GOVERNMENT OF ANDHRA PRADESH  
PANCHAYAT RAJ DEPARTMENT  
PROCEEDINGS OF THE DISTRICT PANCHAYAT OFFICER, W.G.ELURU  
PRESENT: SRI L.SRIDHAR REDDY., B.Tech.,  


Sub: - OFFICE ORDER – Office of the District Panchayat Officer, West Godavari, 
and Eluru - Distribution of work among All Assistants – Orders – Issued.  

ORDER:  
In view of introduction of new Schemes, the following work distribution is 
alotted to the Assistants working in the Office of the District Panchayat Officer, West 
Godavari, Eluru with immediate effect. The Administrative Officer is authorized to 
allocate the currents to the assistants, which were not covered in the office order. 

ADMINISTRATIVE OFFICER: Smt G.Sampath Kumari  

1. Receipt of Registered tappals and attending of ordinary tappals on behalf 
of District Panchayat Officer.  
2. Signing on fair copies except to the higher offices.  
3. Attending to the meetings on behalf of District Panchayat Officer and 
furnishing urgent information to higher authorities in the absence, or on 
leave or out of station of District Panchayat Officer.  
4. Verification of personal Registers of staff, Cash Books, Bank accounts for 
every 30 days and to issue necessary instructions for quick disposal of 
references  
5. Sanction of Casual Leave to the staff.  
6. Approval of remainders on behalf of the District Panchayat Officer.  
7. Duties of Public Information Officer.  

A1 Assistant: Sri K.R.Mohana Rao, Senior Assistant.  

1. Establishment of Panchayat Secretaries Grade - I and S.I.- Grade-I  
2. Clearance of Contract Proposals pertaining to erstwhile E.O.(Pts), Eluru 
and Bhimadole.  
3. Mal-Administration, Lokayukta, HRC & Court cases in Eluru Division.  
4. Act & Rules, VWIP Tours, State Functions (Notes on Development 
Activities), Bifurcations and Constitution of Gram Panchayats.  
5. D & O Trades, Electrical goods, Solar and power saving.  
6. Production Schemes, Auctions & Leases including Rajaka Tanks and 
Fishery Tanks.  
7. Liaison officer for court cases.  

A2 Assistant: Smt Y.V.L. Ratnam , Senior Assistant  

1. Clearance of Contract Proposals pertaining to erstwhile E.O.(Pts) 
Buttayagudem, Koyyalagudem and Kukunoor & Velairpadu mandals.  
2. Mal-Administration, Lokayukta, HRC, GC, CMP, Prajavani & Court cases in 
Jangareddigudem Division.  

A3 Assistant: Sri M.V.Kishore, Junior Assistant.  

1. Establishment of D.P.O and Divisional Panchayat Officers and their staff, 
Extension Officers (PR & RD) and Office Procedure.  
2. Inspections.
3. Advance Tour Programmes of D.P.O and approval of tour programme of D.L.P.Os
5. Positioning of Panchayat Secretaries, FAC arrangements to the post of Panchayat Secretary and submission of consolidated reports in respect of Panchayat secretaries.
7. Sand.

A4 Assistant: Sri T.Srinivasa Rao, Junior Assistant.

2. Distribution of all Grants to Gram Panchayats
3. Mal-Administration, Lokayukta, HRC & Court cases in Kovvur Division.
5. No-Confidence Motion on Upa Sarpanchs and disqualifications.
7. Meetings of all kinds.

A5 Assistant: Sri K.Madhusudhana Rao, Junior Assistant

2. Prajavani, GC and CMP Cases in Kovvur Division.
3. RGPSA.
4. PESA Act, Grama sabhas, DDP and related matters.
5. Gram Panchayat buildings.
7. Training of all kinds.

A6 Assistant: Sri V.S.Krishna Mohan, Junior Assistant

1. Establishment matters pertaining to provincialised staff working in Gram Panchayats.
2. Establishment matters pertaining to non-provincialised staff and Part time employees working in Gram Panchayats.
3. Clearance of Contract Proposals pertaining to erstwhile E.O.(Pts) Akiveedu and Bhimavaram
4. Mal-Administration, Court cases, Lokayukta & HRC in Narasapur Division.
5. Official Language.
6. Fairs and festivals.
7. Advertisements.

A7 Branch: Sri Ch.Harish Kumar, Junior Assistant.

1. Pay bills, Contingent bills, AG Audit, Office Accommodation and maintenance of all accounts.
2. Byelaws, PWS Scheme, Water Supply including NTR Sujaladhrara and RO Plants.
4. Prajavani, GC, CMP Cases in Eluru Division.
6. Audit and Surcharge in the District.
7. Other miscellaneous.
A8 Branch: Smt V. Uma Mythili, Junior Assistant.

1. Janmabhoomi.
2. Performance Indicators of all cadres.
3. Administration report and Regional Accounts.
4. Single Window Clearances.


1. Protection of Gram Panchayat Lands.
3. Identification of categories of encroachments.
4. Evictions of encroachments.
5. Maintenance of Registers.

A10: Sri M. Rajeswararao, Junior Assistant

1. Right to Information Act.
2. Duties of Assistant Public Information Officer.
3. Prajavani, GC and CMP Cases cases in Narasapur Division and Consolidation of Prajavani reports.
4. File Monitoring system.

A11: Anchor : Sri B. Ananda babu, Panchayat Secretary Grade-II

1. Swatch Bharat, Swatch Andhra, Swatch Balak and Swatch Godavari
2. Sanitation, Adverse Seasonal Conditions, ISLs, CSLs and Demolition of CDLs.
3. NGP Villages, Dumping Yards.
4. Solid and Liquid waste management
5. 100 days Action Plan.
6. Disaster Management
7. All sanitation programmes

DTM 1 & 2: Sri G. Prasangi raju & Sri B. Prabhakara Rao

1. CB & T activities
2. RGPSA scheme activities.

DPM and ADPM: Sri P. N. V. Satyanarayana, DPM & Sri G. V. Bhaskar APDM

1. e-Panchayat and PRIASOFT.
2. GO Live
3. All Technical issues and updatations
4. Karvy Operators

Typist 1: Smt G. Vijaya,

2. Maintenance of fair copy register and maintenance of spare copies S.F of respective sections.
3. Tappals distribution.
Typist 2: Sri E. Vijaya Kanaka Rao,

2. Maintenance of fair copy register and maintenance of spare copies S.F of respective sections.
3. Mails checking every day.

Record Assistant: Sri G. Nageswara Rao.

1. Maintenance of Record Room.
2. Stationary and Stock issue Registers, Tools and Plants Registers
3. Dispatch & Stamp Account

Office Subordinates:

Office Subordinates of this office are directed to attend the office at 9.00 AM without fail and one should accompany with the District Panchayat Officer on rotation basis.

General Instructions:

- All Assistants should attend office as per timings; maintain the registers and records specified in the District Office Manual.
- All the Assistants should maintain Personal Registers to their respective seats. They have to submit P.Rs to the Administrative Officer before 15th of every month.
- Maintain Stock files, Station Registers, Mal Administration Registers, Court Cases Registers, Lokayukta Upa Lokaukta Cases and Grievance Cell and Periodicals Registers.
- In case of absence of regular A.O. due to leave or any other reason A1 or A2 Assistant shall be act as in-charge A.O. as the case may be.
- The Assistants should invariably attend their subjects without any deviation to the subjects allotted to them.

Sd/- L. Sreedhar Reddy,
District Panchayat Officer,
West Godavari, Eluru.

To
The Administrative Officer
All the Assistants, Typists and Record Assistant in this office.
The Anchor.
The DTM.
The DPM & ADPM.
The Office Subordinates.
Copy to all Divisional Panchayat Officers in the District.
Copy to the District Panchayat Officers table.

// True Copy //</br>

[Signature]
Administrative Officer