


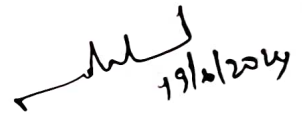
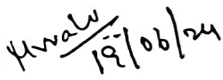
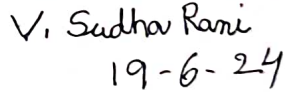
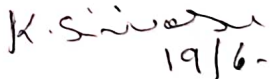
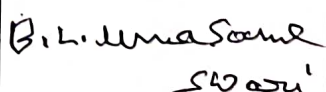
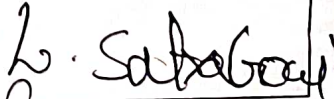


# CSTS GOVERNMENT KALASALA JANGAREDDIGUDEM

## STAFF ORDER

2021-24

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 & Designation <i>Sarva 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,Maintanance of Cash Books,Budget related issues,All types of bills of Working and retired Staff,RTI Act APIO,overall supervision of the Office, <b>and any work assigned by the Principal.</b>	
2	Sk.LALPASHA Junior Assistant	1.All work related to Admission Fee, College Fee & Examination Fee. 2.Bank Duties 3.Treasury related duties, 4.Maintanance of Consumable Stores and stock registers( <b>Stationary</b> ) 5.Assistance for Senior Assistant <b>and any work assigned by the Principal</b>	 19/6/24
3	K.MOULI KUMAR Junior Assistant	1.All work related to Scholarships 2. Tappals Section(Inward & Outward) 3.Assistance to Senior Assistant <b>and any work assigned by the Principal</b>	
4	N.PRASAD Junior Assistant	1.All Works Related toAdmissions & Examinations (Other than Fee) & Issue of TCs 2.Leave Account (Causal Leaves and other Leaves) 4.Assistance to Senior Assistant <b>and any work assigned by the Principal</b>	 19/6/2024
5	PMVSPV Durga Prasad, Assistant Librarian	1.Maintaianance of College Library. <b>and any work assigned by the Principal</b>	 19/06/24
6	Smt.V.SUDHA RANI Record Assistant	1.Issue of OD,s & Mark lists 2.Maintance of Office work (Office Keys Lokking After the duties of Office Sub-Ordinates 3. <i>Mail</i> <b>and any work assigned by the Principal</b>	 19-6-24
7	K.Srinivasu Office Subordinate	<b>* Should Attend the Office Every Day at 9 AM and leave the campus when Principal &amp; Office Leaves.</b> 1.Maintanance of Principal chamber and other Work at Principal Chamber and Staff Rooms and any work assigned by the Principal 2.Maintanance of Office,Work at Office 4.Duties out side campus <b>and any work assigned by the Principal &amp; Senior Assistant</b>	 19/6-24
8	Smt.B.L.UMA SOMESWARI Sweeper CONTINGENT	<b>* Should Attend the Office Every Day at 9 AM and leave the campus when Principal &amp; Office Leaves.</b> 1.Sweeping and Maintanance of Campus 2. Office Work, <b>and any work assigned by the Principal &amp; Senior Assistant</b>	 Someswari
9	Smt.L.SATYA GOWRI Lab Attender CONTINGENT	<b>* Should Attend the Office Every Day at 9 AM and leave the campus when Principal &amp; Office Leaves.</b> 1.Sweeping and Maintanance of Campus,Office Work, <b>and any work assigned by the Principal &amp; Senior Assistant</b>	

  
Principal 19/6/24