

**OFFICE OF THE SUB DIVISIONAL MAGISTRATE (SOUTH) UT CHANDIGARH.**

**ANNEXURE-3**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b)**

**(ii) OF THE RIGHT TO INFORMATION ACT, 2005.**

(The Procedure followed in the decision making process, including channels of supervision and accountability)

Name of Department: SDM(S) Hockey Stadium, Sector 42, Chandigarh.

Sr. No.	Nature/type of work	Level at which the case is initiated (Name of Post)	Name of the post which deal with the case before the decision making authority.	Level at which decision is made. (Name of Post).
1	Cases under Cr. PC/Eviction/Revenue Cases etc.	Reader	Reader	SDM
2	Issuance of SC/OBC Certificates and Declaration of Newspapers/journals etc.	CA-I	SDA	SDM
3	Issuance of Residence Certificates, Late Birth and Death entry orders and Countersignatures of various documents.	CA-II	SDA	SDM
4	Issuance of Income Certificates, Sound permissions and New Vehicle entries.	CA-III	SDA	SDM