

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)

Sr. No.	Name of the Post	Functions and duties (in brief)
1.	Sub Divisional Magistrate (South)	<ol style="list-style-type: none"> 1. ISSUANCE OF ALL TYPES OF CERTIFICATES 2. DISPOSAL OF COURT CASES UNDER THE PUNJAB LAND REVENUE ACT ,PUNJAB VILLAGEAND COMMON LAND ACT , CODE OF CRIMINAL PROCEDURE AN OTHER MISCLENIOUS LAWS WITH IN THE JURISDICTION OF SDM 3. GRANT OF PERMISSIONS FOR HOLDING EXHIBITIONS FARES. FUNCTIONS PROVIDING MISC. SERVICES TO THE CITIZENS IN THE CAPACITY OF EXEXECUTIVE AUTHORITY 4. GRANT OF PERMISSION TO USE SOUND SYSYTEM IN MARRIAGES AND JAGRATAS / FUNCTIONS ETC. 5. AUTHENTICATION OF DECLARATION OF NEWSPAPER/ MAGZINES / JOURNALS ETC 6. COUNTERSIGNATURES ON VARIOUS DOCUMENTS REQUIRED BY THE EMBASSIES 7. THE OFFICE HAS PRESCRIBED VARIOUS FORMS FOR ISSUANCE OF SC /OBC /RESIDENCE /INCOME CERTIFICATES WHICH ARE AVAILABLE WITH THE CONCERNED CLERKS AT THE RESPECTIVE COUNTERS FREE OF COST.
2.	PA to SDM(S)	<ol style="list-style-type: none"> 1. To assist the SDM in all kind of work relating to various departments under her control. 2. To work as Master BLO in the work relating to Election Department. 3. General Permissions for holding exhibition, fares/functions etc. 4. To deal with inquiries etc.
3.	SUB DIVISIONAL ASSSITANT	<ol style="list-style-type: none"> 1. PASSING OF NEW VEHLICES 2. TO ASSIST THE SDM IN DISCHARGING DAY TO DAY WORK. 3. CPIO UNDER RTI ACT.

4.	READER	1. COURT CASES UNDER Cr.PC, EVICTION CASES UNDER PP ACT, CASES UNDER PUNJAB LAND REVENUE ACT, CASES OF PUNJAB VILLAGE COMMON LAND ACT AND OTHER MISCELLANEOUS LAWS.
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5.	CERTIFICATE ASSISTANT -1	<ol style="list-style-type: none"> 1. Issuance of SC/ OBC Certificates. 2. Newspapers Declaration and Authentication thereof under the Press and Registration of Books Act.
6.	CERTIFICATE ASSISTANT-2	<ol style="list-style-type: none"> 1. Issuance of Residence Certificates. 2. Issuance of Late Birth/Death Entry orders. 3. Countersignatures on Various documents required by the Embassies.
7.	CERTIFICATE ASSISTANT -3	<ol style="list-style-type: none"> 1. Entry of New Vehicles. 2. Sound Permissions. 3. Issuance of Income Certificates.