

Officers appointed as appellant authorities/information officers/Assistant public information officers.

Sr. No.	Unit at which information is to be applied	Concerned officer to be designated from 10-04-2015		
		APIO	PIO	Appellate Authority
1	Office of The Sub Divisional Magistrate, Moga	Reader to SDM Moga	Superdent Grade-2 office of SDM Moga	SDM Moga

Manual No. 1

Publication of information regarding items specified by rule 4 (1) B (2) of the Right to Information Act 2005.

(The powers and duties of the officers and employees)

Name of the officer: Sub Divisional Magistrate, Moga.

The district is geographically divided into a number of units known as sub-divisions in Punjab. The official-in-charge of this unit is called Sub-Divisional Magistrate (SDM). The Sub Division Moga came into existence way back. Sub Divisional Magistrate has several executive and magisterial roles to play under Criminal Procedure Code 1973, as well as several other minor acts. Sub Divisional Magistrate deals with many other works, the detail of which is as under:-

Sr. No.	Name of work	Remarks
1	Court cases	The final decision is given by Sub Divisional Magistrate regarding all these works.
2	Elections	
3	Inquiries	
4	Miscellaneous Dak	
5	Survey be made at different-different times.	

Manual No. 2

Publication of information regarding items specified by rule 4 (1) B (2) of the Right to Information Act 2005.

(The powers and duties of the officers and employees)

Name of the officer: Sub Divisional Magistrate, Moga.

Sr. No.	Name of Post	Powers and duties (in brief)
1	S.D.A to S.D.M	Supervision of work of all staff.
2	Reader to S.D.M	All work related to court work and Peshi shakha.
3	Ahlmad	Maintaining record related to court cases and preparing daily peshi list. He is also record keeper of Peshi branch..
4	Steno	Complaints, inquiries, H.R.C Branch, Sadar kanugo branch, court fees refund, N.R.I branch etc.
5	SDC-1	DRA, DRA (T) branch, Rural Area Certificate, LFA branch, RTI branch etc/
6	SDC-2	RRA branch, Late birth-death registration and LPA branch, DA branch etc.
7	SDC-3	Election, Budget Branch, Nazar branch etc.
8	SDC-4	Reciet/Dispatch, Red cross branch, Pension Case, Survey related work of different Govt. Schemes.

Manual 3

Publication of information regarding items specified by rule 4 (1) B (3) of the Right to Information Act 2005.

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

Name of the officer: Sub Divisional Magistrate, Moga.

Sr. 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 of made (Name of the Post)
1	Peshi Branch	Ahlmad put up the papers with concerned file to the Reader who deals the file with relevant rules and instructions.	Reader	S.D.M
2	Complaints, inquiries, H.R.C Branch, Sadar kanugo branch, court fees refund, N.R.I branch DRA, DRA (T) branch, Rural Area Certificate, LFA branch, RTI branch RRA branch, Late birth-death registration, LPA branch, DA branch Election Budget Branch Nazar branch Reciet/Dispatch, Red cross branch, Pension Case, The work related to Survey at different-different time.	The dealing clerk put up the papers with concerned file to the SDA who deals the file with relevant rules and instructions.	S.D.A	S.D.M

Mannual 4

Publication of information regarding items specified by rule 4 (1) B (4) of the Right To Information Act 2005.

(To norms set for the discharge of the functions)

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

Name of the officer: Sub Divisional Magistrate, Moga.

Sr. No.	Name of work	Norms set by the Deptt. (Number of days taken for decision making)
1	Peshi work	As per the provision of various act appeal revisions within the time frame in the fix in the relevant Act. However disposals depend upon the record/comment provided given by the lower court as per norms fix by the goverment.
2	Ahlmad	Ahlmad deals with court cases pending in the court of sub divisional magistrate. The ahlmad prepares daily case list of court as per the case list. Files are sorted out for daily peshi work at the end of the month, statement of the decided cases is prepared and sentt to the deputy commissioner, moga. After the decision of the case record is send to the concerned court at the earliest for furthur necessary action and the appeal file is send to the record room.
3	Rural Area Certificate	files recieve from Suwidha Centre. Within two days these files are sent to Tehsildar Moga for report. when the files come back to this office, then within two days these are putup to S.D.A and then SDA to SDM and Certificates are prepared within seven days.
4	Late Death Birth Registration	Files recieve from Suwidha Centre. Within two days these files are sent to Tehsildar Moga for report. when the files come back to this office, then within two days these are putup to S.D.A and SDA to SDM and then by the permission of SDM, Files are sent to Cilvil Hospital Moga.
5	H.R.C Branch, Sadar kanugo branch, N.R.I branch DRA, DRA (T) branch, LFA branch, RTI branch LPA branch, DA branch Nazar branch Red cross branch	The applications recive from Deputy Commissioner Moga. Within two days these application are send to the concerned to take report. When the report recieve from the concerned, the file alongwith the report in original is sent to the deputy commissioner, Moga.

4	Reciept/ Dispatch	Every letter application reference is entred in Reciept Register and every letter which is disposed off by the branch is also entered in dispatch Register before dispatching the same.
5	Court fees refund	This is the process of 10 days.
6	<ol style="list-style-type: none"> 1. Sanction of the Non refundable advances. 2. Refundable advances. 3. Final payment of G.P.F 4. Final payment of G.I.S to employees working in SDM office, Moga <p>6.90% advance before retirement</p>	These type of works are dealt with accordingly to Govt. rules and authorities to make payment are with Deputy Commissioner Moga.
7	Cash book	Cash book is maintained according to rules and instructions by the dealing clerk and the same is attested by the DDO.

Mannual 5

Publication of information regarding items specified by rule 4 (1) B (5) of the Right to Information Act 2005.

The rule, regulation, instruction, mannuals and records held by it or under control of used employees for discharge functions)

Name of the officer: Sub Divisional Magistrate, Moga

Sr. No.	Name of Act	Name of the rule Mannual
1	Late Death Birth Registration Act	Late Death Birth Registration Act 1966 Section 13 (3)
2	Stamp Act	Stamp Act 5 of 1927 Section 50

Mannual 6

Publication of information regarding items specified by rule 4 (1) B (6) of the Right to Information Act 2005.

Statement of the categories of Documents that are hold or under control.

Name of the officer: Sub Divisional Magistrate, Moga

Sr. No.	Branch Name	Category of document
1	Peshi Branch	1. Reciet/Dispatch Register (institutions registry of various Act and rules). Summoning Register Peshi Register Cause list file
2	Reciet/Dispatch Complaints MA Branch DRA Branch LFA Branch RRA Branch LPA Branch HRC Branch Budget Branch Nazar Branch S.K Branch	Reciet Register Dispatch Register of all these Branches.

Mannual 7

Publication of information regarding items specified by rule 4 (1) B (xvi) 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 in relation to the formulation of policy or implementation thereof.

Name of the officer: Sub Divisional Magistrate, Moga

NOT APPLICABLE

Sub Divisional Magistrate,
Moga.

Mannual 8

Publication of information regarding items specified by rule 4 (1) B (vi) of the Right to Information Act 2005.\

Statement of the board, Conucil, Committee and other bodies.

Name of the officer: Sub Divisional Magistrate, Moga

Name of the board	Name of the Conucil	Name of Committee	Name of other bodies constituted by the Deptt.	whether meeting of these bodies are open to the public. (yes/no)	whether the minutes of such meeting are accessible for public (yes/no)
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1	2	3	4	5	6
1.	Bonded labour committee			yes	yes
2.	The Prohibition of Employment as Mannual Scavengers and their Rehabilitation			yes	yes

Mannual 9

Publication of information regarding items specified by rule 4 (1) B (ix) of the right to information **Act 2005**.

Name of the officer: Sub Divisional Magistrate, Moga
(Directory of the officers and employees)

Sr. No.	Name of Employee Sh./Smt.	Designation	Telephone/Mobile Number
1	Saroj Puri	Superdent	99885-26726
2	Naresh Kumar	Reader	84377-35423
3	Satnam Singh	Ahlmad	98784-34466
4	Harpreet Kaur	Steno	80546-51149
5	Raj Kumar	Clerk	96539-19819
6	Sutantar Sonia	Clerk	98557-96900
7	Davinder pal Singh	Clerk	94179-66637
8	Aarti	Clerk	78371-00310

Mannual 10

Publication of information regarding items specified by rule 4 (1) B (2) of the right to information Act 2005.

(Monthly remuneration received by the officer and employees)

Name of the officer: Sub Divisional Magistrate, Moga

Sr. No.	Name of Employee Sh./Smt	Designation	Gross Salary
1	Saroj Puri	Superdent	58452/-
2	Naresh Kumar	Reader	48981/-
3	Satnam Singh	Ahlmad	31593/-
4	Harpreet Kaur	Steno	334434/-
5	Raj Kumar	Clerk	31593/-
6	Sutantar Sonia	Clerk	35336/-
7	Davinder pal Singh	Clerk	31593/-
8	Aarti	Clerk	31593/-

Mannual 11

Publication of information regarding items specified by rule 4 (1) B (2) of the right to information Act 2005.

Name of the officer: Sub Divisional Magistrate, Moga

Sr. No.	Head item of the Budget	Proposed expenditure during the year 2014-15
1	Salary	50,00,000/-
2	Medical	---
3	T.A	---
4	O.E	20,000/-
5	POL	1,00,000/-
6	Telephones	15,000/-

Sub Divisional Magistrate,
Moga.

Mannual-12

Publication of information regarding items specified by rule 4 (1) B (2) of the right to information Act 2005.

(The manner of execution of subsidy including the amount allocated and the details of beneficiaries of such programmed.

Name of the Office: Sub Divisional Magistrate, Moga

Sr. No.	Scheme under manner of execution amount details of subsidy given
NOT APPLICABLE	

Mannual-13

Publication of information regarding items specified by rule 4 (1) B (2) of the right to information Act 2005.

Particulars of recipients of concessions, Permits or authorizations granted.

Name of Office: Sub Divisional Magistrate, Moga

Sr. No.	Concessions/ Permits, Authorizations grant	Name of the recipient	Adress of the recipient
NOT APPLICABLE			

Mannual-14

Publication of information regarding items specified by rule 4 (1) B (2) of the right to information **Act 2005**.

(Details in respect of the information available reduced in electronic forms)

Name of Office: Sub Divisional Magistrate, Moga

Concerned Officer to be designated

<u>Sr. No.</u>	<u>Unit</u>	<u>AIPO</u>	<u>PIO</u>	<u>Appellate Authority</u>
<u>1</u>	<u>Sub Divisional Magistrate</u>	<u>Reader To SDM Moga</u>	<u>Superdent Grade-2 Office of SDM Moga</u>	<u>SDM Moga</u>

Mannual-15

Publication of information regarding items specified by rule 4 (1) B (2) of the right to information Act 2005.

(The manner of Execution of subsidy, including the amount allocated and the details of beneficiaries of such programmed)

Name of Office: Sub Divisional Magistrate, Moga

Sub Divisional Magistrate of the Sub Division Moga listens to the public daily from 11:30 P.M to 1:30 P.M. In this connection siting arrangements has been made. Patient hearing is given to the public and most of their grievences are redressed immidiately. Rests of the complaints are marked to the concerned officer of different departments, concerned Tehsildar and Naib Tehsildar for report and after recieving the report the complaints are finally disposed off within 15 days.

**Sub Divisional Magistrate
Moga.**

Mannual-16

Publication of information regarding items specified by rule 4 (1) B (2) of the right to information Act 2005.

Name of Office: Sub Divisional Magistrate, Moga

Sr. No.	Facillities Available	Remarks
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During Office hours public can meet and can present complaints/grievances. Grievances of the public are heard and redressed on a fast track basis.

Sub Divisional Magistrate
Moga

Mannual-17

Publication of information regarding items specified by rule 4 (1) B (2) of the right to information Act 2005.

Other useful information.

SINGLE WINDOW DELIVERY OF SERVICES AT SUWIDHA CENTRE
REDRESSEL GRIEVENCES.

NOT APPLICABLE
