

Office of the Mission Director, AP MEPMA, Guntur.

Rc.No.211/2015//MEPMA/E1

Dt. .06.2017.

U.O.Note

Sub : Estt., - APMEPMA, Guntur – Positioning of selected Technical Experts and counseling for DMCs, ADMCs and TMCs - Teams formed – Reg.

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The following teams have been formed for verification of original certificates of selected Technical Experts, preparation of contractual agreement and counselling at APHRDI, Bapatla.

I. Verification of original certificates :

No	Name of the Staff Sarvasri	Designation	Nature of Duty	In-charge of the Team
1.	P. Mallikarjuna Rao	Sr. Asst.,	Verification of Original certificates as per the certificates produced at the time of apply.	Smt. B. Vijaya Bharati, FM to counter-sign the check list in two copies and to forward one copy to contract agreement team.
2.	K. David Paul	Sr. Asst.,		
3.	Ch. Ramanjaneyulu	Sr. Acct.,		
4.	AVN Sreenivasa Rao	Off. Sub.,	To assist the team	

II. Contract Agreement :

SNo	Name of the Staff Sarvasri	Designation	Nature of Duty
1.	V. Damodara Chowdary	SMC (BL)	Getting the contract agreement signed by the TEs after verification and also to take options from the TEs and to submit the same to Counseling Team along with signed agreement.
2.	G. Srinivasa Rao	Consultant (Fin.)	
3.	R.N.V.Suresh	Sr. Acct	

III. Receiving of Options from DMCs, ADMCs and TMCs :

SNo	Name of the Staff Sarvasri	Designation	Nature of Duty
1.	Sri NNR Sreenivas	Consultant (H & E)	To take options from the DMCs, ADMCs and TMCs and to submit the same to Counseling Team.
2.	P. Venkata Suresh	Sr. Asst., CFC	
3.	N. Venkata Krishnaiah	Jr. Asst.,	

IV. Custodian of Original Certificates :

SNo	Name of the Staff Sarvasri	Designation	Nature of Duty
1.	Ch. Sreenivasa Rao	Jr. Asst	Original Certificates of selected TEs have to be collected from verification team and keep them in the safe custody.
2.	T. Sreenivasa Reddy	Jr. Asst.,	
3.	Y. Rama Krishna	Sys. Admn	

V. Counselling:

SNo	Name of the Officer Sarvasri	Designation	Nature of Duty	Assistants to Counselling Team
1.	P. Chinna Thataiah	Mission Director	Counselling to selected TEs and existing DMCs, ADMCS and TMCs	Smt. V. Prabhavathi, SMM, Sri R. Adinarayana, SMM and Sri P. Sudhaka, Office Subordinate will assist the team
2.	G. Sreenivasa Rao	AO		

VI. Refreshments:

SNo	Name of the Officer Sarvasri	Designation	Nature of Duty
1.	M. Hemanth Kumar	DEO	In charge of providing Tea, Snacks and lunch to all the teams and participants.

Sri M. Umasankar, Superintendent will coordinate the work of all the teams and to ensure smooth and timely completion of the work.

Sri R. Sambasiva Rao, Addl. Mission Director, Sri R. Kesavacharyulu, PA to MD and Sri Madar Shaik, Office subordinate will present in the Head Office

All the District Mission Coordinators and Addl. District Mission Coordinators working in the Head Office should also attend to the counseling at APHRDI, Bapatla on the said date and time.

Hence, all the staff drafted for the said programme should attend to their duties sharply by 9-00 AM on 10th June, 2017 at APHRDI, Bapatla without fail.

(This has got approval of the Mission Director)


Addl. Mission Director
APMEPMA, Guntur.

To
All the concerned.