

# Udayanapuram Grama Panchayat

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## Employee Details as per Office Order

| Section / Designation | Name            | Phone Number | Responsibilities                                                                                                                 |
|-----------------------|-----------------|--------------|----------------------------------------------------------------------------------------------------------------------------------|
| Assistant Secretary   | Jayesh Babu G   | 8281148956   | Nodal Officer for Kudumbashree, MGNREGS, Haritha Karma Sena, Enforcement Squad                                                   |
| Head Clerk            | Bipin A.K       | 9544510959   | Front Office Management & Distribution, Bye-law Framing                                                                          |
| Accountant            | Mrithyunjayan T | 9495476070   | Financial Management, Accounts, Finance Standing Committee                                                                       |
| Senior Clerk 1        | Bindu C.B       | 9847908280   | Building Construction Permits, Property Tax, Ownership Transfer, Right to Information (RTI), Disaster Management, Jangar Service |
| Senior Clerk 2        | Divya K.R       | 8086552787   | Projects, MGNREGS, Election, Committee, Development Affairs Committee                                                            |
| Senior Clerk 3        | Salu A.T        | 9497452836   | Establishment/Staff Matters, Audit, Court Cases, Waste Management, Keralotsavam                                                  |
| Junior Clerk 1        | Midhun Joseph   | 9037405631   | Charge of Wards 4, 5, 6, 8, 9, 16, Licenses, Profession Tax, CMO Portal, Health and Education Standing Committee                 |
| Junior Clerk 2        | Sithara K.D     | 9048065238   | Charge of Wards 2, 3, 11, 12, 13, 14,                                                                                            |

|                    |                |            |                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------|----------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    |                |            | Civil Registration,<br>General Complaints,<br>Rent, Auction                                                                                                                                                                                                                                                                                                                        |
| Junior Clerk 3     | Arya S. Anil   | 9562296640 | Charge of Wards 1,<br>7, 10, 15, 17, 18,<br>Pension, Welfare<br>Standing Committee                                                                                                                                                                                                                                                                                                 |
| Office Attendant 1 | Honey C.H      | 9656241931 | Open and close<br>office on time;<br>timely distribution<br>of meeting notices<br>for various<br>committees to<br>concerned persons;<br>work as Front Office<br>Assistant; timely<br>distribution of<br>tapals (mail) in<br>various sections;<br>carry out duties<br>instructed by<br>superiors and<br>President; make<br>necessary<br>arrangements for<br>conducting<br>meetings. |
| Office Attendant 2 | Seena          | 9947938754 | Open and close<br>office on time;<br>timely distribution<br>of meeting notices<br>for various<br>committees to<br>concerned persons;<br>work as Front Office<br>Assistant; timely<br>distribution of<br>tapals (mail) in<br>various sections;<br>carry out duties<br>instructed by<br>superiors and<br>President; make<br>necessary<br>arrangements for<br>conducting<br>meetings. |
| Driver             | Sal Raveendran | -          | Maintain logbook<br>properly and on<br>time as per rules;                                                                                                                                                                                                                                                                                                                          |

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|--------------------------|---------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          |                     |   | bring to section's attention to pay premium before insurance expiry; ensure fuel usage is verified and certified in logbook annually; record details of repairs and oil changes in logbook; keep vehicle clean and safe; ensure vehicle is used only for official purposes; ensure vehicle repairs are done only at authorized workshops following procedures. |
| Part-Time Sweeper        | Santhosh Kumari C.B | - | Perform cleaning activities cleanly and neatly; maintain cleaning equipment; carry out official duties assigned by superiors and President.                                                                                                                                                                                                                    |
| Part-Time Market Sweeper | Anilkumar A.D       | - | Perform cleaning activities cleanly and neatly; maintain cleaning equipment; carry out official duties assigned by superiors and President.                                                                                                                                                                                                                    |