

OFFICE ORDER - 2016

D-SECTION

COLLECTOR'S OFFICE, KHAMMAM.

Sl. No.	Name of the Officer/ Employees	Existing Section	Re-organized Sections	Duties allotted
	Sri.,T.Chandrasekar, Tahsildar	OSD	D-Superintendent	He supervises the work of Disaster Management, Examinations Control over SSC & Intermediate other miscellaneous work,restoration of Irrigation sources, & DLSC matters he work under the control of D.R.O.
1	P.Madhavi (Jr., Asst.)	D1	D1	1. Aapathbandhu Scheme, Gruha raksha Scheme, Fire Accidents, Accidental Deaths, Road Accidents. Inspection of Sub-Ordinates officers by Collector and Joint Collector and follow up preview thereon.
		H1		2. Negotiable Instruments Act, Rehabilitation of Ex-Service Men, etc., 3.National Defence Fund - T.B. Seals Sanik 4.CM Relief Funds & Announcements 5.Birth & Death Vital Statistics 1. Irrigation major & Minor Acts and Rules relating to Irrigation. 2. Dist. Irrigation Board Meeting 3. Correspondence relating to NSP AP SIDC Medium & Major relating to localization and Thaibandhi - Joint Azmoish etc., 4. Water from Govt., sources from Domestic and Industrial purpose 5. L.I. Scheme and C.I. Wells 6. Water User Association.
2	Md.AG.Raheem (Sr., Asst.)	D2	D2	1. Floods and other natural Calamities 2. Visits of Central team on disaster management & Training. 3. Ham Radio & Wireless set 4. Epidemics 5. Drought, Drinking Water 6. Adverse Seasonal Conditions 7. Maintenance and Welfare of Parents and Senior Citizens Act-2007 8.Caste certificate verification & DLSC 9. Agency Area Certificates 10.MCR & HRD Trainings
		D3		
3	K.Sravani, (Typist)	H3	D3	1. Exams, SSC & Intermediate 2.Installation of statures.
		H4		1. Miscellaneous, Telugu Pdls, Medical & Health 2.Rajiv Aarogya sree 3.CM grievance. 4. Citizen Charter 5. pending references of CCLA and other Subordinate officers and review with RDO's and MRO's
4	D.V.Jasmine (Jr., Asst.)	H6	D4	1. Land Revenue 2. NALA, One time Conversion etc., 3. R.R. Act. 4. Jamabandi, Survey & Boundaries Act 5. Jurisdictions of Villages / Gram Panchayats/Mandals/ Divisions/District. 6.Revenue Sadassulu 7. Walta Act 8. The Securitisation and Reconstruction of Financial Assests and Enforcement of Seckurity Intrest Act-2002.

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5	K.V.M.A.Meenan, (Dy.Tahsiladar)	D5	D5	2. Care Taking of Electric Electronics, VHP and Telephone Equipment and Storage. 3. Care Taking of furniture plants tools and storage. 4. Administrative Reforms of Collectorate and other subordinate officers. 5. Supervision of Departments APPSC Examinations 6. Control and Monitoring of Video Conference and Pragna Meeting Halls