

**RTI SUO MOTO DISCLOSURE OF INFORMATION RELATED
TO OFFICE OF THE ASSISTANT COMMISSIONER
MAYABUNDER AND OFFICE OF THE TEHSILDAR,
MAYABUNDER**

I. DETAILS OF THE MAYABUNDER TEHSIL

Total Number of Revenue villages	- 28
Total Number of Gram Panchayat	- 08
Total number of population	-25788 (asper 2011 census)
Total Patwari Circle	-09
Tehsildar Posted	-01
Revenue Inspectors Posted	-02
Patwari Posted	-05
Surveyor & Draughtsman	-01
Surveyor	-02

II. NAME OF ASSISTANT COMMISSIONERS (MAYABUNDER) WHO HAVE HELD THE CHARGE OF OFFICE OF ASSISTANT COMMISSIONER, NORTH ANDAMAN, MAYABUNDER SINCE 2018.

Sl.No.	Name	From	To
1.	Shri. M.K.Gupta, DANICS	05-03-2018	24-07-2019
2.	Shri. Mohan Kumar, DANICS	24-07-2019	02-01-2022
3.	Shri. VaibhavRikhari, DANICS	03-01-2022	30-08-2023
4.	Shri Ashish Joon, DANICS	30-08-2023	Till date

III. NAME OF TEHSILDAR MAYABUNDER.

Shri G.G.PAUL

IV. Department of DC(N&MA) its various officers in Mayabunder North Andaman

1. Office of Assistant Commissioner / Sub-Division Magistrate Mayabunder:

The Office of the Assistant Commissioner in Mayabunder, North Andaman serves as the administrative head of the Mayabunder sub-division. The Assistant Commissioner, also functioning as the sub-divisional Magistrate (SDM), oversees executive revenue and magisterial duties within the sub -division. The primary duties and

responsible include overseeing response, and implementing development programs within the sub-division.

2. **Office of Tehsildar, Mayabunder:**

The Office of the Tehsildar, Mayabunder functions under the supervision of the Assistant Commissioner (HQ), Mayabunder and oversees revenue administration, land record management, and enforcement of Government regulations at the Tehsil level. The Tehsildar is responsible for revenue collection, land mutation, dispute resolution, and issuing certificates like caste, domicile, and income certificates. Additionally, the office supports disaster management, law enforcement, and the implementation of government schemes within the Tehsil.

The particulars of offices under this Department in Mayabunder are as follows:-

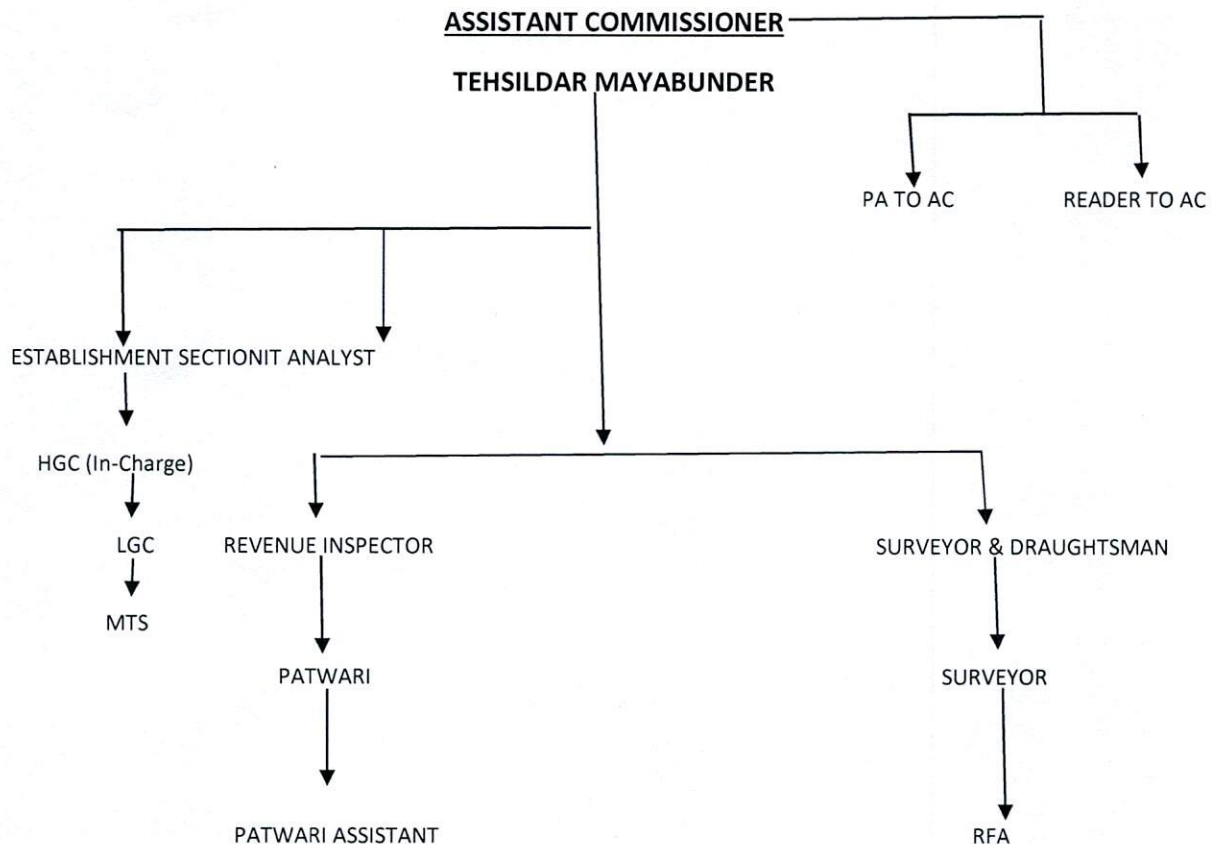
Sl. No.	Name of Office	Official Address and contact
1.	Office of Assistant Commissioner (HQ) / Sub-Divisional Magistrate, Mayabunder	Office of Assistant Commissioner (HQ), Mayabunder, North Andaman, 744204 Email: achq.nma@gmail.com Phone no.03192-273027
2.	Office of Tehsildar / Executive Magistrate, Mayabunder	Office of Tehsildar, Mayabunder, North Andaman, 744204 Email: tmb.em2017@gmail.com Phone no.03192-273236

IV. PARTICULARS OF COMMITTEES SET UP BY THE OFFICE REOM TIME TO TIME.

Sl.No.	Name of Committees	Details of the Chairman/Member	Date and year of appointment
1	Internal Complaints Committee	<ul style="list-style-type: none"> - SmtiMeenaKumari, Patwari, Chairperson - SmtiS.Sivaneshwari, Member - Polina, Member - SmtiShamaParveen Member - SmtiBasanti Devi, Member 	Office Order No.06 dated 20.01.2025 (ANNEXURE-I)

V. ORGINISATIONAL CHART FROM THE LEVEL OF ASSISTANT COMMISSIONER AND BELOW

HERARCHARY/ORGINIZATIONAL CHART OF ASSISTANT COMMISSIONER'S OFFICE MAYABUNDER



VI. CITIZENS CHARTER

The Department has updated its Citizens Charter on 01.08.2018 it is available on the following website link:

[https://northmiddle.andaman.nic.in/document-category/citizen charter/](https://northmiddle.andaman.nic.in/document-category/citizen%20charter/)

VII. WORK ALLOCATION OF WORK ALONG WITH THE NAMES OF THE CONCERNED OFFICERS

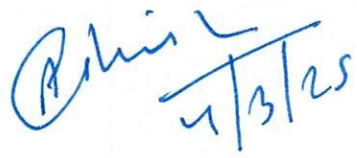
On September 2024 the allocation of duties among the ministerial and IT staffs of the Office of the Tehsildar, Mayabunder is framed vide office order No 208 dated 04.09.2024, **(ANNEXURE-II)** while the distribution of responsibilities among the revenue officials of Tehsil Office, Mayabunder is defined by the Office order No 26 dated 13.02.2025 **(ANNEXURE-III)**

**VIII. THE NAMES DESIGNATIONS AND OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS**

The names, designations and other particulars of the PIOs and APIOs are available on the following website link:

<https://northmiddle.andaman.nic.in/rti/>


Tehsildar, Mayabunder


Assistant Commissioner (HQ)
Mayabunder

**OFFICE OF THE TEHSILDAR
MAYABUNDER**

Dated the 20th January, 2025

ORDER NO. 06

In pursuance to the letter No. 4-1/PRO/DC(N&MA)/MB/2024/137 dated 17th January 2025 of the Assistant Commissioner (HQ). The undersigned is pleased to constitute "Internal Complaints Committee" for the Tehsil Office Mayabunder, under the sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 (posh Act) are as below.

Sl. No.	Name of the Officer/Official	Designation & Office working place	Protocol	Contact No.
01.	Smti. Meena Kumari	Patwari, O/o the Tehsildar Mayabunder	Chairperson	Mob No. 9933276163
02.	Smti. S. Sivaneshwari	Surveyor O/o the Tehsildar Mayabunder	Member	Mob No. 9434274190
03.	Smti. Polina	MTS O/o the Tehsildar Mayabunder	Member	Mob No. 9531848568
04.	Smti. Shama Parveen	DRM, O/o the Tehsildar Mayabunder	Member	Mob No. 9531821534
05.	Smti. Basanti Devi	Zilla Parisiad Member, Pahalgaoon	Member	Mob No. 9474203195

The Committee will function with reference to the provisions of Sexual Harassment of Work Place (Prevention, Prohibition and Redressal) Act, 2013.

Tehsildar, Mayabunder
F. No. 1-1/TMB/2024

OFFICE ORDER BOOK

Copy to:

1. The PA to the DC (N&MA) for kind information to the Deputy Commissioner (N&MA) please.
2. The Assistant Commissioner (HQ), Mayabunder for kind information please.
3. Party concerned for information and necessary action.
4. File No. 1-1/TMB/2024

Tehsildar, Mayabunder

F. No. 3-3/TMB/2022/189
OFFICE OF THE TEHSILDAR
MAYABUNDER

ANNEXURE-II

Mayabunder, dated the 04th September 2024

ORDER NO. 208

In partial modification of previous orders issued time to time, the duties and responsibilities among the staffs/officials attached with this office are entrusted as details below. The order is ~~come into~~ force with immediate effect.

Sl. No.	Name & Designation	Works allotted
01.	Shri Rakesh Singh Computer Assistant	<ul style="list-style-type: none"> • Correspondence related to Election Matter. • Correspondence related to Islander Identity Card. • Correspondence related to Computer, Xerox Machine and CCTV Camera. • Correspondence related to PMO, LG References and Public Grievances. • Correspondence of quarry and crusher. • Correspondence of Help Desk. • All works related of e-District. • Correspondence of earth cutting. • Correspondence related to Bar, Cracker, Insecticide and petroleum licence. • Revenue Cases : <ol style="list-style-type: none"> 1. Occupancy Right 2. Encroachment of land 3. Sub - Division 4. Diversion 5. Illegal Diversion of land • All other urgent nature of works assigned by Tehsildar, Mayabunder.
02.	Shri Sumit Sen Sharma Higher Grade Clerk	<ul style="list-style-type: none"> • Correspondence related to RTI. • Correspondence of Establishment matter of Tehsil staffs and confidential matters. • Correspondence of Disaster Management. • Correspondence of Miscellaneous matters. • Correspondence of grant of Relief etc. • Correspondence related to RAAC. • All other urgent nature of works assigned by Tehsildar, Mayabunder • Court Cases of DCH , Mayabunder • Pension Cases of DCH , Mayabunder • Correspondence related to RTI for DCH
03.	Shri Muthu Kumar Lower Grade Clerk	<ul style="list-style-type: none"> • Collection and deposit of land revenue and royalty of earth work permit and other receipt. • Preparation of Jama bandhi and sending statements of land revenue etc to DC Office time to time. • Issue of TR and LR books and maintenance of account. • All work related to Sub-Jail. • All other urgent nature of works assigned by Tehsildar, Mayabunder.
04.	Shri K Neelakantham	<ul style="list-style-type: none"> • Stationary of Tehsil Office.

	<ul style="list-style-type: none"> • Correspondence related to monthly report and MPLAD and other schemes of GOI. • Correspondence related to felling of tree • Issue Mike Permission. • Correspondence related to Central Crime Station or Police Department. • Correspondence related to Electric bill of Tehsil Office. • Maintain of record of closed Revenue Case and sending the same to the Record Room. • Correspondence of monthly report of Tehsil Office • Revenue Cases:- <ul style="list-style-type: none"> 5. Demarcation of land 6. Allotment/Set Apart of land 7. Mutation of land 8. Surrender of Land • Certificates:- <ul style="list-style-type: none"> 3. Un-Married Certificate 4. All other offline certificate • All other urgent nature of works assigned by Tehsildar, Mayabunder.
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[Signature]
04/9/2024
Tehsildar, Mayabunder

OFFICE ORDER BOOK

Copy to:-

1. The PA to the DC (N&MA) for kind ~~information~~ to the Deputy Commissioner (N&MA) please.
2. The Assistant Commissioner (HQ), ~~Mayabunder~~ for information please.
3. All Party Concerned for information and necessary action.
4. File No. 1-1/TM/2024

[Signature]
04/9/2024
Tehsildar, Mayabunder

**OFFICE OF THE TEHSILDAR
MAYABUNDER**

Dated the 13th February 2025

OFFICE ORDER NO. 26

In partial modification of previous order, the Patwari Circles are hereby assigned against to the following Officials with immediate effect

Circle	Village	Existing charges	New charges
01	Mayabunder	Hira Gupta	Reader to AC along with Patwari Circle 01 & 02
	Pokhadara		
	Borang		
	Avis Island		
02	Danapur	Hira Gupta	Reader to AC along with Patwari Circle 01 & 02
	Karmatang		
	Rampur		
03	Lucknow	U. Suraj Kumar & Reader to AC	Nilay Roy
	Lataw		
	Webi		
	Devpur		
04	Pahalgaon	Meena Kumari	M. Manikandan
	Tugapur		
05	Pudumadurai	Meena Kumari	M. Manikandan
	Chainpur		
	Hanspuri		
06	Govindapur	Manikandan	Meena Kumari
	Prafulla Nagar		
	Basantipur		
07	Kamalapur	Suresh Kumar Pandey	Meena Kumari
	Paresh Nagar		
	Jaipur		
08	Harinagar	Suresh Kumar Pandey	Suresh Kumar Pandey
	Pinakinagar		
	Dukenagar		
09	Swadesh Nagar	Suresh Kumar Pandey	Suresh Kumar Pandey
	Shantipur		
10	Nodal Officer (Court Case) District Office/Asst. Reader (DC)	Nilay Roy	U. Suraj Kumar
11	Deputy Jailor	Hira Gupta	M. Manikandan

This has the approval of the competent authority.

Tehsildar, Mayabunder
F.No.1-1/TMB/2023-25

OFFICE ORDER BOOK

Copy to:

1. The PA to the DC (N&MA) for kind information to the DC (N&MA).
2. The PA to AC (HQ), Mayabunder for kind information of AC (HQ).
3. The AM (IT), Deputy Commissioner (N&MA) Office for necessary action.
4. Party concerned for information and necessary action.

Tehsildar, Mayabunder

RTI SUO MOTO DISCLOSURE OF INFORMATION RELATED
TO OFFICE OF THE ASSISTANT COMMISSIONER
DIGLIPUR AND OFFICE OF THE TEHSILDAR, DIGLIPUR

I. DETAILS OF THE DIGLIPUR TEHSIL

- Total no. of Revenue Villages: 29 + 4(De-reserved)=33
- Total no. of Gram Panchayat: 15
- Total no. population: 43183 (As per 2011 census)
- Total Patwari Circle: 10
- Tehsildar Posted: 01
- Revenue Inspectors Posted: 03
- Patwari Posted: 06
- Surveyor & Draughtsman: 01
- Surveyor: 02

II. NAME OF ASSISTANT COMMISSIONERS (DIGLIPUR) WHO HAVE HELD THE CHARGE OF OFFICE OF ASSISTANT COMMISSIONER, NORTH ANDAMAN, DIGLIPUR SINCE 2007.

Sl. No.	Name	From	To
01	Shri Bishan Chander, UTCS	06.06.2007	11.09.2009
02	Ms. Juhi Mukherjee, IAS	11.09.2009	05.10.2009
03	Shri Bishan Chander, UTCS	06.10.2009	08.10.2009
04	Shri Udit Prakash, IAS	08.10.2009	27.02.2011
05	Shri Sanjay Kumar, IAS	28.02.2011	26.04.2012
06	Dr. Vivek Kumar, DANICS	27.04.2012	10.09.2014
07	Shri Arava Gopi Krishna, IAS	10.09.2014	14.08.2015
08	Shri A.K.Trivedi, DANICS	14.08.2015	15.12.2016
09	Shri Awanish Kumar, IAS	15.12.2016	08.09.2017
10	Shri Sailendra Kumar Singh, DANICS	08.09.2017	20.09.2018
11	Shri Alok Kumar, DANICS	20.09.2018	26.08.2020
12	Shri Ankit Yadav, IAS	24.08.2020	21.04.2022
13	Shri Radhe Shyam Meena, DANICS	21.04.2022	04.07.2022
14	Shri Anuj Kumar Bharti, DANICS	04.07.2022	08.09.2023
15	Shri Aditya Kumar Asthana, DANICS	08.09.2023	25.09.2024
16	Shri Kamaleshwar Rao S, IAS	25.09.2024	Till Date

III. DEPARTMENT OF DC(N &MA) ITS VARIOUS OFFICES IN DIGLIPUR, NORTH ANDAMAN

1. Office of Assistant Commissioner/Sub-Divisional Magistrate, Diglipur:

The Office of the Assistant Commissioner in Diglipur, North Andaman, serves as the administrative head of the Diglipur sub-division. The Assistant Commissioner, also functioning as the Sub-Divisional Magistrate (SDM), oversees various executive, revenue, and magisterial duties within the sub-division. The primary duties and responsibilities include overseeing revenue administration, maintaining law and order, managing disaster response, and implementing development programs within the sub-division.

2. Office of Tehsildar, Diglipur:

The Office of the Tehsildar, Diglipur, functions under the supervision of the Assistant Commissioner, Diglipur, and oversees revenue administration, land record management, and enforcement of government regulations at the tehsil level. The Tehsildar is responsible for revenue collection, land mutations, dispute resolution, and issuing certificates like caste, domicile, and income certificates. Additionally, the office supports disaster management, law enforcement, and the implementation of government schemes within the tehsil.

The particulars of offices under this Department in Diglipur are as follows: -

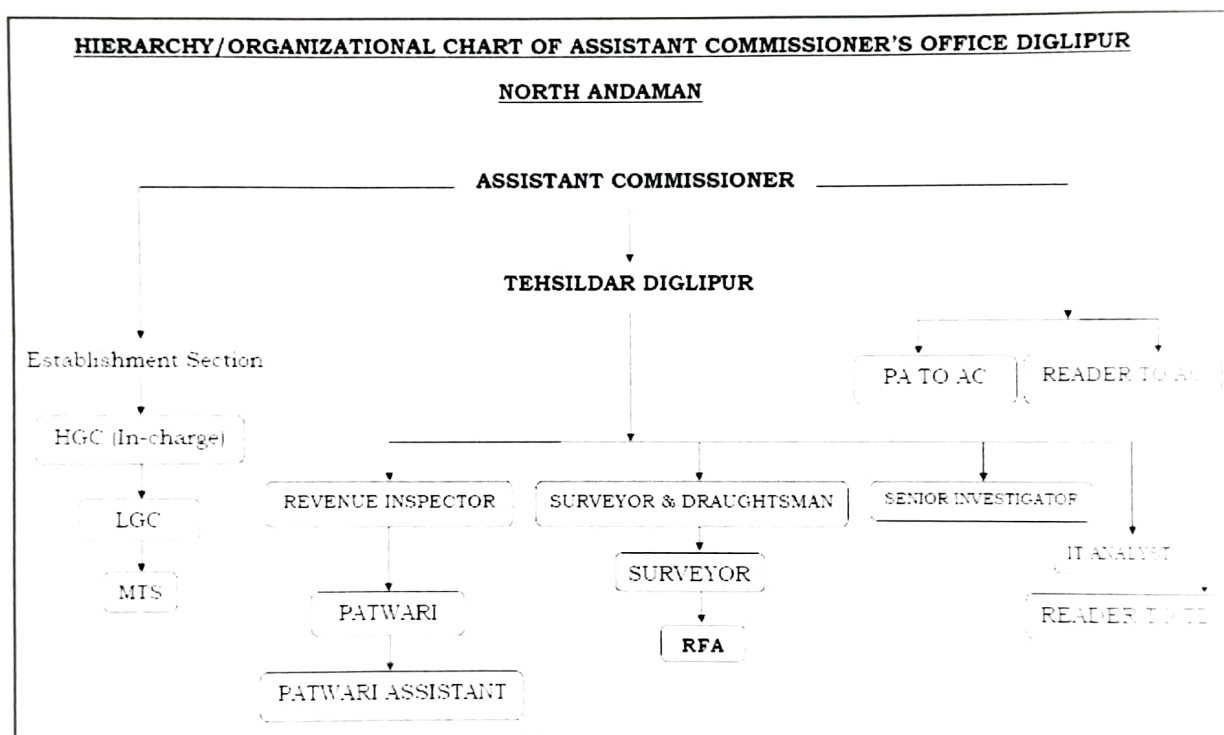
Sl. No.	Name of Office	Official Address and Contact
1	Office of Assistant Commissioner/Sub-Divisional Magistrate, Diglipur	Office of Assistant Commissioner, Diglipur, North Andaman, 744202 Email:acdiglipur@gmail.com Phone no. 03192-271888
2	Office of Tehsildar/Executive Magistrate, Diglipur	Office of Tehsildar, Diglipur North Andaman, 744202 Email:diglipurtehsil@gmail.com Phone no. 03192-272241

IV. PARTICULARS OF COMMITTEES SET UP BY THE OFFICE FROM TIME TO TIME.

Sl. No.	Name of Committees	Details of the Chairman/Member	Date and year of appointment
1	Local Purchase Committee	<ul style="list-style-type: none">The Assistant Commissioner, ChairmanTehsildar, MemberRevenue Inspector, Member	Office Order No. 46 dated 14.02.2024 (ANNEXURE-I)

		<ul style="list-style-type: none"> Higher Grade Clerk/Cashier, Member 	
2	Internal Complaints Committee	<ul style="list-style-type: none"> Smti P Shahina, Sr. Investigator, Chairperson Shri Manoj Kumar Roy, Revenue Inspector (HQ), Member Miss Bharti, IT Analyst, Member Smti Sahina Jalal, Patwari, Member Smti Kanchan Mondal, CRP(Social Worker), Member 	Office Order No. 26 dated 21.01.2025 (ANNEXURE-II)

V. ORGANISTIONAL CHART FROM THE LEVEL OF ASSISTANT COMMISSIONER AND BELOW



VI. CITIZENS' CHARTER

The Department has updated its Citizens' Charter on 01.08.2018. It is available on the following website link:

<https://northmiddle.andaman.nic.in/document-category/citizen-charter/>

VII. WORK ALLOCATION OF WORK ALONG WITH THE NAMES OF THE CONCERNED OFFICERS

As of February 2025, the allocation of duties among the ministerial staff of the Assistant Commissioner's Office, Diglipur, is governed by Office Order No. 05 dated 03.01.2025 **(ANNEXURE-III)**, while the

distribution of responsibilities among the revenue officials of the Tehsil Office, Diglipur, is defined by Office Order No. 66 dated 19.02.2025 (**ANNEXURE-IV**).

VIII. BUDGET ESTIMATES 2024-25 OF OFFICE OF THE ASSISTANT COMMISSIONER, DIGLIPUR.

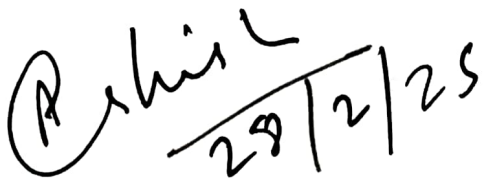
The Budget Estimates 2024-25 of Office of the Assistant Commissioner, Diglipur is enclosed in **ANNEXURE-V**.

IX. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

The names, designations and other particulars of the PIOs and APIOs are available on the following website link:

<https://northmiddle.andaman.nic.in/rti/>


28/2/25
Tehsildar, Diglipur
Tehsildar
Diglipur


28/2/25
Assistant Commissioner, Diglipur
सहायक आयुक्त
Assistant Commissioner
डिगलीपुर/Diglipur

OFFICE OF THE ASSISTANT COMMISSIONER
DIGLIPUR

Diglipur, dated the 14th February, 2024

OFFICE ORDER No. 46

The Purchase Committee is hereby constituted for the office of the undersigned after the approval of the Competent Authority i.e. DC (N&MA) consisting of the following officials as the Chairman & Members with immediate effect.

- | | | |
|--------------------------------|---|----------|
| 1. The Assistant Commissioner | - | Chairman |
| 2. Tehsildar | - | Member |
| 3. Revenue Inspector (HQ) | - | Member |
| 4. Higher Grade Clerk/ Cashier | - | Member |

Assistant Commissioner
Diglipur

Office Order Book:

Copy to:

1. The PA to DC (N&MA) for the favor of kind information of the Deputy Commissioner (N&MA), Mayabunder.
2. Party Concerned.
3. 1. No. 7-8/ AC/ DP/ 2023-24
4. Notice Board.

14/02
Assistant Commissioner
Diglipur

ଅସିଷ୍ଟାଣ୍ଟ କମିଶନର
 OFFICE OF THE ASSISTANT COMMISSIONER
 ଡିଗ୍ଲିପୁର, ନୂତନ ଓ ମିଡ଼ଲ ଆଣ୍ଡାମାନ ଜିଲ୍ଲା
 DIGLIPUR, NORTH & MIDDLE ANDAMAN DISTRICT

Diglipur, dated: 21/10/2025

OFFICE ORDER NO. 50

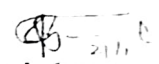
In terms of Section 4 (1) and Section 4 (2) of Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 the "Internal Complaint Committee of Assistant Commissioner, Diglipur, North & Middle Andaman District" is hereby constituted with following members:

Sl. No.	Name of Officer/Official	Designation & Office working place	Protocol	e-mail IDs & Contact Nos.
1.	Smti P. Shahina	Sr. Investigator AC Office, Diglipur	Chairperson	pshahina2000official@gmail.com Mob. No.9933268781
2.	Shri Manoj Kumar Roy	Revenue Inspector (HQ) AC Office, Diglipur	Member	manojkumarroy@gmail.com Mob. No.9434270398
3.	Miss Bharti	IT Analyst AC Office, Diglipur	Member	bharti.gemusa@gmail.com Mob. No.9933249662
4.	Smti Sahina Jalal	Patwari AC Office, Diglipur	Member	sahinajalal@hotmail.com Mob.No.8220722423 /9474290469
5.	Smti Kanchan Mondal	CRP(Social Worker) BDO, Diglipur	Member	kanchanmondal.453@gmail.com Mob. No.9476088453

The Complaint Committee shall take necessary steps to prevent or deter the Commission of acts of sexual harassment in the workplace and to generate awareness in this regard.


The procedure to be followed as per relevant section of the sexual harassment of women at workplace (Prevention, Prohibition, and Redressal) Act, 2013.

The Complaint Committee will be deemed to be an enquiry authority for the purpose of Central Civil Service (Conduct) Rules, 1964 (Hereinafter called CCS Rules) and the report of the Complaints Committee shall be deemed to be an inquiry report under the CCS Rules. Thereafter, the disciplinary authority will act on the report in accordance with the rules.


 (Kamalleshwar Rao S) IAS
 Assistant Commissioner
 Diglipur

Copy to:

1. The PA to DC (N&MA) for kind information to DC (N&MA) please.
2. Reader to Tehsildar Diglipur for information.
3. All OICs/Section In-Charge of Assistant Commissioner Office/Tehsil Office, Diglipur for information.
4. Smti P. Shahina, Sr. Investigator, AC Office, Diglipur for information and necessary action please.
5. Shri Manoj Kumar Roy, RI (HQ), AC Office, Diglipur for information and necessary action please.
6. Miss Bharti, IT Analyst, AC Office, Diglipur for information and necessary action please.
7. Smti Sahina Jalal, Patwari, AC Office, Diglipur for information and necessary action please.
8. Smti Kanchan Mondal, CRP, BDO Office, Diglipur for information and necessary action please.
9. The File No.12-59/Estt./AC/DP/2025.


 (Kamalleshwar Rao S) IAS
 Assistant Commissioner
 Diglipur

OFFICE OF THE ASSISTANT COMMISSIONER
 सहायक आयुक्त का कार्यालय
 DIGLIPUR, NORTH ANDAMAN & MIDDLE ANDAMAN DISTRICT
 डिगलीपुर, उत्तर और मध्य अंडमान जिला

Diglipur, dated the 03rd January, 2025OFFICE ORDER No. 05

In Supersession of all previous office order issued by this office the work allocation among the Ministerial Staff attached to the Assistant Commissioner's Office, Diglipur is hereby re allocated/ordered with immediate effects:-

1. SMTI P. SHAHINA, SR. INVESTIGATOR

- i. Census related to Population/National Population Register/Agriculture/ Socio Economics & Caste/ Live Stock, etc.
- ii. Submission of monthly report regarding religious structure, CRZ and Law & Order.
- iii. Parliamentary Question
- iv. Weekly collection of market price of food and non-food items and submission report thereof
- v. Quarterly report on the price of building materials and wages of construction labour and submission of report thereof.
- vi. Progress report MPLAD works and developmental activities related to PRIs.
- vii. Collection of Data for basic statistics and submission of report thereof.
- viii. Corresponding regarding state domestic product.
- ix. Submission of report on land use statistics(LUS)
- x. Submission of annual return of farm harvest corps.
- xi. Islands wise monthly retails price of essential commodities
- xii. All correspondence, coordination & collation regarding CPGRAMS, LG Helpdesk and other grievances portals
- xiii. Any other works as may be assigned from time to time by superior.

2. SHRI. SUNJIT, HIGHER GRADE CLERK

- i. Handling of Cash receipts i.e. Pay & Allowances, Land revenue receipt, RAT- Covid-19 receipt and Violation DM receipt and maintenance of Cash book & Cashier of AC's Office & Tehsil Office.
- ii. All correspondence regarding Accounts/ Budget related matters.
- iii. Preparation of Salary Bills of all Staff & all types of FVC Bills and submission of bills to the Sub-Pay Accounts office, Diglipur.
- iv. Maintenance of PBR, Bill registers and FVC Register
- v. Maintenance of registers relating to Challan, LR Receipt Book, TR-5 Books and TP Books.
- vi. All Correspondence regarding Electric and Telephone bills related works.
- vii. Supervisory in-charges of establishment section.
- viii. Any other works as may be assigned by the superior authority from time to time.

3. MISS. BHARTI, IT ANALYST

- i. All IT related matters and correspondence thereof.
- ii. Issuance of EPIC, Islanders Identity Card and correspondence thereof.
- iii. All correspondence regarding maintenance of copier, computer.
- iv. Correspondence regarding surrender of PVT. Land & Earth Cutting.
- v. Correspondence regarding District Nutrition Committee related Matter.
- vi. Correspondence regarding issue of Local Certificate, OBC and Maintenance of local certificate issue register and correspondence thereof.
- vii. Supervising of IT, Land record, Islander Card, TP issue, Election IT related works.
- viii. Any other works as may be assigned by the Superior Authority from time to time

4. SMTI. SANTI, LOWER GRADE CLERK

- i. All Correspondence regarding to all establishment section matters and service matters / pension cases/ Audit/MACP related works.
- ii. Maintenance of Service Books is kept in safe guard.
- iii. All Correspondence regarding Electric bills related works.
- iv. Maintenance of attendance/CL registers of all staff of Ministerial Staff of this Establishment and DRMs
- v. Correspondence regarding to DRM related matters.
- vi. Any other works as may be assigned by the superior authority from time to time.

5. SHRI. K MURLI MOHAN, LOWER GRADE CLERK

- i. All correspondence regarding purchase of Stationary, furniture articles & hiring of Vehicles.
- ii. Procurement of computer and copier machine through GeM Portal with the consultation with Computer Assistant.
- iii. All correspondence in GeM portal like issue contract, generates CRAC and downloading the invoices.
- iv. All Correspondence regarding Right to Information Act-2005, and maintenance of RII documents issue register.
- v. Correspondence regarding Marriage Registration through e-district portal.
- vi. Allotment of APWD Guest House Bookings.
- vii. Any other works as may be assigned by the Superior authority from time to time.

6. SHRI. JAI PABAN CHAKROBORTY, LOWER GRADE CLERK

- i. PA to AC, Diglipur
- ii. Performing duty as in-charge of Railway Counter.
- iii. General Correspondence to the higher authorities/ VVIPs.
- iv. Correspondence regarding Land Registration. (Shri Gagen Biswas, DRM will assist for scrutiny of deed registration)
- v. Correspondence regarding diversion of land into house site/commercial site.
- vi. Correspondence of BNSS, Act, 2023.
- vii. Any other works as may be assigned from time to time.

7. SHRI. DIPAK KUMAR DEBNATH, LOWER GRADE CLERK

- i. All correspondence regarding GST matters.
- ii. Correspondence regarding RAAC (allotments of Quarters)
- iii. Correspondence of regarding Issue of TP to collect quarry products (Shri. Gagen Biswas, DRM will assist for issuance of TP)
- iv. Correspondence regarding National Festivals
- v. Correspondence regarding Mike permission (Shri. Gagen Biswas, DRM will assist for Mike Permission)
- vi. Any other works as may be assigned by the Superior Authority from time to time.

8. SHRI. BINOY KUMAR MONDAL, LOWER GRADE CLERK

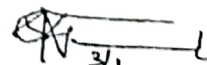
- i. In-charge Election Cell.
- ii. Correspondence of SC & ST (Prevention of Atrocities) Act 1989 & preparation of Annual Report of SC & ST.
- iii. Any other works as may be assigned by the Superior Authority from time to time.

9. SHRI. PRAKASH, LOWER GRADE CLERK

- i. Correspondence regarding Removal of dangerous trees under BNSS, Act, 2023.
- ii. Correspondence regarding issuance of petrol and Diesel, Spare Parts of DG set.
- iii. Correspondence of UD cases
- iv. Dealt with Online Portal of Right to Information Act-2005 and maintain of related documents under supervision of Shri K. Murli Mohan, LGC.
- v. All correspondence regarding Maintenance of Stock Book and verification of all invoices/ Bills and maintenance of all requisitions.
- vi. Any other works as may be assigned by the superior authority from time to time.

OFFICE ORDER BOOK

1. The Tehsildar, Diglipur for information.
2. All Staff concerned for necessary action.
3. Office copy.


(Kamalashwar Rao S) IAS
Assistant Commissioner,
Diglipur
(F.No.12-20/Estt/AC/DP/2024-25)


Assistant Commissioner,
Diglipur

OFFICE OF THE ASSISTANT COMMISSIONER
सहायक आयुक्त का कार्यालय
DIGLIPUR, NORTH ANDAMAN & MIDDLE ANDAMAN DISTRICT
डिगलीपुर उत्तर और मध्य अंडमान जिला

.....
Diglipur dated 19th February, 2025.

OFFICE ORDER NO. 66

In partial modification of this Office Order No.259 dt.08.11.2024. The re-allocation of the work in following revenue officials attached to the Tehsil Office, Diglipur is hereby ordered with immediate effect:

SL. NO.	NAME & DESIGNATION	PC NO.	PATWARI CIRCLE (VILLAGE)	NAME OF THE REVENUE INSPECTOR & RI CIRCLE	NAME OF THE TEHSILDAR
1.	Smti Salma Begum, Patwari	01	SHYAMNAGAR RADHANAGAR SWARAJGRAM MILANGRAM	1. Shri Manoj Kumar Roy (RI (HQ) & Circle No. 1,2,3)	Shri Biswanath Sen, Deputy Tehsildar
2.	Shri B.Loganathan, Patwari	02	LAXMIPUR MADHUPUR DB GRAM		
		04	SUBASHGRAM DIGLIPUR		
3.	Shri Mohammed Mansoor Khan, Patwari	03	SITANAGAR KRISHINAPURI RABINDRAPALLY		
		10	RAMNAGAR JAGANNATHDERA		
4.	Smti Sahina Jalal, Patwari	05	KHUDIRAMPUR RK GRAM		
5.	Shri Tahir Ali, Patwari	06	VS PALLY KERALAPURAM GANDHINAGAR GANESHINAGAR SHANTINAGAR AERIAL BAY SAGARDWEEP	2. Shri K. Abdul Hamid, (Circle No. 4 & Reader to Tehsildar)	
		07	DURGAPUR SHIBPUR KALIPUR		
6.	Shri Sanjit Kumar Das, Patwari	08	KISHORINAGAR PARANGARA PASCHIMSAGAR NABAGRAM	3. Shri Arivinban (Reader to Assistant Commissioner)	
		09	NISCHINTAPUR KALIGHAT MADHYAMGRAM		

(Kamaleshwar Rao S) LAS
Assistant Commissioner
Diglipur
(F.No.12-20/Estt./AC/DP/2012)

OFFICER ORDER BOOK:

Copy to:

- 1 PA to DC for kind information of the Deputy Commissioner, North & Middle Andaman District, Mayabunder.
- 2 The Tehsildar, Diglipur for information.
- 3 The Revenue Inspector/Patwari concerned for information and n.a
- 4 File No. 12-20/Estt./AC/DP/2012

Digitally signed by
Kamaleshwar Rao S

Date: 18/02/2025
Assistant Commissioner
Diglipur

Budget Estimates 2024-25 O/o the Assistant Commissioner, Diglipur (DDO-301237)

Head of Account		Budget Estimates (2024-2025)
1.	2.	3.
Major Head- 2053 N&MA District		
205300093090001	Salaries	8800
205300093090007	Allowances	8140
205300093090002	Wages	9500
205300093090005	Rewards	150
205300093090006	Medical Treatment	200
205300093090011	Domestic Travel Expenses	200
205300093090013	Office Expenses	900
205300093090018	Rent for ors.	0
	Total	27890
Major Head -2506- Land Reforms		
250600103040101	Salaries	795
250600103040107	Allowances	955
250600103040108	LTC	100
250600103040113	Office Expenses	1000
250600103040118	Rent for Others	0
MH-2056	Total	2850
Major Head-2245 Relief of Account of Natural Calamities		
224580102010224	POL	50
224580102010249	ORE	100

SUMOTO DISCLOSURE OF INFORMATIONS RELATED TO **TEHSILDAR OFFICER MAYABUNDER**

- Total Number of Revenue villages - 28
- Total Number of Gram Panchayat - 08
- Total number of population -25788 (as per 2011 census)
- Total Patwari Circle -09
- Tehsildar Posted -01
- Revenue Inspectors Posted -02
- Patwari Posted -06
- Surveyor & Draughtsman -01
- Surveyor -02

SERVICES PROVIDED

Sl.No	Name of the Service	Officer Responsible	Time frame	Appellate Authority
1.	Senior Citizen Certificate	Tehsildar	03 days	AC (HQ) Mayabunder
2.	Local Certificate	Tehsildar	14 days	AC (HQ)
3.	Income Certificate	Tehsildar	07 days	Mayabunder
4.	No-dues & Non-Encumbrance	Tehsildar	14 days	AC (HQ)
5.	OBC/NCL Certificate	Tehsildar	14 days	Mayabunder
6.	Valuation Certificate	Tehsildar	14 days	AC (HQ)
7.	Mutation	Tehsildar	35 days	Mayabunder
8.	Demarcation	Tehsildar	25 days	AC (HQ)
9.	Issuance of Sketch map	Tehsildar	14 days	Mayabunder
10.	EWS Certificate	Tehsildar	21 days	AC (HQ)
11.	Resident Certificate	Tehsildar	21 days	Mayabunder
12.	Dependent Certificate	Tehsildar	14 days	AC (HQ)
13.	Family Member Certificate	Tehsildar	14 days	Mayabunder
14.	Un-Employed Certificate	Tehsildar	14 days	AC (HQ)
15.	OR Report	Tehsildar	21 days	Mayabunder
16.	Un Married Certificate	Tehsildar	14 days	AC (HQ)
17.	Set-Apart	Tehsildar	35 days	AC (HQ)
18.	Surrender of Land	Tehsildar	35 days	Mayabunder

AMIT

17/11/2025
Tehsildar
Mayabunder

Total Registerd Documents

From Date: 01-Jan-2022

To Date: 24-Feb-2025

Sr.NO	Office Name	Document Registration No	Document Registration Date	Document Registration Time	Appointment Date	Appointment Time	Name of the first party	Name of the Second party
1	SRO - MAYABUNDER	7/2021-22/1/1444	09/02/2022	14:41:11 pm	09/02/2022	9:00-10:00	Name: NIRAL JAKARIES SURIN	
2	SRO - MAYABUNDER	7/2021-22/4/1445	09/02/2022	14:36:14 pm	09/02/2022	9:00-10:00	Name: NIRAL JAKARIES SURIN	Name: A MURUGESAN
3	SRO - MAYABUNDER	7/2021-22/1/1482	18/02/2022	14:38:03 pm	18/02/2022	10:00-11:00	Name: RANJIT BISWAS	Name: DEV DAS
4	SRO - MAYABUNDER	7/2021-22/4/1483	18/02/2022	14:49:26 pm	18/02/2022	10:00-11:00	Name: RANJIT BISWAS	Name: DEV DAS
5	SRO - MAYABUNDER	7/2021-22/4/1494	22/02/2022	15:51:02 pm	22/02/2022	12:00-13:00	Name: ALI MOHAMMED	Name: NABISAT BIBI
6	SRO - MAYABUNDER	7/2021-22/4/1546	17/03/2022	15:04:40 pm	16/03/2022	10:00-11:00	Name: SANJIV GOLDER, Name: SOMAIN GOLDER, Name: KAKULI GOLDER	Name: JUMUR GOLDER
7	SRO - MAYABUNDER	7/2021-22/4/1557	25/03/2022	15:35:23 pm	25/03/2022	12:00-13:00	Name: AJOY MONDAL, Name: AJIT KRISHNA MRIDHA	Name: REETA RANI MRIDHA
8	SRO - MAYABUNDER	7/2022-23/4/1603	08/04/2022	12:34:11 pm	08/04/2022	11:00-12:00	Name: AJAY KUMAR SUTRADHAR	Name: K K BABU
9	SRO - MAYABUNDER	7/2022-23/4/1619	12/04/2022	11:52:40 am	11/04/2022	11:00-12:00	Name: P L KUMARA SWAMY	Name: SAW SAYTHA
10	SRO - MAYABUNDER	7/2022-23/4/1644	20/04/2022	16:37:30 pm	20/04/2022	10:00-11:00	Name: MADHU LATA DAS	Name: NABO ROY
11	SRO - MAYABUNDER	7/2022-23/4/1645	20/04/2022	16:07:31 pm	20/04/2022	11:00-12:00	Name: MADHU LATA DAS	Name: NABO ROY
12	SRO - MAYABUNDER	7/2022-23/4/1646	20/04/2022	15:16:16 pm	20/04/2022	11:00-12:00	Name: TUSHAR BEPARI	Name: DEBASHIS MONDAL
13	SRO - MAYABUNDER	7/2022-23/4/1670	22/04/2022	12:48:26 pm	22/04/2022	11:00-12:00	Name: KAMLA DEVI	Name: SUNITA RANI KAUSHIK
14	SRO - MAYABUNDER	7/2022-23/4/1742	13/05/2022	14:45:52 pm	13/05/2022	12:00-13:00	Name: K PREMA	Name: U KUPPA

15	SRO - MAYABUNDER	7/2022-23/1/1765	20/05/2022	13:19:08 pm	20/05/2022	12:00-13:00	Name: RATHIN HIRA	Name: SUPRIYA MONDAL ,Name: SUBHENDU HIRA ,Name: SURAJEET MONDAL
16	SRO - MAYABUNDER	7/2022-23/1/1766	20/05/2022	14:24:25 pm	20/05/2022	12:00-13:00	Name: RAKHAL MONDAL	
17	SRO - MAYABUNDER	7/2022-23/4/2107	19/08/2022	17:06:44 pm	19/08/2022	16:00-17:00	Name: Yohannan	Name: ROOPA HALDER ,Name: TULA KERKETTA ,Name: ANAND KUMAR NAIK ,Name: ADDO KERKETTA ,Name: ANUPAMA BAIRAGI ,Name: K SIMACHALAM ,Name: S MARIMUTHU ,Name: SUBHDRA ,Name: ABDUL MAJID
18	SRO - MAYABUNDER	7/2022-23/4/2454	13/12/2022	17:48:25 pm	16/11/2022	16:00-17:00	Name: K Shanmugam	Name: Asha Lata Sarkar
19	SRO - MAYABUNDER	7/2022-23/4/2479	20/12/2022	12:08:10 pm	20/12/2022	13:00-14:00	Name: Nanda Roy	Name: Shaju Thankachan
20	SRO - MAYABUNDER	7/2022-23/4/2480	20/12/2022	12:14:57 pm	20/12/2022	14:00-15:00	Name: Nanda Roy	Name: Tapas Roy
21	SRO - MAYABUNDER	7/2022-23/4/2521	03/01/2023	15:30:00 pm	03/01/2023	15:00-16:00	Name: T PARMESWARI	Name: ABI V JOSEPH
22	SRO - MAYABUNDER	7/2022-23/4/2522	03/01/2023	16:20:26 pm	03/01/2023	15:00-16:00	Name: ABI V JOSEPH	Name: T SELVA KUMAR
23	SRO - MAYABUNDER	7/2022-23/4/2553	11/01/2023	16:11:38 pm	11/01/2023	13:00-14:00	Name: SHOUKAT ALI	Name: G KAMA RAJU
24	SRO - MAYABUNDER	7/2022-23/4/2561	12/01/2023	15:31:04 pm	12/01/2023	15:00-16:00	Name: Nepal Halder	Name: Khageswar Das

25	SRO - MAYABUNDER	7/2022-23/4/2562	12/01/2023	15:48:33 pm	12/01/2023	16:00-17:00	Name: AMRITA CHETTRI	Name: P KURMA RAO
26	SRO - MAYABUNDER	7/2022-23/4/2564	12/01/2023	15:46:59 pm	12/01/2023	15:00-16:00	Name: SAW ALBERT, Name: NAW ROSEMARY, Name: SAW BIMBO, Name: SAW NATHANIEL, Name: SAW THOMSON, Name: SAW JACKLON	Name: MARY SURIN , Name: NAW MARINA , Name: MAHESH KUMAR SAI , Name: MANJULA KUMARI KUJUR , Name: PREETI NUTAN DUNG DUNG
27	SRO - MAYABUNDER	7/2022-23/1/2608	31/01/2023	16:41:58 pm	31/01/2023	16:00-17:00	Name: CARMELA LAKRA	Name: MOHIT KUMAR BECK
28	SRO - MAYABUNDER	7/2023-24/4/2843	11/04/2023	10:47:15 am	10/04/2023	14:00-15:00	Name: K MARI	Name: K KANNAN
29	SRO - MAYABUNDER	7/2023-24/4/2804	18/04/2023	09:31:07 am	18/04/2023	14:00-15:00	Name: ABDUL BASHIR, Name: K ABDUL JALEEL	
30	SRO - MAYABUNDER	7/2023-24/1/2897	25/04/2023	12:53:30 pm	25/04/2023	13:00-14:00	Name: MONORANJAN MONDAL, Name: JAIDEB HAWLADER	
31	SRO - MAYABUNDER	7/2023-24/4/2924	02/05/2023	13:20:22 pm	14/04/2023	15:00-16:00	Name: SAROJINI MISTRY	Name: REBAN DAS
32	SRO - MAYABUNDER	7/2023-24/4/2926	02/05/2023	13:03:33 pm	12/04/2023	15:00-16:00	Name: Bijoy Halder	Name: Reban Das
33	SRO - MAYABUNDER	7/2023-24/4/2927	02/05/2023	13:16:39 pm	24/04/2023	13:00-14:00	Name: BISWANATH HALDER	Name: REBAN DAS
34	SRO - MAYABUNDER	7/2023-24/4/2928	02/05/2023	13:12:02 pm	13/04/2023	15:00-16:00	Name: SARALA MONDAL	Name: REBAN DAS
35	SRO - MAYABUNDER	7/2023-24/4/2932	03/05/2023	12:43:18 pm	03/05/2023	15:00-16:00	Name: K BALA MURUGAN	Name: SANDIPAN BEPARI
36	SRO - MAYABUNDER	7/2023-24/1/2967	16/05/2023	17:11:08 pm	15/05/2023	14:00-15:00	Name: AUGUSTUS LAKRA, Name: NAW MINNA	
37	SRO - MAYABUNDER	7/2023-24/4/2974	17/05/2023	15:59:13 pm	17/05/2023	16:00-17:00	Name: ARUP MONDAL	Name: KHAGESWAR DAS
38	SRO - MAYABUNDER	7/2023-24/4/2975	17/05/2023	16:07:49 pm	02/05/2023	14:00-15:00	Name: AJIT MONDAL	Name: KHAGESWAR DAS

39	SRO - MAYABUNDER	7/2023-24/4/2976	17/05/2023	16:18:13 pm	02/05/2023	15:00-16:00	Name: SOURIT MONDAL	Name: KHAGESWAR DAS
40	SRO - MAYABUNDER	7/2023-24/4/2977	17/05/2023	16:27:31 pm	02/05/2023	14:00-15:00	Name: SUMITRA MONDAL	Name: KHAGESWAR DAS
41	SRO - MAYABUNDER	7/2023-24/4/2994	24/05/2023	12:05:09 pm	15/05/2023	14:00-15:00	Name: SAW LAKLEE	Name: SAW THOMSON
42	SRO - MAYABUNDER	7/2023-24/4/3001	25/05/2023	16:24:46 pm	25/05/2023	13:00-14:00	Name: K Selva Kumar	Name: Y Koteswar Rao
43	SRO - MAYABUNDER	7/2023-24/1/3002	26/05/2023	11:38:40 am	03/05/2023	13:00-14:00	Name: SUSHIL BISWAS, Name: REKHA MONDAL	
44	SRO - MAYABUNDER	7/2023-24/1/3003	26/05/2023	12:18:32 pm	26/05/2023	13:00-14:00	Name: KUSUM MAJHI, Name: PRAMANANDA BEPARI, Name: AMULYA BEPARI	
45	SRO - MAYABUNDER	7/2023-24/4/3019	31/05/2023	11:06:34 am	31/05/2023	13:00-14:00	Name: K V VARGHESE	Name: GEORGE JACOB
46	SRO - MAYABUNDER	7/2023-24/1/3026	01/06/2023	12:06:27 pm	01/06/2023	13:00-14:00	Name: RANJIT BISWAS	Name: DEV DAS
47	SRO - MAYABUNDER	7/2023-24/1/3039	02/06/2023	15:49:18 pm	02/06/2023	15:00-16:00	Name: ESAKKI MUTHU	
48	SRO - MAYABUNDER	7/2023-24/4/3072	09/06/2023	16:03:15 pm	09/06/2023	16:00-17:00	Name: Prothin Hira	Name: ANJANA HIRA , Name: PROMILA DAS
49	SRO - MAYABUNDER	7/2023-24/4/3073	09/06/2023	16:57:28 pm	09/06/2023	16:00-17:00	Name: SHEMERIE GEORGE	Name: BADAL KUMAR PAUL
50	SRO - MAYABUNDER	7/2023-24/1/3089	14/06/2023	11:30:03 am	14/06/2023	13:00-14:00	Name: BASHEER AHMED	Name: MANEER AHMED
51	SRO - MAYABUNDER	7/2023-24/1/3090	14/06/2023	11:44:08 am	14/06/2023	13:00-14:00	Name: BASHEER AHMED	Name: HASIR AHMED
52	SRO - MAYABUNDER	7/2023-24/1/3109	20/06/2023	16:28:12 pm	20/06/2023	13:00-14:00	Name: V DHANALAKSHMI	Name: K SHANMUGAM
53	SRO - MAYABUNDER	7/2023-24/4/3142	30/06/2023	16:20:09 pm	30/06/2023	16:00-17:00	Name: M RAMANUJAM	Name: MAYALAXMI PAIK
54	SRO - MAYABUNDER	7/2023-24/4/3145	03/07/2023	12:12:54 pm	26/06/2023	13:00-14:00	Name: SUKANTA BISWAS	Name: SUBBAIAH YADAV

55	SRO - MAYABUNDER	7/2023-24/4/3154	03/07/2023	17:41:05 pm	03/07/2023	14:00-15:00	Name: NEPAL THAKUR	Name: BABLEE CHOWDHURY
56	SRO - MAYABUNDER	7/2023-24/4/3155	03/07/2023	18:01:31 pm	03/07/2023	14:00-15:00	Name: SHYMAL CHANDRA DAS	Name: PARBATI DAS
57	SRO - MAYABUNDER	7/2023-24/4/3163	04/07/2023	17:12:14 pm	05/06/2023	14:00-15:00	Name: SUMAN KISHORE TIGGA	Name: SURENDER SINGH
58	SRO - MAYABUNDER	7/2023-24/4/3167	05/07/2023	11:33:55 am	26/06/2023	13:00-14:00	Name: C V SOSAMMA	Name: SAJAL KANTI HALDER , Name: S SHAJI , Name: S RAJI
59	SRO - MAYABUNDER	7/2023-24/4/3169	05/07/2023	11:51:26 am	26/06/2023	14:00-15:00	Name: C V CHACKO	Name: SARAMMA CHACKO , Name: SAJAL KANTI HALDER
60	SRO - MAYABUNDER	7/2023-24/4/3212	18/07/2023	11:33:01 am	18/07/2023	13:00-14:00	Name: K KANNAN	Name: JAGDISH BALA
61	SRO - MAYABUNDER	7/2023-24/4/3215	18/07/2023	15:07:09 pm	18/07/2023	15:00-16:00	Name: C V JOHN	Name: JOSSY JOHN , Name: SUBODH HALDER
62	SRO - MAYABUNDER	7/2023-24/4/3216	18/07/2023	15:25:56 pm	18/07/2023	15:00-16:00	Name: C V JOHN	Name: TARAPADA DAS
63	SRO - MAYABUNDER	7/2023-24/1/3221	21/07/2023	15:42:33 pm	21/07/2023	15:00-16:00	Name: KAMIL MINJ	Name: SHANTI MINJ , Name: SUNIL MINJ , Name: SISLIYA LAKRA , Name: EMIL MINJ
64	SRO - MAYABUNDER	7/2023-24/4/3239	26/07/2023	13:07:18 pm	14/07/2023	13:00-14:00	Name: SWAPNA RANI BISWAS	Name: AJIT KUMAR BISWAS
65	SRO - MAYABUNDER	7/2023-24/4/3242	27/07/2023	10:36:36 am	17/07/2023	13:00-14:00	Name: RAGHU DAS BISWAS	Name: BIJOY HALDER
66	SRO - MAYABUNDER	7/2023-24/4/3244	27/07/2023	12:24:27 pm	27/07/2023	13:00-14:00	Name: PANCHU GOPAL DAS	Name: SWAPAN SARKAR

67	SRO - MAYABUNDER	7/2023-24/4/3272	03/08/2023	15:15:36 pm	03/08/2023	13:00-14:00	Name: MANORANJAN MONDAL	Name: SABITRI MONDAL , Name: SHYAMALI PARAMANIK , Name: SUBRATA KUMAR BAWALI , Name: JADAB DEY
68	SRO - MAYABUNDER	7/2023-24/1/3279	07/08/2023	16:57:31 pm	07/08/2023	16:00-17:00	Name: JODUMIYA	
69	SRO - MAYABUNDER	7/2023-24/4/3288	09/08/2023	11:25:04 am	09/08/2023	13:00-14:00	Name: ARABINDA DAS	Name: SWAGOTA ROY
70	SRO - MAYABUNDER	7/2023-24/4/3289	09/08/2023	11:46:43 am	31/07/2023	13:00-14:00	Name: DEBABRATA DAS	Name: BULU SADHUKHAN
71	SRO - MAYABUNDER	7/2023-24/4/3297	11/08/2023	12:44:12 pm	11/08/2023	13:00-14:00	Name: Prabhat Kumar Pandey	Name: Rama Rao
72	SRO - MAYABUNDER	7/2023-24/4/3317	18/08/2023	11:24:53 am	14/08/2023	13:00-14:00	Name: Maya Rani Sarkar	Name: Mritunjoy Biswas
73	SRO - MAYABUNDER	7/2023-24/1/3318	18/08/2023	11:36:53 am	14/08/2023	13:00-14:00	Name: Maya Rani Sarkar	Name: Rudra Prasad Sarkar
74	SRO - MAYABUNDER	7/2023-24/1/3339	25/08/2023	16:33:23 pm	25/08/2023	16:00-17:00	Name: KAMRUDDIN, Name: JATINDRA LAL	
75	SRO - MAYABUNDER	7/2023-24/4/3362	05/09/2023	14:52:26 pm	04/09/2023	15:00-16:00	Name: S SUMATHI	Name: A GANESAN , Name: FAIYAZ AHMED , Name: A VISHWANATHAN , Name: S KAMESHWARI , Name: SHYAMAL MISTRY , Name: M KAMAMMA , Name: RAM LAXAMMA , Name: S MARIMUTHU

76	SRO - MAYABUNDER	7/2023-24/4/3364	05/09/2023	14:50:36 pm	04/09/2023	15:00-16:00	Name: YOHANNAN	Name: A JYOTHI , Name: PARWATI DEVI , Name: A HARI BABU , Name: U BUJI , Name: SELESTIN BARLA , Name: DIWESH GIRI , Name: S KRISHNAVENI , Name: M KAMAMMA
77	SRO - MAYABUNDER	7/2023-24/4/3416	22/09/2023	16:00:25 pm	22/09/2023	16:00-17:00	Name: C V ESTHER	Name: SAJAL KANTI HALDER , Name: REBECCA ARTHUR JAMES
78	SRO - MAYABUNDER	7/2023-24/4/3421	28/09/2023	11:17:07 am	27/09/2023	13:00-14:00	Name: C V SARAMMA	Name: SUBODH HALDER , Name: P BABU
79	SRO - MAYABUNDER	7/2023-24/1/3449	11/10/2023	12:08:32 pm	15/09/2023	13:00-14:00	Name: RANI BALA DAS	
80	SRO - MAYABUNDER	7/2023-24/1/3452	11/10/2023	12:36:34 pm	11/10/2023	13:00-14:00	Name: NANI BALA BAIRAGI	
81	SRO - MAYABUNDER	7/2023-24/4/3459	11/10/2023	16:03:36 pm	11/10/2023	16:00-17:00	Name: V PARWATHI	Name: MANJU MAZUMDER , Name: V PRATIBHA , Name: D VIMALA , Name: CH PAPA RAO , Name: K ULAGANATHAN , Name: V KARTIK KUMAR , Name: S RUPAWATHI , Name: A CHRISTINA , Name: SUPRIAN SORENG , Name: MAHENDER SINGH , Name: MICHAEL KUJUR , Name: G MADHAVA RAO , Name: PARITOSH HALDER

82	SRO - MAYABUNDER	7/2023-24/4/3465	12/10/2023	11:39:20 am	03/10/2023	13:00-14:00	Name: Basudev Das	Name: Kalpana Dhar
83	SRO - MAYABUNDER	7/2023-24/4/3470	13/10/2023	12:16:20 pm	20/09/2023	13:00-14:00	Name: PARUL MONDAL	Name: AJOY KUMAR GHARAMI , Name: ANUP GHARAMI
84	SRO - MAYABUNDER	7/2023-24/4/3471	13/10/2023	12:56:45 pm	13/10/2023	13:00-14:00	Name: ARTI MONDAL	Name: KAMAL KUMAR DAS
85	SRO - MAYABUNDER	7/2023-24/4/3475	16/10/2023	11:25:33 am	16/10/2023	13:00-14:00	Name: CHOLA RAJ	Name: RAJESH KUMAR PRADHAN
86	SRO - MAYABUNDER	7/2023-24/4/3483	18/10/2023	12:22:12 pm	18/10/2023	13:00-14:00	Name: G BABU	Name: SAJAL SARDAR

87	SRO - MAYABUNDER	7/2023-24/4/3488	19/10/2023	12:16:45 pm	19/10/2023	13:00-14:00	Name: ARCHANA	Name: DEEPANKAR HALDER Name: TERSA NAG Name: RUBI DUTTA Name: BAIDYANATH SARDAR Name: TURTAN BARLA Name: ROHIT MINJ Name: AJAY MINJ Name: JOHNSON MOSES Name: SANGEETA BALA Name: SUMITRA MONDAL Name: B PRAKASH Name: ANAND PRAKASH TUTI Name: WILLIAM GUNASEELAN Name: MAMTA ADHIKARI Name: Y YADAV VENI Name: ASHIM KUMAR BISWAS Name: NEHEMIAH THOMAS Name: ASHIMA MALLICK Name: PRADIP NAG Name: S BARAKATH ALI
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88	SRO - MAYABUNDER	7/2023-24/4/3525	30/10/2023	11:29:21 am	30/10/2023	13:00-14:00	Name: YOHANNAN	Name: SUSHMA , Name: S SANTA RAO , Name: S SUMATHI , Name: SANJAY KUMAR , Name: OBAIDULLAH , Name: S KRISHNAVENI , Name: SHASHI , Name: G KAMA RAJU , Name: M DHANALAKSHMI
89	SRO - MAYABUNDER	7/2023-24/4/3542	02/11/2023	16:03:37 pm	02/11/2023	13:00-14:00	Name: MOHAMMED ISMAIL	Name: RAMANI
90	SRO - MAYABUNDER	7/2023-24/4/3543	03/11/2023	12:12:50 pm	03/11/2023	13:00-14:00	Name: PARIMAL ROY	Name: KANCHAN ROY , Name: NARAYAN CHANDRA DUTTA
91	SRO - MAYABUNDER	7/2023-24/4/3551	06/11/2023	12:29:03 pm	06/11/2023	13:00-14:00	Name: SANJEETA MINJ, Name: PRADEEPA	Name: TAPAS BEPARI
92	SRO - MAYABUNDER	7/2023-24/4/3559	13/11/2023	12:14:45 pm	13/11/2023	13:00-14:00	Name: KRISHNA DAS BISWAS	Name: K BALA MURUGAN
93	SRO - MAYABUNDER	7/2023-24/4/3566	14/11/2023	16:05:08 pm	14/11/2023	13:00-14:00	Name: NAW ELLA	Name: SHAHIL TOPPO
94	SRO - MAYABUNDER	7/2023-24/4/3581	15/11/2023	16:59:47 pm	15/11/2023	13:00-14:00	Name: NAW NALEY, Name: P NARASIMHA SWAMY	Name: P NAGA LAXMI
95	SRO - MAYABUNDER	7/2023-24/4/3585	16/11/2023	12:36:20 pm	16/11/2023	13:00-14:00	Name: SAW SAYTHA	Name: SAW LUTHER
96	SRO - MAYABUNDER	7/2023-24/4/3601	17/11/2023	16:22:09 pm	17/11/2023	13:00-14:00	Name: N PRABHAVATHY	Name: MUNIRA BIBI
97	SRO - MAYABUNDER	7/2023-24/4/3611	21/11/2023	11:34:01 am	21/11/2023	13:00-14:00	Name: JITEN ROY, Name: KRISHNA ROY, Name: SAMAR ROY, Name: SARASWATHI DAS, Name: LAXMI SARKAR	Name: RUNU DAS BISWAS , Name: INDROJIT ROY , Name: GOPAL ROY

98	SRO - MAYABUNDER	7/2023-24/4/3617	22/11/2023	12:06:13 pm	22/11/2023	13:00-14:00	Name: RITHES	Name: DEEPA DAS Name: JITNI KUMARI Name: ALPHONSE PANNA Name: JAIMANTI MINJ Name: HARINA KUMARI
99	SRO - MAYABUNDER	7/2023-24/1/3621	24/11/2023	13:20:22 pm	24/11/2023	13:00-14:00	Name: ARATI BHATTACHARJEE	
100	SRO - MAYABUNDER	7/2023-24/4/3625	29/11/2023	12:28:33 pm	28/11/2023	13:00-14:00	Name: SHEMERIE GEORGE	Name: BANANI BISWAS PAUL Name: SEBREN TOPPO Name: S GANESHAN Name: ANITA KULLU Name: D DHANAM Name: BADAL KUMAR PAUL
101	SRO - MAYABUNDER	7/2023-24/4/3630	30/11/2023	16:27:10 pm	06/11/2023	13:00-14:00	Name: S MARIMUTHU	Name: P NEELAVENI Name: SUHASINI Name: A VENKAT RAO Name: SUMAN BALA Name: Y SEETARAMAYYA Name: B DURAI SWAMY Name: SHIPRA DEY Name: N RAJULAMMA Name: D SIMHADRI Name: FLAVIA MINJ
102	SRO - MAYABUNDER	7/2023-24/4/3636	01/12/2023	12:47:24 pm	21/11/2023	13:00-14:00	Name: SURESH VENGAPPAN	Name: SAW TATHU
103	SRO - MAYABUNDER	7/2023-24/4/3680	08/12/2023	12:33:58 pm	08/12/2023	13:00-14:00	Name: P KURMA RAO	Name: NAVDEEP KUMAR
104	SRO - MAYABUNDER	7/2023-24/4/3692	12/12/2023	11:27:49 am	12/12/2023	13:00-14:00	Name: SAW SELA	Name: S NAGASUNDER
105	SRO - MAYABUNDER	7/2023-24/1/3709	18/12/2023	11:03:04 am	06/12/2023	13:00-14:00	Name: BISHNU PADA RAY	Name: SHIVANAND PRASAD

106	SRO - MAYABUNDER	7/2023-24/4/3726	20/12/2023	12:08:43 pm	20/12/2023	13:00-14:00	Name: S MUKKIAH	Name: N MALAICHAMI
107	SRO - MAYABUNDER	7/2023-24/4/3727	20/12/2023	12:29:55 pm	29/11/2023	13:00-14:00	Name: RAJ KUMAR DAS	Name: SAJAL KANTI HALDER
108	SRO - MAYABUNDER	7/2023-24/4/3744	22/12/2023	12:43:30 pm	22/12/2023	13:00-14:00	Name: MEENA KUMARI MALO, Name: SURAJIT KUMAR MALO	Name: BIDHAN GOLDER
109	SRO - MAYABUNDER	7/2023-24/4/3826	12/01/2024	14:31:02 pm	12/01/2024	13:00-14:00	Name: ANIL KUMAR MIRDHA	Name: AJOY MONDAL Name: ASHA MRIDHA
110	SRO - MAYABUNDER	7/2023-24/4/3840	19/01/2024	15:13:14 pm	19/01/2024	13:00-14:00	Name: POUSE	Name: AFROZ AHMED
111	SRO - MAYABUNDER	7/2023-24/4/3895	06/02/2024	12:40:50 pm	06/02/2024	13:00-14:00	Name: SHYAMALI MAZUMDER, Name: ARATI HALDER	Name: SORMISTA DAS
112	SRO - MAYABUNDER	7/2023-24/4/3896	06/02/2024	12:35:08 pm	06/02/2024	13:00-14:00	Name: T DANESH, Name: T KAMESHWARI, Name: KRISHNA RAO, Name: T DILLESWARI	Name: MANORANJAN BISWAS
113	SRO - MAYABUNDER	7/2023-24/1/3921	09/02/2024	16:08:08 pm	09/02/2024	16:00-17:00	Name: AMARCHAD BISWAS	
114	SRO - MAYABUNDER	7/2023-24/4/3930	13/02/2024	15:22:26 pm	13/02/2024	13:00-14:00	Name: RAVI MONDAL	Name: SUTRISHNA NAG
115	SRO - MAYABUNDER	7/2023-24/4/3959	26/02/2024	16:05:30 pm	26/02/2024	14:00-15:00	Name: PRATIMA VAUGHAN	Name: ANITHA KERKETTA
116	SRO - MAYABUNDER	7/2023-24/4/3965	27/02/2024	10:41:20 am	27/02/2024	13:00-14:00	Name: GOLAPI MONDAL	Name: SAURAB HALDER Name: REBA KARMAKAR Name: NABA KUMAR MONDAL
117	SRO - MAYABUNDER	7/2023-24/4/4000	29/02/2024	11:49:49 am	29/02/2024	13:00-14:00	Name: BIPUL HAWALDER	Name: NABIN ROY
118	SRO - MAYABUNDER	7/2023-24/4/4093	15/03/2024	16:12:03 pm	15/03/2024	16:00-17:00	Name: VASANTHI, Name: LACHIMI	Name: K BALA MURUGAN
119	SRO - MAYABUNDER	7/2023-24/4/4096	18/03/2024	17:09:40 pm	18/03/2024	13:00-14:00	Name: SANATAN MONDAL	Name: SAMIR MISTRY

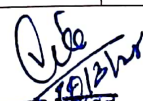
120	SRO - MAYABUNDER	7/2024-25/4/4112	03/04/2024	11:57:00 am	03/04/2024	15:00-16:00	Name: AMIR BIBI, Name: AYSHA BIBI, Name: FATHIMA BIBI	Name: ROUNAK HUSSAIN
121	SRO - MAYABUNDER	7/2024-25/4/4118	10/04/2024	11:04:06 am	10/04/2024	13:00-14:00	Name: SABITA BAWALI	Name: SARAJIT BAWALI
122	SRO - MAYABUNDER	7/2024-25/1/4152	29/04/2024	16:09:40 pm	29/04/2024	13:00-14:00	Name: SUDAMA GIRI	
123	SRO - MAYABUNDER	7/2024-25/4/4164	01/05/2024	17:13:31 pm	01/05/2024	13:00-14:00	Name: SANDHYA BISWAS	Name: SWAGATA DHALI
124	SRO - MAYABUNDER	7/2024-25/4/4172	03/05/2024	11:22:47 am	03/05/2024	13:00-14:00	Name: P PRASAD	Name: S MARIMUTHU
125	SRO - MAYABUNDER	7/2024-25/4/4174	03/05/2024	15:51:23 pm	03/05/2024	13:00-14:00	Name: SAMIR KUMAR DAS	Name: RINKU SHIL
126	SRO - MAYABUNDER	7/2024-25/4/4197	09/05/2024	12:47:22 pm	09/05/2024	13:00-14:00	Name: SHEELA GHOSH	Name: SHRIPADO DAS , Name: MOHINI , Name: P MURUGAN , Name: RAJAT KUMAR HALDER , Name: SUKRA KUJUR , Name: SAGARIKA ROY
127	SRO - MAYABUNDER	7/2024-25/1/4331	05/09/2024	12:35:02 pm	05/09/2024	13:00-14:00	Name: BASANTI DAS, Name: SANKAR MONDAL, Name: SUNITI BISWAS, Name: UULASINI MONDAL, Name: SAMIR MONDAL, Name: MINATI SIKDER	
128	SRO - MAYABUNDER	7/2024-25/4/4343	11/09/2024	12:37:15 pm	11/09/2024	13:00-14:00	Name: G LAKSHMI	Name: G DURGA RAO
129	SRO - MAYABUNDER	7/2024-25/1/4474	25/11/2024	11:31:34 am	25/11/2024	13:00-14:00	Name: JUGAL KRISHNA DEBNATH, Name: ANJALI DEBNATH, Name: SRIKRISHNA DEBNATH	
130	SRO - MAYABUNDER	7/2024-25/4/4497	29/11/2024	11:26:32 am	29/11/2024	13:00-14:00	Name: S MARIMUTHU	Name: DEEPRIT MINJ
131	SRO - MAYABUNDER	7/2024-25/4/4503	02/12/2024	11:51:26 am	02/12/2024	13:00-14:00	Name: A AMBIKA	Name: TAPAN BISWAS

132	SRO - MAYABUNDER	7/2024-25/4/4515	03/12/2024	16:01:35 pm	03/12/2024	13:00-14:00	Name: ARCHANA ROY	Name: SNEHA ROY , Name: SUMANTA DAS , Name: BISWANATH ADHIKARI
133	SRO - MAYABUNDER	7/2024-25/4/4522	04/12/2024	12:32:38 pm	04/12/2024	13:00-14:00	Name: M S ADITHYAN, Name: M S LAXMI	Name: K BALA MURUGAN
134	SRO - MAYABUNDER	7/2024-25/4/4532	05/12/2024	11:19:56 am	05/12/2024	13:00-14:00	Name: P A MATHEW	Name: SUMIT BARAIK , Name: SHIBU MONDAL , Name: PINTU MONDAL
135	SRO - MAYABUNDER	7/2024-25/4/4541	06/12/2024	12:33:26 pm	06/12/2024	13:00-14:00	Name: TARAMONI MAJHI, Name: AMIT HAZARI, Name: SUNITA HAZARI, Name: SWAPNA DAS, Name: SAPNA SARKAR, Name: BRINDABAN MONDAL	Name: SANTHILATA BASU
136	SRO - MAYABUNDER	7/2024-25/4/4548	09/12/2024	12:35:44 pm	09/12/2024	13:00-14:00	Name: MARIYANUS RUNDA	Name: NIRMAL BISWAS , Name: SHEENA RUNDA , Name: S GITA DEVI , Name: PARIMAL BISWAS , Name: YOHANNAN
137	SRO - MAYABUNDER	7/2024-25/4/4555	10/12/2024	12:17:32 pm	10/12/2024	13:00-14:00	Name: YOHANNAN	Name: S KRISHNAVENI
138	SRO - MAYABUNDER	7/2024-25/4/4573	11/12/2024	09:59:33 am	11/12/2024	13:00-14:00	Name: MAYNA MONDAL	Name: SUBAL ROY
139	SRO - MAYABUNDER	7/2024-25/4/4593	13/12/2024	11:41:15 am	13/12/2024	13:00-14:00	Name: RAVI MONDAL	Name: NARASAMMA
140	SRO - MAYABUNDER	7/2024-25/4/4600	13/12/2024	15:51:14 pm	12/12/2024	13:00-14:00	Name: G THIYAGARAJ	Name: B DILLESWARI , Name: T GOMATHI , Name: PADMA
141	SRO - MAYABUNDER	7/2024-25/4/4619	17/12/2024	11:47:24 am	17/12/2024	13:00-14:00	Name: NIKUNJA BEPARI	Name: TAPOTI MONDAL

142	SRO - MAYABUNDER	7/2024-25/4/4631	18/12/2024	12:10:03 pm	18/12/2024	13:00-14:00	Name: MOHAMED SALIM	Name: S GITA DEVI
143	SRO - MAYABUNDER	7/2024-25/4/4638	19/12/2024	11:22:05 am	19/12/2024	13:00-14:00	Name: S SAROJINI AMMA	Name: RAJANI RAVI YOGESH
144	SRO - MAYABUNDER	7/2024-25/1/4670	24/12/2024	15:22:53 pm	24/12/2024	13:00-14:00	Name: RENU ROY, Name: RADHA RANI MONDAL, Name: PADMA SARKAR, Name: JUTHIKA BAROI, Name: MAYNA BAIRAGI	
145	SRO - MAYABUNDER	7/2024-25/4/4688	30/12/2024	11:06:50 am	30/12/2024	13:00-14:00	Name: ANIL NANDI	Name: GOURANGA NANDI
146	SRO - MAYABUNDER	7/2024-25/4/4703	31/12/2024	11:42:06 am	31/12/2024	13:00-14:00	Name: ASHUTOSH SAHA	Name: RADHA RANI BAUL
147	SRO - MAYABUNDER	7/2024-25/4/4716	01/01/2025	13:03:01 pm	01/01/2025	13:00-14:00	Name: SUDHIR HAWLADAR	Name: SIMA HALDER
148	SRO - MAYABUNDER	7/2024-25/4/4741	06/01/2025	11:55:28 am	06/01/2025	13:00-14:00	Name: C BALACHANDRAN NAIR	Name: A SELVI
149	SRO - MAYABUNDER	7/2024-25/1/4760	08/01/2025	16:41:07 pm	08/01/2025	13:00-14:00	Name: JOGOMAYA DEBNATH	
150	SRO - MAYABUNDER	7/2024-25/4/4771	09/01/2025	12:25:07 pm	09/01/2025	13:00-14:00	Name: MALATI SARKER	Name: TAPAN BARAL , Name: RANJIT BHANDARI
151	SRO - MAYABUNDER	7/2024-25/1/4798	13/01/2025	15:30:38 pm	13/01/2025	13:00-14:00	Name: SULATA DEBNATH, Name: BINA DAS, Name: SREEMONTHA DEBNATH, Name: SOURAV DEBNATH, Name: BASANTI DEBNATH, Name: ANAMIKA ROY, Name: SNIGDA DEBNATH	
152	SRO - MAYABUNDER	7/2024-25/4/4820	16/01/2025	12:32:24 pm	16/01/2025	13:00-14:00	Name: LAXMI MOHARI, Name: PRAKASH MAZUMDER	Name: SUSHEN BALA , Name: SWAPAN BEPARI , Name: ABHIJIT KUMAR BAUL
153	SRO - MAYABUNDER	7/2024-25/4/4886	29/01/2025	15:29:10 pm	29/01/2025	13:00-14:00	Name: HEERA LAL	Name: BASANTI , Name: SOMA MONDAL

154	SRO - MAYABUNDER	7/2024-25/4/4896	30/01/2025	16:10:26 pm	30/01/2025	13:00-14:00	Name: PAPA, Name: RAJESH KISHEN, Name: SUMAN, Name: NARAYAN KISHEN	Name: KASTURI BAI
155	SRO - MAYABUNDER	7/2024-25/4/4901	31/01/2025	11:21:43 am	31/01/2025	13:00-14:00	Name: JASHODA RANI DEBNATH	Name: DEEPALI HALDER
156	SRO - MAYABUNDER	7/2024-25/4/4924	04/02/2025	13:23:01 pm	04/02/2025	13:00-14:00	Name: RAHI POONAM MUNDA, Name: KAYO MUNDA, Name: MEENOTI MUNDA, Name: CHAKTI MUNDA	Name: SAVITRI KUJUR
157	SRO - MAYABUNDER	7/2024-25/4/4931	05/02/2025	10:49:30 am	05/02/2025	13:00-14:00	Name: NAW SAYPOW	Name: SAW STEPHEN
158	SRO - MAYABUNDER	7/2024-25/1/4953	07/02/2025	11:46:48 am	07/02/2025	13:00-14:00	Name: LAXMI MOHARI	
159	SRO - MAYABUNDER	7/2024-25/1/4958	10/02/2025	10:47:18 am	10/02/2025	13:00-14:00	Name: ANIL SEAL	
160	SRO - MAYABUNDER	7/2024-25/4/4976	12/02/2025	11:01:34 am	12/02/2025	13:00-14:00	Name: K K BABU	Name: JAYA P JOHN
161	SRO - MAYABUNDER	7/2024-25/4/5003	19/02/2025	10:42:57 am	19/02/2025	13:00-14:00	Name: BAKUL SARKAR	Name: SUJAN DAS , Name: PROSENJIT SARKAR

DETAILS OF STAFF UNDER THE SANCTION STRENGTH OF AC (MA) RANGAT.			
SL.NO	Designation of Officer	Functions, Powers & duties	Remarks
1	Assistant Commissioner	1) Assistant Commissioner (Rangat) DDO of AC(MA). 2) Executive Magistrate & Sub - Divisional Magistrate maintaining law & Magisterial duties. 3) Sub Divisional officer- All Revenue matters. 4) Sub - Registrar. 5) Marriage officer. 6) Managing Disaster response. 7) Implementing development programs within the Sub-Division. 8) AERO to assist the Electoral Registration officers(s) in the A & N parliamentary constituency. 9) Assistant Commissioner (VAT). 10) Project Director (DRDA). 11) Sub-Divisional Census officer-Entire area of Rangat Tehsil. 12) Additional District Programme Coordinator (MGNREGA). 13) PIO (Public Information Officer).	
2	Tehsildar	Deal with the Revenue Matters in Sub-division, mutation, surrender of land correction of Revenue records, Set apart of land, dispute Cases and matter related to RTI, Cort Cases, Issued various Certificate, NOC to Panchayat works, disposal of online application matter arangement in National function and performance as Executive Magistrate in different places, (Assistant Public Information Officer) APIO.	
3	PA	1) Noting, Drafting, letter, minutes. 2) Handling secret & top secret matters & Papers. 3) Maintenance of engagement dairy and timely submission of necessary papers for meeting, interviews, etc. 4) Initiative & tact in dealing with telephone calls & visitors. 5) Correspondence related to APAR of Govt. employees of Establishment.	
4	Senior investigator	Matter related to RTI, Submission of Monthly progress report, All Election related works, Census Work.	
5	RI	Verifying the reports of Patwaris and Revenue records. Correspoondece related to Demarcation of dispute cases of Revenue matter related to Disaster management of Rangat Tehsil.	
6	Patwari	Holding the charge of Patwari Circles and the Revenue works.	
7	C.A	All Election related works, Census related Work, Quarter allotment, Islanders Identity Card, Election identity Card etc.	
8	HGC	Management of office Estt as Office head and all works pertaining to Establishment, Accounts and Correspondence related to various Schemes and work assign by the Officer.	
9	LGC	All works pertaining to Establishment, Accounts and Correspondence related to various Schemes and work assign by the Office head/HGC and Officer.	
10	S & D	Supervision & guiding the Seveyorand and work assign by the Tehsildar.	
11	Surveyor	Demarcation, verification of proposed map and subdivision, verification, Set apart and work assign by the S&D and Tehsildar.	
12	Choudhary	Assist the Concerned Patwari & RI, Collecting the land revenue and issue land receipt provide the village level information to Patwari.	
13	Chowkidar	Assist the Patwari & RI for field works and office works. Provide the village level information/matter to Patwari.	
14	RFA	Assist the surveyor in subdivision work, verification, demarcation and work assign by the Surveyor, Patwari & Tehsildar.	
15	MTS	Assist the officers in office and keeping general cleanliness, file management, keeping records etc.	


 सहायक आयुक्त
 Assistant Commissioner
 मध्य अंडमान/Middle Andaman
 रंगत/Rangat



SU MOTU DISCLOSURE OF INFORMATIONS

OFFICE OF THE ASSISTANT COMMISSIONER MIDDLE ANDAMAN RANGAT

- Total Number of Revenue villages - 43
- Total Number of Gram Panchayat - 14
- Total Number of population - 36,626 (2011 census)
- Total Patwari Circle -12
- Tehsildar Posted - 01
- Revenue Inspectors Posted - 02
- Patwari Posted- 07
- Surveyor & Draughtsman - 01
- Surveyor - 03

CITIZEN CHARTER FOR DELIVERY OF SERVICES UNDER OFFICE OF THE ASSISTANT COMMISSIONER, MIDDLE ANDAMAN, RANGAT

Sl No.	Name of the Services/Certificate	Officer responsible for disposal of the service	Time frame for Disposal (Working Days)	Appellate Authority
1	Registration of Sale/gift Deeds	Sub Registrar, Rangat	30 Days	DC (N&MA)
2	Registration of Trust/Partnership deed	Sub Registrar, Rangat	30 Days	DC (N&MA)
3	Registration of Release Deed	Sub Registrar, Rangat	30 Days	DC (N&MA)
4	Registration of Family Settlement deed	Sub Registrar, Rangat	30 Days	DC (N&MA)
5	Registration of Will deed	Sub Registrar, Rangat	30 Days	DC (N&MA)
6	Registration for power of Attorney	Sub Registrar, Rangat	30 Days	DC (N&MA)
7	Registration for Rectification deed	Sub Registrar, Rangat	30 Days	DC (N&MA)
8	Registration for Cancellation deed	Sub Registrar, Rangat	30 Days	DC (N&MA)
9	Registration for Re-conveyance deed	Sub Registrar, Rangat	30 Days	DC (N&MA)
10	RTI Information under Act 2005	PIO/AC (MA)	30 Days	DC (N&MA)
11	Marriage under Hindu Marriage Act, 1955	MARRIAGE OFFICER RANGAT	07 Days	AC (MA)
12	Marriage Registration Certificate	MARRIAGE OFFICER RANGAT	45 Days	AC (MA)
13	Marriage Solemnization Certificate	MARRIAGE OFFICER RANGAT	45 Days	AC (MA)
14	Loud Speaker/Mike Permission	SDM, RANGAT	05 Days	AC (MA)
15	Action/order under section 152 BNSS	SDM, RANGAT	30 Days	AC (MA)


सहायक आयुक्त
Assistant Commissioner
मध्य अंडमान/Middle Andaman
रंगत/Rangat
18/12/2018

**CITIZEN CHARTER FOR DELIVERY OF SERVICES FOR THE OFFICE OF
TEHSILDAR, RANGAT UNDER AC(MA)**

SL.NO	Name of the Services/Certificate	Officer responsible for disposal of the service	Time frame for Disposal (Working Days)	Appellate Authority
1	Senior Citizen's Certificate	Tehsildar	3 days	AC (MA)
2	Local Certificate	Tehsildar	14 days	AC (MA)
3	Income Certificate	Tehsildar	7 days	AC (MA)
4	No Dues & Non-Encumbrance certificate	Tehsildar	14 days	AC (MA)
5	Other Backward Community (OBC)	Tehsildar	14 days	AC (MA)
6	Valuation Certificate	Tehsildar	14 days	DC (N&MA)
7	Mutation of Land	Tehsildar	35 days	AC (MA)
8	Demarcation of Land	Tehsildar	25 days	AC (MA)
9	Issuance of certificate Sketch Map	Tehsildar	14 days	AC (MA)
10	Islanders Identity Card	Tehsildar	15 days	AC (MA)
11	Dependent Certificate	Tehsildar	14 days	AC (MA)
12	EWS Certificate	Tehsildar	21 days	AC (MA)
13	Resident Certificate	Tehsildar	14 days	AC (MA)

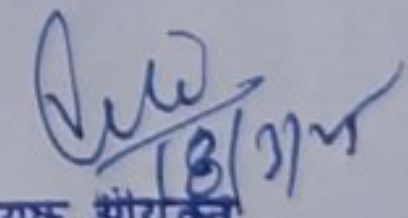

 सहायक आयुक्त
 Assistant Commissioner
 मध्य अंडमान/Middle Andaman
 रंगत/Rangat



List of Employees with Phone Number under AC(MA), Rangat as on 18/03/2025				
SL. NO	Name	Designation	Place of Posting	Phone Number
1	Shri. Vikash Kumar	Assistant Commissioner	Administrative Block Rangat	8826081124
2	Shri. Ramesh Kumar	Tehsildar	Tehsil Rangat	9434283406
3	Shri. Deepak Bairagi	Senior Investigator	Tehsil Rangat	9474218109
4	Miss. Priti Kumari Ekka	PA	PA to AC Section	9474217430
5	Shri. Yathest Srivastava	R.I	Tehsil Rangat	9474215623
6	Shri. Bhabani Chakraborty	R.I	Tehsil Rangat	9933287839
7	Shri. R. Shiva Kumar	Patwari	Baratang Island	9531836386
8	Smti. K. Razia Dawood	Patwari	Rangat & Parnashala, Dasarathpur	9531938688
9	Shri. S. Chitty Babu	Patwari	Dasarathpur & Janakpur	9474223888
10	Shri. Debasish Biswas	Patwari	Nimbutala & Shivapuram	9476083072
11	Shri. Tapash Das	Patwari	Kadamtala & Uttara	9476004868
12	Shri. Parimal Halder	Patwari	Sabari & Long Island	9474209671
13	Shri. Ineus	Patwari	Bakultala & Kaushalya nagar	9474281372
14	Shri. V. Mohammed. Hanif	Computer Assistant "A"	Tehsil Rangat	9474204199
15	Smti. Mikah	S&D	Tehsil Rangat	9474275499
16	Shri. Robin Majhi	Surveyor	Tehsil Rangat	9474208044
17	Shri. S. S. Anil Kumar	Surveyor	Baratang Island	9434283549
18	Shri. Mohammed Zakir	Surveyor	Tehsil Rangat	9476005030
19	Smti. A. Mehaboob Nisha	HGC	AC, Establishment	9474232044
20	Smti. Reena Wati	HGC	Tehsil, Establishment	9474258307
21	Shri. G. Krishna Rao	LGC	Tehsil, Establishment	9476026101
22	Shri. Bipul Kumar Mistry	LGC	AC, Establishment	9434279290
23	Smti. Susmita Bala	LGC	AC, Establishment	9476023831
24	Smti. Clarissa	LGC	Tehsil, Establishment	9476043586
25	Shri. K. Mohammed Shahil	LGC	AC, Establishment	9679535992
26	Shri. Pradeep Roy	LGC	AC, Establishment	9474298211
27	Shri. Thomas Kujur	Choudhary	Baratang, Patwarkhana	9531917416



28	Shri. Anil Kumar Mondal	Choudhary	Tehsil, Rangat	9531973120
29	Shri. John Binoy Prakash Dhanga	Choudhary	Tehsil, Rangat	9474235563
30	Shri. Debobrata Mondal	Choudhary	Patwarkhana, Kadamtala	9531924737
31	Shri. Raj Kishore Ram	Choudhary	Tehsil, Rangat	9474246612
32	Shri. Dinesh Kumar Sarkar	Chowkidar	Patwarkhana, Kadamtala	9476067986
33	Shri. Amrit Lall Samad	Chowkidar	Patwarkhana, Baratang	9476015418
34	Shri. Sunil Dung Dung	Chowkidar	Patwarkhana, Baratang	9474201830
35	Shri. Sushanta Sarkar	Chowkidar	Tehsil, Rangat	9474246570
36	Shri. Swapan Kumar Roy	Chowkidar	Patwarkhana, Bakultala	9474246618
37	Smti. Baby Mondal	RFA	Rangat Tehsil, Establishment	9434276427
38	Smti. Fatima Bibi	RFA	AC, Establishment	9531835772
39	Shri. Gogi Naveen	RFA	Attached to Surveyor	7063907259
40	Shri. Chittaranjan Sikder	MTS	AC, Establishment	9434268410
41	Smti. M. Lakshmi	MTS	e-Corner Rangat Tehsil	9531955147
42	Smti. Vanisree	MTS	PA to AC Section	8900979579


 सहायक आयुक्त
 Assistant Commissioner
 मध्य अंडमान/Middle Andaman
 रंगत/Rangat 13/3/25
 18/3

