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From

SPIO-cum-City Magistrate,
Nuh.

To,

Distt. Information & Technology Officer,
Nuh.

No. 74 /LFA Dated 30/10/2020
Sub:- Regarding Uploadation of Information in compliance under
section 4 of RTI Act 2005.

On the subject cited above you are requested to upload the
Information which mentioned below at Adminstration Site of District Nuh in
compliance of Under section 4 of RTI Act 2005.

Information for RTI Applicant

Office Name	DC Office Nuh
SPIO	City Magistrate Nuh
First Appellate Authority	Deputy Commissioner, Nuh
RTI Cell	Room No. 328, IInd floor, Mini-Secretariat, Nuh.
Branches Under SPIO-Cum- City Magistrate Nuh	M.B., E.B., PLB, LFB,RKE, DN and C&EB.
Work in M.B. Branch	1. Law and Order(Appointing Duty Magistrate, Order Under section 144) 2.Character Verification for Newly Selected Govt. Employees residence of Distt. Nuh. 3. Examination Duties for HSSC, SSC, UPSC, HBSE etc. (except siting arrangements of examination centres) 4. Permissions for Religious Function, Political Meetings/Rallies, Fair, Circus etc. 5. Permissions of Helicopter Landing/ Take off. 6. Govt. Residence House allotment 7. .Tour programme of VIP 8. Other Miscellaneous works.

Work in E.B. Branch	<ol style="list-style-type: none"> 1. Officials Managements (Appointing and Transfers of Officials) 2. Salaries, Medical Reimbursement etc. of officials/ Officers 3. Inquiries of Officials/Officers and Punishment of officials under civil services rules.
Work in P.L.B Branch	<ol style="list-style-type: none"> 1. Issue Arm License and Addition of weapons 2. NOC of Petrol Pumps 3. NOC of Gas storage
Work in L.F.B. Branch	<ol style="list-style-type: none"> 1. Complaints related to Municipal Committees of District Nuh. 2. Elections of Municipal committees. 3. Sanction for Registration Of Birth/Death.
Work in RKE Branch	<ol style="list-style-type: none"> 1. Diaries of Dak Received in DC Office. 2. Despatch of Dak through Peon and post.
Work in DN Branch	<ol style="list-style-type: none"> 1. Expenditure Management of Office 2. Budget. 3. Condemnation of Old Govt. vehicle and Old Office Materials.
Work in C&EB	Public Complaints /Grievances
Branch Incharge of M.B., E.B., PLB, LFB, RKE, DN and C&EB.	Branch Assistants.
Overall Incharge of Branch	Superintendent/ Deputy Superintendent
Responsibilities of Record Management of Branches	Concerned Branch clerk.
Record Status	Manual (Not Computerized)



SPIO-cum-City Magistrate,
Nuh. 