**REVISED OFFICE ORDER**
Ref/G/09/2017, dt. 10.2017

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

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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.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name &amp; Designation</th>
<th>Subjects allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sri D.S.Sharma,</td>
<td>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.</td>
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<td></td>
<td>Divisional Administrative Officer</td>
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<td></td>
<td>Spl. Tahsildar (KRC)</td>
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<td>3.</td>
<td>Smt. K. Ammaji</td>
<td>Land Acquisition (SWLA). All cases relating to SWLA cases</td>
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<td></td>
<td>Spl. Dy. Tahsildar [Inams]</td>
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<td>4.</td>
<td>'A' Assistant</td>
<td>1. Land Acquisition – General</td>
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<td>4. Airport Land Acquisition.</td>
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<td></td>
<td></td>
<td>5. Purushothapatriam Land Acquisition.</td>
</tr>
</tbody>
</table>
5. **B' Assistant**  
Ch.BHASKAR  
Jr. Assistant
- Preparation of Revenue officers conference notes and weekly review meeting notes.
- SC and ST atrocities cases.
- Legal aid to poor.
- National savings.
- Fisheries.
- Prohibition and Excise Act.
- Tree Patta and Trees.
- Conduct of Staff Selection exams and other exams.
- All developmental activities.
- Anganwadi Centers.
- Natural calamities (Fire Accidents, Floods, Cyclones, Earthquakes etc).
- Fairs and Festivals (All National Festivals, Pushkarams, Maha Sivarathri Celebrations, worship of local goddess).
- Arms act.
- Grievance, Meerkosam petitions.

6. **C' Assistant - Jr. Assistant - Vacant**  
(Incharge to E- Asst)
- Audit paras and audit reports.
- Fixation of market values.
- Explosives Act.
- Cast Verification.
- Village Establishment.
- Lanka Lands.

7. **D' Assistant**  
G.D.MALLESWARI,  
Sr. Assistant
- Civil Supplies.
- Elections.
- ROR.
- Ownership certificates.
- Water tax.
- LECs.
- Joint Ajiamaishi.
- Jama Bhandhi.
- Web land mutations.
- Conduct of revenue courts.
- Inam Abolition Act.
- Estate Abolition Act.
- Housing.
- Encroachments.

8. **E' Assistant**  
M. Sabha Siva Rao  
Jr. Assistant,  
Office of Tahsildar, Korukonda  
deputed to Sub Collector's Office,  
Rajamahendravaram.
- Assignment of Govt. lands.
- House site pattas.
- Endowment Lands.
- WAKF lands.
- Leases.
- MPDO related works, DLS,
Pensions, Avenue Plantation.
| 9. | **F' Assistant**  
T.R.RAJESWARAMMA  
Jr. Assistant | 1. Establishment  
2. Formation of mandals  
3. Revenue action plan  
4. TA bills  
5. Office inspections  
6. Treasury reconciliation  
7. Meeseva 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  
16. Misc. subjects |

| 10. | **G' Assistant**  
R.GIRISH KUMAR  
Sr. Assistant | 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 | 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  
9. Legal cell  
10. Sales and Auctions  
11. Pauper Stamp Duty  
12. Panchayat Raj Act |
| 12. | **J' Assistant**  
K. GEETHA,  
Jr. Assistant | 1. Apadhhbandu  
2. Birth and deaths proposals  
3. F-line petitions and patta subdivisions  
4. CMRF  
5. NFBS  
6. Senior Citizen act  
7. Maintenance of registers  
   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 Compensation  
17. Forests |
|---|---|
| 13. | **Sri K.S. Prabhakar,**  
CC to Sub Collector | 1. Writing of Tour Diary 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. | **Computer Operators (Out Sourcing)**  
1. Sri K.V. Venkata Rao  
2. Sri A. Nagendra  
2. Land Acquisition Section  
3. Submission of Mails, Election related work and Medical & Health |
| 15. | **Sri Md. Imam Hadhi, Rec. Asst.** | 1. Records and Library  
2. Copy applications.  
3. Distribution Tappals  
4. Tappal Register & Dispatch Section  
5. Maintenance of D.O. Register & Stamp Register & Stamp Account Register.  
6. Discuss Register  
7. Hon'ble C.M/Dy. C.M. Petitions |
<table>
<thead>
<tr>
<th>No.</th>
<th>Name and Position (Special Assignments)</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>17</td>
<td>Sri K.Jashuva, Dy. Inspector of Survey (On Deputation)</td>
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<tr>
<td>19</td>
<td>Sri S.Srinivasa Rao, L.R.D.</td>
<td>Scrutiny of SD Records &amp; other record works related to D.I.O.S.</td>
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<td>20</td>
<td>Sri G.Satish, E-Divisional Manager (HHP)</td>
<td>1. Hand Holding Person - Handling all Computerization problems in the Division, 2. All VC meetings should be conducted without any interruption of technical problems.</td>
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<td>21</td>
<td>Sri Md.Abdul Rasool, Retd.D.T. (Outsourcing)</td>
<td>Land Acquisition matters related to National Highway No.16 (Flyovers, Roads widening etc.), Land Ceiling Cases</td>
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<tr>
<td>23</td>
<td>Sri P.P. Prasad, Retd Surveyor (Outsourcing)</td>
<td>Land Acquisition matters related to National Highway No.16 (Flyovers, Roads widening etc.).</td>
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<tr>
<td>OFFICE SUBORDINATES</td>
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<td>2. Sri N. V. V. Satyanarayana (on deputation)</td>
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<td>3. Sri V. Peter (on deputation)</td>
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<td>4. Sri M. D. Sandanisha Baba</td>
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<td>5. Sri A. Satyanarayana</td>
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<td>6. Reddy Prasad</td>
<td>Survey Section.</td>
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<td>7. Sri G. Venkata Rao (Retired) – (On outsourcing basis)</td>
<td>Sub Collector's Daffadar</td>
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<td>8. Sri P. Abbulu (Outsourcing)</td>
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<td>9. Post vacant</td>
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<td>10. (Post Vacant)</td>
<td>Office Subordinate.</td>
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<td>11. Vacant</td>
<td>Night Watchman</td>
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<td></td>
<td>Motor Shed &amp; Bore Well Generator</td>
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<td></td>
<td>Gardner</td>
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</tbody>
</table>

The Orders will come into force with immediate effect.

To
The persons concerned.

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