

## **WORK ALLOTMENT OF ESTABLISHMENT SECTION**

### **1. SMT. JOANITA RODRIGUES, HEAD CLERK**

1. Supervising and Monitoring of Establishment Section.
2. Scrutiny and Submission of the files put up by dealing hands
3. Scrutiny and Marking of tapal to different Sections
4. Matters under Right to Information Act
5. Disciplinary cases/framing of charge sheet/Complaints against staff.
6. Supervising Matters of LAQ. assisted by respective dealing hands.
7. Maintenance of Muster Roll /Leave register of staff.
8. Preparation of Drafts/Minutes for D.P.C. /D.S.P.
9. Maintenance of weekly Arrears Statement/Compilation of important reports.
10. Scrutinizing and Checking work of appointments/ Promotions/ Transfers/Confirmation/Seniority/Office orders.
11. Maintenance of Roster for reservation of posts of SC's / ST's / O.B.C's / PH's / etc.
12. Matters regarding Strength of posts – Creation / revival of posts.
13. Miscellaneous matters.

## **2. SHRI EDWIN MASCARENHAS, U.D.C.**

1. Preparation of service books of newly appointed staff. i.e. Superintendent/Headclerk/Sr.Steno./Jr.Stenos/A.K./Accountant/Field Surveyors, etc.
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. Maintenance of C.L. Register/Personal files of Gazetted Officers & processing all kinds of leave application including encashment and other miscellaneous matters.
6. Matters regarding training of staff/ Officers.
7. Matters regarding visit of IAS, Officer .
8. Maintaining muster roll/Registers/Issuing certificates and other miscellaneous matters regarding training of college students .
9. Maintaining of Government circulars and circulating important circulars among sub offices/staff.
- 10.Verification of service of employees due for retirement.
- 11.Processing of pension cases of staff attaining superannuation/dying while in service.
- 12.Processing applications for transfer under F.R.-15.
- 13.Maintenance of Register of increments and releasing of yearly Increment Certificate.
- 14.Any other work entrusted by my superiors.

**3. SMT. SHARAD NAIK, U.D.C.**

1. Preparation of service books of newly appointed staff i.e. U.D.C.s /L.D.C.s./ Peons/Sweepers /Watchman/Bailiffs, 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. Preparing timetable and keeping track of weekly rotation of Peons for late duties.
9. Putting of cases of TBPS/ ACP Fixation of pay as and when arises.
10. Processing application for change of name/surname.
11. Any typing as directed by any Superiors.

**4. SHRI. RAJESH GAONKAR, L.D.C.**

1. Maintenance of all registers of postal stamps and service postage
2. Correspondence pertaining to Supernumerary staff and sweeper on contract bases.
3. Identity cards of Officers.
4. Outward of correspondence from all the sections by hand/Delivery or by Post of this office.
5. Maintenance of Child Care Leave Register of Staff & Sub-Ordinate Offices.
6. Compiling information for Governors speech and annual administrative report, etc.
7. Distribution and Handling the LAQ matters.
8. Dispatch of correspondence of Establishment Section.

**5. SMT. ROOPA NAIK, L.D.C.**

1. Entry work with receipt, distribution, Circulation of Dak.
2. Maintenance of all registers pertaining to inward Correspondence.
3. Any other work allotted by the Section.

