

The allocation of duties for the staff of Development Section ordered as under:-

<i>Sl. No.</i>	<i>Name & Designation</i>	<i>Work allocated</i>
1.	Smti Eliamma Max Millon , <i>Assistant Engineer.</i>	(1) Monitoring/inspection of MPLADS works. (2) Correspondence regarding audit on MPLADS works. (3) Correspondence regarding NABARDS on MPLADS works. (4) Preparation of minutes for the meeting. Any other works as assigned by the Superior Officers.
2.	Ms. Kalaiyarasi, <i>Junior Engineer.</i>	(1) Checking of the estimates received from the Implementing Agencies. (2) Ensure that the estimate, assurance of upkeeping, maintenance and status reports are received. (3) Checking the Monthly progress report (WMS) and MPR (data entry). Any other works as assigned by the Superior Officers.
3.	Smti. Jaya Rani Ghosh, <i>Head Clerk</i>	(1) Supervision of the Development Section and also dealing the following works. (2) Maintening the cash book of Tsunami/Rehabilitation (LS & RS) works and MPLADS (Lok Sabha) Any other works as assigned by the Superior Officers.
4.	Smti. Susheela Devi, <i>HGC</i>	(1) Correspondence regarding Local & Tsunami MPLADS works. (2) Conducting meetings with the Implementing Agencies for both Tsunami & Local MPLADS at the District level. (3) Preparation for Monitoring Committee Meetings at Secretariat. (4) Preparing bills for both local & Tsunami MPLADS work. (5) Correspondence regarding RTI of MPLADS. (6) All matters related to MPLADS works. Any other works as assigned by the Superior Officers
5.	Smti. Sumalatha, <i>LGC</i>	(1) Recovery of loan granted under LIGHS, MIGHS/Fire Victim etc. (2) Furnishing of no dues certificate. (3) Correspondence regarding District Level Vigilance and Monitoring Committee for rural development. (4) Correspondence regarding District Level Monitoring Committee for Restricted Twenty Point Programme. (5) Sanctioning of World War-II Veteran Pension Scheme. (6) Correspondence regarding issue of Petition Writer License. (7) Correspondence regarding Freedom Fighters. (8) Correspondence regarding Rajiv Gandhi Akshay Urja Diwas. (9) Correspondence regarding Local Level Committee for the welfare of person with Mental Retardation & Multiple

		<p>disabilities.</p> <p>(10) Preparation of Write up on Republic Day and Independence Day.</p> <p>(11) Correspondence regarding Gram Panchayats and PBMC.</p> <p>(12) Correspondence regarding RTI.</p> <p>Any other works as assigned by the Superior Officers</p>
6.	Smti. B. Usha, <i>Computer Assistant Gr. 'A'</i>	<p>All data entry works in the website of MPLADS (WMS) & (MPRS) upto 15th Lok Sabha. Updating of Monthly Progress report MPLADS & Tsunami Rehabilitation works (Physical & Financial).Attend typing works of Development Section.</p> <p>Any other works as assigned by the Superior Officers</p>

Election Cell/ Tehsildar Land Records section

The work allotted to the Employees attached to Election Cell/ Tehsildar Land Records section.

1. Shri Ajoy Mandal, RI 1. Correspondence related to Election, Tehsildar Land Records, NPR, Census and Socio Economic & Caste Census-2011.

2. Smti Marry Essaw,
HGC 1. Correspondence regarding Tehsildar Land Records.
2. Issue of Form of Local Certificate, Transit Pass book, LR Books etc.
3. Printing of Forms
4. Correspondence regarding Ex-gratia to victims of fire, flood, crocodile attack etc and payment of compensation.
5. Section Diary
6. Correspondence relating to NPR, Census and Socio Economic & Caste Census-2011

3. Smti Geeta Devi, HGC 1. Correspondence regarding complaint against PRI members
2. Correspondence regarding RTI
3. Correspondence regarding DRM
4. Bill verification
5. Correspondence regarding Election matter
6. Correspondence relating to NPR, Census and Socio Economic & Caste Census-2011

Tehsildar (Elections)

LICENCE SECTION

S.No.	Name of the dealing Assistant	Work Assigned
1.	Smti Kiranti Devi, HGC	<ol style="list-style-type: none">1. Money Lending2. Firm registration3. Registration of Vessel under I.V.Act4. Petrol & Diesel licence5. Cable TV6. Firing & Road close7. Film Shooting8. Slaughtering9. Public Grievances10. Insecticide Licence/ Fertilizer
2.	Smti Maheswari, HGC	<ol style="list-style-type: none">1.Arms Licence2. Society Registration3. Chit Fund
3.	Smti Ramla, LGC	All matters related to CST
4.	Smti Rajeswari, LGC	All matters related to CST
5.	Smti Liju Koshy,LGC	<ol style="list-style-type: none">1. Bar2. Entertainment tax3. Cracker
6.	Smti Mercy, LGC	<ol style="list-style-type: none">1. Issue of tribal pass