

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE DEPUTY COMMISSIONER : NORTH

1-Kripa Narain Marg, Delhi-110054.

No. F10(66)/Misc./RTI-17Manual/4(b)(1)/DC(N)/11
 02-2011

Dated : 07-

Details of information relating to RTI Act-2005.

4. Right to information and obligations of public authorities

a)	Maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated	At Sub-Registrar Office, document are placed in different books with registration number/book no./volume no./page no(s) and date of registration as per following books			
		Book-I	Book-II	Book-III	Book-IV
		Sale deed/ conveyance deed/agreement to sale/lease deed/partition deed	Refusal of document are recorded	Will	GPA/SPA/ Trust Deed/ declaration/ and other optional documents
b)	publish within one hundred and twenty days from the enactment of this Act,				
(i)	The particulars of its organization, functions and duties;	Deputy Commissioner			
		Addl. Distt. Magistrate			
		SDM (CL)	SDM (SB)	SDM (KOT.)	
		Tehsildar	Tehsildar	Tehsildar	Sub-Registrar-I
		Powers and Functions of the Deputy Commissioner: <ol style="list-style-type: none"> 1. To act as Collector under Section 6 read with Section 76 of DLR Act, 1954 and Section 3(6) of DLR Act. 2. To act as Collector under section 105(1)(a) of Punjab Tenancy Act, 1887 and under Section 27(1)(a) of Punjab Tenancy Act. 3. To act as collector under section 14(a) of Uttar Pradesh Land Revenue Act, 1901. 4. Powers to refund spoiled and unused stamp papers within a period not exceeding two years. 5. Collector of stamps under Indian Stamps Act, 1889. 6. Registrar under Indian Registration Act, 1908. 7. Powers under Mines & Mineral (Reputation & Development) Act, 1957 8. Competent authority under ULCR Act, 1976. 9. Powers to enforce the Oil pressure Store (Quality Control) Order 1987. 10. Powers under Section 6, clause 7 General Service Electrical Lamps (Quality Control) Order 1989. 11. District Environmental Protection Officer under Section 4(1) of Environment Protection Act, 1986. 12. Competent authority under Right to Information Act 2001. 13. District Election Officer/ Returning officer of Parliamentary Constituency. 			
Other					

1. Chairman of District Bhagidari Meeting (being held once a month)
2. Convenor of District Development Committee (Meeting being held once a month)
3. Chairman of District Task Force (Meeting being held every fortnight)
4. Chairman of District Public Grievance Cell (Meeting being held every fortnight)
5. Powers of Head of Department under Section 2(10) & 3(f) of Delegation of Financial Powers Rules, 1978.
6. Chairman of District Consumer Protection Council and Monitoring Committee for Delhi Consumer Information Centre.
7. Chairman of Committee to hold District Level Camp for Disabled Persons.
8. District appropriate authority under PC & PNDT Act.
9. Chairman of Committee to disburse payment under National Maternity Benefit Scheme.
10. Chairman District Disaster Management Committee

Powers and Functions of the Additional District Magistrate

1. ADMs have been given power of Executive Magistrate to deal with Section 109, 110, 133, 145, 174 & 176 and other link provisions under CRPC.
2. To act as Additional Collector under Section 6 read with Section 76 of DLR Act, 1954 and Section 3(6) of DLR Act.
3. To act as Collector under Section 105(1)(a) of Punjab Tenancy Act, 1887 and under Section 27(1)(a) of Punjab Tenancy Act.
4. To act as Land Acquisition Collector under clause C of Section 3 of Land Acquisition Act, 1894.
5. To act as Additional Collector under section 14(a) of Uttar Pradesh Land Revenue Act, 1901.
6. Registrar of Marriage under Hindu Marriage Act & Special Marriage Act 1955 & 1954.
7. To act as Additional Revenue Collector
8. ERO/RO of Assembly Constituency
9. Vigilance Officer
10. Head of Office
11. Estate Officer under Public Premises (Eviction of Unauthorized Occupants) Act, 1971
12. Bonded Labor Act
13. Delhi Degradable Plastic Bag (Manufacture / Commercial & uses garbage Control) Act-2000
14. CEO District Disaster Management Committee

Powers and Functions of the Sub Divisional Magistrate

1. SDMs have been given power of Executive Magistrate to deal with Section 109, 110, 133, 145, 174 & 176 and other link provisions under CRPC.
2. To work as Asstt. Collector, Gr. I under sub-section 1 of section 27 of the Punjab Land Revenue Act, 1887 (Punjab Act No. 70 of 1887) as enforced in NCT of Delhi and sub-section(1) of section 15 read with section 223 of UP Land Revenue Act, 1901 (Act No. III of 1901).
3. To act as Asstt. Collector, Gr. I and Revenue Assistant under sub-section(1) of Section 7 read with section 76 of Delhi Land Revenue Act, 1954 (Act No. 12 of 1954).
4. To act as Collector under sub-section(4) read with clause 6 of the section 3 of the Northern India Canal and Drainage Act, 1873 (Act No.2 of 1873).
5. Asstt. Collector under clause 19-A of section 3 of Delhi Land

		<p>Reforms Act, 1954 (Act No. 8 of 1954).</p> <ol style="list-style-type: none"> 6. To act as Settlement Officer (Consolidation) under sub-section(1) of sub-section (i) of section 20 of the East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948 (East Punjab Act No. 50 of 1948). 7. To function as competent authority under clause (c) of section 2 of the Delhi Land Holdings (Ceiling) Act, 1960 (F.24 of 1960). 8. Collector of stamps under Indian Stamps Act, 1899. 9. Power under Mines and Minerals (Regulation & Development) Act-1957. 10. Powers to enforce the Oil pressure Store (Quality Control) Order 1987. 11. Powers under Section 6 under clause 7 General Service Electrical Lamps (Quality Control) Order 1989. 12. Powers under Cable Television Networks (Regularization) Act, 1995. 13. District Environment Protection Officer under section 4(1) of Environment Protection Act, 1986. 14. Powers under section 207 of Motor Vehicle Act, 1988 for impounding the vehicles. 15. Powers under the Delhi Prohibition of Smoking & Non Smoking Health Protection Act, 1996. 16. Local Health Authority under Prevention of Food Adulteration Act, 1954. 17. Returning Officers for Assembly Constituency. 18. Addl. Survey Commissioner of Wakf. <p>FUNCTION OF SUB-REGISTRAR OFFICE:-</p> <ol style="list-style-type: none"> 1. To register the documents presented by the Public/People. 2. To maintain the record of registered documents in the form of Book No. I, II, III & IV for further references and inspection by the public. 3. To allow inspection of the documents and record and issue the certified copies of the documents to the Public as per rules and to produce the record in the courts as per directions of the Hon'ble Courts from time to time.
(ii)	The powers and duties of its officers and employees;	As in Column No. 4. b) (i)
(iii)	The procedure followed in the decision making process, including channels of supervision & accountability;	As in Column No. 4. b) (i)
(iv)	The norms set by it for the discharge of its functions;	As in Column No. 4. b) (i)
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	<p>Work Allocation of Revenue Department as per Allocation of Business Rules, 1993</p> <ol style="list-style-type: none"> 1. Land revenue including the assessment and collection of revenue, the maintenance of land records, survey for revenue purposes and records of rights, and alienation of revenue. 2. Land, that is to say, rights in our land, land tenures including the relation of landlord and tenant, and the collection of rents; transfer and alienation of agricultural land, land improvement and agricultural loans, colonization. 3. Revenue Courts. 4. Settlement & Consolidation of Holdings. 5. Relief & Rehabilitation.

		<ol style="list-style-type: none"> 6. Registration of various deeds like, sale deed, gift deed, conveyance deed , GPA, Will etc. issue of certified copies of these records. 7. Citizenship, Nationality & Scheduled Caste , OBC, Domicile Certificates, orders for registration of Birth & Death to MCD. 8. Other Certificates, i.e. Income Certificate, Domicile Certificate , Surviving members Certificate, Solvency Certificate & Handicapped Identity Card. 9. Land Acquisition. 10. Haj Pilgrimage. 11. Recovery in case of claim in respect of taxes & other public demands including arrears of land revenue & sum recoverable as such arrears arising outside that state. 12. Gurdawara Elections & Administration of Gurdawaras. <p>OTHER FUNCTIONS OF REVENUE DEPARTMENT</p> <ol style="list-style-type: none"> 1. Bhagidari Scheme :- Organising monthly meetings of Bhagidars for promoting citizen-govt. partnership-RWAs, MTAs. 2. Registration & Solemnization of Marriages. 3. Conduct of Parliamentary Assembly Elections, Preparation of Electoral Rolls, Preparation of Voter I-Card, Voter Certificate. 4. Arrangement for Urs, Chhat Mela, Kanwar Camps. 5. Night shelters for homeless during winter. 6. Work relating to Estates Officer under P.P.Act. 7. Survey of Wakf Properties. 8. Lifting samples under Prevention of Food Adulteration Act 1954 <p>Act Applicable</p> <ol style="list-style-type: none"> 1. Indian Registration Act 1908 2. Indian Stamp Act 1899 3. Restriction on Transfer Act 1972 4. Transfer of Property Act 1882 5. Delhi Land Reform Act 1954 6. Indian Succession Act/Hindu/Muslim Personal Law or any Standing orders/Circulars/Office orders as amended from time to time by IGR. 7. Hindu Marriage Act & Special Marriage Act 1955 & 1954
(vi)	A statement of the categories of documents that are held by it or under its control	<ol style="list-style-type: none"> 1. Registration of various deeds like, sale deed, gift deed, conveyance deed , GPA, Will etc. issue of certified copies of these records. 2. Citizenship, Nationality & Scheduled Caste , OBC, Domicile Certificates, orders for registration of Birth & Death to MCD. 3. Other Certificates, i.e. Income Certificate, Domicile Certificate, Surviving members Certificate, Solvency Certificate & Handicapped Certificate.
(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	<ol style="list-style-type: none"> 1. Bhagidari Scheme: - Organizing monthly meetings of Bhagidars for promoting citizen-govt. partnership-RWAs, MTAs. 2. Conduct of Parliamentary Assembly Elections, Preparation of Electoral Rolls, Preparation of Voter I-Card, Voter Certificate. 3. Arrangement for Urs, Chhat Mela, Kanwari Camps. 4. Night shelters for homeless during winter. 5. Work relating to Estates Officer under P.P.Act. 6. Survey of Wakf Properties. 7. Lifting samples under Prevention of Food Adulteration Act .
(viii)	a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards,	<ol style="list-style-type: none"> 1. District Development Committee 2. District Public Grievance Redressal Committee 3. <u>Monitoring Committee (Consumer Information Centre)</u> 4. <u>District consumer Protection Council</u> 5. <u>District Task Force</u> 6. <u>Local Level Committee</u> 7. Bhagidari Scheme 8. <u>District Advisory Committee on Renewable Energy</u> <p>(To convene all meetings related to above committee, issuance of</p>

	councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	minutes of the meetings and further pursue the decision taken action taken in such meetings Normally Committees are constituted from amongst the following officers : 1. Deputy Commissioner Chairperson 2. Addl. Distt. Magistrate Member 3. Sub-Divisional Magistrate Member 4. Accounts Officer Member 5. Tehsildars Members 6. Other Department Member 7. Representative of RWAs Member			
(ix)	A directory of its officers and employees;	Sh. Z.U. Siddiqui	DC (North)	23943048	9968820003
		Sh. Raj Kumar	ADM (North)	23968716	9868185298
		Sh. Vijay Bhardwaj,	SDM (Civil Line)	23918044	9818181391
		Sh. R.K. Sharma,	SDM (Kotwali/HQ)	23863323	9953885388
		Sh. Vijay Bhardwaj,	SDM (Sadar Bazar)	23954835	9818181391
		Sh. T. Misao	SDM (Election)		
		Sh S.K.Tyagi,	Executive Magistrate (Kotwali)	23863323	9871289865
		Sh. Santosh Kumar,	Executive Magistrate (Sadar Bazar)	23954835	9999989596
		Sh. Santosh Kumar,	Executive Magistrate (Civil Lines)	23918044	9999989596
		Sh. Sudhir Singh Verma,	Account Officer/ Drawing and Disbursing Officer	23911031	9810083109
		Sh. R.S.Samria,	Statistical Officer	23963313	9818509130
		Sh. Ashok Kumar,	Superintendent	2393313	9868846268
		Sh. S.P. Singh,	Superintendent		
		Sh. Vinay Bhushan	DIO	23963363	
		Smt. Jinivibha Kujur	Programmer	23918044	
		Sh. Manoj Kumar	(SR.-I)	23860435	

(x)

the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Sl. No.	Name of employee	Gross Pay
1	SH. Z.U. Siddique	73384
2	Sh R.K. Sharma	56753
3	Sh. Vijay Bhardwaj	55720
4	Sh. S.K. Tyagi	43823
5	Sh. Santosh Kumar	36138
6	Smt.Jaswinder Kaur	24983
7	Sh. Sanjay Singh	21168
8	Smt. Shashi Gupta	19865
9	Sh. Rishii Raj Malik	37373
10	Smt. Gurmeet Kaur	30775
11	Smt. Meera Bharti	37373
12	Smt. Suman Virmani	23093
13	Sh. Virender Singh	19755
14	Sh. Karambir Kr.	18858
15	Sh. Jagat Singh	19240
16	Sh. Jaswant Singh	27668
17	Sh. Narender Singh	17188
18	Sh. Raghubir Giri	19478
19	Sh. Bharat	13050
20	Sh. Mahavir singh	16848
21	Sh. Vinod Kr.	19295
22	Sh. Mahender Kr.	19728
23	Sh. Lakesh	19698
24	Sh. Kishan Lal	15508
25	Smt. Gainwati	20318
26	Sh. R.S.Samria	41923
27	Sh. Devi Lal Thapa	16112
28	Sh. Dev Narain Meena	16182
29	Sh. Johny	16540
30	Smt. Kamla Devi	16025
31	Sh. Suresh Chand	14169
32	Smt. Seeta Devi	16112
33	Sh. Satpal	16908
34	Sh. R.S.Sehrawat	29363
35	Sh. Rajesh Kr. Shukal	28938
36	Sh. P.C. Sharma	34940
37	Sh. Sudhir Singh Verma	50893
38	Sh. Sandeep Singh	25945
39	Sh. Hari Prakash	26120
40	Sh. Ramesh Chand	32423
41	Sh. Daya Ram Dubey	22168
42	Sh. Taricus Minz	26595
43	Sh. Vijay Kr.	19280
44	Sh. Sarvender Pal	16868
45	Sh. Vinod kr. Pandey	13210
46	Sh. Ram Khillari	19490
47	Sh. Om Prakash	19700
48	Sh. Naresh Kr.	22340
49	Smt. Archana Seth	23093
50	Smt. Pushp Lata	18893
51	Smt. Premwati	18795
52	Sh. Yudhvir	18708
53	Sh. T.S.Joshi	18816

(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Sl. No.	Name of Scheme	Budget Allocated (2010-11) in Rs.	Expenditure incurred Upto January-2011 In Rs.																																																																																
		1	My Delhi I Care Scheme (Citizen care for Habitat Fund)	80,00,000/-	22,96,285/-																																																																																
		2	Bhagidari Scheme (CIASW)	30,00,000/-	5,46,962/-																																																																																
		3	Minor Works Scheme	40,00,000/-	15,74,030/-																																																																																
(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	At present no subsidy programme is offered by this Department																																																																																			
(xiii)	particulars of recipients of concessions, permits or authorizations granted by it;	<p>The Department provides license for the</p> <p>1 Stamp Vendor for sale of</p> <ul style="list-style-type: none"> • Non Judicial stamp papers upto Rs.500/- per set • Judicial/Court Fee stamps/stamp paper upto Rs.500/- per set. <p>2 Deed Writers</p> <p>1 List Of Stamp Vendors</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>License No.</th> <th>Name Of Stamp Vendor</th> <th>Vend Place</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>133</td> <td>Sh. Banarasi Dass Sharna</td> <td>Tis Hazari Civil Court, Delhi</td> <td>Expired</td> </tr> <tr> <td>2</td> <td>137</td> <td>Sh. Rakesh Gupta</td> <td>3530, Qutab Road, Delhi</td> <td>Not working</td> </tr> <tr> <td>3</td> <td>147</td> <td>Sh. Sushil Kumar Gupta</td> <td>B-2, Tis Hazari, Delhi</td> <td></td> </tr> <tr> <td>4</td> <td>153</td> <td>Smt. Raj Ahuja</td> <td>B-2, Tis Hazari, Delhi</td> <td></td> </tr> <tr> <td>5</td> <td>169</td> <td>Sh. Raj Kumar Singh</td> <td>SR - I, Kashmere Gate, Delhi</td> <td></td> </tr> <tr> <td>6</td> <td>194</td> <td>Sh. Jamna Ram</td> <td>Tis Hazari Civil Court, Delhi</td> <td></td> </tr> <tr> <td>7</td> <td>202</td> <td>Sh. O. P. Aggarwal</td> <td>5590Lahori Gate, Delhi</td> <td></td> </tr> <tr> <td>8</td> <td>204</td> <td>Ms. Saroj Saxena</td> <td>3489, Hauz Qhazi Corner, Chawri Bazar Delhi</td> <td></td> </tr> <tr> <td>9</td> <td>205</td> <td>Sh. Sat Ram Dass</td> <td>Tis Hazari Court, Delhi</td> <td></td> </tr> <tr> <td>10</td> <td>218</td> <td>Sh. Sarvesh Kumar</td> <td>Seat Near Central Hall Gate, Tis Hazari Court, Delhi</td> <td></td> </tr> <tr> <td>11</td> <td>236</td> <td>Sh. Bhopal Singh</td> <td>SR - I, Kashmere Gate, Delhi.</td> <td></td> </tr> <tr> <td>12</td> <td>237</td> <td>Mohd. M. Y. Khan</td> <td>Tis Hazari Civil Court, Delhi</td> <td></td> </tr> <tr> <td>13</td> <td>245</td> <td>Delhi Hindustani Merch.Assoc (Regd) Sh. Ghan Shyam Dass Rastogi - (Sub Agent),</td> <td>Chandni Chowk, Delhi</td> <td></td> </tr> <tr> <td>14</td> <td>248</td> <td>Faizal Qureshi</td> <td>671/II, Chitli Qabar, Jama Masjid, Delhi</td> <td></td> </tr> <tr> <td>15</td> <td>251</td> <td>Sh. S. K. Khanna</td> <td>SR - I, Kashmere Gate,</td> <td></td> </tr> </tbody> </table>				S. No.	License No.	Name Of Stamp Vendor	Vend Place	Remarks	1	133	Sh. Banarasi Dass Sharna	Tis Hazari Civil Court, Delhi	Expired	2	137	Sh. Rakesh Gupta	3530, Qutab Road, Delhi	Not working	3	147	Sh. Sushil Kumar Gupta	B-2, Tis Hazari, Delhi		4	153	Smt. Raj Ahuja	B-2, Tis Hazari, Delhi		5	169	Sh. Raj Kumar Singh	SR - I, Kashmere Gate, Delhi		6	194	Sh. Jamna Ram	Tis Hazari Civil Court, Delhi		7	202	Sh. O. P. Aggarwal	5590Lahori Gate, Delhi		8	204	Ms. Saroj Saxena	3489, Hauz Qhazi Corner, Chawri Bazar Delhi		9	205	Sh. Sat Ram Dass	Tis Hazari Court, Delhi		10	218	Sh. Sarvesh Kumar	Seat Near Central Hall Gate, Tis Hazari Court, Delhi		11	236	Sh. Bhopal Singh	SR - I, Kashmere Gate, Delhi.		12	237	Mohd. M. Y. Khan	Tis Hazari Civil Court, Delhi		13	245	Delhi Hindustani Merch.Assoc (Regd) Sh. Ghan Shyam Dass Rastogi - (Sub Agent),	Chandni Chowk, Delhi		14	248	Faizal Qureshi	671/II, Chitli Qabar, Jama Masjid, Delhi		15	251	Sh. S. K. Khanna	SR - I, Kashmere Gate,	
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1 6 .	254	Sh. Suresh Chand	Tis Hazari Court, Delhi.	Expired
1 7 .	266	Sh. Mukesh Kumar	SR - I, Kashmere Gate, Delhi	
1 8 .	272	Ms. Nirmal Rai	Khari Baoli, Delhi	
1 9 .	283	Sh. Y. K. Sharma	Tis Hazari, Delhi.	
2 0 .	312	Sh. Ganga Parsad Tiwari	SR - I, Kashmere Gate, Delhi	
2 1 .	318	Sh. Mohinder Sethi	Tis Hazari, Delhi	Expired
2 2 .	325	Sh. S. P. Srivastava	Tis Hazari, Delhi	
2 3 .	328	Sh. Suresh Chand Gupta	BT-1, Gurcharan Singh Block, Tis Hazari, Delhi.	
2 4 .	329	Ms. Madhu Sardana	Tis Hazari Court, Delhi	
2 5 .	437	Sh. Ajeet Kumar	Kashmere Gate, Delhi	
2 6 .	443	Sh. Raj Vijay Singh	Tis Hazari, Delhi	
2 7 .	457	Sh. Brijesh Chaurasia	SR - I, Kashmere Gate, Delhi.	
2 8 .	465	Ms. Saroj Kumari	Tis Hazari, Delhi	
2 9 .	468	Sh. Narinder Singh	Kashmere Gate, Delhi	License expired
3 0 .	473	Ms. Tripta	Tis Hazari, Delhi.	License expired
3 1 .	482	Sh. Jagan Nath	Tis Hazari, Delhi	Not working
3 2 .	493	Ms. Indra Raina	3529-30 Qutab Road, Delhi	
3 3 .	495	Sh. Ramesh Chand	Tis Hazari Court, Delhi.	
3 4 .	551	Sh. Laxmi Narain	Gurucharan Singh Block, Tis Hazari Court	Not working
3 5 .	593	Sh. Sanjeev Tuli	Tpt. Authority, R. Pur Road, Delhi	

3 6 .	595	Sh. Manoj Kumar Garg	Seat No. 20, Tis Hazari Court, Delhi	
3 7 .	599	Sh. Rajat Goswami	136, West Wing, Tis Hazari Court, Delhi	Not working
3 8 .	600	Sh. Harash Pal Singh	1439/12, Kashmere Gate, Delhi	Not working
3 9 .	601	Sh. Ashok Kumar Verma	4322, Arya Pura, Old Subzi Mandi, Delhi.	Not working
4 0 .	602	Shahnaz Begum	C - 6A, Tis Hazari Court, Delhi	
4 1 .	604	Ms. Lata Rani	Tis Hazari Court, Delhi	
4 2 .	605	Ms. Babita Sharma	Tis Hazari Court, Delhi. (Under Suspension)	
4 3 .	612	Smt. Sunita	Tis Hazari Court, Delhi	Not working
1 44.	629	Sh. H.P,S, Sethi	Tis Hazari Court, Delhi	

List of Deed Writers

S. No.	License No.	Name Of Deed Writer	Vend Place	
1.	23	Sh. Pawan Kumar	Kashmere Gate, Delhi	
2.	18	Sh. Virender Kumar Gupta	Kashmere Gate, Delhi	
3.	13	Sh. Ravi Kumar Goel	Kashmere Gate, Delhi	
4.	10	Sh. Mahender Singh Golla	Kashmere Gate, Delhi	
5.	22	Sh. Jai Chand Gaur	Kashmere Gate, Delhi	
6.	24	Sh. Nand Kishore Chawla	Kashmere Gate, Delhi	
7.	27	Sh. Pradeep Kumar Jain	Kashmere Gate, Delhi	
8.	17	Sh. Deveshwer Dutt Bhardwaj	Kashmere Gate, Delhi	
9.	28	Sh. Vidya Sagar Gupta	Kashmere Gate, Delhi	
10	52	Sh. Chaman Lal	Kashmere Gate, Delhi	
11	19	Sh. Basant Narain Saxena	Kashmere Gate, Delhi	
12	5	Sh. Virender Kumar Jain	Kashmere Gate, Delhi	
13	9	Sh. Hari Narayan Chawla	Kashmere Gate, Delhi	
14	11	Sh. Ram Niwas Kashyap	Kashmere Gate, Delhi	
15	1	Sh. Kishan Chander Chawla	Kashmere Gate, Delhi	
16	21	Sh. Kamal Singh Verma	Kashmere Gate, Delhi	
17	34	Sh. Vinod Kumar Sharma	Kashmere Gate, Delhi	
18	20	Sh. Prem Kishore Chauhan	Kashmere Gate, Delhi	

		19	25	Sh. Rajesh Sharma	Kashmere Gate, Delhi	
		20	44	Sh. Dewekar Sharma	Kashmere Gate, Delhi	
		21	26	Sh. Sumer Chand Jain	Kashmere Gate, Delhi	
		22	7	Sh. R. K. Verma	Kashmere Gate, Delhi	
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	S. No	Activities for which electronic data is available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
		1	Land Record	Khatauni/ROR	Yes	Yes
		2	Different Certificates issued to public	<ul style="list-style-type: none"> Eligibility & Document requirement for all type of Certificates Status of Application When, Where & to Whom was it issued 	Yes	No
		3	Registration of Document in Sub-Registrar Office	<ul style="list-style-type: none"> Information regarding nature of deed, the name & address of Parties involved in sale and purchase name of the witnesses 	No	No
(xv)	the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Drinking water, Chairs, benches for citizens, toilet facility, However no library or reading room is available				
(xvi)	the names, designations and other particulars of the Public Information Officers;	Sh. Z.U. Siddiqui	DC (North)	1 st Appellate Authority	23943048	
		Sh. Raj Kumar	ADM (North)	PIO	23968716	
		Sh. Vijay Bhardwaj	SDM (Civil Line)	PIO	23918044	
		Sh. R.K. Sharma,	SDM (Kotwali/HQ)	PIO	23863323	
		Sh. Vijay Bhardwaj	SDM (Sadar Bazar)	PIO	23954835	
		Sh. Misao	SDM (Election)			
		Sh S.K.Tyagi,	Executive Magistrate (Kotwali)	APIO	23863323	
		Sh. Santosh Kumar,	Executive Magistrate (Sadar Bazar)	APIO	23954835	
		Sh. Santosh Kumar,	Executive Magistrate (Civil Lines)	APIO	23918044	
		Sh. Sudhir Singh Verma,	Account Officer	PIO	23911031	
		Sh. Manoj Kumar	(SR.-I)	APIO	23860435	
(xvii)	such other information as may be prescribed; and thereafter update these publications every year	DISASTER MANAGEMENT <i>About the Programme</i> A joint initiative of Govt. of India and UNDP, this programme essentially aims to contribute towards the social and economic				

development goals of national government and enabling state governments to minimize loss of development gains from disasters and reduce vulnerabilities. It is an effort towards demonstrating a sustainable model for mainstreaming disaster Risk Management at all levels with focus on district and community level activities. The vital output of this project is multihazard Risk Management and sustainable recovery plans at community, sub-division and district level, and strengthening institutions responsible for sustainability and replication of these efforts. At the national level this programme seeks to provide support to Ministry of Home Affairs to set up institutional framework for disaster preparedness, prevention and mitigation. It shall help boost local capacities to address disasters through an integrated approach for reducing socio-economic and environmental (emphasizing natural hazards) vulnerabilities

Importance of the programme

The study is vital because of the very vulnerable nature of the area that we inhabit. Delhi being the state capital of India is the nerve center of all its functionaries. Like brain in a body, it controls all India and any damage to this brain may lead to a crises unmentionable. Delhi is constantly at risk to various natural and manmade disasters. Natural disasters like earthquake and floods - being the two most significant ones for this region - can strike any time because of its geographic location in zone IV and along Yamuna. Then due to its politically sensitive position possibility of a terrorist attack cannot be ruled out. Above all these, the vulnerability of the region increases many fold because of the very nature of the way the city has grown and expanded over years and the basic characteristics of the population that inhabit this oblivious growth. North District is an integral part of the state of Delhi and so the vulnerabilities and risks at stake are not very different. Some of the very old parts of the state with their delicate constructions, narrow lanes and old hanging wires form a part of the district. It also has historical monuments like Lal Quila and important installations like Wazirabad water works that may be potential target areas in wake of a terrorist attack. The time has come that we realize the significance of the threat that is looming right ahead and start thinking of ways to protect ourselves. We also know that there is not much we can do in the immediate present to change the existing situation. We cannot rebuild our environment and our structures no matter how unsafe they are, we can not provide 24X7 helicopters monitoring our historical and important structures - we still have a long way to go to achieve these goals but what we can do right now is to improve our skills to fight better any calamity that strikes us, stand tall in wake of a disaster and thus prevent it from turning into a hazard

