



Sl.No.	OFFICERS	PHONE NUMBER	e-mail id
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DISTRIBUTION OF WORK AMONG ALL THE SECTIONS IN THE O/o DIRECTOR OF MUNICIPAL ADMINISTRATION, T.S., HYDERABAD

Sl.No	SECTION	SEAT	SUBJECTS	SECTION e-mail id
1	A-Section	A1	All Service, Pensionary, Retirement Matters relating to Municipal Commissioners of Grade-II Municipalities and above including Assistant Directors and District Project Officers.	tsasectioncdma@gmail.com
		A2	All Service, Pensionary, Retirement Matters relating to Municipal Commissioners of Grade-III Municipalities & Nagarpanchayats	
		A3	Sanction of all Medical Claims relating to Assistant Directors, District Project Officers, Municipal Commissioners of Grade-III, II, I, Special & Selection Grade and above cadres.	
2	B-Section	B1	Transferred to D2 Seat.	tsbsectioncdma@gmail.com
		B2	Reconciliation of Departmental Figures; Sanction of Loan & Advances.	
		B3	Maintenance of PD Accounts; Plan & Non-plan Grants releases; PAC matter; All Government Plan & Non-Plan Schemes; Providing Civic amenities.	
			Preparation of Pay Bills of Gazetted & Non-Gazetted Officers; All contingency bills etc.; Disbursement of Salaries Supplementary Bills etc; Maintenance of Records;	
3	C-Section	C1	All Disciplinary cases of all employees in ULBs of Warangal & Hyderabad Regions; Obtaining status report from Enquiry Officers etc.; Analysis / Action thereon; Related court cases.	

Sl.No	SECTION	SEAT	SUBJECTS	SECTION e-mail id
		C2	All ACB, V&E, Vigilance Cases of employees of ULBs, RDMA Offices & C&DMA Offices.	csectioncdmats@gmail.com
4	K-Section	K1	All establishment matters related to Managers, R.Os., Accounts Officers, Junior Accounts Officer in ULBs; Sanction of Staffing pattern to ULBs.	ksectioncdmatg@gmail.com
		K2	All establishment matters related to C&DMA & RDMA Office employees; All Pension Cases & Compassionate of appointments of employees in ULBs except of M.Cs & P.H.Workers.	
		K3	Maintenance of Office Building, Attendance & Leaves of staff and Procurement of Man Power through tenders.	
		K4	RTI Act, 2005.	
5	M-Section	M1	All establishment matters relating to Medical Officers, Sanitary Supervisors, Sanitary Inspectors & Health Assistants; Pulse polio, National Urban Health Mission; RNB matters; Taxation – Restructuring of Property Tax –Various types of Cess and consolidation of Property Tax reports; Property Tax Board matters;	tgmsectioncdma@gmail.com
		M2	All establishment matters relating to PH & Non-PH workers and NMRs and their related court cases; All service matters of employees under Urban Poverty Alleviation; Allotment of LIGH Quarters	
		M3	All matters relating to leases in ULBs; Land Acquisition and Alienation; Land issues;	
6	H-Section	H1	All Statutory & Non-Statutory matters related to Elections in ULBs; Clarification of Court Cases regarding Elections; Appointment of Special Officers; Budget release & recovery of Funds to ULBs; Constitution & Up gradation of Nagarpanchayats/ New ULBs; Exclusion & Inclusion of Areas into Municipal limits; Fixation of elected members; Delimitation of Wards; Task force committee reports; Devolution of powers under 74 th amendment act & unified Municipal Act; All LAQs, LCQs, RTI & Court cases on the above matter; Allegations against the Ward Members/Chairpersons/Mayors.	cdmaelection@gmail.com
		H2	All matters relating to Water Supply, Street lighting, Swachh Bharath – Swachh Telangana, 13 th & 14 th Finance Commission; e-suvidha; MAARC Cell; DEABAS; Solid Waste Management.	

Sl.No	SECTION	SEAT	SUBJECTS	SECTION e-mail id
		H3	Integrated Low Cost Sanitation Scheme; Seasonal Diseases & Preventive Measures; Adverse Seasonal conditions (drought); Disaster Management; Cyclones & Heavy Rains; ROB & RUB.	
			COMPOST DEVELOPMENT IN ALL ULBs.	
			e-suvidha Project	ramkoppu@hotmail.com
7	D-Section	D1	Land Acquisition, Lease in ULBs, Property Tax Board, Town Planning	dsectioncdma@gmail.com
		D2	Municipal Budget; Annual Accounts & Audit; Legal Fees to Municipal Standing Counsel of ULBs in APAT & High Court; and other related issues.	
8	Tappal Section		Inward – Distribution of all currents received from the outside, Entering of all currents in the registers.	
			Outward – Despatching of all letter from this office to the concerned Govt/departments/ULBs and Entering of all the despatched letters in registers.	