

Dated: 16/06/2008.

With reference to this Office Order dated **01.6.2009**, I am to submit the work allotment of the officials of Confidential & Vigilance Section.

Sr. No.	Designation	Subject allotted
1.	Head Clerk/ C.A.	<ol style="list-style-type: none">1. All the matters connected with the Vigilance/ Departmental proceedings against non-Gazetted staff as well as Gazetted Officers under this Collectorate.2. All matters connected with ACRs of Gazetted and non-Gazetted Staff.3. Scrutiny of Land Acquisition Awards for final approval.4. Supervision of Branch5. Routine Correspondence.6. Booking of Government Rest House, Margao.7. Opening of all Confidential Dak and looking after General Dak, etc.8. Screening of Newspapers in Roman Script.9. Maintenance of C.L. Account of the Section.10. To assist Public Grievance Officer of this Collectorate.11. Any other work entrusted from time to time.12. Appeal under Right to Information Act pertaining to this Collectorate.13. Requisition of Petrol/Petrol Bills of office vehicles of this Collectorate.
2.	Sr. Steno/P.A	<ol style="list-style-type: none">1. To attend the Collector for dictation/Typing2. To attend the telephone.3. To attend the visitors to the Collector.4. Sitting arrangements as well as supply of tea during the meeting in the Collector's chamber.5. Movement of files to be submitted to the Collector and back to the branches.6. Any other work entrusted from time to time.
3.	L.D.C.	<ol style="list-style-type: none">1. To assist Head Clerk/CA in dealing with Vigilance matter.2. To assist C.A. in the work connected with ACRs.3. Typing of the Section.

		<ol style="list-style-type: none"> 4. Maintenance of section files. 5. Entry of Classified & General Dak of the Section and distribution of Confidential Dak to other sections. 6. Maintenance of Register for references received from C.M. 7. Dispatch of the tapal of Confidential & Vigilance Section. 8. To assist Head clerk in the work connected to Public Grievances. 9. Any other work entrusted to her from time to time.
4.	2 Drivers	<ol style="list-style-type: none"> 1. To attend Collector. 2. Maintenance of Collector's Cars.
5.	2 Peons	<ol style="list-style-type: none"> 1. To attend Collector. 2. To attend the staff of the Confidential & Vigilance Section. 3. To operate Xerox machine and cyclostyling machine. 4. Opening and closing of the Office as per Roster. 5. Any other work entrusted to them from time to time.
6.	Watchman	<ol style="list-style-type: none"> 1. To regulate all the vehicles parked in premises of Collectorate. 2. To keep watch on the Collectorate building.