

# ANNEXURE

Details of the work allotted to the staff and the supervision over it at Regional  
Commissioner's office

<b>Regional Commissioner</b>			
<b>Personal Section of Regional Commissioner</b>	1. Smt. Saraswati . Aksharad Sheristedar	Personal Assistant	
	2. Smt. Rajeshwari. Sawagunji Stenographer	Stenographer	
	3. -Vacant--- Typist	Typist	
	4. Shri. D .T .Jakkannavar Driver	Driver	

<b>Additional Commissioner (Administration &amp; Development)</b>			
<b>Personal Section of Additional Commissioner (Administration &amp; Development)</b>	5. Ku. Sarita .B. Jadhav Stenographer	Stenographer	
	6. Shri. S.M .Mulla (Deputation) Driver	Driver	

Administration & Development Section

Tahasildar-1	Shri. Iranna. A. Chandargi (In charge)
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ADM-1

Sl.No	Compilations / Subjects assigned	Name & Designation Supervision Sheristedar	Name Of the Case Worker & Designation
1.	1. Administration 2. Office Inspections 3. DC's & CEO's Meeting 4. Revenue Audit Reports & Compliances	Smt Sarika .R. Shinganamakki Sheristedar	Shri. V. G . Kalabhavi F.D.A
	1.Inward (administration) 2.Inward (Land Matters)		1.Smt. L.B .Rajagoli S.D.A 2. Smt. R.R Chiniwal Typist
	3.Outward		3.Smt. Veena Dalavi Typist

ADM-2

2.	1. Review of dairies DC's & CEO's 2. Review of dairies AC's & Tahasildar 3. File Disposal(workdone) 4. Protocol 5. Maintainance of Vehicles	Shri.V .N. Suryavanshi Sheristedar	Smt. A. A. Bapashet S.D.A
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### Revenue Audit Section

3.	Revenue Audit Section	Smt.Sarika.R.Shinganamakki  Sheristedar	1. Shri. V .S .Giddugol  Revenue Auditor  Audit of Accounts at various offices in Belagavi, Dharwad,Uttarkannada, Vijayapur, & Bagalkot District  2. Shri. K A Kulkarni  Revenue Auditor  Audit of Accounts at various offices in Gadag & Haveri District  3. Smt. M .S . Kanetkar  Typist  Typing of audit reports
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### EST-1

4.	1. Service Matter of Gazetted Officer's 2. Departmental Enquiries of Gazetted Officers 3. Allegation against higher officers and officers of Revenue & Zilla Panchayath 4. Training matters of Gazetted Officers	Smt. Savita.I Hampiholi  Sheristedar	Shri. D .B. Allayyanavarmath  F.D.A
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**EST-2(i)**

5.	1. Service matters of Sheristedars 2. Preparation and Consolidation of Seniority list of all cadres. 3. Promotion to the cadres of Sheristedars/Stenographer's 4. Transfer of Sheristedar/ Stenographer's	Smt. Savita.I. Hampiholi Sheristedar	Shri.V.H. Patil F.D.A
	1. Sanction of leave/Service matters of office staff 2. Sanction of Charge allowances 3. Reimbursement of Medical expenses 4.Misc	Smt. Savita.I. Hampiholi Sheristedar	Shri.V.H. Patil F.D.A

**EST-2(ii)**

6.	1.Sanction of Time bond/Selection of time Scale of Group 'C' ,Sheristedars and Stenographers 2.KCSR 285(4) Compulsory Retirements & Voluntary Retirements	Shri.V .N. Suryavanshi Sheristedar	Independent charge
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**Est-3(EV)**

7.	1. Departmental Enquiries /Appeal/KAT/Lokayukta Cases of Group 'C' & 'D' 2.Performance Reports 3. Maintenance of Assets &	Shri.V .N. Suryavanshi Sheristedar	Independent charge
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	Liabilities of office staff & Sheristedars /Stenographers 4. Appeal cases of adverse remarks		
8.	1. Appointment on Compassionate Grounds	Smt.Sarika.R.Shinganamakki Sheristedar	Smt. G . Saritha F.D.A
9.	1.Rule (6) Transfer (Unit change) (Inter district transfer) 2.u/r 95 of KCSR Notification 3. Declaration of Probationary period 4.Removal from Service	Shri.V .N. Suryavanshi Sheristedar	Independent charge
10.	1.Daily Wages cases 2. Appointment & Promotion of all cadres (Except Sheristedar) 3. Service Matters of Group 'C' & 'D' 4. Training of 'C' & 'D' Group employes	Shri.V .N. Suryavanshi Sheristedar	Shri. S.V. Nashipudi F.D.A

Tahasildar-2	Shri. S.B. Ullegaddi
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ATN

1.	1.Attestation/Authentication of various certificates	Shri. P. L . Devang Sheristedar	Shri. S .D .Khade F.D.A
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**Bhoomi-III**

2.	1.Lok Adalat 2.Bhoomi(Mutations) 3.Nemmadi (AJSK) 4.R.M.I.S 5.E-Governance (Modernization & Computerization of offices & NIC 6.Sakala	Shri. D .K .Katti  Sheristedar	Shri. M .M. Janaki  F.D.A
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**Development -I**

3.	1. Rural Development & Zilla Panchayat	Shri. D .K .Katti  Sheristedar	Smt. S.G. Kulkarni  F.D.A
	1. Rural Development & Zilla panchayat (Health Department. Women &Child Development Department & NREGA) 2. Taluk panchayat & Gram panchayat 3. North Karnataka Development		

**Land, Management & Misc section**

<b>Additional Commissioner (<u>Land, Management &amp; Misc</u> )</b>		
<b>Personal section of Additional Commissioner (Land, Management &amp; Misc )</b>	Shri. Siddarudh .S .Halyal  S.D.A Shri. V .P . Goudar (Deputation)                  Driver	Personal Assistant  Driver

Tahasildar-3	Shri. V .C .Gasti
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**Bhoomi-I**

1.	1.Revenue subjects/Declaration of Revenue Villages 2. Recovery of Govt dues 3. Declaration of boundaries of Villages 4.Anewari Proposals/ Remission of Land Revenue 5. Recovery of irrigation dues. 6. Minimum Wages 7. Hujur Jamabandi 8. Child Labour 9. Agriculture/Agriculture census & Agricultural Labourers 10.Crop Insurance 11.APMC 12.Bonded Labour 13.A.G Audit	Shri. B .H Moodi  Sheristedar	Shri. F.K. Mijji  S.D.A
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**Bhoomi-II**

2.	1. All kind of Elections 2. P W D 3. Govt Quarters allotment committee meetings 4.Subjects related Mini Vidhansoudha /Suvarna Soudha Building	Shri. N D Kamble  Sheristedar	Shri. V.S .Pujari  S.D.A
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	<ul style="list-style-type: none"> <li>1. Land Matters</li> <li>2. Land Grant matters</li> <li>3. N A cases</li> <li>4. P.T.C.L</li> <li>5. Burial Ground details</li> </ul>	<p>Shri. S .V .Muragannavar Sheristedar</p>	<p>Shri. S.B. Meti F.D.A</p>
	<ul style="list-style-type: none"> <li>1. Public Land Encroachment</li> <li>2. 94 A ,B ,C, 94CC cases</li> <li>3. Govt Land Encroachment</li> <li>4. Encroachment subjects</li> <li>5. Govt Land Protection Subjects</li> </ul>		<p>Shri. S.B .Meti F.D.A</p>
	<ul style="list-style-type: none"> <li>1. Land Surey Matters (Phodi, boundary disputes village map)</li> <li>2. Partition Decree subjects</li> <li>3. Forest/Social Forest/Environment</li> <li>4. C.T.S</li> </ul>		<p>Shri. K Zameer Ahmed S.D.A</p>

**Bhoomi-III**

<b>3.</b>	<ul style="list-style-type: none"> <li>1. Land Reforms</li> <li>2. Watan Subjects</li> <li>3. Wakf &amp; Mujarai (Temples)</li> <li>4. Aradhana</li> <li>5. K C I Act</li> <li>6. Urban Land Ceiling Act</li> <li>7. Rent Control</li> <li>8. Court Of Wards</li> </ul>	<p>Shri. S .V .Muragannavar Sheristedar</p>	<p>Shri. K ZameerAhmed S.D.A</p>
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**Court Section**

4.	All Court cases & Related Subjects ,Stamp & Registration Dept Cases & other Related Matters	Shri. P. V. Madar Sheristedar	Independent charge
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Tahasildar-4	Shri. R. M .Tadasulur
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**Misc-I**

1.	1.Various pensions under Social Security Schemes 2. Freedom Fighter pensions 3. NSAP 4. Anthya Sanskar, Aam Admi Adarsha Vivah . 5. MISC.	Shri. S . B. Dorenavar Sheristedar	Smt. K . S. Kulloli S.D.A
	1. Atrocities of Women/SC/ST /OBC cases 2. Fuel/KEB /Energy/KSRTC & Other corporations/Boards & private Institutions. 3.Devadasi 4. PGR(Public Grievances) 5. Validity Certificates 6. Caste & Income /Surviving certificates(warsa)		
	1. Police Arms/Weapons 2. Explosive	Shri. S . B . Dorenavar Sheristedar	Smt. K . S. Kulloli S.D.A

	3. Entertainment 4. Law & Order 5. Excise 6. Archeology		
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**Record & Library Section**

2.	1. Record & Library , Dead stock 2. National Festivals 3.Assembly Sessions 4. Awards 5. Implementation of Kannada 6. K D R 9. Red Cross 10. Border festivals/Kittur utsav/other Conference 10. Indexing/Cataloging of Records	Shri. S . B . Dorenavar  Sheristedar	Shri. J. K . Pakale  S.D.A
3.	1. RTI Act 2. HRC		Ku.Sarita.B. Jadhav  Stenographer

**Bhoomi-II**

4.	1. Seasonal Conditions 2. Rural Drinking Water 3. Ground Water 4. Drought Relief/Natural Calamities 5. Asare Yojane	Shri. B .H. Moodi  Sheristedar	Shri P .Y .Kori  F.D.A
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**Bhoomi-III**

5.	1. Land Acquisition 2. Rehabilitation & Resettlement 3. Mines /Geology Subjects 4. Census 5. Birth & Death 6. Solvency 7. MLA/MP Fund 8. CM/PM Relief Fund	Shri. D .K Katti  Sheristedar	Shri. M .M .Janaki  F.D.A
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### **Municipal Section**

6.	1. All Subjects related to Urban local bodies, Municipal & corporations (Including C G Appointment & service matters ) 2. Food Department Subjects	Shri.V. M .Gotekar  Sheristedar	Shri H .R .Patil  S.D.A
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### **Budget & Accounts Section**

<b>Accounts Officer</b>	<b>Shri. Iranna.A. Chandargi</b>
<b>Budget Officer</b>	<b>Shri. S. K .Sayyad</b>

1.	1. Maintenance of Service Registers 2. Sanction of Annual Increments to office Staff 3. Issue of Last Pay Certificates & Other Correspondence	Shri S.Y .Bhajantri  F.D.A
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2.	<ul style="list-style-type: none"> <li>1. Budget</li> <li>2. All types of Advances</li> <li>3. Release of Grant</li> </ul>		<p>Smt. S.S.Savalagi S.D.A</p>
3.	<ul style="list-style-type: none"> <li>1. Travelling Allowance Bills</li> <li>2. Retirement Benefits</li> <li>3. A.G Audit Report (Expenditure)</li> <li>4. C.A.G Report (Expenditure)</li> <li>5. Fixation of pay of office staff</li> <li>6. Reconciliation of Accounts</li> <li>7. A G Audit</li> </ul>		<p>Smt. P. N .Nilajakar S.D.A</p>
4.	<ul style="list-style-type: none"> <li>1. Salary Bills (HRMS)</li> <li>2. Other Bills</li> <li>3. Cash Book</li> </ul>		<p>Shri.R .R .Naikar S.D.A</p>
5.	<ul style="list-style-type: none"> <li>1. Purchase &amp; distribution of materials for the maintenance of Office &amp; Home office</li> <li>2. Maintenance of Electronic devices including telephones &amp; computers .</li> <li>3. Bills pertaining to Electricity supply ,Telephone, Protocol.</li> <li>4. Maintenance of Meeting Hall &amp; Arrangement of Meetings</li> </ul>	<p>Smt. Saraswati Aksharad Sheristedar</p>	<p>Shri. J.K .Pakale S.D.A</p>

**Group D Staff Working Sections**

<b>Sl.no</b>	<b>Group D Staff Names</b>	<b>Sections</b>
1.	Shri. B .S . Basetti	Personal Section of RC
2.	Shri. Y. G . Shahapurakar	Personal Section of RC P A Section
3.	Shri. S.M . Shiggavi	Personal Section of Additional Regional Commissioner (ADM) & Account Section
4	Shri. N . Y . Davane	Personal Section of Additional Regional Commissioner (B&D)
5	Smt . H .C . Ashtekar	Bhoomi, Misc & Development Section
6	Shri C .S . Lakkannavr	Night Watchman
7	Shri Suresh . Khandare	Home Office of R C
8	Shri M .U. Lodhi	Zerox & Court Section
9	Smti K .A. Dodamani	Records, Auditors & ZP Section
10	Shri R .Y. Chivutagundi	Home Office of RC
11	Smt M. A. Patil	ADM/EST Section