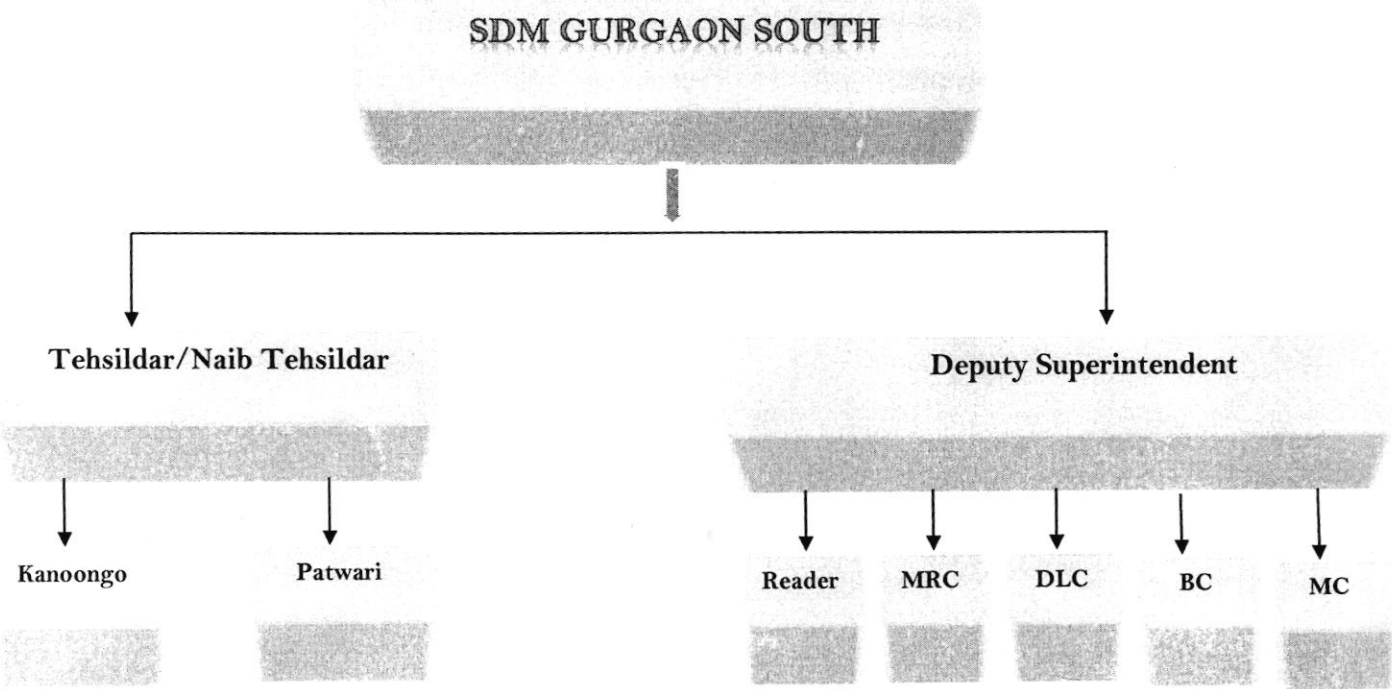


**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)
(B) (I) OF THE RIGHT TO INFORMATION ACT, 2005.**

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



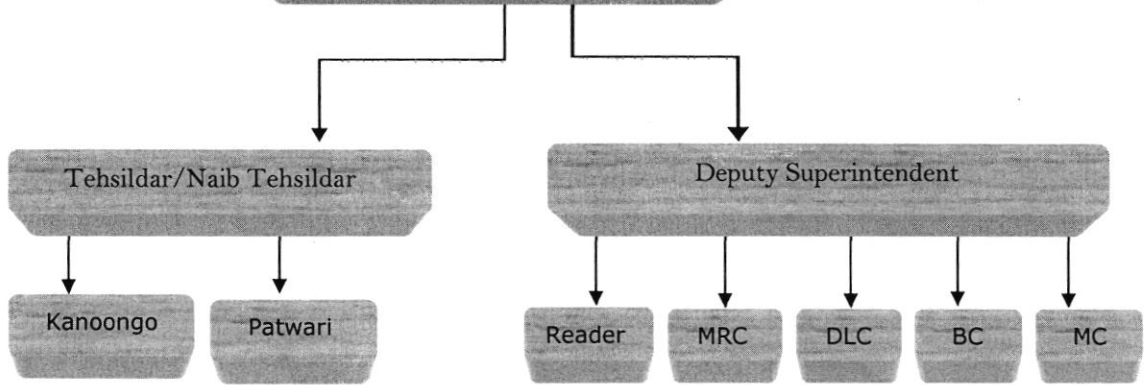
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (B) (II) OF THE RIGHT TO INFORMATION ACT, 2005.

• 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
RUII 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