

**Manual 2**  
**Powers and duties of officers and employees**  
**[Section 4(1)(b)(ii)]**

Sl. No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Superintendent Of Land Records	-	-	-	To supply required certified copies to applicant in due time	In charge of Record Room
2	Record Keeper	-	-	-	-	Coping Certified Copies.