Branch (HRA Br.) | Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM. |
|---|------------------------------------|---|

**4(1) (b) (xvi)**

**The names, designations and other particulars of the Public information Officers;**

|   |                                    |  |
|---|------------------------------------|--|
| 1 | Head Registration Branch (HRA Br.) | Dr. Amit Kumar Agrawal, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005.<br>Sh. Mohinder Kumar, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer.<br>Sh. Randhir Singh, Deputy Superintendant, D.C. Office Hisar is the State Assistant Public Information Officer. |
|---|------------------------------------|--|

**4(1) (b) (xvii)**

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

|   |                                    |                               |
|---|------------------------------------|-------------------------------|
| 1 | Head Registration Branch (HRA Br.) | Same as at Serial No. 1 to 16 |
|---|------------------------------------|-------------------------------|

**Office : Deputy Commissioner, Hisar.**

**Information under the provisions of section 4(1) (b) of the RTI Act, 2005.**

**&&&&&&&**

Name of Branch : Sadar Kanungo Branch (S.K. Br.)

Head of Office : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar-cum-  
First Appellant Authority Under Right  
to Information Act. 2005.

Officer Incharge : Sh. Mahender Kumar,  
District Revenue Officer, Hisar-Cum-  
State Public Information Officer Hisar

Sh. Randhir Singh,  
Deputy Superintendant -Cum-  
State Assistant Public Information  
Officer, Hisar.

**4(1) (b) (i)**

**The particulars of its Organization, Functions and Duties.**

|                                 |   |
|---------------------------------|---|
| Sadar Kanungo Branch (S.K. Br.) | To control over the work of Establishment of Revenue Patwaries and Kanungoes working in District Hisar, Girdawari works, Mutations, Demarkations, Crops Reports, Rain Reports, Collection of Land data from Field Staff and Convey it to the Govt. from time to time. |
|---------------------------------|---|

**4(1) (b) (ii)**

**The powers and duties of its officers and employees**

|                                 |   |
|---------------------------------|---|
| Sadar Kanungo Branch (S.K. Br.) | Sadar Kanungo (S.K) and its staff is responsible to control over the work of Establishment of Revenue Patwaries and Kanungoes working in District Hisar, Girdawari and Special Girdawari works, Mutations, Demarkations, Crops Reports, Rain Reports. |
|---------------------------------|---|

**4(1) (b) (iii)**

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

|                                 |   |
|---------------------------------|---|
| Sadar Kanungo Branch (S.K. Br.) | Files of records with papers under considerations are presented by the branch clerks/Naib Sadar Kanungo to the Sadar Kanungo (S.K.) and S.K. after put up necessary comments and proposal proceeds it to the Deputy Superintendent and Deputy Superintendent proceeds it to the District Revenue Officer and District Revenue Officer proceeds it to the Deputy Commissioner for approval and orders. |
|---------------------------------|---|

**4(1) (b) (iv)**

**The norms set by it for the discharge of its functions.**

|                                 |  |
|---------------------------------|--|
| Sadar Kanungo Branch (S.K. Br.) | As per norms set up in the District Office Manual and Land Records Manual. |
|---------------------------------|--|

**4(1) (b) (v)**

**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

|                                 |  |
|---------------------------------|--|
| Sadar Kanungo Branch (S.K. Br.) | Land Records Manual, Settlement Manual, Land Administration Manual, Punjab Tenancy Act- 1887, Punjab Land Revenue Act. 1887, Hindu succession Act- 1956, |
|---------------------------------|--|

**4(1) (b) (vi)**

**A Statement of the categories of documents are held by it or under its control;**

|   |                                 |  |
|---|---------------------------------|--|
| 3 | Sadar Kanungo Branch (S.K. Br.) | Record of Rain fall of District Hisar, Record of Seasonal annual Crops Report, Annual Land Administration Report , Annual Land Records Report, |
|---|---------------------------------|--|

**4(1) (b) (vii)**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

|                                 |                                  |
|---------------------------------|----------------------------------|
| Sadar Kanungo Branch (S.K. Br.) | No such system is being adopted. |
|---------------------------------|----------------------------------|

**4(1) (b) (viii)**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

|                                 |  |
|---------------------------------|--|
| Sadar Kanungo Branch (S.K. Br.) | No such boards, Committees, and other bodies has been constituted. |
|---------------------------------|--|

**4(1) (b) (ix)**

**A directory of its officers and employees;**

**Head of office** : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar

**Officer Incharge & State Public Information Officer** : Sh. Mohinder Kumar,  
District Revenue Officer, Hisar

**Assistant State Public Information Officer** : Sh. Randhir Singh,  
Deputy Superintendent, Hisar.

|                                 |  |
|---------------------------------|--|
| Sadar Kanungo Branch (S.K. Br.) | Sh. Bhim Singh-Sadar Kanungo.<br>Sh. Chhabil Dass –Naib Sadar Kanungo.<br>Sh. Om Parkash- Patwari Moharar<br>Sh. Hari Singh –Bill Clerk -I<br>Sh. Phool Singh - Bill Clerk –II |
|---------------------------------|--|

**4(1) (b) (x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations;**

|                                 |  |
|---------------------------------|--|
| Sadar Kanungo Branch (S.K. Br.) | All employees are salary paid Haryana Govt. employees. |
|---------------------------------|--|

**4(1) (b) (xi)**

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

|                                 |  |
|---------------------------------|--|
| Sadar Kanungo Branch (S.K. Br.) | 2029 – Land Revenue -103 Land Record-100 (ii) District Staff (N.P) |
|---------------------------------|--|

**4(1) (b) (xii)**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

|                                 |   |
|---------------------------------|---|
| Sadar Kanungo Branch (S.K. Br.) | No such subsidy programmes, is being axecuted under any scheme. |
|---------------------------------|---|

**4(1) (b) (xiii)**

**Particulars of recipients of concessions, permits or authorizations granted by it;**

|                                 |  |
|---------------------------------|--|
| Sadar Kanungo Branch (S.K. Br.) | No concession/permits or authorizations under any scheme is granted. |
|---------------------------------|--|

**4(1) (b) (xiv)**

**Details in respect of the information, available to or held by it, reduced in an electronic form;**

|                                 |  |
|---------------------------------|--|
| Sadar Kanungo Branch (S.K. Br.) | All information are available in manual form only. |
|---------------------------------|--|

**4(1) (b) (xv)**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

|                                 |   |
|---------------------------------|---|
| Sadar Kanungo Branch (S.K. Br.) | Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM. |
|---------------------------------|---|

**4(1) (b) (xvi)**

**The names, designations and other particulars of the Public information Officers;**

|                                 |  |
|---------------------------------|--|
| Sadar Kanungo Branch (S.K. Br.) | Dr. Amit Kumar Agrawal, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005.<br>Sh. Mohinder Kumar, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer.<br>Sh. Randhir Singh, Deputy Superintendant, D.C. Office Hisar is the State Assistant Public Information Officer. |
|---------------------------------|--|

**4(1) (b) (xvii)**

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

|                                 |                               |
|---------------------------------|-------------------------------|
| Sadar Kanungo Branch (S.K. Br.) | Same as at Serial No. 1 to 16 |
|---------------------------------|-------------------------------|

**Office : Deputy Commissioner, Hisar.**

**Information under the provisions of section 4(1) (b) of the RTI Act, 2005.**

**&&&&&&&**

- Name of Branch : District Revenue Accounts Branch.  
(DRA Br.)
- Head of Office : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar-cum-  
First Appellant Authority Under Right  
to Information Act. 2005.
- Officer Incharge : Sh. Mahender Kumar,  
District Revenue Officer, Hisar-Cum-  
State Public Information Officer Hisar
- Sh. Randhir Singh,  
Deputy Superintendant -Cum-  
State Assistant Public Information  
Officer, Hisar.

**4(1) (b) (i)**

The particulars of its Organization, Functions and Duties.

|  |   |
|--|---|
| District Revenue Accounts Branch.<br>(DRA Br.) | Maintain of accounts for demand & recovery of arrears of Land Revenue/ Revenue Receipts /Canal dues/Mutation fees/Patwar Record fees/Kisan Pass Book/Revenue Talbana/5% Recovery charges /Produce statement fees/Lease money/0075-Sale of Land & Property/ War-Jagir Award money. |
|--|---|

**4(1) (b) (ii)**

The powers and duties of its officers and employees

|  |   |
|--|---|
| District Revenue Accounts Branch.<br>(DRA Br.) | Collector / D.C./DRO/Dy. Supdt. /DRA's /WBN's/AWBN is responsible for the work of DRA Branch. |
|--|---|

**4(1) (b) (iii)**

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

|  |   |
|--|---|
| District Revenue Accounts Branch.<br>(DRA Br.) | Files of records with papers under considerations are presented by the AWBN/WBN to the DRA and DRA after put up necessary comments and proposal proceeds it to the Deputy Superintendent and Deputy Superintendent proceeds it to the District Revenue Officer and District Revenue Officer proceeds it to the Deputy Commissioner for approval and orders. |
|--|---|

**4(1) (b) (iv)**

The norms set by it for the discharge of its functions.

|  |   |
|--|---|
| District Revenue Accounts Branch.<br>(DRA Br.) | As per norms set up in the District Office Manual and Land Revenue Accounts (Standing order No. 31) |
|--|---|

**4(1) (b) (v)**

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

|  |  |
|--|--|
| District Revenue Accounts Branch.<br>(DRA Br.) | As per Land Revenue Act, 1887, Revenue Recovery Act, 1890, Land Administration Manual , Land Records Manual, Canal Act- Standing order no. 61, War-Jagir-Standing order no. 7, Land Revenue Accounts- Standing order No. 31, Suspension & Remission of Land Revenue Act- Standing order no. 30, Budget Manual , Treasury Manual , Pepsu Nazool Land Act, 1956, Civil Services Rules Volume- I, I, III , PFR Volume- I and instructions issued by Haryana Govt. time to time. |
|--|--|

**4(1) (b) (vi)**

**A Statement of the categories of documents are held by it or under its control;**

|  |   |
|--|---|
| District Revenue Accounts Branch.<br>(DRA Br.) | Files/Registers Statements regarding Abiana, Mutations Fees, Patwar records fees, Kisan pass Book fees, Recovery of dues a arrear of Land Revenue , Nazul Land, Surrender Land, Fixation of Rates of Land acquired by Central, State, Semi Govt. for Public purposes of District Hisar. |
|--|---|

**4(1) (b) (vii)**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

|  |  |
|--|--|
| District Revenue Accounts Branch.<br>(DRA Br.) | No such arrangements are made as the work conducted by this branch mostly does not effect the public directly . Only a Committee for disposal of Non – Escheated Nazool land has been set up including two non-official members nominated by the Govt. |
|--|--|

**4(1) (b) (viii)**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

|  |  |
|--|--|
| District Revenue Accounts Branch.<br>(DRA Br.) | No such boards, Committees, and other bodies has been constituted. |
|--|--|

**4(1) (b) (ix)**

**A directory of its officers and employees;**

**Head of office** : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar

**Officer Incharge  
& State Public  
Information Officer** : Sh. Mohinder Kumar,  
District Revenue Officer, Hisar

**Assistant State Public  
Information Officer** : Sh. Randhir Singh,  
Deputy Superintendent, Hisar.

|  |   |
|--|---|
| District Revenue Accounts Branch.<br>(DRA Br.) | Sh. Mohinder Singh –DRA<br>Sh. Kuldip Singh –DRA<br>Sh. Man Singh –WBN<br>Sh. Sushil Kumar –WBN<br>Sh. Sanjay Kumar –WBN<br>Sh. Balwant Singh –WBN<br>Sh. Sunil Kumar -AWBN |
|--|---|

**4(1) (b) (x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations;**

|  |  |
|--|--|
| District Revenue Accounts Branch.<br>(DRA Br.) | All employees are salary paid Haryana Govt. employees and getting salary as per scales determined by the Govt. |
|--|--|

**4(1) (b) (xi)**

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

|  |  |
|--|--|
| District Revenue Accounts Branch.<br>(DRA Br.) | Budget under Head 2053-District Administration-093-District Establishment is received for meet out the expenditure on salaries paid to employees of DRA Br.<br>Budget under the Head 2075-Misc-Gen. Services -101-Pension in lieu of Jagires is received to meet out the expenditure on payment of Award money to the War- Jagirdars .<br>Receipts of Land Revenue is deposited under Head 0029-Land Revenue , 0029 –Sale of Surplus Land, 0075-Misc. Gen. Services-105-Sale of Land & Properties. |
|--|--|

**4(1) (b) (xii)**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

|  |   |
|--|---|
| District Revenue Accounts Branch.<br>(DRA Br.) | No such subsidy programmes, is being executed under any scheme. |
|--|---|

**4(1) (b) (xiii)**

**Particulars of recipients of concessions, permits or authorizations granted by it;**

|  |  |
|--|--|
| District Revenue Accounts Branch.<br>(DRA Br.) | No concession/permits or authorizations under any scheme is granted. |
|--|--|

**4(1) (b) (xiv)**

**Details in respect of the information, available to or held by it, reduced in an electronic form;**

|  |  |
|--|--|
| District Revenue Accounts Branch.<br>(DRA Br.) | All information are available in manual form only. |
|--|--|

**4(1) (b) (xv)**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

|  |   |
|--|---|
| District Revenue Accounts Branch.<br>(DRA Br.) | Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM. |
|--|---|

**4(1) (b) (xvi)**

**The names, designations and other particulars of the Public information Officers;**

|  |  |
|--|--|
| District Revenue Accounts Branch.<br>(DRA Br.) | Dr. Amit Kumar Agrawal, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005.<br>Sh. Mohinder Kumar, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer.<br>Sh. Randhir Singh, Deputy Superintendant, D.C. Office Hisar is the State Assistant Public Information Officer. |
|--|--|

**4(1) (b) (xvii)**

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

|  |                               |
|--|-------------------------------|
| District Revenue Accounts Branch.<br>(DRA Br.) | Same as at Serial No. 1 to 16 |
|--|-------------------------------|

**Office : Deputy Commissioner, Hisar.**

**Information under the provisions of section 4(1) (b) of the RTI Act, 2005.**

**&&&&&&&**

Name of Branch : Flood & Femin Branch (FRA Br.)

Head of Office : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar-cum-  
First Appellant Authority Under Right  
to Information Act. 2005.

Officer Incharge : Sh. Mahender Kumar, District  
Revenue Officer, Hisar-Cum-  
State Public Information Officer Hisar

Sh. Randhir Singh,  
Deputy Superintendant -Cum-  
State Assistant Public Information  
Officer, Hisar.

**4(1) (b) (i)**

The particulars of its Organization, Functions and Duties.

|                                |   |
|--------------------------------|---|
| Flood & Femin Branch (FRA Br.) | To Control over the works of flood/ famine / hailstorm/ Heavey Rains and other natural calamities and functioning of Flood Control Room during the monsoon seasons. Demands to Govt. for funds to provide Assistance / compensation to affected farmers and other effected persons and to issue a Flood Control Order on the basis of joint Inspetion on whole Flood programme /scheme. A Inspection is also carried out to check the all flood equipments. |
|--------------------------------|---|

**4(1) (b) (ii)**

The powers and duties of its officers and employees

|  |   |
|--|---|
| Flood & Famine Relief Branch (FRA Br.) | D.C./DRO/Dy.Supt./FRA/FRC are responsible to Control over the works of F.R.A. Branch. |
|--|---|

**4(1) (b) (iii)**

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

|  |  |
|--|--|
| Flood & Famine Relief Branch (FRA Br.) | Files of records with papers under considerations are presented by the FRC to the FRA and FRA after put up necessary comments and proposal proceeds it to the Deputy Superintendent and Deputy Superintendent proceeds it to the District Revenue Officer and District Revenue Officer proceeds it to the Deputy Commissioner for approval and orders. |
|--|--|

**4(1) (b) (iv)**

The norms set by it for the discharge of its functions.

|  |  |
|--|--|
| Flood & Famine Relief Branch (FRA Br.) | As per norms set up in the District Office Manual & District Flood Manual. |
|--|--|

**4(1) (b) (v)**

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

|  |  |
|--|--|
| Flood & Famine Relief Branch (FRA Br.) | District Flood Manual and instructions issued by Haryana Govt. time to time. |
|--|--|

**4(1) (b) (vi)**

**A Statement of the categories of documents are held by it or under its control;**

|  |   |
|--|---|
| Flood & Famine Relief Branch (FRA Br.) | Record of allocation of funds/compensation to concerned S.D.O. (c)'s in the District. |
|--|---|

**4(1) (b) (vii)**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

|  |                                  |
|--|----------------------------------|
| Flood & Famine Relief Branch (FRA Br.) | No such system is being adopted. |
|--|----------------------------------|

**4(1) (b) (viii)**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

|   |  |
|---|--|
| Flood & Famine Relief Branch<br>(FRA Br.) | No such boards, Committees, and other bodies has been constituted. |
|---|--|

**4(1) (b) (ix)**

**A directory of its officers and employees;**

- Head of office** : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar
- Officer Incharge & State Public Information Officer** : Sh. Mohinder Kumar,  
District Revenue Officer, Hisar
- Assistant State Public Information Officer** : Sh. Randhir Singh,  
Deputy Superintendent, D.C. office, Hisar.

|   |   |
|---|---|
| Flood & Famine Relief Branch<br>(FRA Br.) | Sh. Aad Ram – Assistant<br>Sh. Lilu Ram – Clerk.<br>Sh. Radha Krishan -Clerk. |
|---|---|

**4(1) (b) (x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations;**

|   |   |
|---|---|
| Flood & Famine Relief Branch<br>(FRA Br.) | All employees are salary paid Haryana Govt. employees and an getting salary as per scales determined by the Govt. |
|---|---|

**4(1) (b) (xi)**

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

|   |   |
|---|---|
| Flood & Famine Relief Branch<br>(FRA Br.) | Budget under Head 2245-Relief on account of Natural calamities (N.P.) is received |
|---|---|

**4(1) (b) (xii)**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

|  |   |
|--|---|
| Flood & Famine Relief Branch (FRA Br.) | No such subsidy programmes, is being executed under any scheme. |
|--|---|

**4(1) (b) (xiii)**

**Particulars of recipients of concessions, permits or authorizations granted by it;**

|  |  |
|--|--|
| Flood & Famine Relief Branch (FRA Br.) | No concession/permits or authorizations under any scheme is granted. |
|--|--|

**4(1) (b) (xiv)**

**Details in respect of the information, available to or held by it, reduced in an electronic form;**

|  |  |
|--|--|
| Flood & Famine Relief Branch (FRA Br.) | All information are available in manual form only. |
|--|--|

**4(1) (b) (xv)**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

|  |   |
|--|---|
| Flood & Famine Relief Branch (FRA Br.) | Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM. |
|--|---|

**4(1) (b) (xvi)**

**The names, designations and other particulars of the Public information Officers;**

|  |  |
|--|--|
| Flood & Famine Relief Branch (FRA Br.) | Dr. Amit Kumar Agrawal, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005.<br>Sh. Mohinder Kumar, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer.<br>Sh. Randhir Singh, Deputy Superintendant, D.C. Office Hisar is the State Assistant Public Information Officer. |
|--|--|

**4(1) (b) (xvii)**

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

|   |                               |
|---|-------------------------------|
| Flood & Famine Relief Branch<br>(FRA Br.) | Same as at Serial No. 1 to 16 |
|---|-------------------------------|

**Office : Deputy Commissioner, Hisar.**

**Information under the provisions of section 4(1) (b) of the RTI Act, 2005.**

**&&&&&&&**

Name of Branch : Ligh /Migh Branch .

Head of Office : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar-cum-  
First Appellant Authority Under Right  
to Information Act. 2005.

Officer Incharge : Sh. Mahender Kumar,  
District Revenue Officer, Hisar-Cum-  
State Public Information Officer Hisar

Sh. Randhir Singh,  
Deputy Superintendant -Cum-  
State Assistant Public Information  
Officer, Hisar.

**4(1) (b) (i)**

The particulars of its Organization, Functions and Duties.

|                     |  |
|---------------------|--|
| Ligh /Migh Branch . | To control over the work of keeping of records of loans granted under Ligh-Migh schemes. |
|---------------------|--|

**4(1) (b) (ii)**

The powers and duties of its officers and employees

|                     |  |
|---------------------|--|
| Ligh /Migh Branch . | Naib Tehsildar Ligh-Migh and its staff is responsible to control over the work of Ligh-Migh schemes. |
|---------------------|--|

**4(1) (b) (iii)**

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

|                     |  |
|---------------------|--|
| Ligh /Migh Branch . | Files of records with papers under considerations are presented by the clerk to the Assistant and Assistant after put up necessary comments and proposal proceeds it to the Naib Tehsildar and Naib Tehsildar proceeds it to the District Revenue Officer. |
|---------------------|--|

**4(1) (b) (iv)**

The norms set by it for the discharge of its functions.

|                     |   |
|---------------------|---|
| Ligh /Migh Branch . | As per norms set up in the Ligh-Migh Schemes. |
|---------------------|---|

**4(1) (b) (v)**

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

|   |                     |  |
|---|---------------------|--|
| 7 | Ligh /Migh Branch . | Ligh-Migh Schemes and instructions issued by Haryana Govt.from time to time. |
|---|---------------------|--|

**4(1) (b) (vi)**

**A Statement of the categories of documents are held by it or under its control;**

|                     |  |
|---------------------|--|
| Ligh /Migh Branch . | Record of loans disbursed to the people under Ligh-Migh scheme . |
|---------------------|--|

**4(1) (b) (vii)**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

|                     |                                  |
|---------------------|----------------------------------|
| Ligh /Migh Branch . | No such system is being adopted. |
|---------------------|----------------------------------|

**4(1) (b) (viii)**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

|                     |  |
|---------------------|--|
| Ligh /Migh Branch . | No such boards, Committees, and other bodies has been constituted. |
|---------------------|--|

**4(1) (b) (ix)**

**A directory of its officers and employees;**

**Head of office** : Dr. Amit Kumar Agrawal,, I.A.S.  
Deputy Commissioner, Hisar

**Officer Incharge  
& State Public  
Information Officer** : Sh. Mohinder Kumar,  
District Revenue Officer, Hisar

**Assistant State Public  
Information Officer** : Sh. Randhir Singh,  
Deputy Superintendent, Hisar.

|                     |                            |
|---------------------|----------------------------|
| Ligh /Migh Branch . | Sh. Dharm Pal – Assistant. |
|---------------------|----------------------------|

**4(1) (b) (x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations;**

|                     |  |
|---------------------|--|
| Ligh /Migh Branch . | All employees are salary paid Haryana Govt. employees. |
|---------------------|--|

**4(1) (b) (xi)**

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

|                     |                        |
|---------------------|------------------------|
| Ligh /Migh Branch . | No Budget is allotted. |
|---------------------|------------------------|

**4(1) (b) (xii)**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

|                     |   |
|---------------------|---|
| Ligh /Migh Branch . | No such subsidy programmes, is being axecuted under any scheme. |
|---------------------|---|

**4(1) (b) (xiii)**

**Particulars of recipients of concessions, permits or authorizations granted by it;**

|                     |  |
|---------------------|--|
| Ligh /Migh Branch . | No concession/permits or authorizations under any scheme is granted. |
|---------------------|--|

**4(1) (b) (xiv)**

**Details in respect of the information, available to or held by it, reduced in an electronic form;**

|                     |  |
|---------------------|--|
| Ligh /Migh Branch . | All information are available in manual form only. |
|---------------------|--|

**4(1) (b) (xv)**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

|                     |   |
|---------------------|---|
| Ligh /Migh Branch . | Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM. |
|---------------------|---|

**4(1) (b) (xvi)**

**The names, designations and other particulars of the Public information Officers;**

|                     |  |
|---------------------|--|
| Ligh /Migh Branch . | Dr. Amit Kumar Agrawal, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005.<br>Sh. Mohinder Kumar, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer.<br>Sh. Randhir Singh, Deputy Superintendant, D.C. Office Hisar is the State Assistant Public Information Officer. |
|---------------------|--|

**4(1) (b) (xvii)**

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

|                     |                               |
|---------------------|-------------------------------|
| Ligh /Migh Branch . | Same as at Serial No. 1 to 16 |
|---------------------|-------------------------------|

**Office Deputy Commissioner, Hisar.**

**Information under the provisions of section 4(1) (b) of the RTI Act, 2005.**

**&&&&&&&**

Name of Branch : Political Sufferer Branch (P.S.C. Br.)

Head of Office : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar-cum-  
First Appellant Authority Under Right  
to Information Act. 2005.

Officer Incharge : Sh. Mahender Kumar, District  
Revenue Officer, Hisar-Cum-  
State Public Information Officer Hisar

Sh. Randhir Singh,  
Deputy Superintendant -Cum-  
State Assistant Public Information  
Officer, Hisar.

**4(1) (b) (i)**

The particulars of its Organization, Functions and Duties.

|  |   |
|--|---|
| Political Sufferer Branch (P.S.C. Br.) | To control over the work of Allotment of land to political sufferer, tenants and their conveyance deed. |
|--|---|

**4(1) (b) (ii)**

The powers and duties of its officers and employees

|  |  |
|--|--|
| Political Sufferer Branch (P.S.C. Br.) | D.C./DRO/Dy.Suptd./P.S.C. is responsible to control over the work of P.S.C. Branch . |
|--|--|

**4(1) (b) (iii)**

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

|  |   |
|--|---|
| Political Sufferer Branch (P.S.C. Br.) | Files of records with papers under considerations are presented by the P.S.C. to the Deputy Superintendent and Deputy Superintendent proceeds it to the District Revenue Officer and District Revenue Officer proceeds it to the Collector / Deputy Commissioner for approval and orders. |
|--|---|

**4(1) (b) (iv)**

The norms set by it for the discharge of its functions.

|  |  |
|--|--|
| Political Sufferer Branch (P.S.C. Br.) | Colonization of Govt. Lands (Punjab Act. 1912 Punjab Tenancy Act-1887. |
|--|--|

**4(1) (b) (v)**

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

|  |  |
|--|--|
| Political Sufferer Branch (P.S.C. Br.) | Colonization of Govt. Lands (Punjab Act. 1912 Punjab Tenancy Act-1887. |
|--|--|

**4(1) (b) (vi)**

**A Statement of the categories of documents are held by it or under its control;**

|  |  |
|--|--|
| Political Sufferer Branch (P.S.C. Br.) | Register recording details of conveyance deed issued to Political Sufferers and tenants. |
|--|--|

**4(1) (b) (vii)**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

|  |                                  |
|--|----------------------------------|
| Political Sufferer Branch (P.S.C. Br.) | No such system is being adopted. |
|--|----------------------------------|

**4(1) (b) (viii)**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

|  |  |
|--|--|
| Political Sufferer Branch (P.S.C. Br.) | No such boards, Committees, and other bodies has been constituted. |
|--|--|

**4(1) (b) (ix)**

**A directory of its officers and employees;**

**Head of office** : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar.

**Officer Incharge  
& State Public  
Information Officer** : Sh. Mohinder Kumar,  
District Revenue Officer, Hisar

**Assistant State Public  
Information Officer** : Sh. Randhir Singh,  
Deputy Superintendent, D.C. Office, Hisar.

|  |                       |
|--|-----------------------|
| Political Sufferer Branch (P.S.C. Br.) | Sh. Swaiya Ram –Clerk |
|--|-----------------------|

**4(1) (b) (x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations;**

|  |  |
|--|--|
| Political Sufferer Branch (P.S.C. Br.) | All employees are salary paid Haryana Govt. employees. |
|--|--|

**4(1) (b) (xi)**

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

|  |                        |
|--|------------------------|
| Political Sufferer Branch (P.S.C. Br.) | No Budget is allotted. |
|--|------------------------|

**4(1) (b) (xii)**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

|  |   |
|--|---|
| Political Sufferer Branch (P.S.C. Br.) | No such subsidy programmes, is being axecuted under any scheme. |
|--|---|

**4(1) (b) (xiii)**

**Particulars of recipients of concessions, permits or authorizations granted by it;**

|  |  |
|--|--|
| Political Sufferer Branch (P.S.C. Br.) | No concession/permits or authorizations under any scheme is granted. |
|--|--|

**4(1) (b) (xiv)**

**Details in respect of the information, available to or held by it, reduced in an electronic form;**

|  |  |
|--|--|
| Political Sufferer Branch (P.S.C. Br.) | All information are available in manual form only. |
|--|--|

**4(1) (b) (xv)**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

|  |   |
|--|---|
| Political Sufferer Branch (P.S.C. Br.) | Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM. |
|--|---|

**4(1) (b) (xvi)**

**The names, designations and other particulars of the Public information Officers;**

|  |  |
|--|--|
| Political Sufferer Branch (P.S.C. Br.) | Dr. Amit Kumar Agrawal, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005.<br>Sh. Mohinder Kumar, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer.<br>Sh. Randhir Singh, Deputy Superintendant, D.C. Office Hisar is the State Assistant Public Information Officer. |
|--|--|

**4(1) (b) (xvii)**

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

|  |                               |
|--|-------------------------------|
| Political Sufferer Branch (P.S.C. Br.) | Same as at Serial No. 1 to 16 |
|--|-------------------------------|

**Office Deputy Commissioner, Hisar.**

**Information under the provisions of section 4(1) (b) of the RTI Act, 2005.**

**&&&&&&&**

Name of Branch : Copying Agency Branch .

Head of Office : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar-cum-  
First Appellant Authority Under Right  
to Information Act. 2005.

Officer Incharge : Sh. Mahender Kumar, District  
Revenue Officer, Hisar-Cum-  
State Public Information Officer Hisar

Sh. Randhir Singh,  
Deputy Superintendant -Cum-  
State Assistant Public Information  
Officer, Hisar.

**4(1) (b) (i)**

**The particulars of its Organization, Functions and Duties.**

|                         |  |
|-------------------------|--|
| Copying Agency Branch . | To control over the work of supplying the attested copies to the applicant of the records kept by Vernakular Record Room and other branches of D.C. Office Hisar . |
|-------------------------|--|

**4(1) (b) (ii)**

**The powers and duties of its officers and employees**

|                         |   |
|-------------------------|---|
| Copying Agency Branch . | D.C./DRO/Dy.Supt./Assistant/Clerks are responsible to control over the work of copying Agency . |
|-------------------------|---|

**4(1) (b) (iii)**

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

|                         |  |
|-------------------------|--|
| Copying Agency Branch . | When application received from applicant it is recorded in a register and forwarded it to the record room for consignment of related records. When record is received then required attested copies of record is delivered to the applicant. |
|-------------------------|--|

**4(1) (b) (iv)**

**The norms set by it for the discharge of its functions.**

|                         |  |
|-------------------------|--|
| Copying Agency Branch . | As per norms set up in the Punjab & Haryana Copying Agency Manual & instructions issued by Haryana Govt.from time to time. |
|-------------------------|--|

**4(1) (b) (v)**

**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

|                         |  |
|-------------------------|--|
| Copying Agency Branch . | As per Punjab & Haryana Copying Agency Manual instructions issued by Haryana Govt.from time to time. |
|-------------------------|--|

**4(1) (b) (vi)**

**A Statement of the categories of documents are held by it or under its control;**

|                         |  |
|-------------------------|--|
| Copying Agency Branch . | Record of application received and dispose off . |
|-------------------------|--|

**4(1) (b) (vii)**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

|                        |                                  |
|------------------------|----------------------------------|
| Copying Agency Branch. | No such system is being adopted. |
|------------------------|----------------------------------|

**4(1) (b) (viii)**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

|                         |  |
|-------------------------|--|
| Copying Agency Branch . | No such boards, Committees, and other bodies has been constituted. |
|-------------------------|--|

**4(1) (b) (ix)**

**A directory of its officers and employees;**

**Head of office** : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar  
**Officer Incharge** : Sh. Mohinder Kumar,  
& **State Public** : District Revenue Officer, Hisar  
**Information Officer**  
**Assistant State Public** : Sh. Randhir Singh,  
**Information Officer** : Deputy Superintendent, Hisar.

|                         |  |
|-------------------------|--|
| Copying Agency Branch . | Sh. Add Ram –Assistant.<br>Sh. Ravinder –Clerk<br>Sh. Kurra Ram –Clerk |
|-------------------------|--|

**4(1) (b) (x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations;**

|                         |   |
|-------------------------|---|
| Copying Agency Branch . | All employees are salary paid Haryana Govt. employees and getting salary as per scales determine by Govt. |
|-------------------------|---|

**4(1) (b) (xi)**

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

|                         |  |
|-------------------------|--|
| Copying Agency Branch . | 2053-Distt Admn-094-other Estt. (ii)<br>copying Agency Staff |
|-------------------------|--|

**4(1) (b) (xii)**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

|                         |   |
|-------------------------|---|
| Copying Agency Branch . | No such subsidy programmes, is being executed under any scheme. |
|-------------------------|---|

**4(1) (b) (xiii)**

**Particulars of recipients of concessions, permits or authorizations granted by it;**

|                         |  |
|-------------------------|--|
| Copying Agency Branch . | No concession/permits or authorizations under any scheme is granted. |
|-------------------------|--|

**4(1) (b) (xiv)**

**Details in respect of the information, available to or held by it, reduced in an electronic form;**

|                         |  |
|-------------------------|--|
| Copying Agency Branch . | All information are available in manual form only. |
|-------------------------|--|

**4(1) (b) (xv)**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

|                         |   |
|-------------------------|---|
| Copying Agency Branch . | Any person who want to get the copy of any records maintained in this office may apply an application in this regards on any working day during working hours i.e. 9:00 Am. To 5:00 PM. |
|-------------------------|---|

**4(1) (b) (xvi)**

**The names, designations and other particulars of the Public information Officers;**

|                         |  |
|-------------------------|--|
| Copying Agency Branch . | Dr. Amit Kumar Agrawal, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005.<br>Sh. Mohinder Kumar, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer.<br>Sh. Randhir Singh, Deputy Superintendant, D.C. Office Hisar is the State Assistant Public Information Officer. |
|-------------------------|--|

**4(1) (b) (xvii)**

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

|                         |                               |
|-------------------------|-------------------------------|
| Copying Agency Branch . | Same as at Serial No. 1 to 16 |
|-------------------------|-------------------------------|

**Office : Deputy Commissioner, Hisar.**

**Information under the provisions of section 4(1) (b) of the RTI Act, 2005.**

**&&&&&&&**

Name of Branch : Varnacular Record Room (VRK Br.)

Head of Office : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar-cum-  
First Appellant Authority Under Right  
to Information Act. 2005.

Officer Incharge : Sh. Mahender Kumar,  
District Revenue Officer, Hisar-Cum-  
State Public Information Officer Hisar

Sh. Randhir Singh,  
Deputy Superintendant -Cum-  
State Assistant Public Information  
Officer, Hisar.

**4(1) (b) (i)**

**The particulars of its Organization, Functions and Duties.**

|                                  |   |
|----------------------------------|---|
| Varnacular Record Room (VRK Br.) | To control over the work of keeping and maintenance of records of various courts working in the District. All old & new record has been kept properly & Tehsil-wise |
|----------------------------------|---|

**4(1) (b) (ii)**

**The powers and duties of its officers and employees**

|                                  |   |
|----------------------------------|---|
| Varnacular Record Room (VRK Br.) | D.C./DRO/Dy.Supt./VRK/Clerks are responsible to control over the work of V.R.K. Branch. |
|----------------------------------|---|

**4(1) (b) (iii)**

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

|                                  |  |
|----------------------------------|--|
| Varnacular Record Room (VRK Br.) | Applications are received through Copying Agency and Files of records are consigned to Copying Branch. |
|----------------------------------|--|

**4(1) (b) (iv)**

**The norms set by it for the discharge of its functions.**

|                                  |  |
|----------------------------------|--|
| Varnacular Record Room (VRK Br.) | As per norms set up in the District Office Manual. |
|----------------------------------|--|

**4(1) (b) (v)**

**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

|                                  |  |
|----------------------------------|--|
| Varnacular Record Room (VRK Br.) | As per District Office Manual and instructions issued by Haryana Govt.from time to time. |
|----------------------------------|--|

**4(1) (b) (vi)**

**A Statement of the categories of documents are held by it or under its control;**

|                                  |  |
|----------------------------------|--|
| Varnacular Record Room (VRK Br.) | Record of various court cases of District Hisar. |
|----------------------------------|--|

**4(1) (b) (vii)**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

|   |                                  |                                  |
|---|----------------------------------|----------------------------------|
| 5 | Varnacular Record Room (VRK Br.) | No such system is being adopted. |
|---|----------------------------------|----------------------------------|

**4(1) (b) (viii)**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

|                                  |  |
|----------------------------------|--|
| Varnacular Record Room (VRK Br.) | No such boards, Committees, and other bodies has been constituted. |
|----------------------------------|--|

**4(1) (b) (ix)**

**A directory of its officers and employees;**

**Head of office** : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar

**Officer Incharge  
& State Public  
Information Officer** : Sh. Mohinder Kumar,  
District Revenue Officer, Hisar

**Assistant State Public  
Information Officer** : Sh. Randhir Singh,  
Deputy Superintendent, Hisar.

|                                  |  |
|----------------------------------|--|
| Varnacular Record Room (VRK Br.) | Sh. Surender Kumar – Assistant.<br>Sh. Azad Singh –Clerk<br>Sh. Manohar Lal –Clerk.<br>Sh. Jhaman Singh –Clerk<br>Sh. Narender –Clerk<br>Sh. Roop Ram –Clerk<br>Sh. Satbir Singh -Peon |
|----------------------------------|--|

**4(1) (b) (x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations;**

|                                  |  |
|----------------------------------|--|
| Varnacular Record Room (VRK Br.) | All employees are salary paid Haryana Govt. employees and getting salary as per scales determined by the Govt. |
|----------------------------------|--|

**4(1) (b) (xi)**

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

|                                  |                         |
|----------------------------------|-------------------------|
| Varnacular Record Room (VRK Br.) | No. Budget is allotted. |
|----------------------------------|-------------------------|

**4(1) (b) (xii)**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

|                                  |   |
|----------------------------------|---|
| Varnacular Record Room (VRK Br.) | No such subsidy programmes, is being executed under any scheme. |
|----------------------------------|---|

**4(1) (b) (xiii)**

**Particulars of recipients of concessions, permits or authorizations granted by it;**

|                                  |  |
|----------------------------------|--|
| Varnacular Record Room (VRK Br.) | No concession/permits or authorizations under any scheme is granted. |
|----------------------------------|--|

**4(1) (b) (xiv)**

**Details in respect of the information, available to or held by it, reduced in an electronic form;**

|                                  |  |
|----------------------------------|--|
| Varnacular Record Room (VRK Br.) | All information are available in manual form only. |
|----------------------------------|--|

**4(1) (b) (xv)**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

|                                  |  |
|----------------------------------|--|
| Varnacular Record Room (VRK Br.) | Any person who want to get the copy of any records maintained in this branch may apply an application in this regards through Copying Agency on any working day during working hours i.e. 9:00 Am. To 5:00 PM. |
|----------------------------------|--|

**4(1) (b) (xvi)**

**The names, designations and other particulars of the Public information Officers;**

|                                  |  |
|----------------------------------|--|
| Varnacular Record Room (VRK Br.) | Dr. Amit Kumar Agrawal, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005.<br>Sh. Mohinder Kumar, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer.<br>Sh. Randhir Singh, Deputy Superintendant, D.C. Office Hisar is the State Assistant Public Information Officer. |
|----------------------------------|--|

**4(1) (b) (xvii)**

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

|                                  |                               |
|----------------------------------|-------------------------------|
| Varnacular Record Room (VRK Br.) | Same as at Serial No. 1 to 16 |
|----------------------------------|-------------------------------|

**Office : Deputy Commissioner, Hisar.**

**Information under the provisions of section 4(1) (b) of the RTI Act, 2005.**

**&&&&&&&**

Name of Branch : District Revenue Record Room.

Head of Office : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar-cum-  
First Appellant Authority Under Right  
to Information Act. 2005.

Officer Incharge : Sh. Mahender Kumar,  
District Revenue Officer, Hisar-Cum-  
State Public Information Officer Hisar

Sh. Randhir Singh,  
Deputy Superintendant -Cum-  
State Assistant Public Information  
Officer, Hisar.

**4(1) (b) (i)**

**The particulars of its Organization, Functions and Duties.**

|                               |  |
|-------------------------------|--|
| District Revenue Record Room. | To control over the work of keeping Revenue Records of District Hisar since 1863 to upto date. |
|-------------------------------|--|

**4(1) (b) (ii)**

**The powers and duties of its officers and employees**

|                               |  |
|-------------------------------|--|
| District Revenue Record Room. | Naib Sadar Kanungo (NSK) and its staff is responsible to control over the work of keeping Revenue Records of District Hisar since 1863 to upto date. |
|-------------------------------|--|

**4(1) (b) (iii)**

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

|                               |  |
|-------------------------------|--|
| District Revenue Record Room. | Applications are received through Copying Agency and Files of records are consigned to Copying Branch. |
|-------------------------------|--|

**4(1) (b) (iv)**

**The norms set by it for the discharge of its functions.**

|                               |  |
|-------------------------------|--|
| District Revenue Record Room. | As per norms set up in the District Office Manual. |
|-------------------------------|--|

**4(1) (b) (v)**

**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

|                               |                                      |
|-------------------------------|--------------------------------------|
| District Revenue Record Room. | As per Haryana Land Records Manual . |
|-------------------------------|--------------------------------------|

**4(1) (b) (vi)**

**A Statement of the categories of documents are held by it or under its control;**

|                               |   |
|-------------------------------|---|
| District Revenue Record Room. | Revenue Records i.e. Jamabandies, Mutations, since 1863-64 to date & Mussavies of District Hisar and Fatehabad. |
|-------------------------------|---|

**4(1) (b) (vii)**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

|                               |                                  |
|-------------------------------|----------------------------------|
| District Revenue Record Room. | No such system is being adopted. |
|-------------------------------|----------------------------------|

**4(1) (b) (viii)**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

|                               |  |
|-------------------------------|--|
| District Revenue Record Room. | No such boards, Committees, and other bodies has been constituted. |
|-------------------------------|--|

**4(1) (b) (ix)**

**A directory of its officers and employees;**

**Head of office** : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar

**Officer Incharge  
& State Public  
Information Officer** : Sh. Mohinder Kumar,  
District Revenue Officer, Hisar

**Assistant State Public  
Information Officer** : Sh. Randhir Singh,  
Deputy Superintendent, Hisar.

|                               |  |
|-------------------------------|--|
| District Revenue Record Room. | Sh. Bhim Singh Sadar Kanungo.<br>Sh. Chhabil Dass –Naib Sadar Kanungo.<br>Sh. Om Parkash –Patwari Moharar. |
|-------------------------------|--|

**4(1) (b) (x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations;**

|                               |  |
|-------------------------------|--|
| District Revenue Record Room. | All employees are salary paid Haryana Govt. employees. |
|-------------------------------|--|

**4(1) (b) (xi)**

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

|                               |  |
|-------------------------------|--|
| District Revenue Record Room. |  |
|-------------------------------|--|

**4(1) (b) (xii)**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

|                               |   |
|-------------------------------|---|
| District Revenue Record Room. | No such subsidy programmes, is being axecuted under any scheme. |
|-------------------------------|---|

**4(1) (b) (xiii)**

**Particulars of recipients of concessions, permits or authorizations granted by it;**

|                               |  |
|-------------------------------|--|
| District Revenue Record Room. | No concession/permits or authorizations under any scheme is granted. |
|-------------------------------|--|

**4(1) (b) (xiv)**

**Details in respect of the information, available to or held by it, reduced in an electronic form;**

|                               |  |
|-------------------------------|--|
| District Revenue Record Room. | All information are available in manual form only. |
|-------------------------------|--|

**4(1) (b) (xv)**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

|                               |   |
|-------------------------------|---|
| District Revenue Record Room. | Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM. |
|-------------------------------|---|

**4(1) (b) (xvi)**

**The names, designations and other particulars of the Public information Officers;**

|                               |  |
|-------------------------------|--|
| District Revenue Record Room. | Dr. Amit Kumar Agrawal, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005.<br>Sh. Mohinder Kumar, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer.<br>Sh. Randhir Singh, Deputy Superintendant, D.C. Office Hisar is the State Assistant Public Information Officer. |
|-------------------------------|--|

**4(1) (b) (xvii)**

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

|                               |                               |
|-------------------------------|-------------------------------|
| District Revenue Record Room. | Same as at Serial No. 1 to 16 |
|-------------------------------|-------------------------------|

**Office : Deputy Commissioner, Hisar.**

**Information under the provisions of section 4(1) (b) of the RTI Act, 2005.**

**&&&&&&&**

Name of Branch : Surplus Area Branch (SA. Br.)

Head of Office : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar-cum-  
First Appellant Authority Under Right  
to Information Act. 2005.

Officer Incharge : Sh. Mahender Kumar,  
District Revenue Officer, Hisar-Cum-  
State Public Information Officer Hisar

Sh. Randhir Singh,  
Deputy Superintendant -Cum-  
State Assistant Public Information  
Officer, Hisar.

**4(1) (b) (i)**

**The particulars of its Organization, Functions and Duties.**

|                               |   |
|-------------------------------|---|
| Surplus Area Branch (SA. Br.) | To control over the work of Surplus land delared by the Govt. |
|-------------------------------|---|

**4(1) (b) (ii)**

**The powers and duties of its officers and employees**

|                               |  |
|-------------------------------|--|
| Surplus Area Branch (SA. Br.) | D.C./Collector/DRO/N.T.S.A/Kanungo /Patwari/Clerks are responsible for the work of Surplus Branch. |
|-------------------------------|--|

**4(1) (b) (iii)**

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

|                               |   |
|-------------------------------|---|
| Surplus Area Branch (SA. Br.) | Files of records with papers under considerations are presented by the Clerk/Patwari to Kanungo to N.T.S.A to the DRO to D.C./ Collector. |
|-------------------------------|---|

**4(1) (b) (iv)**

**The norms set by it for the discharge of its functions.**

|                               |   |
|-------------------------------|---|
| Surplus Area Branch (SA. Br.) | Punjab Tenancy Act. 1953 Haryana Land Ceiling Act. 1972, Utilisation Act, 1976. |
|-------------------------------|---|

**4(1) (b) (v)**

**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

|                               |  |
|-------------------------------|--|
| Surplus Area Branch (SA. Br.) | Punjab Tenancy Act. 1953 Haryana Land Ceiling Act. 1972 Utilisation Act, 1976. |
|-------------------------------|--|

**4(1) (b) (vi)**

**A Statement of the categories of documents are held by it or under its control;**

|                               |  |
|-------------------------------|--|
| Surplus Area Branch (SA. Br.) | Correspondance files regarding Surplus Land. |
|-------------------------------|--|

**4(1) (b) (vii)**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

|                               |                                   |
|-------------------------------|-----------------------------------|
| Surplus Area Branch (SA. Br.) | No. Such system is being adopted. |
|-------------------------------|-----------------------------------|

**4(1) (b) (viii)**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

|                               |   |
|-------------------------------|---|
| Surplus Area Branch (SA. Br.) | No. Such borads, Committee, and Other Bodies have been constituted. |
|-------------------------------|---|

**4(1) (b) (ix)**

**A directory of its officers and employees;**

**Head of office** : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar

**Officer Incharge  
& State Public  
Information Officer** : Sh. Mohinder Kumar,  
District Revenue Officer, Hisar

**Assistant State Public  
Information Officer** : Sh. Randhir Singh,  
Deputy Superintendent, Hisar.

|                               |  |
|-------------------------------|--|
| Surplus Area Branch (SA. Br.) | Sh. Bhoop Singh - Naib Tehsildar (SA)<br>Sh. Ramesh Kumar – Kanungo.<br>Sh. Mahabir Singh- Patwari<br>Sh. Om Parkash- Clerk<br>Sh. Shamsher Singh – Clerk<br>Sh. Rajesh Kumar, Peon. |
|-------------------------------|--|

**4(1) (b) (x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations;**

|                               |  |
|-------------------------------|--|
| Surplus Area Branch (SA. Br.) | All Employees are salary paid Govt. employees and getting salary as per scales determined by the Govt. |
|-------------------------------|--|

**4(1) (b) (xi)**

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

|                               |  |
|-------------------------------|--|
| Surplus Area Branch (SA. Br.) | 3475-OEGS (NP)-201- Land Ceiling<br>Agralian Reforms –Fild Staff<br>3475-OEGS-201-Land Ceiling (III)<br>Conpeinsation to Land owner. |
|-------------------------------|--|

**4(1) (b) (xii)**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

|                               |  |
|-------------------------------|--|
| Surplus Area Branch (SA. Br.) | No. such subsidy programme is being executed under any scheme. |
|-------------------------------|--|

**4(1) (b) (xiii)**

**Particulars of recipients of concessions, permits or authorizations granted by it;**

|                               |   |
|-------------------------------|---|
| Surplus Area Branch (SA. Br.) | No. Such. concessions, permits or authorizations is granted by. |
|-------------------------------|---|

**4(1) (b) (xiv)**

**Details in respect of the information, available to or held by it, reduced in an electronic form;**

|                               |  |
|-------------------------------|--|
| Surplus Area Branch (SA. Br.) | All information are available in Manual form only. |
|-------------------------------|--|

**4(1) (b) (xv)**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

|                               |   |
|-------------------------------|---|
| Surplus Area Branch (SA. Br.) | Any person who want to get the copy of any records maintained in this office may apply an application in this regards on any working day during working hours i.e. 9:00 Am. To 5:00 PM. |
|-------------------------------|---|

**4(1) (b) (xvi)**

**The names, designations and other particulars of the Public information Officers;**

|                               |  |
|-------------------------------|--|
| Surplus Area Branch (SA. Br.) | Dr. Amit Kumar Agrawal, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005.<br>Sh. Mohinder Kumar, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer.<br>Sh. Randhir Singh, Deputy Superintendant, D.C. Office Hisar is the State Assistant Public Information Officer. |
|-------------------------------|--|

**4(1) (b) (xvii)**

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

|                               |                             |
|-------------------------------|-----------------------------|
| Surplus Area Branch (SA. Br.) | Same as at Sr. No. 1 to 16. |
|-------------------------------|-----------------------------|

**Office Deputy Commissioner, Hisar.**

**Information under the provisions of section 4(1) (b) of the RTI Act, 2005.**

**&&&&&&&**

- Name of Branch : Court of District Revenue Officer.
- Head of Office : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar-cum-  
First Appellant Authority Under Right  
to Information Act. 2005.
- Officer Incharge : Sh. Mahender Kumar, District  
Revenue Officer, Hisar-Cum-  
State Public Information Officer Hisar
- Sh. Randhir Singh,  
Deputy Superintendant -Cum-  
Assistant State Public Information  
Officer, Hisar.

**4(1) (b) (i)**

**The particulars of its Organization, Functions and Duties.**

|                                    |   |
|------------------------------------|---|
| Court of District Revenue Officer. | To control over the work of Appeal of various type of Revenue cases decided by AC-II grade Courts and also determine the value of under value sale deed registered by Sub Registrar, deals with all type of Revenue Enquiries . |
|------------------------------------|---|

**4(1) (b) (ii)**

**The powers and duties of its officers and employees**

**Deputy Commissioner, Hisar is the Head of Office and District Revenue Officer the Officer Incharge are responsible for the work being executed by the following branches.**

|                                    |   |
|------------------------------------|---|
| Court of District Revenue Officer. | District Revenue Officer is exercising the power of A.C.-I grade, Collector on behalf of Deputy Commissioner of this District and also carried out Revenue Enquires detailed by The Deputy Commissioner. Reader to DRO is responsible to maintain the record of Revenue Court cases and Impound Registries. |
|------------------------------------|---|

**4(1) (b) (iii)**

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

Deputy Commissioner, Hisar is the Head of Office and District Revenue Officer is the Officer Incharge of the following branches.

|                                    |   |
|------------------------------------|---|
| Court of District Revenue Officer. | When cases of stamp duty are received in this court then primarily this court issues notices to the concerned parties. and when parties appears in the court & submit their replies /written statements then court reaches to conclusion /decision of the case. |
|------------------------------------|---|

**4(1) (b) (iv)**

**The norms set by it for the discharge of its functions.**

|                                    |  |
|------------------------------------|--|
| Court of District Revenue Officer. | As per norms set up in the District Office Manual. |
|------------------------------------|--|

**4(1) (b) (v)**

**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

|                                    |  |
|------------------------------------|--|
| Court of District Revenue Officer. | As per District Office Manual and instructions issued by Haryana Govt.from time to time. |
|------------------------------------|--|

**4(1) (b) (vi)**

**A Statement of the categories of documents are held by it or under its control;**

|                                    |   |
|------------------------------------|---|
| Court of District Revenue Officer. | Record of various Revenue appeals and Sale deeds under section 47-A of Stamp Act. |
|------------------------------------|---|

**4(1) (b) (vii)**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

|                                    |                                  |
|------------------------------------|----------------------------------|
| Court of District Revenue Officer. | No such system is being adopted. |
|------------------------------------|----------------------------------|

**4(1) (b) (viii)**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

|                                    |  |
|------------------------------------|--|
| Court of District Revenue Officer. | No such boards, Committees, and other bodies has been constituted. |
|------------------------------------|--|

**4(1) (b) (ix)**

**A directory of its officers and employees;**

**Head of office** : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar  
**Officer Incharge & State Public Information Officer** : Sh. Mohinder Kumar,  
District Revenue Officer, Hisar  
**Assistant State Public Information Officer** : Sh. Randhir Singh,  
Deputy Superintendent, Hisar.

|                                    |                               |
|------------------------------------|-------------------------------|
| Court of District Revenue Officer. | Sh. Dharam Pal –Reader to DRO |
|------------------------------------|-------------------------------|

**4(1) (b) (x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations;**

|    |                                    |  |
|----|------------------------------------|--|
| 10 | Court of District Revenue Officer. | All employees are salary paid Haryana Govt. employees. |
|----|------------------------------------|--|

**4(1) (b) (xi)**

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

|                                    |                              |
|------------------------------------|------------------------------|
| Court of District Revenue Officer. | No such budget is allocated. |
|------------------------------------|------------------------------|

**4(1) (b) (xii)**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

|                                    |   |
|------------------------------------|---|
| Court of District Revenue Officer. | No such subsidy programmes, is being executed under any scheme. |
|------------------------------------|---|

**4(1) (b) (xiii)**

**Particulars of recipients of concessions, permits or authorizations granted by it;**

|                                    |  |
|------------------------------------|--|
| Court of District Revenue Officer. | No concession/permits or authorizations under any scheme is granted. |
|------------------------------------|--|

**4(1) (b) (xiv)**

**Details in respect of the information, available to or held by it, reduced in an electronic form;**

|                                    |  |
|------------------------------------|--|
| Court of District Revenue Officer. | All information are available in manual form only. |
|------------------------------------|--|

**4(1) (b) (xv)**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

|                                    |   |
|------------------------------------|---|
| Court of District Revenue Officer. | Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM. |
|------------------------------------|---|

**4(1) (b) (xvi)**

**The names, designations and other particulars of the Public information Officers;**

|                                    |  |
|------------------------------------|--|
| Court of District Revenue Officer. | Dr. Amit Kumar Agrawal, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005.<br>Sh. Mohinder Kumar, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer.<br>Sh. Randhir Singh, Deputy Superintendant, D.C. Office Hisar is the State Assistant Public Information Officer. |
|------------------------------------|--|

**4(1) (b) (xvii)**

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

|    |                                    |                               |
|----|------------------------------------|-------------------------------|
| 10 | Court of District Revenue Officer. | Same as at Serial No. 1 to 16 |
|----|------------------------------------|-------------------------------|

**Office : Deputy Commissioner, Hisar.**

**Information under the provisions of section 4(1) (b) of the RTI Act, 2005.**

**&&&&&&&**

Name of Branch : Land Acquisition Branch (L.A Br.)

Head of Office : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar-cum-  
First Appellant Authority under Right  
to Information Act. 2005.

Officer Incharge : Sh. Mahender Kumar, District  
Revenue Officer, Hisar-Cum-  
State Public Information Officer Hisar

Sh. Randhir Singh,  
Deputy Superintendant -Cum-  
State Assistant Public Information  
Officer, Hisar.

**4(1) (b) (i)**

**The particulars of its Organization, Functions and Duties.**

|                                   |   |
|-----------------------------------|---|
| Land Acquisition Branch (L.A Br.) | To control over the work of Acquisition of land under various Govt. Schemes for irrigation, Public Health, Market Committees, National Highway. |
|-----------------------------------|---|

**4(1) (b) (ii)**

**The powers and duties of its officers and employees**

|                                   |  |
|-----------------------------------|--|
| Land Acquisition Branch (L.A Br.) | Land Acquisition Collector (L.A.C) and its staff is responsible to control over the work of L.A.C. Branch. |
|-----------------------------------|--|

**4(1) (b) (iii)**

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

|                                   |   |
|-----------------------------------|---|
| Land Acquisition Branch (L.A Br.) | Files of records with papers under considerations are presented by the Patwaries to the Kanungo and after putup necessary comments and proposal Kanungo proceeds it to the Deputy Superintendent and Deputy Superintendent proceeds it to the District Revenue Officer and District Revenue Officer proceeds it to the Deputy Commissioner for approval and orders. |
|-----------------------------------|---|

**4(1) (b) (iv)**

**The norms set by it for the discharge of its functions.**

|                                   |  |
|-----------------------------------|--|
| Land Acquisition Branch (L.A Br.) | As per norms set up in the notifications of Haryana Govt. from time to time. |
|-----------------------------------|--|

**4(1) (b) (v)**

**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

|                                   |  |
|-----------------------------------|--|
| Land Acquisition Branch (L.A Br.) | As per Land Acquisition Act. -1894 & instructions issued by Haryana Govt. from time to time. |
|-----------------------------------|--|

**4(1) (b) (vi)**

**A Statement of the categories of documents are held by it or under its control;**

|                                   |   |
|-----------------------------------|---|
| Land Acquisition Branch (L.A Br.) | Record of Awards, announced under various Govt. schemes. except PWD (B&R) & HUDA Department . |
|-----------------------------------|---|

**4(1) (b) (vii)**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Land Acquisition Branch (L.A Br.) | No such system is being adopted. |
|-----------------------------------|----------------------------------|

**4(1) (b) (viii)**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

|                                   |  |
|-----------------------------------|--|
| Land Acquisition Branch (L.A Br.) | No such boards, Committees, and other bodies has been constituted. |
|-----------------------------------|--|

**4(1) (b) (ix)**

**A directory of its officers and employees;**

**Head of office** : Dr. Amit Kumar Agrawal, I.A.S.  
Deputy Commissioner, Hisar

**Officer Incharge  
& State Public  
Information Officer** : Sh. Mohinder Kumar,  
District Revenue Officer, Hisar

**Assistant State Public  
Information Officer** : Sh. Randhir Singh,  
Deputy Superintendent, Hisar.

|                                   |   |
|-----------------------------------|---|
| Land Acquisition Branch (L.A Br.) | Sh. Krishan Kumar – Kanungo.<br>Sh. Chander Bhan –Patwari<br>Sh. Balwant Singh –Patwari |
|-----------------------------------|---|

**4(1) (b) (x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations;**

|                                   |  |
|-----------------------------------|--|
| Land Acquisition Branch (L.A Br.) | All employees are salary paid Haryana Govt. employees and getting salary as per scales determined by the Govt. |
|-----------------------------------|--|

**4(1) (b) (xi)**

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

|                                   |   |
|-----------------------------------|---|
| Land Acquisition Branch (L.A Br.) | Award money is received from Govt. for further allocation to the land owners. |
|-----------------------------------|---|

**4(1) (b) (xii)**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

|                                   |   |
|-----------------------------------|---|
| Land Acquisition Branch (L.A Br.) | No such subsidy programmes, is being executed under any scheme. |
|-----------------------------------|---|

**4(1) (b) (xiii)**

**Particulars of recipients of concessions, permits or authorizations granted by it;**

|                                   |  |
|-----------------------------------|--|
| Land Acquisition Branch (L.A Br.) | No concession/permits or authorizations under any scheme is granted. |
|-----------------------------------|--|

**4(1) (b) (xiv)**

**Details in respect of the information, available to or held by it, reduced in an electronic form;**

|                                   |  |
|-----------------------------------|--|
| Land Acquisition Branch (L.A Br.) | All information are available in manual form only. |
|-----------------------------------|--|

**4(1) (b) (xv)**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

|                                   |   |
|-----------------------------------|---|
| Land Acquisition Branch (L.A Br.) | Any person who want to get the copy of any records maintained in this branch may apply an application in this regards during any working day during working hours i.e. 9:00 Am. To 5:00 PM. |
|-----------------------------------|---|

**4(1) (b) (xvi)**

**The names, designations and other particulars of the Public information Officers;**

|                                   |  |
|-----------------------------------|--|
| Land Acquisition Branch (L.A Br.) | Dr. Amit Kumar Agrawal, I.A.S. Deputy Commissioner, Hisar is the First Appellant Authority under Right to Information Act -2005.<br>Sh. Mohinder Kumar, District Revenue Officer, D.C. Office Hisar is the State Public Information Officer.<br>Sh. Randhir Singh, Deputy Superintendant, D.C. Office Hisar is the State Assistant Public Information Officer. |
|-----------------------------------|--|

**4(1) (b) (xvii)**

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

|                                   |                               |
|-----------------------------------|-------------------------------|
| Land Acquisition Branch (L.A Br.) | Same as at Serial No. 1 to 16 |
|-----------------------------------|-------------------------------|