

MANUAL/Annexure 1

Publication of information regarding item specified in Rule 4(1)b(i) of the Right to information Act, 2005.

the particulars of its organization ,function and duties

Name of office Deputy Commissioner Shahid Bhagat Singh Nagar

Deputy Commissioner is vested with the powers to hear cases and appeals ,revision and review of Revenue cases under the Punjab Land Revenue 1887 , Punjab Security of Land Tenure Act 1953 ,Punjab Land Reform Act 1972,Punjab Properties Deals (Disposal Act),Acts as District Magistrate under Criminal Procedure Act 1973,&1974 Section 144, Issue Arms License of N.P. Bore under Arms Act,1959,Arms Rules 1962, Decide appeals of House Tax under Punjab Municipal Act,1911,Issue & Renew Cinema Licenses under Cinema Regulation Rules 1952 ,Indian Stamp Act, Registration Manual1908,Deed Writers Manual ,Stamp Vendor Manual, According to Punjab Good Conduct Prisoners(Temporary Release)Act ,1962 Section 3 recommend for Temporary Release (Parrole) Dispose off the election petition as Election Tribunal ,, Controls the Election of M.P.s .M.L.As , Panchayats, Panchayat Samities , Zila Parishad , According to Punjab Civil Services Rules Volume II issue Dependent Certificates to the deceased Govt. Employees

. Deputy Commissioner is the appointing authority of Clerks, Assistants ,Peons, Stenos, Drivers and also Punishing Authority under the Punishment and appeal Rules 1970 , also controls the Establishment of D.C. Office , Kanongoes and Patwaris .also exercise the powers as drawing and disbursing officer under different head regarding drawl and disbursement of funds allocated for the Salaries ,other office expenses . Deputy Commissioner is the appointing authority of Clerks, Assistants ,Peons, Stenos, Drivers and also decide complaints/enquiries against the employees .

Deputy Commissioner also redress the Grievances of the Public. Weekly meetings are being held to redress the grievances of the Public

Deputy Commissioner presides over the meetings regarding targets ,& achievements of Health Deptt. Agriculture Deptt., Food Supply Deptt, Development Deptt. Excise Deptt. Education Deptt, Forest Deptt. P.W.D. Deptt., D.C. is also responsible for implanting the Centrally Sponsored Schemes of Govt.

Deputy Commissioner is also entrusted with the duty to inspect the all branches of D.C.Office once in a year and own court quarterly ,office of S.D.M. with court once in year and Tehsil /Sub Tehsil twice in a year ,B.D.P.O.s,Municipal Councils ,Treasuries /Sub Treasuries once in a year and also carry Kargujari partal of one Kgos in each tehsil once in a year,other offices ,Police station Hospitals Schools and other offices at his discretion.

Deputy Commissioner also Issue N.O.C.for Petrol Pumps and deals with misc work like character certificates and other verifications .

Deputy Commissioner also performs His duties in the Distt as President of Red Cross Society,Suwidha Society and other BlindnessControl Society ,T.B.Control Society. Acts as Chairman House Allotment Committee, Chairman Distt.Level Vigilece & Monitoring Committee for prevention of atrocities on S.C.&S.Ts,Vigilece Committee for abolition of Bonded Labour,Noise Pollution Committee,Crisis Group.

. . Deputy Commissioner as District Magistrate is responsible for maintenance of Law & Orders in the District.

Duties of Addl Deputy Commissioner,

Addl. Deputy Commissioner assist the Deputy Commissioner in office working and implementation of programmes and policies of the Govt. performs duties as A.D.M.

Duties of Addl Deputy Commissioner,

Multifarious functions as ADM ,Registrar,Collector,Addl. Distt. Elections Officer & co-ordinator to assist DC in the implementation of programmes and policies of the Govt. and to check and supervise all General and Revenue Adminstration of the Distt. Court work (Revenue and Criminal) Supervision & Monitoring the work of all the branches of the D.C. Redress the grievances of the public ,inspect the offices as assigned by the Worthy D.C. .

A.D.C. also function as A D C (Dev.) and responsible for implementation all Centrally sponsoured Schemes ,Sarv.Sikshal Abhiyan, Mid day meal Scheme ,MPLAD Scheme ,Chairman of standing Committee of Banks, Addl Distt. Electoral Office for Zila

Parishad ,Panchayat Samities Gram Panchayat ,M.C. Elections . also function as Secretary Zila Sakharata Samiti. performs the duties assigned by the Govt. and D.C. from time to time

For Deputy Commissioner,
Shahid Bhagat Singh Nagar