



# పట్టణ పేదరిక నిర్మూలన సంస్థ (ఆం.ప్ర)

MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS  
Department of Municipal Administration & Urban Development, GoAP



O/o. No. 3/ 2015/E

Office of the

Dated: 28.11.2015.

Mission Director, APMEPMA

## OFFICE ORDER

Sub:- APMEPMA – Establishment – Allotment of work and details in the head office  
– Certain instructions to follow -Reg.

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On administrative grounds and to speed up the activities of APMEPMA following work allotment is ordered and all officers and staff shall follow the same without any deviation:

Sl.No.	Name	Designation	Work details
<b>General Administration</b>			
1	R. Sambasiva Rao	Addl Mission Director	General Administration, All subjects Related to NULM, MEPMA, Salaries, Bills along with Finance.
2	P. Rajasekhar Reddy	Administrative Officer	Assisting AMD in General Administration, General Capacity building of Staff, Disbursement of Salaries, Cheques, Furniture and Stocks management.
3	R. Venkata Lakshmi	Senior Assistant	Assisting A.O. in all Establishment Matters, Accounts, File management, Stock and Imprest management.
4	G.Ajay Kumar	DEO	Assisting SA in documentation Related to General Administration, Accounts, Stationery and Stocks.
5	S.Lakshmi Thulasi	Junior Assistant	Assisting SA in Financial Matters, All Bills
6	A. Padmaja	ADMC	Assisting SA in Financial Matters, All Bills
<b>Financial Management</b>			
7	B.Vijaya Bharathi	Finance Manager	All matters related to Financial Management, Cheque Management, Audit and Budget management.
8	U. Sarada Devi	Assistant Director	Assisting FM in Financial matters
9	R. Venkata Lakshmi	Senior Assistant	Assisting FM & AD in Financial Matters, File management
10	K.Suresh Krishna	Senior Accountant	Assisting SA in Financial Matters, All Bills
11	L.Kesava Reddy	Senior Accountant	Assisting FM in Bank reconciliation and Internal Audit
12	G. Srikanth Reddy	Junior Assistant	Assisting SA in Financial Matters.
<b>Information Technology</b>			
13	U. Sarada Devi	Assistant Director	All matters related to IT, e-office, Tab management and MIS matters in coordination with A.O.
14	Y.Ramakrishna	System Administrator	Assisting AD in all items related to IT, e-office and Tabs.
15	B.Chandrasekhar Red	MIS Manager	Assisting AD in matters related to NULM & NUHM components

16	K.Lakshminarayana	MIS Manager	Assisting AD in matters related to Financial Inclusion, Bank linkage, VLR, Capital Infusion, Interest subvention
<b>Monitoring &amp; Evaluation</b>			
17	G.Vani	Assistant Director	All matters relating to M&E, SECC, 15 points programme, SC, ST & BC Sub plans and KPI management.
18	R.Narayana	DEO	Assisting AD in documentation
<b>Social Mobilisation &amp; Institutions Developm</b>			
19	G. Savithri	SMC	All matters related to SM&ID, Management of Resource Organisations and Swatch Bharat.
20	V.V.S.R.B.A.V.Prasad	DMC	Assisting SMC in Capital infusion, Report Management and Swatch Bharat
21	T.Srinivasa Reddy	Junior Assistant	Assisting SMC in External CRP management, CB matters of IB
<b>Employment through Skills Training &amp; Placement</b>			
22	P.P.P. Vani	SMC	All matters related to EST&P
23	J.Ravikanth	DMC	Assisting SMC in all matters related To EST&P.
24	Manohar	Support from EGMM	Assist SMC in monitoring of STPs
25	Srinivas	Support from EGMM	Assist SMC in PAC meetings, Certification and DPMUs
26	Y.Joel Babu	ADMC	Assisting SMC in file management
<b>Social Security, Health &amp; Nutrition</b>			
27	P. Geetha	SMC	All matters related to Life Insurance General insurance, Claims settlement, Scholarships, Abhayahastam, NUHM, Development of Nutrition-shops, Catering Program and Food street Vendors program.
28	K. Ahalya	ADMC	Supporting SMC in matters related to Life Insurance, General insurance, Claims settlement, Scholarships and Abhayahastam
29	Neerajakshi	ADMC	Supporting SMC in matters related to Development of Nutrition-shops, Catering Program and Food street Vendors program.
30	Sri Lakshmi	Junior Assistant	Supporting SMC and ADCM in documentation.
<b>SHG livelihoods &amp; Micro-enterprises</b>			
31	V. Prabhavathi	SMC	Development of Micro- enterprises among SHG women, Livelihood Capacity building, Exhibitions, City Livelihood Centres
32	S. Jagadeesh	ADMC	Supporting SMC Micro- enterprises among SHG women, Livelihood Capacity building, Exhibitions, City Livelihood Centres
<b>PWD, Rag-pickers, Pig growers welfare</b>			
33	R. Adinarayana	SMC	All matters related to Persons With Disabilities, Rag-pickers, Pig growers welfare
34	S.Brahmendra	Junior Assistant	Supporting SMC in documentation
<b>SUH &amp; SUSV</b>			
35	P. Rajasekhar Reddy	SMC	All matters related to Shelters for Urban Homeless, Support to Urban

			Street Vendors and Matters related to Transport Dept. and Education to Child labour, Dropout Children.
36	S. Bhaskar	ADMC	Supporting SMC in Shelters for Urban Homeless, Support to Urban Street Vendors
37	A.Padmaja	ADMC	Supporting SMC in Education related to Child labour, Dropout Children and Matters related to Transport Dept.
<b>MF, Financial Inclusion and SEP (I&amp;G)</b>			
38	D. V. Reddy	SMC	All matters related to Micro finance, Financial Inclusion, Interest Subvention, Self Employment Program ( Individual & Groups) and matters related to Sreenidhi Bank and its linkage to MEPMA
39	S. Bhaskar	ADMC	Supporting SMC in Self Employment Program ( Individual & Groups)
40	N. Venkata Krishna	Junior Assistant	Supporting SMC in documentation
<b>Protocol, Inward &amp; Outward</b>			
41	R. Keshavacharyulu	PA to MD	All matters related to Protocol, Inward and Outward of the office & Assisting SD
42	B.Sridevi	DEO	Assisting AMD and PA in Documentation.
43	A.Shivakumar	Junior Assistant	Assisting PA in documentation related To Inward and Outward of the office

**The District in-charges for coordinating project activities with DPMUs.**

S.No	Districts Allotted	Name and Designation
1	Ananthapur and Kurnool	G. Savithri, SMC
2	Chittoor	P. Geetha, SMC
3	SPSR Nellore	U. Sarada Devi, AD & SMC
4	Prakasam	G.Vani, Assistant Director,
5	Guntur and Krishna	P. Rajasekhar Reddy, AO & SMC
6	Kadapa	M. Koteswar Rao, SMC
7	East Godavari	D.V. Reddy, SMC
8	West Godavari	V. Prabhavathi, SMC
9	Visakhapatnam	P.P.P. Vani, SMC
10	Vizianagaram and Srikakulam	R. Adinarayana, SMC

**All matters related to IT and MIS monitoring including issues:**

1	K. Lakshmi Narayana	Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, & Krishna
2	B.Chandrasekhar Reddy	Guntur, Prakasam, Nellore, Kadapa, Kurnool, Chittoor & Anantapur.

**General Instructions:**

1. All Officers and staff shall attend by 10.30am and record their attendance in Biometric machine.
2. All Officers and staff performing tours shall obtain prior permission from Special Director or Mission Director.
3. All Officers shall submit monthly tour schedule in advance and tour diary along with work done report in month end.

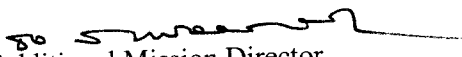
4. All Officers and staff shall submit work done report by 20<sup>th</sup> of every month for drawing salaries and remuneration.
5. All staff shall not leave the office without permission from their Section in-charge. All Section Heads shall not leave the office if MD/ SD and AMD in office.
6. Any movement out of office shall be informed to Administrative Officer and shall record the movements in Movement Register.
7. All officers and staff are directed to dispose the physical or e-office files within 48 hours and any delay shall not be condoned until the same is taken permission from AMD/ SD/ MD. Further the files shall be with proper page number, para number and reference flags.
9. All Officers shall leave their vehicles with AO after arrival to office in morning and the same will be under control of AO until completion of office hours. Any vehicle requirement and movement shall be informed to AO in advance and Officers shall not permit any leave to the vehicle drivers during their absence. All Officers shall cooperate with AO in vehicle management. Only Officers up to level of SMCs are eligible to use office vehicles. All other staff shall not use the office vehicles and shall make their own arrangements for their travel.
10. All Officers shall not avail any travel arrangements, food during their field visits and conveyance will be provided to other tours going out of office such as visiting ULBs on official purpose. All Officers shall follow the instructions and make payment for travel and food even, if the same is arranged by the DPMUs on request.
11. All officers appointed as District in-charges shall coordinate with the concerned DPMUs and solve their issues at Head Office level apart from their activity coordination with all DPMUs. They have to plan minimum four visits to each District and submit their report for further review compulsorily.
12. There will be a Weekly Review Meeting by MD/ SD on every Monday. If Monday is a holiday or MD/SD are on tour, the next day when MD/SD are available will be the Weekly Meeting Day.
13. Any deviation of the above instructions shall be viewed seriously and action will be initiated without any notice.

(This has got approval of the Mission Director, APMEPMA, Hyderabad)

Sd/-  
Special Director,  
APMEPMA, Hyderabad.

To  
All the Officers and Staff in Head Office.  
Copy to the peshi of MD/ SD/AMD.  
Copy to the Project Directors of MEPMA in the State through web circular.

// Attested//

  
Additional Mission Director.