

REVISED OFFICE ORDER

Ref/G/09/2017, dt. .10.2017

Sub Collector's Office
Rajamahendravaram

Proceedings of the Sub Collector, Rajamahendravaram

Present: Sri C.M.Saikanth Varma, I.A.S.,

Sub:- Revise of Office Order - Sub Collector's Office -
Rajamahendravaram - Allocation of subjects-office order-issued
Read:-Instructions of the Sub Collector, Rajamahendravaram

ORDER:-

Keeping in view of administrative exigency, the following revised office order is hereby issued duly allocating the subjects to the staff of this office to accounting for the papers of the concerned assistants.

| Sl. No | Name & Designation Sarvasri | Subjects allocated |
|--------|--|--|
| 1. | Sri D.S.Sharma, Divisional Administrative Officer | To look after the General Administration and overall supervision of all the office files attending, drawing and disbursement of pay bills, treasury transactions and maintenance of cash book and call book. |
| 2. | Smt. Ch.Venkata Laskhmi Spl. Tahsildar (KRC) | Koneru Ranga Rao Committee act and their implementation at all mandals in Rajamahendravaram Division. KRC periodical reports. Monday etc. |
| 3. | Smt. K. Ammaji Spl. Dy. Tahsildar (Inams) | Land Acquisition (SWLA), All Court cases relating to SWLA cases |
| 4. | 'A' Assistant Sri K.V.S.Ramayya Sr. Assistant | 1. Land Acquisition - General 2. Acquisition of Land Under Y.R.P & Other L.A. related matters. 3. Maintenance of LA Cash book 4. Airport Land Acquisition. 5. Purushothapatnam Land Acquisition. |

| | | |
|----|---|---|
| 5. | 'B' Assistant Ch.BHASKAR Jr. Assistant | <ol style="list-style-type: none"> 1. Preparation of Revenue matters conference notes and index notes, weekly review meetings. 2. SC and ST atrocities cases 3. Legal aid to poor 4. National savings 5. Fisheries 6. Prohibition and Excise Act 7. Tree Patta and Trees 8. Conduct of Staff Selection exams and other exams 9. All developmental activities 10. Anganwadi Centers. 11. Natural calamities (Fire Accidents, Floods, Cyclones, Earthquake etc.) 12. Fairs and Festivals (All National Festivals, Pushkarams, Maha Sivarathri Celebrations, (other of local goddess.) 13. Arms act 14. Grievance, Meekosam petitions. |
| 6. | 'C' Assistant -Jr. Assistant -Vacant (Incharge to E- Asst) | <ol style="list-style-type: none"> 1. Audit paras and audit reports 2. Fixation of market values 3. Explosives Act 4. Cast Verification 5. Village Establishment 6. Lanka Lands |
| 7. | 'D' Assistant G.D.MALLESWARI, Sr. Assistant | <ol style="list-style-type: none"> 1. Civil Supplies 2. Elections 3. ROR 4. Ownership certificates 5. Water tax 6. LECs 7. Joint Ajamaishi 8. Jama Bhandhi 9. Web land mutations 10. Conduct of revenue courts 11. Inam Abolition Act 12. Estate Abolition Act 13. Housing. 14. Encroachments |
| 8. | 'E' Assistant M. Sabha Siva Rao Jr. Assistant, Office of Tahsildar, Korukonda deputed to Sub Collector's Office, Rajamahendravaram. | <ol style="list-style-type: none"> 1. Assignment of Govt. lands 2. House site pattas 3. Endowment Lands 4. WAKF Lands 5. Leases 6. MPDO related works (SLS, Pensions, Avenue Plantation |

| | | |
|--|--|------------------|
| | | Vanam Manam etc. |
|--|--|------------------|

| | | |
|----|--|---|
| 9. | F' Assistant T.R.RAJESWARAMMA Jr. Assistant | <ol style="list-style-type: none"> 1. Establishment 2. Formation of mandals 3. Revenue action plan 4. TA bills 5. Office inspections 6. Treasury reconciliation 7. Mee seva Centers. 8. Performance indicator 9. RTI Act 10. Contingencies 11. Office buildings. 12. Irrigation 13. Neeru Chettu 14. NREGS 15. Social welfare Hostels / Financial benefits under social security schemes 15. Misc. subjects |
|----|--|---|

| | | |
|-----|--|--|
| 10. | G' Assistant R.GIRISH KUMAR Sr. Assistant | <ol style="list-style-type: none"> 1. Protocol 2. Mines and quarries 3. Petroleum products 4. Cinematography 5. Maintenance of interest fund files 6. Law & Order 7. Magisterial Enquiry 8. Alienation 9. Land Conversion and related issues 10. Sand issues. 11. Bhoodan Lands |
|-----|--|--|

| | | |
|-----|---|--|
| 11. | T' Assistant G.BHASKAR (LCC) Jr. Assistant | <ol style="list-style-type: none"> 1. LCC cases 2. File disposal 3. PRB Act 4. Hit and Run case 5. Pallekranti 6. Janmabhoomi 7. Revenue Sadhasulu 8. Legal services Authority cases/ Legal cell 9. Sales and Auctions 10. Pauper Stamp Duty 11. Panchyat Raj Act |
|-----|---|--|

| | | |
|-----|---|---|
| 12. | J' Assistant K.GEETHA, Jr. Assistant | <ol style="list-style-type: none"> 1. Aapadhbandu 2. Birth and deaths proposals 3. F-line petitions and patta subdivisions 4. CMRF 5. NFBS 6. Senior Citizen act 7. Maintenance of registers <ol style="list-style-type: none"> a. Lokayuktha cases b. Court cases Registers c. CMP / Dy. CMPs 8. Domestic Violence Act 9. RR Act 10. Kidney Transplantation cases 11. Character Certificates 12. CM and Dy. CM Petitions 13. Pawn Broker License 14. ICDS. 15. Sun Stroke Deaths 16. K V Substations Crop Compensation 17. Forests. |
|-----|---|---|

| | | |
|-----|---|---|
| 13. | Sri K.S.Prabhakar, CC to Sub Collector | <ol style="list-style-type: none"> 1. Writing of Tour Dairy of the Sub Collector. 2. Preparation of Tour Programme 3. Putting up of Personal Inspection files to Sub Collector taking from Assistants to Camp. 4. Preparation of T.A. Bills of the Sub Collector. 5. Monitoring and watching of Files. |
|-----|---|---|

| | | |
|-----|---|---|
| 14. | <u>Computer Operators (Out Sourcing)</u> <ol style="list-style-type: none"> 1. Sri K.V.Venkata Rao 2. Sri A.Nagendra 3. Smt. Bindhu | <ol style="list-style-type: none"> 1. Fair Copying & Digital Sign. 2. Land Acquisition Section 3. Submission of Mails, Election related work and Medical & Health. |
|-----|---|---|

| | | |
|-----|------------------------------|---|
| 15. | Sri Md.Imam Hadhi, Rec.Asst. | <ol style="list-style-type: none"> 1. Records and Library 2. Copy applications. 3. Distribution Tappals. 4. Tappal Register & Dispatch Register 5. Maintenance of D.O. Register & Spl Register & Stamp Account Register. 6. Discuss Register 7. Hon'ble C.M/Dy. C.M. Petitions |
|-----|------------------------------|---|

| | | |
|-----|---|---|
| | | Register. |
| 16. | Sri Galib Saheb, Dy. Inspector of Survey | <ol style="list-style-type: none"> 1. Attending of Survey Work. 2. Sort out F Lane disputes 3. Other important items of work relating to survey. 4. Scrutiny of S.D. Records. 5. Preparation of Plans & Scrutiny. 6. Post Award Action. |
| 17. | Sri K.Jashuva, Dy. Inspector of Survey (On Deputation) | <ol style="list-style-type: none"> 1. Rainfall Statistics. 2. Crop surveys 3. National Agricultural Insurances Schemes 4. Agricultural Statistics. 5. Industrial Statistics. 6. Statistics of Fruits and Vegetables 7. Data collection of Hand Book of Statistics. 8. Horticultural Survey. 9. Population Census 10. World Agricultural Census and Other Statistical works. |
| 18. | Sri M.Venkateswara Rao, Dy. Statistical Officer | |
| 19. | Sri S.Srinivasa Rao, L.R.D. | Scrutiny of SD Records & other record works related to D.I.O.S |
| 20. | Sri G.Satish, E-Divisional Manager (HHP) | <ol style="list-style-type: none"> 1. Hand Holding Person - Handling all Computerization problems in the Division. 2. All VC meetings should be conducted without any interruption of technical problems |
| 21. | Sri Md.Abdul Rasool, Retd.D.T. (Outsourcing) | Land Acquisition matters related to National Highway No.16 (Flyovers, Roads widening etc.) Land Ceiling Cases |
| 22. | Sri KSHG Krishna Babu, Retd.D.T. (Outsourcing) | Land Acquisition matters related to National Highway No.16 (Flyovers, Roads widening etc.) Agricultural, Sericulture, Horticulture, Floriculture, Fisheries Departments. |
| 23. | Sri P.P. Prasad, Retd Surveyor (Outsourcing) | Land Acquisition matters related to National Highway No.16 (Flyovers, Roads widening etc.) |

| OFFICE SUBORDIANTES | | |
|----------------------------|--|----------------------------------|
| 24. | 1. Sri D.Satyanarayana | Office Subordinates. |
| | 2. Sri N.V.V.Satyanarayana (on deputation) | |
| | 3. Sri V.Peter.(on deputation) | |
| | 4. Sri M.D.Sandanisha Baba | |
| | 5. Sri A.Satyanarayana | |
| | 6. Reddy Prasad | Survey Section. |
| | 7. Sri G.Venkata Rao (Retired) – {On out sourcing basis} | Sub Collector's Daffadar |
| | 8. Sri P.Abbulu (Outsourcing) | Office Subordinate. |
| | 9. Post vacant | Night Watchman |
| | 10. (Post Vacant) | Motor Shed & Bore Well Generator |
| | 11. Vacant | Gardner |

The Orders will come into force with immediate effect.

Sankarath V.P.
 Sub Collector,
 Rajamahendravaram. 9/10/17

To
 The persons concerned.

P.X. 2017