

OFFICE ORDER - 2016

A&B-Section(Establishment & Accounts)

COLLECTOR'S OFFICE, KHAMMAM.

Sl. No.	Name of the Officer/Employees	Existing Section	Re-organized Sections	Duties allotted
	V.Madan Gopal (Tahsildar)		A.O.	He supervises the establishment section, transfers and posting of entire Revenue Staff of the District being processed through A.O. and he look after entire Collectorate administration and including finance matters. He regulate the budget received from CCLA and being distributed quarterly to Divisions and Mandals. He works under the control of D.R.O.
1	K.Rajesh (Dy.Tahsildar)	A1	A1	<ol style="list-style-type: none"> Public Servants all service matters relating to Sr. Asst., and above cadre Preparing of panels relating to Sr.Asst., D.Ts and Tahsildar cadres. Staff Deputations to other depts on foreign services in the cadre of Sr. Assts, D.Ts., Tahsildars. Training Programme for Revenue Officials CTC received from District Officers and others. Annual returns relating to establishment including Civil List Disciplinary cases for Sr. Asst., and above the cadre of Revenue Employees.
2	R.Anantha Rama Krishna (Dy.Tahsildar) Deputation	A2	A2	<ol style="list-style-type: none"> Compassionate appointments. Public Servants all matters relating to Jr. Asst/Typist and below cadre Disciplinary cases. Regularization of Jr.Assts./ Typists and below cadre Preparation of Survey training list from all eligible Revenue Subordinates. Conduct of PHC/DSC and allotment of candidates
		A3		<ol style="list-style-type: none"> Village Revenue Officers Village Revenue Assts., Disciplinary cases of VRO/VRAS/erstwhile P.S. & V As etc.,
3	Anantha Rao (Record Assistant)	A4 (Record Room)	A3	<ol style="list-style-type: none"> Maintenance of Record Room, Copy application Library - District and State Gazette Publication of notices and general information. District Gazette Village Maps - Information on availability of custody of Village Maps. Random inspection of Sub-Ordinate officers by Collector/Joint Collector follow up action. Consolidated Arrears List.' Call Book Register Half Yearly Business Return
I.T.E & C				
10	Sri S.M Shah Khasim (Deputation), Dy. Tahsildar	D.T (I.T)	A4	<ol style="list-style-type: none"> Maintenance of Computers CMRO LRMIS Computer Assistants Meeseva All Software & Hardware technical support Hand Holding Person (Revenue) Technical contro and monit oring of video conference and Pragna Meeting Halls
11	Sri B. HanumaChari			
12	Sri.Durgaprasad	EDM		
13	Kalandar	Honorarium Basis		
14	Saidulu	Video Conference Engineers		
15	Meera	Video Conference Engineers		

Sl. No.	Name of the Officer/Employees	Existing Section	Re-organized Sections	Duties allotted
4	C.Satyanarayana (Dy.Tahsildar) Deputation	B1	B1	1. Allocation of Budgetary grants all correspondence regarding budget and reconciliation of departmental figures and expenditure. .
				2. Maintenance of TBR and Cash Book
				3. Pay Bills of Collector & Joint Collector and Collector's Office Staff, other Bills.
				4. Arrears claims of Staff of Collectorate
				5. TA Bills of Collector and Joint Collector
				6. Pay fixation of Gazetted and Non - Gazetted
				7. Purchase of stationery to Collector's Office.
5	M.Ekaveera (Jr.Asst.,)	B2	B2	1. Maintenance of SRs of Collectorate employees and Sanction of increments to Collector's Office Staff
				2. Sanction of Leaves above the cadre of Jr.Asst.,
				3. Sanction of LTC/Home Town & GPF and Employees General Insurance Scheme.
				4. Pension cases of Dy.Collectyors, Tahsildars and Collector's Office Staff
		B3		5. Medical Reimbursement in respect of all employees including retired employees in Revenue Department.
				1. Tour Dairies and TA Bills of District Officers for counter signature of Collector and Joint Collector and Preparation of TA Bills of Collectorate Staff
				2. Maintenance of attendance Register, CL., & Turn Duty Register.
				3. Audit Objections & Paras in respect of all cases
6	A.Pavan Kumar, (Jr.Asst)	Inward	Inward	1. Tappals receipts & Distribution
				2. Registered post Tappals
		3.Tappals relating to the Spl.Registers etc.,		
7	G.Satyanarayana	Chowkidar		Night Watchman
				8
		Dispatch	Dispatch	1. Dispatch