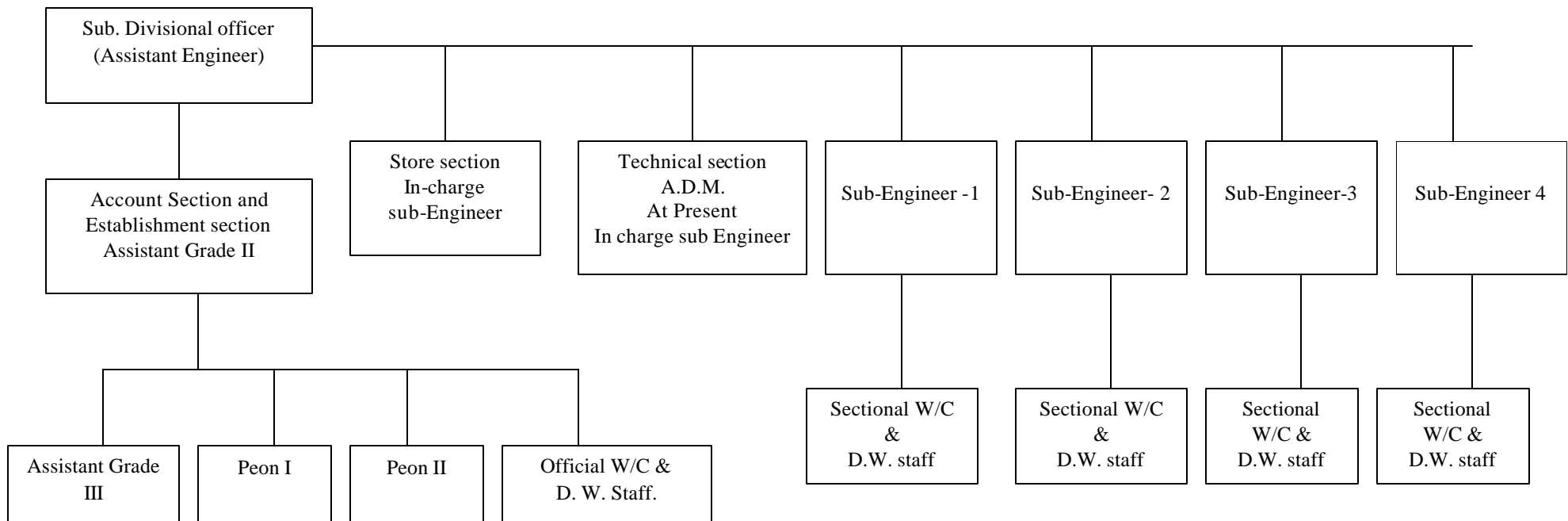


ORGANIZATIONAL SET-UP

Functions and duties of different officers constituting the Organization, U/S 4.1 (b) (i)

1- A. Name of the Office and organizational setup

Office of the Sub Divisional officer, Land Acquisition & Rehabilitation E/M Sub Division No. 4 Rewa (M.P.)



Note :- Abbreviation :- W/C = Work charge Establishment Employees.

D.W. = Daily wages Employees.

A.D.M. = Assistant Draft man Employee.

1. B. Functions and duties of each unit of the Office (1 to 2 page)

S.No.	Unit/Section	Functions performed
1.	Administrative & Account section	Engagement & control of work charge & Daily wages staff. Their deployment utilization & establishment. Preparation of salary Bills & disbursement. Payment of directed Bills, Recoupments of permanent Imprests and Issue of sanctioned Advances. Performed by Assistant Grade II.
2.	Stores	Receipts & Issue of stock and T & R Articles of Receipt, Issue & balance position of store articles in prescribed store records and regular submission. Physical verification of stores. Performed by store In-Charge Sub Engineer.
3.	Others, if any (Give complete detail of each unit/section) (Field Work Sections) Presently at New Deoroy Nagar, New Ram Nagar, New Mirgauti, Model Villages and General section for Rest Model villages & H.Q. E/M. Works	Arrangement of Installation, operation & maintenance of Electrical/ Mechanical equipments for different necessities of water supply, street light, Internal Electrification etc. of different work sites. (Model villages & H.Qr. etc.) Performed by In-charge sub Engineer.

2- Work distribution order of each officer can be updated and put in the following format. U/S 4.1 (b) (ii)

S.No.	Name	Designation	R,emuneration	Duties
1.	Shri A.P. Pathak	Assistant Engineer	Rs. 18,184=00	Supervision & checking of Electrical/Mechanical works under the control of sub division.
2.	Shri Ramji Gupta	Sub Engineer	Rs. 10,926=00	Supervision & Recording of Electrical/Mechanical works as in charge of the section model villages. Jttha Tola, New Maudaha, New Banjariya and Head Quarter E/M works. Controlling of the staff and submission of regular returns, accounts and information of the section.
3.	Shri S.L. Jain	Sub Engineer	Rs. 11,279=00	Supervision & recording of Electrical/Mechanical works as in charge of the Section model village New Ram nagar and maintenance

				of prescribed records. & accounts and their submission. Controlling of the staff and submission of the regular returns accounts and information of the section.
4.	Shri T.P. Namdeo	Sub Engineer	Rs. 11,979=00	Supervision & Recording of Electrical/Mechanical Works as in charge of the section model village new Mirgauti and corresponding of Technical section. controlling of the staff and submission of
5.	Shri A.N. Chaturvedi	Sub Engineer	Rs. 13,233=00	Supervision & Recording of Electrical/Mechanical Works as in charge of the section model village New Deoraj Nagar. Controlling of the staff and submission of regular returns, accounts and information of the section.