

**OFFICE OF THE SUB-DIVISIONAL OFFICER{CIVIL} ,**  
**THEOG., DISTT. SHIMLA H.P.**

Section 4(1)b(i) Particulars of the Organization, functions and duties.

**Name of Office:-** Sub-Divisional Officer(civil)-cum-Sub-Divisional Magistrate, Theog.

**Address:-** Court Complex Theog

**Phone & Fax No:-** 01783238502

**Sub-Divisional Officer{Civil}:-** Sh M.R. Bhawardaj

**Sub-Divisional Officer{Civil}:-**The office of the Sub-Divisional Officer{Civil}-cum- Sub-Divisional Magistrate has been established in the year 1971. The strength of the Sub-Divisional Magistrate is only one.

**SITTING OF THE COURT:-**Court working hours from 11:00 a.m.to 1:30 p.m. and 2:00p.m. to 3:00 p.m. Time between 10:00 a.m. to 11:00 a.m. and 3:00p.m. to 5:00 p.m. is utilized for attending the general public and official correspondence.

**Function of the organization :-**

Tenure:- Sh. M.R. Bhardwaj has Joined on 1-2-2013, but there is no specific period for the working in the same station.

**Pay:-** The officer is drawing basic pay of Rs.-+ 5400/- Grade Pay +other allowances as admissible under the rule.

**Pension provident fund, GIS:-** The Officer is entitled for pension benefit and to subscribe to the General Provident fund and GIS deduction as admissible.

**Leave:-** The Officer is also entitled to avail 30 days earned leave and 20 days medical leave , 12 days casual leave and 2 days restricted leave as per leave rule of Govt. of H.P.

**Accommodation:-** He shall be entitled for Type –IV Govt. accommodation as admissible under the rule throughout his term of office and thereafter for three months.

**Medical facilities:-** The Sub-Divisional Officer{Civil} and the members of his family shall be entitled to such facilities for medical treatment and for accommodation in hospital as prescribed in the rule.

**Conveyance Facilities:-**The Sub-Divisional Officer{Civil} shall be entitled to Govt. Vehicle as admissible under the provision of Govt. of H.P.Rules .

**T.A/DA on Tour/LTC:-** The Sub-Divisional Officer{Civil} shall be entitled to travelling allowance / LTC as applicable to the Govt. employees in H.P.

**Post Retirement Benefits:-** The Sub-Divisional Officer{Civil} shall be entitled to receive his life time, post retirement benefits as are applicable to the H.P. Govt. employees.

**Administrative and Other Residuary Matters:-**

Judicial,Quasi Judicial i.e. Adjudication of disputes.

**Administrative Functions.**

Attending official correspondence received from the Government as well as from the Deputy Commissioner & other offices.

- i) Monitoring of rescue operation during various accidents.
- ii) To conduct the Lok Sabha, Vidhan Sabha and Panchayati Raj Institutions Elections.
- iii) Monitoring of Law & Order.
- iv) Inspection of various offices.
- v) Protocol duties by attending VVIPs and VIPs
- vi) Monitoring of implementation of various policies and programmes of the Government in letter & spirit.
- vii) To conduct various joint inspections.
- viii) Issue of various licenses under Motor Vehicle Act and Indian Arms Act.
- ix) Issue of Registration Certificates under Registration of Societies Act, 2006.
- x) Issue of Marriage Certificates under Special Marriages Act, Hindu Marriages Act, Registration Of Marriages

**Powers and duties of its Officers and employees:-**

The Sub Divisional Officer(Civil) –cum- Sub Divisional Magistrate, Theog work in different capacities such as:-

**Sub Divisional Officer (Civil).**

**Sub Divisional Magistrate.**

**Collector, Sub Division.**

**Registering & Licensing Authority .**

**Marriage Officer.**

**Deputy Registrar under H.P. Registration of Societies Act, 2006.**

**Officer in Charge, Judicial Lock-Up.**

**The administrative and Judicial court work is distributed amongst the staff members as follows:-**

**JOBS OF SUPERINTENDENT GRADE-II**

- I Ensure punctuality of the staff.
- II APIO under RTI Act.
- III Scrutinize all the office correspondence files by other Staff Members. Marking of Dak.
- IV Compliance of the audit paras and its settlements.
- V Weeding out of all records as per the provision of Office Manual.

## **READER MAINTAINS**

1. Peshi Register.
2. Appeal Register.
3. Affidavit Register.
4. To deal all official correspondence like Nautor, law & Order, and Other Legal Matters.
5. To Prepare the reply of the CWPs, Civil Suits etc.
6. To deal with all the official correspondence relating to Reader Branch.

## **SENIOR SCALE STENOGRAPHER :-**

- 1 Take direction in judicial, quasi-judicial files.
- 2 Type judgments and zimni order.
- 3 To keep all the confidential files.
- 4 Annual confidential Reports of the Staff.
- 5 Any other matter as per the directions of the Presiding Officer.
- 6 To attend telephone.

## **AHLMAD**

- 1 To deal with all court case files.
- 2 Maintain all kinds of registers of court matter.
3. Consign the decided files to record room.
4. Send the record to all the Higher Courts.
5. Submission of monthly, quarterly, half yearly statements of court cases to the Deputy Commissioner ,Divisional Commissioner and High Court.
6. Issue of summons & notices in all court matters.

## **DEVELOPMENT ASSISTANT**

- 1 To deal all types of application and appeals under RTI Act.
- 2 To maintain RTI application register , appeal register and inspection register as well as appeal files and correspondence files.
3. All official correspondence relating to various exams.
4. All official correspondence relating to various interviews.
5. To maintain the register of Registration of Societies Act and its Correspondence files.
6. To deal all the complaints and grievances under e-Samadhan
7. To maintain the correspondence files & register of “ Parshashan janta KeDwar.

## **ESTABLISHMENT ASSISTANT**

- 1 `To maintain all service books & personal files of the officials.
2. All official correspondence relating to establishment branch.
3. Settlement of audit paras of bill branch.

### **BILL ASSISTANT**

1. To prepare monthly salary bills medical reimbursement bills, Travelling allowances bills , office expenses bill under various head of accounts.
2. To maintain all kinds of register pertaining to bill branch.
3. To submit & prepare monthly expenditure statements to Deputy commissioner.
4. To file income Tax Returns of the Officers & Officials.

### **ARMS LICENSE ASSISTANT:-**

1. To prepare various Arm Licenses issued by the SDM.
2. To send the Arms License cases to District Magistrate.
3. To maintain the cash book and user charges register of Arms License.
4. To maintain and issue Forwarding Licenses to the Forwarding Agents.
5. To maintain Register, Cash Books and correspondence file relating to forwarding agents.
6. Renewal of Arms Licenses & forwarding licenses.

### **ASSISTANT NAZIR:-**

1. To maintain various Cash Books under different heads.
2. .To disburse the immediate relief to the victims of various accidents.
3. To receive the cheques, drafts, from the Deputy Commissioner, and the Government.
4. To maintain the correspondence files and accounts of various fairs and festival.
5. To maintain the log book and maintenance log book of the vehicle allotted to this office.
6. .To keep up the stock and store articles and maintain its register.
7. To disburse the payment under various heads.
8. To prepare the catalogue register for the residences of the officers.
9. To monitor the preparation of celebration of various fair and festivals.
10. Protocol duties with Presiding Officers.
11. Weeding out and auction of store articles.
12. To maintain catalogue register of furniture and other articles issued to each branch.

### **MOTOR LICENSE ASSISTANT:-**

1. To maintain cash book and user charges register of Motor License Branch.
2. To receive the payment of motor licenses and RCs & Token Tax and other taxes from the public and maintenance of its account.
3. To keep up the record of license branch.
4. Audit Paras relating to license branch.

### **I.T.VOLUNTEER IN MOTOR LICENSE BRANCH**

1. . To prepare various license under Motor Vehicle Act.
2. To prepare various RCs under Motor Vehicle Act.
3. To assist the Motor License Assistant in up keeping the entire record pertaining to Motor License Branch.

### **COPYING AGENT –CUM- RECORD KEEPER.**

1. To issue the copy to the general public under Copying Agency Rules.
2. To weed out the record ripped for destruction.
3. To deal with the grievances of financial assistance.
4. To maintain all kinds of register of copying agent, copying fees and Record Rooms Register.
5. To keep the files in the concerned bastas of each revenue village.
6. To maintain a catalogue register of files kept in bastas of each.

### **RECORD CLERK-CUM- MUHARRIR.**

1. To prepare copies of court cases and other legal matters of various court.
2. To destroy the record ripped for destruction.
3. To maintain the register of destruction of record.
4. To assist the Record Keeper in consigning the files in relevant bastas of each revenue village.

### **SUB –DIVISIONAL KANUNGO**

1. To maintain the register and correspondence files of relief cases.
2. To deal all types of relief cases.
3. To carry out inspections of Kanungo,s&Patwarkhanas.
4. To deal all type of lease cases.
5. To deal all types of transfer o fland cases.
6. To deal with the karguzaris of Revenue Officer & Officials.

### **REVENUE RECORD KANUNGO**

- 1.To maintain the register of revenue copying agency issued to the general public.
- 2.To maintain and keep up the revenue records i.e. Missal Hakiyats ,Jamabandis,Musavis and Mommies in the record room in a prescribed manners.
- 3.To prepare monthly & quarterly statement in respect of the revenue record room.

### **REVENUE COPYIST**

- 1.To trace out the copies from Musabis& Mommies.
- 2.To prepare copy of other various revenue record demanded by the public.
- 3.To assist the Record Kanungo in keeping u[ of revenue record in the Record Room.

### **DAFTRI**

- 1.Dairy& dispatch of Dak of SDM Office.
- 2.To page and index all types of correspondence files of SDM Office.

### **TRUNKEY**

- To maintain all types of registers of the under trial prisoners lodged in the Judicial Lock-Up.
- To maintain the register of diet of the prisoners.
- To maintain the register and files of the court warrants.
- To maintain the register of under trial accused lodged in the Judicial Lock-up.

### **PEONS**

1. Carry and deliver dak within and outside of the office.
2. Ensure the cleanness of the office furniture, equipment and general upkeep of the office.
3. Call out the cases.
4. Attend any work that may be assigned to the individual.

### **CHOWKIDAR**

1. To keep up special vigils to safe guard the office during night hours i.e. 5:00p.m. to 9:00a.m.
2. To switch off all the heating points during the winter season.
3. To safe guard the office from theft etc.

### **SWEEPRESS**

1. To clean up the office and its corridors and surrounding area.

### **SAFAI KARAMCHARI FOR SUGAM CENTRE**

1. To clean up the office and equipment installed in the Sugam Centre.

**iii. The state Govt. has sanctioned posts out of which posts have been filled up .  
A list of posts sanctioned and filled up are as under:-**

Sr. No.	Designation of the posts	Pay scale of the post	No. of posts sanctioned	No of posts filled up
1	Sub-Divisional Officer{Civil} Theog	10300-34800+5400 G.P. +allowances	1	1
2	Tehsildar	10300-34800+5000 G.P.	1	1
3	Naib-Tehsildar	10300-34800+4800 G.P.	1	1
4	Suprintendent	10300-34800+4800 G.P.	2	2
5	Sr. Assitt.	10300-34800+4400 G.P.	4	4
6	P.A.	10300-34800+4400 G.P.	1	1
7	Jr. Assitt./clerks	10300-34800+3600 G.P.	7	5
8	Kanungos	10300-34800+4200 G.P.	8	8
9	Patwaris	10300-34800+3200 G.P.	39	36
10	Daftri	4900-10680+1800 G.P.	1	-
11.	Jamadar	4900-10680+1800 G.P.	1	1
12	Peons	4900-10680+1650 G.P.	9	9
13	Turnkey	4900-10680+1650 G.P.	1	1
14	Process Server	4900-10680+1650 G.P.	3	3
15	Chowkidar	4900-10680+1650 G.P.	1	---
16	Sweeper	4900-10680+1650 G.P.	1	1
17	Driver	On Daily wages @ of Rs. 225/- Per day	1	1

Sub-Divisional Officer{Civil}

Superintendent

Reader

P.A.

Ahlmad

### **Section 4(1) b(ii)**

#### **Powers and duties of the Officers and its employees:-**

The Sub Divisional Officer(Civil) –cum- Sub Divisional Magistrate, Theog work in different capacities such as:-

Sub Divisional Officer (Civil).

Sub Divisional Magistrate.

Collector, Sub Division.

Registering & Licensing Authority .

Marriage Officer.

Deputy Registrar under H.P. Registration of Societies Act, 2006.

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5. To maintain the log book and maintenance log book of the vehicle allotted to this office.
6. To keep up the stock and store articles and maintain its register.
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2. Ensure the cleanness of the office furniture, equipment and general upkeep of the office.

3. Call out the cases.

4. Attend any work that may be assigned to the individual.

**CHOWKIDAR**

- 1.To keep up special vigils to safe guard the office during night hours i.e.5:00p.m. tp 9:00a.m.
- 2.To switch off all the heating points during the winter season.
- 3.To safe guard the office from theft etc.

**SWEEPRESS**

- 1 To clean up the office and its corridors and surrounding area.

**SAFAI KARAMCHARI FOR SUGAM CENTRE**

- 1 To clean up the office and equipment installed in the Sugam Centre.

**Section 4(1) b(iii) Procedure followed in the decision –making process, including channels of supervision and accountability.**

- 1. (The channel for Supervision in the Sub-Divisional Officer ( civil ) Theog is as under:-

Sub-Divisional Officer{Civil}

Superintendent

Reader	P.A.	Ahlmad

In discharge of judicial, quasi-judicial, and administrative function of the Officers followed as provided in various enactments and rules framed by the Government. As and when any information communicated is to be circulated to the Officers, or to the staff or to be collected from the staff. The Superintendent Grade-II ensure that all rules, instruction , guide lines and precedents relevant are followed/ observed before submitting the same to higher authorities. Besides the Officer, the Superintendent has overall control over the staff.

Channel of the supervision in the Sub-Divisional Officer {Civil} Office is as under:-

**Section 4(1)b(iv) The Norms set by it for the discharge of its functions;**

The organization has no norms of its own. Judicial,quasi-judicial and administrative functions are performed as per procedure prescribed by law and rules, further supplemented by instructions issued by the higher courts as well as by the Government.

Administrative functions also are performed in accordance with such rules, instruction and circular and these are contained in the relevant files in each branch.

**Section 4(1)b(v) The Rules Regulations, Instructions , Manual and Records, held by it or under its control or used by its employee for discharging its functions.**

- (A) Rules framed by Government of Himachal Pradesh used for discharging its functions:-
- (B) Other various act,rules, regulations, instructions, applicable are as under:-
  - (i) F R &S R
  - (ii) Leave Rules.
  - (iii) T.A.Rules.
  - (iv) LTC Rules.
  - (v) Pension Rules.

- (vi) CCS(CCA) Rules.
- (vii) Conduct Rules.
- (viii) EPF Rules.
- (ix) Medical Attendance Rules.
- (x) Delegation of financial Powers Rules.
- (xi) HP Financial Rules.
- (xii) H.P.Budget Rules.
- (xiii) Office Manual.

**Section 4(1)b(vi) Statement of the categories of Documents that are held by it or under its control:**

**This organization keeps and maintained following categories of the documents.**

**Judicial Record i.e. files of Cases:-** That are maintained by the Ahlmad.

**Record pertaining to the financial transaction-**this category of record is maintained by Assistant Nazir. It consists of cash book bill Voucher and FDRs. The pay bills and registers and other voucher are being maintained by Bill Assistant.

**Service Record :-** Service books are maintained by the Establishment Assistant.

**General Record:-** General Record is being maintained by the Record Keeper in General Record Room established for the purpose.

**Revenue Record:** Revenue Record is being maintained by the Record Kanungo in Revenue Record Room established for the purposed.

**Motor License Record:** This record is being maintained by Motor License Assistant in upkeep manner.

**Arms License Record:** This record is being maintained by Arm License Assistant in upkeep manner.

**Other Misc. Record:** This record is being maintained by Development Assistant in upkeep manner.

**Relief Record:** This record ins being maintained by the Sub Divisional Kanungo in upkeep manner.

**Section 4(1) b(vii) vii):-**THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION IN THE FORULATION OF ITS POLICY OF IMPLEMENTATION THEREOF:-

Not applicable.

**Section 4(1)b (viii) (viii):-** A STATEMENT OF THE BOARDS, COUNCILL, COMMITTEE AND PTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:-

Not applicable.

**Section 4(1)b (ix)** (ix DIRECTORY OF ITS OFFICERS AND EMPLOYEES:-

Presently , the organization is being manned by the following:-

Sr. No.	Name of the Officers/ Officials	Designation	Residence Address	Telephone No,s
1.	Sh.M.R.Bhardwaj,H.A.S.	SDO©-cum-SDM	Court Colony Theog	O:-238502, R:-238501 MbNo.94180-26876
2.	Sh. Shyam Singh Verma	Supdt. Grade-II	Vill. Gullo P.O. Jais Tehsil Theog	9817517800
3.	Sh. Om Parkash Khachi	Reader to SDM	Vill. Shadi P.O. & Tehsil Theog	9816700737
4.	Smt. Subhadra Sharma	Development Assitt.	R/O Divine View Near Annadale Shimla -3	01772652378
5.	Sh. Gian Singh Khachi	Copying Agent-cum-Record Keeper	R/O Court Colony Theog	9817424042
6.	Sh. Devi Ram Sharma	Sr. Scale Stenographer	----- do-----	9816216859
7.	Sh. Jeet Ram	Establishment /Bill/Arm License Assitt.	R/O Janogghat Theog	9736275350
8.	Smt. Sheela Shyam	Motor License Assitt.	R/O Rahighat P.O.& Tehsil Theog	9418061572
9.	Miss Subhadra Sharma	Assitt. Nazar	R/O Near Court Colony Theog	9459969003
10.	Sh. Naresh Kumar	Ahlmad	R/O Near Degree College Theog	9418129180
11.	Sh. Joginder Singh	Sub-Divisional Kanungo	R/O Dakoli P.O. Chikhar Tehsil Theog	9816427452
12.	Sh. Padam Dev Chauhan	Record Kanungo	Near Court Theog	9418221227
13.	Sh. Nika Ram	Revenue copyist/Tracer	R/O Court Colony Theog	238502
14.	Sh. Rejesh Beakta	Daily Wages Driver	--do---	9817460912
15.	Sh. Subhash Sharma	I.T. volunteer on contract basis	Near Court Theog	238502
16.	Sh. Prem Lal	Trunkey	Court Colony Theog	9816521788
17.	Sh. Babu Ram	Peon	----do----	9816157161
18.	Sh. Parma Nand	Peon	---do---	9418484690
19.	Smt. Saweti Devi	Peon	--- do---	238502
20.	Sh. Jagdish Chand	Peon	---do---	238502
21.	Sh. Ramesh Chand	Peon	Near Court Theog	238502

22.	Smt. Kamla Devi	Peon	R/O Chaptu P.O.& Tehsil Theog	9418532515
23.	Sh. Sohan Lal	Peon	Near Court Theog	238502
24.	Sh. Inder Singh	Chowkidar	---do---	8894642878
25.	Smt. Satya Devi	Sweepress	---do---	238502
26.	Smt. Bimla Devi	Safai Karamchari on conreact basis	---do---	238502

**Section 4(1) b(x) :-** The MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICER AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED ITS REGULATIONS:-

The table below shows the salary drawn on 31-12-2012 by the Officer and the employees of this organization :-

Sr. No.	Designation of the posts	Pay scale of the post
1	Sub-Divisional Officer{Civil} Theog	10300-34800+5400 G.P. +allowances
2	Tehsildar	10300-34800+5000 G.P.
3	Naib-Tehsildar	10300-34800+4800 G.P.
4	Suprintendent	10300-34800+4800 G.P.
5	Sr. Assitt.	10300-34800+4400 G.P.
6	P.A.	10300-34800+4400 G.P.
7	Jr. Assitt./clerks	10300-34800+3600 G.P.
8	Kanungos	10300-34800+4200 G.P.
9	Patwaris	10300-34800+3200 G.P.
10	Daftri	4900-10680+1800 G.P.
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12	Peons	4900-10680+1650 G.P.
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14	Process Server	4900-10680+1650 G.P.
15	Chowkidar	4900-10680+1650 G.P.
16	Sweeper	4900-10680+1650 G.P.
17	Driver	On Daily wages @ of Rs. 225/- Per day

**Section 4(1)b(xi):** THE BUDGET ALLOCATION TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDIURES AND REPORTS ON DISBURSEMENT MADE:-

The organization has no agency. Budget is allocated to this organization under Major Head 2053-Distt. Administration & 2029 Land Revenue & 2056 Jails and object code minor head and sub-head are follows:-

Object Code	Minor Head	Sub- Head
Salary -01	093 & 103 & 101	01,02,01
Travelling allowance-03	-----do-----	---do---
Office Expenses-05	----do----	----do---
Medical reimbursement-06	----do----	---do----
Motor Vehicle-30	093	01
T.T.A.-64	093-103-101	01,02,01
Jail ( Material & Supply -33	101	01

### Head wise Budget allotted for the financial year 2012-13

Object Code & Minor Head	Budget allotted	Expeniture upto 31-12-2012	Balance.
Salary- 2053-093-01	72,00,000/-	55,58,940/-	16,41,060/-
Salary-2053-094-01	10,00,000/-	6,18,383/-	3,81,617/-
Salary -2056 -101	3,00,000/-	1,69,418/-	1,30,582/-
Salary-2029-103-02	1,00,00,000/-	77,27,566/-	22,72,434/-
Salary-2029-103-04	50,00,000/-	30,72,512/-	19,27,488/-
T.A. -2053-093-01	30,000/-	22,640/-	7,360/-
Office Expenses2053-093-01	1,25,000/-	1,18,960/-	6,040/-
Medical Reimbursement 2053-093-01	90,000/-	71,813/-	18,187/-
Motor Vehicles 2053-093-01	2,00,000/-	80,822/-	1,19,178/-
T.T.A 2053-093-01	3,600/-	3,510/-	90/-
Medical Reimburement 2053-094-01	5,000/-	2,877/-	2,123/-
T.A. 2053-094-01	13,000/-	6,046/-	6,954/-
Office expenses 2056-101	10,000/-	----	10,000/-
Medical Reimbursement 2056-101	5,000/-	-----	5,000/-
Material & Supply 2056-101	1,20,000/-	70,164/-	49,836/-
Office Expenses 2029-103-02	40,000/-	-----	40,000/-
Medical Reimbursement 2029-103-02	60,000/-	56,373/-	3,627/-
T.A . 2029-103-02	70,000/-	67,460/-	2,540/-
T.T.A. 2029-103-02	1,500/-	1,500/-	Nil
T.A. 2029-103-04	10,000/-	9,911/-	89/-
Office expenses 2029-103-04	1,00,000/-	60,606/-	39,394/-
Medical Reimbursement 2029-103-04	20,000/-	17,814/-	2,186/-

Budget allotted under head Natural Calamity Relief Fund for the financial year 2012-13 is as under:-

P.B.as on 1-4-2012	Budget allotted upto 31-12-2012	Total	Expenditure upto 31-12-2012	Balance.
14,68,333/-	66,00,000/-	80,68,333	38,59,900/-	42,08433/-

**Tehsil-wise expenditure under head Natural Calamity Fund upto 31-12-2012 shown as under:-**

Tehsil Theog Rs.28,47,400/-

Tehsil Kotkhai Rs.10,12,500/-

**Section 4(1)b(xii) (XII) : THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE:-**

The organization has to provide fodder transportation subsidy and drinking water transportation subsidy in the event of severe drought like situation in the Sub Division as per the direction of the Government of Himachal Pradesh. The payments have been made to the transporters who fulfilled the demands of the water & fodder in the drought hit area after due verification from the concerned field agencies and after the due permission of the Deputy Commissioner, Shimla.

**Section 4(1)b(xiii): THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE:-**

The organization has to provide fodder transportation subsidy and drinking water transportation subsidy in the event of severe drought like situation in the Sub Division as per the direction of the Government of Himachal Pradesh. The payments have been made to the transporters who fulfilled the demands of the water & fodder in the drought hit area after due verification from the concerned field agencies and after the due permission of the Deputy Commissioner, Shimla.

**PARTICULARS OF RECEIPT OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT:-**

The organization does not grant any concessions, permits, authorizations.

**Section 4(1)b(xiv):** Details in respect of the information, available or held by it reduced in an electronic form:  
No information is held by the organization.

**Section 4(1)b(xv):** THE PARTICULARS OF FACILITIES AVAILABLE IN THE CITIZENFOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOMS IF MAINTAINED FOR PUBLIC USE:-

No facility is provided by this organization, as the organization does not hold any information. The court library is not meant for public use.

**Section 4(1)b(xvi) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:-**

As per notification issued by the Deputy Commissioner, Shimla vide Order No.SML-EA(439)/2005-4999-5003 dated 30<sup>th</sup> Dec.2005 , the Sub Divisional Officer(Civil)-cum- Sub Divisional Magistrate has been designated as Public Information Officer in respect of the SDM Office, Theog and the Superintend Grade-II of this office has been designated as APIO .Despite of this he has been designated as Appellate Authority in respect of the Offices of PIO-cum-BDO, Theog & Jubbal , PIO-cum-Tehsildar Theog & Kotkhai as well as PIO-cum- Executive Officer, Municipal Council, and Nagar Panchayat Theog and Kotkhai respectively.

**Section 4(1)b(xvii) Such other information as may be prescribed:-**



Detail of Revenue Appeals w.e.f.1-1-2012 to 31-12-2012.

Sr.No.	Nature of Cases	P.B.	Instit.	Total	Decided	Bal.
1.	Partition	6	15	21	2	19
2	Demarcation	4	8	12	6	6
3	Corr.of Rev.Entrie	3	3	6	5	5
4	Mutation	14	16	30	19	11
5.	Encroachment	2	4	6	4	2
	Total	29	46	75	36	

Detail of Misc. Cases w.e.f. 1-1-2012 to 31-12-2012

Sr.No.	Nature of Case	P.B.	Instit.	Total	Decided	Bal.
1	HP Public Premises Act	11	8	19	7	12
2	Execution of Warrants of Civil Courts	5	26	31	29	2
3	Deptt. Enquiries	Nil	1	1	Nil	1
4	Redeem. of Mortgages	2	1	3	2	1
5	Payment of Wages Act	Nil	3	3	2	1
6	Maintenance Of Parents	Nil	Nil	Nil	Nil	Nil

	Act.					
7	Election Petitions	13	1	14	4	10
	Total	31	40	71	44	27

Detail of Criminal Cases w.e.f. 1-1-2012 to 31-12-2012						
Sr.No.	Under Sec.	P.B.	Instt	Total	Decided	Dated
1	107/150/151 Cr.Pc	89	56	145	84	61
2	97 Cr.Pc	Nil	5	5	5	Nil
3	41(2)/109 Cr.Pc.	1	1	2	2	Nil
4	133 Cr.Pc.	3	5	8	7	1
5	145 Cr.Pc.	3	1	4	3	1
6	147 Cr.Pc.	Nil	Nil	Nil	Nil	Nil
7	174 Cr.Pc.	Nil	32	32	31	Nil
	Total	96	100	196	133	63