

WORK ALLOTMENT OF ESTABLISHMENT SECTION

1. SHRI. R.R WADKAR, SUPERITENDENT

1. Over all supervision and monitoring of Establishment Section.
2. Scrutiny and submission of files put up by dealing hands.
3. Maintenance of weekly abstract statement.
4. Framing of Recruitment Rules.
5. Maintenance of Roster for reservation of posts of SC's/ST's/OBC's/PH's etc.
6. Maintenance of Building/keys of all the cabins /sections of the building.
7. Appointment of staff through GSRDC.
8. Certifying of bills and counter signing of certified copies.

2. SMT. FATIMA VALARADES, HEADCLERK

1. Scrutiny and submission of the files put up by dealing hands.
2. Scrutiny and marking of tapal.
3. Matters under Right to Information Act.
4. Disciplinary cases/framing of charge sheet/complaints against staff.
5. Supervising Matters of LAQ assisted by respective dealing hands.
6. Maintenance of Biometric System.
7. Preparation of Drafts/Minutes for D.P.C/D.S.P.
8. Scrutinizing and checking work of appointments/promotions/Transfers/confirmation/Seniority/Office orders.
9. Matters regarding Strength of posts-Creation/revival of posts.
10. Miscellaneous matters.
11. Matters of office inspection.
12. Any other work entrusted by my Superiors.

3. SMT. LEENA R. ARSEKAR, JR.STENOGRAPHER.

1. Attending of phone calls.
2. Compiling of weekly abstract of EST section.
3. Compilation of monthly statement of writ petition.
4. Maintenance of matters regarding transfers/promotions/confirmation/seniority/office orders/creation/revival of posts.
5. Maintenance of matters of contract appointment.
6. Typing of DPC/DSP/Minutes.
7. Any other typing given by the section.

4. **SHRI. SIDHARTH KONUCHE, UDC.**

1. Purchasing of material for office.
2. Maintenance of C.L. Register/Personal files of Gazetted Officers & processing all kinds of leave application including encashment and other miscellaneous matters.
3. Matters regarding training of staff/Officers.
4. Matters regarding visit of IAS, Officer.
5. Maintaining Muster Roll/Registers/Issuing certificates and other miscellaneous matters regarding training of college students.
6. Movable property and immovable property Returns of Gazetted officers.
7. Miscellaneous matters.
8. Any other work entrusted to him by Superiors.

5. **SHRI. K. D. SALGAONKAR, UDC**

1. Checking the pages of files, registering the files and putting the registered bundles in the Record Room.
2. Maintenance of office building under the supervision of Superintendent.
3. Monitoring of numbering of furniture of this Collectorate.
4. Distribution of dust bins to various offices.
5. Any other work entrusted by superiors.

6. **SMT. THELMA PEREIRA, UDC**

1. Preparation of service books of newly appointed staff i.e U.D.Cs/L.D.Cs/Peons/Sweepers/Watchman/Bailiff, etc.
2. Maintenance of personal files, service books and leave accounts and grant of all kinds of leave including encashment of above staff.
3. Preparing the annual AC's of the staff mentioned above and submitting to concerned Head of Section for further action.
4. Annually submitting Service Books to AAO for verification of service of above staff.
5. Keeping records of movable/immovable property of above staff.
6. Processing applications of N.O.C for further studies, passport, etc.
7. Processing applications for Compassionate appointment of dependents.
8. Processing applications regarding complaint of staff.
9. Preparing timetable and keeping track of weekly rotation of Peons for late duties.
10. Putting of cases of TBPS/ACP fixation of pay as and when arises.
11. Processing application for change of name /surname.
12. Any other work entrusted by superiors.

7. **SMT. PREMA BARRETO, UDC**

1. Preparation of service books of newly appointed staff i.e Superintendent/Headclerk/Sr.Steno/Jr.Stenos/A.K./Accountant.
2. Maintenance of personal files, service books and leave account and grant of all kinds of leave including encashment of above staffs.
3. Preparing annual ACR's of the staff mentioned above and submit to the concerned Head of Section for further action.
4. Submitting service books to AAO for verification of service at the end of financial year.
5. Verification of service of employees due for retirement.
6. Processing of pension cases of staff attaining superannuation/dying while in service.
7. Preparing of Reports like Governors speech and Annual Administrative Report
8. Processing applications for transfer under F.R-15.
9. Releasing of yearly Increment Certificate.
10. Maintaining of census of Govt. employees of this Collectorate.
11. Matters of Administrative Reforms Commission.
12. Matters regarding STs/SCs/OBCs/PHs etc.
13. Any other work entrusted by superiors

8. **SHRI. VINOD NAIK, L.D.C**

1. Maintenance of all registers of postal stamps and service postage.
2. Maintenance of monthly statement of Biometric System.
3. Maintenance of leave application of other sections.
4. Identity cards of officers.
5. Outward of correspondence from all the sections by hand/Deliver or by post of this office.
6. Maintenance of Child Care Leave Register of Staff & Sub-Ordinate Offices.
7. Distribution and Handling the LAQ matters.
8. Distribution of Tapal.
9. Dispatch of correspondence of Establishment Section.
10. Maintaining of Government circulars and circulating important circulars among sub offices/staff.
11. Any other work entrusted by superiors.

