

CHARTER DUTIES OF AHLMAD TO COLLECTOR/READER TO DC, CHAMBA, DISTT – CHAMBA (HP)

Ser No	Name and Post	Job Chart
1.	Smt Mankor (Reader to DC)	To supervise the work of Reader Branch.
2.	Sh. Joginder Singh Bhuria (Contractual Clerk) (Ahlmad to Collector)	<ul style="list-style-type: none"> → Correspondence reg. General Law & Order, → To examine the appeals and preparing the office report. → To prepare the summons and delivering to the parties. → To deal with Criminal and Civil case files received from Superintendent of Police in connection with Prosecution Sanction to prosecute the accused. → To deal RTI Correspondence pertaining to Reader Branch and RTI Appeals. → To maintain the court case files of Ld. Deputy Commissioner and Ld. Addl. District Magistrate. → To prepare the cause list of Court cases and Monitor the Court case of Ld Deputy Commissioner and Ld Addl. District Magistrate pending for adjudication. → To Monitor the progress of the Warrant of attachment and their services to the concerned Tehsildar and reports to the respective Ld. Courts well before the date of hearing. → To obtain the ex-post facto sanction of cases being examined/ processed under section 118 of HPTLR. → To prepare the Orders for court cases, passed by the Ld. Deputy Commissioner and Ld. Addl. District Magistrate. → Maintenance of files and register being maintained by Reader Branch.

- Court cases. Appeals/ Petitions/Revision/Election Petition/ Proceedings U/S 118 of HPTLR Act, appointment of L.C., Prosecution Sanctions under Arms Act, Prosecution, Sanctions etc. under Explosive Act, etc , Sanctions under Essential Commodity Act, Correspondence of violation of Section 118 of HPTLR Act, Inquiries etc.
- Reg. Lambardari cases, Correspondence with police deptt. with regard to various complaints, Correspondence with various deptts. with regard to Misc. land disputes, Change of classification of land/ correction of Rev-entries, Issuance of various cases.
- Monthly/Quarterly statements, Court cases pertaining to the Ld. court of Deputy Commissioner and Ld Addl District Magistrate.
- Issuance of various certificates.
- Consignment of court cases files.
- Maintenance of Guard file and current files.
- Assembly/Parliamentary Questions.
- To examine the applications for issue of Identity Cards and other tribal certificates being obtained by the Medical Officers serving in remote areas of the district Chamba.
- To discharge any additional duty/work entrusted by the District Collector/Deputy Commissioner and Addl. District Magistrate.
- To process the cases of Caste Correction of the affected personnel received from the Collector, Sub-Division of Chamba District.

CB/ML
24/07/2016
912/16