

CHAPTER X
GENERAL ADMINISTRATION

Administrative Division

Kurukshetra district consists of three tehsils, namely, Thanesar, Pehowa and Shahabad. Thanesar tehsil has two sub tehsils viz. Babain and Ladwa. As on March 31, 2004, the district had three tehsils viz. Thanesar, Shahabad and Pehowa having 416 villages (407 inhabited and 9 uninhabited). Tehsilwise number of villages is given below:-

Tehsil	Sub-Tehsil	Villages		
		Inhabited	Uninhabited	Total
Thanesar	Ladwa	240	5	245
Shahabad	Babain	79	-	79
Pehowa	Ismailabad	88	4	92
Total		407	9	416

To decentralise the authority in the administrative setup, the district is divided into two Sub Divisions i.e. Thanesar and Pehowa. Thanesar Sub Division was created in 1960 and comprises Thanesar Tehsil and two Sub Tehsils, namely, Shahabad and Ladwa. Pehowa Sub Division was created in 1989 and comprises Pehowa Tehsil. The decentralisation promotes efficiency in the administration and ensures better supervision over public affairs. The Sub-Divisional Officer (Civil) has powers to deal with many matter expeditiously on the spot.

In 2003-04, the strength of the sub divisional and Tehsil officers, who assisted the Deputy Commissioner, was as follows:-

Tehsil	Officers	Strength
Thanesar	Sub-Divisional Officer (Civil)	1
	Tehsildar	1
	Naib Tehsildar (Mahal)	2
	Naib Tehsildar (Accounts)	1
	Naib Tehsildar (Agrarian)	1
	Naib Tehsildar (Ligh/ Migh)	1
Pehowa	Sub-Divisional Officer (Civil)	1
	Tehsildar	1
	Naib Tehsildar (Mahal)	1
	Naib Tehsildar (Accounts)	1

District Authorities

Deputy Commissioner.- The general administration of the district is vested in the Deputy Commissioner. For administrative purposes, he is under the Commissioner, Ambala Division, Ambala. In other words, the State Government's general authority descends through the Divisional Commissioner to the Deputy Commissioner. With the advent of democratic setup and increased tempo of developmental activities, the duties and responsibilities of the Deputy Commissioner have enormously increased. He performs the triple functions of British times being at once the Deputy Commissioner, the District Magistrate and the Collector, but his responsibilities, particularly as Deputy Commissioner, have greatly increased.

As Deputy Commissioner, he is the executive head of the district with multifarious responsibilities. There is hardly any aspect of district administration with the general supervision of which he is not concerned in one way or the other. He has a special role to play in the Panchayati Raj. In addition to keeping an eye on the working of Panchayati Raj institutions, he guides the Panchayats, Panchayat Samitis, Municipal Committees and Market Committees and helps them to overcome the difficulties and problems. As the senior-most

officers in the district, he is expected to maintain contact with the elected representatives of the people in order to keep himself well informed about the functioning of the machinery for which he is responsible.

As district Magistrate, he is entrusted with maintenance of law and order in the district. In the discharge of this responsibility, he is assisted by the Superintendent of Police. After the separation of the judiciary from executive, control over judicial work was withdrawn from the District Magistrate. The result is that he is now concerned only with regulation of prosecutions, binding down of bad character of suspects for good behaviour and ordering preventive detentions. Previously, the District Magistrate like the Additional District & Sessions Judge, had the concurrent powers of hearing appeals against the order of an Executive Magistrate. After the introduction of the new Code of Criminal Procedure, 1974, he ceased to exercise such powers.

As collector, he is the highest revenue judicial authority in the district and is sometimes entrusted with the collection of all dues recoverable as arrears of any tax. If a party does not pay a tax in time, the tax collecting authority sends a certificate of tax arrears to the Deputy Commissioner, who had powers to recover the amount from the defaulters.

He supervises the maintenance of land records and agricultural statistics besides the management of government lands and estates. He is also entrusted with the implementation of distribution of *taccavi* and other loans to agriculturists. The supervision of acquisition and requisition of land and administering relief measures in case of drought, flood and other natural calamities are some of his other duties. He acts as the District Elections officer and the Registrar for registration.

The list of his miscellaneous duties for which he can be said to be responsible is not a short one. Some of the most important ones relate to civil defence, jails (*Sudhar Ghar*), reformatories and poor houses, liaison with military authorities and welfare of the members of armed forces, collection of loans, donations and subscriptions, and collection and supply of all sorts of information about the district.

The Co-ordination work of the Deputy Commissioner forms pivotal part of his overall responsibilities while coordinating the activities of various departments in the district. Whenever necessary, he takes care not to interfere in their internal administration, procedures, methods and policies of their parent departments. He holds periodical meetings of all the district officers with a view to reviewing the progress of work done by several departments and coordinating and intensifying their efforts. He has to possess a clear picture of the objectives of all the departments so as to evolve an integrated approach to development. The Deputy Commissioner, has been authorised to inspect the offices of all the departments in the district and he may call for any report and other information regarding these offices and their working. He is, in short, the Head of the district administration, a coordinating officer for the various departments and a connecting link between the public and the Government so far as he executes the policies, administers the rules and regulation framed by the government from time to time and also looks after the welfare, needs and requirements of the people. In fact he has become an essential instrument in the building of a welfare state.

Additional Deputy Commissioner.- The post of Additional Deputy Commissioner was created in the district in 1981. He plays a pivotal role in the matter of implementation of various Poverty Alleviation Programmes and functions as Ex-officio Chief Executive Officer of District Rural Development Agency for this purpose. In this regard, he is supposed to maintain a close and effective liaison with the different financial institutions operating in the district for smooth flow of credit to the beneficiaries. For this purpose, he has also been designated as Joint Director, Institutional Finance and Credit Control. The role of Additional Deputy Commissioner in the implementation and co-ordination of various development schemes and planning at the district level is also very vital. In this matter and also in the monitoring / review of various development programmes, he is assisted by the District Development and Panchayat Officer, Block Development and Panchayat Officers and District Statistical Officer.

Additional Deputy Commissioner has also been made Chairman of the Integrated Child Development Scheme and Special Nutrition Programme Purchase Committee. He also chairs the

meetings of the Old Age pension Committee for releasing the pension. He is also the Chief Planning and Development officer for 'Decentralised Planning' and other planning at the district level. Besides, he is also entrusted with several other sundry jobs by the Deputy Commissioner.

Sub Divisional Officer (Civil).- The Sub-Divisional Officer (Civil) is the Chief Officer of a sub-division. He is, however, competent on routing matters. His main duties, like those of the Deputy Commissioner include revenue, executive and judicial work. His executive duties pertain to the maintenance of law and order, development, local bodies, motor taxation, report about passports, renewal of arms licences, sub divisional establishment, etc. As Sub Divisional Magistrate, he exercises judicial powers under certain sections of the preventive chapters of the Code of Criminal Procedure. An appeal from the orders of the Sub Divisional Magistrate in such cases lies with the District and Sessions Judge.

District Revenue Officer.-The post of District Revenue Officer was created in the district in 1982. He is also the Principal Officer who helps the Deputy Commissioner in revenue work. He is the officer-in-charge of the following revenue branches of the Deputy Commissioner's Office:-

1. District Revenue Accounts Branch.
2. Sadar Kanungo Branch
3. Head Registration Branch.

Beside this, he acts as Land Acquisition Collector, Executive Magistrate and Assistant Collector Grade-1.

Tehsildar (Mahal)/ Naib Tehsildar (Mahal).- The Tehsildar and Naib Tehsildar are the key officers in the revenue administration and exercise the powers of the Assistant Collector Grade-II. While deciding partition cases, the Tehsildar assumes powers of Assistant Collector Grade-1 and for registration work he acts as Sub Registrar.

They are principally responsible for the maintenance of Revenue records, crop records and crop statistics. In the discharge of their miscellaneous duties, they assist the development staff in their various activities in the execution of plans, construction of roads,

drains, embankments, soil conservation and reclamation, pavement of streets, filling of depressions and disposing of work connected with rural reconstruction. They also co-operate the Block Development and Panchayat Officers in enlisting the maximum participation of the people in rural areas in making the Panchayati Raj a success.

The Tehsildars and Naib Tehsildars in the district are assisted by the following staff:-

Staff	Strength
Sadar Kanungo ¹	1
Naib Sadar Kanungo	1
Officer Kanungos	2
Field Kanungos	9
Surplus Kanungos	1
Patwaris	107

Since the actual preparation of village records and revenue statistics rests with the Patwaris, the district is divided into 107 Patwar circles, each circle being looked after by a Patwari who works under the immediate supervision of the Field Kanungo concerned.

The Lambardar (a non-official) is quite an important functionary in the administration. He collects arrears of land holdings tax. In addition to his duties of collection of arrears of tax, he keeps an eye on law and order in his area and any breach or adverse circumstance is reported by him to the nearest police station and to the Deputy Commissioner's office. He is assisted by the village *Chowkidar* in these matters.

General Arrangement for Disposal of Business.- In addition to sub-division, Tehsildar and block staff, the Deputy Commissioner is assisted by the City Magistrate. Assistant Commissioners/ Extra Assistant Commissioners are also sometimes temporarily appointed in the district with varying degrees of powers, magisterial (executive and revenue). These officers relieve the Deputy Commissioner of the routine activities of his office and thus enable him to concentrate upon the general managerial duties of co-ordination, direction,

¹ He is in charge of the district headquarters record room.

superintendence and control in other spheres. The General Assistant is responsible for functions and work relating to establishment, revenue, defence, etc., whereas the Additional General Assistant looks after the work relating to Panchayat Samitis and development activities.

Various District Committees have been constituted in the district. These committees help to redress the grievances of the people, review the progress of agricultural development, suggest the ways and means to improve health and sanitation conditions, propose suitable steps for welfare of ex-servicemen and their dependents, work out integrated development of towns and keep a watch on the collection and disposal of surplus land.

Development Organisation.- To administer schemes of development, the district has been divided into 4 blocks, viz. Thanesar, Shahabad, Pehowa and Ladwa. Each block was previously under the charge of a Block Development Officer but with the merger of the Panchayat Department with the Development Department, the Block Development Officer has been re-designated as Block Development and Panchayat Officer under Punjab Gram Panchayat Act, 1952. With the introduction of Panchayati Raj in 1961, the development of the block is looked after by an elected body known as the Panchayat Samiti. The Block Development and Panchayat Officer functions under the administrative control of the Panchayat Samiti and also functions as its ex-officio Executive Officer. Each block has been provided with Extension Officer from the Development, Industries, Agriculture, Co-operation and Panchayat Departments and they function under the control of the Block Development and Panchayat Officer. This procedure helps in the co-ordination of several development activities in the block.

For the implementation of programmes relating to the upliftment of rural women in the blocks, the Block Development and Panchayat Officer is assisted by Mukhya Sewikas and Gram Sewikas who are under the administrative control of the Lady Circle Supervisor, Kurukshetra. The Various programmes undertaken by them include kitchen gardening, arts & crafts centres, balwadis home decoration, poultry farming, etc.

Panchayats have been constituted at the village level to look after the development works. Their other functions include criminal, civil and revenue (Judicial) work as prescribed.

Panchayati Raj institutions function under the overall supervision of the Deputy Commissioner.

Police¹

The Police administration in the district is under the Senior Superintendent of Police, who, next to the Deputy Commissioner, is responsible for the maintenance of law and order. The Superintendent of Police is assisted by one Additional Superintendent of Police and the two Deputy Superintendents of Police posted at Thanesar and Pehowa. He functions under the administrative control of the Deputy Inspector General of Police, Ambala Range, Ambala.

Other State and Central Government Officers

Other State and central Officers in the district are administratively under the control of their respective Heads of Department but the Deputy Commissioner has been given powers to co-ordinate their activities and exercise a general control over them. A list of such officers is given below:

State Government Officers

1. Superintendent Engineer, UHBVN, Kurukshetra
2. Executive Engineer, Provincial Division, PWD (B&R) No.1 &II, Kurukshetra.
3. Chief Executive Officer, Kurukshetra Development Board, Kurukshetra.
4. Deputy Director, (ICDP), Kurukshetra.
5. Deputy Director, (IADP) Kurukshetra.
6. Executive Engineer(Op.), UHBVN Kurukshetra.
7. Secretary Zila Sainik Board, Kurukshetra.
8. Chairman Zila Parshad, Kurukshetra.
9. District Statistical Officer, Kurukshetra.
10. District Welfare Officer, Kurukshetra.
11. District Co-ordinator, Nehru Yuvak Kendra.

12. District Co-ordinator, Krishi Gyan Kendra.
13. District Commandant, Home Guards, Kurukshetra.
14. District Public Relations Officer, Kurukshetra.
15. Divisional Forest Officer (Territorial/Logging), Kurukshetra
16. General Manager, Haryana Roadways, Kurukshetra.
17. Estate Officer, H.U.D.A., Kurukshetra.
18. Inspector, Weights and Measures, Kurukshetra.
19. Executive Engineer, Public Health, Kurukshetra.
20. Assistant Manger, ASI, Kurukshetra.
21. Executive Engineer, Panchayati Raj, Kurukshetra.
22. Director Principal, HIRMI, Kurukshetra.
23. Chief Medical Officer, Kurukshetra.
24. District Malaria Officer, Kurukshetra.
25. General Manager, District Industries Centre, Kurukshetra.
26. Programme Officer, I.C.D.S., Kurukshetra.
27. District Fishries Officer, Kurukshetra.
28. Deputy Registrar, Co-operative Societies, Kurukshetra.
29. Assistant Registrar, Co-operative Societies, Kurukshetra.
30. District Manager, Co-operative Bank, Kurukshetra.
31. Treasury Officer, Kurukshetra.
32. District Employment Officer, Kurukshetra.
33. District Town Planner, Kurukshetra.
34. Deputy Excise and Taxation Commissioner, (Sales Tax) Kurukshetra.
35. Deputy Excise and Taxation Commissioner, (Excise) Kurukshetra.
36. Assistant Soil Conservation Officer, Kurukshetra.
37. District Food and Supplies Controller, Kurukshetra.
38. District Sports Officer, Kurukshetra.
39. District Education Officer, Kuruksheta.

40. District Primary Education Officer, Kurukshetra.
41. Deputy Director, Agriculture, Kurukshetra.
42. Labour Officer, Kurukshetra.
43. District Family Planning Officer, Kurukshetra.
44. District Attorney, Kurukshetra.
45. Executive Engineer, Water Services, Kurukshetra at Jyotisar.
46. Executive Engineer, B.B.M.B., Kurukshetra.

Central Government Officers

1. Sub Divisional Officer (Telephone), Kurukshetra.
2. Station Master, Northern Railway, Kurukshetra.
3. Superintendent Post Offices, Kurukshetra.
4. Income Tax Officer, Kurukshetra.
5. District Savings Officer, Kurukshetra.
6. Post Master, Post Office, Kurukshetra.

Justice

Kurukshetra was formed as a separate district in January 1973 but it continued to fall in Karnal Sessions Division and the judicial work was supervised by the District and Sessions judge, Karnal. In 1981, the Sessions Judge, Karnal was assisted by two Additional District and Sessions Judges at Kurukshetra. One senior Sub-Judge, Kurukshetra, One Chief Judicial Magistrate, Kurukshetra and one Sub- Judge/Judicial Magistrate, Kurukshetra.

In June 1983 a separate Sessions Division was established at Kurukshetra. The District and Sessions Judge, Kurukshetra was assisted by three Additional District and Sessions Judges at Kurukshetra. One Chief Judicial Magistrate/Sub Judge, Kurukshetra, One Additional Chief Judicial Magistrate Senior Sub Judge, Kurukshetra and two Sub-Judge/ Judicial Magistrate at Kurukshetra .

* For past history and details regarding functions, powers and jurisdiction of various judicial officers, kindly see Chapter-XII "Law & Order and Justice."