

I TO IV: PARTICULARS OF ORGANISATION, FUNCTIONS, DUTIES, POWERS, DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND THE PROCEDURE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:

The Divisional Commissioner, Mandi is the Head of Department of Revenue Division, Mandi who is assisted by Assistant Commissioner to Divisional Commissioner & Superintendent Grade-I and for smooth functioning of the office at Divisional level it has been divided in 9 branches i.e. P.A., Peshi, Land Reforms, Establishment-I, Establishment-II, Budget, Audit, Revenue and Miscellaneous branch. The Organizational set up and details of organization, functions, powers, duties, decision making process including channels of supervision and procedure/norms set for the discharge of its functions are as under: -

Divisional Commissioner:

The Divisional Commissioner is the Head of Department and discharges the following duties:

- Writ Petitions/O.A.s
- Acts as Commissioner to carry out the provisions of H.P. Land Revenue Act, 1954, H.P. Public Premises and Land (Eviction & Rent Recovery) Act, 1971, H.P. Road Side Land Control Act, H.P. Village Common Lands (Vesting & Utilization) Act, 1974 and the Scheme of 1975 framed there under, H.P. Ceiling on Land Holding Act, Indian Arms Act/Rules, H.P. Nautor Land Rules, 1968, H.P. Panchayati Raj Act, Restitution of Mortgage Land Act/Rules and HP Municipal Council Act/Rules etc.
- Controlling Officer of Deputy Commissioners, Mandi, Kullu, Hamirpur, Bilaspur and Lahaul-Spiti Districts.
- Supervision of work of all the Revenue Officers in Mandi Division.
- Appellate Authority in Service matters relating to Class-III & IV employees of Deputy Commissioner's offices in Mandi Division.
- Appointing Authority of the Superintendents Grade-II and Naib Tehsildars in Mandi Division.
- Posting and Transfers of Superintendents & Naib Tehsildars in Mandi Division and inter district transfers of Class-III & IV employees of the Deputy Commissioner offices of Mandi division within the Division.
- Budget control of the offices of Deputy Commissioners of Mandi Division under head 2053-district Administration, 2059-Maintenance and Control, 2216-Repair of General Pool Accommodation, 2235-Medical Re-imburement to the Pensioners and 2058-Printing & Stationery.
- Inspection of Subordinate offices in Mandi Division.
- Monitoring of all the developmental works in Mandi Division.
- Major penalties/Minor penalties.

- Expenditure sanction up to Rs. 20000/- only.

Assistant Commissioner to Divisional Commissioner:

To assist the Divisional Commissioner on the issues as stated above and to discharge the following duties: -

- Sanction of GPF advance and withdrawals.
- DDO powers under heads 2053-district Administration, 2059-Maintenance and Control, 2216-Repair of General Pool Accommodation, 2235-Medical Re-imbusement to the Pensioners.

Office Superintendent/Superintendent Grade-I

The Superintendent Grade-I is the in charge of all the branches/sections. The detail of subject matters dealt in each branch of the office are as under:-

P.A. Branch

1. To take dictation from the Divisional Commissioner;
2. Typing of court cases dictated by the Divisional Commissioner;
3. Maintenance of A.C.Rs.

Peshi Branch

1. Maintenance of record of court files;
2. Issuance of summons to the parties in the court cases;
3. Consignment of court files in the Record Room after completion.
4. Preparation of copies of record.

Land Reforms branch

1. Inspection of subordinate offices in Mandi Division;
2. Grant of Land on lease under lease Rules, 1993;
3. Land Transfer cases;
4. Land exchange cases;
5. ALR cases;
6. Implementation of Tenancy & Land Reforms Act;
7. Non Availability Certificate under Forest Conservation Act, 1980.

Establishment branch-I

1. Establishment matters relating to the office of Divisional Commissioner, Mandi;
2. Service matters relating to the employees of the office of Divisional Commissioner, Mandi and Ministerial staff of the District Establishments, as well as court cases i.e. O.A. and CWP etc.
3. R&P rules of Ministerial staff of the office and District establishments;
4. Establishment matters of Gazetted officers of Revenue department in Mandi Division;
5. Preparation of pension cases of staff of the office;

6. Holding of DPCs in respect of the staff of the office of Divisional Commissioner, Mandi Division, Mandi;
7. Convening of meetings of Efficiency in Administration;
8. All kinds of bills of the office;
9. Correspondence concerning income tax;
10. Stationery of the office;
11. Audit and Inspection notes of the office;
12. Correspondence relating to the Civil-Military Liaison Conference;

Establishment branch-II

1. Service matters relating to Supdt. Grade-II, Naib Tehsildars, Kanungos and Patwaris of Mandi Division, as well as court cases i.e. O.A. and CWP etc;
2. Preparation of Seniority lists of Supdt. Grade-II and Naib Tehsildars in Mandi Division;
3. Holding of DPCs for the posts of Supdt. Grade-II and Naib Tehsildars in Mandi Division;
4. Transfer of Supdt. Grade-II, Naib Tehsildars, Class-III & IV employees of District establishments in Mandi Division;
5. Correspondence concerning District Establishment Class-III & IV employees in Mandi Division.

Budget Branch

1. Preparation of Budget estimates of Mandi Division;
2. Distribution of budget amongst D.Cs of Mandi Division;
3. Preparation of Excess and surrender statements;
4. Certification and issuance of copies through Copying Agency & Right to Information Act, 2005;
5. Correspondence concerning time barred claims of district establishments;
6. Correspondence concerning audit sanctions;
7. Preparation and submission of Annual Administration report.

Audit Branch

1. Dealing with audit paras/PAC/CAG reports in respect of Mandi Division;
2. Dealing with cash of the office of Divisional Commissioner, Mandi Division, Mandi.

Revenue Branch

1. Maintenance/correspondence concerning store articles of the office;
2. Keeping of record of Divisional Commissioner's office and correspondence thereof;
3. Creation of units i.e. Tehsils /Sub Tehsils /Sub Divisions/Police Posts/Police Stations etc.
4. Maintenance of Library books;

Miscellaneous Branch

1. Miscellaneous correspondence;
2. Correspondence concerning victims of 1984 riots.

Senior Assistants:

The Senior Assistants deals with receipt and submits cases to the Superintendent Grade-I. They are required to compile data, information and deal matters including court cases/replies to Vidhan sabha questions so as to present complete cases with all relevant data and also information as per past precedents and feasible solutions to facilitate the authorities to arrive at the definite decision.

Peons:

Peons posted in the office perform the duties to carry and deliver dak, ensure the general up-keep of the office and of the furniture, fixture and equipments affixed, perform miscellaneous and other work they may be assigned by the Office Superintendent.

