

Dated:- 18/6/2009

With reference to the memorandum No. 13/1/2009-DCS-EST dated 1/6/2009, the information is given as below.

WORK ALLOTMENT OF STAFF

Sr. No.	Name & Designation	Work
1.	Head Clerk/ Tax Inspector (Vacant)	Attending day to day DRO cases under Public Money Recovery of dues Act, 1986 filed by the Banking/Non Banking authorities maintaining of case diary and attachment diary, Execution of warrants of attachment of movable/immovable property, attending auction of attached movable/immovable property, maintenance of casual leave account of the staff of DRO section, submitting of drafts for approval in respect of day to day correspondence of the section.
2.	Smt. Sheetal S. Chari Jr. Steno.	Attending the incoming phone calls, typing work of cases dealt by DRO, maintaining of Computer Register of new cases, Registering new cases, Typing work of Election matters, Registration of cheques regarding DRO charges. Typing of challans of Demand Drafts of Recovery charges and other typing work as and when given by D.R.O. Holding additional charge of Head Clerk.
3.	Smt. Nutan A. Redkar L.D.C. (Holding additional charge)	Inward and Outward of recovery cases, outwarding notices, Show Cause notices, warrants of movable/immovable property and Proclamation notices, maintaining DRO charges register, Registration of recovery cases received by the office, Election matter of 38-Sanvordem and 39-Sanguem, Assembly Constituency and also assist Head Clerk to maintaining DRO cases files etc. also does filing of correspondence.
4.	Shri. Deepak Naik Peon (Additional charge)	Attending DRO and outdoor work