

ASSISTANT COMMISSIONER, SOUTH ANDAMAN/SDM OFFICE:

➤ **SHRI. AJIT KUMAR (Head Clerk)**

1. Incharge of the AC(SA)/SDM office.
2. Supervising all the works of the Establishment/Accounts & other matters.

➤ **SHRI. ALEXANDER (HGC)**

1. Dealing with all establishment matters of Tehsildar Port Blair, Ferrargunj, Little Andaman as well as staffs of AC(SA).

➤ **SMTI. SUSHEELA BAI (HGC)**

1. Preparation of Monthly Expenditure.
2. Preparation of Budget & allied matters.
3. Dealing in Income Tax matters.
4. Settlement of TA/LTC Bills.
5. Maintaining GPF Ledger of Group 'D' staffs.

➤ **SMTI. DEEPA (HGC)**

1. Cashier related works.
2. All Registration Matters.

➤ **SHRI. C.H. SRINIVAS (STENOGRAPHER 'OG')**

1. Stenographer to AC(SA).
2. Dealing in cases U/s 150, 151, 109, 110(g) Cr.PC & UDFIR.
3. Correspondence related to Mike Permissions.
4. Correspondence related to ACR's.
5. Confidential matters.
6. Matter related to general disputes.
7. General Correspondence.
8. Camp Court related matters & follow up action.
9. Any other works as assigned by the AC(SA)/SDM as & when required.

➤ **SMTI. JOGAMMA (LGC)**

1. Preparation of Pay & Allowances Bills.
2. Preparation of GPF/TA/LTC/Festival Advance.
3. Preparation of FVC Bills.
4. Maintaining PBR, Bill Register, FVC Register etc.

➤ **SHRI. R. RAJESH (LGC)**

1. Audit matters.
2. Panchayat & Election Matters.
3. Purchase of Stationary & other consumables as well as maintaining its records.
4. Correspondence of all minutes of Meetings & follow up action.

5. Matter related to NPR.
6. Any other works as assigned by the AC(SA)/SDM as & when required.

➤ **SHRI. SUBIR SARKAR (LGC)**

1. All RTI Matters.
2. Tuesday Public Hearing Matters.
3. LG Help Desk Matters.
4. Camp Court related matters & follow up action.
5. Any other works as assigned by the AC(SA)/SDM as & when required.

➤ **SHRI. V. SENTHIL KUMAR (LGC)**

1. Dealing in case U/s 133 Cr.PC.
2. Correspondence related to departmental vehicles.

➤ **MISS. SWETHA LALL (LGC)**

1. Dealing in cases U/s 150, 151, 109, 110(g) Cr.PC & UDFIR.
2. Correspondence related to Mike Permissions.
3. Matter related to Indira Awas Yojna.
4. Correspondence related to Self Help Group.
5. Diary & Dispatch regarding issuance of Summons, Warrants etc.
6. Any other works as assigned by the AC(SA)/SDM as & when required.

➤ **SMTI. RAJESHWARIAMMA (PEON)**

Diary & Dispatch works.