

Job Priority of Officers in the Collectorate

Manoj Kr Jha (2)

- Jan Sikayath disposals – esp of Vishwas Yatra, CM janta darbar, complaints from State and Div Com
- Maintaining the DATA BASE of Jan Sikayath disposals
- ZAMEEN KHOJO ABHIYAAN – identify land for all projects – schools, AWWs, Hostels, Colleges, Collectorate campus etc..
- Land Dispute Act, 2009 – Effective Implementation by DCLRs
- Providing land to Mahadalit landless families – in 4 streams – expedite
- Khas Mahal land survey / license renewal / pursuing Khas Mahal cases in the Civil Courts
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Manoj Kr Jha (1)

- RSVY – new proposals to be sanctioned and implemented
- MMSNY – timely sanction, release of funds, monitoring the quality of works
- Universalisation of Pension – esp of Handicapped and Widows. Also revised target
- Database updation of Dead Pensioners / Legacy Data
- Dy Coll (Banking) – expedite all banking schemes

Manoj Kr (OSD)

- Inspections – Massive / Qualitative – Prepare the DATA BASE
- Inspections – Compliance Report
- Capacity Building training of Officers / Staff – thro workshops, presentations, distribution of study materials
- Court Cases of DM Court – Expedite
- Inter School competition

Ahmad Mahmood

- Parks in Urban Areas
- Sports facilities in Urban / Rural Areas
- Database of all schemes – Block – Panchayatwise
- Periodical Inspection of all schemes esp MMGSY / MMSNY / MPLADS / MSDP / Kabristan
- MMGSY / Kabristan/ MSDP / MPLADS/ DUDA
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Santosh Kr Srivastava

- Pending Advance – Recovery
- Dist Guest House – Outsourcing – Beautify
- Officer's Club/Library

Ashok Kr Jha

- RTPS – smooth implementation
- Departmental Proceedings- Expedite
- Database of all staff
- ACP / Promotion / Compassionate recruitment
- GPF statements of all Collectorate staff to be sent to GPF Officer
- Retirement Benefits
- Unadjusted vouchers – GAD
- Best Officer / Staff of every month

Arvind Bharti

- Pending UC for disaster allotments
- Payment for all purchased items
- Database of all resources available at district
- Upload all letters / instructions / tender details in Dist website
- Coordinates of all schools / upland places

Ashok Kr

- Certificate Cases disposal – Expedite
- 9 and 10 readjustment
- Big defaulters – SPECIAL DRIVE
- Nagar Nigam works – Positive and Constructive works
- **Parks – Outsourcing management**

Ramesh Chandra Choudhry

- RTPS service delivery
- Library @ Collectorate / Officers' Club / Revive existing District Library
- Managing Gyms in Indoor Stadium and Zila School
- Management of Town Hall
- District Hand Book (souvenir) / Gazetteer preparation
- Celebrate different DIWAS
- Expedite disposal of Arms Cases
- Land Acquisition cases

Bindeshwari Mandal

- Social Audit in AWWs
- LS recruitment
- Timely THR distribution
- Format A and B to be sent to dept
- Inspections

Gautam Mishra , DIO, NIC

- RTPS – smooth implementation of software, IT structure
- Upload all important details , letters, tenders, tour program. press release, photos in the District WEBSITE
- Improve IT connectivity between District and Blocks – through mails
- Website for Blocks
- Vasudha Kendras – better functionalisation
- Improved Video Conferencing facility with Blocks
- Computer / printer resource availability at District level
- District E- Governance Society

Bhupender Narayan Singh (DPRO)

- Daily Press release of all important meetings / decisions
Time to time Press Conferences
- Magazines – DRDA / Redcross

Srinivas Singh

- Panchayat Elections – Payment
- MJG/ CWJC
- Departmental Proceedings

Sanjay Upadhyay

- Increased Families (BPL) – ration card distribution
- RTPS – Ration Card service delivery
- 100 % BPL lifting

Devrath Mishra (DyEO)

- 100 % coverage of EPIC / Photo
- Disposal of all complaints
- Pending payments – complete


Dharmender (Steno)

- Weekly Collectorate meetings – proceedings
- All Monthly meetings at district level – proceedings

Memo-2591

Purnea, Dated-08/09/2011

Copy – To All Respective Officers for information and needful action.


District Magistrate
Purnea