

At Presently, Patiala Division, Patiala with headquarter at Patiala, consists of five district Fatehgarh Sahib, Ludhiana, Rupnagar, Patiala and Sangrur, 26 Sub Divisions, 26 Tehsils and 53 Sub Tehsils within these districts. As per the record available, the first Commissioner of this Division was appointed in the year 1948. The Divisional Commissioner office is vested with administrative and judicial powers under various Acts including 'Punjab Land Revenue Act, 1887, Northern India Canal and Drainage Act, 1873, The Indian Arms Act, 1959, Punjab New Mandi Township Act, 1960' etc.. The main function of the Commissioner Office is to provide necessary forum for appeal as well as revisions under the relevant Acts made by the Punjab Govt.. In addition to this, Commissioner office is also vested to the responsibility for making inspections of the district offices and courts within its revenue jurisdiction . These inspections are directed to assess the work of the officers rather than the work of their subordinate offices.

**Appellate Authority in Revenue Matters:**

The Commissioner of the Division is vested with the powers to hear appeals revisions and review of revenue cases under the Acts like Punjab Land Revenue Act, 1887, Punjab Security of Land Tenure Act, 1953, Punjab Tenancy Act, 1887, Punjab land Reforms Act, 1972, Punjab Property Deals (Disposal )Act, Appeals/revisions under Punjab Land Revenue Act 1887 are related to partition cases, correction of khasra girdawri cases and lambardari cases. These appeals/revisions can be filed even against the interlocutory orders passed by the lower courts. The Commissioner of the Division has to decided 80 court cases in a month. In addition to this, the relevant Act empower the Commissioner to take suo-moto cognigence of any order passed by lower revenue authorities u/s of the Land Revenue Act 1887 which reads as follows:

The Commissioner of Division is also Appellate Authority under miscellaneous Acts like Northern India Canal and Drainage Act, 1873, Punjab New Mandi Township Act, 1960, Indian Stamp Act, 1899, Municipal Corporation Act, 1976 etc..

**Establishment:**

The Commissioner office also deals with the establishment of Naib Tehsildars under the relevant Act/Rules. The Commissioner of the Division, is the appointing authority under Punjab Naib Tehsildars (Class-III) Service Rules, 1984 and punishing authority under the Punishment and Appeals Rules, 1970, of the Naib Tehsildars in the division. The Patiala Division, has the establishment of 73 Naib Tehsildars within the division.

**Service matters:**

Under the Punjab Punishment and Appeals Rules, 1970, the Commissioner of Division acts as appellate authority for the officials of the subordinate offices within the division. As per the rule 21 of the Punjab Punishment and Appeals Rules, 1970, the Commissioner of the Division is also vested the power of review the decision passed in appeals within three months.

**Misc. Matters:**

The Commissioner office taken up the following functions:

- i) **Complaints and enquiries of Naib Tehsildar:** Complaints and enquiries are dealt in the Commissioner Office and punishment under rules is given to the guilty Naib Tehsildars.
- ii) **Medical bills of employees:** Medical bills of the employees of the subordinate offices are reimbursed up to Rs. 25,000/.
- iii) **Inspection of subordinate offices;**
  - D.C office and court, S.D.O.(C) office and court (once after laps of two years under his charge)
  - Tehsil/Sub Tehsil (once in three years)
  - Treasury/Sub Treasury (once in financial year)

Surprise visit to Treasury/Sub Treasury, Jails, Hospitals and Dispensaries, School, Improvement Trust and Ist Class Municipal Committee and all other offices of the State Govt. dealing with revenue and agriculture and cooperative matters. The Commissioner of the Division can inspect any office during touring as and when it is felt appropriate.

The details of office procedure establishment employees and work is given in subsequent annexures.

Divisional Commissioner,

**MANUAL FOR COMMISSIONER OFFICE, PATIALA DIVISION, PATIALA**

Patiala Division, Patiala.