


**WORK DISTRIBUTION OF STAFF WORKING UNDER DISTRICT REVENUE OFFICER,
CHAMBA WITH MOBILE NUMBERS**

Sr. No.	Designation	Name	Dealing Branch	Duties and Function	Mobile No.
1.	Supdt. (Revenue)	Post vacant		Supervision of all Revenue branches.	-
1.	Sadar Kanungo	Sh. Mohd. Yaseen	S.K. Branch.	All over control of S.K. Branch, inspection of Patwarkhana/Field Kanungo Office.	98056-03726
2.	Naib Sadar Kanungo	Sh. Hans Raj	-----do-----	Transfer, posting and appointment of Patwari and Kgo, maintenance of candidate register, seniority list, work of Statistical Asstt. Updation of NPR, digitization of RoR & NLRMP etc.	94181-21075
3.	Patwari Moharer (Kanungo)	Sh. Om Prakash	-----do-----	To deal with appointment of Lamberdar/allotment of land under Nautor Rules and other Misc. Work.	98053-22905
4.	Land Reforms, Kanungo	Sh. Pravesh Kumar	-----do-----	To deal with appoint of revenue chowkidars, to deal with providing of budget for construction /repair of Patwar Khanna/Kgo. Hut, to deal with grant of permission for purchase of land u/s 118 and correspondence regarding demand of Patwar/Kanungo association.	88941-10108
5.	Mal Moharir	Sh. Ravinder Kumar Patwari	-----do-----	To deal with Stationary articles, Statement of Revenue Court cases and Data Centre and Revenue Officer meeting.	94181-84930
5.	Patwari	Smt. Vishav Mohani	-----do-----	Diary & Dispatch work of S.K.Branch and to assist to S.A.	94180-94064
6.	Record Moharer	Smt. Neeraj Bala	-----do-----	Record Keeper of Revenue Records and issuance of copy of Jamabandi etc.	94185-63499
7.	Patwari Tracer	Smt. Rashmi	-----do-----	Issuance of copy of Musabies etc.	94181-84788
8.	Patwari Tracer	Smt. Megha Gupta	-----do-----	Issuance of copy of Musabies	88946-67788
1.	Senior Asstt.	Sh. Vinod Kumar	S.K. (Accounts)	Drawl of all kind of bills from treasury, maintenance of cash Book, General supervision of Accounts Section and preparation and allotment of budget under 2029 & 2506.	94180-00689

2.	Esstt. Kanungo.	Ms. Tara Devi	-----do-----	Maintenance of Service Book/Personal Files of staff posted at Distt. H.Q and Sub-Division Chamba Under Head 2029, preparation of pension cases of staff , to deal with leave cases, ACPs of all staff of the district U/H 2029, deal with cases of providing employment to the next of kins to the deceased employees and to deal with the cases of Govt. employees under CCS (CCA)/conduct Rules.	94182- 89275
3.	Clerk	Sh. Surjeet	-----do-----	To deal with the Monthly expenditure/ Excess and Surrender Statements U/H 2029 of the district, to deal with the Audit Objection, preparation of all kind of bills U/H 2029 and 2235 and other relevant work of the branch and also deal with RTI work of DRO Office.	78319- 02384
4.	Clerk	Post vacant	-----do-----	To deal with monthly expenditure /E&S Statement, Preparation and allotment of Budget. The work has been assigned to Sh. Surjeet, Clerk.	
1.	Senior Assistant	Sh. Sandeep Kumar	D.R.A. Branch	All over supervision of DRA Branch and also dealing with Red Cross Society.	94180- 70552
2.	Jr. Assistant.	Post vacant	-----do-----	To deal with the work of TRA, Approval of land Revenue Kistbandies & abiana and Audit Paras relating to land Revenue and Monthly/ quarterly receipt Statement.	Presently all work of DRA branch is being dealt by Shri Sandeep Kumar, Sr. Asstt.
3.	Clerk	Post vacant	-----do-----	To deal with work transfer of Govt. land cases, FRA and FCA cases.	
4.	Clerk	Post vacant	-----do-----	To deal with lease of Govt. land and Taccavi loans.	
1.	Senior Assistant	Smt. Madhvi Gurung	Relief Branch.	To deal with Relief Works i.e. Gratuitous Relief, Repair and Restoration Relief, Disaster Management etc.	
2.	Clerk	Post vacant	-----do-----	-----do-----	
1	Clerk	Sh. Devi Prashad	HRC	To deal with all type of correspondence related to stamps & Registration, to deal with appointment of stamp vendor & document writer, submission of returns u/h 2030 & 0030 and audit paras of stamps & registration head.	94185- 16831

Devi Prashad Clerk


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