

**MANUAL FOR THE OFFICE OF TEHSILDAR,  
LUDHIANA (EAST).  
UNDER THE RIGHT TO INFORMATION ACT-2005)**

Introduction

Tehsildars are appointed by the Financial Commissioner, Revenue and Naib-Tehsildar by the Commissioner of the division. Their duties within Tehsil/SubTehsil are almost similar and manifold. They enjoy the powers of Executive Magistrate, Assistant Collector and Sub Registrar/ Jont Sub Registrar. Although there has been a recent move to appoint full fledged Sub-Registrar for some of the larger Tehsils. The Revenue Duties of Tehsildar are important. He is the Inchrge of Tehsil Revenue Agency and is responsible for proper preparation and maintenance of Tehsil Revenue Record and Revenue Accounts. He is also responsible for recovery of government dues under the various Acts. He is supposed to have proper control over the working of Patwaris and Kanugoo and for the purpose the Tehsildar control over the working of Patwaris and Kanugoo and for this purpose the Tehsildar and Naib-Tehsildars make inspection of patwari and Kanugoo working under them.

Tehsildars and Naib-Tehsildar infact are called Revenue officers holding separate circles and it is provided in para 242 of land Administration Manual that such allotted circle should be changed every year on October first, so that the responsibility of the Tehsildar for the whole of his charge may not be impaired. Tehsildar also registers the marriages solemnized.

Besides enjoying powers under a few other land laws, they also attest uncontested mutations. Tehsildar is further empowered to hear partition cases and to make allotment/transfer and auction of evacuee properties, land under the Displaced Person (Compensation & Rehabilitation) Act, 1954 and Punjab Package Deal properties (Disposal Act 1976) as Managing Officer and Tehsildar Sales respectively.

## Tehsil office Ludhiana (East)

1. The Tehsil office performs multifarious duties. He is a main representative of Sub Divisional Magistrate is responsible for performing his duties efficiently in the different fields as under:

- Recoveries of Govt. dues.
- He deals with natural calamities like draught, in-seasonal rains, hailstorms, floods and fire etc.
- Inspections of Registration work by joint-Registrar.
- Inspection of offices of Sub-Tehsils.
- Responsibility of maintenances of Law & Order within his Jurisdiction
- To perform duties as ARO during Election of the state Legislative Assemble. He also responsible to enroll the voters and update the electoral rolls.

**THE TEHSILDAR HOLDS COURTS/WORKS UNDER THE FOLLOWING ACTS:-**

- **Punjab Land Revenue Act, 1887.**
- **Indian Stamp Act, 1899.**
- **Indian Registration Act.**
- **The Punjab State Election Commission Act, 1994.**
- **Right to Information Act, 2005.**

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 officer: Tehsildar Ludhiana (East)

Name of the Post	Powers and duties (in brief)
Tehsil Assistant	To deal with Complaints, Department Enquiries Look after the work of Tehsil office and inspection of Tehsil office and assist to Tehsildar Ludhiana (East).
WBN (M)	<ul style="list-style-type: none"> <li>• To deal with online Complaints</li> <li>• Sallary of Chowkidara and Nambardar.</li> <li>• NOC Pertol Pump</li> <li>• Working under the head of 0029, maintain the cash book and preparation of details under the head of 0029.</li> </ul>
WBN(T)	<ul style="list-style-type: none"> <li>• To deal with Mining Cases, RTI cases, RTSA</li> </ul>
Reader	<ul style="list-style-type: none"> <li>• Court Work</li> <li>• Inspections of Sub-Tehsils</li> <li>• Maintenance of court record</li> <li>• Consignment of court files in record rooms</li> <li>• Forwarding Demarcation cases to Tehsildar</li> <li>• Preparation of meeting file</li> <li>• To deal with SK Branch Cases, Peshi Branch cases, Land Acquisition Cases, DRA Branch Cases.</li> </ul>
MC	<ul style="list-style-type: none"> <li>• Dairy Dispatch</li> </ul>
BC	<ul style="list-style-type: none"> <li>• To work as Bill Clerk and prepare Salary Bills, Contingency Bills.</li> <li>• To deal with Audit Reports</li> <li>• To deal with Sangat Darshan Cases</li> </ul>
RC-I	<ul style="list-style-type: none"> <li>• Registration work</li> <li>• Recovery under 47A cases</li> </ul>
RC-IV	<ul style="list-style-type: none"> <li>• Copy of Registration work</li> </ul>
Kanugoo	<ul style="list-style-type: none"> <li>• The Kanugoo establishment consists of field kanugoo, office kanugoo and the District Kanugoo. Its strength in each district can only be altered with the sanction of the Government.</li> <li>• The field Kanugoo should be constantly moving about his circle supervising the work patwari on the spot, except in the month of September when he stays the Tehsil to check the Jamabandis is received from the patwaris. He also disposes of the demarcation applications marked to him by the circle Revenue officer. A firdl Kanugoo is also responsible for the</li> </ul>

	<p>conduct and thye work of the patwari under his charge and it is his duty to report the work or neglect of duty or misconduct on the part of any patwari.</p> <ul style="list-style-type: none"> <li>• The office Kanugoo is the Tehsildar Revenue clerk and he is the custodian of all the record received from the patwari.</li> <li>• The District Kanugoo is responsible for the efficiency of both the office and the field kanugoo and should be camp inspection their work for at least 15 days in each month from first October to 30th April. He is the keeper of all record received from Kanugoo patwari, at sadar office.</li> </ul>
Patwari	<ul style="list-style-type: none"> <li>• Patwari is an important and effective official of the lowest ebb in the Revenue Agency. No efficient Revenue Administration of a district is possible unless the patwari staff is strong, properly trained and strictly supervised.</li> </ul> <p>A Patwari has three Chief duties:-</p> <ul style="list-style-type: none"> <li>• The maintenance of record of the crop grown at every harvest.</li> <li>• The keeping of the record of rights uptodate by the punctual record of mutations.</li> <li>• The account of preparation of statistical returns embodying the information derived from the harvest inspections, register of mutation and record of rights.</li> <li>• The limits of "Patwar circle" is a matter for the commissioner to decide under para 238 of Land Administration Manual.</li> <li>• It is the responsibility of patwari to report at once all serious calamities affecting the land or the crops and all severe outbreaks of diseases amongst men and pests. He must aid the headman in revenue collection. He keeps up a diary and a work book. The entries should be made on the day on which the events come to the notice of the patwari.</li> <li>• The patwari is responsible for the safe custody of all the records, maps and equipments of his circle that are in his charge. In the work book the patwari will enter the work done by him on each day. His work is supervised by the field kanugoo, Sadar Kanugoo and Circle Revenue officer.</li> </ul>

Tehsildar,  
Ludhiana (East).

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

(To Norms set for the discharge of the functions)

Name of the Officer: Tehsildar Ludhiana (East)

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

S.No	Name of Work	Norms set by the Dept.
1.	TA	<ul style="list-style-type: none"> <li>• He deals with pending references cases received from Deputy Commissioner office.</li> <li>• He deals with different types of enquiry</li> </ul>
2.	Reader	<ul style="list-style-type: none"> <li>• To deal with Human Right cases.</li> </ul> <p>Following Acts cases are filed in the court of Tehsildar</p> <ul style="list-style-type: none"> <li>• Punjab Land Revenue Act, 1887.</li> <li>• The Punjab State Election Commission Act, 1994.</li> <li>• Right to Information Act, 2005.</li> </ul> <p>While performing the court work under thses above mentioned Acts, he is suppose to follow all the norms and procedures</p>
3.	WBN (T)	<ul style="list-style-type: none"> <li>• To deal with mining cases, RTI and RTSA.</li> </ul>
4.	WBN (M)	<ul style="list-style-type: none"> <li>• To deal with online Complaints</li> <li>• Salary of Chowkidara and Nambardar.</li> </ul>
5.	BC	<ul style="list-style-type: none"> <li>• Pay bills are prepared after 15<sup>th</sup> of every month and presented to Treasury before 25<sup>th</sup> of every month, other bills are prepared and consolidated and presented to Govt. up to 10<sup>th</sup> October every year for submission to Finance Dept.</li> </ul>
6.	RC -I	<ul style="list-style-type: none"> <li>• Indian Stamp Act, 1899.</li> <li>• Indian Registration Act.</li> </ul>
7.	RC -II	<ul style="list-style-type: none"> <li>• Copy of Registration</li> </ul>
8.	MC	<ul style="list-style-type: none"> <li>• He examines the Dak and mark it. There after he sends it to Tehsildar.</li> </ul>

Tehsildar,  
Ludhiana (East).

Publication of information regarding items specified by rule 4(I) b(3) 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: Tehsildar office Ludhiana (East)

Sr.	Name of Act	Name of Rule Manuals	Instruction (write circular no./date
1.	<ul style="list-style-type: none"> <li>• Punjab Land Revenue Act, 1857.</li> <li>• The Punjab State Election Commission Act, 1994.</li> <li>• Relevant Sections of CrPC 133.</li> <li>• Right to Information Act, 2005.</li> </ul>	Punjab Registration	
2.	<ul style="list-style-type: none"> <li>• The Indian Stamp Act, 1889</li> <li>• The Indian Registration Act</li> <li>• The Registration Manual</li> </ul>		Instruction issued by the Punjab Govt. from time to time.
3.	Punjab Land Revenue Act & Rule		Instruction issued by the Punjab Govt. from time to time.

Tehsildar,  
Ludhiana (East).

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

(Directory of the officers and employee)

Name of the officer Tehsildar Ludhiana (East)

Sr. No	Name of Employee	Designation	Contact No.
1.	Sh.Mandeep Dhillon	Tehsildar Ludhiana (East)	98727-68606
2.	Sh. Vijay Kumar	Naib Tehsildar Ludhiana (East)	98155-40555
3.	Smt. Geeta	Tehsil Assistant	99152-14270
4.	Smt. Rajni	Junior Assistant	98149-91022
5.	Sh. Lalit Kumar	Junior Assistant	98785-07424
6.	Sh. Sukhpal Singh	Reader	98763-32933
7.	Sh. Suresh Kumar	Clerk	98152-71696
8.	Sh. Vikas Kumar	Registry Clerk	99154-08834
9.	Sh. Shiv Kumar	Clerk	98159-95764
10.	Sh. Sukhminder Singh	Registry Clerk-IV	94784-21000
11.	Sh. Jaspreet Singh	Clerk	98766-25348
12.	Sh. Sahil Aggarwal	Misc Clerk	98034-18885
13.	Sh. Amrik Singh	Jamadar	
14.	Sh. Tarlochan Singh	Peon	
15.	Sh. Neeraj Kumar	Peon	76967-06760
16.	Smt. Anita Rani	Peon	
17.	Smt. Mandeep Kaur	Peon	
18.	Sh. Satnam Singh	Peon	98550-24121
19.	Sh. Ramesh Kumar	Peon	94787-50008
20.	Sh. Brij Mohan	Jamadar	94175-00626

Sr.No	Name of Kangoo and Patwari	Designation	Contact No.
21.	Sh. Harpal Singh	Kangoo	The Phone no. and address of Kangoo and Patwari is on this site <a href="http://ludhiana.nic.in/patlistopt.html">http://ludhiana.nic.in/patlistopt.html</a>
22.	Sh. Parmjit Singh	Kangoo	
23.	Sh. Balvir Singh	NOK	
24.	Sh. Balwant Singh	Bhamian Kalan	
25.	Sh. Jagpal Singh	Bholapur	
26.	Sh. Satpal Singh	Sirra	
27.	Sh. Ashok Kumar	Pirubanda	
28.	Sh. Gurpreet Singh	Khasi-Kalan	
29.	Sh. Jasminder Singh	Taraf-Saida	
30.	Sh. Satish Kumar	Ludhiana	
31.	Sh. Sukwinder Singh	Quliewal	
32.	Sh. Iqbal Singh	Noorwala	
33.	Sh. Baldev Krishan	Kasabad	
34.	Sh. Nirmal Singh	Taraf-Jodewal	
35.	Sh. Balwant Singh	Sujat-Wala	



36.	Sh. Jaspal Singh	Mahalbaghat	
37.	Sh. Ramandeep Singh	Dholewal	
38.	Sh. Rajinder singh	Mundian Kalan	

Tehsildar,  
Ludhiana (East)

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

(Monthly Remuneration by the officer and employees)

Name of the officer Tehsildar Ludhiana (East)

Sr. No	Name of the Employee	Designation	Salary
1.	Sh.Mandeep Dhillon	Tehsildar Ludhiana (East)	List is attached Separate with this application.
2.	Smt. Geeta	Tehsil Assistant	
3.	Smt. Rajni	Junior Assistant	
4.	Sh. Lalit Kumar	Junior Assistant	
5.	Sh. Sukhpal Singh	Reader	
6.	Sh. Suresh Kumar	Clerk	
7.	Sh. Vikas Kumar	Registry Clerk	
8.	Sh. Shiv Kumar	Clerk	
9.	Sh. Sukhminder Singh	Registry Clerk-IV	
10.	Sh. Sahil Aggarwal	Misc Clerk	
11.	Sh. Amrik Singh	Jamadar	
12.	Sh. Satnam Singh	Peon	
13.	Sh. Ramesh Kumar	Peon	

Tehsildar,  
Ludhiana (East).

Publication of information regarding items specified by rule 4(i) b (vi) 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                      Tehsildar 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

Tehsildar  
Ludhiana (East).

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

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

Name of the officer Tehsildar Ludhiana (East)

Sr. no	Concessions/permit Authorization grant	Name of the recipient Address of the recipient
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Not Applicable

Tehsildar,  
Ludhiana (East).

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

(Details in respect of the information, available reduced in an electronic form.)

Name of the officer                      Tehsildar Ludhiana (East)

Sr.No	Type of Information
1.	Mutations relating to villages where Jamabandi has been Computerized.

Tehsildar,  
Ludhiana (East).

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

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

Name of the officer                      Tehsildar Ludhiana (East)

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

No. of days in a week/timings etc.

Tehsildar Ludhiana (East) 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.

Tehsildar,  
Ludhiana (East).

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

(Name, designation and other particulars of the Public information officers.)

Name of the officer                      Tehsildar Ludhiana (East)

Sr. No	Name of Public Information Officer	Designation	Telephone	Residential Address	Asst. Public Information officer/ Designation	Telephone	Resi. Address
1.	Sh. Mandeep Singh Dhillon	Tehsildar-cum-PIO Ludhiana (East)	98727-68606	-	Sh. Vijay Kumar/Naib -Tehsildar-cum-APIO-Ludhiana (East)	98155-40555	-

Tehsildar,  
Ludhiana (East).

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

(Statement of boards, Councils, Committee and other Bodies)

Name of the officer Tehsildar 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)

Not applicable

Tehsildar  
Ludhiana (East).



Publication of information regarding items specified by rule 4(I) 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 Officer: Tehsildar 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	Head Clerk	Tehsildar Ludhiana (East)

Tehsildar,  
Ludhiana (East).

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                      Tehsildar Ludhiana (East)

Sr. NO	Branch Name	Category of Documents
1.	Tehsil office	<ul style="list-style-type: none"><li>• Diary/Dispatch/ Token Register/ Peshi Register</li><li>• Cash Book</li><li>• Institution Register of all cases</li><li>• Cause list files</li><li>• Peon Books &amp; Other Registers</li></ul>

Tehsildar  
Ludhiana (East).

Publication of information regarding items specified by rule 4(i) b (vi) 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                      Tehsildar Ludhiana (East)

Sr.No	Details/type of arrangements made
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Not applicable

Tehsildar  
Ludhiana (East).