

Office of the
Commissioner of Collegiate Education,
T.S., Hyderabad

U.O.Note No. 631/ OP.I-2/2016

Dated: 31.10.2016

Sub: Establishment – Certain information under Section 4(1)(B) of RTI
Act 2005 – to be placed in Office Website – Reg.
Ref: U.O. Note No. 146/RTI/2016, Dated: 09.09.2016

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With reference to U.O.Note cited, the following information with regard to job chart of this office maintained by OP.I Section of this office may be uploaded in our office website being maintained by TSKC of this office.

S.No.	Section	Subject of the Section	Name of the Superintendent	Name of the Sr. Asst./ Jr. Asst./Record Asst./Outsourcing employee
1	Services – I	RJD, All the service matters pertaining to Principals, AD/AO/DD/JD in the State. (New subject: Pension, Pay fixation of concerned officers dealing in the section)	G. Karunakar B. Vishnu Priya	Sri Praveen, O.S.
2	Services – II	All the service matters pertaining to Language, Commerce Lecturers working in GDC's, Seniority List and Government College Demands, Policy matters of DR/DPC/Part time Lecturers / Contract Lecturers. (New Subject: Pension)	P. Deepak Kumar	1. Mustafa Ali, Sr. Asst. 2. Sarita, Sr. Asst. 3. Dastagir, Record Asst.
3	Services – III	All the service matters pertaining to Arts, Sciences, PD &	V. Kamraj	1. B. Avinash, Jr. Asst. 2. Sree Lakshmi, Jr. Asst. 3. Outsourcing Employee

		Librarians Lecturers working in GDC's. (New subject: Pension)		
4	UGC.PF	Pay fixation , policy matters of RPS of Teaching & NTS i.e. UGC and State	B. Vijay Kumar	1. T. Prabhakar Chary, Record Asst.
5	OP-I	All the service matters pertaining to NTS working in O/o CCE, RJD and Government colleges. (New subject: Pension)	Mohd. Muzaffar Ali (P.A. to CCE)	3. Vishalakshmi, Jr. Asst. 4. Chakradhar, Record Asst.
6	OP-II	Stationery, Stores & maintenance of office building etc.	V. Mehar Raj	1. Lakshmi Narayana, Jr. Asst
7	OP.III	RTI /Scholarship	P. Gayatri	1. Outsourcing employee
8	GDC – Cadre Strength	Sanction / conversion of post, accumulation Special fee permissions, opening of colleges, sanction of courses in Government colleges, OD's.	D. Sravani	1. Aruna, Sr. Asst. 2. Outsourcing employee (Cadre Strength section)
9	PLAN AND NON PLAN	Budget Plan & Non-Plan and alienation of land etc.	P. Madhavi	1. Geetha Matha, Sr. Asst. 2. P. Rakesh, O.S.
10	Admn- I	All matters related to Aided colleges in the state of Zone V and VI. All Aided Oriental Colleges in the state demands of Aided Colleges. (New subject: Pension, Aided college demands)	Vikram Narayana	1. Srinivasa Chary, Junior Asst. 2. B. Narsing Rao, O.S.
11	Admn – II	All matters related to Aided colleges in the city cadre, RTI and consolidation of budget.	Dinesh Shukla	1. Mohd Sulaiman, Sr. Asst(O.D basis). 2. Outsourcing employee
12	Audit / Pay bills	Audit of Accounts of Aided Colleges in the State, Pay Bills.	1. Md. Asif 2. Jayalakshmi 3. JVS Lakshmi (Paybills)	-

13	Inward & Outward	Receiving and Dispatch	-	1. C. Ravi Kumar, Sr. Asst. 2. Khurshid Ahmed, Jr. Asst. 3. Mohan, O.S. 4. B.Srinivas, O.S.
14	Record Room	Record Room	-	Santosh Kumar Mishra, Record Asst.
15	Liason Assistant			C.N. Nageshwar, O.S.

To
The TSKC Section of this office
Copy to the OP.III Section of this office

Deputy Director of Collegiate Education

