

**ANNEXURE-2**

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

(The powers and duties of the officers and employees)

Name of the Department/Board/Corporation/Institution/Office: **SUB DIVISIONAL  
MAGISTRATE (CENTRAL), UT, CHANDIGARH.**

Sr. No.	Name of the Post	Powers and duties(in brief)
1.	<b><u>SUB-DIVISIONAL MAGISTRATE(CENTRAL)</u></b>	a) Incharge of the Sub-Division (Central) of the District b) To organized & recommend the names of Haj Piligrims to Haj Committee, Bombay as Coordinator of Haj Committee. c) Holding of Court i.e. Criminal Cases under Section 106 to 124, 133,145 & 173 of Cr. P.C, Eviction cases and Revenue cases. d) Issuance of SC/OBC/Residence/Income/Legal Heirs/ Solvency and Nationality Certificates. e) Order on late report of Birth/Death Certificates. f) Change of parents name in case of Adopted cases. g) Authentication of declarations for publication of news papers, magazines and printing presses. h) Counter signatures of all documents. i) Marriage Officer under Special Marriage Act, 1954. j) Event permissions. k) Sound permission.
2.	Superintendent Grade-II, DC's Office	Perform supervisory duties of S.D.M. (C) Office.
3.	Senior Assistant(01)	To assist the S.D.M. (C) in court cases.
4.	Junior Assistants(01)	To deal with all kinds of Certificates and late registration of Deaths and Births.
5.	Clerk (SDC-I) (1)	To deal with all kinds of event permissions and authentication of declarations for publication of newspapers, magazines and printing presses.
6.	Clerks (03) on contract.	
	i) Clerk-1	To deal with all kinds of Certificates and late registration of Deaths and Births..
	ii) Clerk-2 (SDC-2)	To deal with all kinds of sound permissions and Diary and Dispatch.

	iii) Clerk-3	To deal and perform the court duties as Ahlmad and countersignature of all documents.
7.	Peon(2) One regular and one on contract	To perform the duties in the court.
2.	Naib Sadar Kanungo(1) Also holding the charge of Field	i) Incharge of revenue record in the District Level & to assist the Tehsildar (Revenue) for performing his duties.
	Kanungo (2)	ii) To assist the Tehsildar (Revenue) for performing his duties. ii) To lookafter the work & conduct of the Patwaries.
4.	Patwaries(03) Two on regular. One on Contract.	i) They must take survey field inspection record of crops, revisions of map reporting relating to mutation, partition revenue or rent. ii) Takabi or other circumstances of their patwar circle.