
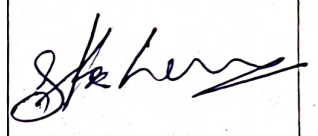
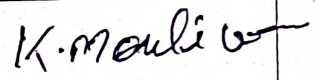
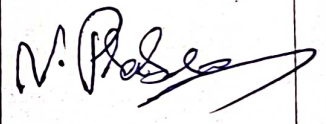
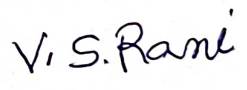
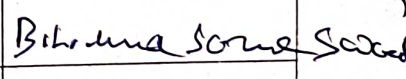
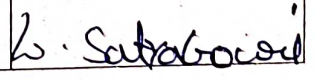
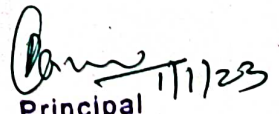


**CSTS GOVERNMENT KALASALA, JANGAREDDIGUDEM.**  
**STAFF ORDER 01-01-2023**

2022-23

All the following Non Teaching Staff are hereby instructed to take over the charge and attend the work allotted to them as mentioned below. They are instructed to attend their duties promptly and cooperate the under signed in smooth running of the Institution.

Sl No	Name of the Employee & Designation <i>Sarya sri</i>	Work Allotted	Signature of the Employee
1	A.VIJAYA KUMAR Senior Assistant	<b>Establishment:-</b> 1.General Correspondance, 2.Service matters of the employees, 3.Maintanance of Service Registers, 4.Salaries and other advances to the Employees, 5.Maintanance of Cash Books, 6.Budget related issues, 7. All types of bills of Working and retired Staff, 8.RTI Act APIO, 9.overall supervision of the Office <b>and any work assigned by the Principal.</b>	
2	Sk.LALPASHA Junior Assistant	1.All work related to Admissions, Examination, 2.Bank Duties 3.Treasury related duties, 4.Maintanance of Consumable Stores and stock registers( <b>Stationary</b> ) <b>and any work assigned by the Principal</b>	
3	K.MOULI KUMAR Junior Assistant	1.All work related to Scholarships 2.Assistance to Senior Assistant <b>and any work assigned by the Principal</b>	
4	N.PRASAD Junior Assistant	1.Tappals Section 2.Leave Account 3.Issue of TCs & Ods to Students 4.Assistance to Senior Assistant <b>and any work assigned by the Principal</b>	
5	Smt.V.SUDHA RANI Record Assistant	1.Maintanance of Library 2.Stock Registers, 3.Issue Registers, 4.log books and any work assigned by the Principal	
6	Smt.B.L.UMA MAHESWARI Office Attender CONTINGENT	1.Maintanance of Principal chamber and other Work at Principal Chamber and Staff Rooms Sweeping and Maintanance of Campus <b>and any work assigned by the Principal</b>	
7	Smt.L.SATYA GOWRI Office Attender CONTINGENT	1.Maintanance of Office 2.Work at Office Sweeping and Maintanance of Campus <b>and any work assigned by the Principal</b>	

  
Principal 11/1/23  
CSTS Govt. Kalasala  
Jangareddigudem-534447  
Eluru Dist., A.P.  
11/1/23