

Dated: 17/06/2009.

With reference to your Memorandum No. 13/1/2009-DCS-EST dated 01-06-2009 the information called for is as under:

Compilation of each staff members

**1. Smt. Annette Monteiro, UDC**

- a) Conversion cases
- b) All miscellaneous correspondence pertaining to section
- c) Stamp cases
- d) LAQ's

**2. Smt. Radhika P. Gauns, Jr.Steno**

- a) CRZ matters
- b) Typing work
- c) Attending the phone calls
- d) taking dictations and typing Judgment and order etc. of the section

**3. Smt. Pramila Dessai, LDC**

- a) Mining Act, cases
- b) Essential Commodity Act cases
- c) Mamlatdar court Act cases
- d) Appeal under LRC Act cases
- e) Cases u/s 14(3) of LRC
- f) Cases u/s 109 of LRC
- g) Cases u/s 114 of LRC
- h) LAQ's
- i) Any other matters assigned by the Superiors

**4. Smt. Malika Louis LDC (PETS)**

- a) Section entry
- b) Dispatch work
- c) Typing of Letters, Notices, Sanad, Judgment and Orders
- d) Other miscellaneous work