

(iv) **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

Sr. No.	Name of work	Norms set by the Department
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 th day of the following month.
6.	Budget Branch	The Branch deals mainly with the salaries, TE, Medical re-imbusement 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	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.
9.	Copying Agency	Supplies copies of files relating to judicial/criminal and revenue cases (excluding the court of District & 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.
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</p>

		<p>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	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.
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 Mandi 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>

Note:- PUCS ARE INVARIABLY PUT UP BY THE DEALING OFFICIALS WITHIN FIVE DAYS AND REPLIES/INTERIM REPLIES ARE FURNISHED WITHIN 15 DAYS SUBJECT TO CONDITIONS.

