

**MANUAL FOR THE OFFICE OF SUB DIVISIONAL MAGISTRATE,
LUDHIANA (EAST).**

(Under the Right to Information Act-2005)

Introduction

District Ludhiana at present consists 7 Sub-Divisions i.e. Ludhiana (east), Ludhiana (west), Jagraon, Raikot, Payal, Khanna and Samrala. Originally Ludhiana (east and west) were one Sub-Division but in August 1995 another Sub-Division i.e. Ludhiana (west) was carved out from Ludhiana Sub-Division. There after 2 Sub-Divisions i.e. Ludhiana (east) and Ludhiana(west) came in to existence. At present Ludhiana(East) Sub-Division 3 Sub-Tehsils i.e. Sahnewal, Koom Kalan, Dehlon. There 211 villages in this Sub-Division. Development block Ludhiana-II, part of Ludhiana development block Ludhiana-I also falls in this Sub-Divisions. Market Committee Sahnewal and Quila Raipur are also a part of this Sub-Divisions.

Sub Divisional Magistrate

1. The Sub Divisional Magistrate performs multifarious duties. He is a main representative of District Collector in the Sub Division and is responsible for performing his duties efficiently in the different fields as under:-

- collection of land revenue and recoveries of Govt. dues.
- He deals with natural calamities like draught, un-seasonal rains, hailstorms, floods & fire etc.
- Inspections of Registration work by Sub-Registrar
- Inspections of offices of Tehsildar and Naib Tehsildar
- Responsibility of maintenance of Law & Order within his jurisdiction.
- Checking of Jail, Hospitals, Dispensaries, Schools, Blocks and development works
- To perform duties as RO during Election of the State Legislative Assembly and ARO during Parliamentary Election. Also responsible to enroll the voters and update the electoral rolls.

The Sub Divisional Magistrate holds courts / decides appeals under the following Acts :-

1. Punjab Land Revenue Act, 1887
2. The Arms Act, 1959.
3. Indian Stamp Act, 1899
4. Indian Registration Act.
5. The Punjab State Election Commission Act, 1994.
6. Punjab Public Premises and Land (Eviction & Rent Recover) Act, 1973.
7. The Maintenance and Welfare of Parents and Senior Citizens Act, 2007
8. The Right of Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013
9. The Punjab Security of Land Tenures Act, 1956
10. Relevant Sections of Cr PC 133
11. Right to Information Act, 2005

Annexure-2

Publication of information regarding items specified by rule 4(I) b (2) of the Right to information Act.2005

(The powers and duties of the officers and employees)

Name of the Office: Sub Divisional Magistrate Ludhiana (East)

Name of the post	Powers and duties (in brief)
Superintendent	Marking of fresh dak Overall Supervision of the office work clearance of pending references
Reader	Court work Inspections of Tehsil and Sub-Tehsils Maintenance of court record Consignment of court files in record rooms Forwarding Demarcation cases to Tehsildar Preparation of meeting files
Steno	Dictation work Permission of Loud speaker, To attend phone calls. Late Birth & Death Entry Certificate Cases relating to RRA Branch, 16.38 Enquiries To deal with cases regarding formation different types of committees.
SDC-II	Dairy Dispatch, To deal with the cases of Legal Heir Certificate HRC branch
SDC-III	To work as Bill Clerk and prepare Salary Bills, Contingency Bills. To deal with Online Complaints, Department Enquiries, Complaint Branch, Flood, Audit Reports To deal with Nazar Branch cases, Refunds of stamp paper To deal with Riots/ Terrorist Effected cases. To deal with Sangat Darshan cases To deal with the financial help cases
SDC-V	To deal with Election work, Land Acquisition cases, Mining cases, Pension Cases, DRA Branch cases, MA branch cases, SK Branch cases, Peshi Branch cases. To deal with the NOC cases of printing press
RTSA Clerk	Deal with all RTI cases, RTSA and PLRS

Sub Divisional Magistrate,
Ludhiana (East)

Annexure-3

Publication of information regarding items specified by rule 4(l) b (3) of the Right to information Act.2005

(The procedure followed in the decision making process, including channels of supervision and accountability)

Name of the Office: Sub Divisional Magistrate Ludhiana (East)

S.No	Nature/type of work	level at which the case is Initiated (Name of the Post)	Name of the post which deal with the case before the decision making authority	Level at which Decision is made (Name of the Post)
1	All duties	Dealing Hand	Superintendent	SDM

Sub Divisional Magistrate,
Ludhiana (East)

Annexure-4

Publication of information regarding items specified by rule 4(l) b (4) of the Right to information Act.2005

(To norms set for the discharge of the functions)

Name of the Officer: Sub Divisional Magistrate, Ludhiana (East)

However, in order to stream line the office work and expedition disposal of the cases/complaints etc. received following norms are fixed.

Sr No	Name of work	Norms set by the Dept.
1	Superintendent	He examines the Dak and mark it. There after he sends it to SDM He deals with pending references cases received from Deputy Commissioner Office He deals with different types of enquiries.
2	Reader	Under the following Acts cases are filed in the court of Sub-Divisional Magistrate 1. Punjab Land Revenue Act, 1887 2. The Arms Act, 1959. 3. Indian Stamp Act, 1899 4. Indian Registration Act. 5. The Punjab State Election Commission Act, 1994. 6. Punjab Public Premises and Land (Eviction & Rent Recover) Act, 1973. 7. The Maintenance and Welfare of Parents and Senior Citizens Act, 2007 8. The Right of Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013 9. The Punjab Security of Land Tenures Act, 1956 10. Relevant Sections of Cr PC 133 11. Right to Information Act, 2005 While performing the court work under these above mentioned Acts, he is suppose to follow all the norms and procedures
3	Inspection of Subordinate Offices Steno	Inspection of different subordinate offices like Tehsils and Sub-Tehsils are carried out as per schedule of inspections. Applications forms regarding permission to loud speakers received from applicants are sent for report concerned Police Station through Police Commissioner. When report regarding no objection is received the permission is granted. After receiving the complete reports regarding death and birth certificates from the concerned SMO & Nagar Council, these report are examined and if found correct, case is immediately sent back with recommendations. Cases relating to Riots/Terrorists Victims, disbursement of subsistence allowance to the families is done.
4	SDC-II	After receiving the dak from different branches he delivers it to concerned dealing clerk for further necessary action. He also makes necessary eateries in the receipt and dispatch register date wise

5	SDC-III	<p>The complaints received from different branches of Deputy Commissioner Offices, regarding Human Right cases, Senior Citizen cases are put up for enquiry. After completion of enquiry reports are sent to Deputy Commissioner.</p> <p>In refund of Stamp paper cases after verification from Treasury and Bank as per govt. guidelines are got done.</p> <p>Pay bills are prepared after 15th of every month and presented to Treasury before 25th of every month, other bills are prepared as and when event is occurred. Receipt budget various heads are prepared and consolidated and presented to govt. up to 10th October every year for submission to Finance Dept.</p>
6	SDC-V	<p>Printing press/News paper sent back after recommendation.</p> <p>Cases regarding natural calamities are dealt on priority bases keeping in view the emergent situation.</p> <p>In land acquisition cases are dealt as per Act</p>
7	RTSA	<p>Collect reports under RTSA services from Tehsildar and sent to SDM, the first appellat authority under RTSA Services</p>

Sub Divisional Magistrate,
Ludhiana (East)

Annexure - 5

Publication of Information regarding items specified by Rule 4(i) b(v) of the Right to Information Act. 2005.

(The rule, regulation, instruction, manuals and records, held by it or under control of used employees for discharging functions).

Name of the Officer : **Sub Divisional Magistrate, Ludhiana (East).**

Sr.	Name of Act	Name of Rule Manuals Punjab Registration	Instruction (write circular no. /date)
1.	Pb. Land Rev. Act, 1857 Pb Municipal Act 1991 Pb Package Deal Properties Disposal Act 1976 Pb State Election Commission Act 1994 Pb Public Premises and Land (Eviction & Rent Recovery) Act 1973. The Maintenance and Welfare of Parents and Senior Citizens Act, 2007 The Right of Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013 The Punjab Security of Land Tenures Act, 1956 Relevant Sections of Cr PC 133 Right to Information Act, 2005		
2	The Indian Stamp Act 1899 The Indian Registration Act The Registration Manual		Instruction issued by the Punjab Govt from time to time
3	Criminal Procedure code 1973		
4	Punjab Land Revenue Act & Rules		Instruction issued by the Punjab Govt from time to time
5	Senior Citizen and Maintenance Act 2007		

Sub Divisional Magistrate,
Ludhiana (East)

Annexure -6

Publication of information regarding items specified by rule 4(i) b (vi) of the Right to information Act.2005

(Statement of the Categories of documents that are hold or under control)

Name of the Officer: Sub Divisonal Magistrate, Ludhiana (East)

Sr.No	Branch Name	Category of documents
1	SDM Office	Diary/ Dispatch / Token Register Peshi Register Cash Book Institution Register of all cases Cause list files Late Birth& Death Entries Register Peon Books & other registers.

Sub Divisional Magistrate,
Ludhiana (East)

Annexure -7

Publication of information regarding items specified by rule 4(i) b (vii) of the Right to information Act.2005

(The particulars of any arrangement that exists for consultation with or representation by the member of the Public relation to the formulation of policy of implementation thereof)

Name of the Officer: Sub Divisonal Magistrate, Ludhiana (East)

Sr.No	Details/type of arrangements made
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Not applicable

Sub Divisional Magistrate,
Ludhiana (East)

Annexure -8

Publication of information regarding items specified by rule 4(i) b (viii) of the Right to information Act.2005

Statement of boards, councils, committee and other bodies.

Name of the Officer: Sub Divisional Magistrate, Ludhiana (East)

Name of the Board	Name of the Council	Name of the Committee	Name of the other bodies constituted by the department	Whether meetings of those bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
		Chairman Sub Divisional Grievance Committee		Yes	Yes
		Chairman vigilance committee under bonded labour		Yes	Yes
		Chairman Sub Divisional Committee building & other construction works welfare board		Yes	Yes

Sub Divisional Magistrate,
Ludhiana (East)

Annexure-9

Publication of information regarding items specified by rule 4(i) b(viii) Right to Information Act-2005

Directory of the officers and employee

Name of the officer: Sub Divisional Magistrate Ludhiana (East)

Sr. No	Name of Employee	Designation	Telephone No.
1	Sh. Paramjit Singh	SDM Ldh (East)	0161-2400150
2	Sh. Parkash Singh	Suptd.	98141-74066
3	Smt Parmjit Kaur	Senior Assistant	81463-00956
4	Sh. Rashpal Singh	Senior Assistant	94643-62175
5	Smt. Rajinderpal Kaur	Steno	9878388930
6	Sh. Amit Kumar	Clerk	97806-67944
7	Miss Rajni Bala	Clerk	81462-97796
8	Sh. Ashwani Kumar	Clerk	98726-11444
9	Sh. Phoman Singh	Driver	97806-43762
10	Sh. Hansraj	Peon	98150-94032
11	Sh. Amrik Singh	Peon	95308-87839
12	Sh. Ramdev	Peon	93561-08004
13	Sh. Ramesh Kumar	Sweeper	81469-56143

**Sub Divisional Magistrate
Ludhiana (East)**

Annexure-10

Publication of information regarding items specified by rule 4(i) b(x) Right to Information Act-2005

Monthly Remuneration by the officer and employees

Name of the office: Sub Divisional Magistrate Ludhiana (East)

Sr. No	Name of Employee	Designation	Gross Salary
1	Sh. Paramjit Singh	SDM Ldh (East)	75644
2	Sh. Parkash Singh	Suptd.	57290
3	Smt Parmjit Kaur	Senior Assistant	55910
4	Sh. Rashpal Singh	Senior Assistant	50953
5	Smt. Varinder Kaur	Steno	37701
6	Sh. Amit Kumar	Clerk	34719
7	Miss Rajni Bala	Clerk	33727
8	Sh. Ashwani Kumar	Clerk	Transferred from D.C office LPC not received
9	Sh. Phoman Singh	Driver	51134
10	Sh. Hansraj	Peon	38664
11	Sh. Amrik Singh	Peon	36834
12	Sh. Ramdev	Peon	34749
13	Sh. Ramesh Kumar	Sweeper	31877

**Sub Divisional Magistrate
Ludhiana (East)**

Annexure -11

Publication of information regarding items specified by rule 4(i) b (xi) of the Right to information Act.2005

(Monthly remuneration by the officer and employees)

Name of the Officer: Sub Divisional Magistrate, Ludhiana (East).

Sr. No	Head/Item of the Budget	Budget during year 2015-16
1	Salary	6000000
2	Wages	85000
3	Office expenses	50000
4	POL	75000
5	Telephone	20000
6	Subsistence allowance Riots and Terrorist victims	11000000
	Total	17230000

Sub Divisional magistrate,
Ludhiana (East)

Annexure -12

Publication of information regarding items specified by rule 4(i) b (xii) of the Right to information Act.2005

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

Name of the Officer: Sub Divisional Magistrate, Ludhiana (East)

Sr. No	Scheme under manner of execution amount details of subsidy given of subsidy program allocated beneficiaries (Rs.)
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Not applicable

Sub Divisional Magistrate,
Ludhiana (East)

Annexure -13

Publication of information regarding items specified by rule 4(i) b (xiii) of the Right to information Act.2005

(Particulars of recipients of concessions, permits or authorizations granted.)

Name of the Officer: Sub Divisional Magistrate, Ludhiana (East).

Sr. No	Concessions/permit Authorization grant	Name of the recipient	Address of the recipient
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Not applicable

Sub Divisional Magistrate,
Ludhiana (East)

Annexure -14

Publication of information regarding items specified by rule 4(i) b (xiv) of the Right to information Act.2005
(Details in respect of the information, available reduced in an electronic form.)

Name of the Officer: Sub Divisional Magistrate, Ludhiana (East).

<u>Sr.No</u>	<u>Type of Information</u>
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| 1. | Mutations relating to villages where Jamabandi has been computerized |
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Sub Divisional Magistrate,
Ludhiana (East)

Annexure -15

Publication of information regarding items specified by rule 4(i) b (xv) of the Right to information Act.2005

(Particulars of facilities available to citizens for obtaining information.)

Name of the Officer: Sub Divisional Magistrate, Ludhiana (East)

Sr. No	Facilities available	Remarks
1	During the working hours information seeker can directly apply in the office of SDM or Tehsildar and every effort is done to supply the information within stipulated period	

(No of days in a week/timings etc.)

Sub Divisional Magistrate attends his office from 9-00 AM to 5-00 PM. During this timing public hearing is done and every effort is made to redress the grievances of public immediately.

Sub Divisional Magistrate,
Ludhiana (East)

Annexure -16

Publication of information regarding items specified by rule 4 (i) b (xvi) of the Right to information Act.2005

(Names ,designation and other particulars of the Public Information Officers.)

Name of the Officer: Sub Divisional Magistrate, Ludhiana (East)

Sr. No	Name of Public Information Officer	Designation	Telephone No (Office/Residence)	Residential Address	Asst. Public Information Officer/ Designation	Telephone (Office/Residence)	Residential Address
1	Sh. Mandeep Singh Dhillon	Teh. (East)	98727-68606		Veena Vashisht	95010-20358	Ludhiana

Not applicable

Sub Divisional Magistrate,
Ludhiana (East)