

LIST OF EMPLOYEES

Sr. No.	Name	Designation	Gross Salary	Net Salary
1	Sh. Gurjinder Singh Benipal	Tehsildar (East)	N .A.	N .A.
2	Sh. Parveen Singla	Naib Tehsildar (East)	N .A.	N .A.
3	Sh. Ajay Kumar	Junior Assistant (R.C.1)	N .A.	N .A.
4	Smt. Suman Rani	Junior Assistant (R.C.2)	N .A.	N .A.
5	Sh.Sukhwinder Singh Grewal	Junior Assistant (R.C.3)	N .A.	N .A.
6	Sh. Surinder Singh	Junior Assistant (R.C.4)	N .A.	N .A.
7	Sh, Neeraj Kumar	Peon	N .A.	N .A.

**Sub Registrar
Ludhiana(East)**

Annexure-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 Office: Sub Registrar Ludhiana (East)

Name of the post	Powers and duties(in brief)
Sub Registrar	Registration Work and Overall Supervision of office work
Joint Sub Registrar	Registration Work and Overall Supervision of office work
R.C.I	Token No., All Court Case's, R.T.I. Case's, Dak Pasting, Overall Supervision of office work.
R.C.2	Making a Fresh Dak, Clear of Pending reference , Cash Maintain, Receipt work, Regarding U/s 47-A Recovery cases, Dairy Dispatch and Daily Dak work
R.C.3	N.E.C. and issued certified copy of all Sale Deed, will, GPA and SPA etc.
R.C.4	Court cases related to Sale Deed, will, GPA and SPA etc.

**Sub Registrar
Ludhiana(East)**

Annexure-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 supervision and accountability)

Name of the office: Sub Registrar Ludhiana (East)

S.No.	Natur/Type of work	Level at which the case id 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	R.C.1,2,3,4	Sub Registrar

**Sub Registrar
Ludhiana(East)**

Annexure-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)

Name of the officer: Sub Registrar Ludhiana (East)

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

Sr. No.	Name of work	Norms set of the Deptt.
1	R.C.I	Token No., All Court Case's, R.T.I. Case's, Dak Pasting, Overall Supervision of office work.
2	R.C.2	Making a Fresh Dak, Clear of Pending reference , Cash Maintain, Receipt work, Regarding U/s 47-A Recovery cases, Dairy Dispatch and Daily Dak work
3	R.C.3	N.E.C. and issued certified copy of all Sale Deed, will, GPA and SPA etc.
4	R.C.4	Court cases related to Sale Deed, will, GPA and SPA etc.

**Sub Registrar
Ludhiana(East)**

Annexure-5

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

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

Name of the officer: Sub Registrar Ludhiana(East)

Sr. No.	Name of Act	Name of rule manuals	Instruction (write circular no./date)
1.	Pb. Land Rec Act 1887 Pb. package deal properties Disposal Act 1976 The Pb Public premises and land (Eviction & Rent Recovery) Act 1973		
2	The Indian Stam Act 1899 The Indian Registration Act the Registration Mannual		Instruction issued by the Punjab Govt. from time to time
3	Punjab Revenue land Act & Rules		Instruction issued by the Punjab Govt. from time to time

**Sub Registrar
Ludhiana (East)**

Annexure-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 Registrar Ludhiana (East)

Sr. No.	Branch Name	Category of Documents
1.	Sub Registrar office	Diary/Despatch/Cash Book/Record of the Sale deed, Will, GPA and SPA.

**Sub Registrar
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Annexure-7

Publication of information regarding items specified by rule 4(1) b (7) of the Right to information Act.2005

(The Particulars of any arrangement that exist 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 Registrar Ludhiana (East)

Sr.No.	Details/Type of Arrangements made
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Not applicable

**Sub Registrar
Ludhiana (East)**

Annexure-8

Publication of information regarding items specified by rule 4(1) b (8) of the Right to information Act.2005

Statement of boards, councils, committee and other bodies.

Name of the Officer: Sub Registrar 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

**Sub Registrar
Ludhiana (East)**

Annexure-9

Publication of information regarding items specified by rule 4(1) b (9) of the Right to information Act.2005

Directory of the officers and employees.

Name of the Officer: Sub Registrar Ludhiana (East)

Sr. No.	Name of employee	Designation	Telephone No.
1	Sh. Gurinder Singh Benipal	Tehsildar (East)	88728-47036
2	Sh. Parveen Singla	Naib Tehsildar (East)	98765-05025
3	Sh. Ajay Kumar	Junior Assistant (R.C.1)	95011-88111
4	Smt. Suman Rani	Junior Assistant (R.C.2)	98722-11353
5	Sh.Sukhwinder Singh Grewal	Junior Assistant (R.C.3)	94784-21000
6	Sh. Surinder Singh	Junior Assistant (R.C.4)	99145-95458
7	Sh, Neeraj Kumar	Peon	76967-06760

**Sub Registrar
Ludhiana (East)**

Annexure-10

Publication of information regarding items specified by rule 4(1) b (10) of the Right to information Act.2005

(Monthly remuneration by the officer and employees)

Name of the Officer: Sub Registrar Ludhiana(East)

Sr.No.	Name of employee	Designation	Gross Salary
1	Sh. Gurinder Singh Benipal	Tehsildar (East)	N .A.
2	Sh. Parveen Singla	Naib Tehsildar (East)	N .A.
3	Sh. Ajay Kumar	Junior Assistant (R.C.1)	N .A.
4	Smt. Suman Rani	Junior Assistant (R.C.2)	N .A.
5	Sh.Sukhwinder Singh Grewal	Junior Assistant (R.C.3)	N .A.
6	Sh. Surinder Singh	Junior Assistant (R.C.4)	N .A.
7	Sh, Neeraj Kumar	Peon	N .A.

**Sub Registrar
Ludhiana (East)**

Annexure-11

Publication of information regarding items specified by rule 4(1) b (11) of the Right to information Act.2005

(Monthly remuneration by the officer and employees)

Name of the Officer: Sub Registrar Ludhiana(East)

Sr.No	Head/Item of the Budget	Budget during year 2014-15

Not applicable

**Sub Registrar
Ludhiana (East)**

Annexure-12

Publication of information regarding items specified by rule 4(1) b (12) of the Right to information Act. 2005.

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

Name of the Officer: Sub Registrar Ludhiana (East)

Sr. No.	Scheme under manner of execution amount details of subsidy given of subsidy Programme allocated beneficiaries (Rs.)

Not applicable

**Sub Registrar
Ludhiana (East)**

Annexure-13

Publication of information regarding items specified by rule 4(1) b (13) of the Right to information Act. 2005.

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

Name of the Officer: Sub Registrar Ludhiana (East)

Sr.No. Concessions/permit Name of the recipient Address of the recipient Authorization grant.

Not applicable

**Sub Registrar
Ludhiana(East)**

Annexure-14

Publication of information regarding items specified by rule 4(1) b (14) of the Right to information Act.2005

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

Name of the Officer: Sub Registrar Ludhiana (East)

Sr.No Type of information

Nil

**Sub Registrar
Ludhiana(East)**

Annexure-16

Publication of information regarding items specified by rule 4(1) b (12) of the Right to information Act.2005

(Names, designation and other particulars of the public information officers.)

Name of the Officer: Sub Registrar Ludhiana(East)

Sr. No.	Name of public information officer	Designation	Telephone No (Office/ Residence)	Residential Address	Asstt. Public information Officer/ Designation	Telephone (Office/ Residence)	Resident Address
1.	Sh. Gurinder Singh Banipal	Sub Registrar	88728-47036	60/17-A Village Dhaba Ludhiana	Sh. Parveen Kumar Singla	98765-05025	House No. 424 Sector 06 Panchkula

**Sub Registrar
Ludhiana(East)**

