

OFFICE MANAGEMENT (OM) DIVISION								
Joint Director	Steno	Deputy Director	Assitant Director	IPO	Desk	Superintendent	Senior / Junior Assistant	
S Mallesham		Y. Ajay Kumar DD(OM)	Jacob Chandra Kantha Rao AD (HK)		19	Rasheed	M. Shanti Kumar	1
								2
								3
								4
								5
								6
								7
					26	Y.Satti Reddy Y Nagaveni	Sailaja (Typist)	1
					2			
					3			
					4			
					5			
					6			
					7			
Harnath Reddy							1	
							2	
							3	
							4	
31 A	E.Bala Prasad	1. B.Padmavathi 2. Chakrapani	1					
31 B	M.Sreelakshmi	V.Manjula & Sajjad Hussain	1					

OM - Office Management

H.K- House Keeping

Subjects
Office Attendance & Security
Follow-up Proposals with Secretariat
Press & Public Relations
Exhibitions
Seminars
Delegations
Workshops
Office maintenance
New Office Building
House Keeping
Furniture
Stationery
Vehicles
Annual Maintenance contract (AMC)
Information Technology
Office Automation / Network Management
Internet / Phones etc
Hardware & Software management
Inward
Outward