

**OFFICE OF THE DEPUTY COMMISSIONER, SHMLA DISTRICT, SHIMLA.**

No. SML-ADM (RTI)/2016-

Dated:29/02/2016

**NOTIFICATION**

In accordance with the clause (b) of sub section 1 of section 4 of Right to Information Act, 2005 the following records and other activities in respect of Deputy Commissioner's office, Shimla, District Shimla under the Revenue department of Himachal Pradesh are as under:-

**(i) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES:**

The Deputy Commissioner is the Chief Executive officer in the District. The next officers in the District are Addl. Deputy Commissioner, Addl. District Magistrate, Assistant Commissioner to the Deputy Commissioner, District Revenue Officer, Tehsildar (Recovery). At District Headquarter, the following staff has been posted:

**DETAIL OF STAFF AS ON 29.2.2016 IN THE DISTRICT SHIMLA.**

<i>Sr. No.</i>	<i>Name of post</i>	<i>Category</i>	<i>No. of sanctioned posts.</i>	<i>Number of filled posts</i>	<i>Number of vacant post</i>
1	2	3	4	5	6
1	Deputy Commissioner.	I	1	1	Nil
2	Addl. Deputy Commissioner	I	1	Nil	One
3	Addl. District Magistrate	I	2	2	Nil
4	Assistant Commissioner	I	1	1	Nil
5	Sub-Divisional Magistrates	I	7	7	Nil
6	District Reveue Officer	I	1	1	0
7	Superintendent Gr-I	II	1	1	Nil
8	Tehsildars	I	13	13	Nil
9	Naib-Tehsildars	II	21	20	1
10	Superintendent Gr-II	III	21	20	1
11	Personal Assistant	III	1	1	Nil
12	Sr. Scale Stenographer	III	5	2	3
13	Jr.Scale Stenographer	III	1	1	Nil
14	Sr. Assistants	III	59	59	Nil
15	Clerks	III	143	120	23
16	Jr. Office Assistant (IT)	III	30	0	30
17	Steno Typist	III	7	3	4
18	Drivers	III	13	10	3
19	File Fatcher	III	1	1	Nil
20	Daftri	IV	8	3	5
21	Jamadar	IV	21	17	4

22	Process Server	IV	52	41	11
23	Peon	IV	143	114	29
24	Basta Bardar	IV	2	1	1
25	Mali	IV	2	2	Nil
26	Chowkidar	IV	12	9	3
27	Sweeper	IV	8	8	Nil

Grand Total

Category	Sanctioned Posts	Filled up posts	Vacant. Posts
Class-I	26	25	1
Class-II	22	21	1
Class-III	281	217	64
Class-IV	248	195	53

**REVENUE STAFF POSITION OF DISTRICT SHIMLA**

Sr. No.	Category	Sanctioned Posts	Filled Up Posts	Vacant Posts
1.	Kanungo posted at Hqr.	6	6	Nil
2.	Kanungo posted at Sub-Division	10	10	Nil
3.	Kanungo posted in Tehsil office	18	17	1
4.	Field Kanungo	38	30	8
5.	Patwari posted at Hqr.	4	4	Nil
6.	Patwari posted at Sub-Division	2	1	1
7.	Patwari posted in Tehsil office	18	14	4
8.	Field Patwari	302	210	92

**(ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES; DEPUTY COMMISSIONER**

The office as well as District is headed by the Deputy Commissioner. He is responsible for the implementation of programmes and policies of Central and State Government in the district. As such he is representative of the government at district level. The Deputy Commissioner deals and coordinates the working of all Government offices within the district and looks after the law and order situation in the district. He is the primary relief agency in cases of natural calamities, be it fire, flood or drought. He conducts the elections of MP's, MLA's, Panchayats, Panchayat Samitis, Zila Parishad and urban local bodies. The Deputy Commissioner is also appointing and disciplinary authority of the entire class III & IV staff (except Superintendent Grade- II) including Patwari and Kanungoo working in the District. He is vested with powers under various Act, rules, regulations, codes and manuals etc. He is also District Election Officer and conducts and superintends the general and bye elections for Panchayats, Legislative Assembly,

Zila Parishad, Panchayat Samities, Panchayats and Local Self Governments. In brief, the Deputy Commissioner is responsible for the following functions and activities:

**(A) As District Magistrate**

1. Deputy Commissioner is responsible for the maintenance of Law and Order in the District.
2. Controls and supervises the issuance of licenses under Arms and Explosion Act, etc.
3. Supervisions and monitors the performance of Prosecution Agency and the police.
4. Conducts and gets conducted the inspection of Police Stations/Posts.
5. He is also responsible for taking action against hoarding, black-marketing and charging of higher rates of essential and eatable commodities and fixed the rates of essential commodities.

**(B) As District Collector**

1. He is an appellate authority in the revenue cases and other cases under various Acts and gets execute the orders of Civil Courts.
2. He is responsible for relief and rehabilitation during natural calamities and disasters management.
3. Inspects and monitors the functioning of stamp venders and Notary Public.
4. He is the appointing and disciplinary authority of Kanungos and Patwaris.
5. As Registrar, he looks after the registration & sales, purchases and other transactions of land and other immovable properties and ensures that the stamps duty is not evaded and the value of land is not under assessed.
6. All licensed liquor shops are auctioned in his chairmanship in the District.

**(C) As Deputy Commissioner**

1. Ensures implementation of Government programs and polices and coordinates development works in the district.
2. Coordinate the developmental, cultural, social, health and medical, promotion of tourism and other activities of various departments in the district.
3. He is Chief Executive Officer of District Rural Development Agency.
4. He is the Chairman of District Red Cross society and District Child Welfare Society.
5. He conducts and ensures the inspection of Offices of Block Development Officers.
6. Monitors, inspects and controls the functioning of all the branch officers and branches under them.
7. He is Appellate Authority under the Right to Information Act for DC Office, District Red Cross Society, Gram Panchayat/Panchayat Samiti Elections, Zial Parishad elections, Municipal Council/Nagar Panchayat office.
8. He is the Coordinator-cum-Chairman of District level Inter-Developmental Committees for Efficiency in Administration.
9. International fairs like Shimla Summer Festival, Lavi fair are held under his Chairmanship.

**The Additional Deputy Commissioner** is the senior most Officer to assist the Deputy Commissioner in the matters listed below.

1. As Project Director of District Rural Development Agency, looks after the development works.
2. As Chief Executive Officer, Zila Parishad looks after the various developmental issues pertaining to the Panchayati Raj Institutions.
3. As Chairman, District Water and Sanitation Committee, looks after the work of Swajaldhara scheme.

4. Controls Development Branch, Twenty Point Branch and Small Saving Cell, Planning Cell relief and Grievances Branch.
5. Conducts inspections of the Notary Public.
6. Conducts periodic as well as sudden inspections of various development activities in the district, as also of Sub-Divisions, Tehsils, Block and other offices in the district as assigned by the Deputy Commissioner.
7. Performs various functions and responsibilities of Vice- Chairman, ATMA.
8. Performs various responsibilities as Vice Chairman, Zila Saksharta Samiti.

#### **Additional District Magistrate (Law & Order)**

1. Assist the District Magistrate, Shimla to maintain Law and Order in the District.
2. Acts as inquiry officer assigned to him by Deputy Commissioner and Government or by the High Court etc.
3. Inspect the Sub Divisional Offices, Tehsils, Sub Tehsils, Police Station, Police Post assigned to him by District Magistrate.
4. Issue the Arms license and renewed the same.
5. Issue of Permits of Restrict Roads in Shimla Town.
6. ADM is the Public Information Officer at the District Hqr.

#### **Addl. District Magistrate (P), Shimla**

1. He is protocol officer
2. In-charge of Distt Disaster Management authority.
3. He also deals with Revenue cases
4. Incharge E Governance
5. Incharge Revenue Establishment

**Assistant Commissioner** is posted in D.C Office, Shimla to assists the Deputy Commissioner in the following matters:

1. Establishment matters of the ministerial staff of the office viz maintenance of services record, GPF advances etc.
2. DDO for the staff under head 2053-DistrictAdmn.
3. Controls Establishment Branch, Miscellaneous Branch, Nazarat branch, Receipt & Issue Branch and Record Room (English).
4. Assistant Commissioner assist the D.C to hold different meeting in the District.

**The District Revenue Officer** has the following duties:

1. Establishment matters of the ministerial staff of the office viz maintenance of services record, GPF advances etc.
2. Assist the District Collector to maintain revenue record.
3. As Collector (Recovery) deals with the recovery of cases declared as arrears of Land Revenue.
4. Drawing & Disbursing Officer for the staff under head 2029-Land Revenue. Maintenance of service record of the staff appointed under head 2029-Land Revenue. Assist the Deputy Commissioner in relief and rehabilitation work.
5. Controls Sadar Kanungo Branch, District Revenue Accountant Branch, District Revenue Accountant (Revenue) Branch, Revenue Record Room.

**Tehsildar Recovery** has been posted at the District headquarters. All kind of bank recovery and A.L.R cases are dealt by him of the District.

**WORK DISTRIBUTION AT THE DISTRICT HQR. SHIMLA.**

Officer In charge	Branch	Work Assigned
<b>D.C.</b>	Reader to D.C.	Reader- All Court cases pertaining to pertaining to D.C./Collector, Shimla. , Appeals, RTI Appeals. Execution of Warrants, Bank cases under the SRFAESI Act. Parole cases, Prosecution Sanction, Registration of marriage, Authentication of documents for foreign purpose, Rural area certificate for Doctors, Dependency Certificate, maintenance of court case register, Navodya Vidyalya.

Officer In charge	Branch	Work Assigned
<b>A.D.C.</b> <b>(Vacant)</b> CPO Supdt.(Dev)	Audit Branch.	CAG, PAC (Revenue Receipt & Civil), Other Correspondence relating on the expenditure on the working of Distt. office and SDO (c ) in Shimla Distt., Liaison with branches and higher officers of concerned Department. Inspection Reports under head of accounts “0029 –Land Rev. and “0030 Stamps & Registration”, Compliance of Audit Notes and other Misc. works relating to the Audit Branch.

<b>A.D.C.</b> CPO Supdt.(Dev)	Development Branch	All correspondence regarding developmental programmes including project mission, Workshops and Seminars relating to Health, Agriculture Education and all the line Departments and other Institutions, Meeting regarding DCC/DLRC/DLBC/PLP DLJCC & ISCC etc, All correspondence relating to Bank, Opening of New Bank branches & State Level Bankers Committee, Correspondence regarding local Advisory Committee Central School and Tibatian School, Approval of rates of transportation of Fertilizer, Inspection of BDOs. Recovery of LIGH/MIGH/ HUDCO and VIIP loan cases and Misc. correspondence thereof. Skill Development Programme, Correspondence regarding Notary Public. 15-Point programme.
	Training Branch	Correspondence regarding different type of training programme sponsored by the HIPA, Correspondence regarding establishment pertaining of BDO and AEs. ,Casual leave Earned leave GPF,TA Bills & Medical Bills oof BDOs and AEs.,
	Grievances Branch	Grievances matter relating received from C.M./VIP and General public, meeting regarding State level Grievances Committee, District level Grievances committee, e-samadham, “Parshashan Janta ke Dwar Par”

Officer In charge	Branch	Work Assigned
<b>A.D.C.</b> DPO	Planning Branch	BASP(including declaring new backward GPs0, Preparation of Human Development Report in R/o Shimla District., Monitoring of ongoing Programmes/works relating to DPC in respect of Vidhan Sabha Constituencies Rampur and Rohru., Correspondence on DPD-20 Pt. Programme Review Committee, Evaluation Studies (including on going ones) ,Admn. matters in R/O staff of DPC ,Other Misc. work.
		VMJS/MLALAD/MMGPY/SBVSY PMGY/C.Pool Funds/ACRP and 12 <sup>th</sup> Finance Commission, Correspondence on Employment Generation, Monitoring of ongoing Programmes/ works relating to DPC in respect of Vidhan Sabha Constituency Kasumpti., Corp. relating to Tribal Sub-Plan,20-point Programmes MPRs., SDP(Addl.),Other Misc, Matters.
		MPLAD Schemes in respect of all Hon'ble MPs (Lok Sabha Rajya Subha) including MPLAD Contingencies, SJVN, Correspondence (including Coordination) working Parliament /Vidhan Sabha /TAC/Estimate /Human Development Committee etc. in r/o all plan Programmes (including BASP/MPLAD/SJVN/MLALAD/VMJS/DCP/SDP)Addl.),Monitoring of ongoing Programmes/works relating to DPC in respect of Vidhan Sabha Cinstituencies Chopal and Jubbal & Kothkhai.,Preparation of bills of BASP/ MPLAD/SJVN/VMIS/Tourism-Eco-Environment Human Development Committee Report., Other Misc. work.
		Correspondence including (coordination) work relating to Audit Report/Audit Paras/Memos in respect of all Plan Programmes of DPC, Review correspondence on meetings in respect of Dodra Kawa, Preparation of salary Medical TA claims of the Staff of DCP/contingencies/bills of 5% DCP,SDP(Addl.) and MLALAD, Monitoring of on going Programmes/works relating to DPC in respect of Vidhan Sabha Constituencies Kumarsain and & Theog., Correspondence Regarding various review meeting including follow up action in r/o,Zila Parishad Efficiency in Admn. Distt. Grievance Committee, Development /Block Officers Sub-Divisional Planning and Grievance Committees, Monthly meeting convened by Governor's Sect.(excluding DFDC/BASP/ MPLAD/ MLALAD/SJVN/Human Development Committee Report/VMJS), To maintain Store /Stock Registers, Correspondence Reg. Eco/ Environment /Tourism Development /Swajal-dhara, 15Pt./C/O Multipurpose Parking Complex at inter State Bus stand/ /Excise Duly Certificates for purchase of pipes etc., Other Misc. work.,
		Computerization of demands received from Hon'ble CM Sectt. other Ministers, MLAs &

		MPs/Public pertaining to DPC, Computerization of demands in respect of all plan Programmes of DPC, Computerization of sanction orders of all plan Programmes of DPC and updating of UCs/CCs/maintaining of Guard/ Master file, 4.5% DCP , Monitoring of on going Programme/works relating to DPC in respect of Vidhan Sabha Constituency Shimla, Other misc., work.
		Dictation/Typing work, Diary/Dispatch work in respect of DPC, Computerization of sanction orders of all plan Programmes of DPC and updating of UCs/CCs,Other Misc.work.

Officer In charge	Branch	Work Assigned
<b>A.D.M. (L&amp;O)</b> Sh. D.K. Rattan 94184 60960 Supdt (Rev)	Peshi Branch.	Correspondence regarding NJPC, NTPC, DPCL & other small projects. NOCs of Petrol Pump, Meetings of all projects. Extension of Wildlife Century. Correspondence of Govt. manifesto. Destruction of old record of Distt. and Sub Treasuries. <i>Verification of SC/ST/OBC and Himachal Certificates.</i>
		Printing press, News paper title, Bar license, Citizenship Crop. Bounded labours Corp. reg. opening of Banks/ Treasuries. Delegation of powers. Conducting of all type of Exam.
<b>A.D.M. (L&amp;O)</b> Supdt (Rev)		General Law & Order.Magisterial Enquiries. Permission under PPR.Cruelty to Animals or wild animals/ Correspondence under Prevention of Cruelty to Animals Regulation Act, 2008. Animal Sacrifice w..r.f. Hon'ble High Court Judgement dated 1.9.2014. Inspection notes/ Correspondence of all Jails in Shimla District conducted by the Judicial Magistrate. Crime Diary, Daily Monthly confidential reports.Kashmiri Migrants.Money lender license.Army aid to Civil Authority. Civil & Military Liaison.Epidemic Diseases. Withdrawal Cases. Apple Transportation. Correspondence regarding imposing of Punjab Security Act and 144 Cr.Pc. Opening of new Police Post. Constitution of committee regarding sexual harassment in the office. Custodial Deaths/
		Registration of Societies. Registration of Sale/ Mortgage/ Gift deeds. Documents Writer, Stamp Vendor license and Refund vouchers.

<b>A.D.M. (L&amp;O)</b> Supdt (Rev)	Arms License	Issue of Self Protection Licenses. Issue of T.L & NOC of Dealers. Release order. Dealership License. Renewal of License Crop Protection license. Validity extension. Issue of duplicate license.
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<b>A.D.M. (L&amp;O)</b> Supdt (Rev)	Reader to ADM (L&O).	Correspondence regarding Permission of Ladies Park/ Ridge etc., Shimla Summer Festival. Misc. Corp. regarding traffic regulation, Notifications Parking road etc. Correspondence of compounding challans offences. Deptt/ Misc enquiries. Upkeep of Act & Rules. Flight to Dodra Kavar. Mining Noise Pollution Cases under Arms and Motors Acts. Right to Information Act. Fire accident (enquiries)
		Verification of character and Antecedents. C.M. Relief funds. License of Kerosene Oil. Atrocity on SC/ST. Cable Channel, Cinemas, renewal of License. Matter received from Human Right Commission All type of Route Permits. RTI matters

<b>A.D.M. (L&amp;O)</b> Supdt (Rev)	Legal Branch	All CWPs/ OAs in the Hon'ble High Court/ Tribunal/ including vetting replies from Advocate General Receipt & Dispatch of legal branch, Notice u/s 80 CPC, All civil Suits, consignment of record, Regular second appeal/ Civil Suits on H.P. High Court, case of Supreme court and other outlying courts, civil land reference/ all type of criminal cases. <i>Correspondence regarding legal Aid.</i>
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Officer In charge	Branch	Work Assigned
<b>A.D.M.(L&amp;O)</b>	Small Savings	Small Savings Matters Small Savings, Prize money budget, Promotion od Sports and culture activities, Sanchayika Schemes Advertisement, Agents Schemes.

Officer In charge	Branch	Work Assigned
<b>A.D.M.(L&amp;O)</b> Secy, Red Cross	Red Cross	All correspondence pertaining to Red Cross.



Officer In charge	Branch	Work Assigned
<b>A.D.M.(P)</b> Sh. G.C. Negi, 94184 99992 NT <b>Computerization)</b>	(Computerization)	<ol style="list-style-type: none"> <li>1 HIMSWAN Project and related correspondence.</li> <li>2. To maintain account Budget under HIMSWAN.</li> <li>3. E-Governance and related correspondence.</li> <li>4. To maintain status of progress achieved under LRC Project.</li> <li>5. To prepare daily progress report under LRC Project.</li> <li>6. To maintain Presence status of field staff deployed for LRC</li> <li>7. To keep status of working of Private agency and related correspondence.</li> <li>8. Assembly Question related correspondence.</li> <li>9. Miscellaneous correspondence.</li> <li>10. To maintain correspondence regarding field staff for LRC.</li> <li>11. To maintain account of Budget Received under LR Project.</li> <li>12 LRC Project and related correspondence.</li> <li>13 To maintain Stock Register of Hardware and oth purchased under LRC Project.</li> <li>14 HIMRIS Project and related correspondence.</li> <li>15 Budget under HIMRIS and maintenance of account</li> <li>16 To obtain monthly/quarterly progress report under to send to Govt.</li> <li>17 To arrange computer stationary from local market/ Printing Press.</li> <li>18 To arrange computer furniture etc.</li> <li>19 To maintain Stock Register of Hardware and oth purchased under HIMRIS Project.</li> <li>20 To maintain the ACR's of the Patwaris/Kanungo Shimla.</li> <li>21 Certificate pf Lok Mitra Kendra.</li> </ol>

Officer In charge	Branch	Work Assigned
<b>A.D.M.(P)</b> <b>DRO</b>	Revenue Branch	<p>Lease cases/Correction of Revenue entries Transfer of govt. land/ Revenue Business Returns/Allotment of two biswa land, Exchange of land Annual Administration, Meetings of various Welfare boards. Report/Inspection Notes/Service of Summons/Regularization of encroachment. Nautor cases/Demarcation Cases/ <i>Approval of Awards ,Rates,Inescapability's/Essential/Certificates/Non forest land under Forest Act. Holding of National Lok Adalat in all revenue Courts in Shimla District. .</i></p>

Officer In charge	Branch	Work Assigned
<b>A.D.M.(P)</b> <b>DRO</b>	Relief Branch	<p>Maintenance of cash book under CRF &amp; elementary education fund, Monitoring of expenditure from CRF &amp; NCCF, monthly , quarterly statements, all correspondence reg. damage by natural calamities , audit paras/PAC, assembly question, India disaster resource network, supervision, snow manual Budget allocation under CRF, all kinds of sanction orders under CRF and elementary education, preparation of bills and issue of cheques, Drought / DDMT matter, flood &amp; fire, All misc. Correspondence with regard to new proposal, DO/VO letters correspondence, restoration work, acceptance soft UC/CC's of CRF, relief /Rehabilitation. Safety and proper care of Poor and</p>

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Officer In charge	Branch	Work Assigned
<b>A.D.M.(P)</b> <b>DRO</b>	DRA	Periodical Inspection of Tehsil Offices, Approval of Kistbandi of land revenue, Recovery of land revenue cases, Audit & Inspection Note, Cash book of Taccavi loan, Budget under head of account 0029, 6245,6235, 6402, Assembly question. Monthly Haltauzi statement , Quarterly statement of 0029, Remission and suspension of land revenue, Land cases, Copying fees, Mutation fees & Inspection fees, Refund vouchers, Monthly statements U/H 0029, Creation demand, Increase & decrease correspondence. 6245, 6235, 6401, and 6506, Half yearly statement of copying fee, yearly statement of Mutation fees, Maintenance of record. P.L.A. account. Increase and decrease registrar. General Correspondents reg. Numbardars, Disbursement certificate of loans, Correspondence regarding Revenue Chowkidars.

Officer In charge	Branch	Work Assigned
<b>ADM(P)</b> <b>DRO</b>	Revenue Establishment	Budget and maintenance of account under Revenue Establishment / Audit paras and supervision of branch. Preparation of all type of bills. Cashier under Revenue Establishment. Store/ T.A. Bill/GPF cases/HBA cases/Stationary. Drawal/ disbursement of Relief funds.

Officer In charge	Branch	Work Assigned
<b>ADM(P)</b> <b>DRO</b>	DRA(R)	General correspondence of the branch. To examine the recovery cases of the different department for the declaration of amount to be recovered as an arrear of land revenue. Audit and inspection note pertaining to DRA® Branch. Monthly/Quarterly statement of Taccavi Loans. Budget of receipt of Taccavi Loans. Preparation of information regarding recovery position required by the Govt. Issue of instruction to SDMs, Tehsildars and Naib Tehsildar regarding recovery position required by the Govt. Approval of kistbandi of taccavi loans.
		Issue of warrants of attachment and sale of immovable property in all type of cases as arrear

		<p>of land revenue.  Creation of demand in court fine and other Misc.  Recovery cases relating to the court recovery.  Redemption of land of the defaulters in all types of recovery.  Issue of NRC to the concerned collector.  Completion of 6-B register and court fine cases register.  Correspondence regarding ALR cases of Agriculture/Horticulture.  Monthly statement of ALR cases.  Correspondence regarding sale /attachment of all types of ALR cases.</p>
		<p>Creation of demand in HPFC cases.  Creation of demand in Khadi Board cases.  Issue of reminders in all types of recovery cases(NRC).  Creation of demand in Copying fee.  Maintenance of khatauni register.  Execution cases of Kailash Fed./Him Fed./ Coop. Bank and Coop. Societies.  Maintenance of diary and dispatch Register.  Issue of NRC in recovery relating to Coop. Bank/ Coop Societies, token tax etc. Bank/Coop. Societies, token tax etc.</p>

Officer In charge	Branch	Work Assigned
<b>ADM(P)</b> <b>DRO</b>	General Record Room	All the current business of receiving and destruction of files, to issue certificate in the form R-7-A in case of previous conviction, disposal of applications for inspection and files by the litigants and return of documents, to deal with all correspondence, checking of all files received from various courts for consignment.
		To deal with destruction of files records pertaining to earstwhile state/Civil/Rent/ Criminal/Revenue, to assist record keeper, to attend the various courts on summons.
		To receive the revenue cases files from the courts and enter the checked files in the General register as well as in Kuliat/ Goshwara, to issue files/record on receipt of requisitions/summons to the courts and copying agency and receive back and placed in proper bastas, register and maintenance of stock and livery register.
		To receive the criminal files from various courts and enter the checked files in the general register as well as Goshwara/Kuliat/ Register, To enter/maintain the register/ (R-7), to issue files/ Records on receipt of requisition from various courts, copying agency and to receive back and placed in the concerned bastas, M.V. I Challans.
		To enter the checked files in the Goshwara register as well as in the General register in respect of Rent files, To issue files/ record on receipt of requisitions to the various courts/ copying agency and place the same in bastas.
		Civil Work: To receive the civil cases files from various courts and enter the checked files in R-5 and R-2 i.e. concerned Goshwars, to issue file, record on receipt of requisitions/ summons to the various courts and copying agency and to receive them back

		and place them in proper basta.
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Officer In charge	Branch	Work Assigned
<b>ADM(P) DRO</b>	Copying Agency	Attestation work Maintenance of C.D.3 (cash Book) Maintenance of record Receiving and entry of the applications. Work of preparing copies in respect court No.I, III, IV,VI,D.C.ADM,LAO,PWD,LAO,HPSEB, Election. Work of preparing copies in respect of court CJM,, II,V, VI, SDM@ (Urban),N.T sales, settlement M.C. Tehsildar@ &(U).

Officer In charge	Branch	Work Assigned
<b>ADM(P) DRO</b>	S.K. Branch	Inspection of Office Kanungo/Field Kanungo and Patwaries Boundary Dispute, EWS cases, Maintain Check List of reports /returns. Creation of District/Sub-Division/ Tehsils/Sub-Tehsils. Meeting of Revenue Officers. Disciplinary/Vigilance cases/Court Cases/Appeal of Revenue Establishment. DPC of Revenue Establishment. Creation of posts of Patwaries and Kanungos. Prosecution sanction of Revenue staff. Seniority List of Kanungo and Patwaries. Posting and Transfer of Patwari and Kanungos. Roster/Candidature Register. Training and Examination of Patwaries. Correspondence regarding creation, construction, shifting, repair of Patwar Khanna/ Kanungo Bhawan. Lamberdari cases, Monthly/Quarterly statements Annual verification of Patwarkhana and Kanungo Bhwan. Permission cases u/s 118, Kissan Pass Books/ Kissan Credit Cards. T-4 statement of Revenue Business, Annual report of karguzari of Revenue Officers , Kanungo, Patwaries, Consignment of mutation and Jamabandi Panchsala. Establishment and Pension cases of Revenue officials. Maintenance of Village Note Book (Lal Kitab). Encroachment cases.

Officer In charge	Branch	Work Assigned
<b>ADM(P)</b>	Local Fund Branch	Election and correspondence regarding all Nagar Parishad, Nagar Panchayat of Shimla Distt. , Election and all kind of correspondence reg. M.C. Shimla, correspondence with (UD) Deptt. Correspondence regarding Ropeway from Lift to Mall road.

Officer In charge	Branch	Work Assigned
<b>AC to DC (Ms. Isha Thakur) 94184 54058</b>	Establishment Branch	Promotion/DPC/ Appointment, Budget allotment, Budget estimate, inter Distt. Transfers and Correspondence of Roaster. Disciplinary cases, creation/ conversation, correspondence of all meeting Departmental Exams., Right to Information Act, General transfers/ internal

<b>Supdt (Admn)</b>		adjustments correspondence regarding training.
		Maintenance of service Books, Leave cases of Officers and class III Employees, pay fixation, grant of Senior/ Selection grade, Grant of ACP/FPA of class III& IV Employees, PMIS, All type of permissions, Correspondence of house allotment.
		Pension cases, Ex-gratia grant, Leave encashment, all Advances, Seniority list of Class-III and IV.
		Maintenance of Service Books of class IV Employees, PMIS Leave cases, pay fixation, Continuance of temporary posts, All correspondence with Tehsildars/ Naib Tehsildar.
		Preparation of pay bills, medical Bills and Income tax.
		T.A. Bills, Approval of tour programmes & HBA cases of Class III &IV Employees, Audit paras, Expenditure statements, T.A./Bills, GPF cases of Officers/ Class III & IV employees. Correspondence of hiring of vehicles from outsource.

Officer In charge	Branch	Work Assigned
<b>AC to DC</b> Supdt (Admn)	Nazarat Branch	Drawing & Disbursement of all kinds of bills, maintenance of cash book, over all supervision of branch.
		Correspondence regarding vehicles, Settlement of Audit/ PACs paras, Discretionary Grants & Bills, maintenance of Chowkidar attendance register.
		All contingencies bills, maintenance of Summer Festival accounts, correspondence regarding electricity bills. RDS Accounts.
		Correspondence regarding Republic Day Function(26 <sup>th</sup> January) , Observance of Martyr Day (30 <sup>th</sup> January), correspondence regarding Himachal Day (15 <sup>th</sup> April), State Level Rohru Fair, Correspondence regarding Summer Festival V.V.I.P. visits, Celebration of Independence Day (15 <sup>th</sup> August), Celebration of Gandhi Jayanti (2 <sup>nd</sup> October), Observance of Rashtriya Sankalp Dewas (31 <sup>st</sup> October), Celebration of Lavi Fair( 11 to 14 November), Reservation of accommodation, Punjab University quarter, H.P. National Relief Security fund, Instruction regarding Fair & Festival Correspondence regarding ex-gratia grants.
		Stationary articles, Malkhana, Permission of kuchery compound, correspondence regarding telephone, monthly receipt statement under head 0075.
		Store articles, heating arrangements, rate of contract of chr coal, condemnation of store articles, supervision of cleanliness, correspondence regarding EPABX, Correspondence regarding type writer/ photo stat machine, sitting arrangement of all Govt. functions.

Officer In charge	Branch	Work Assigned
<b>AC to DC</b> Supdt (Admn)	Head Clerk/Misc. Branch	Efficiency in Administration meeting, District level JCC meeting, District. Level DC office employees union meeting, Rent Assessment cases of private building to be hired by Department, DCs and SPs conference meeting, Correspondence regarding Freedom Fighters, Correspondence regarding bravery award, Other type of Misc. Correspondence,

		Regarding death of Former / Present MPs and MLAs of H. P., Magistrate duty during H.P. Vidhan Sabha Session. Declaration of Local Holidays.
		Non-Availability Certificate of Govt. accommodation, Correspondence regarding Distt. Blindness Control Society, Shimla Condemnation of vehicle/ store Articles Board meeting, Preparation of Budget under Really New Scheme, Correspondence “dkseh , drk fnol”, Dealing of Budget regarding Repair of Residential/ Non Residential Accommodation of Govt. Building “under head” 2059 and 2216, Correspondence regarding water carriers, Correspondence regarding Para teachers.
		Correspondence pertaining to Temples i.e. Shri Hanuman mandir Jakhu, Sankat Mochan Mandir, Tara Devi, Shri Tara Devi Mata Mandir, Tara Devi Shri Bhimakali ji Temple Sarahan, Shri Durga mata mandir, Hatkoti, Chureshwar Maharaj, Bijat Maharaj and others temples in Shimla Distt., Correspondence regarding Financial Assistance to Various temples under head”295”, Grant-in – Aid to various temples under head”295”, Correspondence regarding communal Harmony national Integration”, correspondence regarding providing of Govt. accommodation in Shimla Distt., Correspondence regarding war Jagir. Safety of Heritage & other buildings / meeting of Heritage Advisory Committee., Rehabilitation of Town Hall Building.

Officer In charge	Branch	Work Assigned
<b>AC to DC</b> Supdt (Admn)	Receipt & Issue Branch	Dak Marking & Supervision. Govt. Diary, All Branches. General Diary Dispatch Dak Franking.

Officer In charge	Branch	Work Assigned
<b>AC to DC</b> Supdt (Admn)	English Record Room	Maintenance /Consignment & Destruction of old Record.

### (iii) Procedure Followed in the Decision Making Process, Including Channels of Supervision and Accountability

Sr. No.	Nature/Type of work	Level at which the case is initiated	Channels of supervision (case is submitted through)	Level at which decision is made
1.	Peshi branch	Ahlmad/Reader	Superintendent (Rev) DRO Branch	Deputy Commissioner
2.	PA to Deputy Commissioner	PA	-	-do-

3.	Establishment Branch	Dealing Clerks/ Establishment Assistant	Superintendent Grade-I /Asstt. Commissioner	-do-
4.	Miscellaneous Branch	Dealing Clerks/ Misc. Assistant	-do-	-do-
5.	Budget Branch	Dealing Clerk Budget Asstt.	Superintendent Grade-I/ Assistant Commissioner	-do-
6.	Record Room (Eng.)	Dealing Assistant	-do-	-do-
7.	Record Room General	Dealing Assistant	-do-	-do
8.	Copying Agency	Dealing Clerk Copying Assistant	-do-	-do-
9.	Reader to Additional Deputy Commissioner	Reader	Supdt. (Dev.) / Additional Deputy Commissioner	-do-
10.	Dev. Branch	Dealing Clerk/ Dev. Assistant	-do-	-do-
11.	20 Point Branch	Dealing Assistant	-do-	-do-
12.	Grievance Cell	Dealing Assistant	-do-	-do-
13.	Local Fund Branch	Dealing Clerk/Assistant	-do-	Deputy Commissioner
14.	Arms Licensing Branch	Dealing Clerk	Supdt (Dev)/ADM	District Magistrate
15.	Small Saving Branch	Dealing Clerk	ADM	Deputy Commissioner
16.	Stenographer to Additional Deputy Commissioner	Stenographer	Additional Deputy Commissioner	-do-
17.	Litigation Branch	Dealing Clerk/Assistant	Supdt (Rev) DRO	Deputy Commissioner/DM/ District Collector

18.	District Revenue Accountant Branch	Dealing Clerk/Assistant	-do-	-do-
19.	DRA(R) Branch	Dealing Assistant	-do-	
20.	Sadar Kanungo Branch	Dealing Patwari/ Kanungo	SK/Supdt (Rev) DRO	Deputy Commissioner
21.	Acctt. SK Branch	Assistant/ Kanungo	Superintendent (Rev) DRO	Deputy Commissioner
22.	Steno to DRO	Steno	Supdt (Rev)  DRO	Deputy Commissioner
23	Planning Cell	Dealing Officials	DPO	Deputy Commissioner

#### **(iv) The Norms Set to Discharge of Functions**

<b>Sr. No.</b>	<b>Name of work</b>	<b>Norms set by the Department</b>
1.	Peshi Branch (Deputy Commissioner)	Depends upon the nature of court case. Documentary proof provided by the parties and after argument, case is decided.
2.	Establishment Branch	After the receipt of the paper, the same is put up by the dealing clerk with relevant rules and instructions. Every paper passes through the Dealing Assistant, Superintendent Grade-I, Officer incharge and then to Deputy Commissioner if need be.
3.	Miscellaneous Branch	After the receipt of the paper the same is put up by the dealing clerk with relevant rules/instructions. Every paper is put up through the dealing Assistant/Superintendent Grade-I, Officer-in-Charge and D.C (if need be)



4.	Arms Branch	An application (only for NPB) is received in the branch which is forwarded to local police for character verification and to Revenue Field Agency for verification of land etc. After completion of these formalities, the application is put up by the dealing clerk through Superintendent (Rev) to the ADM for decision. The application after completion of formalities is put up for decision. Arms Licence (NPB) are renewed on the day of receipt of application/NOC and explosive licenses are issued within three days after the completion of formalities subject to conditions.
5.	Nazarat Branch	After the receipt of the PUC, the same is put up by the dealing clerk/Assistant. It is submitted through the Superintendent Grade-I to Assistant Commissioner for decision and to Deputy Commissioner for decision if need be. Arms are issued to the legal heirs of the deceased licensee on the date of application if all the formalities are complete i.e. the applicant possesses a license and legal heir certificate. Statements are prepared and furnished by the 5 <sup>th</sup> day of the following month.
6.	Budget Branch	The Branch deals mainly with the salaries, TE, Medical re-imbursement of the officers/officials and pensioners. It also deals with the Travel Expenses of non-officials members of members of certain committees. The dealing clerk
		/Assistant puts up PUCs through Superintendent Grade-I to AC for disposal and to Deputy Commissioner if need be.
7.	Record Room (English)	PUCs are put up by the dealing Assistant through Superintendent Grade-I to AC and to Deputy Commissioner if need be, for decision. The work of verification of character of the new appointee/recruitment is also given to the branch. On receipt of verification roll, the same is forwarded to the local police for verification. After receipt of report from the local police, the verification roll is returned to the quarter concerned.

8.	Record Room General	<p>In this record room, case files relating to judicial courts (up to Senior Sub Judge level), criminal courts and Revenue Courts are consigned. It is a time consuming process keeping in view the large number of disposed off case files. The dealing clerks check the file and if found correct, allot Goshwara nos. and keep the files in <i>Bastas</i>. For disposing of other correspondence, the PUCs are submitted by the dealing clerks/Assistant through Superintendent to the Assistant Commissioner for decision and to the Deputy Commissioner if need be. In addition to it the record room also supplies record to the copying agency for issue of copies. On receipt of a requisition, the record is supplied within a week. In addition case files are supplied to appellate authorities within a week on receipt of requisition.</p>
9.	Copying Agency	<p>Supplies copies of files relating to judicial /criminal and revenue cases (excluding the court of District &amp; Session Judge) and also of Revenue Record. On receipt of application for copies, the same is forwarded to the quarter concerned for the supply of record. Copies are issued by the agency after receipt of the record. This work is done by the dealing clerk and Assistant of the branch at their own level.</p>

10.	Reader to Additional Deputy Commissioner	<p>i) On receipt of allocation of discretionary grants, the dealing Assistant prepares the bills and get these signed from the Deputy Commissioner. The amount is drawn and forwarded to the Sub Divisional Officer (Civil) and Tehsildars for disbursement.</p> <p>ii) Applications for passports are received and checked and if found correct the same are forwarded to the local police for verification. After receipt of report from the local police, the same are forwarded with the report of the local police to the Regional Passport Officer, Chandigarh for further action who after taking suitable action informs the applicant directly about the decision taken.</p> <p>iii) Other PUCs are put up by the dealing Assistant through the Superintendent Development to the Additional Deputy Commissioner for decision/disposal and the to the Deputy Commissioner if need be.</p> <p>iv) Applications under Right to Information Act are disposed off as envisaged in the Act.</p>
11.	Development Branch	<p>i) General correspondence regarding development relating to various departments. PUCs are submitted by the dealing Clerk/Assistant through Supdt (Dev.) to the Additional Deputy Commissioner and if need be to the Deputy Commissioner for disposal.</p> <p>ii) <i>LIGH/ MIGH/ UHP</i> loans used to be disbursed which have now been discontinued. Now recovery of loan disbursed in past is being effected. Notices are issued to the defaulters and efforts are made to recover the outstanding dues.</p>
12.	20-Point Branch	<p>Deals with the 20-Points Programme. Periodical meetings are organized. Returns of progress are being prepared and furnished in time. Procedure is the same, PUCs are submitted by the dealing Assistant through Superintendent (Dev.) to the Additional Deputy Commissioner and to the Deputy Commissioner if need be for decision/disposal.</p>

13.	Grievance Cell	Deals with the complaints/grievances of the general public. On receipt of a complaint the same is put up by the dealing Assistant through the Superintendent (Dev.) to the Additional Deputy Commissioner or through him to the Deputy Commissioner for obtaining order for making enquiry. Thereafter, the complaint is forwarded to the quarter concerned for enquiry and report, after receipt of enquiry report the same is put up to the Additional Deputy Commissioner/Deputy Commissioner through Superintendent (Dev.) and the genuine grievances are redressed.
14.	Local Fund Branch	<p>i) General correspondence with urban local bodies. After receipt, PUC is submitted by the dealing clerk/Assistant through Superintendent (Dev) to the Additional Deputy Commissioner / Deputy Commissioner for decision.</p> <p>iii) Inspection work of urban local bodies is conducted as per norms fixed for the same.</p>
15.	Small Saving Branch	<p>i) MPBY and PPF agents are appointed by the branch. Applications with necessary documents and security are received. The same are submitted by the dealing clerk after fulfilling all the codal formalities required for completing the appointment process to the Additional Deputy Commissioner who is the appointing authority for making appointments.</p> <p>ii) Monthly statements are prepared and supplied to the quarter concerned by the 10th day of following month.</p> <p>iii) Other PUCs are submitted by the dealing clerk to the Additional Deputy Commissioner and disposed off.</p>

16.	Litigation Branch	PUCs are submitted by the dealing clerk/Assistant through Superintendent (Rev.) to the District Revenue Officer and if need be to the Deputy Commissioner / District Magistrate /District Collector for obtaining decision. Recommendations on parole cases of convicts are furnished to the quarter concerned within seven days of the receipt of the report of the local police. Court cases are attended to promptly. Replies are filed within the given period. Recommendation for filing of appeal in civil and criminal cases is made well within the limitation period.
17.	District Revenue Accountant	PUCs are submitted by the dealing clerk/Assistant through Superintendent (Rev) to the District Revenue Officer and to the Deputy Commissioner/Collector for decision. PUCs are submitted promptly. But keeping in view the nature of work of the branch viz. transfer of land, it takes some time before finally disposing off a case. Statements are furnished to the quarter concerned within time.
18.	DRA (Recovery)	The branch deals with the recovery of outstanding dues as arrears of Land Revenue. The cases are attended to promptly and amount is declared recoverable as ALR. The other work assigned to the branch is compilation of audit and inspection reports of the office. PUCs are submitted by the dealing assistant through Supdt (Rev) to the Collector (Recovery)/Deputy Commissioner for decision.
19.	Sadar Kanungo Branch	Dealing patwari/Kanungo puts up PUCs through SK/ Superintendent (Revenue) District Revenue Officer and to the Deputy Commissioner/Collector for taking decision.
20.	Accountant SK Branch	Bills are prepared and submitted by the dealing clerk/Assistant to the District Revenue Officer for signatures. Other PUCs are also submitted by them through Superintendent (Rev.) to the District Revenue Officer and to the Deputy commissioner if need be for disposal.
21.	Steno to DRO	Puts up PUCs to the District Revenue Officer for disposal.
22.	PA to Deputy Commissioner	Puts up PUCs to the Deputy Commissioner for disposal.

23.	Stenographer to Additional Deputy Commissioner	Puts up PUCs to the Deputy Commissioner for disposal.
24.	Planning Cell	<p>i) MPLAD:- Schemes are sanctioned in the office of Deputy Commissioner Shimla and the amount is sent to this office for execution through various executing agencies.</p> <p>ii) VKVN:- In Vidhayak Kshetra Vikas Nidhi, schemes are forwarded by the MLAs which are scrutinized and if found correct, the estimates are prepared and sanctioned and implemented.</p> <p>iii) As far as other schemes and general dak is concerned the dealing hand submits the same through District Revenue Officer to Additional Deputy Commissioner and to Deputy Commissioner for approval.</p>

**(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. Acts passed by the Union Parliament and Rules framed there under
2. Acts passed by the H.P State Legislature and Rules framed there under. Some of the Acts, Rules, and Manuals etc. are given below:
  1. Service related rules
  2. HPFR
  3. Office Manual
  4. Sub Treasury Rules
  5. Budget Manual
  6. Arms Act & Rules, 1962
  7. Indian Explosive Act and Explosive Substances Act and Rules 1983
  8. HP Acts and Rules regarding:
    - Land Revenue matters
    - Tenancy and land reforms
    - Ceiling on land holding
    - Utilization of surplus area scheme
    - Vesting and utilization of village common land
    - Settlement operation progress
    - Grant of Neuter land
    - Relief to victims of natural calamities

- Disaster management Plan
- HP Land Record Manual
- 9. Good Conduct Prisoners' (Temporary Release) And Rules.
- 10. Indian Stamp Act
- 11. Registration Act
- 12. Cr. P.C.
- 13. CPC
- 14. HP Public Premises Act and Land Eviction Act
- 15. Securitization and Reconstruction of financial assets and enforcement of security Interest Act.
- 16. Copying Agency Rules 1997
- 17. HP Lease Rules 1993
- 18. Land Acquisition Act 1894
- 19. Forest Land Conservation Act 1980
- 20. Financial Commissioner's standing orders.

**(vi) A statement of the categories of documents that are held by it or under its control**

1. Correspondence files of various subjects dealt with by the office.
2. Instructions files
3. Record Registers.
4. Personal record of its employees.
5. Revenue record since 1868.
6. Record of registered documents under registration manual.
7. Bills & Vouchers.
8. Case files (consigned) of all the Civil/Criminal Courts of the District other than the Court of District and Session Judge.
9. Case files (consigned) of all the Revenue Courts.

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

This organization implements the policies framed by the Central Government and the State Government. No policies are formulated in the office of this public authority.

**(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**

**----- Not Applicable -----**

**(ix) A directory of its Officers and its employees.**

**List of Officers posted in Shimla District**

Name of officer	Designation	Office Number	Mobile No.	Residence No.
D.C. Shimla	Rohan Chand Thakur.	2655988 2653535(Fax) 2803434	9418097111	2803400
A.D.C. Shimla	Additional Charge	2657003		
ADM(L&O)	Sh. D.K. Rattan	2657005	94185-60960	2835960

ADM(P)	G.C. Negi	2653436	9418499992	
AC to DC	Isha Thakur	2657011	9418454058	
D.R.O.	Gireesh Saklani	2657013	9418016600	
D.I.O. NIC	Pankaj Gupta	2658905	9418460445	
DPO(Planning)	Tara Chand Chauhan	2808399	94187-54852	

**SDM's in Shimla District( 7)**

SDM Shimla(U)	Hemis Negi	2657007	9418116667	
SDM Shimla®	Gian Sagar Negi	2657009	9418400111	9805300111
SDM Chopal	Anil Chauhan	01783-260014	9418474319	01783-260056
SDM Rampur	D.K. Negi	01782-233002	94183-10010 9816613010	01782-233030 (234202(FAX))
SDM D/Kawar	Anupam Thakur	01781-272001	9418470002	
SDM Rohru	Y.P.S. Verma	01781-240009	9805440777	01781-240609, 01781-220009 (Fax)
SDM Theog	M.R. Bhardwaj	01783238502	9418026876	01783-238539



**Tehsildars in Shimla District ( 11)**

Tehsildar Chopal	Man Mohan	01783-260039	9418467450	
Tehsildar Chirgaon	Mast Ram	01781-277232	9816818069	
Tehsildar Rohru	Gurmit Negi	01781-240088	94188-00800	
Tehsildar Theog	Narain Verma	01783-238242	9418456036	
Tehsildar Suni	Sant Ram Sharma	2786625	94181-61070	2786625
Tehsildar (Rural)	Manjeet Sharma	2813064	9418120005	
Tehsildar (Urban)	Anil Sharma	2807241	9418027775	
Tehsildar Jubbal	Anil Kumar	01781252014	9459717209	
Tehsildar Kotkhai	Vidya Dhar	01783-255368	9418286895	
Tehsildar Kumsain	Devi Singh Kaushal	01782-240033	9817254010	
Tehsildar Rampur	Mukesh Sharma	01782-233003	9418475338	
Tehsildar Kupvi	Vivek Negi	01783-270292	94183-18885	
Tehsildar Recovery	Gaytri Sharma		9816035947	
Tehsildar(Election)	Rajinder Sharma	2657021	94180-48366	

**Naib Tehsildars in Shimla District**

N.T.Shimla(U)	Bal Krishan	9418035088	9418069041	
N.T.Shimla(R)	Bishan Singh	9418003102		
N.T., Junga	Mehar Chand	2752520	9418057916	
N.T. Dhami	Duli Chand	94180-11819		
N.T.Nankhari	Molak Raj Gautam	01782-225625	9459818429	
N.T.Nerwa	Mohi Ram	01783-264386	98166-01647	
N.T.Kotkhai	Hem Raj Narta	01783255368	9418511255	
N.T. Jubbal	Jawhar	01781252014	9418760934	
N.T.Theog	Mohi Ram	01783238242	9817070434	
N.T.Tikker	Ratti Ram Gegta	01781-233547	9418014627	
N.T.Chirgaon	Ramesh Sharma	01781277232	98164-14982	
N.T.Rohru	Devender Negi	01781-240088	94185-31606	
N.T.Rampur	R.K. Negi	01782-233003	98162-64034	
N.T. Kumarsain	Rajinder Thakur	01782-240033	98161-20677	
N.T. Kotgarh	Karam Singh		98170-35222	
N.T. Dodra Kawar	Devinder Mehta	01781277201	9816219289	
N.T.Suni	Dev Pal	2786625	9816583565	
N.T.Chopal	D.S.Mehta	01783260039	98162-19289	
N.T. Deha	O.P. Mehta	01783-231150	9805667776	
N.T.(LRC)	Rajinder Singh	94188-79106		

**(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

The monthly remuneration received by each of its Officer/ Official, including the system of Compensation as provided in regulations.

The Officers and the employees of this office get the following scales as granted by the Government from time to time.

Sr. No.	Designation	Pay Scale
1.	Deputy Commissioner	15600-39100+6600 GP
2.	Addl. District Magistrate (L&O)	37400-67000+ 8700 GP
3.	Addl. District Magistrate (P)	15600-39100+7600 GP
4.	Sub Divisional Officer Shimla (Urban)	15600-39100+6600 GP
5.	Sub Divisional Officer Shimla (Rural)	15600-39100+5400 GP
6.	Assistant Commissioner	15600-39100+5400 GP
7.	Supdt. Gr.-I	10300-34800+ 5400 GP
8.	Tehsildar	10300-34800+ 5000 GP
9.	Naib Tehsildar	10300-34800+ 4800 GP
10.	Personal Assistant	10300-34800+ 4800 GP
11.	Supdt. Gr.-II	10300-34800+ 4800 GP
12.	Sr. Scale Stenographer	10300-34800+ 4800 GP
13.	Jr. Scale Stenographer	10300-34800+ 3200 GP
14.	Senior Assistant	10300-34800+ 4400 GP
15.	Junior Assistant	10300-34800+ 3600 GP
16.	Clerk	5910-20200+1900 GP
17.	Junior Office Asstt.	5910-20200+1900 GP
18.	Steno-typist	5910-20200+2000 GP
19.	Driver	5910-20200+2000 GP
20.	File Fetcher	5910-20200+1900 GP
21.	Daftri	4900-10680+1800 GP
22.	Jamadar	4900-10680+1800 GP
23.	Process Server	4900-10680+1650 GP
24.	Peon	4900-10680+1300 GP
25.	Basta Bardar	4900-10680+1300 GP
26.	Mali	4900-10680+1300 GP
27.	Chowkidar	4900-10680+1300 GP
28.	Sweeper	4900-10680+1300 GP

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

*BUDGET ALLOTMENT FOR THE YEAR 2015-16 UNDER MAJOR HEAD 2053-093-01-SOON GENERAL*

*ESTABLISHMENT (NON-PLAN)*

<b>PART-I</b>		<b>PART -II</b>
<b>Rs. in Lac</b>		Rs. in Lac
Salary	1050.84	409.06
Training		00.90
Wages		45.41
T.E.	02.00	00.60
O.E.		66.70
M.R.	09.00	06.00
R.R.T.		00.37
Hospitality & Ent. Exp.		00.05
Pay for P&SS		00.006
M.V. (POL/Repair)		17.00
M.V. Purchase		00.005
TTE	00.13	00.07

*BUDGET ALLOTMENT FOR THE YEAR 2015-16 UNDER MAJOR HEAD 2053-094-01-SOON  
GENERAL ESTABLISHMENT (NON-PLAN)*

<b>PART-I</b>		<b>PART -II</b>	
<b>Rs. in Lac</b>		Rs. in Lac	
Salary	77.50	85.98	
Training		0.10	
T.E.	0.80	0.25	
O.E.		0.30	
M.R.	01.35	00.80	
M.V. (POL/Repair)		00.25	
M.V. Purchase		00.004	
TTE	00.09	00.04	

**HEAD OF ACCOUNT:-2235-60-800-83 (NON PLAN)**

<b>Serial No.</b>	<b>Head</b>	<b>Budget</b>
<b>1.</b>	M.R.	8,50,000

HEADWISE BUDGET AND EXPENDITURE STATEMENT OF REVENUE DEPARTMENT FOR THE FINANCIAL YEAR 2015-16

**HEAD OF ACCOUNT:-2029-00-103-02 (NON PLAN)**

<b>Sr. No.</b>	<b>Head</b>	<b>Budget</b>	<b>Expenditure upto 02/16</b>
1.	Salaries	15,70,68,000	11,85,20,340
2.	M.R.	11,45,198	3,94,156
3.	T.E	95,000	45,969
4.	O.E	1,50,000	1,10,314
5.	Training	10,000	-
6.	M.Veh.	80,000	54,572
7.	O.C.	8,18,000	-
8.	T.T.A	6,000	-

**HEAD OF ACCOUNT:-2029-00-103-04 (NON PLAN)**

<b>Serial No.</b>	<b>Head</b>	<b>Budget</b>	<b>Expenditure upto 02/16</b>
1.	Salaries	3,35,45,000	1,48,74,604
2.	MR	2,85,000	90,843
3.	Training	5,000	-
4.	T.E	25,000	13,047
5.	O.E	3,50,000	1,81,584
6.	M.Veh.	80,000	36,608

**HEAD OF ACCOUNT:-2235-60-800-40 (NON PLAN)**

<b>Serial No.</b>	<b>Head</b>	<b>Budget</b>	<b>Expenditure upto 02/16</b>
1.	M.R.	13,08,596	5,91,808

LIST OF HEADS OF ACCOUNT OPERATED BY THE DISTRICT PLANNING OFFICER SHIMLA AND BUDGET ALLOTTED EACH HEAD OF ACCOUNT FOR THE YEAR 2015-16 MENTIONED AGAINST EACH OF HEAD AS UNDER

Sr. No.	Head of Account		Budget allocation (Rs.)
1.	3451-101-02	Salary	8,00,000
2.	-do-	T.A	4,500
3.	-do-	O.E	10,000
4.	-do	MR	25,000
5.	3451-101-03	Salary	40,00,000
6.	-do-	T.A	4,30,000
7.	-do-	O.E.	70,000
8.	-do-	MR	90,000
9.	3451-101-09	TA	1,60,000
10.	-do-	Hospitality Entertainment	60,000
11.	5475-02	VKVNY	6,00,00,000
12.	5475-03	VMJS	2,59,17,785
13.	5054	BASP	6,53,66,299
14.	5475-01	DCP	8,51,84,000
15.	5475-04	MMGPY	72,03,000

**(xii) The manner of execution of subsidy program, including the amounts allocated and the details of beneficiaries of such program**

**-- Not applicable --**

**as no subsidy is granted in the office of this public authority**

**(xiii) The particulars of recipients of concessions, permits or authorizations Granted by it**

**-- Not applicable --**

**There is no such recipient of concessions, permits or authorizations granted by the office of this public authority**

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

This office has its website <http://hpshimla.gov.in> and the information relating to the various activities of the office are available on this website, like information of the district, history, facts, access, tourism, e-governance, administration, disaster management, departments, institutions, photo gallery, maps, contact us, phone directory, events, tenders, press releases, weather, holidays, citizen services – downloadable forms, citizen services – e-Himapurti etc.

**(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**

There is no library or a reading room in the office of this public authority. Even before the implementation of the RTI Act. 2005, the office used to grant copies of revenue record, copies from civil, criminal and revenue court case files and copies of certain documents. These copies are still being granted. Rest of the information is being supplied under the provisions of RTI Act 2005.

**A Touch Screen has also been set up at the district headquarter.** Moreover, Right to Information Centres have also been set up at Headquarter. These Right to Information Centres are having information through the mode of DISPLAY BOARDS which provide information to the common public about all the kinds of works performed in this office, their procedures, fees, formalities etc. The Touch Screen also contains various kinds of information for common use of public. Prominent information available to the public through the Touch Screen is the followings:

- a. Achievements of the government during the last years
- b. District Shimla at a glance
- c. Development schemes of the Central government and State government
- d. Panchayat-wise list of development schemes
- e. List of Zila Parishad, Panchayat Samiti and Gram Panchayat members
- f. Information about Right to Information Act, procedures, Voluntary disclosure document (present document)
- g. Blood Donors Directory
- h. Red Cross activities
- i. Disaster Management
- j. Driving Licenses record
- k. Registration of vehicles record
- l. Administration and Police
- m. Important Telephone Directory

**(xvi) The names, designations and other particulars of the Public**

***Deputy Commissioner Office, Shimla***

<b>1.</b>	<b>Additional District Magistrate, Shimla</b>	<b>PIO</b>	<b>Ph.2657005</b>
<b>2.</b>	Superintendent Grade-I	APIO	Ph.2657005
<b>3.</b>	Superintendent Grade-II	APIO	Ph.2657005
<b>4.</b>	Superintendent Grade-II	APIO	Ph.2657003

***Sub Division Shimla (R)***

<b>1.</b>	<b>Sub Divisional Officer (C) Shimla (R)</b>	<b>PIO</b>	<b>2657009</b>
<b>2.</b>	Superintendent Grade-II SDM Office Shimla (R)	APIO	-do-
<b>3.</b>	Superintendent Grade-II Tehsil Office Shimla (R)	APIO	2651202 (307)

***Sub Division Shimla (U)***

<b>1.</b>	<b>Sub Divisional Officer (C) Shimla (U)</b>	<b>PIO</b>	<b>2657007</b>
<b>2.</b>	Superintendent Grade-II o/o SDO@ Shimla (U)	APIO	-do-
<b>3.</b>	Superintendent Grade-II o/o Tehsil Shimla (U)	APIO	2651202 (310)

***Sub Division Theog***

<b>1.</b>	<b>Sub Divisional Officer (C) Theog</b>	<b>PIO</b>	<b>01783-238502</b>
<b>2.</b>	Superintendent Grade-II o/o Sub Divisional Officer (C) Theog	APIO	-do-
<b>3.</b>	Superintendent Grade II o/o Tehsil Theog	APIO	01783-238242

***Sub Division Rampur***

<b>1.</b>	<b>Sub Divisional Officer(C) Rampur</b>	<b>PIO</b>	<b>01782-233002</b>
<b>2.</b>	Superintendent Grade-II o/o Sub Divisional Officer, Rampur	APIO	-do-
<b>3.</b>	Superintendent Grade-II o/o Tehsil Rampur	APIO	01782-233003

***Sub Division Rohru***

<b>1.</b>	<b>Sub Divisional Officer(C) Rohru</b>	<b>PIO</b>	<b>01781-24009</b>
<b>2.</b>	Superintendent Grade-II o/o Sub Divisional Officer, Rohru	APIO	-do-

<b>3.</b>	Superintendent Grade-II o/o Tehsil Rohru	APIO	01781-240088
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***Sub Division Chopal***

<b>1.</b>	<b>Sub Divisional Officer(C) Chopal</b>	<b>PIO</b>	<b>01783-260014</b>
<b>2.</b>	Superintendent Grade-II o/o Sub Divisional Officer, Chopal	APIO	-do-
<b>3.</b>	Superintendent Grade-II o/o Tehsil Chopal	APIO	01783-260039

***Sub Division DodraKawar***

<b>1.</b>	<b>Sub Divisional Officer(C) Dodra-Kawar</b>	<b>PIO</b>	<b>01781-272001</b>
<b>2.</b>	Superintendent Grade-II o/o Sub Divisional Officer, DodraKawar	APIO	-do-
<b>3.</b>	Superintendent Grade-II o/o Tehsil Dodra Kawar	APIO	-

**Appellate Authority: Deputy Commissioner, Shimla**

**Phone No. 0177-2655988**

**(xvii) Such other information as may be prescribed**

**----- NIL -----**