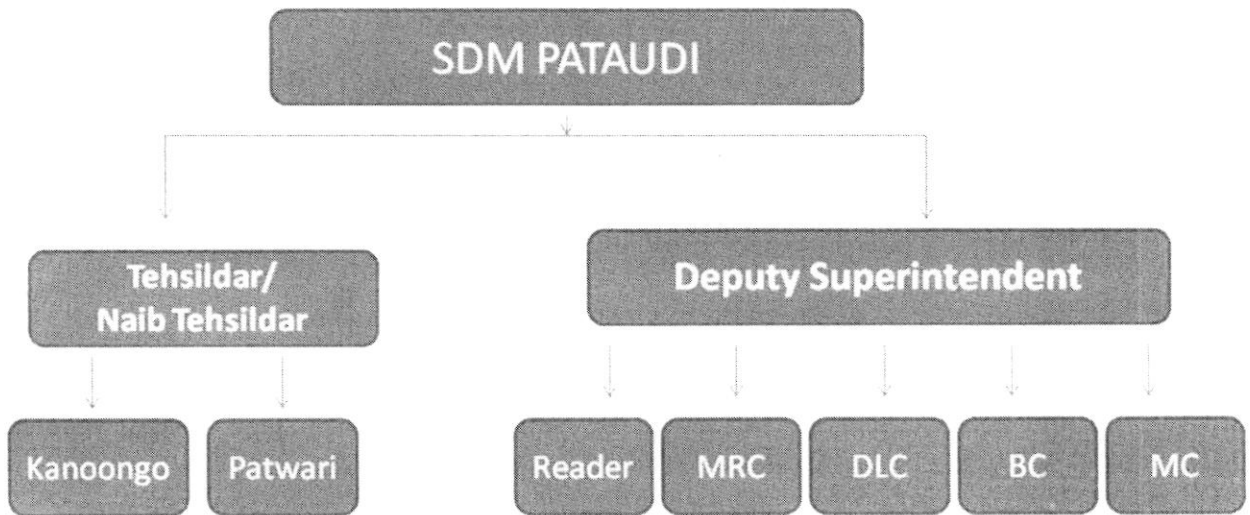


**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)
(B) (I) OF THE RIGHT TO INFORMATION ACT, 2005.**

Particulars of Organization and Function and Duties

Organization Structure Diagram



PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (B) (II) OF THE RIGHT TO INFORMATION ACT, 2005.

• Rule 4(1) (b) (ii)
The powers and duties and employees

Sr. No.	Name of the Post	Powers and duties (In brief)
1	SDM	1. Maintain Law and Order in the Sub-Division. 2. Registration/Renewal/Transfer of Vehicles. 3. Grant/Renewal of Driving Licenses. 4. Permission for Loudspeaker. 5. Court Cases relates to Revenue Matters
2	Tehsildar/Naib Tehsildar	1. Registration of Property. 2. Court Cases relates to Revenue Matters 3. Issuance SC/BC/OBC/HR/Marriage Registration 4. Mutation Sanctioned
3	Kanoongo	Maintain Land Record
4	Patwari	Issuance of Nakal and maintained land record.
5	Dy.Superintendent	Perform supervisory duties in the office of SDM, Pataudi Gurgaon.
6	Reader	To deal all the court case and Enquiries
7	Steno/Typist	R.T.I & Typing work.
8	Clerk	To put up the matters to the SDM and Maintain the office record.
9	Driver	Driving the Govt. vehicle
10	Peon	To distribute of dak and Miscellaneous work.
11	Chowkidar	Watching and Duty
12	Sweeper	Cleaning of office.

SDM Pataudi

Tehsildar/Naib Tehsildar

Deputy Superintendent

Kanoongo

Patwari

Reader

MRC

DLC

BC

MC

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1) (B) (IV) OF THE RIGHT TO INFORMATION ACT, 2005.**

- **Rule 4(1) (b) (iv)**
The norms set for the discharge Of its functions.

1. **Letter/Grievances receipts from the
Government/Department Including Public, Decision on Policy
Matter and Grievances is normally taken with in Fifteen days.**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1) (B) (V) OF THE RIGHT TO INFORMATION ACT,
2005.**

- **Rule 4(1) (b) (v)**

The rules, regulations, instructions, manuals
and records, held by it or under control or used
by employees for discharging functions.

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1) (B) (VI) OF THE RIGHT TO INFORMATION ACT,
2005.**

Rule 4(1) (b) (vi)

**Statement of the categories of documents that are
held or under control.**

Sr. No.	Category of Documents
1	Circulars.
2.	Reports
3.	Office Memos
4.	Statements
5.	Correspondence regarding establishment

The files & records are held with concerned Officials.

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1) (B) (VII) OF THE RIGHT TO INFORMATION ACT,
2005.**

Rule 4(1) (b) (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 policy or implementation thereof.

Not Applicable