

OFFICE ORDER- 03/2019

No.A4/19 /2016

Date: 18 .06.2019

DETAILS OF SECTIONS ALLOTTED TO STAFF IN COLLECTORATE, MEDAK**“A” SECTION SUPERINTENDENT SRI. M. YADAGIRI, ADMINISTRATIVE OFFICER/APIO
(7995088719)**

Sl No	Seat No.	Name of the Section Assistant (Smt /Sri)	Subject allotted
1.	A-1	Rohith Anand Pawar, Sr.Asst (9000535306)	1)Public Servants – All Service matters relating to Sr. Assts and above cadre (Transfers, postings, leave etc.,) 2) Maintenance of SRs and ACRs Up to Tahsildars 3) Preparation of Tahsildars / Dy. Tahsildars Panels 4) Pensions up to Tahsildar cadre 5) Maintenance of Attendance Registers 6) Maintenance of CLs/ Register 7) Trainings 8) Joint Staff Council Meetings 9)APPSC Exams-Departmental Gr-I,II,III& IV &DSC,TET Etc.,
2.	A-2	Rohith Anand Pawar, Sr.Asst (9000535306)	1)Public Servants – All service matters relating up to Jr.Asst Cadre 2) Compassionate Appointments 3) Pensions of JAs/ Typists / Attenders / Drivers / Rec.Assts etc. 4)Group-IV Recruitments / SC / ST Backlog vacancies 5) Maintenance of Service Registers up to Jr-Assts 6) Preparation of Sr-Assts/Jr-Asst Seniority list 7) Turn Duties 8) Meeting Notes - VCs, Preparation of Meeting Notes.
3.	A-3	Rohith Anand Pawar, Sr.Asst (9000535306)	1) Disciplinary cases of Public Servants (Rev Dept) including VROs 2) Enquiry relating to the District Officers and other matters relating to the District Officers
4.	A-4	Rohith Anand Pawar, Sr.Asst (9000535306)	1) Office Procedure 2) Inspection of Collectorate office by CCLA / Revenue Divisional Offices / Tahsil Offices 4) Review of Tour diaries of District Officers/Tahsildars 5) VROs & Village Revenue Asst Establishment 6) APLA Assurances/ LAQ/LCQ/LSQ/RSQ
5		Surender Record Assistant (9963305918)	PRAJAVANI PETITIONS, Maintenance of Meeting Halls
6	A-5	Eppa Sathyanarayana. Asst.,(9985429047)	1. Record Section – Maintenance of Records. 2. Copy application Register – Maintenance of Records and Stock Registers including C.B. & Library.
7	A-6	Eppa Sathyanarayana. Asst.,(9985429047)	1) Inward – Dealing with all D.O. Communications Telegrams and all other communications (both urgent and routine.) 2. To Maitain Separate Registers for the Representations received from Hon'ble Ministers/MPs,MLCs& MLAs. 3. Maintain separate Tappasls 4. Scrutiny Register& all other Registers.
8	A-7	Eppa Sathyanarayana. Asst.,(9985429047)	Out ward ,Local delivery etc., Assistant to Estate Officer and also to work at Outward

“B” SECTION SUPERINTENDENT, SRI M. YADAGIRI, TAHSILDAR ADMINISTRATIVE OFFICER/APIO

Sl. No	Seat No.	Name of the Section Assistants/Sri	Subject allotted
1	B-1	M. Paramesh Kumar, Sr. Asst., (9030429444) & D.Kranthikumar, Jr.Asst (9494651076)	<p>1) Pay Bills 2) Office Contingencies 3) GPF – GIS- Loans & Advances for House building, Motor conveyance etc. to Govt. Employees 4) Annual Returns i.e. Number Statement Budget estimates 5) Budget estimates – Allotment of Budget to RDOs & Tahsildars 6) T.A. Bills of Dist. Officers 7) Medical reimbursements 8) UD Pay Register 9) Depositing of Cheques 10) PR Maintenance 11) Acquaintance Roll 12) Cash Book</p> <p>1).Presentation of Bills in Treasury 2).Co-orientation with Banks and Treasury 3).Messenger of the Bills.</p>
2	B2	T. Naresh, Jr. Asst., (9912080260) & D.Kranthikumar, Jr.Asst (9494651076)	<p>Care Taker –</p> <ol style="list-style-type: none"> 1. Purchasing of Stationery Items for Office use like Paper, Pads& other use full items for office maintenance 2. Stores, 3. Publication of Dist. Gazette. 4. Stock Registers(Stationary in prescribed formats) 5. Stock Issue register 6. Maintenance of Generator(Log Book to be maintained) 7. Attending Protocol courtesies for VVIP/VIPs/Other State Level officer in liaison with CC to Collr/JC 8. Refreshments during ROs Meetings/VC 9. Sl.No. 5,6,7& 8 to be placed before AO by 15th and 30th of every month for scrutiny and to be placed before District Revenue officer without fail.
3	B3	M. Paramesh Kumar, Sr. Asst., (9030429444) & D.Kranthikumar, Jr.Asst (9494651076)	Audit Reports –Audit Paras
4	B4	T.Naresh, Jr.Asst. (9912080260)	RTI Act

**“C” SECTION superintendent, SRI. MOHD. YOUNUS,TAHSILDAR
7995088724**

Sl.No	Seat	Section In-charge / Assistant Sri / Smt.	Subject Allotted
1	C-1	K.Sandeep Kumar, Jr. Asst., (7997162629)	<ol style="list-style-type: none"> 1) Magisterial 2) Law & Order including co-ordination with the judicial and Police officials – 3) Communal Violence (a) National Security Act,1980 4) PD Act/RIAD 5) Appointment of Law Officers 6) Relief to victims of extremist’s violence 7) Rehabilitation of surrendered extremists 8) Human Rights & NHRC / SHRC 9) National Foundation for Communal Harmony 10) Cinematography Act 11) VHF – Sets Maintenance
2	C-2	K.Sandeep Kumar, Jr. Asst., (7997162629)	<ol style="list-style-type: none"> 1) SC/STs (POA) Act 1989 & PCR Act 1955 2) Freedom Fighter issues & Pensions verification 3) Bonded Labour Act 4) Minimum wages Act 5) Child Labour Act 6) Appeals on Social Status Certificates including Caste Verification/DLSC 7. Weavers Death Cases
3	C-3	K.Sandeep Kumar, Jr. Asst., (7997162629)	<ol style="list-style-type: none"> 1) Arms Act and Rules 2) Explosives Act 3) Petroleum Act 4) Indian Treasury Trove Act 5) Money Lending Act 6) Indian Christian Marriage Act, 1872 7) Secularizations Act & Indebtedness 8) Indian Stamp Act 9) Press & Books Regn. Act 10) Hit & Run Cases 11) Antecedents verification 12) Prosecutions 13) Foreigners and Passports etc.
4	C4	K.Sandeep Kumar, Jr. Asst., (7997162629)	<ol style="list-style-type: none"> 1. CMP 2. CMCO 1. CM General & Other Monitoring 2. CMRF 3. Hon’ble CM Assurances / MLAs etc.

**“D’ SECTION SUPERINTENDENT, SRI. J. RAMULU, TAHSILDAR
(6300192520)**

Sl. No	Seat No	Name of the Section Assistant Smt /Sri	Subject allotted
1	D1	Rajam Srinivas Sr. Asst., (9963121930)	<ol style="list-style-type: none"> 1)Village Accounts 2)Jamabandi 3)AP ROR Act & Rules 1989 Post action on revision Court cases 4)Survey matter/Boundary disputes Survey and Boundaries Act 5) Municipal Administration 6) WUA Elections 7) Escheat & Bonavacantia Act 8) KRRC
2	D-2	Rajam Srinivas Sr. Asst., (9963121930)	<ol style="list-style-type: none"> 1) Water Tax(Land Revenue/NALA) 2)One time settlement of NALA and Land Conversion and Revenue Malversation 3) Regulation APCR relating to cess and adjustment 4) TS. Revenue Enquiries Act and Rules 5) TS. RR. Act and Rules 6) TS. Rent and Revenue sales Act and Rules - Receipt for payment of L.R. Rules, 1960 7) TS. Revenue Summons Act and Rules 8) Bought-in-Lands 9) Fisheries 10) Forest Act 11) Taccavi Loans 12) Pdls
4	D3	Rajam Srinivas Sr. Asst., (9963121930)	<ol style="list-style-type: none"> 1) Natural Calamities/Drought Relief 2)Seasonal Conditions/Agriculture /Horticulture 3) Drinking water 4) Disaster Management/Insurance Schemes 5) TS WALTA Act 6) Mines & Minerals 7) Irrigation Act & IDB Meetings 8) TS TA Distribution of Irrigation & 2nd Crop (Taibandi Rules 1976) 9) Re-Organization of Mandals/Villages 10) Revenue Sadassulu
5	D4	Rajam Srinivas Sr. Asst., (9963121930)	<ol style="list-style-type: none"> 1)Apathbandu 2) NFBS 3) Farmers Suicidal death/Help line/Starvation deaths/Weavers Suicide deaths 4) PMNRF 5) Kalyanalaxmi/Shadi Mubarak

“E” SECTION SUPERINTENDENT, SRI. MD. YOUNUS, TAHSILDAR

Sl. No	Seat No	Name of the Section Assistant Smt/Sri	Subject allotted
1	E-1	Smt. Shailaja, Sr. Asst (8309216366)	1) A.P.Land Grabbing Act & Rules 2) Land Encroachment Act 1905 3) Home Stead Act, 1975 4) Bhoodan Lands 5) Regularization of Govt.Lands- G.O.Ms.No.508 and 166 6) G.O.Ms.No.58 and 59 7) 2 BHK
2	E-2	Smt. Shailaja, Sr. Asst (8309216366)	1.Assignment – Cancellation of Irregular Assignment 2. TS. Assigned Land (Prohibition of Transfer) Act & Rules –1977 3. Post action pertaining to Assignment Revision cases 4) Assignment of Hosue sites as sper G.O.Ms No. 304 in HMDA Mandals. 5) Inventory of Governments land and Protection of Government Lands
3	E-3	Smt. Shailaja, Sr. Asst (8309216366)	1.Land Alienation-Inter departmental Transfer of Govt Land(GOMs No. 571) 2. Violation of Alienation 3.Evacue Property 4.Dumping Yard and Grave Yard 5. Burial Ground proposals 6. Proposals for land levelling

**“F” SECTION SUPERINTENDENT, SRI. najeeb ahmed, NAIB TAHSILDAR
(9849604355) & (7995088725)**

Sl. No	Seat No	Name of the Section Assistant Smt/Sri	Subject allotted
1	F1	Khaja Pasha, Sr. Asst., (9704566227) & Kum. Imrana Begum (9908320508)	<ol style="list-style-type: none">1. Inams – Inam Abolition Act2. Tenancy Act.3. Wakf Properties4 TS.(TA) Atiyat Inquiries5. Estate Abolition – Settlement of Agency Lands.6. Endowment lands7. ROs meetings
2	F2	Khaja Pasha, Sr. Asst., (9704566227)	<ol style="list-style-type: none">1. TS Land Reforms (COAH) ACT, 19732. Suits and Legal matters3. Land Reforms Laws4. Urban Land Ceiling and Tenancy Act.
3	F3	Khaja Pasha, Sr. Asst., (9704566227)	<p>Appeal cases in the court of Joint Collector</p> <ol style="list-style-type: none">1. ROR2. Assignment and TS Assigned Lands(POA) Act 9/19773. Inams and Jagir Inams4. post action pertaining to Tenancy revision cases.5. Other cases6. Correspondence and Monitoring of cases relating to Hon’ble High Court/Supreme Court/ LRAT Etc.,

**“G” SECTION SUPERINTENDENT, SRI K.NARAYANA, NAIB TAHSILDAR
9849604355) & (7995088725)**

Sl. No.	Seat No.	Name of the Section Assistant S/Sri	Subject allotted
1	G-1	Prasad, Naib Tahsildar (9640452046)	1) Land Acquisition Files, 2) All appeals 3) O.Ps and W.Ps in High Court of A.P. and cases in Supreme Court
2	SW Dept.,	Prasad, Naib Tahsildar (9640452046)	SW(LA)(House sites)

**“H1” SECTION SUPERINTENDENT, SMT. maria concecao, TAHSILDAR
(9848495540) & (7995088723)**

Sl. No	Seat No	Name of the Section Assistants/Sri	Subject allotted
1	H-1.	Prasad, Naib Tahsildar (9640452046) S.Srinivas, Naib Tahsildar ()	1) Elections 2) EPIC 3) Census & A.O. Mee-seva
2	H-2	Md.Abed, Sr. Asst., (8555066904)	1) Pollution 2) Births and Deaths 3) Legal case Management system 4) Suits and Writ Petitions of other Departments.
3	H3	Md.Abed, Sr. Asst., (8555066904)	1) Visits of VI.P/V.V.I.Ps and Protocol Duties 2) Motor Vehicles 3) Accommodation to Government Officers 4) Allotment of Government Quarters 5) Computerization of Land Records (DEGs/CMRO)
4	H-4	Md.Abed, Sr. Asst., (8555066904)	1) State Functions 2) Tourism 4) TB Seals 3) Armed Forces Flags 4) Epidemics 7).Official Language 5) Miscellaneous and other Residuary works
5	H5	Md.Abed, Sr. Asst., (8555066904)	1) Representations received from Hon'ble Ministers and MPs/ MLAs/ MLC etc., 2) Press Clippings received from Collr/JC 3) Indian Red Cross Society 4) Maintenance of ICC building and other related issues including VC/Meeting halls

In addition to **Sri. T.Naresh, Jr.Asst** is entrusted the work of Meeting notes preparation.

In addition Sri. **T.Naresh, Jr.Asst** is entrusted the work of CC to DRO, All meeting arrangements, Garden and Estate Officer of ICC Complex, Medak. Arrangements of Night duties by Attenders /VRAs, arrangements of Flag in Collectorate daily. Further Sri. **P. Surender, Record Assistant** is entrusted to monitor on petitions received during the **Prajavani** (Grievance cell) conducting at Mandal Level and follow up action on all press clippings and Maintain registers, furniture and other items available in Collectorate, Meeting hall, Court hall and Auditorium.

The Administrative Officer, other section Superintendents requested to liaison with Care taker during Video Conference / Revenue Officers Conference meeting and other meetings related to their subjects and their concerned section assistants to ensure the supply of refreshments during the meetings.

These orders shall come into force with immediate effect.

District Revenue Officer,
Medak

To
All Staff members in Collectorate, Medak,
Copy to All Superintendents of Collectorate, Medak.
Copy to CC to Collr / JC / DRO / AO's Table for information.

