

Dated: 15/06/200

With reference to the Memorandum No. 13/1/2009-DCS-est dated 01/06/2009 the work allocation of the staff working under Judicial Branch is as under:

Sr. No.	Name of the Official & Designation	Work Allotted.
1.	2.	3.
1.	Smt. Sandhya G.Amonkar, Sr. Steno.	<ol style="list-style-type: none">1. Attending phone calls.2. Maintaining files movement register.3. Maintaining Visitors register.4. Maintaining Programme Dairy of Add. Collector.5. Maintenance of Muster Roll and over all supervision of the staff.6. Maintenance of Leave Register.7. Typing of Orders/Judgment of Appeals/cases under various Acts.8. Attending court cases (RTI Appeals).9. Any other work entrusted by the Addl. Collector.
2.	Smt. Joanita Rodrigues, UDC	<p>Dealing with Appeal cases under Various Acts.</p> <ol style="list-style-type: none">1. Appeal/Revision/Transfer under LRC, 1968.2. Revision under MCA.3. Cases under Mining Act, Essential commodities Act, Indian Telephone Act, Indian Electricity Act.4. Processing of cases of Deficit stamp duty under Indian Stamp Act.5. Refund of spoiled stamp papers, unused stamp papers, Adhesive stamp etc.6. Refund of Half Court fee stamps.7. Issue of Stamp Vendors Licence and looking after their monthly statements.8. Adjudication of Foreign and Indian document,9. Miscellaneous correspondence pertaining to Appeals i.e. issue

		<p>of notices, judgment/order, certified copies etc.</p> <p>10. Audit matter/Policy Matters.</p> <p>11. Attending above Court cases.</p> <p>12. Maintaining register/roster for the above.</p>
3.	Smt. Sujata Kurdikar, UDC	<p>Dealing with cases under various Acts.</p> <p>1. Section 114-Demarcation of Boundaries of Sy. No./Sub Div.</p> <p>2. Section 103-Correction of clerical error.</p> <p>3. Section 14(3)-Title dispute of Land between private parties and Govt.</p> <p>4. Section 113-Re-survey disputes regarding boundaries between villages, Sy. Nos. and Sub Divisions.</p> <p>5. Section 32-Conversion cases.</p> <p>6. Attending Court cases.</p> <p>7. Maintaining register for the above.</p>
4.	Shri Prakash Morajkar, PET's LDC	<p>1. Dispatch of correspondence of Judicial Branch.</p> <p>2. Processing of application for adjudication.</p> <p>3. Typing of Notices.</p> <p>4. Typing of work allotted by the section.</p> <p>5. Any other work entrusted by the Addl. Collector.</p>