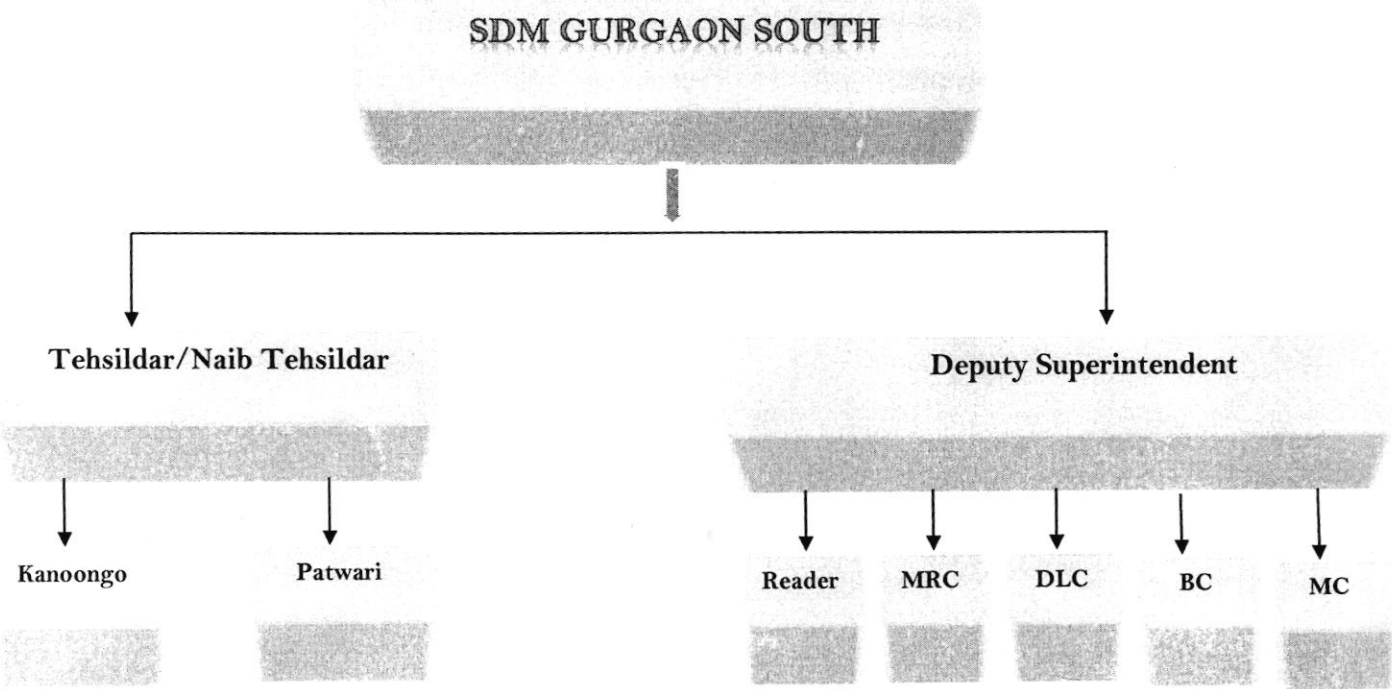


**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)
(B) (I) OF THE RIGHT TO INFORMATION ACT, 2005.**

**Particulars of Organization and Function and Duties
Organization Structure Diagram**



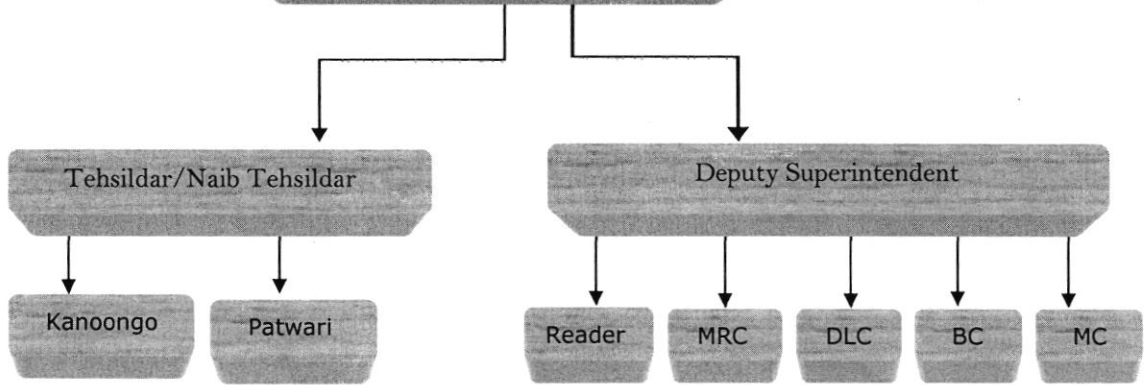
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (B) (II) OF THE RIGHT TO INFORMATION ACT, 2005.

• Rule 4(1) (b) (ii)

The powers and duties and employees

| Sr. No. | Name of the Post | Powers and duties (In brief) |
|----------------|--|--|
| 1 | SDM | <ol style="list-style-type: none"> 1. Maintain Law and Order in the Sub-Division. 2. Registration/Transfer of Vehicles. 3. Grant/Renewal of Driving Licenses. 4. Permission for Loudspeaker. 5. Court Cases related to Revenue Matters. 6. As ERO. 7. As Administrator (Market Committee). 8. Issue Income Certificate |
| 2 | <u>Tehsildar/Naib Tehsildar</u> | <ol style="list-style-type: none"> 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, Gurgaon South. |
| 6 | Reader | To deal all the court cases. |
| 7 | Steno/Typist | R.T.I, Typing work & Enquiry. |
| 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 | Watchmen |
| 12 | Sweeper | Cleaning of office. |

SDM GURGAON SOUTH



**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
R111 F 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