

N O T E

Ref: 1. Order No. 18/7/2011-ARC-EST/61203 dated 26.06.2013

Sub:- Recommendation of Administrative Reform Commission.

With reference to the above cited Order the undersigned personally verified the contents of the website pertaining to this section wherein it is observed that some changes are required to be made in the Staff list of the Ac-II section and the compilation of the staffs. The details of the same are as under:-

Staff of Additional Collector -II Branch

Sr.No	Staff Name	Designation	Contact No.
1	Smt. Jyothi Pillai	Jr.Steno	2794483

Work Allotment of Additional Collector-II Section

Sr. No	Staff Name	Subject Dealt
1	Smt. Jyothi Pillai Jr.Steno	a) CRZ matters b) RTI matters pertaining to this Section. c) Taking Dictations d) Typing work assigned by the Additional Collector-II e) Attending phone calls. f) Maintaining files movement to be submitted to the Addl.Coll-II and back to the branches. g) Maintaining Programme Diary of Addl.Collector-II. h) Attending Court cases i) Recording of Statement j) Maintenance of Weekly abstract pertaining to Ac-II Section. k) Maintaining C.L & Compensatory off of the staff of Ac-II. l) Any other work entrusted by the Addl Collector-II from time to time

2.	1 Peon	a) To attend the Additional Collector and the staff. b) Opening and closing of Office c) Distributing the files to the Section. d) Any other work entrusted to them from time to time.
3.	1 Driver	To Maintain the Office vehicle of Ac-II and drive the same.



(D. S. Morajkar)

Additional Collector -II, South,
Margao-Goa.

To,
The NIC Branch