

PROCEEDINGS OF THE PRINCIPAL, GOVT.DEGREE COLLEGE RAYACHOTY,  
ANNAMAYYA DISTRICT:

**PRESENT DR.P.HARSHA LATHA, M.SC., M.Phil., Ph.D.,**

Rc.No.1 Spl/ PPL/2023

Dated:14-08-2023

Sub:- Govt. Degree College Rayachoty Annamayya District –  
Distribution of Office Work among the office staff-Orders  
Issued - Regarding.

Ref:- Progs.Rc.No. 1Spl/Fees/2020 Dated:10-09-2020 Office of  
the Regional Joint Director of Collegiate education Kadapa.

**ORDER**

The work load of the office in Govt. Degree College Rayachoty, Annamayya District, is hereby allotted among the staff as noted hereunder with immediate effect. They are requested to handover taken over the charge of the sections of the files accordingly and submit the compliance immediately. They are informed that after taking the charge of new work, update the work attached to them and submit all the registers such as cashbooks etc., for the perusal of the principal immediately without any delay. **Any deviation or delay in this regard will be viewed seriously.**

Sl. No.	Name and Designation <b>SARVASREE</b>	Nature of work allotted
A	<b><u>ESTABLISHMENT</u></b> <b><u>ACCOUNTS</u></b>  <b>N KESAVA REDDY</b> <b>JUNIOR ASSISTANT</b>	<b><u>SUPERVISION OF ALL SECTIONS</u></b>
		<ul style="list-style-type: none"> <li>➤ Tappal Distribution.</li> <li>➤ Maintenance of General Cash Book, U.D. Pay, DDO Cash Book.</li> <li>➤ College Correspondence, CCE. and RJDCE, Court cases. Office Establishment Teaching &amp; Non-Teaching Staff Correspondences of Court cases, Collector Office etc., All work such as Establishment, Income Tax Filing by consulting the Auditors, and issue of Form No. 16</li> <li>➤ Entries of Service satisfactory Certificate in S.R's, time to time.</li> <li>➤ Restructure course Cash Book, CPDC, RTI Act Registers, RTI Act Response Cheque Books of all Sections.</li> <li>➤ Maintenance of S.R's AAS Proposals to sanctioning authority with in stipulated time.</li> <li>➤ All work pertaining to Teaching and Non-Teaching Staff Establishment for the Preparing of all kinds of Bills, etc.,</li> <li><b><u>HRMS &amp; CFMS</u></b></li> <li>➤ Number Statement and Numerical Data, Revised Budget Estimate.</li> <li>➤ State Budget Bills, OOE, Contingent bills Part Time Lecturers/ contract, transaction,</li> <li>➤ Expenditure Statement and its Reconciliation</li> <li>➤ UGC Lecturers increments CAS/Fitment bill preparing.</li> <li>➤ Sanction of Medical Leave Proceedings and maintenance of Medical Reimbursement files. Bills.</li> <li>➤ <b>Other any work that may be entrusted by the principal</b></li> </ul>

B	<p align="center"><b><u>SCHOLARSHIP SECTION:</u></b></p> <p align="center"><b>W. RAMACHANDRA REDDY</b> <b>STORE KEEPER</b></p>	<ul style="list-style-type: none"> <li>➤ All Scholarships online applications, receiving to <b>attend the Scholarships work SC, ST, BC and Minority/PHC update.</b> All Scholarships cash books section and to clear any pending work. and update old Pending of status report of Scholarships, disbursement of Late received scholarships amount and refund of un-disbursement to Govt.at appropriate time.</li> <li>➤ <b>To attend the routine duties,</b> to assist the Accounts and Establishment. In the office</li> <li>➤ <b>Other any work that may be entrusted by the Senior Asst./ Principal.</b></li> </ul>																
C	<p align="center"><b><u>ADMISSION &amp; DISPATCH SECTION:</u></b></p> <p align="center"><b>K.C. OBULAMMA</b> <b>RECORD ASSISTANT</b></p>	<ul style="list-style-type: none"> <li>➤ Maintenance admission Register, he should also update the old pending work of D.F.C, T.F.R, Spl.Fee, Additional Special Fee, Spl.fee Cash Book and preserve in her Preparation of Statement showing the Number of Students on Nominal Rolls of B.A., B.Com., B.Sc., years wise paid, Addl.Special Fee total amount collected and No.of students who have not yet paid, <u>Additional Special Fee, C.M.D., T.F.R.[Ledgers]</u> Addl.Special Fee total amount collected and No.of students who have not yet paid, <b>Addl.Special Fee.</b> &amp; I &amp; II. Maintenance of Stationery and Stock Registers,</li> </ul> <table border="1" data-bbox="703 875 1583 1003"> <thead> <tr> <th>Course [all courses]</th> <th>Academic year</th> <th>No.of Students</th> <th>Total No.of Students who have paid Addl.Fee.</th> <th>No.of students who are yet to be paid Addl.Spl.Fee</th> <th>Total amount collected</th> <th>Expenditure</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td colspan="8"> <ul style="list-style-type: none"> <li>➤ Outward/Inward Tappal, and Stock Registers</li> <li>➤ Maintenance of Attendance Registers.</li> <li>➤ Maintenance of Stamp Account</li> <li>➤ Maintenance of Stamp registers account</li> <li>➤ Maintenance of State Budget stock register.</li> </ul> <p align="center"><b>Other any work that may be entrusted by the Senior Asst./ Principal.</b></p> </td> </tr> </tbody> </table>	Course [all courses]	Academic year	No.of Students	Total No.of Students who have paid Addl.Fee.	No.of students who are yet to be paid Addl.Spl.Fee	Total amount collected	Expenditure	Balance	<ul style="list-style-type: none"> <li>➤ Outward/Inward Tappal, and Stock Registers</li> <li>➤ Maintenance of Attendance Registers.</li> <li>➤ Maintenance of Stamp Account</li> <li>➤ Maintenance of Stamp registers account</li> <li>➤ Maintenance of State Budget stock register.</li> </ul> <p align="center"><b>Other any work that may be entrusted by the Senior Asst./ Principal.</b></p>							
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D	<p align="center"><b><u>EXAMINATION SECTION</u></b> <b>K C OBULAMMA</b> <b>RECORD ASSISTANT.</b></p>	<ul style="list-style-type: none"> <li>➤ <b>To attend the routine duty, to assist the admission section.</b></li> <li>➤ To maintenance of the Students and Examination Fee collection Receipt books maintenance,</li> <li>➤ Distribution of Marks List, convocation,</li> <li>➤ Provisional, Marks list by maintaining the Register. Etc.,</li> <li>➤ Result calculation and upload to the CCE A.P. Vijayawada</li> <li>➤ <b>Other any work that may be entrusted by the Senior Asst./ Principal.</b></li> </ul>																
1.	<p align="center"><b><u>LIBRARY DEPARTMENT:</u></b></p> <p align="center"><b>LAXMI REDDY</b> <b>Assistant Librarian</b></p>	<ul style="list-style-type: none"> <li>➤ In charge of Library Department and to maintained all the concerned registers procedure.</li> <li>➤ <b>Other any work that may be entrusted by the Senior Asst./ Principal.</b></li> </ul>																
2	<p align="center"><b><u>K.Suryudu</u></b> <b>Record Assistant</b></p>	<ul style="list-style-type: none"> <li>➤ Bank /Post Office and Treasury duty</li> <li>➤ Delivery of Local Tappal</li> <li>➤ <b>Gate Keeping</b></li> <li>➤ <b>Other any work that may be entrusted by the Senior Asst./ Principal.</b></li> </ul>																
3	<p align="center"><b>G. Gangojamma</b> <b>Museum Keeper</b></p>	<ul style="list-style-type: none"> <li>➤ Allotted to <b>Zoology &amp; Chemistry Departments</b></li> <li>➤ <b>Sweeping</b> and cleaning college ground</li> <li>➤ <b>Other any work that may be entrusted by the Senior Asst./ Principal.</b></li> </ul>																

4.	<b>T.Janaki Herbarium Keeper</b>	<ul style="list-style-type: none"> <li>➤ Allotted to <b>Botany Department</b></li> <li>➤ <b>Sweeping</b> and cleaning college ground</li> <li>➤ <b>Other any work that may be entrusted by the Senior Asst./ Principal.</b></li> </ul>
5.	<b>S Rajamma Record Asst.</b>	<ul style="list-style-type: none"> <li>➤ Allotted to <b>Physics Department and IQAC</b></li> <li>➤ To attend Principal Chamber and Office work,</li> <li>➤ <b>Other any work that may be entrusted by the Senior Asst./ Principal.</b></li> </ul>
6.	<b>G. VENKATA RAMANA Record Asst.</b>	<ul style="list-style-type: none"> <li>➤ To attend Principal Chamber and Office work, and allotted to <b>Computer Department</b></li> <li>➤ <b>Other any work that may be entrusted by the Senior Asst./ Principal.</b></li> </ul>
7.	<b>C.VENKATA RAMANA Office Subordinate</b>	<ul style="list-style-type: none"> <li>➤ To attend Principal Chamber and Office work,</li> <li>➤ <b>Other any work that may be entrusted by the Senior Asst./ Principal.</b></li> </ul>
8.	<b>K. Ravanamma Office Subordinate</b>	<ul style="list-style-type: none"> <li>➤ To attend Principal Chamber and Office work, allotted to <b>Library</b></li> <li>➤ <b>Sweeping and cleaning</b> college ground</li> <li>➤ <b>Other any work that may be entrusted by the Senior Asst./ Principal</b></li> </ul>
9	<b>B.V. Lakshumma Office Subordinate</b>	<ul style="list-style-type: none"> <li>➤ To attend Office work</li> <li>➤ <b>Sweeping and cleaning</b> college ground.</li> <li>➤ <b>Other any work that may be entrusted by the Senior Asst./ Principal</b></li> </ul>
10	<b>P. Syamala Office Subordinate</b>	<ul style="list-style-type: none"> <li>➤ To attend Office work and allotted to <b>EL Lab</b></li> <li>➤ <b>Sweeping and cleaning</b> college ground.</li> <li>➤ <b>Other any work that may be entrusted by the Senior Asst./ Principal</b></li> </ul>
11	<b>K. Eswara Reddy Waterman</b>	<ul style="list-style-type: none"> <li>➤ To water the plants in the college garden</li> <li>➤ To attend Principal Chamber and Office work,</li> <li>➤ <b>Other any work that may be entrusted by the Senior Asst./ Principal.</b></li> </ul>
12	<b>K. Rajeswari Night watchman</b>	<ul style="list-style-type: none"> <li>➤ <b>To attend the duty of Night watchman</b></li> </ul>
13	<b>LEELAVATHI Scavenger</b>	<ul style="list-style-type: none"> <li>➤ <b>Sweeping and cleaning</b> of Principal chamber and office room and also cleaning of Toilets of Principal Chamber, office room and students.</li> <li>➤ Remaining hours attend in the Principal and Office Chamber.</li> </ul>

**PRINCIPAL,  
GOVT.DEGREE COLLEGE  
RAYACHOTY  
ANNAMAYYA DIST.**

**To**  
**All the Staff concerned.**

**Copy submitted to the Special Commissioner of Collegiate Education, Kadapa for favor of information.**

**Copy submitted to the Regional Joint Director of Collegiate Education, Kadapa for favor of information**

**Copy to the Lecturer in charge of Zoology, Botany, Physics & Chemistry Departments for information.**