

SECURITIES APPELLATE TRIBUNAL

Implementation of Section 4 of the RTI Act

Agenda 5: Suggested format for compliance of direction issued by the Commission
U/s 19 (8) (a)

I. Objective/purpose of the public authority

To hear appeals against the orders passed by SEBI & Stock Exchanges under SEBI Act, The Depositories Act, 1996 & Securities Contracts (Regulation) Act, 1956.

II. Please provide details of the powers and duties of officers and employees of the organization

Duty list annexed at Annexure - IV [1 – 23]

III. Please provide list of rules, regulations, instructions, manual and record, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document

Name/Title of document	
Type of document Choose one of the types given below(Rules, Regulations, Instructions, manual, records, others)	<ul style="list-style-type: none">• Chapter VI-B of SEBI Act, 1992• Securities Appellate Tribunal (Procedure) Rules, 2000• Securities Contract (Regulation) (Appeal to Securities Appellate Tribunal) Rules, 2000• Securities Appellate Tribunal (Salaries and allowances and other conditions of Service of the officers and employees) Rules, 1997• Securities Appellate Tribunal (Salaries and allowances and other conditions of Service of Presiding Officers and Other Members) Rules, 2003• Depositories (Appeal to Securities Appellate Tribunal) Rules, 2000
Brief Write-up on the document	These statutory rules have been framed by the Central Government

From where one can get a copy of rules, regulations, instructions, manual and records	Rules from Open Market & records from office
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	A fee of rupees five for a folio or part thereof not involving typing and a fee of rupees ten for a folio or part thereof involving typing of statement and figures for providing copies of the records of an appeal, to a party thereto. Not applicable for rules, regulations, instructions & manuals

IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

It being a judicial tribunal no such provision is made

V. Whether there is any provision to seek consultation/participation of public or its representative for formulation of policies? If there is please provide details of provisions in the following format.

It being a judicial tribunal no such provision is made

VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others")

Except appeal files and records relating to the establishment, no other document is held by this office. The appeal files and records are available in this office

VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the Public Authority in the following format:

Not applicable

VIII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority.

CENTRAL PUBLIC INFORMATION OFFICER (CPIO)

Smt. Rajalakshmi H. Nair
Securities Appellate Tribunal,
Earnest House, 14th Floor, NCPA Marg,
Nariman Point,
Mumbai – 400021.
Phone: + 91 - 22 - 22021520
Fax: + 91 – 22 – 22021341
Email: sat_tribunal@yahoo.co.in

APPELLATE AUTHORITY DESIGNATED IN SAT

Registrar

Securities Appellate Tribunal,
Earnest House, 14th Floor, NCPA Marg,
Nariman Point,
Mumbai – 400021.
Phone: + 91 - 22 - 22837061
Fax: + 91 – 22 – 22021341
Email: sat_tribunal@yahoo.co.in

TRANSPARENCY OFFICER

Securities Appellate Tribunal,
Earnest House, 14th Floor, NCPA Marg,
Nariman Point,
Mumbai – 400021.
Phone: + 91 - 22 - 22837061
Fax: + 91 – 22 – 22021341
Email: sat_tribunal@yahoo.co.in

- IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made.

Usual office procedure with the aid of relevant rules and regulations is followed. The final decision vests with the Presiding Officer who is the Head of the Department.

- X. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?

As mentioned in point IX

- XI. What are the arrangements to communicate the decision to the public?
Information if permitted by rules is provided on making application
- XII. Who are the officers at various levels whose opinions are sought for the process of decision making?
The Section Officer cum Court Officer, Registrar. Final decision is taken by the Head of the Department.
- XIII. Who are the offices at various levels whose opinions are sought for the process of decision making?
As mentioned in point XII
- XIV. Who is the final authority that vets the decision?
Head of Department i.e. Presiding Officer
- XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.
None
- XVI. Directory of Officers and Employees
Annexure – I
- XVII. Please provide information about the details of the budget for different activities under different schemes in the given format.
Not applicable, it being a judicial tribunal
- XVIII. That Manner of Execution of Subsidy Programmes
Please provide the information as per the following format
Not applicable, it being a judicial tribunal
- XIX. Particulars of Recipients of concessions, permits of authorization granted by it.
Please provide the information as per the following format.

Not applicable, it being a judicial tribunal

XX. Please provide the details of the Norms/Standards set by the Departments for execution of various activities /programmes.

Not applicable since no such programmes/activities are executed

XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.

Not applicable, it being a judicial tribunal

XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Not applicable, it being a judicial tribunal

XXIII. Frequently Asked Questions and their Answers

Not applicable

XXIV. Related to seeking information

Not applicable

XXV. With relation to training imparted to public by Public Authority

Not applicable

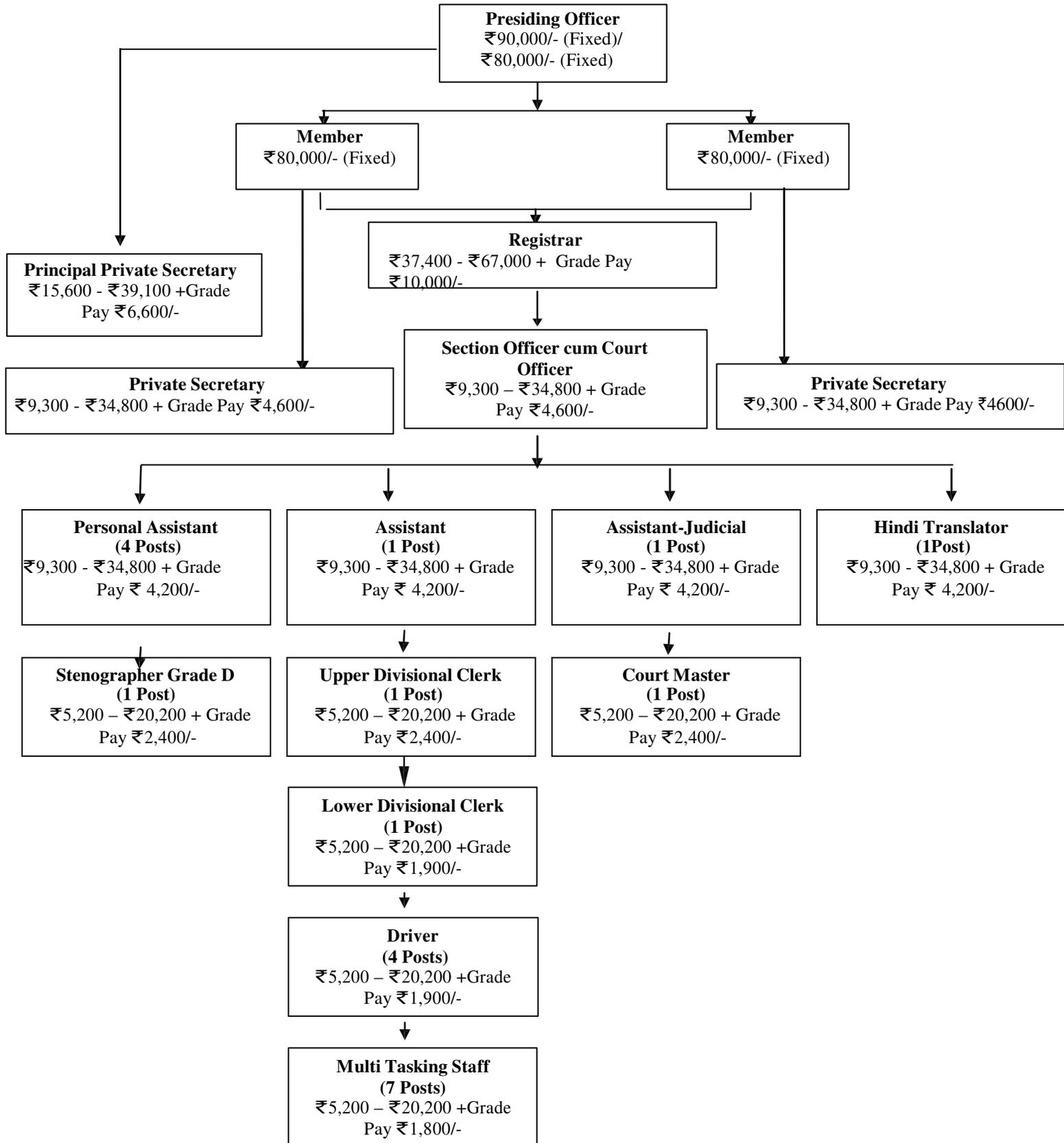
Annexure-I**SAT Directory**

NAME	OFFICE	INTERCOM
Hon'ble Shri Justice J.P. Devadhar Presiding Officer	22837061	101
Hon'ble Shri Jog Singh Member	22021339	102
Hon'ble Dr. C.K.G. Nair Member	22838695	103
Shri R.M. Palhade Registrar	22837062	104
Shri P. S. Ravindra Section Officer cum Court Officer	22021520	106
Shri D.D. Golande Private Secretary	22838695	107
Smt. Rajalakshmi Nair Private Secretary	22837061	105
Shri Vilas R. Divekar Assistant	22837062	109
Shri Ambarish A. Aigal Assistant (Judicial)		220
Shri Madhukar Bhalbar Personal Assistant		109
Smt Pramila T. Misal Personal Assistant		110
Smt. Prerna M. Khare Personal Assistant		112
Smt. Bhagyashree Mendadkar Court Master		117
Shri Sandeep Kshirsagar Upper Division Clerk		115
Shri Gaurav Bharti Lower Division Clerk		114
Shri Rajesh M. Patel Driver Grade II		
Shri Sundar Rajan Driver		
Shri Tanaji V. Salunkhe Driver		
Shri Shashikant D. Jadhav Driver		
Shri Pravin Desai Multi Tasking Staff		
Shri Nagnath Gaikwad Multi Tasking Staff		
Shri Yogesh W. Talkatkar Multi Tasking Staff		
Shri Anil Kumar Roy Multi Tasking Staff		
Shri Makarand Karle Multi Tasking Staff		
Shri Dinesh Kumar Multi Tasking Staff		
Fax	22021341	

Annexure-II

Pay Scales of Officers and employees of Securities Appellate Tribunal

Sr. No.	Group	Designation	Pay Scale	Sanctioned Post/s
1	A-GAZ	Presiding Officer	₹90,000/- (Fixed)	1
2	A-GAZ	Member	₹80,000/- (Fixed)	2
3	A-GAZ	Registrar	PB - 4 ₹37400-₹67000 Grade Pay ₹10000	1
4	A-GAZ	Principal Private Secretary	PB - 3 ₹15600-₹39100 Grade Pay ₹6600	1
5	B-GAZ	Private Secretary	PB - 2 ₹9300-₹34800 Grade Pay ₹4600	2
6	B-GAZ	Section Officer-cum-Court Officer	PB - 2 ₹9300-₹34800 Grade Pay ₹4600	1
7	B-NG	Personal Assistant	PB - 2 ₹9300-₹34800 Grade Pay ₹4200	4
8	B-NG	Assistant	PB - 2 ₹9300-₹34800 Grade Pay ₹4200	1
9	B-NG	Assistant (Judicial)	PB - 2 ₹9300-₹34800 Grade Pay ₹4200	1
10	B-NG	Hindi Translator	PB - 2 ₹9300-₹34800 Grade Pay ₹4200	1
11	C-NG	Upper Division Clerk	PB - 1 ₹5200-₹20200 Grade Pay ₹2400	1
12	C-NG	Court Master	PB - 1 ₹5200-₹20200 Grade Pay ₹2400	1
13	C-NG	Stenographer Grade 'D'	PB - 1 ₹5200-₹20200 Grade Pay ₹2400	1
14	C-NG	Lower Division Clerk	PB - 1 ₹5200-₹20200 Grade Pay ₹1900	1
15	C-NG	Driver - Grade II	PB - 1 ₹5200-₹20200 Grade Pay ₹2400	1
16	C-NG	Driver	PB - 1 ₹5200-₹20200 Grade Pay ₹1900	3
17	C-NG	Multi Tasking Staff	PB - 1 ₹5200-₹20200 Grade Pay ₹1800	7
Total				30

HIERARCHY OF SAT

Duty List

Shri V.V.B. Raju – Principal Private Secretary

1. To attend to all the work assigned by the Hon'ble Presiding Officer.
2. Typing essential or confidential/Secret documents including other administrative typing work.
3. Screening of telephone calls and visitors.
4. Fixing of appointments and if necessary canceling them.
5. Keeping an accurate list of meeting etc. and reminding the Presiding Officer/Members sufficiently in advance.
6. Destroying the stenographer's records of letters and confidential letters after they are typed and issued.
7. To book the Air Tickets and Railway Tickets for the officers.
8. To assist the Presiding Officer/Members in the manner desired by him.
9. Any other work assigned by the Hon'ble Presiding Officer/ Hon'ble Members.

Registrar

Duty List

Shri P. S. Ravindra – Section Officer cum Court Officer

1. Discharging all the functions relating to office administration establishment, budget and general correspondence under the general superintendence of the Hon'ble Presiding Officer/ Hon'ble Member/ Registrar.
2. Judiciously complying any other work assigned by the Hon'ble Presiding Officer/ Hon'ble Member/ Registrar.
3. Assisting the Hon'ble Presiding Officer in the court proceedings.
4. Supervision of court staff in work relating to preparation of cause list notices, preparing monthly returns with regard to appeals and forwarding it to the Ministry, uploading cause list on the Securities and Exchange Board of India website. Periodically weeding out old appeal files and maintenance of all the registers of all the original appeal files.
5. Examining the judgments and orders transcribed by stenographers.
6. Uploading the final orders on the SEBI website.
7. Dealing with RTI applications received by the SEBI.
8. Any other work assigned by the Hon'ble Presiding Officer/ Hon'ble Members/ Registrar.

Registrar

Duty List

Shri Devendra D. Golande – Private Secretary

1. Taking dictation from the Hon'ble Presiding Officer/Hon'ble Members of the judgments and orders in shorthand and transcribing the same.
2. Typing essential or confidential/Secret documents including other administrative typing work.
3. Screening of telephone calls and visitors.
4. Fixing of appointments and if necessary canceling them.
5. Keeping an accurate list of meeting etc. and reminding the Presiding Officer/Members sufficiently in advance for keeping them up.
6. Destroying the stenographer's records of letters and confidential letters after they are typed and issued.
7. To book the Air Tickets and Railway Tickets for the officers.
8. To assist the Presiding Officer/Members in the manner desired by him.
9. To maintain the register of the judgments/orders typed and also that of the movement of the appeal files.
10. Sending E-mails of orders on the SEBI website and maintaining its records in collaboration with SO-CO
11. Preparation and comparison of certified copies of judgments and orders.
12. Any other work assigned by the Hon'ble Presiding Officer/ Hon'ble Members/ Registrar.

Registrar

Duty List

Smt. Rajalakshmi Nair – Private Secretary

1. Taking dictation from the Hon'ble Presiding Officer/Hon'ble Members of the judgments and orders in shorthand and transcribing the same.
2. Typing essential or confidential/Secret documents including other administrative typing work.
3. Screening of telephone calls and visitors.
4. Fixing of appointments and if necessary canceling them.
5. Keeping an accurate list of meeting etc. and reminding the Presiding Officer/Members sufficiently in advance for keeping them up.
6. Destroying the stenographer's records of letters and confidential letters after they are typed and issued.
7. To book the Air Tickets and Railway Tickets for the officers.
8. To assist the Presiding Officer/Members in the manner desired by him.
9. To maintain the register of the judgments/orders typed and also that of the movement of the appeal files.
10. Sending E-mails of orders on the SEBI website and maintaining its records in collaboration with SO-CO
11. Preparation and comparison of certified copies of judgments and orders.
12. Any other work assigned by the Hon'ble Presiding Officer/ Hon'ble Members/ Registrar.

Registrar

Duty List

Shri Vilas Divekar – Assistant

1. To prepare budget estimate, and revised estimate proposals, to maintain accounts and to reconcile it with PAO.
2. To prepare TA Bills on Domestic Tour, Foreign Tour and Transfer.
3. To prepare Income Tax Calculation, Digitization of Quarterly Returns, Form No.16 of the Officers and staff.
4. To check all contingency bills including pay bills, OTA bills, wages bills etc.
5. To check GPF-CPF advance/withdrawal/final payments bills, supplementary salary bills, DA, TA-Arrears Bills, Bonus and Festival advance Bills.
6. To check bills for reimbursement claims like LTC, Medical, Tuition Fee etc.
7. To check that all relevant registers are maintained properly.
8. Assisting Registrar/SO-CO in all administrative and establishment matters.
9. To put up all the letters received from the ministry and other departments for necessary approval/orders/sanctions.
10. Any other work assigned by the Hon'ble Presiding Officer/ Hon'ble Members/ Registrar/SO-CO.

Registrar

Duty List

Shri Ambarish A. Aigal – Assistant (Judicial)

The court works includes:

1. Checking whether the court room is ready to commence hearing;
2. Ensure that all appeal files which are listed on the board are in the court and tender it to the court as and when the matter is called out;
3. Intimate Hon'ble P.O. and Members as to whether the court is ready to commence hearing;
4. Assisting Hon'ble PO/Members in the court work by providing the appeal memos, citations, bare act, rules and regulations expeditiously when called for by the Hon'ble Bench;
5. Maintaining/updating the register of attendance of Advocates;
6. Call out application for mentioning and thereafter call out the listed matters serially;
7. Maintaining/updating the Court diary;
8. Preparing cause list/daily board and uploading the same on SAT website and also forwarding the same to SEBI;
9. Complying with all the instructions/directions/orders given in the court and any other work assigned by Hon'ble P.O./ Members;

The registry work includes:

1. Receiving and scrutinizing appeals filed in the Tribunal;
2. Raising objection/s if any in the memo of appeal/reply and any other documents that are filed and issuing it to the concerned parties;
3. Preparing & issuing notices of appeals ready for hearing to the concerned parties;
4. Receiving and putting up all the letters/papers/documents pertaining to appeals to Hon'ble P.O./Members for information and necessary action before the date of hearing;
5. Keeping proper records of the appeal fees (DD) and preparing challans to be deposited into the Treasury (RBI);

6. Updating all the registers (appeal register; M.A./R.A register, Caveat register etc.)
7. Receiving orders passed in appeals and issuing them to the concerned parties;
8. Filing of order-sheets in the files of Hon'ble P.O./Members on regular basis.
9. Preparing and forwarding letters to the concerned parties regarding certified copies of the Tribunal's order;
10. Maintaining current as well as disposed off files of Hon'ble P.O./Members in the compactor properly;
11. Furnish any particular called for by the Hon'ble Supreme Court registry as expeditiously as possible.
12. Any other work assigned by the Hon'ble P.O./Members/ Registrar.

Registrar

Duty List

Shri Madhukar S. Bhalbar – Personal Assistant

1. Taking dictation from Hon'ble Presiding Officer/Hon'ble Members/Registrar.
2. To maintain the register of the judgments/orders typed by him and also that of the movement of the files.
3. Sending E-mails of orders in SEBI website and maintaining its records in collaboration with SO-CO.
4. Preparation and comparison of certified copies of judgments and orders.
5. Any other work assigned by the Hon'ble Presiding Officer/ Hon'ble Members/ Registrar.

Registrar

Duty List

Smt. Pramila Misal – Personal Assistant

1. Taking dictation from Hon'ble Presiding Officer/Hon'ble Members/Registrar.
2. To maintain the register of the judgments/orders typed by her and also that of the movement of the files.
3. Sending E-mails of orders in SEBI website and maintaining its records in collaboration with SO-SO.
4. Preparation and comparison of certified copies of judgments and orders.
5. Any other work assigned by the Hon'ble Presiding Officer/ Hon'ble Members/ Registrar.

Registrar

Duty List

Smt. Prerna M Khare – Personal Assistant

1. Taking dictation from Hon'ble Presiding Officer/Hon'ble Members/Registrar.
2. To maintain the register of the judgments/orders typed by her and also that of the movement of the files.
3. Sending E-mails of orders on the SEBI website and maintaining its records in collaboration with SO-CO.
4. Preparation and comparison of certified copies of judgments and orders.
5. Any other work assigned by the Hon'ble Presiding Officer/ Hon'ble Members/ Registrar.

Registrar

Duty List

Smt. Bhagyashree Mendadkar (Court Master)

The court works includes:

1. Checking whether the court room is ready to commence hearing;
2. Ensure that all appeal files which are listed on the board are in the court and tender it to the court as and when the matter is called out;
3. Intimate Hon'ble P.O. and Members as to whether the court is ready to commence hearing;
4. Assisting Hon'ble PO/Members in the court work by providing the appeal memos, citations, bare act, rules and regulations expeditiously when called for by the Hon'ble Bench;
5. Maintaining/updating the register of attendance of Advocates;
6. Call out application for mentioning and thereafter call out the listed matters serially;
7. Maintaining/updating the Court diary;
8. Preparing cause list/daily board and uploading the same on SAT website and also forwarding the same to SEBI;
9. Complying with all the instructions/directions/orders given in the court and any other work assigned by Hon'ble P.O./ Members;

The registry work includes:

1. Receiving and scrutinizing appeals filed in the Tribunal;
2. Raising objection/s if any in the memo of appeal/reply and any other documents that are filed and issuing it to the concerned parties;
3. Preparing & issuing notices of appeals ready for hearing to the concerned parties;
4. Receiving and putting up all the letters/papers/documents pertaining to appeals to Hon'ble P.O./Members for information and necessary action before the date of hearing;
5. Keeping proper records of the appeal fees (DD) and preparing challans to be deposited into the Treasury (RBI);

6. Updating all the registers (appeal register; M.A./R.A register, Caveat register etc.)
7. Receiving orders passed in appeals and issuing them to the concerned parties;
8. Filing of order-sheets in the files of Hon'ble P.O./Members on regular basis.
9. Preparing and forwarding letters to the concerned parties regarding certified copies of the Tribunal's order;
10. Maintaining current as well as disposed off files of Hon'ble P.O./Members in the compactor properly;
11. Furnish any particular called for by the Hon'ble Supreme Court registry as expeditiously as possible.
12. Any other work assigned by the Hon'ble P.O./Members/ Registrar.

Registrar

Duty List

Shri Sandeep Kshirsagar – Upper Division Clerk

1. Assisting Shri Vilas Divekar (Assistant) in all the matters dealt with by him.
2. To handle cash, cash book, Maintain accounts, to disburse salary/payments to the officers and staff.
3. To prepare OTA bills, GPF-CPF Advance/Withdrawal/Final payments bills, Festival Advance Bill, Tuition Fees Bill.
4. To prepare recoupment of permanent advance bill and to forward it to the Pay and Accounts Office.
5. To put up Leave Application, maintain Leave account.
6. To take care of the office premises, Court, Chambers.
7. Any other work assigned by the Hon'ble Presiding Officer/ Hon'ble Member/ Registrar/SO-CO.

Registrar

Duty List

Shri Gaurav Bharti – Lower Division Clerk

1. Assisting Shri Vilas Divekar (Assistant) in all the matters dealt with by him.
2. Maintaining inward and outward register.
3. To prepare all contingency bills, pay bills, wages bills, supplementary salary bills. Arrears of DA/TA bills.
4. To maintain all relevant register.
5. To maintain the accounts of telephones, mobiles, office machines like fax, computers, printers, franking etc.
6. To lodge complaints regarding malfunctioning of Telephones, Intercoms, Fax Machine, Xerox machine etc.
7. Maintaining records of stock, stationery and other items.
8. Any other work assigned to him by the Hon'ble Presiding Officer/Hon'ble Members/Registrar/SO-CO.

Registrar

Duty List

Shri Pravin Desai - Multi Tasking Staff

1. Physical Maintenance of records of the Section.
2. General cleanliness & upkeep of the Section/ Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Section/Unit.
6. Assisting in routine office work like diary, dispatch etc., including on computer.
7. Delivering of dak (outside the building).
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Driving of vehicles, if in possession of valid driving licence.
14. Upkeep of parks, lawns, potted plants etc.
15. Any other work assigned by the superior authority.

Registrar

Duty List

Shri Naganath Gaikwad - Multi Tasking Staff

1. Physical Maintenance of records of the Section.
2. General cleanliness & upkeep of the Section/ Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Section/Unit.
6. Assisting in routine office work like diary, despatch etc., including on computer
7. Delivering of dak (outside the building).
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Driving of vehicles, if in possession of valid driving licence.
14. Upkeep of parks, lawns, potted plants etc.
15. Any other work assigned by the superior authority.

Registrar

Duty List

Shri Yogesh Talkatkar - Multi Tasking Staff

1. Physical Maintenance of records of the Section.
2. General cleanliness & upkeep of the Section/ Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Section/Unit.
6. Assisting in routine office work like diary, despatch etc., including on computer
7. Delivering of dak (outside the building).
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Driving of vehicles, if in possession of valid driving licence.
14. Upkeep of parks, lawns, potted plants etc.
15. Any other work assigned by the superior authority.

Registrar

Duty List

Shri Anil Kumar Roy - Multi Tasking Staff

1. Physical Maintenance of records of the Section.
2. General cleanliness & upkeep of the Section/ Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Section/Unit.
6. Assisting in routine office work like diary, despatch etc., including on computer
7. Delivering of dak (outside the building).
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Driving of vehicles, if in possession of valid driving licence.
14. Upkeep of parks, lawns, potted plants etc.
15. Any other work assigned by the superior authority.

Registrar

Duty List

Shri Makarand Karle - Multi Tasking Staff

1. Physical Maintenance of records of the Section.
2. General cleanliness & upkeep of the Section/ Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Section/Unit.
6. Assisting in routine office work like diary, despatch etc., including on computer
7. Delivering of dak (outside the building).
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Driving of vehicles, if in possession of valid driving licence.
14. Upkeep of parks, lawns, potted plants etc.
15. Any other work assigned by the superior authority.

Registrar

Duty List

Shri Dinesh Kumar - Multi Tasking Staff

1. Physical Maintenance of records of the Section.
2. General cleanliness & upkeep of the Section/ Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Section/Unit.
6. Assisting in routine office work like diary, despatch etc., including on computer
7. Delivering of dak (outside the building).
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Driving of vehicles, if in possession of valid driving licence.
14. Upkeep of parks, lawns, potted plants etc.
15. Any other work assigned by the superior authority.

Registrar

Duty List

Shri Rajesh M. Patel – Driver Grade II

1. Driving the vehicle with diligence.
2. Keeping the vehicle clean & in good condition.

Registrar

Duty List

Shri Sundar Rajan – Driver

1. Driving the vehicle with diligence.
2. Keeping the vehicle clean & in good condition.

Registrar

Duty List

Shri Tanaji Salunkhe – Driver

1. Driving the vehicle with diligence.
2. Keeping the vehicle clean & in good condition.

Registrar

Duty List

Shri Shashikant Jadhav – Driver

1. Driving the vehicle with diligence.
2. Keeping the vehicle clean & in good condition.

Registrar