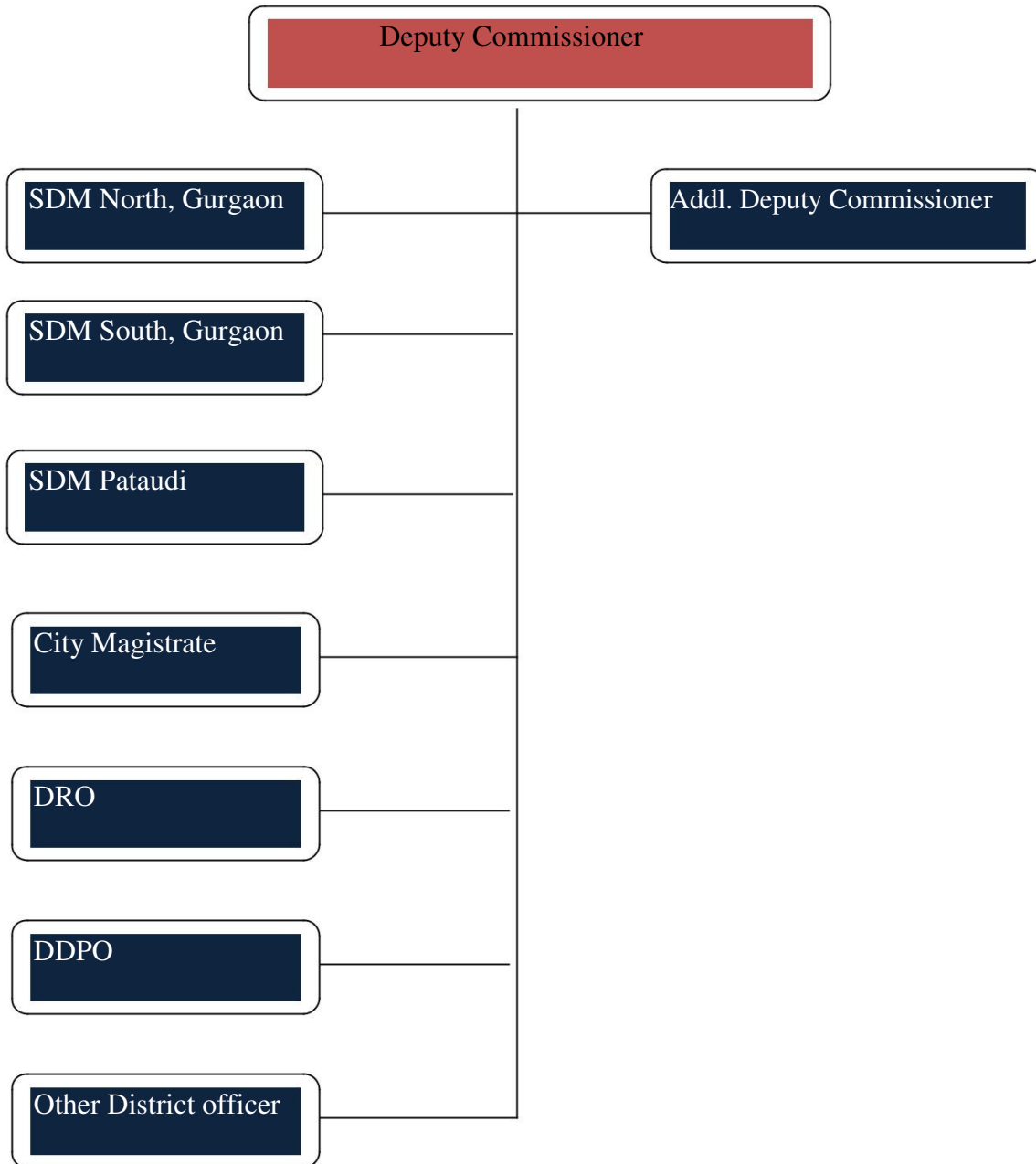


**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (B) (I) OF THE RIGHT TO INFORMATION ACT, 2005.**

**Particulars of Organization and Function and Duties**

**Organization Structure Diagram**



**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1) (B) (II) OF THE RIGHT TO INFORMATION ACT, 2005.**

• **Rule 4(1) (b) (ii)**

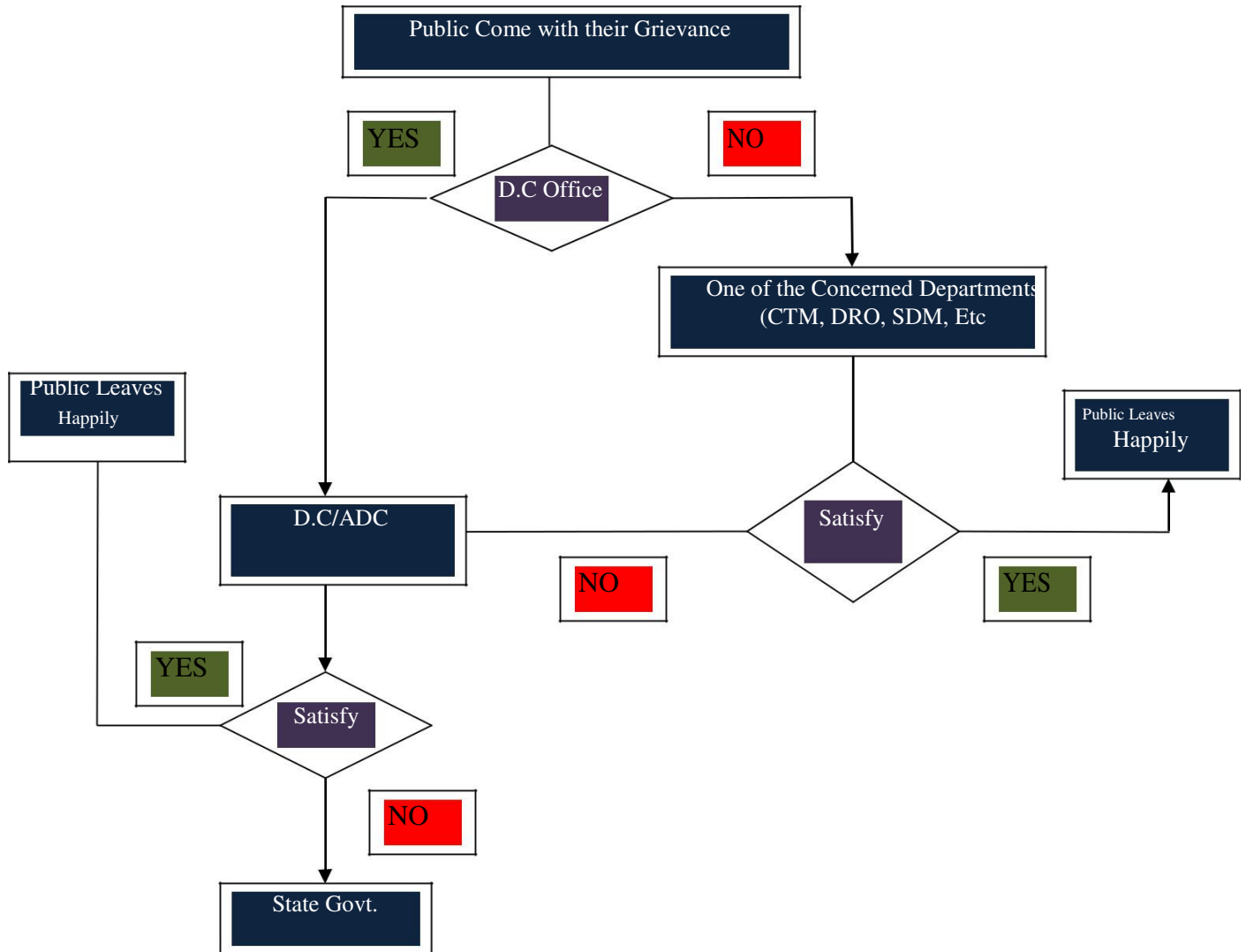
■ The powers and duties and employees

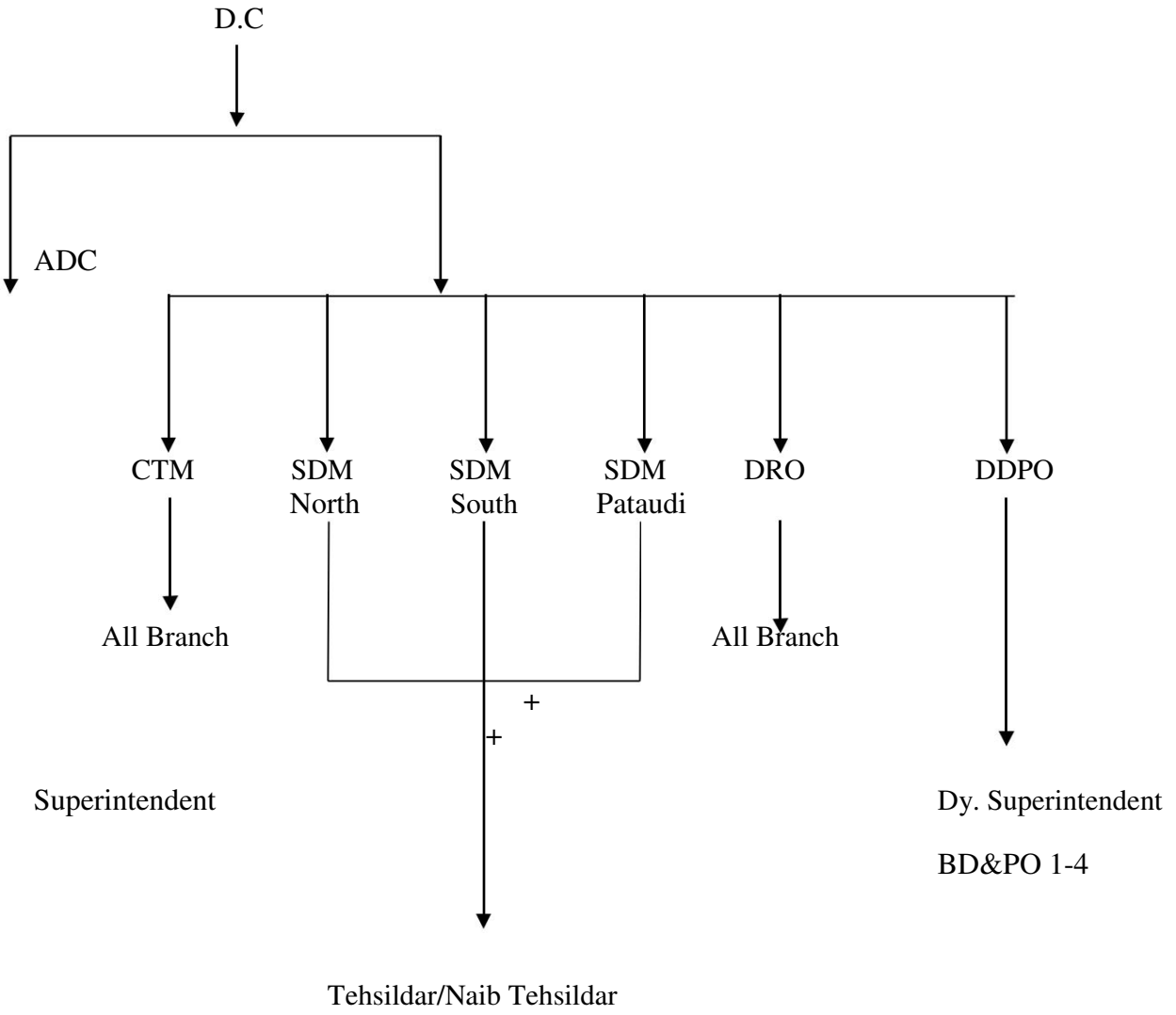
| Sr. No. | Name of the Post          | Powers and duties(in brief)  |
|---------|---------------------------|--|
| 1       | City Magistrate, Gurgaon. | 1 Incharge of the branches of D.N/E.B/M.A/C&E.A./L.F.A/A.R./L.P.A./Small Saving Branches<br>2 D.D.O. of D.C. Office Gurgaon..<br>3 Dy Distt. Election officer.<br>4 Court Cases.<br>5 C.E.O E-Disha (DITS) |
| 2       | DRO                       | 1 Incharge of the branches of R.A/S.K/FRA/DRA/LAC<br>2 D.D.O. of D.C. Office Gurgaon..<br>3 Court Cases.   |
| 3       | SDM                       | 1 Maintain Law and Order in the Sub-Division.<br>2 Registration/Renewal/Transfer of Vehicles.<br>3 Grant/Renewal of Driving Licenses.<br>4 Permission for Loudspeaker.                                     |
| 4       | DDPO                      | 1 Control Over BDPOs and Working Panchayats in the Distt.<br>2 Release of discretionary grants.<br>3 Monitor the development works in the district.  |
| 5       | Superintendent            | Perform supervisory duties in the office of D.C, Gurgaon   |
| 6       | Reader                    | To deal all the court case and Enquiries   |
| 7       | Steno/Typist              | R.T.I & Typing work.   |
| 8       | Assistant                 | He heads the respective office branches and put up the matters to the higher authority.  |
| 9       | Clerk                     | Record keeper and maintain of office record.   |
| 10      | Driver                    | Driving the Govt. vehicle  |
| 11      | Dafatri                   | Stitching of files and wringing dak from post office.  |
| 12      | Peons                     | To distribute of dak and Miscellaneous work.   |
| 13      | Chowkider                 | Watching and Duty  |
| 14      | Sweeper                   | Cleaning of office.  |

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (B) (III) OF THE RIGHT TO INFORMATION ACT, 2005.**

- **Rule 4(1) (b) (iii)**

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





**PUBLICATION OF INFORMATION REGARDING ITEMS  
SPECIFIED IN RULE 4(1) (B) (IV) OF THE RIGHT TO  
INFORMATION ACT, 2005.**

- **Rule 4(1) (b) (iv)**

- **The norms set for the discharge Of its functions.**

- 1. Letter/Grievances receipts from the Government/Department Including Public, Decision on Policy Matter and Grievances is normally taken with in Fifteen days.**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED  
IN RULE 4(1) (B) (V) OF THE RIGHT TO INFORMATION ACT, 2005.**

- **Rule 4(1) (b) (v)**

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

**Establishment**

1. **Punishment and Appeal Rule 1987.**
2. **Haryana Revenue Dept. Distt. Subordination Services Rules 1988.**
3. **C.S.R.**

**Local Fund**

1. **Haryana Municipal Corporation Act. 1994.**
2. **Punishment and appeal Rules 1987.**
3. **Town Improvement Act. 1992.**

**PLA Branch**

1. **Petroleum Act 2002/Gas Cylinder Rules 2004.**
2. **Explosive Act (Indian Explosive Act and Explosive Rules).**
3. **Motor Vehicle Act and Rules.**
4. **Citizenship Act. 1955.**

**District Nazarat**

1. **P.F.R Vol-1**
2. **P.F.R Vol-II**

**Panchavat**

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

**Flood Relief**

1. **Haryana Fllor Manual**
2. **Disaster Management**

**Revenue**

1. **Village Common Land(Regulation)Act,**
2. **Punjab Society of Land Tenure Act.**
3. **Punjab Tenancy Act.**
4. **Haryana Ceiling on land Holidays Act.**

5. **Land Administration Manual;**
6. **Land Revenue Act.**
7. **Canal Act.**
8. **Housing Bel Act/Notification**

#### **S.K. Branch**

1. **Land Revenye Act.**
2. **Haryana Land Records Manual**
3. **Hindu Succession Act**
4. **Punishment and appeal rules 1987**
5. **C.S.R volume I,II,III**
6. **Settelment Manual**
7. **Land Administration Manual**

#### **MA Branch**

1. **Cinematograph**
2. **Cr PC**
3. **Press Act and Regn & B, Act 1967**
4. **Deforcement and Rules Publicity Act**
5. **Labour Act(Cild Labour/Bonded Labour Act)**
6. **Pollution Act**
7. **The Secritisation and Reconstruction of Financial Assets and Enforcement of Seciry Interest Act 2002(Act No.54 of 2002 dated 17.02.2002)**
8. **NOC for L-4 L-5**

#### **HRA Branch**

1. **Stamp Act 1889**
2. **Stamp Manual**

#### **Others**

1. **Police Act**
2. **Police Rules**
3. **Jail Manual**
4. **Good Conductor Prisoners Temporary Release Act 1988**
5. **SPL Marriage Act 1954.**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED  
IN RULE 4(1) (B) (VI) OF THE RIGHT TO INFORMATION ACT,  
2005.**

- **Rule 4(1) (b) (vi)**
  - **Statement of the categories of documents that are held or under control.**

| <b>Sr. No.</b> | <b>Category of Documents</b>           |
|----------------|--|
| 1              | Circulars.                             |
| 2.             | Reports                                |
| 3.             | Office Memos                           |
| 4.             | Statements                             |
| 5.             | Correspondence regarding establishment |

The files & records are held with concerned Officials.



**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED  
IN RULE 4(1) (B) (VII) OF THE RIGHT TO INFORMATION ACT,  
2005.**

■

**Rule 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 policy or implementation thereof.**

Not Applicable

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED  
IN RULE 4(1) (B) (VIII) OF THE RIGHT TO INFORMATION ACT,  
2005.**

- **Rule 4(1) (b) (viii)**
  - **Statement of the boards, councils, committees and other bodies.**

Not Applicable

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1) (B) (IX) OF THE RIGHT TO INFORMATION ACT, 2005.**

▪ **Rule 4(1) (b) (ix)**

□ **Directory of the Officers and employees.**

| <b>Sr. No.</b> | <b>Name of the Officer/Employee</b> | <b>Designation</b>       | <b>Telephone No.</b>  |
|----------------|-------------------------------------|--------------------------|-----------------------|
|                | Sh. Vinay Pratap, IAS               | Deputy Commissioner      | 0124-2321144, 2325500 |
|                | Smt. Manish Sharma, HCS             | City Magistrate, Gurgaon | 0124-2320305          |
|                | Miss. Naina Vashisht                | ADA                      | 0124-2320305          |
|                | Sh. Hari Om Atri                    | DRO                      | 0124-2322877          |
|                | Sh. Narender Singh                  | Superintendent           | 0124-2320305          |
|                | Smt. Lalita Rani                    | DSR                      | 0124-2322877          |
|                | Sh. Rafik Ahmad                     | Nazar Assistant          |                       |
|                | Smt. Anita Rani-I                   | Establishment Assistant  |                       |
|                | Smt. Anita Rani-II                  | Assistant(Suspend)       |                       |
|                | Sh. Mhomad Ismil                    | A.R. Assistant           |                       |
|                | Smt. Sushma Yadav                   | Local Body Assistant     |                       |
|                | Sh. Vikas Yadav                     | Peshi Branch Assistant   |                       |
|                | Smt. Nisha Rani                     | Complaint Assistant      |                       |
|                | Sh. Dilbag Singh                    | LPA Assistant            |                       |
|                | Sh. Dhurender                       | Miscellaneous Assistant  |                       |
|                | Smt. Sumitra Yadav                  | FRA Assistant            |                       |
|                | Smt. Kamlesh Atri Kumari            | Record Room Branch       |                       |
|                | Sh. Vinod Kumar Dhankar             | Registration Assistant   |                       |
|                | Sh. Ramjwan                         | Driver                   |                       |
|                | Sh. Dhrambir                        | Driver                   |                       |
|                | Sh. Ravi dutt                       | Driver                   |                       |
|                | Sh. Ashok Kumar                     | Clerk                    |                       |
|                | Smt. Kavita                         | Clerk                    |                       |
|                | Sh. Ajay Kumar                      | Clerk                    |                       |
|                | Ku. Anjali Raghav                   | Clerk                    |                       |
|                | Sh. Mehar Chand Ghandi              | Clerk                    |                       |
|                | Sh. Om Parkash                      | Clerk                    |                       |
|                | Smt. Sudha Yadav                    | Clerk                    |                       |
|                | Sh. Sudhir                          | Clerk                    |                       |
|                | Sh. Vikas Verma                     | Clerk                    |                       |
|                | Sh. Rajbir Singh                    | Clerk                    |                       |
|                | Sh. Mahesh                          | Daftri                   |                       |
|                | Smt. Dayvanti                       | Peon                     |                       |
|                | Sh. Bir IISingh                     | Peon                     |                       |
|                | Sh. Laxman -I                       | Peon                     |                       |

|  |                                      |                      |  |
|--|--------------------------------------|----------------------|--|
|  | Sh. Dil Bhaudar                      | Peon                 |  |
|  | Sh. Sunil Kumar                      | Peon                 |  |
|  | Sh. Mahender                         | Peon                 |  |
|  | Sh. Nandan Ram                       | Peon                 |  |
|  | Smt. Sashi Bala W/o Late Sh Jagmohan | Ex-Gratia            |  |
|  | Smt. Parveen Kumari                  | Limgh-Migh Assistant |  |
|  | Smt. Vinod Kumari                    | DA                   |  |
|  | Sh. Dinesh Kumar                     | Clerk                |  |
|  | Sh. Laxman Singh-II                  | Clerk                |  |
|  | Smt. Bimla devi                      | Peon                 |  |

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED  
IN RULE 4(1) (B) (X) OF THE RIGHT TO INFORMATION ACT, 2005.**

- **Rule 4(1) (b) (x)**
  - Monthly remuneration received by the Officers and Employees.
  - Pay of D.C. Office Staff Month of June 2016.

| Sr. No. | Name of the Officer/Employee | Designation              | Head        | Pay of M/o October 2017 |
|---------|------------------------------|--------------------------|-------------|-------------------------|
|         | Sh. Vinay Pratap, IAS        | Deputy Commissioner      | 2053-DA-093 | 78500                   |
|         | Smt. Manish Sharma, HCS      | City Magistrate, Gurgaon | 2053-DA-093 | 67700                   |
|         | Miss. Naina Vashisht         | ADA                      | 2053-DA-093 | 49000                   |
|         | Sh. Hari Om Atri             | DRO                      | 2053-DA-093 | 80200                   |
|         | Sh. Narender Singh           | Superintendent           | 2053-DA-093 | 64100                   |
|         | Smt. Lalita Rani             | DSR                      | 2053-DA-093 | 47600                   |
|         | Sh. Rafik Ahmad              | Nazar Assistant          | 2053-DA-093 | 46000                   |
|         | Smt. Anita Rani-I            | Establishment Assistant  | 2053-DA-093 | 41100                   |
|         | Smt. Anita Rani-II           | Assistant(Suspend)       | 2053-DA-093 | 19350                   |
|         | Sh. Mhomad Ismil             | A.R. Assistant           | 2053-DA-093 | 42300                   |
|         | Smt. Sushma Yadav            | Local Body Assistant     | 2053-DA-093 | 39900                   |
|         | Sh. Vikas Yadav              | Peshi Branch Assistant   | 2053-DA-093 | 43600                   |
|         | Smt. Nisha Rani              | Complaint Assistant      | 2053-DA-093 | 43600                   |
|         | Sh. Dilbag Singh             | LPA Assistant            | 2053-DA-093 | 43600                   |
|         | Sh. Dhrender                 | Miscellaneous Assistant  | 2053-DA-093 | 43600                   |
|         | Smt. Sumitra Yadav           | FRA Assistant            | 2053-DA-093 | 42300                   |
|         | Smt. Kamlesh Atri Kumari     | Record Room Branch       | 2053-DA-093 | 41100                   |
|         | Sh. Vinod Kumar Dhankar      | Registration Assistant   | 2053-DA-093 | 39900                   |
|         | Sh. Ramjwan                  | Driver                   | 2053-DA-093 | 58400                   |
|         | Sh. Dhrambir                 | Driver                   | 2053-DA-093 | 56700                   |
|         | Sh. Ravi dutt                | Driver                   | 2053-DA-093 | 47300                   |
|         | Sh. Ashok Kumar              | Clerk                    | 2053-DA-093 | 30200                   |
|         | Smt. Kavita                  | Clerk                    | 2053-DA-093 | 26800                   |
|         | Sh. Ajay Kumar               | Clerk                    | 2053-DA-093 | 27600                   |
|         | Ku. Anjali Raghav            | Clerk                    | 2053-DA-093 | 21100                   |
|         | Sh. Mehar Chand Ghandi       | Clerk                    | 2053-DA-093 | 34000                   |
|         | Sh. Om Parkash               | Clerk                    | 2053-DA-093 | 23100                   |
|         | Smt. Sudha Yadav             | Clerk                    | 2053-DA-093 | 23800                   |
|         | Sh. Sudhir                   | Clerk                    | 2053-DA-093 | 23100                   |
|         | Sh. Vikas Verma              | Clerk                    | 2053-DA-093 | 19900                   |
|         | Sh. Rajbir Singh             | Clerk                    | 2053-DA-093 | 40800                   |
|         | Sh. Mahesh                   | Daftri                   | 2053-DA-093 | 35100                   |
|         | Smt. Dayvanti                | Peon                     | 2053-DA-093 | 24200                   |
|         | Sh. Bir IISingh              | Peon                     | 2053-DA-093 | 30500                   |
|         | Sh. Laxman -I                | Peon                     | 2053-DA-093 | 34100                   |

|  |                                      |                      |                |                |
|--|--------------------------------------|----------------------|----------------|----------------|
|  | Sh. Dil Bhaudar                      | Peon                 | 2053-DA-093    | 30200          |
|  | Sh. Sunil Kumar                      | Peon                 | 2053-DA-093    | 19000          |
|  | Sh. Mahender                         | Peon                 | 2053-DA-093    | 33100          |
|  | Sh. Nandan Ram                       | Peon                 | 2053-DA-093    | 34100          |
|  | Smt. Sashi Bala W/o Late Sh Jagmohan | Ex-Gratia            |                | 10300          |
|  | Smt. Parveen Kumari                  | Limgh-Migh Assistant | 2245-80-001    | 41100          |
|  | Smt. Vinod Kumari                    | DA                   | 2053-51-094 CA | 47600          |
|  | Sh. Dinesh Kumar                     | Clerk                | 2047-51-103    | 32000          |
|  | Sh. Laxman Singh-II                  | Clerk                | 2700-03-001    | 34100          |
|  | Smt. Bimla devi                      | Peon                 | 2053-51-094 KC | 34100          |
|  |                                      | <b>Total</b>         |                | <b>1745750</b> |

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1) (B) (XI) OF THE RIGHT TO INFORMATION ACT, 2005.**

- Rule 4(1) (b) (xi)
  - **Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

| Sr. No. | Head/Item Of the budget | Budget Allocation during the year (2017-2018) | Disbursement made /expenditure incurred upto 01-04-2017 to 31-10-2017 |
|---------|-------------------------|---|---|
| 1       | 2053-093 DE             | 102347400                                     | 67619013  |
| 2       | 2053-093 CA             | 1154500                                       | 781004  |
| 3       | 2245 FRA                | 1060300                                       | 584074  |
| 4       | 2053-094KC              | 1125000                                       | 856670  |
| 5       | 2700                    | 581000  | 308466  |
| 6       | 2053-094 SDE            | 17141800                                      | 10852449  |
| 7       | 2047 Small Saving       | 581000  | 308466  |
|         | Total                   | 107020618                                     | 81310142  |

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED  
IN RULE 4(1) (B) (XII) OF THE RIGHT TO INFORMATION ACT,  
2005.**

■

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

■

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

Not Applicable



**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED  
IN RULE 4(1) (B) (XIII) OF THE RIGHT TO INFORMATION ACT,  
2005.**

■

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

■

**Particulars of recipients of concessions, permits or  
authorization granted.**

Not Applicable

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED  
IN RULE 4(1) (B) (XIV) OF THE RIGHT TO INFORMATION ACT,  
2005.**

■

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

■

**Details in respect of the information, available, reduced in an Electronic form.**

Not Applicable

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED  
IN RULE 4(1) (B) (XV) OF THE RIGHT TO INFORMATION ACT,  
2005.**

■

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

■

**Particulars of facilities available to citizens for obtaining  
information.**

| <b>Sr.<br/>No.</b> | <b>Facilities available</b>   | <b>Remarks</b>       |
|--------------------|---|----------------------|
| 1                  | All information can be held from the Office Of<br>the Deputy Commissioner , Gurgaon | On all working days. |

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED  
IN RULE 4(1) (B) (XVI) OF THE RIGHT TO INFORMATION ACT,  
2005.**

■

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

■

**Names, designation and other particulars of the State Public  
Information Officers.**

| <b>Sr.<br/>No.</b> | <b>Designation</b>       | <b>Telephone No.<br/>Office/Residence</b> |
|--------------------|--------------------------|---|
| 1                  | City Magistrate Gurgaon. | 0124-2320305 (O)<br>0124-2223305 (R)      |
| 2                  | SDO(C) North             | 0124-2321808                              |
| 3                  | SDO(C) South             | 0124-2225042                              |
| 4                  | SDO(C) Pataudi           | 0124-2372900                              |
| 5                  | District Revenue officer | 0124-2322877                              |
| 6                  | DDPO                     | 0124-2328834                              |
| 7                  | Tehsildar Gurgaon        |   |
| 8                  | Tehsildar Sohna          | 0124-2362141                              |
| 9                  | Tehsildar Manaser        | 0124-2290006                              |
| 10                 | Tehsildar FarukhNagar    | 0124-2375269                              |
| 11                 | Tehsildar Pataudi        | 0124- 2670100                             |