

GOVERNMENT OF PUDUCHERRY
OFFICE OF THE SPECIAL SECRETARY (REVENUE) – CUM – DISTRICT COLLECTOR,
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT, PUDUCHERRY
New Collectorate Building, Vazhudavoor Road, Pettaiyanchathiram, Puducherry – 605 009.
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No. 2703/SSR/DRDM/Rev.(Estt.)/A8/2025

Date: 08/04/2025

OFFICE MEMORANDUM

Sub: DRDM – Allocation of works/subjects among Officials/Staff in the O/o The Special Secretary (Revenue) – cum – District Collector, DRDM, Puducherry – Orders – Issued – Reg.

The allocation of work/subjects as detailed in the annexure among the officials of Office of the Special Secretary to Government (Revenue), Puducherry, is ordered with immediate effect.

2. The link Official/Staff as indicated against each Dealing Assistant in the annexure shall look after the link subjects in addition to their allocated subjects during the leave/training/tour/Retirement of the Dealing Assistant. The Section Head will look after the subjects in case of no link arrangement is made.
3. This issues with the approval of the Special Secretary (Revenue) – cum – District Collector, Puducherry.


(M.M. VINAYARAJ)
DEPUTY COLLECTOR (HQ)

Encl.: Annexure.

To

1. All Section Heads, O/o The Special Secretary (Revenue) – cum – District Collector, DRDM, Puducherry.
2. The P.S. to the Special Secretary (Revenue) – cum – District Collector, DRDM, Puducherry.
3. Receipt/Dispatch Sections.

Encl. No. 2703/SSR/DRDM/Rev.(Estt.)/A8/2025 dt. 09.04.2025

Copy forwarded for dissemination within your section and adherence.


V. RAJALAKSHMY
SUPERINTENDENT (ESTABLISHMENT)
O/o. The Special Secretary (Rev.)-cum-District Collector
Dept. of Revenue & Disaster Management
Puducherry

To,
The Tahsildar, section head, e-Governance section, RTI section,
"B" section & "E" section, DRDM, Puducherry.

SECTIONS UNDER SPECIAL OFFICER
I. ESTABLISHMENT SECTION
SECTION HEAD: TMT. V. RAJALAKSHMI, SUPERINTENDENT

Sl. No.	Unit Name	Name of the Dealing Assistant	Subjects	Link Arrangements due to Leave/ Training Tour/Retirement of Section incumbants
1	A-1	G. Ravichandran, Consultant	Allegations against officials/ Disciplinary proceedings Continuance of Temporary posts and conversion into permanent ones Reports to Audit/Govt of India Approval of service/pay protection of past services Any other matters that may be assigned.	G. Thangaraj, Consultant
2	A-2	G. Thangaraj, Consultant	Direct recruitments/Promotions, Transfer and Postings of all cadres of Revenue Department and Compassionate appointments Regularisation of services in r/o. VAO/RI/DI and Tahsildars Assembly / Parliament Questions Preparation of seniority of all cadres of Revenue Maintenance of Rosters Any other matters that may be assigned	G. Ravichandran, Consultant
3	A-0	C. Chandrakanthan, Assistant	Maintenance of service books of all cadres in r/o. O/o the Spl.Secy.(Rev.) and Heads of Sub-Offices Pension, Pre-Pension and other related matters Leave Salary and Pension contribution in respect of deputationist. Probation, Confirmation, MACP in respect of all cadres of Revenue Department. I.C. Leave Encashment Orders Any other matters that may be assigned	A. Mohamed Jajitha Parveen, Assistant
4	A-8	A. Mohamed Jajitha Parveen, Assistant	Training/Amendment of Recruitment Rules Credition of posts Online updation of service entries of staff through Manav Sampada Training for Revenue Cadre Permission of acquisition of properties and Annual Property Return reports to Secretariat Field Training for PCs officers/ District Training to IAS Officer/ Bharat Daharslan Deputation of Dy Tahsildar/ Tahsildar/Sub-Registrar Issue of Identity Certificate/NOC for obtaining Indian Passport & permission to go Abroad Grant of Study permission/ Grant of Special Increment to meritorious sports person The Proposal for counting of 50% Daily rated service as qualifying service for their pensioner benefits Furnishing various returns and reports in respect of Estt. Any other matters that may be assigned.	C. Chandrakanthan, Assistant
5	A-10	M. Anudha, Record Clerk - cum Keeper	Entering of Receipts in register and maintenance of Receipt Register. Issue of Acknowledgement to the Petitions/Representations to the public and Issue of Acknowledgement Register	G. Danaraj, Village Assistant
6	A-11	G. Danaraj, Village Assistant	Entering of Receipts in Computer Scanning of Receipts Assisted by 1 No. of Outsourced Personnel in Scanning and Receipting	M. Anudha, Record Clerk - cum Keeper
7	A-13	M. Muthukumarasamy, Record Clerk - cum Keeper	Entering of outgoing documents in Despatch Register Maintenance of DAK Register, Local and Postal tapal Register and Stamp Accounts Assisted by 1 No. of Outsourced Personnel in Documenting and Docketing Assisted by P. Coomar, MTS (G), S. Pandian, MTS (G), M. Kuppsamy, MTS (G), and Outsourced personnels in Dispatching	

(Signature)
(M.M. VINAYARAJ)
DEPUTY COLLECTOR (HQ)

Sl. No.	Unit Name	Name of the Dealing Assistant	Subjects	Link Arrangements due to Leave/ Training Tour/Retirement of Section Incumbants
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II. ACCOUNTS SECTION
SECTION HEAD: THIRU. K. SUPRAMANIAN, SUPERINTENDENT

8	A-3	D. Vijayakumar, Assistant	All matters related to budget and furnishing of returns on Expenditure. Preparation of Appropriation of Accounts and Finance accounts. Matters related to BE/AMS, Other Bills Matters relating to Permanent Advance on purchase of POL. Any other subjects that may be assigned. Maintenance of Cash book and other related Records. Maintenance of all Bank Pass Books and Cheques pertaining to Accounts Section Permanent Advance. Preparation of Advance/ Adjustment bills, Maintenance and closing of ORA Dealing with the accounts related with NTR/ CENSUS/ELECTIONS/ PDCS Liveries to Govt. Servants. Co-ordination in the repair works of Electrical, Plumbing & Air Conditioners. Co-ordination in the arrangements of all Official meetings held in the District Collectorate Works related with release of amount to Any other matters that may be assigned	S. Saarikka, Assistant
9	A-4	U. Sivakumar, Assistant	Preparation of all the bills under the following Object Head: - a. Salaries, b. Wages, c. Rewards, d. Medical Treatment, e. Allowances including CTA, f. Training Expenses, g. Pensionary Charges & h. Contribution Verification and issue of Counter-signatures in the arrears bills of former staff of this department. Maintenance of PRR, BCR, BDR, RTR & relevant registers and reconciliation of expenditure figures with VAT. Issue of sanction of GPF and preparation of bill for GPF thereof Issue of GPF Slips, Sanction of GPF Advance, Part/Final Withdrawal and preparation of bill for GPF thereon. Matters relating to New Pension Scheme Deduction of Income Tax and filing of returns on Income Tax in coordination with Auditor and issuing FORM-16 to the Staff of this Office. Correspondence relating to Fixed Travelling Advance/Tour Advance/Permanent Advance/LTC. Issue of sanctions for Medical Claims/HBA / MCA / PCA / OTA / Night Duty Allowance. Any other matters that may be assigned	K. Supramanian, Superintendent
10	A-5	K. Manisekaran, Assistant	Preparation of all Contingent bills, Current consumption /Water / Telephone bills. Issue of Sanctions for Legal Fees Any other matters that may be assigned	E. Nadessin, Assistant
11	A-7	E. Nadessin, Assistant & S. Sekar, Consultant	Preparation of all Contingent bills, Current consumption /Water / Telephone bills. Issue of Sanctions for Legal Fees Any other matters that may be assigned	K. Manisekaran, Assistant
12	A-9	S. Saarikka, Assistant	Purchase:- All the matters related with e-tender. Procurement/Auction through GeM Portal or otherwise including vehicles. Expenditure Sanctions:- All the expenditure sanctions related with this department, other sub-offices / departments and outlying regions including the following:- a. Construction of new building, repair works to the existing buildings, b. Processing of files related with Outsourcing of Security / Housekeeping / Drivers / Firing and Maintenance of Vehicles All sanctions related with UTDRF, PDCS, KDCS. Any other matters that may be assigned	D. Vijayakumar, Assistant

Sl. No.	Unit Name	Name of the Dealing Assistant	Subjects	Link Arrangements due to Leave/ Training Tour/Retirement of Section incumbants
13	A-12	S. Kaliveradharaja, Consultant Assistant	Maintenance and distribution of Stores All the matters related with maintenance of Stores. Physical verification and inspection of Stores. Condemnation of all obsolete articles including vehicles. Keeping in Stores all the machineries, stationeries, non-stationeries, consumables and distribution of the same to the staff of this department as per indent or otherwise. Any other matters that may be assigned Matters relating to AMC of all office equipments including Lift, Air - Conditioners, Photo Copier Machines, DC Generators, P/A Equipment, UPS, VC Equipment Maintenance of Computers and accessories. Maintenance of Inventory for all the above items. Any other work assigned by SO/RO.	A. Krishnamurthy, Data Entry Operator
14	A-14	A. Krishnamurthy, Data Entry Operator		S. Kaliveradharaja, Consultant Assistant

Deputy Collector
(M.M. VINAYARAJ)
DEPUTY COLLECTOR (HQ)

Sl. No.	Unit Name	Name of the Dealing Assistant	Subjects	Link Arrangements due to Leave/ Training/ Transfer/ Retirement of Section incumbents
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III. "C" SECTION
SECTION HEAD: THIRU. K. KUMARAVE, TAHSIILDAR

15	C-1	R. Nirmala, Village Administrative Officer	Land Reforms including Mahat Land Reforms Act. Transfer of Local Cess and surcharge to Local Bodies. Kudiyiruppu appeal. Rent Control and U.C. NOC for construction of Religious Buildings. Refund of Court Fees Revenue Recovery Any other matters that may be assigned. Certificate/Counter signature of the District Magistrate. Caste/Community Certificate; verification and cancellation of certificates. CENTAC Minor minerals; Illegal sand mining; Collection of Data/particulars Any other matters that may be assigned.	G. Pavendiran, Upper Division Clerk
16	C-2	K. Biruthirajan, Upper Division Clerk	Chit Funds Act & Rules Stamp Act & Rules Registration Act & Rules Prize Chits & Money Circulation Schemes Banning Act. Money Lenders Act and Pawn Brokers Act Matters related to SI, BC, Court fees stamp Hindu Marriage Act, Special Marriage Act. PPIDFE Act (P.N.L. / Thirumala) Treasure Trove Act and SARFARSI Act Any other matters that may be assigned. Settlement appeal Settlement Revision Petition	P. Kumaran, Revenue Inspector
17	C-3	G. Pavendiran, Upper Division Clerk		R. Nirmala, Village Administrative Officer
18	C-5	P. Kumaran, Revenue Inspector		K. Biruthirajan, Upper Division Clerk

Assisted by 1 No. of Outsourced personnel

IV. E-GOVERNANCE SECTION
SECTION HEAD: THIRU. D. VENKATARAMAN, TAHSIILDAR

19	e-Gov	K. Varadarajan, DPA	Correspondence related to e-governance, Computerisation initiatives, Online grievance Redressal, Puducherry District e-governance society related, Data digitalisation, CTCGRAMS and any other work assigned by higher Officers. Department Nodal Officer for e-Office, e-HRMS, etc., (directly address Special Officer for these subjects)	D. Venkataraman, Tahsildar
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V. RTI SECTION
SECTION HEAD: THIRU. D. VENKATARAMAN, TAHSIILDAR

20	RTI	S. Pavithra, Upper Division Clerk (Additional to B3 Section)	Matters relating to Right to Information Act and other additional works as and when assigned.	D. Venkataraman, Tahsildar
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Sl. No.	Unit Name	Name of the Dealing Assistant	Subjects	Link Arrangements due to Leave/ Training Tour/Retirement of Section incumbants
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SECTIONS UNDER REVENUE OFFICER (L&O)

I. "B" SECTION

SECTION HEAD: THIRU. D. VENKATARAMAN, TAHSILDAR

21	B-1	K. Jayaraman, Assistant	All Land Acquisition matters Land Grab matters. CPCGRAMS Any other matters that may be assigned.	M. Arun, Deputy Tahsildar
22	B-2	M. Arun, Deputy Tahsildar	Transfer/ Licensing/ Exchange of Govt. Lands. Matters relating to GP lands Encroachment of GP lands, HRI, Wakf and Survey matters. Bonded Labour System (Abolition) Act 1976 RTI Appeal Any other matters that may be assigned.	K. Jayaraman, Assistant
23	B-2C	Outsourced Personnel	Public Grievance petitions LGPMIS, PMS Any other matters that may be assigned	S. Pavithra, Upper Division Clerk
24	B-3	S. Pavithra, Upper Division Clerk (Additional to RTI Section)	Maintenance and Welfare of Parents & Senior Citizens Act, 2007 POSH Act, 2013 Food Safety & Standard Act, 2006 Prohibition of Employment as Manual Scavengers & Their Rehabilitation Act, 2013 National Trust Act, 1999 Child Welfare Committee, NCPCR Juvenile Justice (Care and Protection of Children) Act, 2015 Transgender Persons (Protection of Rights) Act, 2019 Puducherry Coastal Zone Management Authority National Tobacco Elimination Program Other Department Acts & Schemes Any other matters that may be assigned	Outsourced personnel

(Signature)
(M.M. VINAYARA)
DEPUTY COLLECTOR (HQ)

Sl. No.	Unit Name	Name of the Dealing Assistant	Subjects	Link Arrangements due to Leave/ Training Tow/Retirement of Section incumbants
II. "D" SECTION SECTION HEAD: THIRU. A. JOTHIMANI, TAHSILDAR				
25	D-1	S. Rathinaraj, Revenue Inspector	Arms Act & Rules Cinematograph Act & Pondicherry Cinema Regulation Rules. Permission for film shooting & other related issues Poisons Licence Explosives Act & Rules Any other matters that may be assigned	A. Abdul Rahman, Assistant
26	D-2	A. Mourougayen, Deputy Tahsildar	Law and Order National Security Act (NSA) Goondas Act (PPASAA) PITNDPS ACT Puducherry Open Places (Prevention of Disfigurement) Act, 2000. Press & Registration of Books Act Foreign Contribution Regulation Act Essential Commodities Act Cable Television Network Regulation Act Any other matters that may be assigned.	H. Senthinathan, Deputy Tahsildar
27	D-3	H. Senthinathan, Deputy Tahsildar	Petroleum Act & Rules Gas Cylinder Acts & Rules Citizenship Act Permission of Entertainment/Exhibition Verification of Character & Antecedents Calcium Carbide Act, Rules & Regulations. Any other matters that may be assigned.	A. Mourougayen, Deputy Tahsildar
28	D-4	A. Abdul Rahman, Assistant	Rajiv Gandhi Social Security Scheme for Poor Families-2005. National Family Benefit Scheme (CSS) Hit and Run Motor Accidents Scheme, 2022 Victim Compensation Scheme for Women Victims/ Survivors of Sexual Assault / Other Crimes, 2019. / Nirbhaya Scheme. Tamilnadu Chief Minister's Accident Relief Fund. Any other matters that may be assigned.	S. Rathinaraj, Revenue Inspector
Assisted by 1 No. of Outsourced Personnel & 1 No. of DfEO Apprentice from DIC				

DEPUTY COLLECTOR (HQ)

(M.M. VINAYARAJ)

Sl. No.	Unit Name	Name of the Dealing Assistant	Subjects	Link Arrangements due to Leave/ Training Tour/Retirement of Section incumbants
III. "E" SECTION				
SECTION HEAD: THIRU. D. VENKATARAMAN, TAHSILDAR				
29	E-1	J. Chandran, Deputy Tahsildar	AG Audit/ PAC/ Internal Audit Assembly matters & Assurances, Lok Sabha/ Rajya Sabha Questions Excise matters Any other matters that may be assigned.	
IV. ELECTION SECTION				
SECTION HEAD: THIRU. T. BALAMURUGAN, TAHSILDAR				
30	D-5	Vacant	Election matters Tsunami related matters Census & NPR related matters Any other matters that may be assigned.	
Assisted by 2 Nos. of Outsourced Personnel				
V. LEGAL SECTION				
30	LEGAL	A. Anandharaj, Legal Assistant	Preparation of Counter Affidavits Legal and Court related matters Prosecution sanction under Explosives, BNS, BNSS & other Acts Issue of Orders under BNS, BNSS Any other matters that may be assigned.	
Assisted by 1 No. of Legal Apprentice				


(M.M. VINAYAK)
DEPUTY COLLECTOR (HQ)

