

**SEAT WISE  
WORK DISTRIBUTION DIRECTORY  
OF  
GOVERNMENT SECRETARIAT**

**GENERAL ADMINISTRATION  
(CO-ORDINATION) DEPARTMENT**

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Government of Kerala  
2018

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1. AGRICULTURE DEVELOPMENT & FARMERS' WELFARE  
DEPARTMENT

**Agriculture Development & Farmers' Welfare (EA) Department**  
**Ph. No. 2518253**

EA 1 Establishment papers except disciplinary action of the following  
Officers of Agriculture Department:

Additional Director  
Joint Director  
Deputy Director  
Assistant Director  
Assistant Engineer  
Assistant Executive Engineer  
Executive Engineer  
Assistant Soil Chemist  
Senior Grade Scientific Assistant.

Delegation of powers of the officers of Agriculture Department  
Special Rules of Agricultural State Services  
DPC I of Agriculture Department  
Revision of orders and manuals of Agriculture Department  
Miscellaneous LA Questions of the section.

EA 2 Establishment papers of Agricultural Officer, Agricultural  
Assistants and Field Supervisors of Agriculture Department

Disciplinary action in respect of Agricultural Assistants &  
Agricultural Field Officers.

All papers related to:

Organization and set up of Agriculture Department  
Krishi Bhavans

Land owned by Agriculture, Miscellaneous papers of the Section

EA 3 Disciplinary action of the following Officers of Agriculture Department:

- (a) Agricultural Field Officers
- (b) Agricultural Officers
- (c) Assistant Director of Agriculture
- (d) Deputy Director of Agriculture
- (e) Joint Director of Agriculture
- (f) Additional Director of Agriculture

Papers relating to Special Vigilance Cell

**Agriculture Development & Farmers' Welfare (EB) Department**

**Ph. No. 2517106**

EB 1 Establishment papers of Soil Survey & Soil Conservation Department

Revision of Codes and Manuals of Soil Survey & Soil Conservation Department

Review of Administrative Report of Soil Survey & Soil Conservation Department

EB 2 All papers related to deputation of officers of Agriculture Department, Soil Survey and Soil conservation Department and Farm Information Bureau for Trainings, Festivals, Seminars, Conferences and Workshops including papers for training and deputation received from GAD and P & AR Department

Deployment of staff of Agriculture Department to Local Self Government Institutions

All papers related to vehicles of Farm Information Bureau and Soil Survey & Soil Conservation Department

Convening of Farm Information Bureau meetings

Mass Media (including Government of India), Booklets, Journals, Newsletters, Press Release, Advertisement, Farm Guides, Short films/video, Website etc.

Kisan Kerala Project

Awards to farmers and officials of Agriculture Department

Administrative sanction for advertisements

Annual Maintenance Contract (AMC) to Photocopier /Risso/Fax of Agriculture Department, Soil Survey and Soil Conservation Department and Farm Information Bureau

All papers related to purchase and maintenance of furniture for Agriculture Department, Soil Survey & Soil Conservation Department and Farm Information Bureau

Other establishment papers

Miscellaneous papers of the section

EB 3 Papers related to the scheme of employment assistance to dependents/relatives of public servants (dying-in-harness) in respect of Agriculture Department, Soil Survey & Soil Conservation Department and Farm Information Bureau

Establishment papers of ministerial staff including non-gazetted officers of Agriculture Department

Review of Administrative Report of Agriculture Department

**Agriculture Development & Farmers' Welfare (PA) Department**  
**Ph. No. 2518958**

PA 1 All papers related to

Centrally Sponsored Schemes in Agriculture and Soil Survey & Soil Conservation

Review of progress report of centrally sponsored schemes

National Projects on Biogas development

Non-conventional energy sources including Biogas and Biomass

Bio-diesel and Getropha plant

Pokkali and Kariland cultivation

Kariland Development Agency

Micro Irrigation (Drip and Sprinkler Irrigation)

Agricultural Purposes

Monthly review of development activities

State Level Nodal Agency for Watershed (NWDPR)

Miscellaneous papers of the section

PA 2 All papers related to

State schemes removed from the list of Centrally Sponsored Schemes under Agriculture and Soil Survey & Soil Conservation

District and State Level Co-ordination Committees on Agricultural Production Programme

Programmes under Agro Climatical Zonal Team

Extension activities in Agriculture Department

National Food Security Programme

National Development Council

Haritha

ATMA

SAMETI

LEEDS

Bio Resource cum Agro-service Centre

National Horticulture Mission

National Organic Farming Programme

Rashtriya Krishi Vinjhan Yojana (RKVY), except project preparation and monitoring

Lease land cultivation

General papers relating to contract farming and group farming

PA 3 All papers related to

Paddy (cultivation, production, conservation, procurement, marketing and supporting prize)

Paddy Development Agencies

Paddy Board

Production bonus to paddy farmers

Padasekhara Samities

Aquaculture in Padasekharams

Fallow paddy land cultivation

Rice Bio-park

Karanel krishi (Free power for agriculture purposes)

State Food Security Programme

All papers related to District Development Council (Jilla Vikasana Samiti)

**Agriculture Development & Farmers' Welfare (PB) Department**

**Ph. No. 2518130**

PB 1 All papers related to

Coconut Cultivation

Cashew, sugarcane, banana, spices, vanilla and mushroom including their cultivation, value added products and State Schemes

Floriculture

Tissue culture and Tissue culture lab

Hi-tech farming

Organic farming and Organic Farming Policy

Plan Schemes on Private Nurseries

Pension schemes for small and marginal farmers

Miscellaneous papers on horticulture

National and State Medicinal Plant Boards and other papers related to medicinal plants

Kerala Land Use Commission

Special Employment Programme for One Lakh Youth

Karshaka Raksha Insurance and other insurance schemes for farmers

Kisan Abhiman Pension programme and other pension schemes for farmers

Papers related to Kerala Agricultural Workers Welfare Fund Board

Miscellaneous papers of the section

PB 2 All papers related to

Arecanut cultivation

Tapioca and other tuber crops, pepper, cocoa and vegetables and fruits other than banana including their cultivation, value added products and State Schemes

Precision farming

Budget speech

Budget estimate (Plan & Non-plan) of Agriculture Department, Soil Survey & Soil Conservation Department and Farm Information Bureau

State Plan Schemes of Agriculture and Soil Survey & Soil Conservation Departments and Farm Information Bureau

Plan Schemes for pepper

Fallow land cultivation except paddy

Agriculture Development Policy (Karshika Vikasana Nayam)

Vegetable and Fruit Promotion Council Kerala (VFPCCK)

Monitoring of State Plan Schemes & Plan Progress Review

Monitoring of 20 point programme

Special Schemes/Projects/Packages for Scheduled Caste and Scheduled Tribe communities

Working group meeting in respect of Agriculture Department and Department of Soil Survey and Soil Conservation

### **Agriculture Development & Farmers' Welfare (PU) Department**

**Ph. No. 2518528**

PU 1 All papers related to

Plantation Corporation of Kerala

Oil Palm India Ltd.

Horticultural Products Development Corporation  
Trivandrum Rubber Works

PU2 All papers related to

Kerala State Coconut Development Corporation  
State Warehousing Corporation of Kerala  
State Farming Corporation of Kerala  
Nadukkara Agro Processing Company  
Establishment of cold storages in PSUs of Agriculture Department  
Vazhakkulam Agro & Fruit Processing Company  
Kerala Pineapple Mission

PU3 All papers related to

Kerala Land Development Corporation  
Kerala Agro Industries Corporation  
Kerala Agro Machinery Corporation  
Miscellaneous papers of the section

**Agriculture Development & Farmers' Welfare (AGRI) Department**  
**Ph. No. 2518070**

AG1 All papers related to

Chief Secretary's Conference, MP's Conference, Collectors' Conferences, Staff Meeting etc.  
Governors address  
Rain water harvesting  
Result Framework Document (RFD)  
Wayanad Package  
Dr. Prabhakaran Commission report (Kasaragod Development Package)

General miscellaneous papers of the Department  
Revision of Subject Distribution Order of Agriculture Department  
Miscellaneous papers of the section

AG2 All papers related to

Suicide of farmers

Crop loss due to natural calamities (Flood, Drought, Saline water intrusion etc.)

Kerala Farmers' Debt Relief Commission Act, 2006

Kerala State Farmers' Debt Relief Commission

Prime Minister's Special Rehabilitation Package for the distress affected districts of Wayanad, Palakkad & Kasaragod

AG 3 All papers related to

Fertilizer Control Order, 1985

Zonal Fertilizer Conferences

Allocation of fertilizer from Central Government to State

Periodical report on supply of fertilizer from firms

Vehicles of Agriculture Department

Small Farmers Agri-business Consortium (SFAC)

Consolidation of Monthly Business Statement of the Department

Papers related to various Crop Insurance Schemes

State Crop Insurance Scheme

National Agricultural Insurance Scheme

Weather Based Crop Insurance Scheme

Comprehensive Crop Insurance Scheme

Crop cutting experiments and preparation of crop statistics

**Agriculture Development & Farmers' Welfare (IFA) Department**

**Ph. No. 2518796**

IFA 1 All papers related to

Agricultural implements including pumpsets, petty-para etc.

Supply and recovery of short term/medium term/long term loans on schemes announced by Government of Kerala/Government of India

Institutional credit to farmers

State Level Bankers' Committee (SLBC) meetings

Agro Service Centre and delivery and related matters

Micro watersheds/Neerthada Padhathi/Nirmaly

Coconut oil and other value added products from coconut except Neera

KERAFED

Miscellaneous papers of the section

IFA 2 All papers related to

NABARD assisted RIDF schemes in all districts

Registration of farmers & Agricard

Subsidy and e-payment to farmers

Sahasra Sarovar Project

Ponnani Kole Development Agency

Thrissur Kole Development Agency

Thrissur Ponnani Integrated Kole Development Schemes

Onattukara Vikasana Agency

General papers relating to soil conservation and NABARD

**Agriculture Development & Farmers' Welfare (FARMS) Department**  
**Ph. No. 2517159**

AF 1 All papers related to

Agricultural farms

Agricultural farm labourers and contingency employees of Agriculture Department

Seed Act and Seed Rules

Seed stores, Seed farms and Godowns

Seed Committee

Seed Testing Laboratories

Kerala State Seed Development Authority

Production, storage, preservation and distribution of seeds

Coconut seed germination  
Procurement cost of coconut seedlings and paddy seeds  
Nurseries & Nurseries Registration Act  
Neera  
National e-Governance Programme (NeGP)  
IT, IDEAS, SPARK, DDFS, e-Office

AF 2 All papers related to  
Agricultural Research and Extension co-ordination Boards  
Krishi Vigyan Kendras  
Indian Council for Agricultural Research (ICAR)  
Kerala Agricultural University  
Admission to other Agricultural Universities  
All Research Stations and Agronomic Experiments  
Regional Agricultural Technology Training Centre  
Genetically modified Crops

AF 3 All papers related to  
Accommodation (Construction, shifting and maintenance of building)  
Rent of building  
Tribal Resettlement and Development Mission, Kerala  
Establishment papers of Non-gazetted technical staff, Class IV employees, driver, Part-time Sweeper and Casual Sweeper of Agriculture Department  
Miscellaneous papers of the section

**Agriculture Development & Farmers' Welfare (NCA) Department**  
**Ph. No. 2518019**

NCA 1 All papers related to  
Coconut Development Board  
Procurement of raw coconut and copra  
Support price to coconut and copra  
Installation of copra dryers  
Soil Testing Laboratories (Excluding establishment)

Quality Control Laboratories (Excluding establishment)

Agmark Grading Laboratories (Excluding establishment)

Kuttanad Package

Idukki Package

National Commission for Agricultural Cost and Prices

State Agricultural Prices Board

NCA 2 All papers (excluding establishment) related to

Regulated markets including Agriculture Marketing Bill

Madras Commercial Crops Marketing Act and Rules

Malabar Market Committee, Calicut

Agricultural Market Intervention Schemes

Price support schemes to cash crops, spices etc.

Spices Board

Rubber (including cultivation) and Rubber Board

Plant diseases

Pesticides & insecticides

Bio-Fertilizer Laboratory (Excluding establishment)

Parasite Breeding Stations (Excluding establishment)

Bio-Control Lab (Excluding establishment)

Kerala Plant Diseases and Pests Act, 1972

Spraying against Eryiophid mite

Kerala Centre for Pest Management

Miscellaneous papers of the section

NCA 3 Kerala Land Utilization Order, 1967

Revision petitions filed under Kerala Land Utilization Order Committee constituted to study the gravity of illegal conversion of paddy land & the remedial measures for it

Kerala Conservation of Paddy land and Wetland Act, 2008.

**Agriculture Development & Farmers' Welfare (PARLIAMENT) Department**

**Ph. No. 2518130**

- PS All papers related to consolidation of
- L. A. Interpellations and Assurances.
  - Audit paras
  - Inspection Report of AG.
  - Report of C & AG. of India
- Reply to miscellaneous L. A. Interpellations, Lok Sabha & Rajya Sabha questions referred from other departments
- Papers related to progress in implimentation of official language.

**Agriculture Development & Farmers' Welfare (PPM CELL)**

**Department**

**Ph. No. 2517169**

- PPM Cell Preparation of projects seeking financial assistance from Government of India and external agencies
- Preparation of policy papers and concept notes related to agriculture
- Preparation and monitoring of Rashtriya Krishi Vikas Yojana (RKVY) projects.

**Agriculture Development & Farmers' Welfare (WTO CELL)**

**Department**

**Ph. No. 2517169**

- WTO Cell The WTO Cell set up in the Agriculture Department in 2004 looks in to matters related to trade in Agriculture in general and specifically on issues related to foreign trade policy, WTO & Regional Trade agreement intellectual property rights affecting Agriculture. It also looks into the functioning of EEC aided wholesale market, AEZ Projects, plan review exercise and L. A. R. cases related to EEC markets.

2. ANIMAL HUSBANDRY AND DAIRY DEVELOPMENT  
DEPARTMENT

**Animal Husbandry–E Section**

**Ph. No. 2518569**

- AHE 1 All papers relating to appointment under compassionate employment scheme in Directorate of Animal Husbandry. Papers on continuance of temporary non-gazetted posts in the Directorate of Animal Husbandry. Special rules of Animal Husbandry Subordinate Service. Establishment papers of Livestock Inspectors. All papers related to Medical Reimbursement claim and Probation declaration of Veterinary Officers and above in Animal Husbandry Department.
- AHE 2 Delegation of Powers to officers of Animal Husbandry Department. Papers relating to ratification charge allowance to officers of Animal Husbandry Department and their deputation, Seminars/Training etc. outside the State. All papers relating to Special Recruitment. Establishment papers of Senior Superintendent/Administrative Assistants/Accounts Officer etc., (including Disciplinary Action) Papers not allotted to other branches in the AHE Section. Higher DPC and Promotion proposal of veterinary officers and above in Animal Husbandry Department.
- AHE 3 Disciplinary Action and Vigilance cases and court cases of Veterinary Officers and above in the Animal Husbandry Department. Special rules relating to Kerala Animal Husbandry State Service.

**Animal Husbandry (F) Department**

**Ph. No. 2518754**

AHF 1

All papers relating to KLD Board

All papers relating to Kerala State Poultry Development Corporation

Papers on cattle improvement Assts. and others selected through special employment programme

Papers on SLSMC. SLRA meeting

AHF 2

All papers relating to Meat Products of India (excluding Budget)

Papers on Kerala Feeds Ltd. (excluding Budget)

Papers relating to Kerala Veterinary and Animal Sciences University (excluding Budget)

Papers on SPCAS, Animal Welfare Board etc.

Papers relating to Indian Veterinary Council/Kerala State Veterinary Council

AHF 3

Miscellaneous papers/petitions and consolidation works of the Animal Husbandry and Dairy Department

Papers on Meetings Seminars Exhibitions etc.

Papers relating to Livestock farms (excluding establishment matters)

Papers not allotted to other branches in the AHF section.

**Agriculture (AHG) Department**

**Ph. No. 2518506**

AHG 1

1. Plan Schemes of Animal Husbandry Department
2. Budget papers of Animal Husbandry Department
3. Papers related to Central Sector Schemes in Animal Husbandry Department
4. General sector schemes benefiting SC's/ST's.
5. Livestock Census
6. Special Animal Husbandry Programme
7. Annual Administration Report of Animal Husbandry Department
8. Miscellaneous papers regarding Animal Husbandry (G) Section

AHG 2

9. Write off of birds, animals died

10. Papers relating to institute of Animal Health and Veterinary Biological, Palode
11. Construction works of Department of Animal Husbandry
12. Rent of buildings
13. Opening of veterinary dispensaries, Hospital sub centre etc.
14. Shifting of Veterinary Institutions of Animal Husbandry Department
15. Compensation to loss sustained on natural calamities

## AHG 3

16. Papers related to Purchase of feed ingredients, medicines, chemicals
17. Follow up action on non-supply/defective supply of medicines, feed etc.
18. Purchase and repairs of sundry articles & various equipments of AHD
19. Condemnation of articles not useful to the Animal Husbandry Department
20. Write off/loss due to theft and natural calamities
21. Settlement of dues payable on account of purchase of feed etc.
22. Inspection Reports of Stores Purchase Department, Finance Department & Accountant General
23. Purchase, Auction and repair of Vehicles of Animal Husbandry Department.

**Agriculture (Dairy) Department****Ph. No. 2518728**

- |    |  |
|----|--|
| D1 | <ol style="list-style-type: none"> <li>(1) Establishment papers of the staff of Dairy Department</li> <li>(2) Compassionate Employment Scheme of Dairy Department</li> <li>(3) Centrally Sponsored Schemes and Plan Schemes of Dairy Department</li> <li>(4) Employment programme relating to Dairy Development Department (Dairy Advisory Service)</li> <li>(5) Papers on sewage farm under Dairy Department (Establishment)</li> </ol> |
| D2 | <ol style="list-style-type: none"> <li>(1) All Papers on Kerala Co-operative Milk Marketing Federation (Milma) including Establishment matters</li> </ol>  |

- (2) Papers related to Milma Cattle Feed Factories
  - (3) Entertainment of Appeal/Revision Petition/O.P.'s related to the Milk Societies.
  - (4) Papers related to Regional Milk Unions (ie., Thiruvananthapuram Regional Co-operative Milk Producers Union, Ernakulam Regional Co-operative Milk Producers Union and Malabar Regional Co-operative Milk Producers Union)
  - (5) Papers related with the complaints of the Apcos Societies
- D3
- (1) Draft para, Audit para, Public Accounts Committee, Subject Committee and Estimate Committee recommendations
  - (2) Inspection Reports on the Audit and accounts of Dairy Department
  - (3) Purchase and Repairs of vehicles and other items
  - (4) Papers related to Brahmagiri Development Society
  - (5) Administration Report of Dairy Development Department, Dairy Farmers Welfare Fund Board etc.
  - (6) Miscellaneous papers in the section.

### 3. AYUSH DEPARTMENT

#### **Ayush (A) Department**

**Ph. No. 2518066**

- A1 Establishment matters of non Gazetted Officers of ISM Department
- Complaints regarding Ayurveda Naturopathy, Unani, Siddha, Dispensaries & Hospital under ISM Department
- Papers related to Yoga & Naturopathy, Siddha, Unani Budget papers (non-plan) ISM
- Upgradation of Ayurveda/Siddha/Unani Dispensaries/Hospitals under ISM Department
- Purchase of Medicine, food, office equipments etc.
- Miscellaneous papers of the Section, CCIM Election (Ayurveda, Siddha & Unani)

- A2 Establishment matters of Gazetted Officers in Ayurveda Medical Education Department  
Establishment matters of Gazetted Officers in ISM Department  
Subject related to the Pharmaceutical (IM) Corporation Ltd. (Oushadhi)  
Subject related to the State Medicinal Plant Board  
Special Rules in DAME and DISM
- A3 Establishment matters of non Gazetted staffs in Govt. Ayurveda Colleges and Ayurveda Medical Education Department  
Subject related to Kerala Ayurvedic Studies and Research Society  
Subject related to Vaidya Ratnam P. S. Varrier Ayurveda College, Kottakkal, Vaidya Ratnam Ayurveda College, Ollur  
Budget (Non Plan) papers related to Ayurveda/Siddha/Unani Colleges  
Papers related to Ayurveda Courses  
Subject related to self Financing Ayurveda/Siddha/Unani Colleges  
Subject related to Siddha and Unani Courses.

**Ayush (B) Department**

**Ph. No. 2518562**

B1

1. Papers relating to Plan Fund of AYUSH Department
2. Legislative Assembly Constituency Asset Development Fund of Ayurveda and Upgradation of Ayurveda Hospitals and Dispensaries
3. Papers relating to Paramparya vaidyam
4. Any new subject related to AYUSH Department which arise in future
5. Miscellaneous papers

B2

1. All papers relating to Government Homoeopathic Medical Colleges Thiruvananthapuram/Kozhikkode

2. Athurasramam Homoeopathic Medical College
3. Dr. Padiar Memorial Homoeopathic Medical College
4. Shree Vidyadhiraja Homoeopathic Medical College

B3

1. All non-plan Budget, establishment and non-establishment papers relating to the Department of Homeopathy
2. Internal audit report and Instruction Report of the Accountant General in respect of the Department of Homoeopathy
3. Purchase of Homoeo Medicines and papers related to the Kerala State Homoeopathic Co-operative Pharmacy Limited
4. Private Registration of Homoeopathy.

4. BACKWARD CLASSES DEVELOPMENT

DEPARTMENT

**B. C. D. (A) D**

**Ph. No. 2517256**

A I

1. All establishment relating to the Staff of Directorate of Backward Communities Development Department
2. All papers relating to Kerala State Backward Classes Development Corporation Limited (BCDC)
3. All papers relating to Kerala State Commission for Backward Classes
4. All Budget papers of the Department

A II

1. Educational Concession to Other Backward Community, Other Eligible Community, Socially & Educationally Backward Classes under Kumara Pillai Commission Report and related papers
2. Schemes for the welfare of Backward Classes
3. Reservation of Seats for Backward Classes in Educational Institutions
4. Paper relating to the related subjects of Legislature Committee on Backward Classes
5. Pre-Examination coaching Centres for Backward Classes

A III

1. Reservation of jobs for Backward Classes in Public Services and Public Sector Undertakings
2. Papers relating to Mandal Commission Report and related items
3. Identification of Creamy Layer among Backward Classes
4. Papers relating to the National Commission for Backward Classes

**B. C. D. (B) D**

**Ph. No. 2517342**

BI

1. All papers relating to the issuance of Caste Certificate to OBC & its disputes
2. All papers relating to Kerala State Pottery Manufacturing, Marketing & Welfare Development Corporation
3. All papers relating to Other Eligible Communities

B II

1. Papers relating to Justice M. R. Hariharan Nair Commission
2. All General Papers and Consolidation of the section
3. All papers relating to Kerala State Development Corporation for Christian Converts from Scheduled Castes and the Recommended Communities Limited

B III

1. Papers of Legislative Committees on related subjects regarding castes.

5. COASTAL SHIPPING AND INLAND NAVIGATION  
DEPARTMENT

**Ph. No. 2518183**

1. Kerala Shipping and Inland Navigation Corporation
2. Development of Coastal Shipping and related activities
3. Inland Water Transport
4. Inland Navigation (Construction of Waterways)
5. Miscellaneous Papers.

6. CO-OPERATION DEPARTMENT

**Co-operation (A) Department**

**Ph. No. 2518621**

A1 Seat

1. Establishment papers of Gazetted employees of Co-operation Department
2. Budget and connected matters of Co-operation Department (Non-plan)
3. Delegation of powers of Registrar of Co-operative Societies and sub Officers
4. Departmental Promotion Committee meetings of Co-operation Department

A2 Seat

1. LWA, Probation and C.E.S. of the Non Gazetted employees of Co-operation Department
2. Apex Co-operative & Federations except Consumerfed, Rubber mark & RUBCO
3. SC/ST Development Co-operative Societies including Appeal/Revision petitions
4. Creation & continuance of posts under Rule 156, Part 1, KSRs of Co-operative Department
5. All Audit and allied matters of Co-operation Department including Primary Co-operative Societies & Establishment matter of Auditors
6. Purchase of equipment materials of Co-operation Department including general purchases
7. Miscellaneous papers of the section
8. Papers relating to Tourfed

A3 Seat

1. Establishment papers of non-Gazetted staff of Co-operation Department. (Except LWA, probation and C. E. S.)
2. Administration Report of Co-operation Department

3. Papers relating to RUBCO, Rubber Mark, Consumer Fed, Welfare Fund Board, Co-operation Service Examination Board, Co-operation Employees Pension Board, Kerala State Co-operation Tribunal, Tourism Co-operatives, Deport guarantee Final Board, RAIDCO Sasneham swapnakoodu, Sasneham kilikoodu.

**Co-operation (B) Department**

**Ph. No. 2518021**

**B1 Seat**

Kerala Co-operative Societies Acts and Rules and amendments thereto.

All papers relating to Kerala State Co-operative Agricultural & Rural Development Bank.

All papers relating to Primary Co-operative Agricultural & Rural Development Bank.

Agricultural Debt Relief Schemes.

Papers relating to Election Commission & Co-operative Arbitration Court/ Co-operative Ombudsman.

Miscellaneous papers of the Section.

**B2 Seat**

All papers relating to Kerala State Co-operative Bank and District Co-operative Banks.

Co-operative and District wholesale consumer stores.

Deposit mobilisation and allied matters. Deposit in Treasuries Kissan Credit Cards, Establishments of Co-operative Insurance Society (COINS).

Management of NRE Accounts.

Central Banks conference and State Level Bankers Committee (SLBC).

Papers of part-time contingent staff and physically handicapped employees (Provisional) in Co-operatives.

Infrastructure consortium.

Formation of Kerala Co-operative Bank.

**B3 Seat**

Plan Schemes of Co-operation Department including Centrally Sponsored Scheme.

All papers of Co-operative Academy of Professional Education (CAPE).

NCDC Schemes, ICDP.

Risk Fund (fund and Amendment in the scheme).

RIDF & LTO funds of NABARD.

Interest subsidy scheme, Mercantile Bank.

**Co-operation (C) Department**

**Ph. No. 2518607**

**C1 Seat**

1. Papers relating to primary Co-operative Societies (Farmers Co-operative Societies, Farming Co-operative Societies, Service Co-operative Societies, Rural Co-operative Societies, Urban Co-operative Societies & Marketing Societies) Excluding SC/ST Societies of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha & Kasaragod Districts.
2. Appeal/Revision Petition filed under Co-operative Societies Act and Rules (excluding SC/ST Societies) of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha & Kasaragod Districts.

**C2 Seat**

1. Appeal/Revision Petition filed under Co-operative Societies Act and Rules (excluding SC/ST Societies) of Idukki, Ernakulam, Thrissur, Kottayam & Wayanad.
2. Papers relating to primary Co-operative Societies (Farmers Co-operative Societies, Farming Co-operative Societies, Service Co-operative Societies, Rural Co-operative Societies, Urban Co-operative Societies & Marketing Societies) Excluding SC/ST Societies of Idukki, Kottayam, Ernakulam, Thrissur & Wayanad Districts.
3. State and Circle Co-operative Unions.
4. Kerala State Co-operative Employees Welfare Board.
5. Pariyaram Medical College.

## C3 Seat

1. Appeal/Revision Petition filed under Co-operative Societies Act and Rules (excluding SC/ST Societies) of Palakkad, Malappuram, Kozhikode & Kannur Districts.
2. Papers related to Primary Co-operative Societies (Farmers Co-operative Societies, Farming Co-operative Societies, Service Co-operative Societies, Rural Co-operative Societies, Urban Co-operative Societies & Marketing Societies) Excluding SC/ST Societies of Palakkad, Malappuram, Kozhikode & Kannur Districts.
3. Self help schemes.
4. Pay Revision of primary Co-operative Societies.
5. Neethi Stores & Neethi Medical Stores running by Primary Co-operative Societies of all Districts.
6. Miscellaneous papers of the section.

**Co-operation (PS) Department****Ph. No. 2518871**

## PS1 Seat

1. Follow up action of L. A. Interpretation, Submission, L. A. assurance and Committee.
2. M. P.'s Conference, Collector's Conference, Joint Registrar's Conference.
3. Follow up Action of Inspection Reports, Draft para, Audit para, PAC recommendation Appropriation Acts.
4. General Misc. paper and consolidation work relating to Co-operation Department.
5. Collection, distribution, follow up and submission of all Assembly questions relating to Co-operation Department.

## PS2 Seat

1. Establishment and all papers of Co-operative Urban Bank of all districts.
2. Housing Co-operative Societies & Women Co-operative Societies of all districts.
3. Miscellaneous Societies of all districts excluding Marketing and Processing Societies.
4. Hospitals Under Co-operative Sector excluding Pariyaram Medical College.

## 7. CULTURAL AFFAIRS DEPARTMENT

### 1. Cultural Affairs (A) Department

**Ph. No. 2518890**

- (1) Papers relating to Kerala Kalamandalam, Kerala Sahitya Academy, Kerala Sangeetha Nataka Academy, Kerala Folklore Academy, Kerala Lalithakala Academy, Bharath Bhavan, Thulu.
- (2) Issuing awards such as Ezhuthachan Puraskaram, Kathakali Puraskaram, Pallavoor Appu Marar Puraskaram, Raja Ravivarma Puraskaram, Keraleeya Nritha Natya Puraskaram.
- (3) Papers relating to Grant-in-aid to Jawahar Bala Bhavan in the State and allied matters.
- (4) Grant-in-aid to memorials to eminent men of arts and letters and allied matters.
- (5) Grant-in-aid to Cultural Organisations in the State and NRG to various Cultural Institutions.
- (6) Papers relating to Kerala State Chalachithra Academy, Kerala State Film Development Corporation.
- (7) Related papers with L.A., Apex Committee meeting etc. and Miscellaneous papers.

### 2. Cultural Affairs (B) Department

**Ph. No. 2518723**

- (1) Papers relating to Archaeology Department, Centre for Heritage Studies, Tripunithura Hill Palace.
- (2) Papers relating to Administration and establishment matters of Museum & Zoo Department, Thiruvananthapuram and Thrissur.
- (3) Multi Purpose Cultural Complex Society (Vyloppilly Samskrithi Bhavan).
- (4) Miscellaneous papers of Cultural Affairs (B) Department.
- (5) Papers relating to South Zone Cultural Centre and Swathi Sangeetholsavam.

- (6) Cinema-TV Awards, Cultural Exchange Programme, Monthly Plan Progress.
- (7) Papers related to Budget proposals of Cultural Affairs Department, Subject Committee, Vasthuvidya Gurukulam and Cine Artists' Pension.
- (8) Papers related to Subsidy for Malayalam film and grant to Federation of film Societies of India.
- (9) Sanctioning of grant for the conduct of International Film Festival, Kerala.

### **3. Cultural Affairs (C) Department**

**Ph. No. 2517016**

#### **C-1 Seat**

Papers relating to State Institute of Languages, State Institute of Children's Literature, State Institute of Encyclopaedic Publications, Kerala Book Marketing Society, Malayalam Mission, Pension papers of KGCIEPS.

#### **C-2 Seat**

Papers relating to GIA of State Institute of Languages, Papers of State Archives Department, Department of Cultural Publications, Directorate of Culture. Papers related to pension of Cultural Institutions, Arrears of pension to heirs LA interpellation consolidation, Malayalam as classical language, Papers related to Official Language.

#### **C-3 Seat**

Monthly pension to Artists who are in indigent circumstances, Arrear pension of pensioner to his/her heirs Medical treatment to Artists, Central-State Pension to Artists, all miscellaneous papers relating to the Section, consolidation work of Cultural Department, LA Interpellation Monthly Business Statement, Kerala State Cultural Activist's Welfare Fund Board, Konkani Sahithya Academy, Loka Kerala Sabha.

## 8. DISASTER MANAGEMENT DEPARTMENT

**Disaster Management (A) Department****Ph. No. 2518113**

- DM A1 Government of India Communications, Civil Defence Institute functions — Establishment matters of State Emergency Operations Centre (SEOC). Strengthening of State Disaster Management Authority & District Disaster Management Authorities and related papers.
- DM A2 All papers relating to Natural Calamity other than Drought & Cyclone, Administrative Sanction of Flood Relief Works of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam Districts, Establishment matters of Kerala State Disaster Management Authority & its meetings.
- DM A3 Administrative sanction of Flood Relief works under SDRF pertaining to Idukki, Ernakulam, Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasargod Districts, Calamity relating to 'Sea Erosion', Miscellaneous Papers.
- DM A4 Fund allotment under State Disaster Response Fund (SDRF) to all Districts—Grant-in aid for Capacity Building-Plan Fund utilisation— Prime Minister's National Relief Fund.

**Disaster Management (B) Department****Ph. No. 2518216**

- DM B1 Tsunami Rehabilitation Programme, Release of fund to PIUS, Salary and appointment of daily waged employees in TRP Cell, Stock purchase of stationery items for TRP Cell, Tsunami Emergency Assistance Project, Legislature Committee, RTI, Assembly Questions, Section Miscellaneous, All papers related to Cyclone, National Cyclone Risk Mitigation Project.
- DM B2 Prime Minister's National Relief Fund, Tsunami Scholarships, Tsunami Rehabilitation Programme— Land Acquisition, TRP— Housing Scheme, Legislature Committee, RTI, Assembly Questions, All papers related to drought, drinking water supply, Submission of drought memorandum, All papers related to trainings.

9. ELECTION DEPARTMENT  
**Phone : 2300121/2307168 (Direct)**  
**Election (Accounts) Department**  
**Extn. 208**

**EA-1 Seat**

- (1) Audit Para and Draft Para relating to Election Department.
- (2) Conduct of Internal Audit in Election Department.
- (3) Audit Objection and their clearance, Test Audit notes and Local Audit Reports.
- (4) Appropriation Accounts, Budget Papers of Election Department, Allocation of funds to DEOs.
- (5) Additional Authorisation, Re-appropriation, SDG and surrender of savings and preparation of Final Grant Statement.
- (6) HBA, Motor Cycle and Cycle advance.
- (7) Allotment to the SDO TA Bills.
- (8) Papers relating to Subject Committee.
- (9) Review of expenditure in the Election Department on a quarterly basis and recoupment of Excess funds from the DEOs etc.
- (10) Maintaining Savings Bank Account of the Department and maintain registers for VVPAT, Training and SVEEP and Miscellaneous Account.

**EA-2 Seat**

- (1) All the papers relating to establishment matters of Election Department.
- (2) Preparation of Bills and disbursement of pay and TA of NGOs, Gazetted Officers in Election Department.
- (3) Maintenance of Service Book, PBR, Acquittance Register and Cash Book and sanction of leave to all Officers in Election Department.
- (4) Medical Reimbursement Claims of Officers in Election Department.

- (5) Payment of TA advance, LTC advance and its settlement and maintenance of connected records.
- (6) Temporary and Non Refundable Advances from GPF of all Staffs in Election Department.
- (7) Papers relating to the remuneration/complaints of the Polling/Revision duty personnel.
- (8) Appointment of State Public Information Officers and Appellate Authority under RTI Act 2005 in Election Department. Office orders on work distribution and file routing in Election Department.

**EA-3 Seat**

- (1) Papers relating to Contingent Bills and Miscellaneous Bills in Election Department.
- (2) Maintenance of Allotment Register, CB Register, Advance Register, DD Register and other Registers on Accounts and payments in Election Department.
- (3) Deduction of TDS and payment made from Election Department and its proper uploading in the portal of Income Tax Department on Quarterly basis, issuance of TDA Certificates on demands by the payee.
- (4) Special Advance in connection with General Elections and Bye-elections and its adjustments.
- (5) Administrative sanction for Telephone, Broadband, WiFi and VAS connection in CEO Office, District and Taluk Election Wings, settlement of Telephone Bills, Electricity Bills and water charges in the Department.

**EA-4 Seat**

- (1) Papers relating to Monitoring of Reconciliation of Department figures with Accountant General's figures and reimbursement of Government of India share on the expenditure of the State Government in connection with Election Work.
- (2) Works relating to Audit Certificate and Utilization Certificate on Election expenses.

- (3) Monitoring of Receipts and Expenditure (ROP) in Election Department.
- (4) Continuance of temporary posts in Election Department.
- (5) Purchase and maintenance of Vehicles in Election Department.
- (6) Maintenance of log books of vehicles, conduct of mileage tests and renewal of insurance premium of Department Vehicles.
- (7) Condemnation of old Vehicles of Election Department.
- (8) Consolidation of monthly business statements, importance orders and periodicals.
- (9) Miscellaneous papers of Election (Accounts) Department.

**Election (General) Department**  
**Ph. No. 251207**

**EL-1 Seat**

- (1) Papers relating to Representation of Peoples Act 1950, 1951 and Amendments.
- (2) Papers relating to Polling Stations, Polling Station rationalization.
- (3) Biennial elections to the Council of States.
- (4) President and Vice-President Elections.
- (5) Preparation of last part of Electoral Rolls (Service Electors).
- (6) Inclusion of persons working abroad under Government of India in Electoral Rolls.
- (7) Appointment of Observers for Elections in other States.
- (8) Election Expenditure Monitoring.
- (9) Ex-gratia payment to officers who meet with accidents while on Election duty.
- (10) Disqualification of Candidates.
- (11) Papers relating to training of Election related officials and department staff, such as trainings at IIIDEM, ISTM etc. training of State Level Master Trainer, AC Level Master Trainers, Election Officials such as EROs/AEROs/BLOs etc.

**EL-2 Seat**

- (1) Papers relating to preparation of Elector Identity Cards and its payment.
- (2) Papers relating to the appointment of Returning Officers/Assistant Returning Officers and amendments therein.
- (3) Appointment of Assistant Electoral Registration Officers.
- (4) Papers relating to printing of Electoral Rolls and its payment.
- (5) Papers relating to Chief Electoral Officer's Conference and its follow up action.
- (6) Papers relating to visit of CEC/ECs/DCs and other dignitaries to the State.
- (7) Papers relating to appointment of Polling personnel.
- (8) Papers relating to Payment to Standing Counsel of Election Commission of India.
- (9) Maintenance of Register of cases involving Election Commission/ Election Department.

**EL-3 Seat**

- (1) Papers relating to computerization of Electoral Rolls, maintenance of Electoral Roll Database and IT related activities.
- (2) Papers relating to Registration of Electors Rules, 1960 and conduct of Election Rules, 1961.
- (3) Papers relating to Counting Centres and Counting of Votes.
- (4) Conduct of Elections to State Legislature and Lok Sabha.
- (5) Papers relating to complaints against Electoral Rolls.

**EL-4 Seat**

- (1) Papers relating to Election petition, Publication of Judgement of Notification of Election Commission of India.
- (2) Papers relating to functioning of Booth Level Officers, Complaints against BLOs, Grievances of BLOs, Monitoring of BLO activities etc.
- (3) Delimitation of Assembly Constituencies.

- (4) Papers relating to Issue of Authority Letters.
- (5) Papers relating to Model Code of Conduct (MCC).
- (6) Miscellaneous papers of Election (General) Department.

**Election (Equipment) Department**

**Ph. No. 251206**

**EE-1 Seat**

- (1) Procurement and distribution of Electronic Voting Machines (EVM), Ballot Boxes, Secret Seals, Canvas bags and allied papers.
- (2) Papers related to Construction of Election buildings.
- (3) Construction of Strong Rooms for EVMs and Depots for Ballot Boxes.
- (4) Rent Election Stores, Election Annexes in Taluk Offices, Ballot Box depots and EVM godowns.
- (5) Maintenance of Stock Register of Equipment/Material handled in the seat.
- (6) Procurement and Distribution of Election materials like Green Paper Seals, Outer strip Seal, Pink Paper Seals, Address tags, Special Tags, Power packs for EVMs etc.
- (7) Papers relating to VVPAT System.
- (8) Matters relating to physical verification, maintenance and first Level Checking of EVMs.
- (9) Monitoring of status of EVMs through EVM tracking software.

**EE-2 Seat**

- (1) Papers relating to Procurement and supply of Election materials such as portable voting compartments etc.
- (2) Consolidation and furnishing of reply to Legislative Assembly interpellation.
- (3) Legislative Assembly assurances and other papers relating to Legislative Assembly.
- (4) Maintenance of Stock Register of Equipment/Material handled in the seat.
- (5) All papers relating to SVEEP activities.
- (6) Liaison with Police Department and Preparation of Law and Order reports during elections.

**EE-3 Seat**

- (1) Printing and distribution of Forms, Registers, Ballot Papers, Covers etc.
- (2) Printing and distribution of forms in connection with Revision of Electoral Rolls.
- (3) Supply of paper and other Stationery articles for the Revision of Electoral Rolls and Election.
- (4) Maintenance of Stock of Equipments in the District and Taluk Election Wings.
- (5) Papers relating to Chief Secretary's Conference and MPs conferences.
- (6) All Papers relating to procurement, Management and Maintenance of all IT related equipments such as Computers, UPSs, Printers and all other peripherals.
- (7) Maintenance of Stock Register for IT related equipments.
- (8) Monitoring of Annual Maintenance Contract (AMC) for servers and other IT installations at State and Taluk Levels.
- (9) Papers relating to Election library and resource centre.

**EE-4 Seat**

- (1) Papers relating to procurement and distribution of Hand Books for Returning Officer, Presiding Officers, Polling Agents, Counting Agents and Candidates.
- (2) Self Inking Stamp Pads, distinguishing Mark Rubber Stamps, Arrow Cross Mark, Rubber Stamps, Indelible Ink, Metal Scales, Metal Rulers, Metal Pushers etc.
- (3) Revision of Handbooks and their printing.
- (4) Purchase and maintenance of Office equipments (except IT related equipments) such as Fax Machines, Photocopiers etc.
- (5) Procurement of furniture and its maintenance.
- (6) Maintenance of Stock Register for Equipment/Material Procured and distributed in the seat.
- (7) House Keeping.
- (8) Papers relating to issue of ID Cards to employees of Election Department.
- (9) Miscellaneous papers Election Department.
- (10) Papers relating to IDEAS, e-office and other e-governance initiative of the Secretariat.

- Note.*— (1) All Seats shall deal with the applications received under Right to Information Act 2005, in respect of Subjects allotted to them.
- (2) One common RTI Register shall be maintained in each section.

**Election (Office Section)**

**Ph. No. 251209**

- (i) Receipt and distribution of tapals in Election Department.
- (ii) Dispatch of communications.
- (iii) Procurement of stationery and maintenance of its accounts.
- (iv) Maintenance of Registers relating to Office Work.
- (v) Collection, Arrangement and upkeep of disposals received from Sections.

10. ELECTRONICS AND INFORMATION TECHNOLOGY  
DEPARTMENT

**E & IT (A) Department**

**Ph. No. 2518882**

<i>A1</i>	<i>A2</i>
(1) Infopark, Kochi, Cherthala	(1) Technopark, Thiruvananthapuram, Kollam & Technocity, Thiruvananthapuram
(2) Smart City, Kochi	(2) Kerala State IT Infrastructure Limited (KSITIL)
(3) Cyberpark, Kozhikode	(3) Cyberpark, Kannur & Kasaragode by KSITIL
(4) Indian Institute of Information Technology & Management, Thiruvananthapuram	(4) Information Communication Technology Academy (ICT Academy) Kerala IIITM-K
(5) Indian Institute of Information Technology, Kottayam (IIIT-K)	(5) Matters related with Software Technology Parks of India (STPI)
(6) Papers relating to Department Vehicle	(6) Knowledge City Project
(7) Miscellaneous papers of the Section	(7) Private IT Parks

<i>A1</i>	<i>A2</i>
(8) Subject Committee, Estimate Committee, PAC etc. relating to Smart City-Kochi, Infopark, Cyberpark and IIITM-K	(8) Papers related with Kerala Infrastructure Investment Fund Board (KIIFB)
(9) District IT Parks in Govt. Sector	
(10) Inspection Reports of AG relating to Smart City, Infopark, Cyberpark and IIITM-K	

**E & IT (B) Department Ph. No. 2518883**

<i>B1</i>	<i>B2</i>
(1) E-District / State Service Delivery Gateway (SSDG)	(1) IT Policy & Digital
(2) UID Project	(2) State Data Centre (SDC)
(3) DBT Scheme	(3) Department WAN
(4) Act and Rules relating to IESD, Cyber Cafe Rules	(4) Citizen Call Centre
(5) Payment Gateway	(5) IPV4—IPV6
(6) E-Governance meet/Workshop	(6) Malayalam Computing
(7) M-Governance	(7) E-Waste
(8) Kerala Spatial Data Infrastructure (KSDI)	(8) TSPs
(9) Telecom related papers (RoW, USO, Mobile Towers etc.) and National Optical Fibre Network (NOFN), National Knowledge Network	(9) E-Procurement/E-tendering
(10) K-FON	(10) Miscellaneous papers in the section
(11) KSWAN	(11) E-Krishi
	(12) Apex Committee on e-Governance

**E & IT (C) Department Ph. No. 2518848**

<i>C1</i>	<i>C2</i>
(1) Establishment papers of KSITM and its projects	(1) All papers relating to AKSHAYA Project
(2) FRIENDS	(2) All Legislature Committees except Subject Committee and PAC
(3) Subject Committee	(3) SPEED-IT
(4) Budget Papers and Plan Monitoring	(4) E-Governance Awards
(5) IteS Habitat Centre	(5) Papers relating to MPs/DCs/ HoDs Conference and Meeting of Chief Secretary with Secretaries
(6) Spl. Working Group/Departmental Working Group (All matters including Administrative Sanction except projects dealt within A-Section)	(6) Papers relating payment of rent and electricity Charges of NIC to C-DAC.
(7) Women's Resource Centre	(7) Papers relating to the Meeting of Syndicate/Senate etc. of all Universities in Kerala
(8) Audit Report of AG, C & AG, PAC.	(8) Parliament Section of IT Department
(9) Papers relating to Governor's Address, Budget	(9) Miscellaneous papers of IT Department/Miscellaneous papers of Section
(10) Investment Subsidy	(10) Meeting of Departmental Purchase Committee/Working Group of other Departments
(11) ICFOSS	
(12) Papers relating to Old Modernization of Govt. Programme (MGP)	

**E & IT (IT Cell) Department**  
**Ph. No. 2517205**

<i>Cell 1</i>	<i>Cell 2</i>
(1) Implementation of Digital document filing System (DDFS) and e-office in Govt. Secretariat	(1) Information and Datas Exchange Advanced System (IDEAS)
(2) Purchasing of PC's and IT related equipments for Secretariats	(2) Training on e-Governance to Officers of Secretariat
(3) Supply of Laptops to Officers and Ministers in the Secretariat	(3) Training on UNICODE Malayalam Computing in Secretariat
(4) Supply and support of Internet data Cards in the Secretariat	(4) Creation of mail ID's for Secretariat Users
(5) Providing IT Assets to various Departments in the Secretariat on request	(5) Secretariat IT Call Centre
(6) Payments related to Secretariat Wide Area Network (SECWAN) Project	(6) Files from other Departments for Remarks/Concurrence/Remarks for implementing IT related matters
(7) Setting up of Wifi hotspots in Secretariat Environment	(7) All files and papers relating to Kerala Startup Mission
(8) Annual Maintenance Contract of Hardware and Network in Govt. Secretariat	(8) Implementation of e-office
(9) Support for Video Conference (including other departments video conferencing)	(9) Monitoring creation of e-mail ID/EMD for e-office
(10) SECWAN Re-Engineering	(10) PG Diploma in e-Governance (PGDeG) Course
(11) ASSET Management of IT related equipments in Secretariat	(11) Virtual IT Cadre
(12) Miscellaneous papers of IT Cell	(12) Creation of IT Cell Division in Field Departments

<i>Cell 1</i>	<i>Cell 2</i>
(13) Digitisation of Secretariat Records	(13) Capacity Building
(14) Website (Domain Kerala.gov.in)	

## 11. ENVIRONMENT DEPARTMENT

### **Environment (A) Department**

**Ph. No. 2518996**

#### *A1-Establishment*

KSPCB, KSBB, DoECC, Water Appellate Authority, EIA Authority and SLEAC

Budget of the Department, Monthly Plan Progress Reports

Delegation of powers to Chairman PCB/Committee for action under Rules and standards relating to Hazardous Wastes

Water Quality Management Authority

Environment Laboratories (other than Government owned)

Authorization to take cognizance under Environment enactments

Authorization for entry/Inspection under Environment enactments

Authorization for taking samples under Environmental enactments

Delegation of powers to State Government on Environmental aspects

General papers on Aquaculture Authority

Papers on Statutory Authorities, organizations and committees constituted by other Departments having representation for Environment Department on subjects not assigned elsewhere

Environment Organizations and NGOs.

#### *A2- Conservation of Environment, Ecosystems and Biodiversity*

Biodiversity Act, Rules, Strategy and Action Plan

Kerala State Biodiversity Fund

Environment issues related to Forests

Biodiversity issues related to Wildlife

Agro-ecosystems, papers related to agro-chemicals, organic farming and connected subjects

Aquatic ecosystems including aquatic biodiversity other than subjects under Water Pollution (P and CP) Act

Special conservation projects on native biodiversity

Wetland Conservation Rules and Programmes thereunder

River Conservation Programmes

Eco Sensitive Zones

Loss of Ecology (Prevention and Payment of Compensation) Authority

Genetically modified organisms and crops

*A3-Land, Air and Water Pollution*

Water (Prevention and Control of Pollution) Act, Rules, Notifications, Reports and petitions thereunder

Water (Prevention and Control of Pollution) Cess Act, Rules, Notifications, Reports and petitions thereunder

Air (Prevention and Control of Pollution) Act, Rules, Notifications, Reports and petitions thereunder

Mines, Quarries, Crushers, all land related environmental issues and complaints

Emission standards and noise limits for Generator sets

Standards for Fire crackers

National Ambient Air Quality standards

Noise Pollution (Regulation and Control Rules), Petitions thereunder

Pollution due to Motor Vehicles including boats, Vessels etc.

Sewage Treatment plants other than that which related to industries and chemicals.

*B1-General Environment Protection and Development*

Environment (Protection) Act, Rules and Notifications (General Papers) and complaints on issues not specially assigned hereby

Public Liability Insurance Act, Rules, Notification, Reports and Complaints there under Ozone depleting substances (Regulation) Rules and connected papers

Climate Change, Strategies Action Plans and connected papers

Environment/Climate Change issues related to energy  
 Environmental Clearance (General)  
 EIA for development projects  
 Environment issues related to Industries and Commercial activities  
 (General Papers)  
 Environment Auditing  
 Environment Reports and Publication, Environment Information  
 Environment Policy  
 Environment Research and Technology  
 National Environmental Tribunal Act  
 Papers on National Environmental Appellate Authority  
 Projects/Programmes/Proposals of DoECC other than on subjects  
 specifically allotted to the other section/seats.  
 Environmental advice on Governmental Policies  
 Miscellaneous papers of the Department  
 Chief Secretary's monthly conference  
 Miscellaneous Legislature Assembly Interpellations and RTI  
 applications etc. not covered by the subjects allotted elsewhere.

*B2–Environment Degradation and Sanitation*

Manufacture, Storage and Import of Hazardous Chemicals Rules-  
 1989 and all connected issue  
 Prohibition and restriction on handling of Hazardous substances in  
 different cases  
 Hazardous Wastes Management Rules and Papers thereunder  
 Chemical Accidents (Emergency Planning, Preparedness and  
 Response) Rules, and connected subjects.  
 Biomedical Wastes (Management and Handling) Rules and  
 connected subjects

Plastic (Management and Handling) Rules, related issues and complaints

Municipal Solid Waste Rules (Related Environmental issues only)

Batteries (Management and Handling) Rules and connected matters

Electronic Wastes (Management and Handling) Rules and connected matters

2 T Oil-Regulation of supply and distribution orders, 1998

Prohibition of Import of Hazardous Wastes

Prohibition on open burning of waste oil

Electromagnetic Radiations

Radioactive Radiation

Pollution related to other sanitation issues

Environment problems associated with housing, tourism, infrastructure projects and connected papers

Public Health related environmental issues

Ecomarks Scheme (Scheme on labelling of environmental friendly products)

Pollution caused by Industries & Chemicals

Effluent Treatment plants related to Industries & Chemicals

*B3-Coastal Zone Management Authority and Environmental Awards.*

*KCZMA and allied matters*

Declaring coastal structures as CRZ and regulating activities in CRZ

Establishment matters of Kerala Coastal Zone Management Authority

Environment Education and awareness Programmes, Environmental Awards

General L.A. Interpellation regarding establishment matters.

## 12. FINANCE DEPARTMENT

**1. Administration-A—Ph. No. 2518320**

- A1 Establishment matters relating to Gazetted Officers of Finance Department and above the Rank of Section Officers (including Leave Surrender and Commuted Leave of Accounts Officers).
- A2 Declaration of probation and confirmation in respect of Section Officers in Finance Department. Preparation of Seniority List of Gazetted Officers and Seniority complaints. OP files and other miscellaneous papers relating to Gazetted Officers, sanctioning of leave and surrender of Earned Leave in respect of Gazetted Officers of Finance Department. Fixing the cadre strength of Section Officers, Deputation of Officers and above the Rank of Section Officers, L.A. Interpellation.
- A3 Establishment matters relating to Assistants in Finance Department.
- A4 Declaration of probation in respect of Assistants in Finance Department. Preparation of Seniority List in respect of Assistants and seniority complaints. OP files and other miscellaneous papers relating to Assistants. Deputation of Assistants in Finance Department. Sanctioning of leave and surrender of earned leave in r/o Assistants. Fixing of Cadre Strength of Assistants, L.A. Interpellation.

**2. Administration-B—Ph. No. 2518167**

- B1 Establishment matters relating to Typist, Confidential Assistants/ Personal Assistants, Drivers, Binders, Roneo Operators of Finance Department.
- B2 Declaration of probation in respect of Office Superintendents, Typists, C.A, Drivers, Binders, Roneo Operators etc.  
 Preparation of Seniority List in respect of Office Superintendent, Typists, Drivers, Binders, Roneo Operators, Compilers etc.  
 OP files and other miscellaneous papers relating to these categories.  
 Deputation of these categories and Deputation in respect of Peon, Attender & Clerical Assistant  
 Sanctioning of leave and surrender of earned leave in respect of them  
 Fixation of cadre strength Environment  
 L.A. Interpellation.

- B3 Establishment matters relating to Peons, Attenders, Clerical Assistants, Part time Sweepers in Finance Department.
- B4 Declaration of probation in respect of Peons in Finance Department.  
Preparation of Seniority List in respect of Peons, Attenders and Clerical Assistants  
Leave  
Sanctioning of Leave, Surrender of Earned Leave in respect of these categories  
Fixation of cadre strength L.A. Interpellation, Training

### **3. Administration-C—Ph. No. 2518949**

- C1 Whole Departmental works of National Savings Department and Establishment matters of employees of Finance (National Savings) Department, Establishment matters of Public Policy Research Institute.
- C2 Matters relating to O/o the Chief Technical Examiner, Pension Papers of Employees of Finance Department.
- C3 Special Recruitment of SC/ST and allied matters, conference papers, L.A. Interpellations and other miscellaneous works related to this section. Nomination of officers to Price Fixation Committee, arranging Assembly duties to Officers in Finance Department, etc.

### **4. Accounts-A—Ph. No. 2517101**

- A1 Cashier (Section Officer)
- A2 Salary processing, preparation of bills for leave surrender, Terminal surrender, processing of bills for crediting DA arrears to Provident Fund Accounts, dealing NLC, LPC, Salary Certificate in respect of Assistants, works in connection with the EPF contribution in respect of Asst. Executive Engineer, Finance (Inspection-Technical) Department.
- A3 Verification of Tour TA/Transfer TA Bills in respect of both Gazetted and Non-gazetted Officers of Finance Department, reconciliation of department figures with Treasury figures under the Major Head of accounts 2052 and regularisation of excess expenditure/savings.

- A4 Salary processing, preparation of bills for leave surrender/ processing of NLC, Salary Certificate and crediting DA arrears to General Provident Fund Accounts etc., in respect of Typists, Confidential Assistants, Drivers, Clerical Assistants, Attenders and Roneo Operators.
- A5 Salary processing, preparation of bills for leave surrender, terminal surrender, process to credit DA arrears to Provident Fund Accounts, issuing of NLC, LPC in respect of Peons and Part-time contingent employees of Finance Department. Calculation of Income Tax and issuance of form 16 certificates to all the NGOs in Finance Department.
- A6 Preparation of miscellaneous Bills for PF, PF Closure, GIS, FBS, M/R, issuing Government Orders to adjust petrol advance, preparation of Bills for all purchase in Finance/DPC and all other miscellaneous works relating to this section. Miscellaneous papers including L.A. Interpellation.

## **5. Accounts-B—Ph. No. 2518112**

- B 1 Rent of KSHB and SBTE Building  
 Accommodation and connected purchases and payments, maintenance  
 SLI, GIS—Enrolment and closures  
 FBS closure  
 Payment of IT Purchases  
 AC installation and related works  
 Travel Charges to ODEPEC  
 Hospitality payments—Guest House, Mascot Hotel etc.  
 Journey sanction  
 Solar Installation  
 Purchase and distribution of Department Books  
 Audit File of AG

Payment of Electrical and Civil works to Contractors

Construction of Conference Hall

Disposal of Recovery notices of Loan dues

Allotment of Govt. Quarters

LTC—Payment

Facility to Fin (CTFM)—lunch quotations, telephone facilities, other amenities etc.

B 2 Maintenance, repair and purchase of department vehicles of Finance Department

Purchase of stores and office stationeries

Medical reimbursement to staff in Finance Department

Sanction and settlement of IFMA to staff in Finance Department

Allotment of vehicle to drivers appointed through PSC

Advance to the office of Secretaries, PSA, CTFM and Office Section

Payment of Supplyco Bunks for supplying fuel to department vehicles of Finance Department

B3 Sanction of GPF advance like Temporary Advance and Non Refundable Advance

Conversion of TA into NRA

Closure of HCA, MCA and Marriage Loans

Admission and closure of GPF

Processing of application and sanction of House Building Advance

Releasing of security documents of HBA

Sanction for the Permission of purchase of movable and immovable properties

Processing of GPF A/c No. intimation and HBA broadsheet No. intimation by AG

## B4 Attendance monitoring

District Finance Inspection Squad's Fuel Advance, reimbursement, payment of wages, repair and maintenance of vehicle etc.

Right to Information

Assembly question

Miscellaneous papers relating to the section

Telephone Payments and ORT reimbursements

Electricity charges and water charges

Updating Telephone and PABX Numbers to Exchange

Installation and shifting of new Telephone connections

Remuneration to D/W employees engaged in Finance Department

Sanctioning of fuel advance to drivers in Finance Department

Sanctioning newspaper allowance to Joint Secretaries and Additional Secretaries of Finance Department

Payment of coolie charges and other miscellaneous allowances

Reply to LA Questions and Right to Information Act, 2005

## 6. Agri Wing—A—Ph. No. 2518520

### A1 Works, contracts, supply of timber and firewood to different Public Sector Undertakings and Government Departments and also to Religious Institutions.

Files and Papers relating to leave and allied matters in respect of Agriculture, Animal Husbandry, Dairy Development Department, Co-operation Department, Food and Civil Supplies Department, Irrigation, Ground Water Department and Forest Department.

Proposals relating to deputation/training/tours.

Proposals relating to deputation of Foreign service and Allied service matters.

### A2 Creation, upgradation and continuance of posts delegation of powers, Rent fixation and contingencies-advances-installation of telephone, etc. and Miscellaneous papers including L.A. Interpellation

**7. Agri wing-B—Ph. No. 2518924**

- B1 Projects/schemes of the following departments: Agriculture Department and Soil Conservation Unit, Forest Department, Dairy Development Department, Food and Civil Supplies Department, Ground Water Department, Minor Irrigation Department, Command Area Development Authority of Kerala.

Funds, Additional Authorisation of Funds relating to Schemes/projects of the above departments

- B2 Matters related to (a) Pay Fixation (b) Increment (c) Special Pay (d) Honorarium (e) Medical Reimbursement (f) Allowances of various types (g) Regularisation of the period of absence and Remuneration of the following departments: Agriculture, Animal Husbandry, Dairy Development, Co-operation, Food and Civil Supplies, Minor Irrigation and Forest Department.

All service matters of Farm Labours and miscellaneous papers relating to the section

All official matters of the staff of pension defunct MMC

Miscellaneous papers including L.A. Interpellation

**8. Agri Wing-C—Ph. No. 2518140**

- C1 (1) Loans, Grant and Subsidy (Agriculture Department and Co-operative Department) (2) Works related to Agriculture Debt Relief Commission and Miscellaneous papers relating to the section.

- C2 (1) Purchase, repairs and disposal of departmental vehicles, write off and arrear claims, differential cost of price (Agriculture, Co-operation, Forest Department, Minor Irrigation and Food Department). (2) Ratification on excess fuel consumption of vehicles, Time barred T.A. Claims.

**9. Budget Wing-A—Ph. No. 2518912**

- A1 Consolidation of Demands for Grants

Preparation of Vote on Account

Work relating to Budget Speech and Follow up action

Arrangements of Printing of Budget documents

A2 Preparation of Budget Estimates in respect of the following Demands/Heads of account and connected works General Education

**Debt Charges**

2048—Appropriation for Reduction or Avoidance of Debt

2049—Interest Payments

**Public Debt Repayment**

6003—Internal Debt of the State Government

6004—Loans and Advances from the Central Government

7810—Inter-state Settlements

**Demand No. XLV—Miscellaneous Loans**

7610—Loans to Government Servants, etc.

7615—Miscellaneous Loans

**Preparation of Revenue Budget under the following Heads of account and connected works**

0049—Interest Receipts

0050—Dividends and Profits

**Preparation of Budget Estimates in respect of the following Demands/Heads of account and connected works**

**Demand No. VI—Land Revenue**

2029—Land Revenue

2035—Collection of Other Taxes on Property and Capital Transactions

2506—Land Reforms

**Demand No. X—Treasury and Accounts**

2054—Treasury and Accounts

**Demand No. XXVI—Relief on account of Natural Calamities**

2245—Relief on account of Natural Calamities

6245—Loans to Relief on account of Natural Calamities

**Demand No. XXXIV—Forest**

2406—Forestry and Wildlife

4406—Capital outlay on Forestry and Wildlife

6406—Loans for Forestry and Wildlife

**Preparation of Revenue Budget under the following Heads of account and connected works**

0029—Land Revenue

0035—Taxes on Immovable Property other than Agricultural Land

0406—Forestry and Wildlife

**A3 Preparation of Budget Estimates in respect of the following Demands/Heads of account and connected works****Demand No. V—Agriculture Income Tax and Sales Tax**

2020—Collection of Taxes on Income and Expenditure

2040—Taxes on Sales, Trade etc.

2045—Other Taxes and Duties on Commodities and Services

**Demand No. VII—Stamps and Registration**

2030—Stamps and Registration

**Demand No. VIII—Excise**

2039—State Excise

**Demand No. IX—Taxes on Vehicles**

2041—Taxes on Vehicles

**Demand No. XXXIX—Power**

2801—Power

2810—New and Renewable Energy

4801—Capital Outlay on Power Project

4810—Capital Outlay on New and Renewable Energy

6801—Loans for Power Projects

**Preparation of Revenue Budget under the following Heads of account and connected works**

0020—Corporation Tax

0021—Taxes on Income other than Corporation Tax

0022—Taxes on Agricultural Income

0023—Hotel Receipt Tax

0024—Interest Tax

0028—Other Taxes on Income and Expenditure

0030—Stamps and Registration

0032—Taxes on Wealth

0037—Customs

0038—Union Excise Duties

0039—State Excise

0040—Taxes on Sales, Trade etc.

0041—Taxes on Vehicles

0042—Taxes on Goods and Passengers

0043—Taxes and Duties on Electricity

0044—Service Tax

0045—Other Taxes and Duties on Commodities and Services

A 4 Preparation of Annual Financial Statement

Consolidation of Debt Budget

Files connected with the Preparation of Budget in Brief

Preparation of Budget Estimates in respect of the Demand No. 44—Contingency Fund—7999

Appropriation to the Contingency Fund and Budget estimates under the Major Head—8000 Contingency Fund and connected files

**Preparation of Debt Budget under the following heads of account under the Public Account division of State Accounts and connected works**

- 8009—State Provident Funds
- 8011—Insurance and Pension Funds
- 8031—Other Savings Deposits
- 8115—Depreciation /Renewal/Reserve Funds
- 8121—General and Other Reserve Funds
- 8222—Sinking Fund
- 8223—Famine Relief Fund
- 8229—Development and Welfare Funds
- 8235—General and Other Reserve Funds
- 8338—Deposits of Local Funds
- 8342—Other Deposits
- 8443—Civil Deposits
- 8448—Deposits of Local Funds
- 8449—Other Deposits
- 8550—Civil Advances
- 8658—Suspense Accounts
- 8670—Cheques and Bills
- 8671—Department Balance
- 8672—Permanent Cash Imprest
- 8673—Cash Balance Investment Account
- 8674—Security Deposits made by Government
- 8675—Reserve Bank Deposits
- 8679—Accounts with Government of Other Countries
- 8680—Miscellaneous Government Account

8782—Cash remittances and adjustments between the officers rendering accounts to the same AG

8786—Adjusting accounts between Central and State Government

8793—Inter-state Suspense Account

All other miscellaneous works relating to this section including L.A. Interpellation

**10. Budget Wing—B—Ph. No. 2518327**

**B1 Preparation of budget in respect of the following Heads of account and connected works**

**Demand No. XVIII—Medical and Public Health**

2210—Medical and Public Health

01—Urban Health Services-Allopathy

02—Urban Health Services-other Systems of Medicine

03—Rural Health Services-Allopathy

04—Rural Health Services-other Systems of Medicine

4210—Capital Outlay on Medical and Public Health

01—Urban Health Services

02—Rural Health Services

6210—Loans for Medical and Public Health

01—Urban Health Services

**Preparation of Revenue Budget under the following Heads of account and connected works**

0210—Revenue on Medical and Public Health

01—Urban Health Services

02—Rural Health Services

**B2 Preparation of Budget in respect of the following Heads of account and connected works**

**Demand No. XVIII—Medical and Public Health**

2210—Medical and Public Health

05—Medical Education, Training and Research

06—Public Health

80—General

4210—Capital Outlay on Medical and Public Health

03—Medical Education, Training and Research

04—Public Health

6210—Loans for Medical and Public Health

03—Medical Education, Training and Research

08—General

**Preparation of Revenue Budget under the following Heads of account and connected works**

0210—Revenue on Medical and Public Health

03—Medical Education, Training and Research

04—Public Health

80—General

**B3 Preparation of Budget in respect of the following Heads of account and connected works**

**Demand No. XVI—Pension and Miscellaneous**

2071—Pensions and Other Retirement Benefits

2075—Miscellaneous General Services

**Demand No. XIX—Family Welfare**

2211—Family Welfare

4211—Capital Outlay on Family Welfare

6211—Loans for Family Welfare

**Preparation of Revenue Budget under the following Heads of account and connected works**

0071—Contributions and Recoveries towards Pensions and other Retirement Benefits

0075—Revenue and Miscellaneous General Services

0211—Revenue on Family Welfare

Other miscellaneous papers relating to the Section including L.A. Interpellation

**11. Budget Wing—C—Ph. No. 2518774**

C1 Consolidation of Revenue Budget

**Preparation of Budget Estimates in respect of the following Demands/Heads of accounts and connected works**

**Demand No. XVII—Education, Sports, Arts and Culture**

2202—01—Elementary Education

2202—02—Secondary Education

2202—80—General

2204—Sports and Youth Services

3425—Other Scientific Research

3435—Ecology and Environment

5425—Capital outlay on other Scientific and Environmental Research

**Preparation of Budget Estimates in respect of the following Revenue Receipt heads and connected works**

1601—Grant-in-aid from Central Government

All other miscellaneous works relating to this section including L.A. Interpellation

C2 Consolidation of Staff Appendix.

**Preparation of Budget Estimates in respect of the following Demands/Heads of accounts and connected work**

**Demand No. XVII—Education, Sports, Arts and Culture**

2202-03-University and Higher Education

**Demand No. XXIV—Labour, Labour Welfare and Welfare of Non-Residents**

2230—Labour and Employment

4250—Capital outlay on other Social Services

6250—Loans for other Social Services

**Preparation of Budget Estimates in respect of the following Revenue Receipt Heads and connected works**

0202—Education, Sports, Arts and Culture

1425—Other Scientific Research

**C3 Preparation of Budget Estimates in respect of the following Demands/Heads of accounts and connected works**

**Demand No. XVII—Education, Sports, Arts and Culture**

2202-05—Language Development

2203—Technical Education

2202-04—Adult Education

2205—Art and Culture

4202—Capital outlay on Education, Sports, Arts and Culture

**12. Budget Wing—D—Ph. No. 2517302**

**D1 Preparation of Budget Estimates in respect of the following Demands/Heads of accounts and connected works**

**Demand-II—Heads of States, Ministers and Headquarters Staff**

2012—President/Vice President/Governor/Administrator of Union Territories

2013—Council of Ministers

2051—Public Service Commission

2052—Secretariat General Services

2251—Secretariat Social Services

3451—Secretariat Economic Services

**Preparation of Revenue Budget under the following Head of accounts and connected works**

0051—Public Service Commission

Works relating to Public Accounts Committee, Excess Grants Regularization and Consolidation of Explanatory Memorandum.

**D2 Preparation of Budget Estimates in respect of the following Demands/Heads of accounts and connected works**

**Demand No. IV—Elections**

2015—Elections

**Demand-XII—Police**

2055—Police, 2062—Vigilance

4055—Capital Outlay on Police

Consolidation of Supplementary Demands for Grants

**Preparation of Revenue Budget Estimates and connected works in respect of the following Heads of account**

0055—Police

**D3 Preparation of Budget Estimates in respect of the following Demands/Major Heads and connected works**

**Demand-XI—District Administration and Miscellaneous**

2047—Other Fiscal Services

2053—District Administration

2250—Other Social Services

**Demand No. XLVI—Social Security and Welfare**

2235—Social Security and Welfare

4235—Capital Outlay on Social Security and Welfare

6235—Loans for Social Security and Welfare

**Preparation of Revenue Budget under the following Heads of accounts and connected works**

0235—Revenue Receipts

Sanctioning of Advances from Contingency Fund

All other Miscellaneous Papers relating to the section including L.A. Interpellations

**13. Budget Wing—E—Ph. No. 2518329**

- E1 Special Letter of Credit/General Letter of Credit in Public Works (Buildings) Department
- E2 Special Letter of Credit/General Letter of Credit in Water Resources
- E3 Special Letter of Credit/General Letter of Credit in Harbour Engineering Department, Forest Department

**Preparation of Budget Estimates under the following Demands and connected works****Demand No. XX—Water Supply and Sanitation**

2215—Water Supply and Sanitation

4215—Capital outlay on Water Supply and Sanitation

6215—Loans for Water Supply and Sanitation

**Demand No. XXI—Housing**

2216—Housing

4216—Capital Outlay on Housing

6216—Loans for Housing

**Preparation of Revenue Budget under the following Heads of accounts and connected works**

0215—Water Supply and Sanitation

0216—Housing

All other miscellaneous works including L.A. Interpellation relating to this Section

- E4 **Special Letter of Credit/General Letter of Credit in Public Works (Roads and Bridges) Department**

**14. Budget Wing—F—Ph. 2518913**

- F1 **Preparation of Budget in respect of the following Demands and connected works**

**Demand No. XXIII—Information and Publicity**

2220—Information and Publicity

4220—Capital outlay on Information and Publicity

**Demand No. XXVIII—Miscellaneous Economic Service**

3454—Census Surveys and Statistics

3475—Other General Economic Service

5465—Investments in General Financial and Trading Institutions

5475—Capital outlay on Other General Economic Services

7465—Loans to General Financial and Trading Institutions

7475—Loans for Other Economic Services

**Demand No. XLII—Tourism**

3452—Tourism

5452—Capital outlay of Tourism

7452—Loans for Tourism

**Preparation of Revenue Budget under the following Heads of accounts and connected works**

0220—Information and Publicity

1452—Tourism

1475—Other General Economic Services

**F2 Preparation of Budget in respect of the following Major Heads of accounts and connected works****Demand No. I—State Legislature**

2011—Parliament/State/Union Territory Legislatures

**Demand No. III—Administration of Justice**

2014—Administration of Justice

2058—Stationery and Printing

4058—Outlay on Stationery and Printing

6075—Loans for Miscellaneous General Services

**Preparation of Revenue Budget under the following Heads of accounts and connected works**

0070—Revenue Receipts under other Administrative Services

## F3 Consolidation of Plan Budget

**Preparation of Budget in respect of the following Demands/  
Major Heads and connected works****Demand No. XXXII—Dairy**

2404—Dairy Development

4404—Capital outlay of Dairy Development

6404—Loans for Dairy Development

2070—Other Administrative Services

**Preparation of Revenue Budget under the following Head of  
accounts and connected works**

0404—Dairy Development

All other miscellaneous papers including L.A. Interpellation

**15. Budget Wing—G—Ph. No. 2517089****G1 Demand No. XXVII—Co-operation**

2425—Co-operation

4425—Capital Outlay on Co-operation

6425—Loans for Co-operation and the Revenue Receipt head

**Demand No. XXXIII—Fisheries**

2405—Fisheries

4405—Capital Outlay on Fisheries

6405—Loans for Fisheries/the Revenue Receipt head

**Preparation of Revenue Budget under the following heads of  
accounts and connected works**

0405—Fisheries

0425—Co-operation

**G2 Works****Demand No. XXXVII—Industries**

2851—Village and Small Industries

2852—Industries

- 2853—Non ferrous Mining and Metallurgical Industries
- 2885—Other Outlays on Industries and Minerals
- 4802—Capital Outlays on Petroleum
- 4851—Capital Outlays on Village and Small Industries
- 4853—Capital Outlays on Cement and Non Metallurgical Industries
- 4854—Capital Outlays on Cement and Non Metallic Mineral Industries
- 4857—Capital Outlays on Chemicals and Pharmaceutical Industries
- 4858—Capital Outlays on Engineering Industries
- 4859—Capital Outlays on Telecommunication and Electronics Industries
- 4860—Capital Outlays on Consumer Industries
- 4885—Other Capital Outlays on Industries and Minerals
- 6851—Loans for Village and Small Industries
- 6853—Loans for Non ferrous Mining and Metallurgical Industries
- 6854—Loans for Cement and Non Metallic Mineral Industries
- 6857—Loans for Chemicals and Pharmaceuticals Industries
- 6858—Loans for Engineering Industries
- 6859—Loans for Telecommunication and Electronics Industries
- 6860—Loans for Consumer Industries
- 6885—Other loans to Industries and Minerals and Revenue Receipt heads

**Preparation of Revenue Budget under the following Heads of account and connected works**

- 0802—Petroleum
- 0851—Village and Small Industries
- 0852—Industries
- 0853—Non ferrous Mining and Metallurgical Industries
- 0875—Other Industries

**G3 Preparation of Budget in respect of the following Demands and connected works**

**Demand No. XXX—Food**

2236—Nutrition

2408—Food, Storage and Warehousing

3456—Civil Supplies

4408—Capital Outlay on Food, Storage, Warehousing

6408—Loans for Food, Storage and Warehousing

**Demand No. XXXI—Animal Husbandry**

2403—Animal Husbandry

4403—Capital Outlay on Animal Husbandry

6403—Loans for Animal Husbandry and the Revenue Receipt heads

**Preparation of Revenue Budget under the following Heads of accounts and connected works**

0403—Animal Husbandry

1456—Civil Supplies

**Capital Receipts**

All other miscellaneous papers including L.A. Interpellation

**16. Budget Wing—H—Ph. No. 2518726**

**H1 Preparation of Budget Estimate in respect of the following Demands/Heads of account and connected works**

**Demand No. XIII—Jails**

2056—Jails

**Demand No. XXV—Welfare of Scheduled Castes/Scheduled Tribes/Other Backward Classes and Minorities**

2225—Welfare of Scheduled Castes/Scheduled Tribes/Other Backward Classes and Minorities

4225—Capital Outlay on Welfare of Scheduled Castes/Scheduled Tribes/Other Backward Classes and Minorities

6225—Loans for Welfare of Scheduled Castes/Scheduled Tribes/Other Backward Classes and Minorities

**Preparation of Revenue Budget under the following heads of account and connected works**

0056—Jails

0250—Other Social Services

**H 2 Preparation of Budget in Estimates in respect of the following demands/Heads of Account and connected file works**

**Demand No. XXIX—Agriculture**

2401—Crop Husbandry

2402—Soil and Water Conservation

2415—Agricultural Research and Education

2435—Other Agricultural Programmes

2551—Hill Areas

2575—Other Special Areas Programmes

2702—Minor Irrigation

2705—Command Area Development

4401—Capital Outlay on Crop Husbandry

4402—Capital Outlay on Soil and Water Conservation

4415—Capital Outlay on Agricultural Research and Education

4435—Capital Outlay on other Agricultural Programme

4551—Capital Outlay on Hill Areas

4575—Capital Outlay on other Special Area Programmes

4702—Capital Outlay on Minor Irrigation

4705—Capital Outlay on Command Area Development

6401—Loans for Crop Husbandry

6402—Loans for Soil and Water Conservation

6575—Loans for Other Special Areas Programmes

6705—Loans for Command Area Development

**Preparation of Revenue Budget under the following heads of accounts and connected works**

0401—Crop Husbandry

0435—Other Agricultural Programmes

0575—Other Special Area Programmes

0702—Minor Irrigation

**H 3 Preparation of Budget Estimate in respect of the following demands/Heads of Account and connected works**

**Demand No. XXXVIII—Irrigation**

2700—Major Irrigation

2701—Medium Irrigation

2711—Flood Control and Drainage

4700—Capital Outlay on Major Irrigation

4701—Capital Outlay on Medium Irrigation

4711—Capital Outlay on Flood Control Projects

**Preparation of Revenue Budget under the following heads of accounts and connected works**

0700—Revenue Receipts under Major Irrigation

0701—Revenue Receipts under Medium Irrigation

And all other miscellaneous papers including LA Interpellation relating to the Section

**17. Budget Wing—J—Ph. No. 2518914**

**J 1 Preparation of Budget in Estimates in respect of the following demands/Heads of Account and connected file works**

**Demand No. XXXVI—Rural Development**

2501—Special Programmes for Rural Development

2505—Rural Employment

2515—Other Rural Development Programmes

4515—Capital Outlay on other Rural Development Programmes

**Demand No. XXII—Urban Development**

2217—Urban Development

4217—Capital outlay on Urban Development

6217—Loans for Urban Development

**Preparation of Revenue Budget under the following heads of accounts and connected works**

0217—Urban Development

**J 2 Preparation of Budget Estimates in respect of the following demands/Heads of Account and connected works****Demand No. XXXV—Panchayat**

2515—Other Rural Development Programmes

4515—Capital Outlay on Other Rural Development Programmes

6515—Loans for Other Rural Development Programmes

**Demand No. XLIII—Compensation and Assignments**

3604—Assignments and Compensation to Local Bodies and Panchayat Raj Institutions

Consolidation of Appendix—IV to DBE, All miscellaneous papers relating to the Section including Interpellation

**Preparation of Revenue Budget under the following heads of account and connected works**

0515—Other Rural Development Programmes

**18. Budget Wing—K—Ph. No. 2518914**

K 1 Preparation and finalization of works Budget will be attended jointly by the two seats of Budget Wing—K Section.

**Preparation of Budget Estimates in respect of the following demands/Heads of Account and connected works****Demand No. XV—PWD**

2059—Public Works

3054—Roads and Bridges

- 4059—Capital Outlay on Public Works
- 5054—Capital Outlay on Roads and Bridges
- 7075—Loans for Other Transport Services

**Preparation of Revenue Budget under the following Heads of accounts and connected works**

- 0059—Public Works
- 1054—Roads and Bridges

**K 2 Preparation of Budget Estimates in respect of the following Demands/Heads of Account and connected works**

**Demand No. XL—Ports**

- 3051—Ports and Light Houses
- 3055—Roads Transport
- 5051—Capital Outlay on Ports and Light Houses
- 7051—Loans for Ports and Light Houses
- 7052—Loans for Shipping

**Demand No. XLI—Transport**

- 3053—Civil Aviation
- 3055—Road Transport
- 3056—Inland Water Transport
- 3075—Other Transport Services
- 5052—Capital Outlay on Shipping
- 5053—Capital Outlay on Civil Aviation
- 5055—Capital Outlay on Road Transport
- 5056—Capital Outlay on Inland Water Transport
- 5075—Capital Outlay on Other Transport Service
- 7053—Loans for Civil Aviation Authority
- 7055—Loans for Road Transport
- 7056—Loans for Inland Water Transport

**Preparation of Revenue Budget under the following Heads of account and connected works**

1051—Ports and Light Houses

1056—Inland Water Transport

1075—Other Transport Services

All other miscellaneous papers including LA Interpellation relating to the Section

**19. CSFC-A —Ph. No. 2518435**

- A1 Follow up works relating to the State Specific Grants under 13th FC Award, follow up works relating to tax devolution, Revenue Deficit grant and other recommendations under 14th FC, Works relating to Audit of AG.
- A2 Follow up works relating to the grants for elementary education, Environment, improving out come, Local Bodies and Disaster response under 13th FC Award.

**20. Development Wing—Ph. No. 2518034**

- D 1 I. Creation of Post, Pay and Allowances, Time barred arrear claims, pay fixation, special pay, charge allowances, up gradation of posts, Time Bound Higher Grade, TA payments and TA Arrear claims related to the following Department:
  - (1) Fisheries Department,
  - (2) Port Department,
  - (3) Hydrographic Survey,
  - (4) Harbour Engineering Department,
  - (5) Local Self Government Department,
  - (6) Town and Country Planning Department,
  - (7) Kudumbasree,
  - (8) AHADS,
  - (9) KIRTADS,
  - (10) Rural Development,
  - (11) Urban Affairs Department,

- (12) All Development Authorities,
- (13) State Election Commission,
- (14) FIRMA,
- (15) SAF, Ombudsman,
- (16) Centre of Excellence,
- (17) SIRD,
- (18) KREWS,
- (19) KILA,
- (20) TRIDA,
- (21) GIDA,
- (22) GCDA,
- (23) TRUDA,
- (24) PAD (K) etc.

II. Continuance sanction of temporary posts under the following Heads of accounts:

2405—Fisheries

2217—Urban Development

D 2 I. Schemes, Budget and allied matters, Purchase, Distribution of Funds, DA Payments etc. relating to:

- (1) Fisheries Department, (2) Port Department, (3) Hydrographic Survey, (4) Harbour Engineering Department, (5) Local Self Government Department, (6) Town and Country Planning Department, (7) Kudumbasree, (8) KIRTADS, (9) Rural Development Department, (10) Urban Affairs Department, (11) All Development Authorities, (12) State Election Commission, (13) KSBC, (14) FIRMA, (15) SAF, (16) Ombudsman, (17) Centre of Excellence, (18) SIRD, (19) KREWS, (20) KILA, (21) TRIDA, (22) GIDA, (23) GCDA, (24) TRUDA, (25) PAD (K), (26) AHADS, (27) NISH etc.

D 3 Land Acquisition, Delegation of Powers, Works pre-qualification of Tender, Contract, Repairs, Purchase of new Vehicles, Telephone, Audit objection, Rent, Vehicle Write off, Audit, Court cases, Meetings and miscellaneous papers relating to all Departments/ Institutions as shown at D1 and D2 above excluding SC/ST Departments, Social Welfare Department, Housing Department, Community Development Department and all other miscellaneous papers relating to the Section. Miscellaneous papers including LA Interpellation.

**21. Diarizing Unit—Ph. No. 2517313**

DU 1 Diarization of Tapals registered in Registry and Monitoring Unit Forwarding of Tapals to Concerned Sections of Finance Department.

**22. Education Wing-A—Ph. No. 2518328**

A 1 Administrative sanction for the schemes/works and fund release of various institutions under General Education Department

Approval, protection and appointment of teachers in General Education Department

Files relating to all Working Group Meeting under General Education Department

Additional Fund, Supplementary demands for Grants and other budgetary aspects under General Education Department

Re-option, pay fixation of General Education Department

Purchase and repairs of equipments, vehicles, stores etc.

Papers relating to Right to Education Act, Computer Education, Centrally sponsored schemes

Papers relating to meeting of General Education Department and allied Institutions

Higher Grade, increment and promotion of teachers of Government and Aided Schools

A 2 Granting of leave/deputation of Teachers in General Education Department

New Schemes on General Education Department  
 Miscellaneous papers relating to General Education Department  
 Open School, National Games, Special Schools  
 Special pay and allowances, fee and honorarium  
 Grant release of Departments under General Education  
 Conduct of examination by General Education Department  
 Stipend, Scholarship etc.

A 3 Pension cases of staff under General Education Department

Post creation, continuance sanction, under General Education Department

Write off, delegation of powers, installation of telephones

Opening, up gradation and reformation of schools

Opening of duplicate service book, time barred arrear claims

Papers relating to lab, Libraries, stores etc. of General Education Department

Section Officer has the liberty to contribute any new item of proposal to any of the seats

Bonus and festival allowance in respect of General Education Department

Miscellaneous papers including LA Interpellation.

**23. Education Wing-B—Ph. No. 2518259**

B 1 All papers including fund release and meeting related to Higher Secondary Education, VHSE, Sports and Youth affairs Directorate, IT @ School Project, SSA, RMSA, State Central Library and Sports Schools under Gen. Edn. Dept.

B 2 All papers including fund release and meeting related to the following Grant-in-Aid institutions/Board: IHRD, LBS Centre for Science and Technology, KRNVVS, KYWB, KSSC, KSLMA, KCHR, KSLC, SCERT, PNPVVK, SRC, CCEK, SEMAT, Kerala State Open School, C-APT and the following Departments: NCC, NSS, BS & G.

- B 3 Printing Department, Stationery Department, TTIs, Training Colleges, Posts creation and Approval in respect of Arts and Science Colleges, KBMS, SIMC, Text Book Office, KBPS paper purchase, Text Book Depot, Purchase of Paper relating to SSLC, Plus Two Exams, School Text Book Printing.

#### **24. Education-C—Ph. No. 2517137**

- C 1 Central University, Alligarh Muslim University, World Central University, Draveedian University.

Papers relating to Kerala University, M.G. University, Kannur University, IGNOU, APJ Abdul Kalam Technological University, Thunchathezuthachan Malayalam University etc.

New Initiative in Higher Education Scheme.

Training to College Teachers—University Teachers Faculty developments.

All papers relating to starting of new courses under Directorate of Collegiate Education.

Papers relating to amenities, Study tour, Hostel facilities, Lab, Libraries etc.

Papers relating to NUALS, IGNOU, University Appellate Tribunal etc.

Papers relating to meetings of Universities.

Inter University Centers.

Pay fixation, Option, Promotion, Pay Revision of Colleges, Universities etc.

Grant release to Universities, Higher Education Council, Examination on Colleges, Universities etc.

Approval, appointment of teachers etc.

Amendment of University Statutes.

Placement of training faculty development of College teachers.

New Schemes on Universities and Colleges, new University.

- C 2 Papers relating to Indian Institute of Space, Science, Indian Institute of Science Education and Research, Science and Technology Museum, Centrally sponsored Schemes on Colleges, Universities etc.

Grant release to Technical Education

All papers relating to administrative sanction of Schemes/Projects  
SDG, additional funds and other budgetary aspects

RUSA, TEQUIP, Technical Committee meetings, ASAP

Examination on Colleges/Engineering Colleges, Polytechnics etc.

Continuance sanction of posts under Technical Education and  
Collegiate Education Department

Rajiv Gandhi Institute of Technology-Kottayam, Science and  
Technology Museum.

Miscellaneous on Higher Education and Technical Education  
Department

Placement of training faculty development of College Teachers

UGC/AICTE Pay Revision

Files relating to subject committee meetings on Higher Education  
Department

Proposal from Directorate of Collegiate Education

C 3 All files relating to Museum and Zoo, Tulu Academy

Papers relating to men of letters and arts, various memorial Institute,  
State Film Development Corporation, State Institute of Encyclopaedia,  
Chalachitra Academy, Vastu Vidya Gurukulam, Guru Gopinath Natana  
Gramam, Kerala Sahitya Academy, Kerala Sangeetha Nataka  
Academy, Kerala Lalithakala Academy, Bharat Bhavan, Kerala  
Kalamandalam, Jawahar Bala Bhavan, State Institute of Children's  
Literature, Kerala Folklore Academy and other cultural centres,  
Kerala State Archives, Archaeology Department.

Papers relating to pension

Scholarship and Stipends

Land acquisition

Purchase, write off, Repairs, vehicles, maintenance etc.

Miscellaneous papers including LA Interpellation

C 4 Papers relating to CUSAT, Calicut University, Sree Sankaracharya University of Sanskrit

Papers relating to Collegiate Education Directorate

Papers relating to Music Colleges and Fine Arts Colleges

Papers relating to Womens Colleges and Law Colleges, Maharajas College

Establishment matter of DTE

Miscellaneous Papers on Higher Education

All papers relating to starting of new courses

Papers relating to amenities, study tour, hostel facilities, lab, libraries etc.

Papers relating to meetings of Universities

Inter University Centres

Pay fixation, option, promotion, pay revision of Colleges, Universities etc.

Grant release to Universities

Examination on Colleges, Universities etc.

Approval, appointment of teachers etc.

Amendment of University Statutes

Placement of Training Faculty Development of College Teachers

New Schemes on Universities and Colleges, new University

Pay fixation, option, promotion, pay revision of Polytechnics, Technical Education Department etc.

**25. Establishment-B—Ph. No. 2518133**

B 2 Establishment matters of Divisional Accountants in Kerala General Service

B 3 Establishment matters of Financial Assistants, Finance Officers and Senior Finance Officers in Kerala General Service, Convening DPC, Miscellaneous papers including LA Interpellation

**26. Establishment-C—Ph. No. 2518526**

- C 1 Establishment matters relating to all Non Gazetted Officers of the Department of Treasuries, Special Rules of Treasuries Department
- C 2 Establishment matters relating to all Gazetted Officers of the Department of Treasuries and convening of DPC
- C 3 Opening of New Sub Treasuries, District Treasuries, conversion of Non Banking Treasuries, LA Interpellations, Budget papers
- C 4 Writ Petitions relating to Treasury Department, Annual review and inspection report and Administration report of Treasuries and other Miscellaneous papers including LA Interpellation.

**27. Establishment-D—Ph. No. 2518922**

- D 1 All establishment matters relating to Kerala State Audit Department.
- D 2 All establishment matters relating to Kerala State Insurance Department and LA interpolations relating to matters common to Kerala State Audit Department and Kerala State Insurance Department (Miscellaneous) and other miscellaneous papers relating to the section.
- D 3 Payment of compensation arising Motor accidents in respect of Kerala State Insurance Department, Damages due to fire, flood and other natural calamities in respect of Kerala State Insurance Dept.  
Kerala Advocate Clerk's Welfare Fund Schemes  
Group Personal Accident Insurance Scheme  
Miscellaneous papers including LA Interpellation

**28. Expenditure-A—Ph. No. 2517280**

## GENERAL

The following Administrative Departments are allotted to the Section:

- (1) Election Department
- (2) Environment Department
- (3) General Administration Department
- (4) Home Department

- (5) Information and Public Relations Department
- (6) Information Department
- (7) Law Department
- (8) NORKA Department
- (9) Parliamentary Affairs Department
- (10) P & ARD
- (11) Planning and Economic Affairs Department
- (12) Revenue Department
- (13) Science and Technology Department
- (14) Store Purchase Department
- (15) Taxes Department
- (16) Tourism Department
- (17) Vigilance Department.

- A 1
1. Continuance of Temporary posts in the Departments under Revenue, Taxes, Home, Vigilance, General Administration Department, Tourism, Information Technology, Planning and Economic Affairs Department, Information and Public Relations Department
  2. Continuance of posts belonging to all India Service
  3. All files related to Revenue Department, Law Department, Sainik Welfare Department, Kerala House and Information Technology Department
  4. Files relating to Taxes Department except works
  5. Files related to LAR cases, Rent Fixation
  6. All other miscellaneous papers related to the section and family.
- A 2
1. All establishment files related to Raj Bhavan, PSC, GAD Secretariat, Law Secretariat, Legislature Secretariat and Store Purchase Department.
  2. Creation and upgradation of posts related to the above-mentioned departments.
  3. All establishment files related to personal Staff of Ministers, Govt. Chief Whip, Leader of Opposition and MP's.

4. Creation of posts belonging to all India Services
  5. Construction and Maintenance of building in respect of Home and Taxes Department.
  6. Proposals on lease assignment, Sales etc. of Government Lands coming from Revenue Department.
- A 3
1. Files related to works in respect of Lok Ayukta and the Departments under Tourism, NORKA, Vigilance, Revenue Environment, General Administration, Planning and Economic Affairs, Information Public Relations, Election, Home Department and P & ARD
  2. Creation and upgradation of posts relating to the above-mentioned departments
  3. Creation, up gradation and continuance of posts in the Offices of the Enquiry Commission, Concerned Administrative Wing (Home and Vigilance)
  4. All other miscellaneous papers including L.A. Interpellation
  5. All establishment files related to Lok Ayukta and the Departments under Tourism, NORKA, Vigilance, Planning and Economic Affairs, Information and Public Relations, Election, Science and Technology, Parliamentary Affairs, Home Department and Environment.

## **29. Expenditure-B—Ph. No. 2518953**

- B 1
1. Files related with Fund releases, Exemption of Stamp Duty/Registration Fee. Installation of Telephone/Cellular/Internet connection, Writ Petition/Original Petition, sanction of Journey, Ex gratia Payments. All purchases, Repairs and Maintenance of vehicles, Condemnation of Vehicles/Articles. Annual Maintenance Contract, computerisation and modernisation, Remission of RR, Write off, Refund, Contingent expenditure, Permanent Advance, Temporary Advance in respect of the department viz., Taxes, Planning and Economic Affairs, Environment, I & PRD, Parliamentary Affairs.
  2. Release of grant in aid to various Institutions/bodies coming under the above departments.

3. All meeting files including working group, Special Working Group and Empowered Committee and LA interpellation in respect of the above departments.
  4. Delegation of Financial Powers to Administrative Departments and Head of Departments.
- B 2
1. Repairs and Maintenance various, connection of Vehicles Articles
  2. Release of grant in aid to various institutions/bodies coming under the above departments.
  3. All meeting files including working group, Special Working Group and Empowered Committee and LA interpellation in respect of the above departments.
  4. Files related with Freedom Fighters, Political Pension and Khadi, Hindi Pension.
  5. Financial Assistance for treatment of Prisoners.
- B 3
1. Files related with Fund Release, Exemption of Stamp Duty/Registration fee, installation of Telephone/Cellular Internet connection, Writ Petition/Original Petition, Sanction of journey, Ex gratia payments, All purchases, Repairs and Maintenance of Vehicles, Condemnation of Vehicles/Articles, Annual Maintenance Contract, Computerisation and Modernisation, Remission of RR., Writ off, Refund, Contingent Expenditure, Permanent Advance, Temporary Advance in respect of the department viz., Tourism, NORKA, Election, Revenue, Devaswom, Disaster Managment, Stores Purchase.
  2. Release of grant-in-aid to various institutions/bodies coming under the above departments.
  3. All meeting files including working group, special working group and Empowered Committee and LA interpellation in respect of the above departments.
  4. Payment of Annuity to Devaswoms/Temples
  5. Interpretation of KFC
  6. All miscellaneous files/papers

**30. Expenditure-C—Ph. No. 2517278**

## C1 TA Rules

Amendment to Part II KSR

Sanction of Time barred TA Claims in respect of all Departments.

Leave Travel Concession (LTC)

Special Allowance (CA) to physically handicapped persons.

## C2 Creation of posts of Part Time Sweepers, Regularisation of Casual Sweepers. Court Cases in respect of Part Time Sweepers of all departments.

## C3 Creation of posts of Part Time Sweepers, Regularisation of Casual Sweepers, Fixing of wages to Casual Sweepers, Court Cases in respect of Part Time Sweepers of all departments.

Revision of daily wages in respect of common category, Computer Operators, Data Entry Operators etc.

All other miscellaneous papers including LA Interpellation

**31. Family Benefit Scheme-A—Ph. No. 2517344**

## A1 Advocate General Office, Agriculture Department, Kerala Agricultural Income Tax and Sales Tax, Animal Husbandry Department, Archaeology Department, Archives Department, Chemical Examiners Laboratory, Co-operative Department, Cultural Publication Department, Commissionerate of Civil Supplies, Commissionerate of Commercial Taxes and Coir Department, Dairy Development Department, Directorate of Prosecution, Drugs Control Department, Directorate of Medical Education, Directorate of Sports and Youth Affairs Department, Economic and Statistics Department, Electrical Inspectorate, Employment and Training Department, Enquiry Commissioner and Special Judge, Employees Insurance Court, Factories and Boilers Department, Fire and Rescue Services Department, Fisheries Department, Forest Department and Ground Water Department, NCC, Panchayat Department, Registration Department.

## A2 Excise, Vigilance and Anti Corruption Bureau, Harbour Engineering Department, Handloom and Textiles Department, Hydrographic Survey Wing, Industrial Tribunal and Judge, Industries and

Commerce Department, Insurance Medical Services, Jail, Judiciary, Kerala Land Use Board, Labour Courts, Labour Department, Legal Metrology Department, Local Fund Audit Department, Mining and Geology Department, Museum and Zoos Department, Motor Vehicles Department, National Savings Department, Police Department, Port Department, Printing Department, Public Library, Public Works Department, Rural Development Department, State Insurance Department, State Lotteries Department, Kerala Urban Development Project.

- A3 MACT, Sainik Welfare Department, Scheduled Caste Development Department, Scheduled Tribe Development Department, Secretariat and P & ARD (cases not listed in any of the section), Social Welfare Department, Soil Conservation, State Water Transport Department, Stationery Department, Survey and Land Record Department, Training and Development Studies, Town and Country Planning Department, Tourism Department, Treasuries Department, All Commissions including PSC, All Tribunals, General questions relating to implementation of the FBS of the employees, issuance of Government Orders, Circular and guidelines and processing of the file relating to the policy decisions of the scheme, clarification/instructions relating to the scheme and maintenance of accounts and disbursement of amount, and family Reconciliation of collection and expenditure, study of Government contribution and related matters, Audit objections from Accountant General, Miscellaneous papers or work not allotted to other sections in FBS, the works relating to Health Department (including Ayurveda and Homoeo) and Revenue Department. And all other miscellaneous papers including L.A. Interpellation. Vigilance and Anti Corruption Bureau, Irrigation Department, Land Revenue Department.

### **32. Family Benefit Scheme-B—Ph. No. 2737904**

- B 1 FBS in respect of Education Departments of Idukki, Ernakulam, Kottayam, Malappuram and Alappuzha Districts
- B 2 FBS in respect of Education Departments of Thiruvananthapuram, Kollam, Palakkad, Kasargod and Wayanad Districts

B 3 FBS in respect of Education Departments of Kannur, Kozhikode, Thrissur and Pathanamthitta Districts

All other miscellaneous papers including LA Interpellation

**33. Funds—Ph. No. 2518684**

- F 1
1. Allotment of Funds to the District Collectors and other outside Agencies from Chief Minister's Distress Relief Fund on the basis of the Government Orders issued by the Revenue (DRF-A, DRF-B and F) Department.
  2. Verification of accounts relating to CM's D.R.F. maintained at each collectorate, at least once in a year, issue verification report and pursuance follow up action thereon.
  3. Scrutiny of the proceedings issued by the District Collectors sanctioning financial assistance from C.M's D.R. Fund.
  4. Allotment of Prime Minister's National Relief Fund to District Collectors for disbursement to next of kin on the basis of Government orders issued by Revenue (K) Department.
  5. Conduct verification accounts related to the payment from Prime Minister's National Relief Fund maintained by District Collectors, issue verification report and take follow up action
  6. Papers relating to RTI Act 2005.
  7. Papers relating to LA Interpellations
- F 2
1. Allotment of Funds to the next kin of the deceased and to those injured from the Chief Minister's Sainik Welfare Fund on the basis of Government Order issued by General Administration (SW) Department
  2. Verification of accounts relating CM's Sainik Welfare Fund maintained by District Collectors, Director, Sainik Welfare Department, at least once a year, issue of verification report and take follow up action
  3. Collection of funds towards Chief Minister's Sainik Welfare Fund and reconciliation of accounts maintained at District Treasury, Thiruvananthapuram.

4. Follow up action on the report furnished by District Collectors' relating to inspection of accounts conducted in the various subordinate offices.

5. Issue of receipts for donations received towards Chief Minister's Distress Relief Fund, Chief Minister's Sainik Welfare Fund and Chief Minister's Gujarat Earthquake Relief Fund and all other miscellaneous papers relating to the Section.

6. Collection of funds towards Chief Minister's Distress Relief Fund reconciliation of accounts maintained at District Treasury, Thiruvananthapuram and other District Treasuries where the District accounts are maintained.

#### **34. Group Insurance Scheme—Ph. No. 2737903**

GI I Compilation of data collection from the District level conferences, complaints, petitions and their correspondences and settlement of claims pertaining to the Districts—Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha and Kottayam. Works relating to enhancement of rate of subscription, accounting procedure, revision of Table benefits.

GI II Complaints, Petitions and their correspondences and settlement of claims pertaining to the Districts—Idukki, Ernakulam, Thrissur and Palakkad. Amendment of GIS rules, LA interpellation and clarification. Review of progress of enrolment in the GIS.

GI III Complaints, Petitions and their correspondences and settlement of claims pertaining to the Districts—Malappuram, Kozhikkode, Wayanad, Kannur and Kasaragod and other miscellaneous works not mentioned above.

#### **35. Grant in Aid Monitoring Cell—Ph. No. 2517184**

GMC 1 1. Monitoring of grant-in aid received from Government of India  
2. All other miscellaneous papers including LA Interpellation

GMC 2 1. Co-ordination and effective monitoring of recovery of loans sanctioned by State Government to Public Undertakings, Development Authorities, Local Self Government, Autonomous Bodies, Institutional Bodies and its interest receipts to Government.

**36. HBA—Ph. No. 2518898**

HBA1 Processing of Joint Loan Application of Government Employees and Teachers serving in different Departments and applications of HODs for the purchase/construction of House/Ready built flat.

All miscellaneous papers relating to sanction of HBA on joint salary basis

Preparation of budget estimates, resumption, re-appropriation in respect or head of account 7610-00-21-HBA to State Government Employees

Matters relating to old HBA Scheme including HBA write off

Matters relating to HBA Scheme associated with Banks

Maintenance of Allotment Register for HBA on Joint Salary basis

All matters and communications regarding the Joint Loans Application of employees working in different Departments and application of HODs

HBA2 Matters relating to sanction of HBA to Government Employees and teachers other than joint loans and maintenance of allotment registers for this item

Refund of excess remittance in respect of House Building Advance

Matters relating to HBA of AIS Officers including preparation of budget estimate resumption, re-appropriation under the head of account

All miscellaneous papers relating to HBA other than HBA on joint salary basis

**37. Health and Labour Wing - A—Ph. No. 2517198**

- A 1
1. Projects/Schemes; Budget and allied matters relating to Health and Family Welfare Department and Labour Department
  2. Special Working Group Meeting in respect of Health and Labour Department and Health and Family Welfare Department
  3. Meeting in respect of CHIAK
  4. Schemes relating to RSBY, CHIS PLUS, AABY etc.

5. Fund release of Grant-in-Aid institutions under Health and Labour Department
  6. Papers relating to Endosulphan from Health Department
  7. Works, Repairs and Maintenance
  8. Asset Maintenance Fund
  9. Drafts Bill in respect of Health and Family Welfare Department and Labour Department
- A 2
1. Matters related to all Welfare Fund Boards (other than Service matters) under Labour Department, Welfare Pension of Coir Workers Welfare Board and Khadi Workers Welfare Fund Board under Industries Department; Head Load Workers Welfare Fund Board and Kerala Agricultural Workers Welfare Fund Board
  2. Hiring of buildings, Rent, Deputation benefits granted under service quota
  3. Audit Paras; LA Interpellation
  4. Release of fund related to IMAGE (for Bio-medical waste disposal.)
  5. Reimbursement of Tuition Fee
  6. Installation of Telephones and Broadband Connection
- A 3
1. Time barred TA claims; contingent items of expenditure (Permanent advance) Investigation of arrear claims
  2. Purchase of stores; purchase/repairs of Machinery and equipments
  3. Tender of contract
  4. Purchase, repairs and disposal of Vehicles
  5. Write off/disposal of unserviceable articles
  6. LAR cases
  7. Constitution of Special Committees
  8. Audit objection of Accountant General
  9. All meeting papers relating to H & FWD and LBR Department

10. Gen. Body, Governing Body meeting of KSACS, IMHANS, CDC, SI-MET, KASE, KILE and SMPB
11. HRMP Compensation
12. Miscellaneous papers

**38. Health and Labour Wing-B—Ph. No. 2518777**

- B 1 Post creation of Labour Departments, ESI, DHS, Ayurveda, Homoeopathic Departments and Medical Colleges of Allopathic, Ayurveda and Homoeopathic continuance of posts in the above departments, schemes which covers post creation of Health Departments and deligation of powers.
- B 2 All service matters to the employees of Health and Labour Departments including all Medical Colleges and Hospitals of Allopathy, Homoeo, Ayurveda, ESI such as pay, leave of all kinds, charge arrangements, option, fixation, higher grade, increments, pension, condonation of break etc. Service matters of all Welfare Fund Boards under Labour Departments are also being dealt, all other miscellaneous papers including LA Interpellation.

**39. Industries and PW-A—Ph. No. 2517129**

- A1 Schemes relating to Mining and Geology Department, Creation of posts and their continuance relating to Industries Department, Mining and Geology, MVD, SWTD and Transport Department. Papers relating to Pay and Allowances (Except Project and Investigation allowances) Leave, TA, Pension, Arrear Claims etc., to the Staff of Industries Department and Mining and Geology Department beyond the delegated powers of Administrative Department, Delegation to the officers of Industries Department, Purchase relating to MVD, SWTD, Mining and Geology Department, Fund release to Kerala Road Safety Authority. All papers relating to Kochi Metro, Thiruvananthapuram International Airport, Kannur International Airport, Idukki Airport, Wayanad Airport, Aranmula Airport and Personal Rapid Transit system.

- A 2 Establishment matter such as Pay and Allowances, Leave, TA, Pension, Medical reimbursement, Arrear claims, Deputation of Officers to foreign service, training etc. relating to the staff of Public Works Department, Water Resources Department and Power Departments beyond the delegated powers of AD.
- A 3 Schemes relating to Industries Department, Loans and grants and their rules, purchase and disposal of unserviceable articles, write off etc. beyond the delegated powers of Administrative Department. All papers relating to High Speed Rail Corridor, Fund release of Emerging Kerala. Rebate files of Hantex and Hanveev, Working Group Meeting, State Level Committee Meeting on State Investment Subsidy, Journey sanction to officers for attending the DLC Meeting on State Investment Subsidy (for all districts), State Level Project Committee Meeting—Handloom and Textiles Meeting—KELTRAC Schemes related to Coir Industry, Proposal from DCD and modernization of CSFCS. Miscellaneous papers including L.A. Interpellation.

**40. Industries and PW-B—Ph. No. 2518834**

- B 1 Execution of works—contracts—Administrative Sanction for Roads and Bridges—Take over of Roads by Public Works Department—Court cases related to work-LAR Cases (Roads and Bridges).
- B 2 Files relating to Tender—Tender Committee Meetings—Tender excess-files relating to Kerala Road Fund Board—Revision of SOR, revision of wages in respect of workers in PWD and WRD based on SOR and all aspects relating to SOR, Court cases (OS, WPC, SLP etc.) relating to tenders delegation of Powers, purchase, execution of works (Buildings) Rent Committee Meeting, Implementation of e-tendering in PWD and all Engineering Departments—Clarification regarding execution of works by authorized agencies other than PWD, Modernization and Construction of Treasury Buildings.
- B 3 Continuance sanction of temporary posts in Water Resources Department. Arbitration awards and LAR cases of Water Resources Department. Papers related to KSTP such as KSTP—Steering Committee Meeting, Empowered Committee Meeting, Fund release, Meeting on Pampa Action Plan. All papers related to Kerala Monorail Corporation Limited, RBDCK, RICK, KRFB, Administrative Sanction for works related to WRD (MP), CSIN, ISWC which are

being taken up by Chief Engineer (I and A), Regularization of CLR/S L R workers in PWD and WRD and their pay revision. Miscellaneous papers including L.A. Interpellation.

**41. Inspection (NT)-A—Ph. No. 2737920**

- A1 Process papers/files in the nature of petitions/complaints and all other general issues

Distribution of files/petitions to all sections of FIW (NT) Wing for inspection

Conduct surprise inspection in Government Offices/Autonomous bodies/PSU's etc. and other enquiries ordered by Ministers/other departments.

Chalk out and co-ordinate monthly and other inspection programmes of all sections of FI (NT) Wing

Conduct monthly/other meetings of Inspection Wing

- A2 Process papers/files in the nature of petitions/complaints and all other general issues

Conduct surprise inspection in Government Offices/Autonomous Bodies/PSU's etc. and other enquiries ordered by Ministers/other departments

Issue Identity Cards to the Officers of FIW and DFIO's

Issue of orders sanctioning the journeys in connection with inspection programmes of FIW

- A3 Process papers/files in the nature of Petitions/Complaints and all other general issues

Conduct surprise inspection in Government Offices/Autonomous Bodies/PSU's etc. and other enquiries ordered by Ministers/other Departments.

Attend all papers relating to RTI Act, 2005.

Conduct monthly other meetings of DFI Squad

Custodian of Vehicle Inspection Register for the section and supply of Stationery exclusively intended for FIW.

Collect all up-to-date Government Orders Instructions etc. for the purpose of inspection and supply it to all inspection teams.

Consolidate L.A. interpellations and allied matters.

**42. Inspection (NT)-B—Ph. No. 2737902**

- B1 Conducting surprise inspections in Various Government Departments & Government Owned Public Undertakings across the State and conducting inspections upon directions from Ministers and Secretaries. Monitoring the Inspection activities of District Finance Inspection Squad, Kottayam
- B2 Conducting surprise inspections in Various Government Departments & Government Owned Public Undertakings across the State and conducting inspections upon directions from Ministers and Secretaries. Monitoring the Inspection activities of District Finance Inspection Squad, Ernakulam. Miscellaneous papers including LA interpellations.

**43. Inspection—Technical Wing—Ph. No. 2462828, 2462150**

- C1 Files related to Finance Accounts, Administration, Agri Wings, Irrigation Projects, Harbour Engineering Department, Water Authority, Flood Relief Works and ASE works including remark files, Petitions and Works allotted to external agencies by Government and Establishment matters of this office
- C2 Files related to Finance (Ind & PW) Wings and Petitions relating to PWD Roads & Bridges, Buildings, National Highways etc.
- C3 Files related to Finance—Development, PU Wings and petitions relating to Local Bodies, Boards, Corporations, Rural Development Department RLEGP/NREP files from various Departments, all general matters, miscellaneous files and RTI cases. Files related to all other sections of Finance Department except the sections mentioned above

Miscellaneous papers including LA Interpellation

Files relating to subjects not mentioned in the above categories will be decided by CTE/ACTE on a case by case basis.

**44. Inspection (NT)-D—Ph. No. 2737921**

- D1 Case relating to draft paras, Audit Report and recommendation of the PAC in respect of Inspection Reports of the Accountant General

Review of quarterly progress of clearance of outstanding paras in the Inspection Report of Accountant General

Routine Inspection of Government Officers

- D2 Routine Inspection of Government Offices and Special enquiries based on the orders of Principal Secretary (Finance) etc. on complaints from Public. Miscellaneous papers including L. A Interpellation.

**45. Inspection (NT)-E—Ph. No. 2737923**

- E1 Routine/Surprise inspections in Government Offices and other Government entities like Public Sector Undertakings, Autonomous Bodies, Corporations etc. as per the Tentative programme issued by Finance (Inspection-NT-A) Department and also conduct special enquiries and vehicle inspections periodically. Follow up action on Action Taken Report Matters relating to RTI Act. Approval of Tour programmes, vetting of Inspection Reports of District Finance Inspection Squad, Alappuzha and co-ordination and supervision of the activities of District Finance Inspection Squad, Alappuzha
- E2 Routine/Surprise inspections in Government Offices and other Government entities like Public Sector Undertakings, Autonomous Bodies, Corporations etc. as per the Tentative programme issued by Finance (Inspection-NT-A) Department and also conduct special enquiries and vehicle inspections periodically. Follow up action on Action Taken Report Matters relating to RTI Act. Matters relating to L A interpellation, Approval of Tour Programme of District Finance Inspection Squad, Kannur, vetting of Inspection Reports and co-ordination and supervision of the activities of the Squad

**46. Inspection (NT)-F—Ph. No. 2737922**

- F1 Routine/Surprise inspections in Government Offices and other Government entities like Public Sector Undertakings, Autonomous Bodies, etc. as per the Tentative programme issued by Finance (Inspection-NT-A) Department and also conduct special enquiries and vehicle inspections. General guidelines and orders on the use of Government vehicles. Follow up action on Action Taken Reports . Approval of Tour programmes,

vetting of Inspection Reports of District Finance Inspection Squad, Kozhikode and co-ordination and supervision of the activities of the District Finance Inspection Squad, Kozhikode

- F2 Routine/Surprise inspections in Government Offices and other Government entities like Public Sector Undertakings, Autonomous Bodies etc. as per the Tentative Programme issued by Finance (Inspection-NT-A) Department and also conduct special enquiries and vehicle inspections. Follow up action on Action Taken Reports. Approval of Tour programme of District Finance Inspection Squad, Palakkad vetting of inspection reports and co-ordination and supervision of the activities of the Squad. Miscellaneous papers including LA Interpellation

**47. Inspection (NT)-G—Ph. No. 2737915**

- G1 Routine/Surprise inspections in Government Offices and other Government entities like Public Sector Undertakings, Autonomous Bodies, Corporations etc. as per the Tentative Programme issued by Finance (Inspection NT-A) Department and also conduct special enquiries and vehicle inspections periodically. Follow up action on the copies of Inspection Reports of Accountant General relating to various departments, approval of Tour programme, vetting of Inspection Reports of District Finance Inspection Squad, Wayanad and co-ordination and supervision of the activities of District Finance Inspection Squad, Wayanad also vests with Finance Inspection (NT-G1) Wing
- G2 Routine/Surprise inspections in Government Offices and other Government entities like Public Sector Undertakings, Autonomous Bodies etc. as per the Tentative Programme issued by Finance (Inspection NT-A) Department and also conduct special enquiries and vehicle inspections periodically. Approval of Tour programme of District Finance Inspection Squad, Kasaragod, vetting of inspection reports and co-ordination and supervision of the activities of the Squad are also entrusted with Finance Inspection (NT-G2) Wing. Miscellaneous papers including L. A. Interpellation

**48. Inspection (NT)-H—Ph. No. 2737902**

- H1 Conduct surprise inspections in various Government Offices/ Autonomous Bodies/PSUs etc. Preparation of Inspection Reports and its follow up actions  
Processing of tentative Tour programmes and Inspection Reports forwarded by District Finance Inspecting Officer, Malappuram.  
Processing of Tapal/Files received in the section
- H2 Conduct surprise inspections in various Government Offices/ Autonomous bodies/PSUs etc. Preparation of Inspection Reports and its follow up actions  
Processing of tentative Tour programmes and Inspection Reports forwarded by District Finance Inspecting Officer, Thiruvananthapuram  
Processing of Tapal/Files received in the section  
Miscellaneous papers including LA Interpellation

**49. Inspection (NT)-J—Ph. No. 2737914**

- J1 Enquiries and routine inspections in Government Offices, Government Stores, other Government Properties, PSUs, LSGIs, Autonomous Bodies, Co-operative Institutions, etc.  
Work related to DFIO, Kollam  
Maintenance of Office Registers  
Inspection of Government Vehicles
- J2 Enquiries and routine inspections in Government Offices, Government Stores, other Government Properties, PSUs, LSGIs, Autonomous Bodies, Co-operative Institutions, etc.  
Inspection of Secret Fund of Police Department  
Inspection of Government Vehicles  
Miscellaneous papers including LA interpellation.

**50. Inspection (NT)-K—Ph. No. 2737913**

- 1 Routine Inspection & Monitoring of DFI Squad, Pathanamthitta
- 2 Routine Inspection & Monitoring of Reconciliation of Government Accounts and its follow up.  
Miscellaneous papers including LA Interpellation

**51. Internal Audit Cell-A—Ph. No. 2737916**

A1 (a) Monitoring & Supervision of Internal Audit of the following Departments.—(1) Archives (2) Economics & Statistics (3) Employment & Training (4) Enquiry Commissionerate (5) Industrial Training (6) Insurance Medical Service (7) Land Revenue (8) Minority Welfare Department (9) Police (10) Public Works Department (11) SC Development (12) Stationery (13) ST Development (14) Tourism (15) Urban Affairs.

(b) All General papers in connection with Internal Audit

(c) LA Interpellations

A2 (a) Monitoring & Supervision of Internal Audit of the following Departments.—(1) Agriculture (2) Animal Husbandry (3) Archaeology (4) Ayurveda Medical Education (5) Chemical Examiner's Lab (6) Collegiate Education (7) Commissionerate for Entrance Examinations (8) Co-operation (9) Dairy Development (10) Environment & Climate Changes (11) Excise (12) Irrigation (13) ISM (14) Motor Vehicles (15) Prisons (16) Rural Development .

A3 (a) Monitoring & Supervision of Internal Audit of the following Departments.—(1) Backward Communities Development (2) Culture (3) Forest (4) Health Services (5) Kerala Transport Appellate Tribunal (6) Labour (7) Land Use Board (8) Law Colleges (9) Legal Metrology (10) Registration (11) Sports & Youth Affairs (12) State Insurance (13) Technical Education (14) Vigilance (V&ACB/Vigilance Tribunals) (15) Survey & Land Records

**52. IT Division Training and Development Unit (CTFM)—  
Ph. No. 2301981, 2305851**

IT TD-1 ● Function as faculty/assist the faculty in the staff training development programmes (Both Non-IT and IT) being conducted by Finance Department

● Facilitate study of the IT training requirements of Finance Department (Including that of IT division) and its Line Departments and develop training modules, curriculum and training material.

- Empanelment of faculties/Training Institutions for IT Training programmes
- Prepare proposals for IT training requirements for each financial year to be incorporated in the consolidated proposals prepared by IT TD-2
- Arrange IT training programmes (induction training as well as development programmes) for the staff of Finance Department and its Line Departments
- Event management for all the IT training programmes being conducted by Finance Department
- Keep all the accounts related to the IT training programmes  
Content management of [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)
- Prepare proposals for new modules in the website to be developed through the Software Unit of Finance IT Division
- Keep a Data Bank on Finance Department's activities with historical data
- Keep updated information on State and Central IT Acts, Rules, Manuals and best practices and provide training and process the requests for advice on them as and when required
- Provide support to Finance Software Unit in arranging demonstration and study of the use of all application software being used by/developed for the use of Finance Department and its Line Departments
- Prepare Half Yearly and Yearly review reports on the performance of [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in). Half yearly reports may be prepared on or before 31<sup>st</sup> October and yearly reports on or before 30<sup>th</sup> April every year
- LA Interpellations/RTI Act related matters connected to IT TD-1 work distribution
- Regularly obtain and scrutinize feedbacks on each programmes through systematic ways and initiate actions for remedy/betterment wherever

- Keep a training Associate's (IT TD-1) diary to record each day's activities pertains to IT TD-1
  - Any other duty being subsequently assigned
- IT TD-2
- Function as faculty/assist faculty in the Non-IT staff training/development programmes (both Non-IT and IT) being conducted by Finance Department
  - Facilitate study of the Non-IT training requirements of Finance Department (Including that of IT division) and its Line Departments and develop training modules, curriculum and training material
  - Empanelment of Finance Department/Secretariat officials as faculties for Non-IT Training programmes
  - Facilitate the preparation and approval of the proposal on the Training/Development requirements for each financial year well in advance, that is before 31<sup>st</sup> January, every year in consultation with Finance Administration/Establishment sections
  - Establish and maintain a permanent training set up with state of the art facilities in the Finance IT Division building in the University Office Campus
  - Arrange IT training programmes (including induction training for new recruits) for the staff of Finance Department and its line departments in consultation with Finance Administration/Establishment sections
  - Event management for all the Non-IT training programmes being conducted by Finance Department
  - Develop and manage an online Learning Management System through the Software unit of Finance IT Division to provide lifelong learning/development support to the personnel of Finance and its Line Departments
  - Keep a database of officials trained in each curriculum
  - Keep all the accounts related to the Non-training programmes

- Initiate special IT Audit capacity building training programmes to Finance Inspection Wings, District Finance Inspection Squads, Divisional Accountants, Finance Officers, Internal Audit Parties etc.
- Keep a database of officials trained in each curriculum (both IT and Non-IT)
- LA interpellations/RTI Act related matters connected to IT TD-2 work distribution
- Regularly obtain and scrutinize feedbacks on each programmes through systematic ways and initiate actions for remedy/betterment wherever necessary
- Keep a Training Associates (IT TD-2) diary to record each day's activities pertains to IT TD-2
- Prepare Half Yearly and Yearly review reports on the staff training and development programmes (both IT and Non-IT). Half yearly reports may be prepared on or before 31<sup>st</sup> October and yearly reports on or before 30<sup>th</sup> April every year
- Any other duty being subsequently assigned

**53. IT Division—Systems Unit (IT-Systems)—Ph. No. 2517146**

IT-S 1      Oversee the proper maintenance of hardware and network installations in the Department.

- Arrange repair of hardware installed in the Finance Department
- Provide Support to training unit to conduct training programs in hardware purchase related subjects
- Assist Finance Inspection Wing, Internal Audit Sections and District Finance Squads to examine hardware purchase related investigations in Thiruvananthapuram, Alappuzha, Kottayam, Idukki, Thrissur, Kozhikode and Kasargode Districts

- Preparation of updated digital versions of all the rules/codes/ manuals etc. being maintained by Finance Department and arrange printing of hard copies and also to keep a library of such hardcopies for reference
- LA Interpellations/RTI Act related matters connected to IT-S1 work distribution
- Function as faculty/assist faculty in training and development programmes related to the above subjects as and when required
- Keep a system Associates diary to record each day's activities pertains to IT-S1
- Prepare Half Yearly and Yearly review reports on the functioning of the Systems Unit. Half yearly reports may be prepared on or before 31<sup>st</sup> October and yearly reports on or before 30<sup>th</sup> April every year
- Any other duty being subsequently assigned

IT-S 2      Facilitate hardware requirement studies for Finance and its Line Departments

- Ensure that the Line Departments keep proper inventory of IT equipments as per rules
- Ensure proper use of IT Equipments/installations in the Line Departments
- The procurement ODF hardware for Finance Department and keep proper inventory
- Procure and upkeep the hardware for the common use of Finance Department such as heavy duty printers, LCD projector and screen, Laptops, etc.
- Assist Finance Inspection Wing, Internal Audit Sections and District Finance Squads to examine hardware purchase related investigations in Kollam, Pathanamthitta, Ernakulam, Palakkad, Malappuram, Wayanad and Kannur Districts.

- Maintenance and upkeep of DPC building
- LA Interpellations/RTI Act related matters connected to IT-S2 work distribution
- Keep a System Associates diary to record each day's activities pertains to IT-S2
- Function as faculty/assist faculty in the Non-IT staff training/ Development programmes related to the above subjects as and when required

**54. IT Division—Software Unit (ITSF)—Ph. No. 2301981, 2305851**

IT-SF 1 Processing of Non-SPARK bills and the remarks files based on the same

- Processing of PF/Salary Merging Bills and the remarks files
- Files for remarks from other sections/departments
- Miscellaneous papers / files
- Supervision of tapal register maintained by Contract Staff
- Up keeping of Stock file/Office copy file

IT-SF 2 Establishment & Salary Processing of Contract Staff based on attendance

- Up keeping of Leave registers of Contract Employees
- Infrastructure and utility bill payments of SPARK PMU and SPARK Helpdesk, Kannur
- All files relating to payment from SPARK PMU
- Files relating to all Purchases including Hardware, Software Stationery etc. and maintenance of various Stock Registers
- Files relating to AMC of all Hardware, Software and equipments in SPARK PMU including Servers hosted at State Data Centre
- Arranging all types of training to SPARK ie., Fresh, Refresher, Department Management User (DMU), Department Master Trainer (DMT) etc. across the State covering all departments and offices

- Arranging Logistics like Halls, Trainers etc. for conducting training
- Arranging and co-ordinating with agencies like C-Dit/ KELTRON, CTFM, IMG etc. for conducting training of SPARK
- Maintaining Department Master Trainers (DMTs) register and processing files for payment to the DMTs after verifying the feedback forms
- Collection of Feedback form of each training
- Analysis of quality of training based on feedback forms and suggest changes for improvement of the same
- Issuing duty certificate/attendance certificates to visitors in SPARK
- Files relating to Software Changes in SPARK in co-ordination with Contract staff and user request forwarding the change request to NIC
- RTI Queries and Assembly Questions
- Co-ordinating with System Administrators for regular updates on info, spark, gov.in
- Assigning Master trainers to facilities provided to users like Mail, Chat, Visitors, Phone etc. based on the workload in each facility.

IT-SF 3 Establishment Work relating to Kannur Help Desk

- Up keeping of Stock Registers of Kannur Help Desk
- Processing of AMC files pertaining to Equipments of the help Desk
- Processing of Files pertaining to Utility Bills
- Arranging Training and logistics in Kannur help desk and also through Agencies like C-Dit, KELTRON etc. in districts of Kannur, Kozhikode, Kasargod, Wayanad and Malappuram in co-ordination and liaison with SPARK PMU
- Up keeping of Tapal Register of Kannur office

- Forwarding to Tapals to A1 Seat relating to Non SPARK Bill and Non Spark Bill to be merged with Salary
- Monitoring the mail ID *sparkknr@kerala.gov.in*

**55. Loans—Ph. No. 2518832**

- L1 1. Medical Reimbursement claims coming from Administrative Departments except Education/Higher Education
2. Issuing orders of Ad hoc Bonus/Special Festival Allowance for Government Servants and Pensioners
3. Offering remarks in the files received from various Administrative Departments relating to Special Festival Allowance/Bonus
- L2 1. Motor Conveyance Advance (MCA), Personal Computer Advance (PCA) and Marriage Advance Write off
2. Personal Computer Advance (PCA), Motor Conveyance Advance (MCA)
3. Marriage Advance sanction and allotment of Funds
4. Mosquito net & Cycle Advance sanctioning and allotment of Funds
5. Motor Conveyance Advance (MCA), Personal Computer Advance (PCA) cancellation
6. Preparation of data for Subject Committee meeting in respect of loans and advances to Government employees
7. Budget estimate preparation, resumption, re-appropriation and Appropriation Accounts in respect of the following head of accounts
- a. 7610-203-99-Advance for the purchase of Other Conveyances
  - b. 7610-00-800-98-Advance for the purchase of Mosquito nets for State Service Officers
  - c. 7610-00-800-95 (01) IFMA to Gazetted Officers

- d. 7610-00-800-95 (02) IFMA to Non Gazetted Officers
- e. 7610-00-800-90 Advance to Class IV Employees to meet the expenses for marriage of their daughters
- f. Interest Free Medical Advance (IFMA), write off under the head of account '2075-795-93 IFMA'
- 8. Medical Reimbursement claims coming from Education/ Higher Education Departments
- 9. RTI, LA Interpellations, Miscellaneous
- L3 1. Securitisation – Monthly repayment. (Transferred to HBA section from Dec. 2016 as per)
- 2. Processing of proposals for Interest Free Medical Advance (IFMA) to Government Employees received from various Administrative Departments
- 3. Monitoring and control of Interest Free Medical Advance heads
- 4. Interest Free Medical Advance settlement
- 5. Interest Free Medical Advance write off

**56. National Savings—A—Ph. No. 2470856**

- A1 Preparation of all kind of Establishment Pay Bills, TA Bills, Contingent Bills etc. Maintenance of registers pertaining to cash and accounts inspection report of the Accountant General relating to Directorate follow up action. Budget preparation, PAC files, re-appropriation, additional authorization etc. Sanction of GPF advance of Directorate staff and staff of 14 District offices, All other payments including advertisement, rent, telephone bills, Xerox machine bills, fax bills by way of Demand Drafts and in cash, rent files etc. Disbursement of Advertisement Bills and maintaining the register, filing of TDS returns. Distribution of Income Tax Certificate to Tax payer's Issuance of pay particulars, NOC, LPC etc. Issuance of allotment letter to all Districts. Furnishing of reply in respect of appropriation of

accounts, Preparation of statement for reconciliation of accounts under the H/A 2047-00-103

- A2 Establishment matters in respect of Directorate Staff and District Offices. Repairs & Maintenance of Departmental Vehicles of Directorate and 14 District Offices, repair of Xerox, Computer & Fax Machines. Allotment of Funds to District Offices and follow up action. Sanction of TA Bills in respect of Directorate Staff and 14 District Offices. Medical reimbursement of Directorate and 14 District Offices and files relating to Subject Committee. OP's in connection with Establishment matters, MACT Claims files, LA Interpellation on Establishment matters, complaints files, any other work entrusted by the DDNS and DNS

**57. National Savings—B—Ph. No. 2470856**

- B1 Preparation of Target, distribution of Target to various Districts, Printing and supply of Wallet diaries and allied matters, Prize Schemes, Collection and consolidation of postal figures. Convening meetings of Officers, Allotment of incentive to agents, Official Language, files dealing with the implementation of Insurance Schemes. Agency appointment of files, preparation of notes for MPs conference, District Collectors and HODs meetings etc. Files of State Level Co-ordination committee, LA interpellation on developmental activities
- B2 Correspondence with NSI, Insurance claims, Matters relating to Consumer Cases and other OPs. Files relating with RTI Act, Co-ordination of delay in submitting agent's incentive claims for payment Files relating special schemes viz., DDF, Cancer Care incentive to District Collectors etc. Files relating to misappropriation of depositors money by agents, Files relating to all New Schemes
- B3 Supply of ASLAS-5 Cards to District and allied matters, preparation of advertisement designs and advertisement matters, sanctioning payment of advertisement charges, Quotations relating to Advertisement files relating to advertisement through Dailies and Visual Media

**58. NSD Agents Welfare Cell—Ph. No. 2470856**

- AW 1 Handling of special TSB cheques and Demand Draft received from 7 Districts namely Thiruvananthapuram, Kollam, Pathanamthitta, Idukki, Alappuzha, Kottayam and Ernakulam and the Block Offices in these districts. Crediting of cheques/ Demand Drafts received from the above districts to Special TSB A/c No. 12483 in District Treasury, Thiruvananthapuram, Enrolment of Agents of 7 districts to Agents' Welfare Scheme and allotment of AWS number, Handling of Medical reimbursement claims from all agents enrolled in AWS of all districts. Handling scholarship and cash awards to the Agents children of Agents Welfare Scheme. Up keep of data relating to agents of seven districts who enrolled in AWS, communicating details regarding MCA and Comprehensive Health Insurance Scheme (CHIS)
- AW 2 Handling of special TSB cheques and Demand Draft from 7 districts of Thrissur, Palakkad, Malappuram, Kozhikode, Kannur, Wayanad and Kasargod and Block Offices in these districts. Crediting of cheques/Demand Drafts received from the above districts to Special TSB A/c No. 12483 in District Treasury, Thiruvananthapuram, Enrolment of Agents of the above 7 districts to AWS and allotment of AWS number, upkeep of details of agents enrolled to AWS from the above 7 districts, Marriage loan claims of all agents enrolled in AWS, sanctioning Risk coverage claims of Agents of AWS who expires/met with accident, sanctioning of Terminal Benefits to Agents of AWS whose agency cancelled /attained 65 years of age, maintenance of Special TSB Account and transferring 80% AW Fund into FD and renewal of FD, transfer crediting of amount provided in 2047-00-103-99-34-OC in the AWF as Government share, Maintenance of Fixed Deposit register, cheque issue register and DD register, Subsidiary cash book etc.
- AW 3 All works relating to the implementation of Pension Scheme for National Savings Agents introduced vide G.O.(P)94/11/Fin.

Dated 1-3-2011. Enrolment of all agents to Pension Scheme, crediting of cheques/DD received from all Districts and Blocks to Spl. TSB 19063 relating to all agents enrolled in Pension Scheme, Pension closure, Disbursement of pension

**59. National Savings—Audit Wing—Ph. No. 2470856**

- AU 1 conduct audit at 152 Block Panchayats, preparation of audit report of 152 Block Panchayats, preparation of reply to rectification reports submitted by Block Panchayats and Inspection etc.
- AU 2 Conduct and preparation of audit report of 14 District Offices, audit monitoring committee meeting, works relating to Accountant General's audit report and audit objection, Reconciliation etc.

**60. Nodal Centre—A—Ph. No. 2518141**

- A1 Conducting SLEC meeting on NABARD –RIDF schemes, convened by the Chief Secretary

Obtaining Detailed Project Reports on the basis of SLEC meeting. Initial Scrutiny of these Detailed Projects with respect to the guidelines issued in Circular No. 37/2009/Fin. Dated 6-5-2009

Obtaining and upkeep of sanction letters from NABARD for future reference

Signing and forwarding of Time Promissory Note (TPN) by Finance Department

Crediting of e-payments from NABARD, Repayment of Principal amount, payment of interest to NABARD and all other relevant matter regarding these accounts including maintenance of records in this connection

Reconciliation of departmental figures of receipt and expenditure with that booked by the AG and related account rectification

Preparation of Budget Estimates

All other miscellaneous papers relating to RIDF of NABARD

Accounting and recording of loan releases against reimbursement claims and start-up advances released from NABARD, department-wise and Tranche-wise and to provide necessary details to other sections of NC for processing files and to prepare presentation for SLEC meeting

Matters related to issuing of Administrative Sanction to projects sanctioned under RIDF

- A 2 Receiving and verifying of reimbursement claims (in part and full) pertaining to the following Departments not only to the current Tranche but also of the previous Tranches which are not closed yet and also recommending the same to NABARD

Agriculture

Animal Husbandry

Co-operation

LSGD

Fisheries & Ports

Coastal & Inland Navigation

Forest

Industries

Information Technology

Power

Releasing the eligible loan amount (plus states share) to the Implementing Departments/Agencies

Communication with Budget Wing regarding issuance of LoC in respect of NABARD Works

Periodical Monitoring and cross checking of updated data in the web based software for NABARD-RIDF projects and forward the same to higher officers for authentication (after developing the software by NIC)

All general papers regarding the above department

This section has to undertake works of similar nature pertaining to new Departments which will come under the purview of RIDF in future

- A 3 Receiving and verifying of reimbursement claims (in part and full) pertaining to the following departments not only to the current Tranche but also of the previous Tranches which are not closed yet and also recommending the same to NABARD

Food & Civil Supplies

PWD (R & B)

General Education

Higher Education

KLDC

Tourism

Social Welfare

Kerala State Warehousing Corporation

Water Resources

Releasing the eligible loan amount (plus states share) to the above Departments/Agencies

Communication with Budget Wing regarding issuance of LoC in respect of the above works

All papers relating to AG other than reconciliation of departmental figures of receipt and expenditure with that booked by the AG and related account rectification

Updating the database in the Software application

- A 4 Proposal regarding Tender excess of RIDF projects

Cost escalation proposals in respect of RIDF project

Court cases in respect of RIDF projects

Supervision charges, quality control, subsidy/Cent age charges of RIDF works

All the proposals of EAP (Externally Aided Projects)

All other miscellaneous papers

Collection and upkeep of Up-to-date details of on going and new externally aided projects with assistance from JICA, World Bank, ADB etc.

Handling project completion Report

RTI Act and LA questions regarding EAP's

**61. Nodal Centre—B—Ph. No. 2518141**

**B 1 Co-ordination and monitoring of the Special Development Scheme for MLAs**

Issuing general instructions to all planning and implementing agencies at State/District level to co-operate and to implement the projects referred to them under SDF of MLAs

Allotment of funds to all the District Collectors

Receiving and processing petitions if any regarding the irregularities on the MLA-SDF works

Reconciliation of departmental figures with the Accountant General relating to SDF for MLAs

Preparing monthly statement of balance of SDF for MLAs in the Treasury Savings Bank Account maintained by the District Collectors

Field inspection of the Projects under development schemes

All other miscellaneous papers relating to SDF of MLAs like O.Ps, RTI, PAC Recommendations

**B 2 Processing of files related to works under LAC-ADF for the districts of Thiruvananthapuram, Kollam, Pathanamthitta and issuing financial concurrence with reference to guidelines issued under the scheme**

L.A Question, Questions under Right to Information Act and Court cases and other miscellaneous matters

Issuing necessary guidelines under LAC-ADF whenever required

- B3 Processing of files related to works under LAC-ADF for the districts of Alappuzha, Kottayam, Idukki, Ernakulam and issuing financial concurrence with reference to guidelines issued under the scheme

Monitoring of fund allocation and maintenance of appropriation control register

Reconciliation of expenditure with the book of Accountant General and maintenance of accounts

Preparation of monthly statement and conduct Monitoring committee meeting

Monitoring of Audit Report of various agencies, PAC recommendation, subject committee and other Committee reports

Inspection identified works sites and offices pertaining to LAC-ADF in all Districts

**62. Nodal Centre—C—Ph. No. 2517335**

- C1 Processing of files related to works under LAC-ADF for the districts of Thrissur, Malappuram, Wayand, Kasargod and issuing financial concurrence with reference to guidelines issued under the scheme

L.A. Question, Right to information, Court cases, other miscellaneous papers

- C2 Processing of files related to works under LAC-ADF for the districts of Palakkad, Kozhikode, Kannur and issuing financial concurrence with reference to guidelines issued under the scheme

Reconciliation of the accounts of Accountant General, LA question, right to information, court cases and other miscellaneous papers

Preparation of monthly statement and conduct monitoring committee meeting

Monitoring of Audit Report of various agencies, PAC recommendation, subject committee and other Committee reports

Inspection identified works sites and offices pertaining to LAC-ADF in all Districts

Priority Works

Consolidation of General Reports relates to LAC-ADF

**63. Public Accounts Committee—A—Ph. No. 2518064**

- A 1
1. Papers relating to the PAC Meetings
  2. Follow up action on the implementation of recommendations of Central PAC relating to Finance Department
  3. Action on the implementation of recommendations of Central PAC
  4. Distribution of list of pending recommendations of PAC received from AG and Legislature Secretariat
  5. General Papers on PAC
  6. Convening AMC meeting of Finance Department
  7. Convening of Apex Committee meeting of Chief Secretary
- A 2
1. Draft Paper of (Civil, Revenue Receipts, Commercial and State Finances) in respect of all Departments
  2. Tendering advice on matters regarding draft paras referred to this Department
  3. Circulation of the Reports of C & AG, Finance Accounts and Appropriation Accounts for the approval of the Governor and placing the same to the Kerala Legislative Assembly
  4. Watching of the preparation of notes on Audit paras by the concerned sections in the Finance Department and furnishing the same to Legislature Secretariat
  5. Distributions of C & AG Report, Civil, Revenue Receipts, Commercial and State Finances
  6. Answers to LA Questions and RTI Act

- A 3
1. Papers relating to the Appropriation Accounts
  2. Scrutiny of notes for regularization of excess of all Administrative Departments
  3. Preparation of Annual Performance Report pertaining to Finance Department under Subject Committee VIII
  4. Papers relating to the meeting of Subject Committee
  5. Follow up action on furnishing of notes on Demands for Grants coming under Subject Committee VIII
  6. Deputation of Officers from Finance Department to Subject Committee Meetings
  7. General papers on Subject Committee
  8. Follow up action on preparation and furnishing of notes for regularization of excess expenditure and notes on savings pertaining to Finance Department
  9. Tendering advice on matters regarding regularization of excess referred to this Department by the various Administrative Departments and Sections in Finance Department
  10. Distribution of Finance Accounts and Appropriation Accounts

**64. Public Accounts Committee—B—Ph. No. 2517184**

- B 1 Distribution of consolidated report of Local Fund Audit Director, report of Local Funds Accounts Committee, report of C & AG on Local Self Government Institutions to the sections concerned and its follow up action
- B 2 Distribution of Legislature Committee reports except P.A.C., Report of Committee on Public Undertakings, report of C & AG on Public Undertakings, Report of C & AG on Finance Accounts of the State.

**65. Pension Welfare Cell—A—Ph. No. 2518017**

- A 1 Agriculture, Co-operation, Forest & Wildlife, Store purchase, Social Welfare, SC & ST Department, N. S. D. Insurance, Local

Fund Audit, Irrigation, Power, Housing, Planning & Economic Affairs Department, Election. Miscellaneous—Kollam, Palakkad, Wayanad, Kozhikode, Kasaragod

A 2 Higher Education, Science Technology and Environment, Cultural Affairs, Public Relations, Local Administration Department, General Administration Department, Finance, Law, Home, Labour and Rehabilitation and Non-resident Keralites. Miscellaneous – Pathanamthitta, Alappuzha, Kannur, Idukki

A 3 General Education (All Districts) Revenue, Rural development, Taxes, Health & Family Welfare, Treasuries, Transport, PWD, P & ARD, Vigilance, Fisheries and Ports, Food & Civil Supplies, Industries Miscellaneous – Thiruvananthapuram, Ernakulam, Kottayam, Thrissur, Malappuram

**66. Provident Fund—Ph. No. 2737921**

PF-1 General Provident Fund (K) Rules –Amendment—Clarifications and allied subjects—Interpellations—Subject Committee, etc.

PF-2 Part time contingent Employees Provident Fund—Clarification Amendment—Interpolations—Appropriation Account etc. Maintain data base of Public Sector undertakings/Quasi PSUs/ Autonomous Institutions etc. which have introduced EPF for their employees and track the deduction details every month through computer network

**67. Pay Research Unit (PRU)—Ph. No. 2518967**

PRU-1 Option/re-option in respect of all Pay Revisions of the following department : 1. Education (General, Higher Secondary & Vocational Higher Secondary Education) Department. 2. Commissionerate of Entrance Examinations 3. Enquiry Commissioner & Special Judge 4. State Planning Board 5. Factories and Boilers 6. Law Colleges 7. NCC 8. Printing 9. State Central Library 10. State Lotteries 11. Tourism 12. Culture.

- PRU-2 DA/DR Revisions, Interim Relief option / re-option related to all Pay Revisions in respect of the following Departments :
1. Advocate General Office
  2. Agriculture
  3. Animal Husbandry
  4. Archaeology
  5. Assistant Public Prosecutors
  6. Dairy Development
  7. Hindu Religious and Charitable Endowment (Administration)
  8. Housing
  9. Industrial Training
  10. Kerala Lok Ayuktha
  11. Industries and Commerce
  12. Judiciary
  13. Labour
  14. Labour Courts
  15. Land Use Board
  16. Land Revenue
  17. Local Fund Audit
  18. Museums and Zoo
  19. National Employment Service
  20. National Savings
  21. Information & Public Relations
  22. Public Service Commission
  23. Secretariat
  24. Social Welfare
  25. Soil Conservation
  26. State Archives
  27. Scheduled Caste Development
  28. Scheduled Tribe Development
  29. Vigilance and Anti Corruption Bureau
  30. All tribunals
  31. Economics & Statistics
  32. Survey and Land Records
- PRU-3 Option/re-option in respect of all Pay Revisions of the following departments :
1. Ayurveda Medical Education
  2. Co-operation
  3. Drug control
  4. Electrical Inspectorate
  5. Fisheries
  6. Forest
  7. Ground Water
  8. Harbour Engineering
  9. Health Services
  10. Homoeo Medical Colleges
  11. Homoeopathy
  12. Hydrographic Survey
  13. Insurance Medical Service
  14. Indian System of Medicine
  15. KIRTADS
  16. Medical Education
  17. Mining and Geology
  18. Motor Vehicles
  19. Municipal Administration
  20. Panchayat
  21. Port
  22. PWD
  23. Registration
  24. Rural Development
  25. Sainik Welfare
  26. Legal Metrology
  27. Police
  28. Prisons
  29. Treasuries
  30. Fire Force
  31. Chemical Examiner's Laboratory
  32. Food & Civil Supplies Departments
  33. Municipal Common Service
  34. Urban Affairs
  35. Collegiate & Technical Education
  36. Excise
  37. Irrigation
  38. LSG (Engineering Wing)
  39. Sports & Youth Affairs
  40. State Insurance
  41. State Water Transport
  42. Stationery
  43. Town & Country Planning
  44. Commercial Taxes

**68. Pay Revision Cell—A (PRC-A)—Ph. No. 2517202**

General—Individual and general issues relating to 1997 Pay Revisions (all except those allotted to PRU and PRC-B sections) in addition to existing works allotted as per office order No. 94927/Admn. A2/12/Fin. Dated 23-11-2012

- A 1 Higher grade relating to the common categories of posts, Ayurveda/Homoeopathy College, Board of Revenue, Co-operation, Co-operative Tribunals, Health Services, Medical Education, Homoeopathy/ISM Departments, Museums and Zoos, Tourism, Rural Development, Insurance, Medical Services, Sree Chithra Art Gallery, Soil Conservation, SC Development, ST Development, Water Resources

General clarification relating to higher grade for Non-Gazetted officers, Ground Water Department, Cultural Publications, KIRTADS, Land Use Board, Archaeology

- A 2 Higher grade relating to Vigilance, Vigilance Tribunal, Archaeology, Assistant Public Prosecutor, Advocate General's Office, Calicut Development Authority, Chemical Examiner's Laboratory, Drugs Control, Electrical Inspectorate, Economics and Statistics, Fisheries Department, Forest Department, Fire force, Factories and Boilers, Hydrographic Survey, Harbour Engineering, Industries and Commerce, Industrial Tribunals, Judiciary, Local Fund Audit, Legal Metrology, Labour / Labour Courts, Mining and Geology, Motor Vehicles, NCC, National Savings, National Employment Service, Police Department, Ports, Prisons, Public Relations, State Insurance, State Planning Board, Secretariat, Sports and Youth Affairs, State Lotteries, TRIDA, Social Welfare, KSFDC, Animal Husbandry, Excise, Agriculture, Dairy, Local Bodies, Commission of Enquiries Commissioner & Special Judge, Panchayat, Town Planning, Administration, Taxes, Food & Civil Supplies Department, Sainik Welfare, Industrial Training

- A 3 Higher grade relating to : Collegiate Education, Technical Education, State Central Library, Commissioner for Government Examinations, Housing, Kerala Gazetteers, Kerala Transport

Appellate Tribunal, Public Service Commission, Printing, State Archives, Stationery, Treasuries, Time Bound Higher grade related to Librarians

Non cadre promotion to teaching staff in the institutions under Director of Technical Education

All other miscellaneous items of work

Higher Grade relating to teaching and non-teaching staff of the Education Department

**69. Pay Revision Cell—B (PRC-B)—Ph. No. 2518841**

General—1. Individual and general issues relating to Pay Revision 1988, all Pay Revision Prior to 1988 and Pay Revision 2004.

2. Allowances (All Pay Revisions)
3. Ratio Promotion (All Pay Revisions)
4. Re-designation of Posts

B1 1. Agriculture, 2. Animal Husbandry, 3. Dairy, 4. Co-operation, 5. Co-operative Tribunal, 6. Rural Development, 7. Board of Revenue, 8. State Central Library, 9. Health Services, 10. Chemical Examiner's Laboratory, 11. Medical Education, 12. Ayurveda/Homoeo Colleges, 13. Homoeopathy/ISM Department, 14. Insurance Medical College, 15. Museums & Zoos, 16. Sree Chithra Art Gallery, 17. Soil Conservation, 18. Common Categories of Posts, 19. Scheduled Caste Development, 20. Scheduled Tribe Development, 21. Taxes Department, 22. Tourism, 23. Vigilance, 24. Vigilance Tribunal, 25. Excise Department

B2 1. APP, 2. Advocate General's Office, 3. Secretariat, 4. Drugs Control, 5. Electrical Inspectorate, 6. Economics & Statistics, 7. Public Relations, 8. Fisheries, 9. Forest, 10. Ports, 11. Police, 12. Ground Water, 13. Hydrographic Survey, 14. Harbour Engineering, 15. State Insurance, 16. State Lotteries, 17. State Planning Board, 18. Fire Force, 19. Industrial & Commerce, 20. NCC, 21. Motor Vehicles, 22. Public Service Commission, 23. National Employment

Services, 24. Labour/Labour Courts, 25. Local Fund Audit, 26. Factories & Boilers, 27. Mining & Geology, 28. Judiciary, 29. Industrial Tribunals, 30. National Savings, 31. Sports & Youth Affairs, 32. Water Transport, 33. Ways & Means

- B3 1. Cultural Publications, 2. Commissions of Enquiry, 3. Enquiry Commission & Special Judge, 4. Municipal Administration, 5. Panchayat, 6. Land Use Board, 7. Local Bodies, 8. PWD, 9. Irrigation, 10. Government Arbitrator, 11. Housing, 12. Kerala Transport Appellate Tribunal, 13. KIRTADS, 14. H. R. & C. E., 15. Registration, 16. Sainik Welfare, 17. Social Welfare, 18. Archaeology, 19. Printing, 20. Stationery, 21. Treasuries, 22. Town Planning, 23. Kerala Gazetteers, 24. Education (including General, Technical and Law Colleges), 25. Commissioner for Government Examinations, 26. State Archives, 27. Industrial Training

**70. Pay Revision Cell—(PRC-C)—Ph. No. 2518948**

- C1 1. Industries and Commerce  
2. Taxes  
3. Power  
4. Public Work  
5. Water Resources
- C2 1. Health & Family Welfare & Ayush  
2. Information & Parliamentary Affairs  
3. AICTE, UGC and State revisions of proposals of DHS, DME, ISM, Homoeo and other related institutions
- C3 1. Higher Education  
2. General Education  
3. Technical Education Department  
4. AICTE, UGC and State revision related to these Departments
- C4 1. Home  
2. Vigilance

3. High Court & all Judicial and Semi Judicial Tribunals
4. Law
5. NORKA and all other Departments
6. Tourism
- C5
  1. Planning & Economic Affairs
  2. Sports & Youth Affairs
  3. Culture
  4. Labour & Rehabilitation
  5. Fisheries & Ports
  6. Information and Public Relations
  7. Agriculture & Allied
  8. SC, ST
  9. Parliamentary Affairs
- C6
  1. Local Self Government Department
  2. Revenue
  3. Forest & Wildlife
  4. Social Welfare
  5. Archaeology
  6. Printing & Stationery
  7. P & ARD
  8. Food & Civil Supplies
  9. IT
  10. Transport
  11. Consumer Affairs
  12. Housing
  13. Science & Technology (State Scale)

**71. PRC-D—Ph. No. 2518102**

Rectification of anomalies related to 9th Pay Commission Report—2009

D1 1. Education :

- (a) Collegiate Education
- (b) General Education
- (c) Higher Secondary Education
- (d) Technical Education
- (e) Vocational Higher Secondary Education
- (f) Commissionerate of Entrance Examination

- 2. Health Services
- 3. Hindu Religious & Charitable Endowment
- 4. Homoeopathy Department
- 5. Homoeopathy Medical Colleges
- 6. Housing (Technical) Cell
- 7. Hydrographic Survey
- 8. Indian Systems of Medicine
- 9. Medical Education
- 10. Ayurveda Medical Education
- 11. Insurance Medical Services
- 12. National Cadet Corps
- 13. National Employment Services
- 14. National Savings
- 15. Excise
- 16. Forest
- 17. Prisons
- 18. Ports

19. Printing
  20. Public Works
  21. Harbour Engineering
  22. Registration
  23. Rural Development
  24. Sainik Welfare
  25. Scheduled Caste Development
  26. Scheduled Tribe Development
  27. Social Welfare
- D2
1. Raj Bhavan
  2. Legislature Secretariat
  3. Government Secretariat :
    - (a) Administrative Secretariat
    - (b) Finance Secretariat
    - (c) Law Secretariat
    - (d) Kerala House
  4. Local Fund Audit
  5. Kerala Public Service Commission
  6. Advocate General's Office
  7. Industrial Training
  8. Industries and Commerce
  9. Information and Public Relations
  10. Irrigation
  11. Judiciary (Subordinate Staff)
  12. KIRTADS
  13. Labour

14. Labour Courts
15. Ground Water
16. Sports and Youth Affairs
17. State Archives
18. State Central Library
19. State Insurance
20. State Lotteries
21. State Planning Board
22. State Water Transport
23. Stationery
24. Survey and Land Records
25. Tourism
26. Town and Country Planning
27. Treasury
28. Municipal Common Service
29. Panchayat
30. Urban Affairs
31. Vigilance and Anti Corruption Bureau
32. Water Appellate Authority
33. Agriculture Income Tax and Sales Tax Appellate Tribunal
34. Industrial Tribunal
35. Kerala Co-operative Tribunal
36. Kerala State Transport Appellate Tribunal
37. Tribunal for Local Self Government Institutions
38. University Appellate Tribunal
39. Vigilance Tribunal

40. Career Advancement Schemes
41. Police
- D3
  1. Agriculture
  2. Animal Husbandry
  3. Archaeology
  4. Chemical Examiner's Laboratory
  5. Civil Supplies
  6. Commercial Taxes
  7. Co-operation
  8. Culture
  9. Dairy Development
  10. Directorate of Prosecutions
  11. Drugs Control Department
  12. Economic and Statistics
  13. Factories and Boilers
  14. Fisheries
  15. Land Board
  16. Land Revenue
  17. Land Use Board
  18. Law Colleges
  19. Legal Metrology
  20. Local Self Government Engineering Wing
  21. Lok Ayukta
  22. Mining and Geology
  23. Motor Vehicles
  24. Museums and Zoos

- 25. Soil Conservation
- 26. Universities
- 27. Miscellaneous Subjects

**72. Pension—A—Ph. No. 2518039**

A1 Sanctioning of pensionary claims in respect of Heads of the following departments

- (a) Agriculture, (b) Industries and Commerce, (c) Animal Husbandry, (d) Dairy Development, (e) Fisheries, (f) Harijan Welfare, (g) Education (DPI, DTE, DCE), (h) Treasury, (i) Principals of Law Colleges

Pension papers of Government owned companies and sanctioning of commutation of pension in respect of the above

Sanctioning pensionary claim in respect of IFS Officers and Chairman and Members of PSC, Sanction of Interest due to delayed payment of pensionary benefits

A2 Sanctioning of pensionary claims in respect of Heads of the following Departments

- (a) Health, (b) Police, (c) Hydrological Department, (d) lotteries (e) Public Works Department, (f) Water Resources Department, (g) Revenue, (h) Labour, (i) Indigenous Medicine, (j) Factories & Boilers

Commutation of pension in respect of the above

Sanctioning pension to IPS Officers

Revalidation

Pensionary proposals in respect of Judicial Service

A3 Sanctioning of pensionary claims in respect of officers of (Joint Secretary and above) in GAD, Finance and Law Department

Sanctioning of pension to IAS Officers

Sanctioning of pensionary claims in respect of Heads of the following Departments

- (a) Archaeology, (b) Transport

A4 Sanctioning of Communication of pension in respect of the above

All papers relating to Budget

Freedom Fighters Pension

Proposals/Requests for Family Pension

A5 Implementation of New Pension Scheme for All India Service Officers (Kerala Cadre) recruited on or after 1-1-2004 (rendering, advise and remarks on clarification, conducting meetings and issuing Government Orders regarding the same) regarding the job related with PRISM

**73. Pension—B—Ph. No. 2518764**

B1 All files coming from the following Departments for remarks

Planning and Economic Affairs Department

General Administration Department and Law Department

Finance Agri Wing A, B, C

All letters coming from the Government of India and other State Governments, All letters coming from Accountant General, Letters from Autonomous Bodies, General issues such as revision of pension etc. and all petitions involving policy decision

B2 Original Petitions (OP), WP(C), All petitions from KLA, KAT, etc.

L.A. Interpellation

Files from Finance Development Wing

B3 All files coming from the wings of Finance Department and Administrative Departments except those mentioned against other seats

B4 Amendment of KSR Part III

Work relating to preparation of simplification of Pension Rules and action taken statements in respect of report of Legislature Sub Committees and preparation of Hand Book

All files coming from Home Department and Vigilance Department, Pension Welfare Cell and Pay Revision Anomaly Cell

All files coming from Welfare Wing, Pension Welfare Cell and Pay Revision Anomaly Cell

#### **74. New Pension Scheme Cell—A (NPSC-A)**

- A1 Forward proposals relating to policy issues pertain to NPS to Finance (Pension-A) Department

Issue necessary clarifications/guidelines to subscribers on the issue of investments in consultation with PFRDA and NSDL

Ensure sufficient budget allocation under the Head of accounts pertains to service charges and forward budget proposals in time

Interacts with NSDL/PFRDA/NPS Trust in issues in respect of NPS transactions and resolve the issues if necessary

Prepare and issue user manuals for Treasury Officers and DDOs in consultation with NIC & SPARK

Periodic inspection of concerned offices coming under NPS architecture

Payment of CRA –Service charges

Reactivation of PRAN in respect of State Government Employee NPS subscribers

Despatch the PRAN—kit received from NSDL and collect the despatch details of the PRAN—kit of NPS subscribers.

Conducting periodic meeting related to NPS issues in State Government Departments.

Provide guidance and training to Treasury officials and subscribers

- A2 Process and forward grievances received from the State Govt. Employees, SABS, DTOs/DDOs to the CRA and facilities redressal thereupon

Facilitate the registration of DDO/DTO and the subscriber with CRA

Deactivation of PRAN in respect of State Government Employees and SABs

Reprint PRAN card of State Government Employees

Conducting periodic meeting in connection with the implementation of NPS in SABs

Registration of SABs in NPS

Remarks to the files from Finance and Administrative Department.

Issuing remarks to all tapals from SABs

A3 Process and forward grievances received from the All India Service Officers to the CRA and facilitate redressal thereupon

Realisation of backlog contribution of All India Service Officers

Legislative Assembly interpellation

Handle Right to Information Application in respect of NPS

Court cases related to NPS

Miscellaneous papers relating NPS

A4 Monitor timely payment of the contributions and resolve issues related to missing contributions, mismatching of data, discrepancies in uploading data

Monitor the DTOs/STOs with regard to discharging their responsibilities towards the eligible officers/ employees and in compliance with the operational procedure

Keep access with Treasuries and monitor day-to-day transactions and watch the retirement solutions, premature closings, etc. of the NPS subscribers with due diligence

A5 Updating PRAN to the corresponding PEN Number

Updation of DDO and DTO Registration Number to the officers concerned

Regular contact with SPARK and Treasury for solving issues related to NPS

- A6 Proposal related to the distribution of compassionate monetary benefits related to NPS employees

Ensure sufficient budget allocation under the head of account pertaining to compassionate allowance

**75. Performance Budgeting (PB)—Ph. No. 2517153**

PB-1 Performance Budgeting of Forest & Wildlife Department, Public Works Department & other selected departments also

PB-2 Performance Budgeting of Agriculture Department, Higher Education Department and other selected Department also

PB-3 Performance Budgeting of Water Resources Department and Health & Family Welfare Department & other selected Departments also

**76. Parliamentary State Affairs & Information (PSA)—Ph. No. 2518812**

PSA-1 Collection of L. A. Questions from the question branch of the Legislature Secretariat

Distribution of the questions to the Sections concerned and to collect the prepared answers for furnishing to Legislature

Collection of cut out assurance from the Assembly proceedings relating to Finance Department from the General Administration (L. A.Cell) Department and to distribute the same to the concerned sections

Furnishing information on all general L. A. Interpellation to the General Administration Department and the Legislature Secretariat

Assurance Implementation desk and proceeding of Digital Signature Certificate

Collection and consolidation of reply of L. A. questions from all sections

Information—1 Collecting the details from the concerned Sections and furnishing the information to the applicant under the Right to Information Act 2005 and follow up action (Appeal) (Application dated 1, 4, 7, 10, 13, 16, 19, 22, 25, 28 & 31)

Information—2 Collecting the details from the concerned Sections and furnishing the information to the applicant under the Right to Information Act 2005 and follow up action (Appeal) (Application dated 2, 5, 8, 11, 14, 17, 20, 23, 26 & 29)

Information—3 Collecting the details from the concerned Sections and furnishing the information to the applicant under the Right to Information Act, 2005 and follow up action (Appeal) (Application dated 3, 6, 9, 12, 15, 18, 21, 24, 27 & 30)

**77. Public Undertakings—A—Ph.No. 2517074**

- A1
1. All papers relating to Kerala Financial Corporation including agenda notes and papers relating to the Board Meeting of Kerala Financial Corporation
  2. Proposals relating to Kerala State Warehousing Corporation and Kerala Co-operative Central Land Mortgage Bank
  3. Miscellaneous petition related to Kerala Financial Corporation including WPs
  4. Furnishing reply to Legislature Committee and C & AG Reports
- A2
1. All files related to Kerala State Electricity Board and Kerala Power Finance Corporation from Power Department, Kerala State Electricity Regulatory Commission
  2. All files related to Kerala State Road Transport Corporation and Kerala Transport Development Finance Corporation from Transport Department
  3. Collection of dividend and interest on share and debentures and crediting to State Government account
  4. Notification relating to Institute of Chartered Accountants

- A3
1. All proposals including Agenda notes of Board Meeting relating to (i) Cochin International Airport Ltd., (ii) Kerala Shipping and Inland Navigation Corporation Ltd., (iii) Kerala State Construction Corporation Ltd., (iv) Kerala State Coastal Area Development Corporation Ltd., Land Acquisition of Karipur Airport
  2. Proposals relating to Agricultural Refinance Development Corporation (ARDC) loans
  3. Preparation of statement No.14 regarding investment of Government in Public Sector Undertakings, Companies etc., and related papers
  4. PAC and PUC papers of PSUs including PUC meeting
  5. All individual petitions related to Kerala Financial Corporation
  6. Transfer of shares in respect of all Public Sector Undertaking
  7. Maintenance of share, debenture and dividend registers and preparation of budget proposals relating to dividend and interest

**78. Public Undertakings—B—Ph. No. 2517085**

- B1
1. Kerala Agro-Industries Corporation
  2. Kerala Livestock Development Board
  3. Plantation Corporation of Kerala Ltd.
  4. Oil Palm India Ltd.
  5. Kerala Agro Fruit Products Ltd.
  6. Kerala State Horticultural Production Development Corporation Ltd.
  7. Kerala Land Development Corporation
  8. Kerala State Wood Industries Ltd.
  9. Meat Products of India Ltd.
  10. State Agricultural Prices Board (SAPB) (one file)

11. Kerala Medical Service Corporation Ltd.
  12. Kerala Agro Machinery Corporation Ltd.
  13. Nomination to the Board of Directors
  14. Kerala Veterinary & Animal Science University
- B2 (Liquidation) official liquidator and miscellaneous papers relating to banks
1. Kerala State Horticultural Production Development Corporation Ltd.
  2. Kerala Feeds Ltd.
  3. Kerala Health Research and Welfare Society
  4. Kerala State Civil Supplies Corporation
  5. Coconut Development Corporation
  6. Kerala State Poultry Development Corporation Ltd.
  7. Kerafed
  8. Premo Pipe Factory
  9. Pharmaceutical Corporation (IM)
  10. Kerala Infrastructure Investment Fund Board
  11. Kerala State Horticultural Production Development Corporation Ltd.
- B3
1. Preparation of Statement of guarantees, Budget Estimate, Appendix IV
  2. All papers relating to renew the Government guarantee/Fresh Government guarantee
  3. Maintenance of registers of guarantee
  4. Kerala Agricultural University
  5. Kerala Forest Development Corporation

**79. Public Undertakings—C—Ph. No. 2518599**

- PU-C1 Kerala Water Authority (KWA)  
 Regional Cancer Centre (RCC)  
 NORKA (Norka Welfare Fund Board)  
 Malabar Cancer Centre Society (MCC)  
 Kerala Police Housing Construction Corporation Ltd. (KPH & CC)  
 Energy Management Centre (EMC)  
 Kerala Rural Water Supply Agency (KRWSA/Jalanidhi)  
 Kerala Irrigation Infrastructure Development Corporation Ltd.  
 NORKA-ROOTS  
 All general questions relating to Public sector undertaking like Pay Revision, TA, DA, HRA, Conveyance Allowance etc.
- PU-C2 Rajiv Gandhi Academy of Aviation Technology (RAGAAT)  
 Kerala Urban and Rural Development Finance Corporation (KURDFC)  
 Kerala State Film Development Corporation (KSFDC)  
 Kerala State Financial Enterprises (KSFE)  
 Kerala Books and Publication Society (KBPS)  
 Kerala Maritime Development Corporation (KMDC)  
 Kerala State Beverages Corporation (KSBC)  
 Chicops, Travancore Surgicals & Chemicals Ltd., Malabar Distilleries Ltd.  
 Kerala Women's Development Corporation (KWDC)  
 ANERT  
 Centre for Development Studies (CDS)  
 Centre for Development Imaging Technology (C-DIT)  
 Kerala State Biodiversity Board

- PU-C3 Kerala State Housing Board (KSHB)  
 Kerala State Ex-Servicemen Development and Rehabilitation Corporation (KEXCON)  
 Overseas Development and Employment Promotion Consultants Ltd. (ODEPC)  
 Kerala State Development Corporation for Scheduled Castes and Scheduled Tribes Ltd. (KSDCSCST)  
 Kerala State Development Corporation for Christian Converts from SC and the Recommended Communities Ltd. (KSDCCCRCL)  
 Kerala State Backward Classes Development Corporation (KSBCDC)  
 Kerala School Teachers and Non-Teachers Staff Corporation (KST & NSC)  
 Kerala Institute of Tourism and Travel Studies (KITTS)  
 Kerala Tourism Development Corporation (KTDC)  
 Bekel Resorts Development Corporation (BRDC)  
 Kerala Tourism Infrastructure Limited (KTIL)  
 Kerala State Welfare Corporation for Forward Communities (KSWCFC)  
 Kerala State Minority Development Finance Corporation  
 Kerala State Housing Development Finance Corporation  
 Aralam Farming Corporation (Kerala) Ltd.  
 Thenmala Eco-Tourism Promotion Society (TEPS)  
 Muziris Project Ltd.  
 Kerala State Pottery (Manufacturing, Marketing & Welfare) Development Corporation
- PU-C4 Institute of Management in Government (IMG)  
 Kerala State Council for Science, Technology and Environment (KSCSTE)

Centre for Water Resources Development and Environment (CWRDM)

Kerala Forest Research Institute (KFRI)

National Transportation Planning and Research Centre (NATPAC)

Tropical Botanical Garden and Research Institute (TBGRI)

Centre for Earth Science Studies (CESS)

Kerala School of Mathematics (KSOM)

Kerala Roads and Bridges Development Corporation (RBDCK)

Kerala State Pollution Control Board (KSPCB)

Rehabilitation Plantation Ltd. (RPL)

Kerala Press Academy (KPA)

Matsyafed

Kerala Fishermen Welfare Fund Board (KFWFB)

Kerala State Handicapped Persons Welfare Corporation (KSHPWC)

**80. Public Undertakings—D—Ph. No. 2518170**

- D1
1. Kerala State Coir Corporation (KSCC)
  2. Foam Mattings India Limited (FOMIL)
  3. Kerala Khadi and Village Industries Board
  4. Kerala Minerals & Metals Limited (KMML)
  5. Kerala State Textile Corporation (KSTC)
  6. All Co-operative Spinning Mills (Trivandrum, Thrissur, Quilon, Malabar, Mala, Pinarayi, Uduma, Komalapuram, Malcotex, Malappuram, Cannanore, Priyadarsini)
  7. Kerala State Handloom Development Corporation
  8. Kerala State Handloom Weaving Co-operative Society Limited.

9. Sitaram Textiles Limited, Trivandrum Mills Limited (TSM)
  10. Handloom Training Institute, Kunnathira Textiles
  11. Kerala Garments Limited, KELPALM
  12. Trivandrum Titanium Products Limited (TTPL)
  13. Minerals Exploration Corporation Limited
  14. Kerala Mineral Exploration Development Project
  15. Kerala State Industries Enterprises
  16. Kerala State Drugs & Pharmaceuticals (KSDP)
  17. Kerala State Detergents and Chemicals Limited
  18. Kerala Soaps and Oils Limited (KSC)
  19. Travancore Plywood Industries Limited (TPL)
  20. SERIFED
  21. Kerala State Mineral Development Corporation Limited
- D2
1. Kerala State Industrial Development Corporation
  2. Kerala Small Industries Development Corporation
  3. Kerala Ceramics Limited
  4. Chalakkudy Refractors Limited
  5. Kerala Clays and Ceramics Products Limited
  6. Kerala Special Refractories Limited
  7. Kerala Electrical & Allied Engineering Company Limited
  8. Metropolitan Engineering Company Limited
  9. United Electricals Limited
  10. Kerala State Electronics Development Corporation and its subsidiaries
  11. Sidkel Televisions Limited
  12. Meat Industries Limited

13. Steel Complex Limited
  14. Steel Industrials Kerala Limited
  15. Kerala Construction Components Limited
  16. Autokast Limited
  17. Forest Industries (Travancore) Limited
  18. ALIND
  19. RIAB
  20. Centre for Management Development
  21. Kerala Industrial Revitalisation Fund Board
  22. Kerexil
  23. Kerala State Engineering Works
  24. Steel and Industrial Forgings Limited
  25. Bureau of Public Enterprises
  26. SPV, Varkala
  27. Kerala Bureau of Industrial Promotion
  28. Public Enterprises Board
- D3
1. Appollo Tyres/PTL Enterprises
  2. Transformers and Electricals Limited
  3. Malabar Cements Limited
  4. Travancore Sugars and Chemicals
  5. Mannam Sugar Mills
  6. Chittur Sugar Mills
  7. Tarco Cables
  8. State Farming Corporation
  9. Kerala State Industrial Products Trading Corporation
  10. Kerala State Cashew Development Corporation

11. Travancore Cochin Chemicals Limited
12. Premier Tyres
13. Travancore Cements Limited
14. Capex
15. Technopark
16. KINFRA
17. Hitech Industries
18. Astral Watches Limited
19. Trivandrum Rubber Works Limited
20. Kerala State Bamboo Corporation
21. Kerala State Artisans Development Corporation
22. Kerala Handicraft Development Corporation
23. Kerala Handicraft Apex Society (SURABHI)
24. Infrastructure Kerala Limited (INKEL)
25. Kerala State Agency for Expansion & Cashew Cultivation (KSACC)
26. Indian Institute of Information Technology and Management—Kerala (IIITM-K)
27. Kerala State IT Infrastructure Limited (KSITIL)
28. Info park
29. Cyber park
30. Kerala Automobiles Ltd.

**81. Planning—A—Ph. No. 2518681**

- A1
1. Reconciliation of Plan Expenditure Figures
  2. Monitoring of receipts of Central Assistance in respect of Additional Central Assistance (ACA) for externally Aided Projects (EAPs)

3. Monitoring of releases on Other Additional Central Assistance (ACA) and Normal Central Assistance (NCA)  
Monitoring of releases under Centrally Sponsored Schemes
- A2 1. Files on approved out lay for State Plan Schemes and allied matters
2. Preparation of Departmental figures of Actual Expenditure to Government of India
3. Remarks on files referred from various sections of Finance Department
4. Legislative Assembly Interpellation relating to State Plan, Centrally Sponsored Schemes (CSS) and Externally Aided Projects (EAPs)
5. Files relating to State Level Bankers Committee (SLBC) meetings and connected papers
6. Files relating to one time Additional Central Assistance (ACA)
- A3 1. Files on releases relating to Centrally Sponsored Schemes (CSS) and allied matters
2. Watching of monthly progress reports of Plan Schemes
3. Papers on Audit Certificates of Accountant General and Efficiency Audit of Plan Schemes
4. Review of Central Assistance on Centrally Sponsored Schemes (CSS)
5. Preparation and furnishing of details of Administrative Sanctions of various Centrally Sponsored Schemes (CSS) / Central Plan Scheme (CPS) to AG
6. Miscellaneous papers
- Resources—1. Preparation of resources estimates for Annual Plan and related works

2. L.A. Interpellation in respect of resource estimation and related matters
3. Files relating to Government of India's consent for market borrowings
4. Files relating to the approval of projects under debt sustainability angle
5. Preparation and forwarding of Statement of monthly accounts to Planning Commission, Government of India

**82. Planning—B—Ph. No. 2518293**

- B1 Papers/files relating to Special Working Group for issue of Administrative sanctions for plan schemes

Remarks on files relating to Special Working Group

Legislative Assembly interpellation in respect of Special Working Group

Issue sanction orders to CRD for the release of funds received from Ministry of Rural Development, Govt. of India, under CSS to the implementing agencies.

- B2 Files relating to Asset Maintenance Fund

Papers/files relating to the Higher Power Committee in respect of implementation of projects

Papers/Files relating to Special Working Group in respect of Social Justice Department, SC/ST Department & LSGD

Papers/ Files relating to PPP Projects

**83. Records Digitization—Ph. No. 2517237**

Engaging in the digitization of disposals

**84. Registry and Monitoring Unit**

- RMU 1 Registering and Monitoring of Tapals received in Finance Department

RMU 2 Registering and Monitoring of Tapals received in Finance Department

**85. Revenue Monitoring Cell—Ph. No. 2517047**

C1 General Issues relating to augmentation of Non Tax Revenue

Issues relating to Non Tax Revenue pertaining to the following Departments

Convening of meetings with the Secretaries concerned

C2 Monthly Compilation of data relating to Non Tax Revenue Collection

Issues relating to Non Tax Revenue pertaining to the following Departments

(a) Industries (b) Police (c) Printing (d) Stationery  
(e) Survey & Land Records (f) Hydrographic Survey  
(g) Mining and Geology (h) Agriculture (i) Information and Public Relations  
(j) Forest (k) Public Works  
(l) Irrigation (m) Legal Metrology (n) Kerala State Insurance Department (o) Museum and Zoo (p) Tourism

All other Issues relating to Non Tax Revenue from sources other than those listed above

**86. Rules—A—Ph. No. 2517052**

A1 1. Fixation of pay in respect of all Departments 2. General Conditions of Service 3. Promotion 4. Amendment to KSR Part I under subject within the seat

A2 1. Subsistence Allowance in respect of all Departments  
2. Suspension, Dismissal, Removal etc. in respect of all Departments  
3. Amendment to KSR Part I under subjects within the seat  
4. Honorarium

5. Resignation
  6. Payment of fees to Law Officers
- A3 1. Charge Allowance of all Departments, 2. Reckoning of Provisional Service/Prior Service 3. Deputation/Foreign Service 4. Training 5. Amendment to KSR Part I under the subjects
- A4 1. National Promotion 2. Waiting for posting 3. Staff Car Rules 4. Remarks on Fixation of pay under UGC / AICTE schemes 5. Joining time in respect of all Departments 6. Amendment to KSRs under the above items

**87. Rules—B—Ph. No. 2518521**

- B1 1. Files seeking advice on Leave Rules from the following Departments—(a) Higher Education (b) Revenue (c) Home (d) Vigilance (e) Labour (f) Transport (g) Sports & Youth Affairs (h) Culture (i) Tourism
2. RTI and inter section remarks relating to Leave Rules
3. Surrender of Earned Leave 4. Amendment to Rules in KSRs.
5. L.A. Interpellation
- B2 1. Files seeking advice on Leave Rules from the following Departments—(a) Health (b) General Administration (c) Planning (d) Local Self Government (e) Co-operation (f) SC/ST (g) Industries (h) Social Justice (i) Consumer Affairs
2. Amendment to Kerala Financial Code Volume I & II
3. Amendment to Kerala Public Work Account Code
- B3 1. Files seeking advice on Leave Rules from the following Departments—(a) Agriculture (b) Forest (c) Food & Civil Supplies (d) Fisheries & Ports (e) Water Resources (f) Science & Technology
2. Time barred Claims dealt with pay and allowances only in respect of all Departments

- B4 1. Files seeking advice on Leave Rules from the following Departments other than those included in Rules B1, B2, B3 and General Education Department

**88. Secret Section—Ph. No. 2518372, 2333928**

- SS 1 1. liquidity Management
2. Treasury Payment Control
3. Secretaries' Committee
4. Open Market Borrowing
5. Follow up actions on the recommendations of the meeting of State Finance Secretaries—(a) ECS (b) Calendar for Open Market Borrowing (c) Re-issuance of Government Securities
6. Deposit and maintenance of accounts of Consolidated Sinking Fund
7. Budget proposal and appropriation control of the following Heads of account:
- I 6003-00-103, 104, 111
- II 6003-00-105-99
- III 6003-00-106-95
- IV 6003-00-108-99
- V 6003-101-99, 98, 96
- VI 6003-110-99, 98, 97 & 96
- VII 2048-00-101-99
- VIII 2049-01-101-99, 98 & 97
- IX 2049-01-115-99, 98, 97 & 96
- X 2049-01-200-99, 98, 97, 91 & 88
- XI 2049-01-305-98
- XII 2049-03-107-99 & 98

XIII 0049-04-110-97

XIV 8673-101-99 & 98, 2049-01-123

XV 2049-01-123

8. Monitoring of debt repayment on; (a) Open Market Borrowing, (b) Various advances from Reserve Bank of India
  9. Files relating to various meetings of Reserve Bank of India
  10. Work related to Loans from GIC, LIC, NABARD (NRCLTO). All papers relating to the raising of the loan and remittance of principal and interest in instalments, crediting of assistance from NCDC to Treasuries, Re-payment of principal and payment of interest on NCDC loans
  11. Secret Service Expenditure of Police and Vigilance Department
- SS 2
1. Departmental Promotion Committee (Higher) for the post of (a) Additional Secretary (b) Joint Secretary (c) Deputy Secretary
  2. Departmental Promotion Committee (Lower) for the post of (a) Under Secretary (b) Section Officer
  3. Files relating to Annual Confidential records of (a) AS (b) JS (c) DS (d) US
  4. Preparation and safe custody of Annual Confidential Records of (a) Section Officers (b) Assistant Section Officers (c) Senior Grade Assistants
  5. Preparation and safe custody of Land Property Returns of (a) Divisional Accountants (b) Assistant Section Officers (c) Senior Grade Assistants
  6. Files relating to Kerala Land Reforms Bonds
  7. Miscellaneous papers

- SS 3
1. Economy orders and relaxation in respect of (a) Creation and upgradation of posts (b) Purchase of vehicles (c) Introduction of fuel ceiling (d) Sanctioning of new telephone connection (e) Air journey and journeys outside the State and Country (f) Training of officials outside the State and Country (g) Guidelines for the filling up of posts in Govt. and PSUs
  2. Files relating to Income Tax
  3. Proposals for exemption from Taxes and Non-Taxes
  4. Credit verification with various Ministries of Government of India
  5. Files relating to NSSF
  6. Budget proposal and appropriation control of the head of account 6003-111-NSSF

**89. State Finance Commission Cell—Ph. No. 2518909**

- A1 Release of funds to Local Governments, Bill system and accounting procedure in Local Governments, Fixing budget provisions relating to Development Fund, Maintenance Fund and General Purpose Fund, Local Government-wise distribution of Development Fund, Maintenance Fund and General Purpose Fund, Monitoring of finances of Local Governments, papers relating to meetings and conferences, papers relating to the above matters received under Right to Information Act
- A2 Follow up of the implementation of the recommendations of the State Finance Commission from time to time, Compliance of the Reports of other State Finance Commissions and conduct of comparative studies, Create a data bank of finances of Local Governments for the use of State and Central Finance Commission. Papers connected with audit of State Finance Commission, Placing the report State Finance Commission before the Council of Ministers, preparation of Action taken report thereon and placing the Report and Action taken report before the State Legislature, Secretarial support to the

Empowered Committee, Capacity Building Programmes, dealing with the applications received under RTI Act of 2005 with regard to the subjects mentioned above. L.A. interpellation Miscellaneous.

**90. Streamlining Section—Ph. No. 2518814**

- SL 1
1. Papers relating to pension through Public Sector Banks
  2. Papers relating to Treasury deposits
  3. Revision of interest rates to treasury deposits-Issuance of orders
  4. Examination of Audit Paras.
  5. Examination of OPs relating to Treasuries
- SL 2
1. Papers relating to P.D. Account and TSB/FD on Special TSB, Criminal Court Deposit Account and Civil Court Deposit Account.
  2. Declaration of drawing and disbursing officers of various Departments
- SL3
1. Streamlining of Treasury Procedure-Papers related to Treasury computerization
  2. Amendment to Kerala Treasury Code Volume I & II,
  3. Interpretation of Rules of Kerala Treasury Code Volume I & II and Kerala Account Code Volume-II
  4. Examination of PAC recommendations, Subject committee Recommendations and draft Paras of AG
  5. Correspondence with the Reserve Bank of India Agency Banks etc.
  6. Endorsement of contingent Bills-Issuance of treasury Advices
  7. Papers related to refund of money
  8. Papers relating to drawl of money from treasuries by way of cheques and DD
  9. Papers relating to pension Miscellaneous subjects (ie. Those subjects which are not specifically allotted to SL1 & SL2 seats)

**91. Ways & Means—Ph. No. 2518865**

- I Issuing Ways & Means clearance for all LC Cheques & Personal Cheques/Bills and all cheques/bills from District Collectors, BDO's, Taluk Offices & Press

Issuing Ways & Means clearance for all PSUs & Co-operative Bank/Societies, Agencies, Authority KWA, Local Bodies

Issuing concurrence of the State Government for repayment of Central Loans and payment of interest thereon

II Issuing Ways & Means clearance for all Government Departments Bills/Cheques

Issuing Ways & Means clearance for all Education Institutions, Panchayat, Municipal Corporations, Police, NCC, Universities, Medical Colleges

**92. Welfare Wing—Ph. No. 2517175**

WW 1 Creation of Posts, Pay and allowances, Time barred arrear claims, Pay fixation, special pay, charge Allowances, time bound higher grade, upgradation of posts relating to Social Justice Department & Scheduled Caste/Scheduled Tribe Development Department, Housing Department, Backward Classes Development Department, Minority Welfare Department

Continuance sanction of temporary posts under the following Heads of Accounts : 2235/2225—Social Justice Department, Scheduled Caste/Scheduled Tribe Development Department, Backward Classes Development Department & Minority Welfare Department, 2216—Housing Department.

Leave & Deputation relating to Social Justice Department, Scheduled Caste/Scheduled Tribe Development Department, Backward Classes Development Department, Minority Welfare Department & Housing Department, Pension related matters of Fisheries & Ports Departments, Local Self Government Department, Scheduled Castes/Scheduled Tribes Department, Minority Welfare Department, Social Welfare Department, Housing Department, Rural Development Department

WW 2 Schemes, budget and allied matters, Purchase, Distribution of Funds, DA payments relating to following Departments: Social Justice Department, Scheduled Castes/Scheduled Tribes

Development Department, Backward Classes Development Department, Minority Welfare Department & Housing Department

Loan, Grant, Subsidy, Financial Assistance relating to following Departments: Social Justice Department, Scheduled Castes/ Scheduled Tribes Development Department, Backward Classes Development Department, Minority Welfare Department & Housing Department

WW 3 TA payments, LA, delegation of financial powers, works, tender, contract, repair, arrear claims, telephones and miscellaneous papers, Vehicle purchase repairs & condemnation, write off relating to the following departments SC/ST Departments, Social Justice Department, Backward Classes Department, Minority Welfare Department, Housing Department

Educational concession related to SC/ST, Backward Classes Department, Minority Welfare Department

**93. Office Section (Accommodation)—Ph. No. 2518339**

1. Arrangements relating to accommodation facilities to all Officers and staff of Finance Department
2. Purchase, Stock, Supply and repair of furniture, Electrical goods, Cycles, Typewriters, etc.
3. Supervision of the Roneo work
4. Supervision of the Binding work
5. Arrangements relating to provide/repairs of computers, printers, photocopying machines etc.
6. Any other item not specified elsewhere

**94. Office Section (Despatch)—Ph. No. 2518139**

OS Supervision of Office Despatch of papers, Maintenance of Stamp Account, Numbering of Government Orders in (Rt), (Ms), and (P) series and Government Circulars, etc. Verification of old GOs and Circulars for Right to Information

OA Registration of Speed Post, Registered Post, Registered Parcel Articles and Collection and sort in of all Government Orders, Circulars and letters from all sections of Finance Department and collection of letters of credit

CL Combined work—Registration and despatch of articles i.e.,  
Asst. Government Orders, Government letters of all section, Registration and cover writing to all Directors, all Cess, All Commissioners. Chief Conservator of Forest, all Heads of Departments to Secretariat and Various Department. Registration of letters A.Gs. (A&E) and (Audit) and cover writing and registration of special Messengers letters and cover writing etc.

**95. Office Section (New Tapal)—Ph. No. 2517125**

OS Supervision of the Office (New Tapal) Section, Receiving of Registered Tapals, Speed Post & Couriers and Receiving and Distribution of printed Government Orders, indexing of Government Orders

Registration and distribution of registered tapal, Speed Post and couriers to various sections of Finance Department, Maintenance of register on registered. OP and valuable register (cheque/draft/share certificate), maintenance of registers on Government Orders, and Despatch of printed Government Orders to addresses

**96. Office Section (Tapal)— Ph. No. 2517176**

Distribution of Tapal Daily Local deliveries from Heads of Departments namely Home Department, DGP, IG of Police (Prisons), Director of Fire & Rescue, Taxes, IG of Registration, Commissioner of Excise, M. D., Kerala Water Authority, M. D. Ground Water, Chief Electrical Inspector, SC/ST Harijan Welfare, Social Welfare, Tribal Welfare, Directorate of Fisheries and Director of Ports, Commissioner of Transport, M. D. KSRTC, Commissioner of Civil Supplies and Director of Civil Supplies, Director of Urban Affairs, Municipal Admn., Director of Panchayats, Chief Town Planner, DLFA, DPI,

Secretary, State Planning Board, Director of Bureau of Economics and Statistics, Commissioner of Rural Development, Presses, Director of NCC, Printing Department, Controller of Stationery, Collegiate Education, Director of Technical Education, Labour Employment and Training, Director of Factories and Boilers, DMOH, Commissioner of Insurance of Medical Services, Agriculture, Dairy development, Soil conservation.

- OS Receiving of Tapals, OP, Immediate, Action Today, LA Interpellation etc. and distributing all sections
1. Receiving Tapal and distributing to FIW-A/B/C/D/E/F/G/H/  
Cl. Asst. Asst. 1 J/K, NC-A/B, Planning-A/B, IAC of Finance Department
2. Receiving Tapal and distributing to Admn. –A/B/C,  
Cl. Asst. Asst. 2 Accounts-A/B, PRC-A/B Funds, PRU
3. Receiving Tapal and distributing to Pension-A/B, GMC,  
Cl. Asst. Asst. 3 RMC, SL, SFC-A/B/C, CSFC-A,B,C, PSA, Development, PF
4. Receiving Tapal and distributing to Budget-A/B/C/D/E/F/G/  
Cl. Asst. Asst. 4 H/J/K
- OA Receiving Tapal and distributing to ITSF, FBS-A/B,GIS, SPIO, PWC
- Attender-1 Receiving Tapal and distributing to Ind & PW-A/B, H & L-A/B, WW
- Attender-2 Receiving Tapal and distributing to Exp-A/B/C, HBA Estt-B
- Attender-3 Receiving Tapal and distributing to Rules –A/B, Agri-A/B/C
- Attender-4 Receiving Tapal and distributing to Edn. A/B/C, SS, Estt-C/D, W & M
- Attender-5 Receiving Tapal and distributing to PU-A/B/C/D, PAC, PRC-C/D

**97. NSD—Office Section—Ph. No. 2470856**

Matters relating to Office functioning like purchase of Stationery items, Office registers. Repair of furniture, typewriters, Installation of electrical works—Supervision of Photocopying works—Upkeep of stamp register, furniture register, stock register etc. Tapal and Despatch works done with the Clerical Assistant, Supervision of binding work, Supervision of the duties of the Sweeper, general cleanliness of the Office of the DNS and other works assigned by the DNS

**98. Office Section (General)—Ph. No. 2518339**

1. Supervision of the office section
2. Giving (Ms), (Rt), (P) number to Government Orders
3. Numbers to Circulars
4. Keeping of tabling slip
5. Annual Indents, Preparation of fortnightly indices etc.
6. Receiving registered letters, Speed post and courier letter etc., Circulating and despatching of all printed Government Orders

**99. Office Section (Stationery)—Ph. No. 2518339**

1. Indenting of stationery, printed forms etc.
2. Distribution of stationery
3. Collection, Consolidation and despatch of monthly business statements, inspection reports of personal registers by the Under Secretaries/Deputy Secretaries

**100. Office Section (Records)—Ph. No. 2518901**

Maintenance of Finance (Records)

**101. Finance (Bill Discounting & Gender Budgeting) Department**

BDS 1 All issues pertaining to Bill Discounting System through BDS software

Preparation of schedule for payment of pending bills.

Issuing orders relating to Bill discounting System.

Processing of requests from various Executive Engineers relating to the payments and issuing letters to the banks concerned for the payment of amounts to the contractors.

Issuing promissory note to the banks on the basis of the statement of payment made to the contractors.

All Court cases, LA interpellation, Right to Information Act cases and all other miscellaneous papers of bill discounting system.

Liaison NIC and various banks in the matters relating to BDS software.

BDS 2 All issues pertaining to Gender budgeting and funding.

Compiling, Evaluating and monitoring of State level activities of gender budgeting related works.

Liaison with Central Govt. Relating to gender budgeting.

All Court cases, LA Interpellation, Right to Information Act cases and all other miscellaneous papers of Gender Budgeting.

**102. Plan Schemes of Co-operation Department including centrally sponsored Scheme.**

All papers of Co-operative Academy of Professional Education (CAPE)

NCDC Schemes, ICDP

Risk Fund (fund and Amendment in the Scheme)

RIDF and LTO funds of NABARD.

**Interest subsidy scheme, Mercantile Bank. Cell—B**

IAC-B1 (a) Monitoring & Supervision of Internal Audit of the following Departments:

(1) Advocate Generals Office (2) Civil Supplies (3) Coir development (4) Employment Service (5) Factories and Boilers (6) Fire and Rescue Service (7) Fisheries (8) Government Arbitrator (9) Harbour Engineering (10) Homoeopathy (11) HR & CE, (12) KIRTARDS (13) LFA (14) Mining & Geology (15) Museums & Zoo (16) National Savings (17) NCC (18) Ports Department (19) PRD (20) Printing (21) Prosecution (22) Sainik Welfare (23) Social Justice (24) Soil Survey (25) State Central Library (26) State Water Transport

IAC-B2 (a) Monitoring & Supervision of Internal Audit of the following Departments:

(1) Commercial Taxes, (2) Drugs controller, (3) Electrical Inspectorate, (4) Food Safety, (5) General Education Department, (6) Ground Water Department, (7) Hand Loom & Textiles, (8) Higher Secondary Education, (9) Hydrographic Survey, (10) Industries & Commerce, (11) Industrial Tribunal, (12) Medical Education, (13) Panchayat, (14) State Lotteries, (15) State Planning Board, (16) Town & Country Planning, (17) Treasuries, (18) Vocational Higher Secondary Education.

**CENTRE FOR TRAINING IN FINANCIAL MANAGEMENT  
(0471 2305399)**

**Course Co-ordinator 1 (CC-CTFM-1)**

Function as faculty / assist faculty in the staff training development programmes

Facilitate the study of the IT training requirements of Finance Department (including that of IT Division) and its Line Departments and develop modules, curriculum and training materials

Empanelment of faculty and training institutions

Arrange IT training programmes

Event Management of all IT programmes conducted by Finance Department

All liaisons and management of calendered programmes including handling cash and accounts of calendered programmes

Preparing programme schedules in consultation with DD/JD & faculty

Arrangement of food and other refreshments

Keep custody of training records such as attendance, feedbacks etc.

Up-dation of software and website of CTFM

Translation of study materials

Issue of Certificates and keep the register

Management of Online Training Management System of CTFM

Keep the data bank of Finance Department's activities with historical data

LA Interpellations/RTI Act related matters

Any other duty subsequently assigned

**Course Co-ordinator 2 (CC-CTFM-2)**

Function as faculty/assist faculty in the staff training development programmes

Facilitate the study of the non-IT training requirements of Finance Department (including that of IT Division) and its Line Departments and develop modules, curriculum and training materials

Event management of all non-IT related academic programmes of Finance Department

Liaison with all Departments and Institutions

All Liaisons and Management of Sponsored programmes including handling cash and accounts of sponsored programmes

Regularly obtain feedback from all courses and prepare analysis to improve future programmes

Personal follow up of files relating to civil works, electric works and electronic works with Public Works Department

Follow up of files regarding the procurement of land for CTFM

Maintain Stock Register of Learning kits, Study materials, Electronic, Electrical, Furniture, binding equipment

Translation of study materials

Preparing Study kits for training programmes

Any other duty subsequently assigned

### **Public Relations Officer (PRO-CTFM)**

Handling of calls, replying to emails and chats from Officers of Finance Department relating to our Help Desk

Handle the help desk for our officers which include giving information about resource persons, making available necessary GOs./Circulars etc., Co-ordination with sections concerned

Sending SMS intimating courses and changes in schedules

Keep database of questions (doubts) answered (from Officers of Finance Department)

Preparation of lay out and printing of study materials in Co-ordination with faculty

Helping Course Co-ordinator to maintain and update website and Learning Management System of CTFM

Translation of study materials

Manage the HR database of Finance Department

Keep database of FAQs and Updation into our database

### **Campus Officer (CO-CTFM)**

Maintenance of all Electronic, Electric, Plumbing and Civil Installations.

Supervise the activities of Part Time Sweepers, Driver etc.

Keep a diary on opening and closing of the premises (Opening time and person who opens, closing time and person who closes the Office)

Keep register of Electricity Bills, Water Bills, Telephone Bills, Internet Bills etc.

Ensure that all Halls, Corridors, Ceilings, White boards, Sign boards, Windows, Doors etc. are cleaned regularly

Ensure that Lights, Fans, Air Conditioners, Taps etc. are working properly

Ensure that all Networks, Software and Hardware, Microphones, Voice records, Cameras etc. are working properly and ready to use at any time

In charge of Stores—Keep the stock register of all movable and immovable items, consumables such as stationery

Monitor the AMC plans and arrange periodic renewal and service of electric and electronic equipment such as air conditioners, Generator set, UPSs, Computer Systems, Printers, Copiers etc.

Translation of study materials

Writing of CDs/DVDs for course

### 13. FISHERIES AND PORTS DEPARTMENT

#### **Fisheries & Ports (A) Department**

(Ph. No. 2518618)

Seat A 1:

1. Establishment of Non Gazetted Officers of the Fisheries Department
2. Procurement and maintenance of Vehicles in Fisheries Department, Matsyafed and other agencies: Telephone charges and all miscellaneous papers relating to establishment including mobile phones

3. All establishment papers of Matsyafed.
4. All establishment papers of Kerala Fishermen Welfare Fund Board.
5. All establishment papers of Kerala Fishermen's Welfare Corporation.
6. All establishment papers of Kerala Fisheries Corporation.
7. All establishment papers of Kerala Inland Fisheries Development Corporation.
8. All establishment papers of Fisheries Advisory Board.
9. All establishment papers of Boat Building Yards.
10. All establishment papers of Fisheries Stations.
11. All Special/Recruitment Rules.
12. All establishment papers of Kerala State Fishermen Debt Relief Commission.
13. All establishment papers of Training Centres/Fisheries Technical Schools.
14. All establishment papers of FFDAs/BFFDAs (Non – managerial cadres).
15. All establishment papers of Coastal Area Development Agencies/ Kerala State Coastal Area Development Corporation.

Seat A2:

1. Resources Management Cell
2. Administration Report
3. Statistical Cell
4. District Councils
5. Establishment papers relating to the Gazetted Officers of Fisheries Department
6. All establishment papers of ADAK

7. All establishment papers of Fisheries Technical Advisory Committee.
8. All establishment papers of Research Cell.
9. Marine Enforcement (Deputation cases from Home Department).
10. Construction of Various Committees (Constitution only).
11. Coastal Police Stations.
12. Land and Building of Fisheries Department.
13. Coast guard Stations.
14. All establishment papers of BFFDAs/FFDAs (Managerial Cadres).

**Fisheries & Ports (B) Department**

(Ph. No. 2517192)

Seat B1:

1. Papers relating to Matsyafed, including service stations other than establishment.
2. NCDC.
3. National Backward Classes Financial Development Corporation & National Minority Development Financial Corporation Schemes.
4. Co-operative Societies Act.
5. Integrated Pilot Project Fisheries Development.
6. All non-establishment miscellaneous papers including proposed Fisheries University.
7. Fishermen Development and Welfare Co-operative Societies.
8. Oceanarium.
9. External Aid other than Government of India Grant.
10. Master Plan on fisheries and Task Forces.
11. Papers on Bio Diversity.
12. Papers on State Level Bankers Committee (SLBC).
13. Kerosene and LPG Kit permits to Fishermen.
14. KAVIL –Aqua Technology Park.

## Seat B2 :

1. Construction work of Fishing Harbours/Fish Landing Centres, Harbour Authority.
2. Toll collection entry passes to pedestrians and vehicles into Fishing Harbours, Allotment of MILMA Booth, Pan Shop, Telephone Booths, Bunks etc. inside fishing Harbours.
3. Letter of Credit and SDG Proposals relating to Fishing Harbours.
4. Reimbursement of Central Assistance for the Centrally Sponsored Schemes.
5. Rashtriya Krishi Vikas Yojana (RKVY)—Fishing Harbours.

## Seat B3:

1. Kerala Marine Fishing Regulation Act.
2. Fisheries Stations (other than establishment matters).
3. Deep Sea Fishing.
4. Artificial Reef and Bankable Schemes.
5. Food & Agriculture Organisation (FAO) Project (World Food Programmes).
6. Savings-cum-Relief Schemes.
7. Special Component Plan.
8. Tribal Sub Plan.
9. Twenty Point Programme.
10. Debt Relief and Debt Relief Commission (other than establishment matters).
11. Boat mechanisation scheme, Boat registration and licensing.
12. Compensation and relief assistance to loss of fishing implements.
13. Kerala Fishermen's Welfare Fund Act and Schemes.
14. All papers relating to Kerala Fishermen's Welfare Fund Board other than establishment.

15. Sea rescue operations, including purchase of equipments/vehicles for it.
16. Intelligence Sharing meeting of Coastguard/Intelligence Reports.
17. Trawi ban, notification, free ration, hiring of boats for it etc.
18. Matsya Sureksha (Insurance) Scheme.
19. World Trade Organisation.
20. CESS Act and Rules.
21. Identity Card to fishermen (Smart Card).

### **Fisheries & Ports (C) Department**

(Ph. No. 2518217)

Seat C1:

1. Inland Fisheries Act.
2. Brood Stock Bank.
3. Fish Seed Farms, Fish Farms, Mussel Farming.
4. Papers relating to Aquaculture by various agencies, Semi-intensive Prawn Earning, Integrated Fish Farming.
5. Social Fisheries.
6. Fish Diseases, Fish Mortality.
7. Fish Farmers Development Agency (FFDA)—other than establishment papers.
8. Backish Water Fish Farmers Development Agencies (BWFFDA)—other than establishment papers.
9. Reservoir Fisheries Project including Indo-German Project.
10. Reimbursement of central Assistance related to inland sector.
11. Fisheries Policy.
12. Society for Assistance to Fisher women (Vanitha Bank), and SAF.

13. Matsya Keralam.
14. Tsunami Relief Assistance Scheme (Fisheries Sector).
15. Rashtriya Krishi Vikas Yojna (RKVY) on Fisheries Sector.
16. Vidarbha Package for Suicide prone District (Fisheries Sector).
17. Plan Review.
18. Agriculture University (Fisheries Sector).
19. All India Aquarium Show/Ornamental Fisheries Exhibition.
20. Special Economic Zone including land Acquisition.

Seat C2 :

1. Social Amenities, Basic Sanitisation Scheme, all Housing Schemes including those of National Fishermen Welfare Fund and HUDCO.
2. All Fisheries Roads, buildings, dispensaries and Guide lights.
3. Fisheries Training Centre (other than establishment papers).
4. Fisheries Technical School (other than establishment papers).
5. Ice Plant and Cold storage, Cold Chain Scheme.
6. Processing Preservation and Marketing, Inland Fish Marketing.
7. Conversion of fish into Value Added Products (Trash Fish).
8. Budget papers, Budget Speech.
9. Licensing of China Nets/Storage Nets and papers relating to net factories.
10. Educational concession.
11. Coastal Management Zone.
12. Haritha Theeram.
13. Coastal Zone Regulation Act.
14. NABARD Assistance Scheme for Roads and Bridges.
15. Papers relating to Working Group.

16. Coastal Area Development Agency (other than establishment papers).
17. Kerala State Coastal Area Development Corporation (other than establishment papers).

**Fisheries & Ports (D) Department**

(Ph. No. 2518587)

Seat D1 :

1. All papers relating to Establishment matters of Port Department.
2. All Papers relating to Hydro graphic Survey Wing.
3. General Budget Papers of Port Department, Hydro Graphic Survey Wing and Harbour Engineering Department (Port Sector only).
4. All Papers relating to construction and maintenance of office building of Port Department & Hydro Graphic Survey Wing.
5. Papers relating to Chief Secretaries Meeting and Plan Review Meeting.

Seat D2 :

1. All papers relating to Establishment matters of Harbour Engineering Department.
2. All papers relating to land owned by Harbour Engineering Department.
3. All papers relating to construction and maintenance of office building owned by Harbour Engineering Department.
4. Miscellaneous papers of D Section.

**Fisheries & Ports (E) Department**

(Ph. No. 2518018)

Seat E1 :

1. All papers related to Vizhinjam Deep water International Container Transhipment Terminal Project.
2. Papers related to Development of Minor Ports on PPP basis to handle International Cargo/Passengers namely, Thankassery, Alappuzha, Ponnani, Beypore and Azhikkal.

3. Papers related to Development of Schemes in Port Department.
4. Papers related to transfer, lease/licence of land owned Port.
5. Establishment papers of VISL.
6. All papers related to acquisition of land for development of ports and related infrastructure including roads/rail connectivity.

Seat E2:

1. All papers related to construction/maintenance floating Assets of Port Department.
2. All papers related to KSMDCL.
3. All papers related to Vallarpadam International Container Transhipment Terminal and Cochin Port Trust.
4. All papers from Government of India, Ministry of Shipping.
5. Miscellaneous papers of E Section.
6. All papers relating to Kerala Maritime Board (till the Bill is passed in the Legislative Assembly).
7. Papers relating to Kerala Maritime Society.

**Fisheries & Port (PS) Department**

(Ph. No. 2517156)

Seat PS :

1. LA Interpellations.
2. Audit reports, Draft paras, Public Accounts Committee (PAC) papers.
3. Assembly submissions and all papers relating to various Legislative Assembly Committees including Subject Committee, Official Language Committee etc.
4. Accounts of PSUs/Agencies/Societies to be tabled in the House.
5. District Collectors Conference/MPs' Conference.
6. Staff Meeting Monthly Business Statement Meeting of Chief Secretary with Secretaries to Government.

7. Consolidation works.
8. Right to Information.
9. General Papers on Subject Distribution.
  14. FOOD & CIVIL SUPPLIES DEPARTMENT &  
CONSUMER AFFAIRS DEPARTMENT

**Food & Civil Supplies (A) Department**

(Ph. No. 2518524)

- A1
  1. Papers related to establishment matters of officers in State Service of Civil Supplies Department.
  2. Disciplinary action in respect of officers in State & Subordinate Service.
  3. Creation and continuance of the posts in the Civil Supplies Department.
  4. Departmental Promotion Committee (Higher).
- A2
  1. Papers related to establishment matters of Officers in Subordinate Service of Civil Supplies Department.
  2. Compassionate Employment Scheme for the dependants of Government Servants who die-in-harness in the Civil Supplies Department.
  3. Medical Reimbursement claim.
  4. D.P.C. (Lower).
  5. Deputation of officials in Civil Supplies Department to SUPPLYCO.
- A3
  1. Purchase and maintenance of vehicles of Civil Supplies Department.
  2. Administration Report of the Civil Supplies Department.
  3. Annual Performance Report of Civil Supplies Department.
  4. Budget proposals including Resumption, Additional Authorization, Re-appropriation and SDG.

5. Plan formulation.
6. Miscellaneous/General papers of the Department except L. A. interpellation & L. A. Committee recommendation.
7. M.P.'s Conference/Collector's Conference.
8. Staff meeting.
9. Secretaries' meeting with Chief Secretary.
10. Proposals for consideration by Rent Committee of PWD & permission to avail buildings on rent basis for functioning offices of Civil Supplies Department.
11. Regularization of excess consumption of fuel.
12. Training Programmes.
13. Result Framework Document.
14. Establishment of new offices of Civil Supplies Department.
15. Delegation of Financial & Administrative powers of officials in Civil Supplies Department.

### **Food & Civil Supplies (B) Department**

(Ph. No. 2518770)

- B1
1. Sanctioning of new AWDs.
  2. Revision of Petitions/Appeal Petitions from authorized Wholesale Distributors of 7 Northern Districts.
  3. Writ Petitions in connection with appointment of AWD licensee irregularities by AWDs etc. of 7 Northern Districts.
  4. Other Miscellaneous complaints on sanctioning of AWDs, Issuance of AWD licenses, Request for conversion of AWD licenses into Partnership, inclusion of new members in the Partnership/Dealership etc. of 7 Northern Districts.
  5. Implementation of Smart Ration Cards in PDS.
  6. Kerala Rationing Order 1966 and its amendment.
  7. Papers related to Food Advisory Committee on Rationing.

8. Computerization of Civil Supplies Department including End to End Computerization of PDS in the State.
  9. Implementation of Direct Transfer of Kerosene Cash Subsidy & GPS Vehicle tracking for PDS.
- B2
1. Revision Petitions/Appeal Petition from the Authorised Retail Distributors throughout the State.
  2. Complaints regarding the distribution/quality etc. of the ration articles issued through the ARDs throughout the State.
  3. Other Miscellaneous papers involving cancellation of ARD license, change of licensee, complaints regarding appointment of licensee etc. of the ARD throughout the State.
- B3
1. All papers relating to Sugar Distribution.
  2. Sanctioning of new ARDs in the State.
  3. Miscellaneous paper in 'B' Section.
  4. Papers relating to Food Security including Food Security Bill.
  5. Papers relating to Food Advisory Committees.
  6. Sanctioning of new AWDs (Southern Districts).
  7. Revision Petitions/Appeal Petitions from AWDs (Southern Districts).
  8. Writ Petitions WP(C) in connection with appointment of AWDs licensee (Southern Districts), irregularities by AWDs (Southern Districts) etc.
  9. Other Miscellaneous complaints on sanctioning of AWDs (Southern Districts)/Issuance of AWD licenses (Southern Districts), Request for conversion of AWD licenses (Southern Districts) in to Partnership, Inclusion of new members in the Partnership/ Dealership etc.
  10. All papers relating to Ration Cards:—Issue of Administration sanction of the printing and distribution of ration cards & related declaration forms, complaints from the public regarding the non receipt of ration cards, delay in getting ration cards, conversion of APL ration cards to BPL ration cards etc.

11. Implementation of AAY in the State as per the Guidelines issued by the Government of India and subsequent correspondence with Government of India on AAY (up to the issuance of AAY Ration Cards only).
12. Reports of Legislative Committees.
13. Monthly Rationing Report.

### **Food & Civil Supplies (C) Department**

(Ph. No. 2518734)

- C1 1. Kerala Vegetable Oils (Vanaspathy and Baby Food Dealers Licensing) Order, 1975.
2. Pulses, Edible Oil Seeds and Edible Oils (Storage Control) Orders, 1977.
3. Kerala Pulses Dealers Licensing Order, 1972.
4. Maveli Medical Stores, Petrol Bunks and Kerosene Depots by Kerala State Civil Supplies Corporation.
5. Mobilization of Revenue Enhancement of License Fee etc.
6. Credit facilities to the salaried class.
7. Marketing of Maveli Shops and other items.
8. Papers relating to Taxes of Kerala State Civil Supplies Corporation.
9. Land Assignment and Storage facilities relating to Kerala State Civil Supplies Corporation.
10. Paddy procurement.
11. Price control of essential commodities
- C2 1. Inspection Reports.
2. Papers on Legislative Committees relating to Kerala State Civil Supplies Corporation Ltd.
3. Profit making Ventures by Kerala State Civil Supplies Corporation Ltd.

4. Loans of Kerala State Civil Supplies Corporation Ltd.
  5. Opening of New Maveli Stores and Labham Supplyco Markets.
  6. Providing of Essential Commodities to Selected Societies/ Co-operative Maveli Stores.
  7. MIS by Kerala State Civil Supplies Corporation Ltd.
  8. Fair Price/Annapoorna Hotels, Onam/Ramadan-Bakrid/Christmas fairs and markets.
  9. Mid Day Meal Scheme to school children.
  10. Government guarantee for Kerala State Civil Supplies Corporation.
  11. Papers related to CFRD.
- C3
1. Establishment papers in respect of officials in KSCSC Ltd.
  2. Disciplinary cases of officers in KSCSC Ltd.
  3. Committee on strengthening of Head Office/Regional Offices of KSCSC Ltd.
  4. Special Rules related to KSCSC Ltd.
  5. Papers related to Board meetings/Annual General Meetings of KSCSC Ltd.
  6. Representations of Schedule Caste/Scheduled Tribe in Public Sector Undertakings.
  7. Miscellaneous papers.

**Food & Civil Supplies (D) Department**

(Ph. No. 2518360)

- D1
1. Papers related to Food Grain dealers Licensing Order, 1967.
  2. Papers related to Essential Commodities Act, 1955.
  3. Issue of notifications on Central orders related to stock limits, papers on hoarding and Black marketing of rice and wheat.
  4. Papers relating to Village Grain Bank Scheme.

5. Allotment of rice under Annapoorna scheme and furnishing of UC to GOI.
  6. Commission to Ration Dealers.
  7. Allotment of rice and wheat to Welfare Institutions, issue of permits to orphanages.
  8. Papers related to OMSS(D) Scheme and Ad hoc Special allotment to poorest districts.
  9. Price control of food items in Hotels.
  10. Miscellaneous papers of FCS (D) Dept. including L. A. Questions, Monthly Action taken under EC Act etc.
- D2
1. Papers related to Ration subsidy schemes.
  2. Papers related to TPDS/PDS.
  3. All papers related to FCI.
  4. All papers related to Ration Dealers.
  5. Quality of food grains distributed through PDS.
  6. Allocation/Storage/Movement of food grains (Intermediate storage, Declaration of alternate depots, Additional allocation and special allocation of food grains and papers relating to lifting etc.).
  7. All papers related to sanctioning of free ration.
  8. Recommendation of Wadhwa Commission Report including door to door step delivery of food grains.
- D3
1. All papers related to allotment and distribution of kerosene.
  2. Committee to control and monitor prices of essential commodities.
  3. All papers related to monitoring and distribution of LPG.
  4. All papers related to confiscation of LPG.
  5. Lok Sabha/Rajya Sabha LA Interpellations related to distribution of petroleum products.

**Consumer Affairs Department**

(Ph. No. 2518028)

- CA1 1. Selection to the post of Presidents and Members in the Consumer disputes Redressal Agencies.
2. Strengthening of Consumer Affairs Department in Government.
  3. State/National Award on Consumer Protection for the Voluntary Consumer Organizations.
  4. Schemes on Consumer Welfare Fund and its monitoring.
  5. Prevention of exploitation of Consumers and Unfair trade practices and legislation thereof.
  6. Continuance sanction of temporary posts attached to the Consumer Disputes Redressal Agencies.
  7. Camp Sitzings and additional fora of the Consumer Dispute Redressal Forum/Commission.
  8. Matters related to State wise Inspection squad.
  9. Disciplinary action related to officials in Legal Metrology Department.
  10. Court cases related to Legal Metrology Department other than establishment matters and the consumer cases.
  11. Encouragement of voluntary Consumer Organization.
  12. World Consumer Day and National Consumer Day Celebrations.
- CA2 1. Monthly and Quarterly progress on consumer protection in the State.
2. Construction and maintenance of Building for the CDRFs and the Legal Metrology Department.
  3. Lok Sabha and Rajya Sabha questions on consumer protection and the Legal Metrology Department.

4. Papers on Legislative Committees related to Consumer Affairs and Legal Metrology Departments.
  5. Maintenance and Updation of the Website of the Consumer Affairs Department.
  6. Miscellaneous papers on Consumer Affairs Department.
  7. Preparation and publication of Administration Reports of Legal Metrology Department.
- CA3
1. Implementation of Plan Schemes and Centrally Sponsored Programme of Consumer Affairs Department/Legal Metrology Department and its monitoring.
  2. Consumer Protection Councils.
  3. Budget matters of the Consumer Affairs Department/Legal Metrology Department.
  4. Sanctioning of availing building on rent basis by Consumer Affairs Department/Legal Metrology Department.
  5. Matters related to Working Group—Consumer Affairs/Legal Metrology Department.
  6. Matters related to leave of the President and Members in the CDRFs and CDRC, Gazetted and Non-Gazetted officers in the Legal Metrology Department.
  7. Co-ordination of Consumer Awareness Programme.
  8. Consumer Protection Act/Rules and its amendments.
  9. Training Programme on Consumer Protection and Packaged Commodity Rules.
  10. Annual Performance Report of Legal Metrology Department.
  11. Review of Plan Progress of Legal Metrology Department.
- CA4
1. Establishment matters of Gazetted Officers in the Legal Metrology Department.
  2. Matters related to Administration, Control and Monitoring of the offices of Legal Metrology Department.
  3. Matters of Licensees related to Legal Metrology Department.

4. Complaints from the public related to Legal Metrology Department.
5. Anomaly related to Junior/Senior fixation in the Legal Metrology Department.
6. Miscellaneous papers related to Legal Metrology Department.
7. Amendments in Acts and Rules related to Legal Metrology Department.
8. Establishment matters of the non-gazetted officers in the Legal Metrology Department.

**Food, Civil Supplies & Consumer Affairs (PS) Department**

(Ph. No. 2517114)

1. Papers related to Legislative Committees.
2. Monitoring of L. A. Interpellation/Assurance.
3. Monitoring of Lok Sabha, Rajya Sabha Questions.
4. Monthly Business Statement.
5. Fortnightly report on important Orders.
6. L. A. Interpellations/Lok Sabha Questions / Rajya Sabha Questions/Legislative Committee Recommendations which are General / Miscellaneous in character.
7. Audit Monitoring Committee.

15. FOREST AND WILDLIFE DEPARTMENT

**A-Section : Ph. No. 2518610**

- A1 All Disciplinary Action cases against the staff governed by the Kerala Forest Service Special Rules.  
Disciplinary Action cases against Ministerial Staff Watchers, Masteries, Drivers, Work Establishment of Mahout, Mazdoor.
- A2 All Disciplinary Action cases against the staff governed by the Kerala Forest Subordinate Service.  
Miscellaneous Papers of the Section.

**B-Section : Ph. No. 2517150**

- B1 Kerala Preservation of Trees Act, 1986 and issue of passes for removal of tree growth under the Act.
- Kerala Forest Produces Transit Rules and allied papers.
- Forest Policy and Forest Management.
- Kerala Forest Acts and Rules.
- Working Plans and Management Plans of Forest Department.
- Issues relating to Sandal.
- Papers relating to illicit felling of trees, smuggling of Timber and other forest produce including Sandal etc.
- Confiscation and disposal of vehicles and forest produces.
- Forest cases in connection with forest offences.
- B2 Fixation of seigniorage rate and scheduled rate of Timber and all other Forest Produces under the Kerala Forest Produces (Fixation and Selling Price) Act, 1978.
- Fixation of scheduled rate of Timber as per KFC.
- Fixation of Selling Price for Forest Produces under the Kerala Forest Produces (Fixation of Selling Price) Act, 1978.
- Supply of forest raw materials for industrial purposes to HNL, and similar institutions.
- Allotment of raw materials to Kerala State Bamboo Corporation
- Departmental cultivation of Cardamom in Kani Elan Tract.
- Kani Elan Rules.
- All Plantations under the Forest Department.
- Papers relating to Taungyas cultivation.
- NOC to Wood Based Industries.
- Saw Mills regulation rules.
- Auction of Timber and all other forest products such as Cardamom, Coffee etc.

Auction of usufructs from Forests.

Supply and sales of Timber from Forest depots.

Miscellaneous Papers of the Section.

**C-Section : Ph. No. 2518984**

C1 Eviction of encroachment in Forest.

Claim cases relating to occupancy right of encroachers pending in lower courts.

Joint verification of encroachments on Forest land.

Papers relating to the assignments of Forest land/request for pattayams.

Papers relating to forest land assignment under the Scheduled Tribes and other Traditional Forest Dwellers (Recognitions of Forest Rights) Act.

Rehabilitation of evicted forest settlers/ Tribals.

C2 Allotment of forest land for non-forestry purpose other than Power Projects.

Termination, renewal of lease of Forest land.

Withdrawal of KG & L (M of R) Bill 1999.

Appeals under KG & L (M of R) Act 1980.

Lease of Forest land to Government Departments, Quasi Government Institutions and Government of India Institutions.

Collection of arrears of lease rent in respect of Forest land leased at to Individuals/Institutions.

Lease of Cardamom lands in Forest areas.

Forest Conservation Act, 1980 - Administration and Maintenance of Forest land—Assignment/Allotment for various purposes, private or religious, under the Act.

Allowing quarrying/mining in Forest land.

Monthly statement of forest cases requiring approval of Government of India.

- C3 Allotment of Forest land for Power Projects.  
Co-ordination Committee Meeting for transmission of lines of Hydro Electric Projects.  
Sabarimala Festival, DBA-BBA cases related to Sabarimala.  
Survey and demarcation of Forest.  
Papers relating to diversion of river water through forests.  
Forest cases relating to erstwhile Travancore State now in Kanyakumari District.  
Miscellaneous Papers of the Section.

**D-Section : Ph. No. 2518076**

- D1 All Civil Works of the Forest Department including roads.  
RIDF assisted works of the Department.  
Tender committee meetings.  
Taking building on rent for accommodation of the Forest Offices.  
MACT cases relating to the department vehicles.  
New telephone/mobile connections.  
All papers relating to purchase of stores and equipments.  
Purchase, repair and disposal of departmental vehicles including boats.  
Purchase of Arms and ammunitions for Forest Protection.  
Letters of credit.  
Forest Contracts.  
Review of plan Schemes.  
Inspection reports of Finance/Store Purchase department.

- D2 Wildlife Act & Rules issued under the Wildlife Preservation Act, 1977.

All papers dealing with conservation of Wildlife Preservation Act, 1977.

Operation of Central Schemes such as Project Tiger, Crocodile Conservation and Maintenance of National Parks and Wildlife Sanctuaries.

Kerala State Board for wildlife.

Miscellaneous papers of the Section.

Papers of miscellaneous nature, the subjects of which are not specifically allotted to any of the sections of the Department.

- D3 All papers relating to Kerala Forest Development Corporation and Kerala State Wood Industries, Nilambur.

Central Board of Forestry.

Budget papers of the Forest Department.

SDG/Re-appropriation/Addl. Authorisation etc.

All papers connected with Plan Schemes/ Centrally sponsored Schemes/Working Group meetings.

Review of Plan Schemes.

Papers connected with C & AG's report on Appropriation Accounts.

Release of advertisements.

**E-section : Ph. No. 2518553**

- E1 World Bank aided Kerala Forestry and Tribal Development Projects.

Permission to collect Minor forest Produces and Medicinal Plants.

Forest Protection Force and Committee on Forest Protection.

Tsunami Rehabilitation projects.

Harithatheeram Project.

Compensatory Afforestation Programme.

Papers related to OAs, MFAs & WP (C)s related to EFL.

Miscellaneous papers of the Section.

E2 Kerala Private Forest (Vesting & Assignment) Act—Administration and Maintenance.

Disputes of vesting and assignment of Private Forests pending before Forest Tribunals and High Court.

Complaints regarding vesting of land under Kerala Private Forest (Vesting & Assignment) Act.

Survey and demarcation of vested Forests.

All papers relating to Forest Tribunals.

Miscellaneous papers relating to application of K. P. F. (V & A) Act.

All papers relating to EFL [except OAs, MFAs & WP (C)s dealt in E1 Seat].

E3 World Food Programme Aided Kerala Forestry and papers relating to Social Forestry & Allied Schemes.

Waste Land development Programmes.

All papers relating to Arable Forest Land Scheme.

National Afforestation Programme (NAP).

All papers relating to Vana Samrakshana Samithies (VSS) and Eco Development Committees (EDCs).

Decentralised peoples' Nursery Scheme (C. S. Scheme)

Papers relating to OAs & MFA cases under Kerala Private Forest (Vesting & Assignment)

Rural Fuel wood Afforestation Programme (C. S. Scheme)

Spill Over Works Connected with social Forestry under NREP/RLEGP

Social Forestry under Jawahar Rozgar Yojana

Agro Forestry Programme

All Programmes for planting Trees

All papers relating to conservation and Augmentation of Mangroves in the State

Inspection Report / PAC / Estimate Committee Reports relating to the above Schemes.

**F-Section : Ph. No. 2518215**

- F 1 All papers related to the Establishment of Watchers, Drivers, Maistries, Work Establishment, Mahouts, Mazdoor, Watchers etc. of the State Forest Department

All the establishment papers relating to State Forest Service Staff

Departmental Promotion Committee (Higher & Lower) in respect of staff allotted.

Kerala State Forest Service Special Rules

Continuance sanctions to the temporary posts in the Department

- F 2 All papers related to Establishment of Ministerial Staff including DPC (Lower & Higher)

Papers relating to Forest Schools

Papers relating to SC/ST Recruitment Review Committee

Administration Report of the Forest Department

Proposals for Shifting/Deployment and creation of posts in the Department

Deputation of officers of the department for training/ meetings

Miscellaneous papers of the Section

F3 Establishment matters relating to the staff coming under the Kerala State Subordinate Service Special Rules including Forest Guards

Delegation of powers to the officers of Kerala Forest Department

Compassionate Employment Scheme

**Parliament Section (PS) : Ph. No. 2517119**

PS Liaison with all legislative committees including subject committee

Monitoring of L. A. Interpellations.

Papers relating to monthly Staff Meeting

Consolidation of monthly business statement

Co-ordination and Monitoring of various LA Committee reports

Audit monitoring committee

Chief Secretary's conference

M.Ps' Conference & D.C.s' Conference

Consolidation of replies to miscellaneous LA questions

Questions under Right to Information Act of miscellaneous nature

## 16. GENERAL ADMINISTRATION DEPARTMENT

**General Administration (Accounts-A) Department**

(Ph. No. 2518704)

**A 1 Seat**

Preparation and drawing of the Contingent Bills and effecting payment under the following Head of Accounts:

1. 2052-090-99-05-2-Electricity Charges (Payment of Electricity Charges of the Secretariat buildings and advance for the purchase of diesel, engine oil, distilled water etc. for the use of uninterrupted power supply unit in the Secretariat)
2. 2052-090-99-34-Other Charges (80% Wages to Canteen Workers).
3. 2052-00-090-99-06-RRT (Property Tax and Library Cess of Secretariat building)
4. 2052-090-99-05-1 Water Charges (Water Charges of the Secretariat)
5. 2052-090-99-02-Wages (Wages to Daily Wages Security, Typist, Gardener and Sanitation workers)
6. 2052-090-99-05-OE4-Other Items (Re-imbusement of Light Refreshment Charges of Secretaries, Coolie charges, Bills relating to repair charges of office furniture, supply of postages and Service stamps to GA (OS-I, II), General Education & Health Department, payment of miscellaneous bills relating to the visiting of VVIP, Collectors Conference & State Level Ceremonies)

**A 2 Seat**

1. Preparation and drawing of the Contingent Bills and effecting payment under the following Heads of Accounts:

2052-00-090-99-45-POL-Fuel Charges of the Secretariat vehicles

2052-00-090-99-21-MV2-Repair Charges of the Secretariat Vehicles

2013-00-800-97-05-OE MP's

3451-00-092-95-BPE

2. Noting of Budget allotment to all Ministers, Chief Whip and Leader of Opposition on their T. A. Bills.
3. Noting of Budget allotment to the Gazetted category of Personal staff of all Ministers, Chief Whip and Leader of Opposition on their T. A. Bills.
4. Preparing and claiming TA Bills of Non-Gazetted Personal Staff of 10 Ministers and Leader of Opposition.
5. Clearing questions related to TA details other than airfare of Ministers and their Personal Staff under Right to Information Act within the time frame.
6. Clearing questions of Legislative Assembly relating to the above subjects.
7. Maintaining Registers for TA claimed by each Ministers, Chief Whip and Leader of Opposition.
8. Miscellaneous papers of the Section.

### **A 3 Seat**

1. Supply of Proforma books to Officers and Ministers.
2. Miscellaneous Expenditure of Personal Staff.
3. Settlement of Air Ticket claims of Ministers to Indian Airlines/Air India & Private Airline Agencies.
4. Preparing and claiming of Advance & Final TA of Personal Staff of 10 Ministers and Chief Whip.
5. Legislative Assembly Interpellation relating to the above subjects.
6. Payment of Air Ticket charges and TA claims under the Head of Accounts:

2013-00-108-99-04-1-TE—Chief Minister, Other Ministers, Chief Whip & Leader of the Opposition

2052-00-090-97-04-1-TE—Personal Staff, Ministers other than Chief Minister.

2052-00-090-98-04-1-TE—Personal Staff of Chief Minister.

2052-00-090-97-04-02-Transfer TA—Personal Staff of Ministers other than Chief Minister.

2052-00-090-98-04-02-Transfer TA—Personal Staff of Chief Minister.

8. Preparation and drawing of the Contingent Bills and effecting payment under the following Head of Account:  
 2013-800-99-Council of Ministers OE—Light Refreshment Charges of Cabinet meeting, News paper charges of Personal Staff of Ministers, Supply of Postage and Service Stamps in the office of Ministers and Opposition Leader, Payment of Miscellaneous Bills relating to Minister's Office, Repair charges of Office Furniture to Ministers Office.
9. Re-imbusement of amount incurred in connection with the purchase of books by Ministers, Chief Whip and Leader of Opposition.

## **2. General Administration (Accounts B) Department**

### **Ph. No. 2518545**

Entering full details of newly employed Assistants and Supernumerary Assistants in GAD in to the SPARK and creating PEN

Opening Service books of all Assistants and Supernumerary Assistants.

Maintaining, Updation and custodian of Service Books of all Assistants, Supernumerary Assistants and Senior Grade Assistants Librarians (Non Gazetted) under GAD

Admitting to all Assistants, Supernumerary Assistants and Librarians (Gazetted and Non Gazetted) into SLI, GIS, PF etc.

All work related NPS of newly appointed Assistants and Supernumerary Assistants.

All work related to retirement of Assistants, Senior Grade Assistants and Librarians including their Closure of PF, GIS, SLI

Salary Bill of Assistants, Supernumerary Assistants, Senior Grade Assistants and Librarians (Gazetted and Non Gazetted) under GAD.

Surrender Bill, Advance Bill, Festival Allowance Bill of All Assistants, Senior Grade Assistants and Librarians (Gazetted and Non Gazetted).

Fixation of Pay of employees appointed as Assistants from Other Services.

Temporary Advances from PF of All Assistants, Supernumerary Assistants/Senior Grade Assistants and Librarians (Gazetted and Non Gazetted)

NRA Conversion from PF of All Assistants, Supernumerary Assistants/Senior Grade Assistants and Librarians (Gazetted and Non Gazetted)

Conversion of TA into NRA of All Assistants, Supernumerary Assistants/Senior Grade Assistants and Librarians (Gazetted and Non Gazetted)

Sanctioning Annual Increment

Missing Credit of SLI

Missing Credit of GIS

Missing Credit of PF

Missing Credit of LIC

Recasting Earned Leave of all employees in the line of promotion from Assistants onwards

Preparing details related to Promotion

Preparing details related to Probation

Preparing details related to Service Verification by PSC

Work related to e-Service books, MEDISEP

Details regarding Budget Allocation

Pay Fixation of new employees

Pay Fixation on Promotion

Pay Fixation on Pay Revision

Work related to Inter Department Transfer/Mutual Transfer / Deputation

Maintaining Pay Bill Register, Expenditure Register, PF Register, Annual Increment Register, RTI Register

Income Tax Calculation, Issuing of Form 16

L. A. Question

Preparing Monthly Business Statement

Miscellaneous papers related to the section

### 3. General Administration (Accounts-C) Department

Ph. No. 2518037

Preparation of Pay Bills, TA, NRA Bills Surrender Leave, Salary Bills, Claims for Terminal Surrender, Maintaining Service Book in respect of Non Gazetted employees and other allied matters relating to the Personal Staff of Chief Minister, Ministers, Chief Whip and Leader of Opposition are done in this Department.

- C 1 1. Salary and Allowances of Personal Staff of the CM
- 2. Salary and Allowances of Personal Staff of Political Secretary to CM
- 3. Salary and Allowances of Personal Staff of the Minister for Higher Education, Minority Welfare, Hajj and Wakf
- 4. Salary and Allowances of Personal Staff of the Leader of Opposition
- 5. Salary and Allowances of Personal Staff of the Minister for Transport
- 6. Salary and Allowances of Chief Principal Secretary to CM
- 7. Salary and Allowances of Principal Secretary to CM
- 8. Salary and Allowances of Chief Minister's Computer Cell contract Staff
- C 2 1. Salary and Allowances of Personal Staff of Minister for LSGD
- 2. Salary and Allowances of Personal Staff of the Minister for Labour and Excise
- 3. Salary and Allowances of Personal Staff of the Minister for Fisheries, Harbour Engineering and Cashew Industries
- 4. Salary and Allowances of Personal Staff of the Minister for Power
- 5. Salary and Allowances of Personal Assistants to MPs
- 6. Salary and Allowances of Drivers to MPs
- C 3 1. Salary and Allowances of Personal Staff of the Minister for Food and Civil Supplies
- 2. Salary and Allowances of Personal Staff of the Minister for forest, Wildlife Protection, Animal Husbandry, Dairy Development, Milk Co-operatives and Zoos

3. Salary and Allowances of Personal Staff of the Minister for Health and Social Justice
4. Salary and Allowances of Personal Staff of the Minister for Co-operation and tourism
- C 4 1. Salary and Allowances of Personal Staff of the Minister for Water Resources
2. Salary and Allowances of Personal Staff of the Minister for Revenue and Housing
3. Salary and Allowances of Personal Staff of the Minister for Education
4. Salary and Allowances of Personal Staff of the Minister for Public Works and Registration
5. Salary and Allowances of Personal Staff of the Minister for Industries, Sports and Youth Affairs
- C 5 1. Salary and Allowances of Personal Staff of the Minister for Finance and Coir
2. Salary and Allowances of Personal Staff of the Minister for Welfare of SC /ST and BC, Law and Culture
3. Salary and Allowances of Personal Staff of the Minister for Ports, Museum, archaeology, Archives
4. Miscellaneous

**General Administration (Accounts D) Department**  
**Ph. No. 2518835**

Preparation of Pay Bills, sanctioning of Provident Fund Advance, Surrender of Leave Salary and Maintenance of Service Books of Typist Gr. II, Typist Gr. I, Senior Grade and Selection Grade Typists and office Superintendents in the Administrative Secretariat. Disbursement of salary of Section Officers (name starting with S-Z)

**General Administration (Accounts-E) Department**  
**Ph. No. 2518938**

- E1 1. Preparation of Pay Bill and allied matters of Special Secretaries and Joint Secretaries in the Administrative Secretariat, Preparation of arrears including salary, pay revision and Dearness Allowance, Surrender of earned Leave, Temporary

- Advance and Non refundable Advance bills, death claims and co-operative recovery in respect of Special Secretaries and Joint Secretaries.
2. Tour TA bills in respect of Special Secretaries and Joint Secretaries.
  3. Calculation of Income Tax, Preparation of Quarterly Tax remittance details and TDS Annexure, Issuing Form 16 in respect of Special Secretaries and Joint Secretaries.
  4. Issue of NLC/Salary Certificates, LPC to the relieving and retired Special Secretaries and Joint Secretaries.
  5. GPF Closure and Terminal Surrender bills, processing of GIS closure in respect of retired Special Secretaries and Joint Secretaries.
- E2
1. Preparation of statement relating to co-operative recovery of all Gazetted and Non-Gazetted officers in the General Administration Department and forwarding of TSB Cheques issued by the DDOs of General Administration Department.
  2. Handling of STSB accounts of Under Secretary III
  3. Advance to Class IV employees for meeting the marriage expences of female children.
  4. Advance for the purchase of vehicle (Ministers, Chief Whip and Leader of Opposition).
  5. Miscellaneous papers of the section.
- E3
1. House Building Advance to Employees of General Administration Department-Sanctioning, Safe custody of security documents, forwarding of Utilisation Certificate to Accountant General, Release of security document on completion of repayment.
  2. Second mortgage loan, Papers regarding Missing credits related to House Building Advance & Motor Conveyance Advance, Other papers related to HBA & MCA
  3. House Building Advance to Ministers, Chief Whip and Leader of Opposition-Sanctioning. Safe custody of security documents, forwarding of Utilisation Certificate to Accountant General, Release of security document on completion of repayment.

4. Issuing No Objection Certificate for availing Housing Loan from Bank/NFBC.
  5. Safe custody of Service Books of all Gazetted Officers in General Administration Department, Forwarding the Service Books to other departments as and when requested, Entering details of family members in Service Books for LTC & handling other papers to be pasted in Service Books.
  6. Issuing Non-liability Certificate to employees in General Administration Department.
- E4
1. Processing of Pension papers and PRISM applications in respect of non-gazetted employees of General Administration Department.
  2. Recovery of Governmental & non-Governmental dues from DCRG of the pensioner.
  3. Sanction and incorporation of nominee in PPO for Family Pension.
  4. Sanction of Family Pension to the legal heirs of deceased non-gazetted employees in General Administration Department.
  5. Processing of Dual Pension and Ex-Gratia Pension Applications.

**General Administration (Budget wing) Department**  
**Ph. No. 2518041**

- BW1. Papers related to Salaries, T.A., Transfer T.A., LTC, other allowances in respect of IAS Officers of various Departments under GAD, Budget Estimate preparation, Allotment, Reconciliation Works, Re-appropriation and Additional Authorisation under the main Heads of Account 3451, Salaries and other allowances of Officers of Local Self Government Vigilance Cell. TA Bills in respect of Non Gazetted officers of Store Purchase Department and Personnel and Administrative Reforms Department.
- BW2. Papers related to Budget Estimate Preparation, Allotment, Reconciliation Works, Re-appropriation and Additional Authorisation under the main Heads of Account 2052, 2013 and 2251. Conveyance Allowance and preparation of TA Bills in

respect of all NGO's except SPD and P&ARD, LTC, Transfer T.A. Bills in respect of all Gazetted and Non Gazetted officers of GAD. Papers related to Subject Committee, Audit Monitoring Committee, Inspection reports of AG, Surrender of funds and miscellaneous papers.

**General Administration (Accounts-G) Department**  
**Ph. No. 2518646**

**G1**

Other matters being dealt with by this section

Preparation of pay bills and Upkeep of Service Book of Senior Grade Assistants and Assistant Section officers in the Administrative Secretariat.

Leave verification, Recasting of Earned Leave, Surrender of Earned Leave, Terminal Surrender, passing of increment on Regular Employees as well as employees working on deputation. Preparation of arrears including salary, Pay revision and Dearness Allowance, Pay Fixation.

Remittance of Profession Tax, Calculation of Income Tax, Preparation of Quarterly Tax remittance details, Issuing form 16 Budget.

Issue of NLC/Salary Certificates, LPC to the relieving employees.

Processing of Temporary Advance and Non refundable Advance from General Provident Fund.

Attesting of SLI, GIS Pass book.

Settlement of retirement benefits, GPF closure of Senior Grade Assistants and Assistant Section Officers.

missing credit, pay fixation.

File relating to anomaly etc.

**Accounts (G2)**

Preparation of Pay Bills and Upkeep of Service Book of Senior Grade Assistants and Assistant Section Officers in the Administrative Secretariat. Leave verification, Recasting of Earned Leave, Surrender of Earned Leave, Terminal Surrender, Passing of increment on Regular Employees as well as employees working on deputation, Preparation of arrears including salary, Pay revision and Dearness Allowance, Pay

Fixation, Remittance of Profession Tax, Calculation of Income Tax, Preparation of Quarterly Tax remittance details, issuing of Form 16, Issue of NLC/Salary Certificates, LPC to the relieving employees, Processing of Temporary Advance and Non refundable Advance from General Provident Fund, Attesting of SLI, GIS Pass book, Settlement of retirement benefits, GPF closure of Senior Grade Assistants and Assistant Section Officers, missing credit, pay fixation, File relating to anomaly etc.

### **Accounts (G3)**

Preparation of Pay Bills and Upkeep of Service Book of Senior Grade Assistants and Assistant Section officers in the Administrative Secretariat. Leave verification, Recasting of Earned Leave, Surrender of Earned Leave, Terminal Surrender, passing of increment on Regular Employees as well as employees working on deputation, Preparation of arrears including salary, Pay revision and Dearness Allowance, Pay Fixation, Remittance of Profession Tax, Calculation of Income Tax, Preparation of Quarterly Tax remittance details, issuing of Form 16, Issue of NLC/Salary Certificates, LPC to the relieving employees, Processing of Temporary Advance and Non refundable Advance from General Provident Fund, Attesting of SLI, GIS Pass book, Settlement of retirement benefits, GPF closure of Senior Grade Assistants and Assistant Section Officers, missing credit, matters relating to LA questions, Right to Information Act, preparation of Budget estimates of all employees, pay fixation, File relating to anomaly, Preparation of monthly statements, Miscellaneous and Consolidation of Reports etc.

### **Accounts (G4)**

Preparation of Pay Bills and Upkeep of Service Book of Senior Grade Assistants and Assistant Section officers in the Administrative Secretariat, Leave verification, Recasting of Earned Leave, Surrender of Earned Leave, Terminal Surrender, passing of increment on Regular Employees as well as employees working on deputation, Preparation of arrears including salary, Pay revision and Dearness Allowance, Pay Fixation, Remittance of Profession Tax, Calculation of Income Tax, Preparation of Quarterly Tax remittance details, issuing of Form 16, Issue of NLC/Salary Certificates, LPC to the relieving employees, Processing of Temporary Advance and Non refundable Advance from General Provident

Fund, Attesting of SLI, GIS Pass book, Settlement of retirement benefits, GPF closure of Senior Grade Assistants and Assistant Section Officers, missing credit, pay fixation, File relating to anomaly etc.

### **Accounts (G5)**

Preparation of Pay Bills and Upkeep of Service Book of Senior Grade Assistants and Assistant Section Officers in the Administrative Secretariat. Leave verification, Recasting of Earned Leave, Surrender of Earned Leave, Terminal Surrender. passing of increment on Regular Employees as well as employees working on deputation, Preparation of arrears including salary, Pay revision and Dearness Allowance, Pay Fixation, Remittance of Profession Tax, Calculation of Income Tax, Preparation of Quarterly Tax remittance details, issuing of Form 16, Issuing NLC/Salary Certificates, LPC to the relieving employees, Processing of Temporary Advance and Non refundable Advance from General Provident Fund, Attesting of SLI, GIS Pass book, Settlement of retirement benefits, GPF closure of Senior Grade Assistants and Assistant Section Officers, missing credit, pay fixation, File relating to anomaly.

### **Accounts (H)**

**Ph. No. 2518385**

#### **H1**

1. Preparation of pay Bills and allied matters of Section officers (Name beginning from the Alphabet A to P).
2. P.F. Temporary, NRA, Surrender of Earned Leave of Section Officers (AtoP).
3. GIS Closure.
4. Income Tax (Q1, Q2, Q3, Q4 filing Annexure entry).
5. Contingent clearing (TA. TA advance) work distribution
6. Pay Revision Arrear, DA Arrear.
7. LPC.

**H2**

1. Preparation of pay Bills and allied matters of Attenders, Clerical Assistants, Nottom, Motor Cycle Orderly, Health Inspector, Duplicating Machine Operator, OP Attender.
2. P.F. Temporary, NRA, Surrender of Earned Leave.
3. GIS Closure.
4. Income Tax.
5. Pay Revision Arrear, DA Arrear.
6. LPC.

**H3**

1. Preparation of pay Bill and allied matters of Confidential Assistants Gr. I & II, Senior Grade.
2. P.F. Temporary, NRA, Surrender of Earned Leave.
3. GIS Closure.
4. Income Tax.
5. Pay Revision Arrear, DA Arrear.
6. LPC.

**H4**

1. Preparation of pay Bill and allied matters of Lift Operators, Binders, Drivers, Messenger, Chauffeur.
2. P.F. Temporary, NRA, Surrender of Earned Leave.
3. GIS Closure.
4. Income Tax.
5. Pay Revision Arrear, DA Arrear.
6. LPC.

**H5**

1. Preparation of pay Bills and allied matters of Section (Name beginning from the Alphabet A to P).
2. P.F. Temporary, NRA, Surrender of Earned Leave of Section Officers (A to P).

3. GIS Closure.
4. Income Tax (Q1, Q2, Q3, Q4 filing Annexure entry).
5. Contingent clearing (TA, TA advance) work distribution.
6. Pay Revision Arrear, DA Arrear.
7. LPC.

**Accounts J**

**Ph. No. 2518099**

- J1. Family Benefit Scheme of Gazetted Officers in GAD-Enrolment & Closure of Central Government Employees Group Insurance Scheme-IAS, IPS, IFS Officers—Miscellaneous paper of the section.
- J2. Preparation of pay bill and allied matters of Clerical Assistants and Attenders in GAD—Family Benefit Scheme of Non-Gazetted Officers in GAD.
- J3. Preparation of pay bill and allied matters of Sel.Gr. CA, PA & PS in GAD.

**Accounts K**

**Ph. No. 2518622**

- K1. Preparation of pay bill & upkeep of service books of Full Time Sweepers, Gardeners, Store Attendant, Dhobi, Durbar Hall Watchman, Conference Hall Watchman, Full Time Telephone Cleaners & Traffic Warden.

Issuing non-liability certificate and salary certificate in respect of the above employees.

Issuing reference books to officers of and above the rank of Section Officers in Administrative Secretariat and NLC in this regard.

Payment of e-Post charges incurred by the offices of Chief Minister and other Ministers.

Reimbursement of the cost of newspapers purchased by Joint Secretary, Additional Secretary and Special Secretary (non IAS) in Administrative Secretariat.

Consolidation work of General Administration (Accounts) Department.

Other miscellaneous papers of the Section.

- K2. Preparation of pay bill and other entitlements in respect of all Deputy Secretaries and Under Secretaries whose name starts with alphabets from S-Z.

Processing of Travelling Allowance, GPF, SLI & GIS closure, issuing NLC, salary certificate and LPC of the above-mentioned officers.

- K3. Preparation of pay bill and upkeep of service books of Part-time Contingent Employees, Sweepers & Gardeners etc.

Issuing non-liability certificate and salary certificate in respect of the above employees.

Contingent bills relating to hospitality expenses of Ministers.

Contingent bill relating to Secretariat Central Library.

Papers relating to Budget and GA (Cash) Department.

Sanction for payment of petrol charges incurred by motor cycles being used by General Administration (OS) Department.

Sanction for loading stamps in the franking machines being used by General Administration (OS I & OS II) Departments. CMPGRC, General Education Department, Health and Family Welfare Department, O/o Chief Minister and other Ministers.

Payment of all miscellaneous bills.

Preparation of Monthly Business Statement of the section.

### **General Administration (Accounts-M) Department**

**Ph. No. 2518046**

Preparation of pay bills sanctioning of Provident Fund Advance/ Surrender Leave Salary and Maintenance of Service Books of Peons.

Leave verification, issue of NLC, Final NLC, LPC, Salary Certificate, Pay drawn particulars of Peons on deputation and Interdepartmental

transfer. Forwarding of application of GPF Admission, probation pro forma, GPF closure and other allied matters of Peons.

Disbursement of salary of Additional secretary.

**General Administration (Accounts-N) Department**

**Ph. No. 2518045**

Preparation of Pay Bills sanctioning of Provident Fund Advances/ Surrender Leave Salary and Maintenance of Service Books of Peons/ Security staff/Assistant Security Officers and Sergeants.

Pay drawn particulars of persons on Deputation and inter Departmental Transfer, Leave verification, issue of NLC, Final NLC and LPC, Salary Certificate, forwarding of application of GPF enrollment, probation pro forma, GPF closure and other allied matters of Peons/ Security staff/Assistant Security Officers and Sergeants.

**General Administration (Accounts-P) Department**

**Ph. No. 2518991**

- P1 1. Papers relating to the Pension of Personal Staff of Chief Minister, Ministers, Leader of Opposition and Government Chief Whip.
2. Miscellaneous Papers relating to Section.
- P2 Disbursement of salary of Under Secretary (Name starting with A-R)/Office Superintendent/Chief Security Wing.

**General Administration (Accounts-R) Department**

**Ph. No. 2518038**

- R1 Medical reimbursement claim of Computer Assistants, Office Assistants/Attendants, Attenders and Clerical Assistants in the Administrative Secretariat, IFMA & NLC to all these employees.

- R2 Medical reimbursement claim of Special Secretary, Additional Secretary, Joint Secretary, Deputy Secretary, Under Secretary, Section Officer, Office Superintendent, Confidential Assistant & Personal Assistant in the Administrative Secretariat & Miscellaneous papers in the section. IFMA & NLC to all these Officers.
- R3 Medical reimbursement claim of Chief Minister/Ministers, Personal Staff of Chief Minister & Ministers, Secretaries to Government, Opposition Leader, Chief Whip, NLC to all Personal Staff. Re-appropriation/Additional authorization in the concerned Head of Accounts.
- R4 Medical reimbursement claim of Assistants, Senior Grade Assistants, Assistant Section Officers, Last Grade Servants excluding Office Assistants/Attendants, Attenders and Clerical Assistants. IFMA & NLC to all these Officers. Purchasing of stationery items.

**GAD-AR Department**

**Ph. No. 2518534**

- (1) Give guidelines for the timely preparation and submission of Annual Administration Reports of Departments/ Public Sector Under takings/Autonomous Bodies/Institutions under the State Government.
- (2) Miscellaneous papers in this Department.

**GAD-SCL Department**

**Ph. No. 2518779**

SCL 1 Seat

1. Realization of cost of lost books.
2. Issuance of Membership, Duplicate Readers Ticket.
3. Issuance of Non Liability Certificate.

## SCL 2 Seat

1. Forming and Convening meeting of Secretariat Central Library Committee, Book Selection Committee.
2. Purchase of books and furniture in the Secretariat Central Library.
3. Modernization of Secretariat Central Library.
4. Selection of News paper Agent and payment of News papers and periodicals.
5. Miscellaneous works in the Section.

**CMPGRC—Ph. No. 2518940**

1. Receive complaints/petitions addressed to the Hon'ble Chief Minister from the citizens directly or by post.
2. Initiate followup action on the above complaints/petitions  
The recognized Chief Minister's grievance redressal system 'Strait Forward' aims at citizen friendly redressal of grievance by initializing such actions as listed below:-
  1. Followup and watch prompt disposal of earlier cases in which the petitioners complains that their grievances have not been redressed so far.
  2. In cases wherein petitioner aggrieves that the action already taken in a petitions is not satisfaction or that the enquiry conducted was not proper the Cell shall direct the department concerned to take appropriate action after thorough scrutiny or shall obtain a fresh petition and process.
  3. Provide help and support to citizens who come up for financial assistance and direct them to apply for benefits from appropriate welfare schemes or missions.
  4. Provide assistance to citizens who approach the Cell to meet the Chief Minister/PS to Chief Minister.
  5. Check the petitions pending the inboxes of various CMO portal users and ensure proper action at their level in accordance with the minutes recorded therein.
  6. Make sure that reply on the petitions has been given to the petitioner.

7. Make sure that reply on the petitions has been petition to the petitioner.
8. Clarify the doubts of portal users regarding the use of login/software.
9. Find out various complaints of same nature, arising from a particular areas, group or district and process them together to have a solution by starting a new scheme/project by concerned Administrative Department.
10. Keep in touch with the offices from village level to Government Secretariat to achieve the aim to provide financial assistance to an applicant from the Chief Minister's Redressal Relief Fund within the targeted period of hundred hours.

#### **CMPGRC—C1**

1. Planning and Economic Affairs
2. Personnel and Administrative Reforms
3. Finance
4. General Administration
5. Power
6. Forest and Wildlife
7. Excise
8. Constitutional Institutions
9. Coir
10. Electronics & IT
11. Vigilance
12. Port
13. Commissions

#### **CMPGRC—C2**

1. Local Self Government
2. Home
3. Transport
4. Social Justice
5. Industries and Commerce
6. Parliamentary Affairs
7. Environment

8. Ayush
9. Universities
10. Tourism
11. Printing
12. Science and Technology
13. Coastal Shipping and Inland
14. Navigation
15. Consumer Affairs

### **CMPGRC—C3**

1. Co-operation
2. Office of the Chief Minister
3. Health and Family Welfare
4. Higher Education
5. Public works
6. Food and Civil Supplies
7. Officer of Ministers
8. Animal Husbandry
9. Fisheries and Harbour Engineering
10. Welfare of Women and Child
11. Law
12. Welfare of Backward Classes
13. Minority Welfare
14. Stores Purchase
15. Personnel and Administrative Reforms (Official Language)

### **CMPGRC—C4**

1. Revenue
2. General Education
3. Zoo
4. Water Resources
5. Norka
6. Taxes
7. Housing
8. Registration
9. Devaswom

10. Culture (Museum, Archeology, and Archives)
11. Culture (Cultural Institutions)
12. Election
13. Labour and Skills
14. Sports and Youth Affairs
15. Agriculture and Welfare of Farmers
16. Welfare of SC/ST

Besides, CMPGRC is entrusted with the follow up actions on petitions of citizens forwarded from the offices of President of India, Prime Minister of India and Governor of Kerala.

**General Administration (Chief Secretary's Petition Cell)  
Department  
Ph. No. 2518368**

Receipt of petitions from the Officers of the President and the Prime Minister and monitoring of time bound judgements in O.Ps. with Chief Secretary as the first respondent.

**General (Employment Cell-A) Department  
Ph. No. 2518138**

1. Annual Review of SC/ST representation in all Departments, Reservation of posts for SC/ST and ST only for special recruitment.
2. Issuance of orders on amendment and new orders regarding reservation of posts for special recruitment.
3. Review of performance of the Departments concerned in the matters of appointment of SC/ST through Special Recruitment.
4. Yearly meeting of the Review Committee headed by the Hon'ble Chief Minister.
5. V-SMART Programme:—Online software application regarding the submission of annual review reports of various Departments.
6. Remarks and advice on matters related to Special Recruitment.

ECA 1 Seat:—Annual Review of SC/ST representation in 39 Departments and reservation of posts.

ECA 2 Seat:—Annual Review of SC/ST representation in 10 Departments and reservation of posts, yearly meeting of Review Committee headed by Hon'ble Chief Minister, V-SMART Programme, Miscellaneous papers.

ECA 3 Seat:—Annual Review of SC/ST representation in 33 Departments and reservation of posts.

**General (Employment Cell-B) Department**

**Ph. No. 2518799**

1. Monthly review progress of the recruitment of SC/ST regarding Special Recruitment.
2. Compiling Quarterly review reports regarding vacancies of Special Recruitment.
3. Compilation of manual of instruction regarding reservation Orders/Circulars.
4. Action of High Level Committee regarding SC/ST Special Recruitment of SC/ST on vacancies reported in PSC.

**GA (FFP-A) Department**

**Ph. No. 2518849**

FFP A1 Seat:—Swathantrata Sainik Samman Pension Scheme-application from Thiruvananthapuram, Kottayam, Idukki and Kannur Districts. Papers relating to award of Tamrapathras, Central Pension Dearness Relief, Miscellaneous.

FFP A2 Seat:—Swathantrata Sainik Samman Pension Scheme-processing of application from Kasargod, Kozhikode, Alappuzha and Pathanamthitta Districts.

FFP A3 Seat:—Swathantrata Sainik Samman Pension Scheme-processing of application from Kollam, Ernakulam, Thrissur, Palakkad, Wayanad and Malappuram Districts, 'AT HOME' Programme.

**GA (FFP-B) Department**

**Ph. No. 2517163**

FFP B1:—Papers relating to Kerala Freedom Fighters Pension Schemes in respect of four Districts Thiruvananthapuram, Pathanamthitta Idukki, Kottayam, including Khadi Hindi Pension. Papers related with subject Committee, Budget matters and papers related with policy decision on KFF Pension.

FFP B2 :—Papers relating to Kerala Freedom Fighters Pension Schemes in respect of Four Districts Malappuram, Kozhikode, Wayanad and Kannur including Khadi Hindi Pension. Papers relating with Miscellaneous.

FFP B3 :—Papers relating to Kerala Freedom Fighters Pension Schemes in respect of Six Districts Thrissur, Palakkad, Kasargod, Alappuzha, Kollam and Ernakulam including Khadi Hindi Pension.

**General Administration (Secretariat Records) Department**  
**Ph. No. 2518230**

1. Receipt and issue of the Records and weeding out of Records.
2. Preservation of valuable documents such as Service Books, Bonds, Agreements etc. received from the various Departments of the Administrative Secretariat.
3. Issue of attested copies of Government Orders, Circulars, Notifications etc. to the Public establishment and other Miscellaneous papers, etc. of the Section.

**General Administration (House Keeping Cell-A) Department**  
**Ph. No. 2518001**

- A1. Accommodation to Ministers, Officers and Secretariat Departments. Providing telephones to Ministers and their staff and Secretariat Officers. Installation and maintenance work of electronics PABX Exchange, Purchase of mobile phone handsets for Ministers, PS to Ministers and Secretaries. Providing mobile phone connections and internet facilities to Ministers and Secretaries. Printing of internal Telephone Directory & Tabling Sheet-Temporary vehicle passes. Works related to Hologram Integrated vehicle passes.
- A2. Secretariat Sanitation/Hygiene. Purchase of Sanitation/Garden materials. Establishment papers relating to—
  1. Secretariat Garden
  2. Secretariat Sanitation wing
  3. PABX-IBMC
  4. Secretariat lift operators
  5. Secretariat Canteen

Miscellaneous papers connected with General Administration (House Keeping Cell-A) Department.

- A3. Payment of telephone charges and mobile phone charges of Ministers (Office & Residential) and their Personal Staff. Payment of cable charges & Internet charge Reimbursement of Internet charges of Ministers. Sanction of Diesel Advance for running of 400 KVA D.G. Set and 320 KVA D.G. Set. NLC to personal staff of Ministers.
- A4. Installation-Maintenance & Repair of Electrical Equipments-Papers related to leave (Garden/sanitation/lift/IBMC etc.) Installation and Maintenance of Air Conditioner in Secretariat, Installation and Maintenance of Lifts, Installation and Maintenance of UPS, Batteries AMC of UPS with Keltron, Other related Electrical works in Secretariat.
- A5. Maintenance and upkeep of telephone register and allied registers. Payment of mobile and telephone bills, cable & internet charges of Secretaries/Adll. Secretaries/Joint Secretariat Health Department Diaries (Official/Residential). Payment towards PRI lines. Reimbursement of telephone charges to the Officers—Preparation of Contingent Bills for telephones. NLC to Officers in Secretaries.

**Store Supervisor:**—Locating space for accommodation-rearrangement and replacement/ shifting of Sections and Officers, supervision over replacement of electric bulbs and tubes. Allotment of Car Bays, Vehicle pass to staff-supervision over the preparation of Telephone Directory, Tabling sheet.

**General Administration (House Keeping Cell-B) Department  
Ph. No. 2518761**

**Store Keeper**

- B1. Maintenance of Stock Register, Issue Register.  
Recording of Stock Entry Certificate of all purchase bills/ invoices, receipt of requests for stores.  
Issue of non-liability certificate to staff.  
Issue of stores as per sanctions of the stores officer  
Maintenance of Register of Unserviceable articles.

- B2. Purchase and supply of furniture and all other items required for the Office of the Ministers, Administrative Secretariat officers/ Departments as per approved norms.  
Purchase of modern office equipments, photocopiers, Dictaphones, electronic typewriters, franking machines etc. and payment of invoices thereto.
- B3. All Civil works in the Secretariat buildings including maintenance repairs of Secretariat buildings.  
Disposal of unserviceable articles/furniture, maintenance and repair of furniture.  
Papers relating to fire fighting equipments, repairs to locks etc.  
Distribution of Identity Card to the employees retired from the Secretariat.

**Store Supervisor**

- Physical verification of furniture.  
Distribution and maintenance of furniture under the directions of Stores Officer.  
Maintenance of records of supply/replacement of furniture & typewriter and curtains in the Secretariat.  
Supervising the numbering and repairs to furniture.  
Writing, supplying and fixing of name boards and curtains.

**General Administration (Co-ordination) Department**

**Ph. No. 2518463**

**CDN 1 Seat**

1. Preparation of the list of public holidays and holidays under Negotiable Instrument Act, 1881.
2. Declaration of local holidays.
3. Furnishing of answers to L.A. Questions and consolidation work of General Administration Department.
4. Preparation of Government Calendar and distribution of Government Diary and Daily Remembrancer.
5. Pledge-National Re-dedication day.

**CDN 2 Seat**

1. M.Ps' conference.
2. Preparation of Government Diary & Daily remembrancer.
3. Fortnightly statement to Governor on important orders relating to General Administration Department.
4. Participation of Government Departments and public undertakings in certain exhibition like Thrissur Pooram.
5. Observance of Martyrs Day.
6. Furnishing of answers to L.A. Questions.
7. Papers related to Administrative Reforms Commission.
8. Furnishing answers to questions to the L.A. on miscellaneous subjects.

**CDN 3 Seat**

1. Annual Conference of District Collectors and Head of Departments.
2. Ayyankali Hall-establishment papers and issuance of orders at concessional rate of rent and all miscellaneous papers except sundry petitions.
3. Issue of Notifications under article 299 of the Constitution regarding execution of contracts and assurances of property on behalf of the Government of Kerala.
4. Furnishing of answers to L.A. questions.
5. Pledge-Rashtriya Ekta Diwas.
6. Papers related to Kerala State Commission for Economically Backward Classes among forward communities.

**CDN 4 Seat**

1. Preparation & publication of Secretariat Directory.
2. Communication of letters, memoranda, petitions etc. of general nature to the Department in Secretariat.
3. Communication of letters, memoranda, petitions etc. received from the Prime Minister's Secretariat to the Department concerned in the Secretariat.

4. Papers related to Kerala State Welfare Corporation for Forward Communities.
5. Implementation & Monitoring Attendance Management System in Government Secretariat and in all Government Offices.
6. Pledges-National Voters Day, Swatchata Pledge, National Constitution Day, Energy Conservation Day, Human Rights Day.
7. Papers related to Community Volunteer Corps.

**CDN 5 Seat**

1. Implementation of Right to Information Act, 2005 and allied matters.
2. Establishment papers related to the State Information Commission, Kerala and related papers.

**General Administration (Parliament) Department**

**Ph. No. 2518760**

1. Monitoring Action in file relating to Legislative Assembly Interpellation Legislative Assembly Assurance.
2. Sitting and report of Legislative Assembly Committee.
3. Audit Para and Draft Para.
4. Questions and other Communication from the Lok Sabha.
5. Staff Conference.
6. Consolidation of Monthly Business Statement.
7. Compilation of important orders issued in the General Administration Department.
8. Any other related matter that may be assigned by the Secretary to Government.
9. Monitoring and processing action in application under Right to Information Act.
10. Processing of Appeal under Right to Information Act.
11. Consolidation of Monthly Arrear Business Statement and the preparation and submission of the Progress Report of the same.
12. Monthly Action in files relating to petition to Government.

**General Administration (Political) Department**

**Ph. No. 2518456**

**Political-1**

All arrangements in connection with the visit of VIPs to State who have been included in the standard list, including settlement of bills, if any.

Allotment of vehicles to VIPs and other dignitaries, including settling of expenses, if any.

Visit of foreign dignitaries and diplomats and fixing of appointments with various dignitaries.

**Political-2 A**

Visit of VIPs who have not been included in the standard list, including settling of bills.

Allotment of funds and settlement of bills in connection with the 'At Home' functions being organized by Kerala Raj Bhavan.

Allotment of rooms in Government Guest House, Thiruvananthapuram and rooms and Conference Hall in Kerala House, Mumbai.

Settlement of bills for various expenditure incurred by Ministers, Hospitality expenses and other miscellaneous expenses.

Reimbursement of bills in connection with the expenses towards the aircrew of VVIP aircrafts from Air Head Quarters.

**Political-2 B**

Allotment of Durbar Halls, North Committee Room, South Conference Hall, Kairali and Conference Halls in Annexe II building (Sruthi and Layam)

Allotment of Conference Halls in all the Government Guest Houses in Kerala and rooms in Rain Drops, Chennai.

All matters of Kerala Raj Bhavan including fund release

All matters connected with the Census and NPR operations

**Political 3**

Erection of statutes and monuments of Political personalities

Allotment of rooms in Government Guest Houses, in Kerala (excluding Thiruvananthapuram) and Kerala House, Kanyakumari

Papers relating to Family & Political Pension and other allowances to the erstwhile royal families and local kingdoms

Papers relating to *Malikhana* pension to the Royal families of Malabar region

Papers relating to Palace Administration Board

Miscellaneous papers in the Section

**Political 4**

All matters connected with the Kerala House, New Delhi, Establishment matters of office of the Resident Commissioner and Controller, New Delhi

Transfer and deputation posting to various State Government offices in New Delhi

All matters connected with the Travancore Palace and State Government properties situated in New Delhi

Pension papers relating to families of Ministers who died in harness

Papers relating to Consulates of foreign Nations working in the State

**Political 5**

Swearing in ceremony of Hon'ble Governor, Council of Ministers, Chief Justice, LOK AYUKTA etc.

Allocation of portfolio among the members of Council of Ministers

Papers relating to foreign visit of members of Council of Ministers

Allotment of Residential Bungalows and official vehicle numbers

Matters relating to Civil Service Officers' Institute (CSOI)

Conduct of National Day celebrations and Martyr's Day

State Honors/Police Honors/State Funeral during the death of dignitaries. (*in special cases*)

Arrangement of State Banquets hosted by Chief Minister and other Ministers

Reservation and upkeep of old Assembly Hall

Allotment of rooms in Kerala House, New Delhi

Visit of VVIPs to State

Revision of Protocol Manual

Protocol arrangements and order of precedence to be followed in State functions

Papers relating to NRC operations

Complaints and litigations connected with dishonor to National Flag and National Anthem

**General Administration (Services A) Department**

**Ph. No. 2518450**

**SA 1** Papers relating to declaration of Probation of Assistants

Promotion, Confirmation and Seniority Fixation

Cadre Strength

Forwarding of applications received from Assistants for various posts

By Transfer Appointment of Computer Assistants/Confidential Assistants as Assistants

Preparation of Gradation List of Assistants

**SA2** Papers relating to appointments of Assistants advised by the Kerala Public Service Commission

Appointments of Assistants under the Compassionate Employment Scheme and Sports Quota

Inter Departmental Transfer

Deputation of Assistants

by Transfer Appointment of Low Paid Employees as Assistants

Sanction under KGSC Rules

- SA3** Transfer of Assistants in Administrative Secretariat  
Disciplinary action against Assistants  
IMG Training  
Relieving to Kerala House, Training, Raj Bhavan etc.
- SA4** Papers related to issuance of various certificates  
Section Miscellaneous Papers  
Papers related to sanctioning of leave

**General Administration (Services-C) Department**

**Ph. No. 2518462**

- C1** Establishment matters of Part Time/ Full Time Sweepers Cum Sanitation workers and Gardeners in GAD, Establishment matters of Drivers in GAD, Papers related to Inter Departmental Transfer, Sanctioning of Time Bound Higher Grade, Declaration of probation of Office Attendants in GAD and Application under Compassionate Employment Scheme.
- C2** Establishment matters-Transfer and Posting, Disciplinary action and related matters of Office Attendants in GAD.
- C3** Confirmation, Ratio Promotion, Leave and Seniority List of Office Attendants in GAD, Issuing No Objection Certificates, Miscellaneous papers of the section.

**General Administration (Services-D) Department**

**Ph. No. 2518544**

- SD1** Papers relating to appointment of outstanding Sports Persons in Government Service  
Papers relating to State and All India Civil Service Tournament.
- SD2** Papers related with Linguistic Minorities  
Papers on National Commission for Linguistic Minorities  
Sadbhavana Diwas celebration & Pledge  
Quami Ekta Week and National Integration Pledge

**General Administration (Services E) Department—Ph. No. 2518543**

- SE 1** Establishment matters of Section Officers in the Administrative Secretariat (Promotion, Transfer, Sanctioning of Leave, Regularization of the period of waiting for posting with the concurrence of Finance Department, Disciplinary Action, Departmental promotion committee, Pension and connected papers), Appointment of Assistant Trainee from the category of Typists, Confidential Assistants, the declaration of their probation
- SE 2** All establishment matters of Confidential Assistants/Personal Assistants of Administrative Secretariat. Earned Leave Surrender of Section Officers and Office Superintendent of Administrative Secretariat
- SE 3** Establishment matter of Computer Assistants in the Administrative Secretariat (Appointment, Promotion, Transfer, Sanctioning of Leave, Disciplinary Action, Pension and connected papers), Appointment of Office Superintendents and their establishment matters, declaration of probation of Section Officers. Appointment of Computer Assistant from among the category of Low Paid Employees and the declaration of their probation
- SE 4** Papers relating to sanction of NRA and Temporary Advance of Section Officers, Higher Grade Promotion of Section Officers, RIA 2005, Continuance sanction of temporary post and shifting of post in the Administrative Secretariat, Deputation of Section Officers, Training of Typist, CA/PA, Office Superintendent, Section Officer

**General Administration (Services H) Department—Ph. No. 2518742**

- H 1** Establishment matters of Secretariat Employees belonging to the following categories.
1. Attender
  2. Binding Supervisor
  3. Binder
  4. O. P. Attender
  5. Clerical Assistant
  6. Lift Operator
  7. Lift Supervisor

8. Duplicating Machine Operator
9. Duplicating Machine Supervisor
10. Store Attendant
11. Traffic Warden
12. Motor Cycle Orderly
13. Conference Hall Watchman
14. Nottam
15. Security Officer
16. Asst. Security Officer
17. Sergeant
18. Head Guard
19. Security Guard
20. Lady Security Guard
21. Messenger

- H 2**
1. Appointment and establishment matters of personal staff of Chief Minister, Ministers, Leader of Opposition and Govt. Chief Whip
  2. Appointment of Personal Assistant and drivers to member of Parliament of Kerala
- H 3**
1. Appointment and Establishment matters of personal staff of Chief Minister, Ministers, Leader of Opposition and Govt. Chief Whip
  2. Appointment of Personal Assistant and Drivers to Member of Parliament of Kerala
  3. Miscellaneous

**General Administration [All India Service] (A) Department**  
**Ph. No. 2518645**

**A1 Seat**

Establishment matters of IAS Officers. This includes transfer and posting, selection and promotion of IAS officers  
Disciplinary action of IAS Officers  
Medical Reimbursement of IAS Officers  
Lok Sabha Questions, Rajya Sabha Questions  
Files related to Cabinet Decisions regarding transfer and Posting of IAS Officers

**A2 Seat**

All papers related to leave  
 Withdrawal of Non Refundable Advance  
 Training of IAS Officers, Mid Career Training  
 Programme (Phase III, IV, V) of IAS Officers  
 Foundation Course of Probationers Phase I  
 Phase II Training of IAS Probationers  
 Foreign Visit  
 Leave Travel Concession for the IAS & IPS Officers

**General Administration Special (B) Department—Ph. No. 2518448**

- B1-(a)** Establishment of Administrative Officer (Non Secretariat) Recruitment, Promotion, Transfers, Postings, Declaration of probation and convening of DPC, Disciplinary action, Pension papers
- (b) Processing of pension papers of Under Secretary, Deputy Secretary, Joint Secretary, Additional Secretary and Special Secretary, reckoning past service of Government Employees for pensionary benefits etc.
- B 2** Establishment of officers of and above the rank of under Secretaries— Promotions, Transfers, Deputation, Regularisation, Disciplinary action, Declaring temporary posts, permanent, continuance of temporary post of and above the rank of Under Secretary to Government
- B 3** Establishment of officers of and above the rank of Under Secretaries— Declaration of probation, sanctioning of leave, Sanctioning of GPF, Loans, convening of DPC etc. issuing of NLC for applying for passport, permission to purchase land/property etc.
- B 4** Issue of Non Liability Certificates in respect of Officers of and above the rank of Under Secretary to Government in the Administrative Secretariat. Surrender of Earned Leave, issue of all Certificates including certificate of officiation, All permissions, Miscellaneous papers—Training programmes.

**General Administration Special (C) Department—Ph. No. 2518740**

- C 1** Establishment matters of IFS officers. This includes Transfer & Posting, Selection & Promotion to IFS from State Forest Service, Disciplinary action of IFS officers, O.A.s filed by IFS officers, Intercadre Deputation, Leave of IFS officers, Training of IFS officers (outside the country)
- C 2** Central Deputation of IAS, IPS and IFS officers  
All India Service Rules & Amendments  
General papers of AIS officers
- Secret** All Papers related to High Court Judges (Except Appointment, Transfer & Postings)  
Medical Re-imbusement Claims of Retired Supreme & High Court Judges  
Budget papers related to the Budget Head “7610-00-800-93”  
UN Deputation, Training of IPS, IFS Officers (within Country).  
Induction Training of IAS, LTC, Children Education Allowance, PF & Miscellaneous papers of Special (C) Department
- C 3** Establishment matters of IPS officers. This includes Transfer & Posting, Selection & Promotion to IPS from State Police Service, Disciplinary action of IPS officers, OAs filed by IPS officers, Intercadre Deputation, Training of IPS officers (outside the country) Inter Cadre Transfer, Mid Career Training Programme (Phase I, II, IV & V) for IPS officers, Lok Sabha Questions/Rajya Sabha Questions, Foundation Course of IPS Probationers, Phase II Training of IPS Probationers, Ex-India Leave, UN Senior Mission Leader Course

**General Administration (Special E) Department—Ph. No. 2518876**

- Special E 1** Transfer, Promotion, Probation, Deputation, DPC (Higher) and Disciplinary action of the officers of the above, the rank of Dy. Director in I & PRD  
Establishment matters of KPSC and I & PRD
- Special E 2** Transfer, Promotion, Probation, Deputation, DPC (Higher) of the officers of and above the rank of under secretary in Finance and Law Department  
Appointment of Executive Vice President in the Kerala State Council for Science, Technology and Environment  
Miscellaneous papers of the section

**General Administration (Secret Section) Department**  
**Ph. No. 2518399**

**SS 1 Seat**

Proposals in connection with the recommendation for Jeevan Raksha Padak and Ashoka Chakra series of Awards from eligible Keralites submitted before Government of India

Papers connected with threatened/declared strikes by Government employees and teachers etc.

OP's connected with general strike etc.

**SS 2 Seat**

DPC (Lower) of General Administration Department & Finance Department (Section Officer & Under Secretaries)

Conducting Examination of UPSC & Staff Selection Commission

All Papers connected with Ezhimala Naval Academy

Papers connected with Southern Zonal Council

**SS 3 Seat**

DPC (Lower) of General Administration Department and Finance Department, Law Department (Section Officers & Under Secretaries)

Framing and amendment of Rules of Business

Upkeep of property statement of Officers upto Deputy Secretary in the Secretariat

Papers relating to Interstate Council

Miscellaneous papers of the section

**General Administration (Strictly Confidential) Department**  
**Ph. No. 2518223**

**SC1**

1. Cabinet papers
2. Monitoring of Cabinet decisions
3. Maintenance of Annual Property Returns (APR) of Officers in the Secretariat of and above the rank of Joint Secretary.
4. Departmental Promotion Committee (DPC-Higher) Meetings for selection to the post of Deputy Secretary and above in the Secretariat including Law and Finance Departments

5. Assistant State Public Information Officer under RTI Act
6. Miscellaneous subjects in the section.

## **SC2**

1. State Performance Appraisal Report (PAR) Manager for online filing in Respect of All India Service (AIS) Officers
2. Maintenance of ACRs/PARs, Annual Property Returns of I.A.S., I.P.S. and I.F.S. Officers
3. Preparation of panel of I.A.S., I.P.S. and I.F.S. Officers for Promotion to various grades.
4. Recommendations for “PADMA Awards”
5. Appointment of High Court Judges
6. Civil Cypher System—Safe custody and Returns of Union War Book and Southern Railway Strike Scheme etc.
7. Assistant State Public Information Officer under RTI Act.

### **General Administration (Compassionate Employment Cell) Department**

**Ph. No. 2518015**

Allotment of vacancies in general category post from general pool for appointment under Compassionate Employment Scheme for Government Servants who die-in-harness

### **GAD Computer Cell Department—Ph. No. 2518741**

1. Annual Landed property Statement filing. This department works as an intermediary between the GA(SS) and (SC) departments and SPARK main Office. The draft Circular on Property Statement filing is forwarded to SPARK office via this department and gets it back after vetting. The same is distributed to GA(SS)/(SC) departments for further action
2. Works as SPARK nodal cell in Administrative Secretariat
3. Uploading of TDS details (Income Tax) collected from G.A. (Accounts) Department

**General Administration (C. R. Cell) Department****Ph. No. 2518204**

1. Collection and Maintenance of Confidential reports in respect of Selection/Senior Grade Assistants, Section Officers, Under Secretaries, Deputy Secretaries, Joint Secretaries and Additional Secretaries of Administrative Secretariat and Under Secretary, Deputy Secretary, Joint Secretary and Additional Secretary of Finance and Law Department
2. Submission of Confidential Reports to the reviewing authorities in respect of all officers on deputation from General Administration Department
3. Submission of Confidential Reports before the D.P.C.

**General Administration (Minority Welfare) Department****Ph. No. 2517019**

- M W 1**
1. All papers related to the Sachar Commission report on Minorities
  2. All papers in connection with the Minorities except that of Linguistic Minorities in the State
  3. Establishment matters of Minority Welfare Directorate
  4. Scholarships-CA/ICWA/CS Courses, Career Guidance Programme, Prof. Joseph Mundassery, C. H. Muhammed Koya, Fee-reimbursement for Civil Service Students etc.
  5. Coaching Centre for Minority Youth
  6. All papers related to Paloli Committee recommendations
  7. Kerala Madrassa Teachers Welfare Fund
  8. Constitution of Department of Minorities
- M W 2**
1. Papers related to the Prime Ministers New 15 Point Programme
  2. Papers related to Minority Concentration District
  3. Papers related to MSDP (Multi Sectoral Development Programme)
  4. Imbichibava Housing Scheme for Divorced/Widowed Ladies of Minority Community
  5. Establishment matters of Kerala State Commission for Minorities (KSCM)

6. Establishment matters of Kerala State Minorities Development Finance Corporation (KSMDFC)
7. Urdu Scholarship for Minorities—10th, +2 Level
8. Reimbursement of fee for the BPL Minority Students who are studying for 1 year/2 year courses in Government affiliated Private Industrial Training Institutes
9. Drinking Water Scheme for Minorities
10. Different Central Government projects related to Minorities (eg. Nai Roshini)
11. Miscellaneous papers

**AMC Department—Ph. No. 2518224**

- AMC 1**
1. Monitoring attendance of the Employees up to Section Officer (HG) in General Administration, Finance and Law Department.
  2. Updation of entries in accordance with the transfer and postings of Employees up to Section Officer (HG) in the General Administration, Finance and Law Department.
  3. Updation of Deputation Details of Employees up to Section Officer (HG) to other departments and termination of Service on retirement/relieving etc.
  4. Regularisation of mispunch, Outside duty C-Off employees up to Section Officer (HG) based on the Circular instructions.
  5. Obtain explanation for violation of Circular instructions of employees up to Section Officer (HG) and to ensure follow up action with concerned establishment section of General Administration, Finance & Law Department.
  6. Providing support for all queries/rectifying errors in connection with the functioning of SPARK linked attendance management.
  7. Court related papers if any
  8. Section Miscellaneous papers.
- AMC 2**
1. Monitoring attendance of the Employees of and above the rank of Under Secretary to Government in the General Administration, Finance & Law Department.
  2. Updation of entries in accordance with the transfer and postings of Employees of and above the rank of Under Secretary to Government in the General Administration, Finance and Law Department.

3. Updation of Deputation Details of Employees of and above the rank of Under Secretary to Government to other departments and termination of employees on retirement/relieving etc.
4. Obtain explanation for violation of Circular instructions of employees of and above the rank of Under Secretary to Government and to ensure followup action with concerned establishment sections of General Administration, Finance & Law Department.
5. Providing support for all queries/rectifying errors in connection with the functioning of SPARK linked attendance management system.
6. Monitoring of Punching Machine/server connection through Keltron Biostar application.
7. RTI Applications.

**Chief Minister's Computer Cell—Ph. No. 2517167**

- CMCC1 Receiving, sorting, marking and processing of all petitions received in CMCC
- CMCC 2 Receiving, sorting, marking and processing of all petitions received in CMCC
- CMCC 3 Applications under RTI Act  
Appeal petitions under RTI  
Second verification of letters
- CMCC 4 All letters from PS and Secretary to CM and reply to petitioners  
Follow up action on letters issued by PS and Secretary to CM  
Identifying and taking up of cases of general importance  
Follow up on reports received from field departments  
Maintenance of stock register, procurement of stationery items  
Establishment/Staff Meeting
- CMCC 5 Tapal-Sorting and Sending for Signature-Scanning-Despatching & Preparing reply to invitation received by CM for functions
- CMCC 9 First Verification of letters from Chief Minister and PS to CM  
Attending general enquiry duty at enquiry counter  
Verifying all physical reports and submitting to Under Secretary  
Generate acknowledgment and despatch
- CMCC 6 Reminding petitions pending with HOD's & within the Secretariat  
Monitoring of cases pending with HOD's in CMO portal

- CMCC 7 Follow upon E-mail petitions received by CM and forwarded to various officers  
Follow up action on changes/modifications suggested to CMO portal (HOD's Software, CRU issues, Login issues)  
Installation and maintenance of computers and peripherals  
Miscellaneous papers, General Reminder & Follow up
- CMCC 8 Pushing petitions received in the CMO portal inboxes of Ministers, Chief Secretary & Secretaries to e-office
- CMCC 10 Follow up action on enquiries made through phone and counter
- CL.ASST. Verifying and despatch of all communications, maintenance of registers.
- CA 1 Reply Letters from CM and PS to CM, Typing work of the section
- CA 2 Reply Letters from CM and PS to CM, Typing work of the section, Generating and printing of replies to MLAs from CMDRF portal
- ATT. Overall control of tapal section, Assigns work to OAs. Scanning of RTI applications, Assist the officer in the Enquiry counter, Receives tapals meant to CMCC, hand over tapals to messengers of other offices.
- OA 1 Verifying and despatch of VIP letters, sorting and despatching of petitions received after scanning.
- OA 2 Handing over/despatching of tapals  
Affixing serial number to all petitions and reports received in CMCC  
Sorting of scanned petitions for despatch. All work assigned by Attender and superior officers.

## 17. GENERAL EDUCATION DEPARTMENT

### **General Education (A) Department—Ph. No. 2517188**

All Establishment matters of Pre-primary Teachers, LPST, UPST, Lab Assistant, HST (Subject and Language), HSST Junior, HSST, HM and

Principal of Aided Schools in Thiruvananthapuram and Pathanamthitta Districts.

- A 1** All papers relating to Pre-primary Teachers, LPST, UPST and HM (LP/UP)
- A 2** All papers relating to TTI, HST (Subject and Language) and HSST Junior.
- A 3** All papers relating to Lab Assistant, HSST, VHSE, HM and Principal, Section Miscellaneous.

**General Education (B) Department—Ph. No. 2518577**

All Establishment matters of Pre-primary Teachers, LPST, UPST, Lab Assistant, HST (Subject and Language), HSST Junior, HSST, HM and Principal of Aided Schools in Kollam and Palakkad Districts.

- B 1** All papers relating to Pre-primary Teachers, LPST, UPST and HM (LP/UP)
- B 2** All papers relating to TTI, HST (Subject and Language) and HSST Junior.
- B 3** All papers relating to Lab Assistant, HSST, VHSE, HM and Principal, Section Miscellaneous.

**General Education (C) Department —Ph. No. 2518561**

All Establishment matters of Gazetted staffs (Academic and Non-Academic) of General Education Department.

- C 1** All papers relating to HSST Senior and HSST Junior.

- C 2** All papers relating to HM and Principal.
- C 3** All papers relating to Gazetted Officers (Academic and Non-Academic) staffs of and above the Rank of PA to DEO (Ministerial staff) and DEO/RDD/AD in case of Academic staffs.
- C 4** Khader Committee Report and Section Miscellaneous.

**General Education (D) Department —Ph. No. 2518689**

All matters of SCERT, KITE, SIET, SIEMAT, DIET, Regional Institute of English, District Centre for English, SCOLE Kerala, Mahila Samakhya Society, Scouts and Guides, Navodaya Vidyalayas, Kendra Vidyalayas, Science Education Environmental Learning, SSK, IEDSS, QIP, TTI, Sainik Schools, workshops, all training programmes, KST & NTS Welfare Corporation, Student Police Cadet, All papers relating to School opening, Green Protocol, Green Kerala, Green School, My Tree Project, Waste management, Census related projects, Fit India movements etc.

- D 1** All Trainings and workshops in General Education Department, SCOLE Kerala, Establishment papers of SCERT, Regional Institute of English, IEDSS, QIP, TTI (except Establishment), Student Police Cadet, Green Kerala etc.
- D 2** All matters relating to SSK, DIET, Mahila Samakhya Society, Scouts and Guides, Navodaya Vidyalayas, Kendra Vidyalayas, Sainik Schools.
- D 3** All matters relating to KITE, SIET, SIEMAT and Section Miscellaneous.

**General Education (E) Department —Ph. No. 2518715**

All Establishment matters of Pre-primary, LPST, UPST, Lab Assistant, HST, (Subject and Language) HSST Junior, HSST, HM and Principal of Aided schools in Ernakulam and Alappuzha Districts.

- E 1** All papers relating to Pre-primary, LPST, UPST and HM (LP/UP)
- E 2** All papers relating to TTI, HST (Subject and Language) and HSST Junior.
- E 3** All papers relating to Lab Assistant, HSST, HM and Principal, Section Miscellaneous.

**General Education (F) Department—Ph. No. 2518694**

All matters relating to upgradation, Shifting of Schools, English and Malayalam Parallel division, Manager disputes, Minority status.

- F 1** Management of private Schools in the Districts of Thiruvananthapuram to Thrissur.
- F 2** Management of private Schools in the Districts of Palakkad to Kasaragod.
- F 3** Minority status, upgradation of Schools, shifting of schools, English and Malayalam parallel division and section Miscellaneous.

**General Education (G) Department —Ph. No. 2517193**

Minimum age rules, age relaxation, Condonation of deficiency in attendance, Special sanction to private study pupils, Grace mark, School Students Accident Insurance Policy, School Admission, Transfer Certificate, All matters relating to PTA and School Management Committee, Equivalency Certificate to students (from other states and contries), All general meetings, Correction of date of birth Encouragement of Sanskrit Education and all other related matters, MP's conference, Collector's conference, Governor's address, Consolidation work of General Education Department, papers relating to RTI Act and Annual

Reports, Consolidation and furnishing of replies to Legislative Assembly miscellaneous interpellation received from other departments in Secretariat, All papers relating to Balavakasa Samrakshana Commission.

- G 1** All papers relating to Minimum age rules and age relaxation, Condonation of deficiency in attendance, School Admission, Transfer Certificate, Special sanction to private study pupils, Grace mark, All general and National level meetings.
- G 2** Correction of date of birth, All matters relating to PTA and School management committee, Chief Secretary's monthly meeting, MP's conference, Collectors' conference, Equivalency Certificate, Section Miscellaneous.
- G 3** Insurance, Governor's address, general papers related to Child Rights Commission, Consolidation work of General Education Department, Consolidation of replies to Legislative Assembly miscellaneous interpellation from other departments, Papers relating to RTI Act.

**General Education (H) Department —Ph. No. 2518110**

All establishment matters of Pre-primary Teachers, LPST, UPST, Lab Assistant, HST (Subject and Language), HSST Junior, HSST, VHSE, HM and Principal of Aided Schools in Kottayam and Thrissur Districts.

- H 1** All papers relating to Pre-primary Teachers, LPST, UPST and HM (LP/UP)
- H 2** All papers relating to TTI, HST (Subject and Language) and HSST Junior.
- H 3** All papers relating to Lab Assistant, VHSE, HSST, HM and Principal, Section Miscellaneous.

**General Education (J) Department—Ph. No. 2517201**

All reports on reforms of Education Department including National Education Policy, RTE Act and Rules, KEA & KER, K-TET, Courses and Curriculum, Advice on Rules, All Special Rules in General Education.

- J 1** NEP, RTE, Amendment to KER, Matters relating to Aided Primary School Teachers and HM of Aided LP Schools and General orders relating to them.
- J 2** KEA, Courses and Curriculum, Matters related to core Subject Teachers and HM of Aided High Schools. General orders on appointment and protection of Aided School Teachers.
- J 3** K-TET, All Special Rules, Committee Reports, Matters relating to Language Teachers, Specialist Teachers, Non Teaching Staff of Aided Schools and General orders related to them. Recognition of Associations, Section Miscellaneous.

**General Education (K) Department—Ph. No. 2517006**

All establishment matters of Pre-primary Teachers, LPST, UPST, Lab Assistant, HST (Subject and Language), HSST Junior, HSST, VHSE, HM and Principal of Aided Schools in Malappuram and Wayanad districts.

- K 1** All papers relating to Pre-primary Teachers, LPST, UPST and HM (LP/UP).
- K 2** All papers relating to TTI, HST (Subject and Language) and HSST Junior.
- K 3** All papers relating to Lab Assistant, VHSE, HSST, HM and Principal, Section Miscellaneous.

**General Education (L) Department—Ph. No. 2517199**

All establishment matters of Pre-primary Teachers, LPST, UPST, Lab Assistant, HST (Subject and Language), HSST Junior, VHSE, HSST, HM and Principal of Aided Schools in Kozhikode and Idukki districts.

- L 1** All papers relating to Pre-primary Teachers, LPST, UPST and HM (LP/UP).
- L 2** All papers relating to TTI, HST (Subject and Language) and HSST Junior.
- L 3** All papers relating to Lab Assistant, VHSE, HSST, HM and Principal, Section Miscellaneous.

**General Education (M) Department—Ph. No. 2518782**

Mid-day Meal Programme, School Uniform Scheme, Infrastructure Development and Modernisation of Schools, General Education Rejuvenation Campaign, Acquisition and allotment of land/building, Supply furniture and equipments, MLA funds, Printing of Text book, Grand-in-aid to Braille press, Purchase of books for department libraries, Purchase, maintenance and auction of vehicles.

- M 1** Mid-day Meal Programme, Acquisition and allotment of land/building, Supply furniture and equipments, infrastructure development and modernisation of all schools, Purchase, maintenance and disposal of vehicles. Purchase of books for department libraries. Section Miscellaneous.

- M2** School Uniform Scheme, Printing of Text book, General Education Missions MLA funds, CSR funds, Writing off the value of Department articles.

**General Education (N) Department—Ph. No. 2518727**

All matters relating to unaided/recognised schools under all syllabus, closure, surrender and aquisition of schools, non-formal education, KSLM, State Resource Centre, P. N. Panicker Vidya Nivas Kendra, State Library Council, NSQF, Batch creation and post creation in HSE, policy matters of HSE.

- N 1** NSQF, Batch creation and post creation in HSE, policy matters of HSE.
- N 2** Closure, surrender and aquisition of schools, non-formal education, KSLMA, State Resource Centre, State Library Council, P. N. Panicker Vidya Nivas Kendra.
- N 3** All matters relating to unaided/recognised schools under all syllabus, Section Miscellaneous.

**General Education (P) Department—Ph. No. 2518710**

All matters relating to Plan, Budget, Plan Schemes, Finance Commission, Development Schemes, Fund release, Centrally Sponsored Schemes, NABARD funds, Various projects and missions, IFMA and MR claims.

- P 1** Finance Commission, Development Schemes, Centrally Sponsored Schemes, NABARD funds.
- P 2** Plan, Budget, Monitoring of Plan Schemes, Fund release (BIMS & BAMS).
- P 3** All matters relating to IFMA and MR claims in Government and Aided Sector, Section Miscellaneous.

**General Education (R) Department—Ph. No. 2517024**

All matters of Special Schools, Sports Schools, Fisheries Schools, Model Residential Schools, SIMC, Appointments under CES and PSC in Government, Specialist Teachers in Government and Aided.

- R 1** All Appointments under CES and PSC in Government.
- R 2** SIMC and Special Schools, Asset Management of Education Department.
- R 3** Sports Schools, Fisheries Schools, Model Residential Schools, Specialist Teachers in Government and Aided, Section Miscellaneous.

**General Education (S) Department—Ph. No. 2518260**

Sanctioning of Additional batches, approval of all new schools, All papers relating to automation of General Education Department including Government Secretariat, maintenance of website, all matters relating to non-teaching staff of aided schools.

- S 1** Maintenance of website, Sanctioning of Additional batches, Approval of all new schools, Automation of General Education Department including Government Secretariat.
- S 2** All matters relating to non-teaching staff of aided schools all over the State, Section Miscellaneous.

**General Education (T) Department—Ph. No. 2518690**

All establishment matters of Pre-primary Teachers, LPST, UPST, Lab Assistant, HST (Subject and Language), HSST Junior, VHSE, HSST, HM and Principal of Aided Schools in Kannur and Kasaragod Districts.

- T 1** All papers relating to Pre-primary Teachers, LPST, UPST and HM (LP/UP).
- T 2** All papers relating to TTI, HST (Subject and Language) and HSST Junior.
- T 3** All papers relating to Lab Assistant, HSST, VHSE, HM and Principal, Section Miscellaneous.

**General Education (U) Department—Ph. No. 2518585**

All establishment matters of Non-Gazetted Staffs including Last Grade (Academic and Non-Academic) of General Education Department.

- U 1** All matters relating to Last Grade Servants and Ministerial staff of General Education Department (Non-Gazetted upto Junior Superintendent) in the Districts of Thiruvananthapuram to Thrissur.
- U 2** All matters relating to LPST/UPST/HM.
- U 3** All matters relating to HSA, Lab Assistants, Instructors and Technical staff of General Education Department.
- U 4** All matters relating to Last Grade Servants and Ministerial staff of General Education Department (Non-Gazetted upto Junior Superintendent) in the Districts of Malappuram to Kasaragod.

**General Education (SC) Department—Ph. No. 2518859**

All matters relating to conduct of examination including establishment matters of Pareeksha Bhavan, Establishment matters of Language Teachers

(Sanskrit, Tamil, Hindi, Arabic, Urdu) in Education Department, Condonation in remitting fee, Scribe, Exam centre.

**SC 1** All matters relating to conduct of examination including establishment matters of Pareeksha Bhavan, Condonation in remitting fee, Scribe, Exam centre etc.

**SC 2** Establishment matters of Language Teachers in Districts of Thiruvananthapuram to Thrissur.

**SC 3** Establishment matters of Language Teachers in Districts of Palakkad to Kasaragod.

**General Education (PS) Department—Ph. No. 2517160**

**PS 1** All papers related to Legislative Assembly Questions, Monitoring and follow up of papers from various Legislative Committees, Papers relating to Draft para, Audit Para, PAC, PUC etc., Routing of RTI tapals, Consolidation and furnishing of replies of Rajya Sabha and Lok Sabha Questions.

**18. HEALTH AND FAMILY WELFARE DEPARTMENT**

**Health and Family Welfare (A) Department—Ph. No. 2517144**

**A1 Seat** All establishment matters (except leave, deputation, tour & training), including Pensionary claims of Medical Officers in the Administrative Cadre (Junior Administrative Medical Officer, Assistant DHS, Deputy DHS, Additional DHS & DHS)

including DPC and Seniority List, Disciplinary action and Complaints against Medical Officers under Health Services in the following districts:

1. Thiruvananthapuram,
2. Kollam,
3. Pathanamthitta,
4. Alappuzha,
5. Kottayam.

A2 Seat All establishment matters (except leave, deputation, tour & training) including Pensionary claims of Medical Officers in Speciality and Super Speciality Cadre (Junior Consultant, Consultant, Senior Consultant & Chief Consultant ) including DPC and Seniority List and Disciplinary action along with Complaints against Medical Officers under Health Services in Idukki, Ernakulam, Thrissur and Palakkad districts.

A3 Seat All establishment matters (except leave, deputation, tour & training) including Pensionary claims of Medical Officers in General Cadre (Civil Surgeon/Assistant Surgeon ) including Disciplinary action and DPC and Seniority List, miscellaneous papers and Complaints against Medical Officers under Health Services in Wayanad, Malappuram, Kozhikode, Kannur and Kasargod and Amendment of Special Rules of Medical Officers in Health Services Department.

**Health and Family Welfare (B) Department — Ph. No. 2518340**

B1 Seat

Establishment papers of teaching staff (except deputation) including creation of posts in Dental Colleges and Dental Wings in the Medical Colleges, Department of (i) Microbiology (ii) Pharmacology (iii) Pathology (iv) Orthopaedics.

Papers relating to Departmental Promotion Committee of these categories, appointment under Compassionate Employment Scheme in respect of the posts dealt within the branch.

Transplantation of Human Organs Act and Rules and related matters. All papers related to Kerala University of Health Sciences and Dental Council of India.

#### B2 Seat

Establishment Papers of teaching staff (except deputation) including creation of posts in the following departments/Units of the Medical Colleges:

Obstetrics & Gynaecology, Paediatrics, Physiology.

Establishment matters of Technical Staff of all Medical Colleges.

Papers related to convening of DPC lower in respect of all posts under Medical Education Service.

#### B3 Seat

Establishment matters of teaching staff (except deputation) including creation of posts in respect of the following department/units in the Medical Colleges:

Ophthalmology, General Surgery, Paediatric Surgery, Plastic Surgery, Genito Urinary Surgery, Thoracic Surgery, Cardio Vascular Surgery.

Establishment papers related to the Regional Institute of Ophthalmology.

Papers on Compassionate Employment Assistance in respect of the posts dealt within the branch.

Establishment matters of General Surgery and all other Surgical Specialities, Ophthalmology, Cochlear Implantation, Papers related Family welfare to Sruthitharangam Scheme.

Miscellaneous papers related to Medical Education.

Miscellaneous papers in the section.

Papers related to establishment of Eye Bank, Eye Donation Programme, National Blindness Control Programme.

Papers related to KMSCL, Purchase of medicines for HSD (including local and emergency purchase).

Papers related to 108 Ambulance Service under KEMP throughout Kerala.

### **Health and Family Welfare (C) Department—Ph. No. 2518750**

#### **C1 Seat**

All establishment papers except leave exceeding 120 days L.W.A. of all Public Health Nurses, Public Health Nursing Tutors, District Public Health Nurse and District Nursing Officers, Nursing Superintendents including in the Family welfare Programme and Head Nurses in the Department of Health Services and Directorate of Medical Education. Disciplinary cases of these categories appeal and revisions, complaint against non-receipt of pensionary benefits. Papers related to giving Compassionate Employment Assistance to dependants of these categories.

Establishment papers of Midwives and Auxiliary Nurse Midwives (ANMs) other than under Family Welfare.

All types of training programme and their deputation sponsored by the Director of Health Services for seminars.

#### **C2 Seat**

All establishment papers of Health Assistants, Multi-purpose Health Workers, Basic Health Workers, Family Welfare Health Assistant, Junior Health Inspector Grade I & II and equivalent posts, Health Inspectors and Health Supervisors.

All papers related to Malaria Filaria Staff, absorption of National Family Welfare Malaria Eradication Programme/ National Self Employment Programme Staff.

Papers related to Compassionate Employment Assistance to dependants of all these categories.

All establishment papers of Staff Nurses (except leave exceeding 120 days).

All papers connected with the establishment matters of the teaching faculties in Government School of Nursing/ Government College of Nursing.

Miscellaneous papers in the section.

C3 Seat

All papers related to College of Nursing at Thiruvananthapuram, Kottayam and Kozhikode including admission to General Nursing Courses, B.Sc. Nursing Courses and M.Sc. Nursing Courses both in Government Sector & Private Sector.

Starting of New Units/New Nursing Colleges.

Transfer of students and all complaints of Nursing Students and connected papers.

Nursing Council of India Act & Rules. Nursing Council of India and Nursing Council of Kerala.

Nurses and Midwives Acts and Rules. Kerala Government Nurses and Midwives Welfare Fund, ANMs Welfare Fund.

Miscellaneous and general papers on Nursing-Draft para, PAC and Audit objections on Nursing colleges.

All papers related to State Institute of Medical Education and Technology (SI-MET).

### **Health and Family Welfare (E) Department—Ph. No. 2518559**

E1 Seat

All kinds of Leave/Deputation/Tour/Training of all Medical Officers of the Health Services Department/Dental Surgeons.

Papers related to Food Safety & Standards Act and Rules, all establishment papers of Food Inspectors.

Food Security Act.

Mental Health Act and Rules—Mental Hospitals, Mental Health Centres, IMHANS.

Leprosy hospitals and Board of Visitors to these hospitals and the staff under these hospitals which are created as non transferable inpatient employees SET centres, claims of co-operative societies related to these institutions.

Establishment papers on Paramedical staff like Leprosy Health Visitor, Non-medical supervisors, Urban Supervisors of Leprosy Control Programme, National Leprosy Eradication Programme, Voluntary Organisations-Schemes for rehabilitation of cured Leprosy patients.

## E2 Seat

All papers related to Non-Plan Budget (Except related to Family Welfare) under Health Services Department i.e., Original and Additional Authorisation-Re-Appropriation. Supplementary demands for Grant-Papers on Appropriation Accounts-Regularisation of excess over voted Grant.

Request for providing land for construction of building under the Health Services Department-Transfer of land between departments and acceptance of private land donated by individuals/Lions Club and Charitable Institutions for construction of Hospitals/Dispensaries under Health Services Department.

Lease of Government land in the premises of Offices/Government Hospitals/Dispensaries, right of collection of usufructs of trees in the Government land on contract basis by public auction and complaints against it.

Taking private building on PWD rent rate for starting Dispensaries/Offices under Health Services Department beyond the delegation of DHS.

Request for import of valuable private Hospital equipments on exemption from customs duty.

Request for land, timber appliances, etc. by private Medical Institutions.

Construction work (Non-Plan) of Hospitals and Dispensaries and LAC-ADS in Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Ernakulam, Kottayam & Idukki Districts under DHS.

Miscellaneous papers of the section.

Papers related to Best Doctors Award.

Establishment papers of PH Labs/Analytical Laboratories at Ernakulam, Kozhikode and District Laboratories.

Condemnation of all unserviceable articles including vehicles in the HSD.

All establishment papers related to Health Transport Organisation under DHS of all Mechanical Staff including Health Transport Offices. Purchase of vehicles under HSD. Their repairs and maintenance-creation of post of Drivers, cleaner and their establishment papers.

All kinds of leave (exceeding 120 days) of Staff Nurses/P. H. Nurses/Midwives/JPHN.

Purchase, maintenance and repairing of equipments and stores to HSD, dietary artillery, furniture, etc. under Non-plan.

Papers related to Air Ambulance.

### **Health and Family Welfare (F) Department—Ph. No. 2518068**

#### **F1 Seat**

All establishment papers relating to Drugs Control Department, Blood Bank in Private Hospitals and Government Hospitals.

Complaint against private medical stores.

Drugs and Cosmetics Act and Rules, Pharmacy Act and Rules, Pharmacy Council of India and Pharmacy Council of Kerala. Poisons Act and Rules —Inspection report.

Draft para of Public Accounts Committee of the Drugs Control Department.

All papers related to hospital drugs, drugs formula and papers relating to Drugs manufacturing units including KSDP.

#### **F2 Seat**

All papers relating to Part Time Contingent Employees under Director of Health Services.

Establishment papers relating to Last Grade Employees under

DHS, inclusion of Names of Family Welfare Promoters/Dais in the approval list of Family Welfare Promotion/Dais.

Compassionate Employment Scheme in respect of Part Time Contingent and Class IV Employees under the Directorate of Health Services.

Papers related to Prevention and Control of Communicable diseases, papers related to kidney diseases and hereditary diseases.

Investigation report, sample survey reports and monitoring activities at Secretariat level.

Papers related to outbreak of all types of epidemic diseases.

Papers related to Electrical Attenders, Hospital Attendants and Office Attendants.

Papers related to former Dias and field workers on Mosquito eradication. Appointment of dependants of these categories died-in-harness.

- Safe Kerala Scheme—Papers related to housekeeping of hospitals under DHS.

### **Health and Family Welfare (G) Department—Ph. No. 2518568**

G1 Seat

Papers related to Public Health Act—Central Council of Health. General consultative committee and guidelines on Drugs, de-addiction, narcotics harmful to health.

Notification on fairs festivals conduct of exhibitions/shows on Health Services Department.

Papers on sanitary arrangements and medical facilities to fairs & festivals in Ochira, Sabarimala Occasion, Twelve light festival, Maramon convention—Papers on burial and cremation grounds.

Taking over of Private Hospitals—Papers related to Health Education Programmes, School Health Education and School

Health Cards, World Health Day (April 7).

Rules relating to allotment of staff quarters in Health Services Department—Complaint against irregularities of staff quarters in the Health Services Department.

Miscellaneous papers of the Section.

All papers relating to rules of allotment of KHRWS pay wards, KHRWS quarters, KHRWS development activities and its budget, rules relating to allotment of pay wards in Government Medical Colleges, General Hospitals and District Hospitals, all complaints on or of employees of KHRWS.

Papers related to Endosulfan issues, Tobacco, Tsunami and all natural calamities and Disaster Management.

#### G2 Seat

All papers on Kerala Government Servants Medical Attendance Rules, 1960 relating to reimbursement of Government Servants Medical claims-Special sanction for treatment in Private Hospitals and outside the State.

Papers relating to pensioners medical benefit/medical assistance in Hospitals.

Hospital stoppages and enhancement of fees on equipments on the basis of resource commission report.

Papers relating to Medical aid to freedom fighters. Extension of permission to practice Homoeo System of Medicine in the State.

Papers relating to differently-abled-Issuance of Disability Certificate.

#### **Health and Family Welfare (H) Department—Ph. No. 2518816**

#### H1 Seat

Establishment papers of Ministerial (both gazetted and non gazetted) staff of the Health Services Department.

Budget papers—administration report of Health Services Department.

Miscellaneous papers of the section.

Establishment papers of Dental Hygienist & Dental Mechanic posts of HSD.

H2 Seat

Establishment papers of Pharmacists-cum-store keepers, Laboratory Technicians, X-ray, Technicians, orthoptists optometrists, Refractionists, Ophthalmic Assistants, Extension Education and Mass Media Officer, Entomologists, Dark Room Assistants, Anaesthetic Technician, Dietician and any other para-medical staff belonging to Class III in the Health Services Department not specifically allotted to the Health Services Department and their Higher Posts.

Papers related to Class III Staff under DHS other than para-medical not specifically allotted to any other Sections. Convening of DPC Lower & Higher in respect of the posts dealt within the section.

Papers on Compassionate Employment assistance in respect of the posts dealt within the section.

**Health and Family Welfare (K) Department—Ph. No. 2518631**

K1 Seat

Papers related to Tutor-trainee system in Medical Colleges, Dental Colleges and other Colleges in the Medical Education Department.

Deputation of Medical Officers of Medical Education Department and Health Service Department for Short-term courses, conference and seminars outside the State in India and sending files to P & ARD if such programme is abroad.

Deputation of expert doctors from Medical Colleges to places of Epidemic and Contagious diseases.

Deputation of doctors in Medical Education Department to higher studies and higher training, from one Department to another Department and Government Institution/Local bodies.

Non-plan budget papers and plan budget for construction of building and land acquisition under Medical Education Department.

Medical check-up camp, eye camp, blood donation motivation camp by voluntary organisation and Private/Government Institutions under Health Services Department/Medical Education Department.

Papers related to INCLIN.

Visit of WHO Authorities to Medical Colleges.  
Papers of abolition of dual control.

Establishment papers of drivers and creation of new posts of drivers under Medical Education Department.

Establishment papers of ministerial staff (both Gazetted and Non-Gazetted) of Medical Education Department.

#### K2 Seat

Papers on Para-Medical courses under DME except Nursing courses prospectus, admission and conduct of their Examinations—Para-Medical courses in Government and Private Colleges including D.Pharm, B.Pharm and M.Pharm—Transfer of Para-Medical students—Complaints on these courses—Para-Medical Board of Examinations—Para-Medical Council /Accreditation Council.

Rules of allotment of Staff quarters in the Medical Education Department and complaints/irregularities on such allotment, action against illegal occupants

Secretariat Health Clinic and MLA Hostel Clinic and Advisory Councils of Administration in Medical Colleges

Referral systems in Medical Colleges

Miscellaneous papers of the section

Papers relating to Pharmacy courses and establishment papers of Pharmaceutical Colleges under Medical institutions under DME

Patient friendly OP Services for Medical Colleges

## K3 Seat

Papers relating to purchase of equipments, vehicles, Machinery, medicines for Medical Colleges and Dental Colleges and dietary articles for associated institutions under DME (Under Plan and Non Plan Expenditure) Papers relating to import of these items, Papers relating to repairs and maintenance—Disposal of unserviceable items in the Medical Education Department

Internal Audit objections of the AG and Stores Purchase Department—Inspection Report—Draft Para and PAC Report on purchase of Medical Education Department

Providing vehicles and telephone facilities in the institutions under DME and its repairs

Papers relating to Loma Linda University, John Hopkins University, Mayo Clinic, USA on training, exchange programme and starting of centres for excellence

Starting of Trauma Care Unit in Medical Colleges

Papers related to post creation under DME—Non-plan

Papers related to Heart Foundation

Papers related to Indian Institute of Diabetes

Papers related to housekeeping of hospitals under DME

**Health and Family Welfare (M) Department—Ph. No. 2518127**

## M1 Seat

Creation of posts under non-plan and continuance of temporary posts under non-plan in the Health Services Department except those belonging to Family Welfare

Starting of specialities and additional units, up-gradation of Medical Institutions such as PHCs, Sub-centres, Community Health Centres, Taluk Hospitals, District Hospitals and General Hospitals under DHS

Starting of IP facilities in all hospitals under DHS

Standardization of Health Institutions, Revision of staff pattern, Non-plan construction under DHS, LAC-ADS (From Thrissur to Kasaragod districts)

Creation of Posts under Aardram Mission. (All establishment matters of these posts will be dealt within the respective section)

Overall co-ordination, Project preparation, Integration of Reports and routing tasks to different sections with regard to Aardram Mission, Patient friendly OP services of all hospitals under DHS

Standardization of different categories of hospitals and Health Care Institutions under Aardram Mission

All papers related to Aardram Mission which are not allotted to other Sections

#### M2 Seat

Delegation of Powers of Health Services Department

Issuance of office orders of Health and Family Welfare Department

Consolidation work of all papers referred from other Departments (except on LA interpellations)

Abstract of attendance on strike days to GAD (SS)/Chief Secretary  
Red Cross Society of India/District Red Cross Society—Grant-in-aid to Private Voluntary Health Organisations

All papers related to Blood Transfusion Council  
Health Insurance (RSBY/CHIS/CHIS PLUS)

Miscellaneous papers not dealt within other sections

#### M3 Seat

All papers relating to Souharda Samities/Hospital Development Committee/Hospital Development Societies

All general papers related to Primary Health Centres, Sub Centre, Medical College Hospital Centre

Requests for sanctioning space for Milma Booths/Private telephone booth, Similar stalls etc., in Medical College/Dental College Compounds/General/District/Taluk Hospitals/Public Health Centres etc. Permission for starting of Canteen and Food stalls in the Hospital premises

Providing telephone facilities to all Offices/Institutions in the Health Service Department under Plan and Non-plan

General papers on TB Association of Kerala, T. B. Hospitals and Clinics under Health Services Department, T. B. Seal Wards, Financial Assistance (pension to TB, Cancer & Leprosy patients)

All papers related to Public Health Training Schools, Thiruvananthapuram, State Health Centre, Neyyattinkara and Harijan Welfare Training Schools, Health Workers under Health Services Department

Health Minister's Welfare Fund for Indigent patients

Papers related to Dietary Articles under DHS

Chief Secretary's Meeting

Consolidation of Monthly Business Statement

Official Language

MP's Conference

Right to Service Act

Review meeting of Finance Inspection Reports

Papers relating to Chief Ministers Conference

Papers relating to Collector's Conference

Departmental Staff Meeting

**Health and Family Welfare (P) Department —Ph. No. 2518768**

P1 Seat

- (i) All papers relating to—  
e-Health (including establishment)  
Kochi Cancer & Research Centre (including establishment)  
Sukrutham  
KIIFB
- (ii) Release and Adjustment of Central Assistance for State Plan Schemes (other than those of Family Welfare)
- (iii) Plan papers related to Malabar Cancer Centre
- (iv) Burns Unit & Trauma Care Unit

- (v) Draft Paras on Plan Schemes
- (vi) PAC Report on subjects dealt within the section
- (vii) Consolidation of data for sending it to GOI and Planning Board
- (viii) Consolidation of expenditure statement and compilation for getting Central Assistance
- (ix) Monthly & Quarterly Review reports on CSS and Externally Aided Programmes Projects
- (x) Miscellaneous Papers of the Section
- (xi) Papers related to Road Safety of Supreme Court Committee

#### P2 Seat

- I. Papers relating to State Plan Schemes of—
  - DME including construction under Minor Works
  - Drugs Control Department
  - KUHS
  - RCC (including plan fund and general papers)
  - Indian Institute of Diabetes
  - SIMET
  - RIO, Thiruvananthapuram
- II. General Papers on Five Year Plan, Annual Plan.
  - Papers relating to—
    - Budget speech
    - Governor's Address
    - Implementation of new schemes (DME) introduced in the Budget speech and Annual Plan
    - 14<sup>th</sup> Finance Commission
- III. Papers for discussion with Planning Board
- IV. Papers relating to Asset Maintenance Fund of DME
- V. Monthly and quarterly reports and review of the above State Plan Schemes and that of P3 seat

## P3 Seat

- (i) State Plan Schemes of
  - 1. DHS
  - 2. Major construction under Plan head of DHS
  - 3. Govt. Analyst Laboratory
  - 4. Public Health Laboratory
  - 5. Commissioner of Food Safety.
- (ii) Convening of Working Group for Plan Schemes  
Papers relating to :
- (iii) Asset Maintenance Fund of DHS
- (iv) NABARD assistance
- (v) Institute of Virology
- (vi) Society for Medical Assistance to the poor
- (vii) Subject Committee
- (viii) Estimate Committee
- (ix) C & AG Report
- (x) All papers relating to ICCONS (Plan & Non-Plan)
- (xi) Implementation of new Schemes introduced in the Budget Speech and Annual Plan of DHS

**Health and Family Welfare (S) Department —Ph. No. 2518060**

## S1 Seat

- (1) All papers except deputation related to Principals (except Dental Colleges), Joint Director and Director of Medical Education

- (2) Establishment paper of Nuclear Medicine, Psychiatry, Radiology, Radio-diagnosis, Radiotherapy, Pulmonary Medicine, Infectious Disease, Physical Medicine & Rehabilitation
- (3) Artificial limb fitting centres and institute of oncological science
- (4) Medical Colleges under Co-operative sector
- (5) Establishment matters of Pariyaram Medical College and GMC Ernakulam
- (6) Academic matters of Govt. Dental Colleges, stipends to House Surgeons (BDS)  
All papers related to Self Financing Dental Colleges
- (7) Appointment of hospital Superintendent/Additional Superintendent/Deputy Superintendent/RMO/ARMO in Medical Colleges under DME
- (8) All papers related to Directorate of Radiation Safety, State Board of Medical Research and Medicine —TB & Chest Diseases

## S2 Seat

- (1) Establishment papers of teaching staff in respect of the following Department/Units in the Medical Education Service:  
ENT, Endocrinology, Medical Gastroenterology, Cardiology, Dermatology and Venerology, Neurosurgery, Surgical Gastroenterology, Nephrology, Neurology
- (2) Special Rules to teaching staff, Papers on pay revision to the teaching staff under Medical Education Service
- (3) Papers related to convening of DPC Higher in respect of all posts under Medical Education Service

## S3 Seat

- (1) Admission to all Government Medical College and wings for MBBS, Medical Postgraduate and Super Speciality Courses
- (2) Papers relating to the admission and fee structure for MBBS and Postgraduate Courses in Self Financing Colleges

- (3) Papers related to self financing Medical Colleges/Courses (Medical) in the State.
- (4) Kerala University of Health Science, notification of Institutions as Teaching Medical Institution under Anatomy Act. Papers related to the referral System in Government Medical College Hospitals in the State. Setting up of new Medical Colleges in Government Sector.

#### S4 Seat

- (1) Establishment papers of teaching Faculties of Medical Education in the department of Community Medicine, Anatomy, Forensic Medicine, Biochemistry, General Medicine and Anaesthesiology.
- (2) Papers relating to transfer, complaints & problems of all Medical Students (except Para Medical Students).
- (3) Papers related to Junior/Senior Residency Programme (Medical).
- (4) All papers related with petitions on academic matters of MBBS/PG Medical/Super Speciality PG (Medical) and the complaints related with compulsory Rural postings for the Medical Graduates/Post Graduates/Super Speciality PG graduates.
- (5) All papers related with Travancore-Cochin Medical Councils (TCMC) and all miscellaneous papers in the section.

#### **Health and Family Welfare (FW) Department—Ph. No. 2517136**

#### FW1 Seat

General Papers about the Family Welfare Programme, Sterilization scheme, IUCD Schemes etc.

Progress report of Sterilization Operation and IUD insertions—expenditure and preparation statement

Creation and continuance of posts under FW—State FW Board, District Family Welfare Advisory Committee and other Conferences/Seminars and Propaganda under the programme

Complaints regarding sterilization operation and IUD Insertions and abortions

Papers on Geriatric Care-Family Welfare Training Centres and Training of personnel

Papers relating to Target free Approach RCH & RH, UNFPA aided IPD Programme, European Commission supported sector Investment Programme and CSSM

All papers related to National Health Mission

Complaints against Private Doctors and Hospitals in the State and all matters, issues etc., related to Private Hospitals in the State

Private Medical Practitioners Acts and Rules

Private Hospital Employees Salary Regulation Act

Kerala State Institute of Health and Family Welfare

National Institute of Health and Family Welfare

Starting of W & C Hospitals—Janani Suraksha Yojana—ASHA Scheme

Opening of new Primary Health Centres, Conversion of Rural Dispensaries and opening of Community Health Centre

Clinical Establishment Bill

Papers related to complaints against Private Labs, Scanning Centres—Safe Thiruvananthapuram Project

State Health Systems Resource Centre—Deputation of Government Doctors to NHM, their extension, relieving, Audit reports and Inspection report on NHM, Mother and Child Tracking system, Administration Report of Kerala State Institute of Health and Family Welfare, State Health Systems Resource Centre

Family Planning Indemnity Scheme—Deputation of Officers from NHM to Various Training Programmes

Pain and Palliative Care Policy

Papers related to Non-communicable/life style diseases

Papers relating to Arogya Keralam

Development of Community Health Centres and Family Health Centres under Aardram Mission including L A interpellations

FW2 Seat

Departmental (Plan and Non-plan) and private construction under family welfare programme

Mass education and Media activities, production of files/films, publications, drama and other media of advertisements—Film shows/Seminars—Orientation camps—Group Discussion Exhibition—wall painting/Hoardings etc.

Papers related to Child Health Centre and implementation of UNICEF Programmes, Breast feeding Programme—Implementation of the Schemes of Government of India under Family Welfare Programme and WHO—Demographic & Evaluation Cell, Monthly bulletin of FW & MCH

All papers related to Sustainable Development Goals (SDGs)

Creation of Posts of ANMs and Midwives—continuance and abolition of such posts—opening of ANM Training Schools—Stipends/enhancement of stipends to trainees and remuneration to teachers in ANM Schools under FWP, MSS Scheme, Multi—purpose Health Workers Scheme—Prophylaxis Schemes

Setting up of a network of First Referral Units (FRU) for improving emergency obstetrics case

Papers relating to Universal Immunization Programme, Child Survival and Safe Motherhood Programme

Papers relating to Central Council of Health and Family Welfare

All papers related to India Population Project

Papers relating to Kerala State AIDS Control Society

Papers on complaint against Private Doctors and Hospitals in the Districts of Thiruvananthapuram to Thrissur

Child Development Centre

Miscellaneous papers of the Section

Urban/Rural Family Welfare Centres (UFWC & RFWC)—  
Starting of Sub Centres—Oral Rehydration Therapy (ORT) on  
children—Infertility Clinic

PNDT Act and Rules

Deputation of Officers from Child Development Centre, Kerala  
State AIDS Control Society to Various Training Programmes

All matters related to Attappady Package and Tribal Hospitals

Government of India Schemes such as RBSK (Rashtriya Bal  
Swasthya Karyakram), NBHC, Weekly Iron & Folic, NPCDCS  
(National Programme for prevention and control of Cancer,  
Diabetes, Cardiovascular Disease and Stroke)

All papers relating to Sree Chitra Tirunal Institute for Medical  
Sciences and Technology

Non plan funds of Directorate of Radiation Safety

All new Schemes under Health and Family Welfare Department

### **Health and Family Welfare (PS) Department —Ph. No. 2517118**

PS Seat

Collection, distribution and monitoring of papers related to  
Assembly questions, Assurances, Draft para, Subject Committee,  
Estimate Committees, Committee on Official Languages,  
Committee on Subordinate Legislation—Public Accounts  
Committee, Inspection Reports, C & AG Reporting and  
Monitoring their progress of disposal

Collection, distribution and co-ordination of Lok Sabha and  
Rajya Sabha Questions

All papers related to complaints from Kerala Legislative  
Assembly

Monitoring High Court cases and Supreme Court cases

Annual report of Right to Information Act, 2005

Any item not specifically allotted to other sections and as  
ordered by Additional Chief Secretary (H & FWD)

*Note.*—Since note for subject committee is based on different  
Departments/about 15 organisations consolidation work and arrangements  
for sending it to Legislature is vested with Health (PS) Department.

## 19. HIGHER EDUCATION DEPARTMENT

**Higher Education (A) Department —Ph. No. 2518489**

- A1 All papers including establishment papers relating to State Central Library, NSS and Miscellaneous
- A2 All papers including establishment papers relating to NCC and Kerala State Library Council
- A3 Establishment of Librarians under Common Pool Library Services

**Higher Education (B) Department —Ph. No. 2518280**

- B1 Papers relating to the Grant-in-aid to Kerala, Mahatma Gandhi, Cochin, Calicut, Kannur and Sanskrit Universities, Papers relating to Syndicate meetings of Calicut University, Papers related to University of Calicut, section, Miscellaneous NUALS
- B2 Papers relating to Cochin University of Science & Technology, Kannur University. Fixing terms and conditions of the appointment of Vice Chancellors/Pro-Vice Chancellors in Kerala/Calicut/Mahatma Gandhi/Sanskrit/Kannur Universities. Papers relating to University Acts/Statutes/Ordinance including enactment & amendments. Establishment of new Universities. Establishment of Kerala State Higher Education Council
- B3 Papers relating to Kerala University, University Appellate Tribunal. Starting of new Aided and unaided Arts & Science Colleges. Papers relating to B.Ed. admission. Papers relating to IGNOU
- B4 Papers relating to Mahatma Gandhi University, Sanskrit University. Monthly statement of this section

**Higher Education (C) Department —Ph. No. 2518942**

- C1 Papers relating to establishment matters of Government Law Colleges, Government Music Colleges, Government Sanskrit Colleges and Government Physical Education College, Kozhikode, Budget and Non-plan papers of Government Law Colleges, Papers

- relating to Self financing Law Colleges, Students matters of Law Colleges, Papers relating to LLB, LLM Prospectus, Admission and Courses and ASAP
- C2 Papers relating to Central Sector Scholarships, Post Matric Scholarship and Merit cum Means Scholarship, Scholarships disbursed through Collegiate Education Department, Construction works relating to Collegiate Education Department, Purchase of books, furniture and stores in Government Arts & Science Colleges, Inspection report on purchase in the colleges, Repair works of vehicles in the DCE, Plan Fund Papers relating to Government Law Colleges, Government Music Colleges, Government Sanskrit Colleges, Land Acquisition papers of Government Arts & Science Colleges, Grant-in-aid to Kerala State Higher Education Council, Miscellaneous papers of the section
- C3 All papers relating to UGC scale of pay and UGC regulations, Granting of Autonomy status of Colleges, Establishment papers of Kerala State Higher Education Council

**Higher Education (D) Department —Ph. No. 2518419**

- D1 Establishment papers relating to teaching staff of Private Arts & Science Colleges under Kerala University. All papers relating to grants to Private Arts & Science Colleges under Kerala University & M. G. University; OPs filed by teaching staff of Private Arts & Science Colleges under Kerala University; OPs. filed by managements of Private Arts & Science Colleges under Kerala University & M. G. University; Minority status to Private Arts & Science Colleges coming under Kerala & M. G. University; LWA of Teaching Staff of Private Arts & Science Colleges under Kerala University & M. G. University; Petitions filed before the Committee of Petition. Draft para
- D2 Establishment papers relating to Teaching staff of Private Arts and Science Colleges and Training colleges under the Calicut University & Kannur University. All papers relating to grants, Private Colleges under Calicut University; Nomination of Government representatives to the selection committee of teaching and non-teaching staff of

all private colleges. General papers relating to teaching staff of all private colleges, Minority status to Aided Colleges; OPs filed by the teaching staff of private colleges under Calicut University; Petitions filed by the teaching staff of Calicut University before the Committee on petitions. Draft Paras

- D3 Establishment papers relating to all Non-teaching staff including the Ministerial Staff and Last Grade Staff of all Private Colleges and Training Colleges including general questions. OPs filed by the Non-teaching staff of all the Private Colleges & Training Colleges. Petitions filed by the Non-teaching staff before the committee on petitions. Grading Libraries of all Private Colleges, UGC placement of Librarians, General papers; Miscellaneous papers of the Section

**Higher Education (F) Department —Ph. No. 2518686**

- F1 Establishment papers of Director, Additional Director and Deputy Director of Collegiate Education Department, Establishment papers of Principals (Special Grade) and Principals of Government Arts and Science Colleges, Establishment papers of Selection Grade Lecturers in Government Arts and Science Colleges, Establishment papers relating to Lecturers and Principals of Government Training Colleges, Establishment papers of Non-teaching staff upto LDC in Government Arts and Science Colleges, Sanskrit College, Training Colleges covering under the Department of Collegiate Education Department, Establishment papers of Non-teaching staff up to LDC of Government Law Colleges (except creation and continuation of post)
- F2 All establishment papers relating to Lecturers (Senior Scale) of Government Arts and Science Colleges, Creation/Shifting of teaching posts in Government Arts and Science Colleges, Budget papers of Collegiate Education Department, Deputation of Lecturer and Lecturer (Senior Scale) of Collegiate Education Department, Continuance of Temporary posts in Government Education (From UDC to Accounts Officer/Administrative Assistant), issues related to the candidates selected by KPSC for the posts of Lecturers in Government Arts and Science Colleges

- F3 Establishment papers relating to teaching staff of Private Arts and Science Colleges under M. G. University, Administrative report of Collegiate Education Department, Miscellaneous papers of the section

**Higher Education (G) Department —Ph. No. 2518213**

- G1 Establishment matters of Teaching faculty in the Government Engineering Colleges in the State, Establishment matters of the Staff of Commissionerate of Entrance Examinations, Kerala Students matters of B.Tech., M.Tech., MCA, MBA etc., in the Government Engineering Colleges, Deputation of the Teaching Faculty for Higher Studies under the Quality Improvement Programme, Starting new Engineering Colleges under Government Sector
- G2 Establishment papers relating to the Directorate of Technical Education—Regional Directorate of Technical Education at Kothamangalam & Calicut—Office of the Joint Commissioners of Technical Education, Thiruvananthapuram—Budget papers relating to Technical Education Department—Appropriation Proposals relating to PAC, Committee relating to Technical Department—Miscellaneous papers in Higher Education (G) Department, Purchase proposals of all Government Engineering Colleges—Construction of buildings in all Government Engineering Colleges, Papers relating to IIM, Kozhikode, IIT, IISER
- G3 Matters relating to the Commissioner for Entrance Examinations, Matters relating to the Fee regulatory committee, Matters relating to admission for professional Engineering/Medical and Allied Courses

**Higher Education (H) Department —Ph. No. 2518369**

- H1 Establishment papers of Gazetted Officers of Printing Department, Establishment papers of Technical Staff of Printing Department, OP files of Printing Department, General papers, Establishment paper relating to Printing Department viz., Audit objections, draft para, reconciliation of Accounts, Appropriation accounts, Re-appropriation, supplementary demands, Budget

Estimates, Annual Plan, Expenditure commission etc., papers relating to Working group and Audit committee, Special Rules of Kerala Government presses service papers relating to Legislature Committee viz., PAC, Estimates Committee, subject committee etc.

- H2 Establishment papers of Stationery Department both Gazetted and Non-gazetted (Clerical as well as Technical) Purchase of stationery stores, compassionate Employment Scheme of Stationery Department, Audit objection, draft paras, appropriation accounts, reconciliation of accounts, Supplementary demand, budget estimate, annual plan, expenditure commission etc., relating to Stationery Department and papers relating to Working Group, Audit Committees of Stationery Department, General and Establishment papers of Stationery Department, Miscellaneous papers of Stationery department and Special rules relating to Stationery Department, papers of Legislative Committees relating to Stationery department, any other papers specifically allotted then and there to all seats H1, H2 & H3
- H3 Establishment papers of NGO's (Clerical) of Printing Department. Establishment of New Presses in the State, Purchase of machinery and spares for the machines and spares for the Machines of Printing Department, Compassionate Employment Scheme of Printing Department, L.A. interpellation of Printing Department, sanction for printing of new forms and re-printing of old-forms. All papers relating to Kerala Books and Publication Society

**Higher Education (J) Department —Ph. No. 2518758**

- J1 All papers related to IHRD. All papers related to LBS Centre. All papers related to Government Colleges of Fine Arts. Establishment matters related to the ministerial staff of Government Engineering Colleges. Establishment matters related to the staff of Government Commercial Institutes. Establishment matters related to the staff of Government Institutes of Fashion Designing Technology. Sanction of new KGCE/KGTE institution and sanction of additional courses/seats in these institutions. Curriculum/syllabus Revision in the above-mentioned institutions

- J2 Sanction of following new self-financing institutions approved by AICTE: Engineering Colleges, Engineering Colleges under CAPE/CCEK, KSRTC, Architectural Colleges, MBA Institutions, MCA Institutions, BHMCT Institutions. Sanction of additional courses/intake in the above-mentioned Institutions. Applications regarding conferment of Minority Status to the above-mentioned institutions. All kind of petitions against the above-mentioned institutions except Admission and Allotment
- J3 Miscellaneous papers in the Section, Papers related to Aided Engineering Colleges. Papers related to A.P.J. Abdul Kalam Technological University. Papers related to Government Technical High Schools. Papers related to TEQIP/SPFU. Lateral Entry to B.Tech. course

**Higher Education (K) Department —Ph. No. 2518947**

- K1 Faculty Improvement Programme of University Grants Commission, All UGC Assisted works relating to Government Colleges and Hostels, Miscellaneous papers of the section
- K2 General Papers on Plan Schemes of Higher Education Department, papers on Financial Assistance to Voluntary Sanskrit Institutions Except Government Sanskrit College, Charitable Endowments relating to Colleges. All Papers relating to KSSTM, KCHR. Papers on ISDL Central Advisory Board of Education and Education Ministers Conference
- K3 Miscellenous papers in the Higher Education Department, Consolidation work of Higher Education Department, EDUSAT, Education Grid, Departmental Reviews, All papers relating to KSAVRC (C-apt) & NAAC, Students Conference and Departmental Staff Conference, Monthly Business/Fortnightly Statement, Chief Secretary's Conference, Governor's Report, M.Ps Conference, Collector's Conference, Visit from Union MHRD, Visit of Minority Affairs Committee etc., KIIFB Projects

**Higher Education (L) Department —Ph. No. 2518693**

- L1 Establishment and academic matters relating to CCEK, papers relating to K. R. Narayanan National Institute of Visual Science & Arts, Institute of Fashion Technology, All papers relating to Aided Polytechnic College (Except students' matters), Establishment matters of Tradesman/Trade Instructor in Government Engineering Colleges and Government Polytechnics (Except in Women's Polytechnic), Acquisition of land, Administrative sanction, Purchase, Construction and Rent, Miscellaneous papers in the Section and all papers relating to World Bank Aided Technical Education Programme
- L2 All paper relating to Women's Polytechnic College (except the promotion and transfer of Principals of Women's Polytechnics), All academic matters of polytechnics (approval, reorganisation etc.), Students petitions, Curriculum revision, Papers of Academic nature revision, Papers of Academic nature related to Examination wing of JCTE, All establishment matters of JCTE, CDC/SDC, Special Rules etc.
- L3 All Establishment papers relating to the post of Demonstrators, Instructor, Lecturers, Head of Section, Principal of Government Polytechnic Colleges except Women Polytechnics. All establishment papers relating to Teaching staff and Technical staff except Tradesman and Trade Instructor in Government Engineering Colleges. Establishment papers of Joint Directors (PS)

**Higher Education (P) Department —Ph. No. 2518555**

- P Liaison between the Department and Legislature Secretariat on furnishing answer to L.A. and its consolidations, Watch over disposal of papers relating to various committees on the Legislature, Watch furnishing of replies to Lok Sabha/Rajya Sabha questions from the related sections of Higher Education Department, papers relating to Right to Information Act. Applications for NOC for starting new self financing Arts & Science Colleges/new self financing Arts & Science Courses in existing aided /self financing colleges, Renewal NOC from self financing Arts & Science Colleges affiliated to Calicut and Kannur Universities

## 20. HOME DEPARTMENT

**Home (A) Department —Ph. No. 2518359**

- A1 All Establishment matters relating to Armed Police Battalion. Special Rules for Armed Police Battalion
- A2 Establishment matters of Gazetted Officers in the General Executive from Deputy Superintendent of Police to Superintendent of Police (Non-IPS) and all executive officers of Crime Branch
- A3 All Establishment papers relating to Kerala Police Subordinate Service upto Sub Inspector of Police (GE) (from Thiruvananthapuram to Ernakulam) Papers relating to Police Training and Deputation  
Establishment matters of Coastal Police.
- A4 All Establishment matters relating to Kerala Police Subordinate Service (General Executive) upto Sub Inspectors of Police (From Thrissur to Kasargod)  
The papers relating to Establishment matters in General nature upto Sub Inspector of Police in all Districts  
Papers relating to KEPA (Kerala Police Academy) and Police Training College  
Special Rules for Kerala Police Subordinate Service
- A5 Establishment matters of Circle Inspector of Police (GE)  
All papers relating to State Industrial Security Force. Integration of Armed Reserve Police and Local Police

**Home (B) Department —Ph. No. 2518351**

- B1 Papers related to the release of prisoners, release of criminal lunatics, Kerala Prisons Act and Rules, Kerala Prisons Act & Rules amendment, Jail Advisory Board, Grievance Deposits Boxes, Welfare of Prisoners, Remission, Commutation of sentences, Permission for giving interviews with jail mates,

Prison Review Committee, Papers relating to Assurance Committee of Jail Department. Jail Reforms Commission, Petitions related to ordinary leave to prisoners in all prisons of the State.

- B2 Annual plans relating to Prisons Department, Purchase of Articles for Jails, Settlement of contracts, Construction and repair of jail buildings, Audit reports and inspection reports of the Jail Department, Administrative sanction to works of Jails Department, Papers relating to Public Accounts Committee, Subject Committee connected to Jail Department, Death of persons in jails and petitions relating to death and parole, Extension of leave to convicts of all prisons of the State, Papers of National Human Rights Commission, Kerala Human Rights Commission related to compensation of custodial death in Prison, Budget, Repairs of vehicles, Finance Commission Awards of Jail Department, Regularisation of overstay of leave to Prisoners in all jails of the State
- B3 Jail Establishment, Administrative report of jails, Administrative report of APCA, Vellore, Special rules on Jail Department, Establishment of new jails, Welfare of officers of the Jails department, Employment Assistance and Compassionate Employment Scheme, Shooting permission at jails, Audit report on officers of Jail Department, Miscellaneous papers

**Home (C) Department —Ph. No. 2517112**

- C2 High Court Establishment, Investiture of magisterial powers to act as Executive Magistrates, Appointment of Honorary Special Judicial Magistrates for Railways, Amendment to Criminal Procedure Code, Code of Civil Procedure, Criminal Rules of Practice, Civil Rules of Practice, Administration reports of Civil and Criminal Wings, Victim Compensation Scheme and Miscellaneous papers of the Section
- C3 Establishment matters of District Judges, Addl. District Judges, Sub Judges, Rent fixation for the accommodation of District Judges, Higher Judicial Officers. Budget papers of Judicial Department and Annual plan. Centrally sponsored schemes, Special Rules relating to Higher Judicial Service. Grama Nyayalayas, and Financial Commission Awards

- C4 All establishment papers under the directorate of prosecution, including recruitment of Assistant Public Prosecutors, Appointment of special Public Prosecutors and fixing of their remuneration, Budget preparation, Allotment, Reconciliation etc. of Head of Account “2014-AJ-114-97-APPs and 2014-AJ-114-IAC-96-DPP and construction works relating to court complexes.
- C5 Establishment matters of Munsiff Magistrates and all connected papers—establishment of family courts. Appointment of Part-Time Official Receiver. Territorial Jurisdiction of Courts, opening of criminal courts deposit accounts, Special rules of Kerala State Judicial Service, establishment of new courts, tribunal—Papers related to Public Accounts Committee. Establishment matters of Munnar Special Tribunal. MACTs, Special Courts, Infrastructure facilities of Subordinate Judiciary.

**Home (D) Department —Ph. No. 2518420**

- D1 Law & Order issues of Pathanamthitta, Malappuram and Wayanad Districts.
- D2 Law & Order issues of Kollam (City & Rural) Districts, Miscellaneous papers of Home (D) Department.
- D3 Law & Order issues of Alappuzha and Idukki Districts and Petitions of non-resident Keralites regarding issues happening inside Kerala.

**Home (E) Department —Ph. No. 2518077**

- E1 Opening of Police Stations, Coastal Police Stations, Aid Post/ Out Post etc. Re-defining areas of jurisdiction of Police Stations.
- Shifting of Police Stations, Circle Offices, Sub-Division, Aid/Out posts etc.
- Notification related to stipulating the area of jurisdiction and shifting of Police Stations. Construction Work of Police Department.
- Community Policing, Administrative Sanction for demolition and auction of buildings belonging to Police Department.

Papers relating to State Security Commission, District Police Complaints Authority, Police Establishment Board.

Installation of Telephones. All papers relating to MACT involving Police Vehicles.

Land Acquisition of Police Department papers relating to Crime Criminal Tracking & Networking (CCTNS) Project.

### E3 Modernization of Police Department.

All purchase papers of Police Department and Forensic Science Laboratory.

Papers relating to purchase, repairs, hiring, condemnation of departmental vehicles of Police Department.

Inspection Reports of Police Department.

Administration reports of Police Department.

Arms and Ammunitions.

DNA Testing, Narco Analysis, Brain Mapping and Polygraph Testing.

Videographic/Photographic charges of Police Department.

Food supply to Police personnel.

Purchase of Medicines to Police Hospitals.

Condemnation and Auction sale of trees and vehicles in police Department.

Annual Maintenance of arms and equipments in Police Department.

Cyber Forensic Analysis of Computer Hard Disc.

Miscellaneous papers of Police Department.

### E4 Establishment papers of Chemical Examiner's Laboratory Department all papers related to Kerala Police Housing & Construction Corporation limited.

Budget papers of Police Department, Chemical Examiner's Laboratory Department & KPHCC Limited.

Draft Para, C & AG reports, PAC/PUC reports in respect of police and chemical examiner's laboratory department and KPHCC Limited.

Papers related to Subject Committee, Assurance Committee in respect of Police Department, Chemical Examiner's Laboratory Department and Kerala Police Housing and Construction Corporation limited. Police Sports & Sports Fund.

Papers relating to Kerala Police Welfare and Amenity Fund (KPW & AF) Police Canteen.

Papers relating to welfare of police personnel.

Papers relating to Parade grounds.

Sanctioning of Police Stadium, Maidan etc.

Miscellaneous papers in the section.

**Home (F) Department —Ph. No. 2518736**

- F1 Indian Arms Act and Rules, Explosives Act and Rules, Noise Pollution and papers relating to Loudspeaker Licensing, Advocates Act, Kerala Dramatic Performance Act, Petroleum Act and Rules, Quarry Accidents and illegal quarrying related to Explosives, Habitual Offenders Act, Young Persons Harmful Publications Act, Thrissur Pooram, According sanction for filing criminal appeal, Kerala Gaming Act, Miscellaneous papers of the section.
- F2 Papers related to Kerala Fire and Rescue Services, Post creation in Kerala Fire and Rescue Services, Departmental Purchase Committee regarding the purchase of vehicles and equipments, PAC/PUC, Audit Monitoring Committee, Subject Committee Meeting, Papers related to starting of new Fire and Rescue Stations and construction of Fire Station Buildings, Papers related to the One-man Commission formed as part of the Modernisation of Fire and Rescue Services.
- F3 All establishment papers related to the Staff of Kerala Fire and Rescue Services from Fireman to Director (Administration), Medical Re-imburement, interest free medical advance, formation of Special Rules for the fire and rescue services and fire and rescue subordinate services, all papers related to Hajj pilgrimage and Kerala State Hajj Committee.

**Home (G) Department —Ph. No. 2518943**

- G1 Papers relating to Long term visa, Extension of stay, Deportation, Arrest and Death of foreigners, approval of research projects of foreigners, Verification of Nationality status of Indians abroad, verification of antecedents for issuing new passport of Indians abroad, verification of genuineness of documents produced by Indians abroad, Issuance of no obligation to return to India certificate and Police clearance certificate in respect of the whole districts of the state, Student Police Cadet.

All the training which are not allowed to any other section like Cyber Training.

- G2 Passports Act and Rules, Prosecution of persons for violation of the provisions of Passports Act and Rules, registration under Indian Citizenship Act (Except Pakistan and Bangladesh Nationals), determination of nationality status (except Pakistan and Bangladesh Nationals).
- G3 Miscellaneous papers of Home department that are not dealt within any other sections.

“Nirbhaya Keralam Surakshitha Keralam”.

Clean campus safe campus.

Police University.

Meetings on general subjects.

SPL Cases of miscellaneous nature (excluding law and order, security issues.)

The General Guidelines and Policy matters in connection with Protection of Women and Child, National Human Rights Commission and State Human Rights Commission should be done by Home (G) Department.

**Home (H) Department—Ph. No. 2518227**

- H1 Disciplinary cases of police personnel—Assistant Sub Inspectors, Sub Inspector (Grade), Circle Inspectors, Deputy Superintendent of Police and Superintendent of Police (Non IPS).

- H3 1. Disciplinary cases of personnels in the rank of Sub Inspectors and Additional Sub Inspectors.  
2. Amendment to KPDIP & A Rules, 1958.
- H4 1. Disciplinary cases of personnels in the Rank of Senior Civil Police Officer, Mounted Police, Police Band and Dog Squad.
- H5 1. Disciplinary cases of personnels in the Rank of Civil Police Officer, excluding Women Civil Police Officers.
- H6 1. Disciplinary cases of personnels in the Rank of Assistant Sub Inspectors. Police Drivers (Constables to Sub Inspectors) and Women Civil Police Officers.  
2. Amendment to KPDIP & A Rules.  
3. Miscellaneous papers of the section.

**Home (J) Department Ph. No. 2517183**

- J1 All papers related to the Law and Order issues related to Police Districts viz. Kasargod, Kozhikode (City) Kozhikode (Rural), Ernakulam (Rural) and Kochi (City).
- J2 All papers related to the Law and Order issues related to Police Districts viz. Palakkad, Thrissur (City) and Thrissur (Rural), Miscellaneous papers in the section.
- J3 All papers related to the Law and Order issues related to Police Districts viz. Kottayam, Kannur.

**Home (K) Department Ph. No. 2517141**

- K1 Establishment papers of Armed Reserve Police, Police Drivers, Motor transport unit of Police Department, Establishment papers. Armour Unit, Railway Police, Police Hospitals.
- K2 Establishment matters relating to Forensic Science Laboratory, Women Police, Telecommunication Unit, Camp followers, Personal Guard to Ministers, Mounted Police Unit, Police Orchestra Unit, Police Band and Dog Squad, Last Grade Part-time contingent employees, Technical categories in the Police Department, Boat crew and miscellaneous papers of the section.

- K3 Employment assistance to the dependents of Police Personnel under public servants Dying-in-Harness Scheme, Dying-in-Harness Quarterly reports, Allotment of Police Family Quarters, request from exemption from penal rent, request for continuance in Police Family Quarters, payment of water charge, payment of rent for the building hired for the use of Police Departments, Medical Reimbursement and interest free medical advance in K Section.

**Home (L) Department—Ph. No. 2518153**

- L1 Establishment matters of Subordinate Judiciary, Employment assistance under compassionate Employment Scheme of Judicial Department, Issue of Special Rules related to Kerala Judicial Ministerial Subordinate Service Rules and P.A.C./Draft Paras of Subordinate Judiciary.
- L2 Withdrawal of prosecution cases in respect of Kollam, Pathanamthitta, Alappuzha, Idukki, Kottayam and Kasaragod Districts and withdrawal of Food Adulteration cases in all districts.
- L3 Withdrawal of prosecution cases in respect of Ernakulam, Thrissur, Palakkad, Kozhikode and Wayanad districts, miscellaneous and L.A. Interpellation.
- L4 Withdrawal of prosecution cases in respect of Thiruvananthapuram, Malappuram and Kannur Districts.

**Home (M) Department—Ph. No. 2518237**

- M1 Law and Order papers relating to Thiruvananthapuram District (City) and Thiruvananthapuram (Rural).
- M2
1. Law and Order petitions from the Keralites living abroad (Incident occurred outside Kerala)
  2. General papers of Law and Order except those assigned to Home (SSA) Department and Home (Special Cell Department)
  3. General LA Interpellations of all Districts (Law and Order only) and General Lok Sabha and Rajya Sabha Questions.
  4. Referring cases to Economic Offence Wing EOW of Crime Branch.

5. Miscellaneous papers of the section.
  6. Papers related to IT Policies and guideline in connection with Cyber Matters, Cyber Crimes, Social Media.
- M3
1. All papers requesting consent of the State Government under section 6 of the Delhi Special Police Establishment Act, 1946 to the extension of powers and jurisdiction of the members of Special Police Establishment in the whole State for investigation of offences punishable under the various Acts of the Government of India reflecting of cases for enquiry by CBI.
  2. All papers relating to referring cases to Crime Branch including crime cases and all others (Except referring cases to EOW of Crime Branch).
  3. All the matters having General aspects related to crimes, such as special squad.
  4. All the General matters related to Medico Legal Policy; Medico Legal issues such as the Postmortem etc.

**Home (N) Department Ph. No. 2517360**

N1 Establishment matters of Police Ministerial Staff.

Establishment matters of Fingerprint Bureau.

Disciplinary action against Ministerial Staff including Office Attendants and Camp followers in Police Department.

N2 All papers relating to IFMA and Medical Reimbursement claim requests in respect of all police personnels.

Papers from Government of India related to Delhi Special Police Establishment.

Establishment matter of India Reserve Battalion and State Disaster Response Force (SDRF).

All papers relating to Cost, accomodation and allied matter of CRPF and other State Police Forces deputed to Kerala.

Miscellaneous papers of the section.

**Home (PS) Department Ph. No. 2518676**

Follow up action on the reports of PAS/PUC, Subject Committee, Estimates Committee, Committee on Subordinate Legislation, Assurances Committee, Committee on official language and other Legislative Committees.

Furnishing replies on L.A. Interpellation to the Legislature and consolidation of details for L.A. interpellation.

Consolidation of Monthly business statements of Home Department.

Monthly Conference of Chief Secretary with secretaries.

Co-ordination/Monitoring/review and following up of annual plan, Budget announcements and meetings by Finance and Planning Departments.

**Home (Attestation) Department Ph: No. 2517107**

Attestation of the Certificate/Documents such as Police Clearance Certificates, Fingerprint Certificates, Birth/Death/Marriage Certificates, Medical Certificates, Mark Sheets, Affidavits, Court Orders, Transfer Certificates, Experience Certificates, One & Same Certificates, Residential Certificates, No-objection Certificates, Dependency Certificates, Legal-heirship Certificates, Power of Attorney etc. for use abroad.

**Home (SC) Department Ph: No. 2518031**

- SC1
1. Papers relating to Untouchability, Atrocities on SC/STs in the districts of Thiruvananthapuram, Pathanamthitta, Alappuzha, Kottayam & Idukki.
  2. Papers from NCSC on SC/ST atrocities
  3. Miscellaneous subject of this section.
- SC2
1. Papers relating to Untouchability, Atrocities on SC/STs in the districts of Ernakulam, Palakkad, Malappuram, Wayanad and Kozhikode.
  2. Secretariat Security, Operational cases of Security Staff.

3. Issuing of Identity Cards & NLC to secretariat staff and staff of O/o Ministers, Non secretariat staff of I & PRD, P & EA (CPMU), WGC, Issuing of ID cards to Heads of Departments, Chairman/Managing Director of Government owned companies, Elected members of LSGD Institution etc.
  4. Issuing temporary pass to Government approved organisation for entry in Secretariat.
- SC3
1. Papers relating to Untouchability, Atrocities on SC/STs in the districts of Kollam, Thrissur, Kannur and Kasaragod.
  2. Traffic regulations.
  3. Prize Competition Act.

**Home (SSA) Department—Ph: No. 2518438**

- SSA1
1. KAAPA cases relating to Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur & Kasaragod districts.
  2. Lawful Interception of Telephone
  3. Tower Dump CDR
  4. KANSAF
  5. PITNKPS
  6. NDPS Cases Registered by Police
  7. NSA
- SSA2
1. Commissions of Inqury Act 1952.
  2. Papers related to NHRC & KSHRC on Custodial Death in Police Action Only.
  3. Fake currency cases.
  4. Victim compensation papers of Emergency Fighters only.
  5. Miscellaneous papers related to section.
- SSA3
1. Unlawful Activities (Prevention) Act.
  2. Activities of extrimists.
  3. All papers related to Secret and Sensational issue (Political)
  4. VIP Security.
  5. Internal Security.
  6. Arrangements in Police Department in connection with General Election.

- SSA4
1. COFEPOSA Cases relating to all Districts in Kerala.
  2. COFEPOSA Detention Orders issued by Government of India and other State Governments.
  3. Papers relating to ESMA.
  4. VIP/VVIP visit.
  5. Religious Institution (Prevention of Misuse) Act.
  6. Communal Harmony.
  7. Place of worship.
  8. Communal Harmony Award.
  9. Kabir Puraskar.
  10. Intelligence reports of confidential & sensitive nature.

- SSA5
1. KAAPA cases relating to Thiruvananthapuram, Kollam, Pathanamthitta, Alappuza, Kottayam, Idukki and Ernakulam District.
  2. F.C.R.I.
  3. KAAPA Advisory Board.
  4. State Police Complaint Authority (Establishment matters only).

**Home (Secret Section B) Department Ph: No. 2518719**

- SSB1
1. General papers/directions relating to the visit, stay, exit, citizenship, death etc. of Pakistan/Bangladesh nationals.
  2. Long-term Visa of Pakistan and Bangladesh nationals.
  3. Extention of stay of Pakistan and Bangladesh nationals.
  4. Deportation of Pakistan and Bangladesh nationals.
  5. Arrest and death of Pakistan and Bangladesh nationals.
  6. Approval of research projects of Pakistan and Bangladesh nationals.
  7. Verification of Nationality Status of Pakistan and Bangladesh nationals under Section 9(2) of Citizenship Act, 1955.
  8. Periodicals relating to Pakistan and Bangladesh nationals.

9. Declaration of places of vital importance to the country as Prohibited Place under Official Secrets Act, 1923.
  10. All matters including Visit, Stay, Exit of Pakistan and Bangladesh nationals in the State.
- SS B2
1. All matters related to Private Securities Agency (Regulation) Act, 2005 and Kerala Private Security Agencies Rules, 2010 including control/inspection of Private Security Agencies in the State.
  2. Issuance of Private Security Licence and related matters in the entire State of Kerala based on Private Securities Regulation Rules, 2010.
- SS B3
1. Verification of Character and antecedents of Overseas Scholarship Awardees under Central Government Schemes.
  2. Verification of Character and antecedents in respect of candidates selected for appointment in Government/Public Sector Undertaking under State/Central Government/National & International Educational Institutions.
  3. Medical negligence cases.
  4. Verification of character and antecedents of candidates selected for Army, Navy, Air Force, CISF etc., from the State of Kerala.
- SS B4
1. Coastal Security in the State (Security Aspects only).
  2. Award of President's Police Service Medal on the occasion of Republic/Independence day.
  3. Award of President's Fire Service Medal on the occasion of Republic/Independence day.
  4. Award of President's Correctional Service Medal on the occasion of Republic/Independence day.
  5. Award of Kerala Chief Minister's Police Service Medal on the occasion of Republic day.
  6. Award of Kerala Chief Minister's Fire Service Medal on the occasion of Republic day.
  7. Award of Kerala Chief Minister's Prison Service Medal on the occasion of Republic day.
  8. Action of activities of Police Associations in the State.

SS B5 1. Subject of Union War Book.

2. Papers relating to Hawala.
3. Request to accord sanction to prosecute the accused under section 196 Cr.P.C for offences punishable under section 153 A of Indian Penal Code.
4. Action under Cr. PC/IPC for prescription of books, Periodicals, etc.
5. Monthly Statement on conversion to Islam, by Intelligence.
6. Processing of Daily Intelligence Summary/Weekly/Digest of ADGP (Int.)
7. Correspondence relating to Budget estimates and expenditure booked under 252 (a) 7 from the Central Government.
8. Papers relating to Civil Military Liaison Conference.
9. Upkeep and maintenance of classified documents such as Internal Security.
10. Miscellaneous papers of the section.

## 21. HOUSING DEPARTMENT

### 1. Housing (A) Department—Ph. No. 2518604

1. Establishment matters relating to KSHB and Housing Commissioner.
2. Papers relating to the Technical Cell under the Dept. of Housing.
3. Advance Registration Scheme.
4. Special Staff for acquisition of land for the KSHB.
5. Constitution of KSHB and allied matters.
6. Public, General and other housing schemes of the KSHB excluding Rental Housing Scheme, Co-operative Housing Scheme for economically weaker sections, slum clearance and Re-housing.
7. All papers relating to Nirmithi Kendra including Audit Report on the review work executed through KESNIK, Local Audit Report, PAC.
8. Sponsored Research in Low Cost Housing.
9. Housing scheme of KSHB for NRKs.

10. PF linked Housing scheme of the KSHB
11. Scheme for production of building materials for the KSHB.
12. Low Cost Housing and Organisation of Low Cost Housing competition.
13. Complaint/petitions relating various schemes of the KSHB (HIG).
14. Fixing of rent for the space of KSHB occupied by other agencies.
15. Purchase and Maintenance of vehicles.
16. Budget papers of Housing agencies like Housing Commissioner, KSHB, KSCHF, Kaloor, Kochi, Registrar of Co-operative Societies, Commissioner—Land Revenue, Director—Sainik Welfare Dept., Chief Engineer—B & W, SC/ST Development Corpn. Thrissur, Kerala School Teachers Staff Co-op., KESNIK Habitat Management coming under grant No. XXI under h/a 2216, 4216 & 6216.
17. All Housing schemes to be notified under KSHB Act, 1971.
18. Administration Report of the KSHB.
19. Audit Report of KSHB to be submitted to Legislative Secretariat annually.
20. Subject committee—Action taken report relating to KSHB and Housing Federation.
21. Draft para, Audit para, Excess regulation transferred from Parliament section.
22. LIC/GIC utilization certificates to be given to Govt. of India.
23. SDG files of KSHB.
24. Inspection report of KSHB, Housing Commissioner office & KESNIK.
25. Miscellaneous papers on schemes of the KSHB not specifically assigned to any seat.
26. KSHB Acts and Rules and Regulations thereunder.
27. KAO (Kerala Apartment Ownership Act & Rules)
28. LAIs/Assurances on the above subjects.
29. OPs and WP(C)s connected with the above subjects.

**2. Housing (B) Department—Ph. No. 2518874**

1. Working Journalists' Housing Scheme.
2. MLA/MPs Housing Scheme.
3. Papers relating to MIG/LIG through Housing Board.
4. Guarantee and Counter Guarantee to KSHB and KCHF.
5. Satellite Township and Eco Township.
6. Papers on EWS Urban Scheme.
7. Papers relating to Kudikidappukars Housing Scheme.
8. Village Housing Scheme and Rural Workers Housing Scheme.
9. Housing scheme for Government Servants and Teachers.
10. Upgradation of marginal settlement scheme.
11. Slum Clearance.
12. Housing for All-housing and Habitat policy.
13. Working Women's Hostel projects.
14. Freedom Fighters' Housing Scheme, Housing concession to war widows, widows of Jawans, ex-service men etc.
15. Papers on Revenue Towers Constructed by KSHB, allocation of space etc.
16. Papers/Progress Report related to 20 point programme.
17. Rental Housing Scheme and Innovative Housing Scheme.
18. Flood Relief Scheme.
19. Colonization Scheme.
20. Construction of quarters to Government Servants.
21. Papers on land acquisition for the KSHB and negotiated purchase. Objections/representations against acquisition of land.
22. Implementation of projects through PPP in important land of KSHB and short listing of consultants.
23. Housing scheme for coir workers, Handloom workers, Beedi workers and Industrial workers, Co-operating Housing scheme for economically weaker section, Re-housing.

24. LAIs/Assurances on the above subjects.
25. OPs and WP (C)s connected with the above subjects.

### **3. Housing (C) Department—Ph. No. 2517131**

1. Papers relating Maithree Housing Scheme, Kairali Housing Scheme and Suraksha Housing Scheme.
2. Papers related to MN One Lakh houses Renovation Scheme.
3. Papers related to Rajeev One Million Housing Scheme for EWS.
4. Papers related to issuance of Bulk Guarantee to KSHB from HUDCO, NHB.
5. Papers related to repayment of HUDCO dues KSHB.
6. PAC, Subject Committee, Audit Paras relating to the above subjects.
7. Kerala Buildings (L&RC) Act, 1965 and allied papers.
8. Papers relating to the establishment of Kerala HABITAT Centre.
9. Papers related to Rehabilitation Housing Schemes/Kairali Housing Schemes.
10. Papers related to construction of 500 houses to SC families.
11. Papers related to Karunya Housing Scheme.
12. Monthly report on Special Development Activity and fortnightly report on important cases disposed.
13. Papers related to workshops, seminars, training programmes etc. in connection with sustainable developments.
14. LAIs/Assurances on the above subjects.
15. Miscellaneous papers of the department.
16. OPs and WP(C)s connected with the above subjects.
17. DCB Statement/Progress Report from the District Collectors.

### **4. Housing (PS) Department—Ph. No. 2518969**

1. Receipt and distribution of papers on LAIs.
2. Chief Secretaries Conference.

3. Substantive files relating to the Legislature committees like PAC, Petitions Committee, Assurance Committee, Subject Committee, Estimates Committee, Committee on Subordinate Legislation, Scheduled Caste/Tribe Committee of the Legislature, PUC.
4. Monitoring work and building up of reference library for the department.
5. Inspection reports, Draft paras, Appropriation Accounts, Audit objections of Accountant General.
6. Consolidation of Monthly Business Statement of Housing Department.
7. Papers relating to Staff Meeting of Housing Department.
8. Papers relating to MP's Conference and Collector's Conference.
9. Consolidation of miscellaneous papers which is not related to Housing (A, B, C) Departments on RI Act.

## 22. INDUSTRIES DEPARTMENT

### **Industries (A) Department—Ph. No. 2518685**

- A1 All Establishment papers of DMG  
Administration report of DMG  
Miscellaneous papers in the section.  
Purchase proposals related to vehicles (including repairs & maintenance) of DMG.  
Deputation of training, DMG.
- A2 Administration report of DIC  
All establishment matters of the Department of Industries and Commerce including Court Cases.
- A3 All papers related to Minerals (except ordinary earth, clay and sand)  
Kerala Mining Area Welfare Board and administration of its fund and papers related to Minerals in Kerala  
Implementation of Kerala Minor Mineral Concession rules and its amendments  
General papers on statutory work of Mining and Geology Department.

- A4 Appeal and connected papers received under Kerala Minor Mineral Concession Rule, (1967)
- Purchase proposals relating to vehicles (including repairs and maintenance of DIC, DHT)
- Deputation of training, DIC
- Papers relating to Ministry of Steel and Mines, administration of its fund and Indian Bureau of Mines
- Matter of DICs in the State including acquisition, allotment/ construction of building
- Papers related to quarrying of ordinary earth & ordinary sand and clay
- Measures to alleviate the shortage of construction grade sand in the State including reservoir desiltation.

**Industries (B) Department—Ph. No. 2518497**

- B1 Kerala State Industrial Enterprises Ltd. (KSIE) & Kerala Soaps and Oils Ltd.
- Pricing of Industrial products, marketing assistance
- Revitalization of sick SSI Units
- All industrial Co-operative excluding Beedi-Handloom and Coir
- State level inter institutional Committee of Kerala/SLBC and matters related to credit deposit ratio
- Assistance to existing units including loan to Harijan Entrepreneurs.
- Assistance to new units, Women Industries Project, Rural Assistance Programmes etc.
- Miscellaneous papers in the section.
- B2 Industry varsity Linkage scheme
- All papers on SSI Units on Sales Tax exemption, Complaints, suggestions etc.
- Prime Minister's Rosgar Yogana
- All papers relating to MSMEs and SSI Unit
- Advisory committees attached to MSME/SSIs
- Matters on Registration of SSI Units

National and State Awards for MSMEs

Small Scale Production Centers

Cluster Development Programme

Price preference to SSI units

Industries Resource Locator

1. All papers of NABARD

2. State, Central investment subsidy or any type of subsidy or loan to SSI sectors and incentive for growth scheme.

B3 Training and interest free loan to young entrepreneurs

Employment promotion programme

Self employment Scheme to educated unemployed

Kerala Credit linked capital subsidy Scheme for technology upgradation to MSMEs

National Productivity Council

All papers relating to Trade and Commerce, Trade Policy of Government of India and WTO

Marketing incentive Schemes for marketing

All Exhibitions/Seminars/Conventions

All papers relating to industrial policy and connected issues, including issues of industrially backward Districts

All papers relating to Single Window Clearance Board, Kerala State Industrial Product Trading Company Limited

Margin Money Loans to SSI Units

CFC, Changanassery, Manjeri.

**Industries (C) Departments Ph. No. 2518737**

C1 Papers relating to Kerala State Handloom Development Corporation

HANVEEV and HANTEX

Institute of Handloom and Textiles Technology

Kerala Garments Ltd.

Miscellaneous papers in the section on all Handloom and textile matters

## C2 Papers relating to Handloom Industry

Papers on all Co-operative Societies in Handloom and Textiles sector

Integrated power looms

All papers on power loom project and power loom societies

Administration report of DHT

## C3 Kerala Textiles Corporation

Papers relating to all spinning and weaving mills in the public/ Co-operative/ Private sector other than new Texfed units and Sitharam Textiles.

BIFR cases of the mills, OPs etc.

National Textile policy

Sitharam Textiles.

Trivandrum Spinning Mills.

**Industries (D) Department—Ph. No. 2518080**

## D1 Kerala Electrical and Allied Engineering Co. Ltd.

Travancore Plywood Industries Ltd.

Papers relating to Kerala Administrative Reforms Committee and Law Reforms Committee.

General and Miscellaneous papers on PSUs including LA Interpellation

Guarantee Commission

Company Law Board and related papers

Miscellaneous papers in the section

## D2 Steel Industrials (Kerala) Ltd.

Steel and Industrial Forgings Ltd.

Autokast Ltd.

Steel Complex Ltd.

Metal Industries Ltd.

Scooters Kerala Ltd.

All Papers relating to steel sector.

- D3 Keltron and subsidiary Companies/Associate Companies/  
KELTRAC  
SIDKEL Television Ltd.  
Kerala Automobile Ltd.  
All General papers relating to electronics and automobiles sectors.

**Industries (E) Department —Ph. No. 2518032**

- E1 Foam Mattings (India) Ltd.  
Kerala State Coir Corporation Ltd.  
NCRMI  
Kerala State Coir Workers Welfare Fund Board  
Central Government Schemes  
Acts of Rules relating to Coir Development Department.  
KCMMC Ltd.  
Coir Park  
Miscellaneous papers of section  
Coir Kerala Fest.
- E2 All Scheme relating to Coir Development Department.  
Papers relating to Coirfed.  
Papers relating to Kerala Co-operative Societies and statutory orders  
relating to Coir Industries.  
Budget papers relating to coir industries  
General paper relating to coir  
Administrative Report of Coir Directorate  
Husk Control Acts and Rules.  
MP's Conference.  
Collectors Conference.  
Chief Secretary meeting with Secretaries.  
Market development assistance.

**Industries (F) Department—Ph. No. 2518146**

## F1 Centre for Management Development

Land Selection Committee for selection of sites for setting up of development area, development plot, Industrial estate and connected papers.

Papers on assignment of land in Industrial development areas and Industrial development plots under Directorate of Industries and Commerce.

General issues industrial land excluding land of KINFRA, KSIDC and PSU's.

Guidelines for Private Industrial Estate.

## F2 Raw Material Sold—controls

All papers on Industrial Estate, Mini Industrial Estate and Functional Industrial Estate of Director Industries & SIDCO.

Kerala Institute of Entrepreneurship Development.

General Tool Room (Other than for electronic) papers related to SIDCO.

Committee for scrutiny of tenders, estimates tenders excess of work done by SIDCO.

Mannam Sugar Mills.

Kerala State Salicylates & Chemicals Limited.

General paper of Industries Department.

**Industries (G) Department —Ph. No. 2518086**

## G1 All papers relating to KINFRA.

All project implemented by KINFRA.

Papers of NIFT.

Project under Critical Infrastructure Balance Scheme (CIBS) ASIDE etc.

The Infrastructure Development Bill.

All papers on Bio-technology Industry.

All papers on Food Processing Industries.

KSDC.

- G2 Travancore Rayons Ltd., Punalur Paper Mill, Premier Tyres Ltd. and Mavoor Gwallior Rayons Ltd.

Forest Industries (Travancore) Ltd.

Papers relating to Private Sector wood based industries and large and medium rubber based industries.

All papers relating to Spices Board, Tea Board, Coffee Board and other issues relating to Plantations.

Bureau of Indian Standards (BIS).

General Issues on winding up of Defunct PSUs.

Staff Meeting, File Workshop and all service delivery issues.

HIV main streaming.

Collectors Conference, MP's Conference, Chief Secretary's Conference.

K-BIP.

Miscellaneous papers of the section.

**Industries (H) Department —Ph. No. 2518744**

- H1 TRACO Cable Company Limited.

Transformers & Electricals Kerala Limited.

United Electricals Industries Ltd.

All papers relating to RIAB and performance Review of State PSU's.

General paper relating to Bonus.

Setting up of new PSUs under Industries Department.

Modernization, Revitalisation and Restructuring of State PSUs including interpellations.

All General Papers relating to Electrical Sector.

Miscellaneous papers of the section.

- H2 Chalakudy Refractories Limited, Kerala Special Refractories Ltd., Travancore Cements Ltd., Malabar Cements Ltd., Kerala Ceramics Ltd., Kerala Clays and Ceramics Products Ltd., Travancore Cochin Chemicals Ltd., and Metropolitan Engineering Company Ltd.

All General papers relating to Ceramics and Cement Sectors.

- H3 Kerala Minerals and Metals Ltd., Travancore Titanium Products Ltd., Kerala Construction Components Ltd., Kerala State Drugs and Pharmaceuticals Ltd. and Kerala Mineral Development Corporation Ltd.

All papers relating to Clay, Tile and Chemical Sectors.

#### **Industries (J) Department —Ph. No. 2518800**

- J1 All papers on Sales Tax, Government level meeting etc. of Sick, Large and Medium industries in private sector.

All papers related to BIFR in respect of private companies other than the coming under respective sectors.

Letter of intents and industrial licenses and foreign direct investment proposals and connected matters.

Proposals for new investment and industry and papers connected with CII, FICCI and ASSOCHAM.

Handling of correspondence with Government of India including the meeting of Cabinet Secretary and Union Budget related issues.

All Central PSU's and Central investment issues.

- J2 Planning and five year plan preparation, review and monitoring of Plan.

Budgetting, Re-appropriation, SDG etc. and all papers relating to budget speech.

Cochin Special Economic Zone.

Advertisement.

Matters relating to special representative officer, New Delhi.

All papers on training in Foreign countries.

All papers on foreign tour of officers of State Government and PSUs and Ministers (Industries).

All papers relating to INKEL.

RFD, Monitoring of e-office.

Miscellaneous papers of the section.

J3 KSIDC and its subsidiary companies. All issues of KSIDC.

All papers relating to electricity, Water cess, electricity tariff and power consumption.

Water taken for the use of industries in connection with minor irrigation.

Japan-Colombo Plan and all bilateral and multilateral schemes and issues thereof.

Kerala Industrial Revitalization Fund Board (KIRF).

Industrial Growth Centres.

All papers relating to private sector companies in the Medium and Large sector other than Sick Companies and not coming under the sectors allotted to other sections.

**Industries (K) Department —Ph. No. 2518362**

K1 Khadi and Village Industries.

Kerala State Bamboo Corporation Ltd.

Kerala State Rural Women's Electronic Industrial Co-operative Federation Ltd. (RUTRONIX)

Kerala Khadi Workers Welfare Fund Board.

Miscellaneous papers in the section.

K2 Kerala State Cashew Development Corporation.

Kerala State Cashew Workers Apex Industrial Co-operative Society.

All papers relating to Cashew Industry including acquisition and requisition.

Papers relating to Kerala State Agency for Expansion of cashew cultivation.

Residuary work of SERIFED.

K3 Handicrafts and related subjects, Match Industry.

Handicrafts Development Corporation of Kerala Ltd.

Kerala Artisans Development Corporation.

Kerala State Handicrafts Apex Co-operative Societies Ltd. (SURABHI).

Beedi Industries including Beedi Co-operative Societies.

KELPALM.

All general papers related to traditional industries including LA Interpellations.

**Industries (PS) Department —Ph. No. 2518036**

All papers relating to IR draft para, Audit Report of C & AG and PAC, PUC, Subject Committee and other Legislature Committee.

All allied matters relating to Legislature Secretariat.

LA Interpellation.

Papers related to Official Language and Committee on official language.

OBC/SC/ST/Review Meeting.

Consolidation work and Monthly.

## 23. INFORMATION AND PUBLIC RELATION

## DEPARTMENT (I&amp;PRD)

## I&amp;PRD (A)

**Ph. No. 2518586**

- A 1 Estt. Works of IO, AE, ASO, Artist, Designer, Clerk, Clerical Attender etc., keeping Service Book, Fixation of Pay & Administration Report, collecting Property Statement, Delegation of Powers of Officers, Framing of Special Rules.
- A 2 Inspection, Audit Report of AG, Keeping CL of Gazetted Officers (DD), Business statement, Work Diary, Information Centres, Service matters of Tagore Theatre and Kerala Media Academy, Rent of office buildings, Telephone, Consolidating Statement of business statements, pending files, Housing Loans, loan for Car, Scooter, Cycle etc., Modernization of the Public Relations Department.
- A 3 Estt. Matters of LGS, Cinema Operator, Driver etc., keeping Service Book, appointment of SC/ST, appointment of daily wages and appointment of Ex-Servicemen, Group Insurance Scheme etc., preparation of Seniority List, Miscellaneous papers, matters of Record Section, Disposal of waste papers.

## I&amp;PRD (B)

**Ph. No. 2518330**

- B 1 Salary Bills of employees and daily waged staffs, Pension related papers, PF advances, maintenance account of GIS/SLI/PF etc.
- B 2 Preparation of Budget, Allotment to DIO, RDD Offices, Subject Committee, Estimate Committee, Working Group etc.
- B 3 All contingent bills, Maintenance of Advance Register, CB Register etc.
- B 4 Disbursement of Cash DD, Land line Phone bill, Remittance of Revenue to Treasury, Custodian of documents, recoupment. TA Bills etc.
- B 5 Reconciliation, Issuing NLC to officers, Medical reimbursement, Mobile bill reimbursement, IT TDS e-filing, AG's Audit. PAC Reports, Papers related to vehicles, Miscellaneous papers pertaining to section etc.

## I&amp;PRD (C)

**Ph. No. 2518013**

- C 1 Granting of Press Accreditation cards and Press Facility cards to media persons, Conducting Participation of State in National and State Exhibitions. Grant to Press Club's for Press Tour, National Press Day, State Media Award, Swadeshabhmani, Kesari Awards, India International Trade Fair (IITF), Grant to Press Club, Interstate Public Relations Programmes, Grant to KSRTC for giving Press Bus Pass to accredited media persons, VIP/VIP's visit, Press Facilities IITF, Interstate Public Relations.
- C 2 Papers relating to admission of working journalist to Kerala State Journalist Pension Scheme, Granting and disbursement of pension to various categories and allied papers.
- Celebrating Gandhi Jayanthi, Government Anniversary, Publicity of Developmental activities of Government, Kerala Day Celebration, Purchase of equipments from field publicity projects, Republic Day Tablo, Financial Aid to various cultural organization and
- C 3 Printing of PRD booklet including the printing of Kerala Calling & Janapatham, payment to the bills for the UNI/PTI News Service enrolled in the residence / office of the CM, Home Minister, DPR, Raj Bhavan; Peyments to the news agents, bills periodicals and papers supplied to the Minister's/DPR's Office, papers related to Kerala Press Academy, News paper reimbursement to the CS/ACS/Secretaries etc.

## I&amp;PRD (D)

**Ph. No. 2518673**

- D 1 Preparation of Media List of Dailies, Routine display advertisement in dailies, Determination of rate for advertisement through rate contract, passing of bills, Petitions/Representations related to advertisement in dailies.
- D 2 Preparation of Media List of Periodicals, Routine display advertisement to Periodicals and special advertisement in dailies, Inclusion of Periodicals in Media List, Passing of Bills, Miscellaneous papers.

- D 3 Payment Advertisement in dailies and through electronic media, Display advertisement through Visual Audio media, preparation of Media list of electronic media, Govt. Advertisement through TV, Radio, Online etc. Passing of bills.

I&PRD (E)

**Ph. No. 2518078**

- E 1 Production of video documentary, videography, Nam munnottu, Priya Keralam, Nava Keralam programmes, CM's website, Remuneration to video stringers, news clippings of video publicity.
- E 2 Modernisation of Tagore theatre, purchase of stationary, Uniform allowance, photograph
- E 3 PRISM project frame work of news portal, Information, Education & Communication, Janapadam radio documentary, Cable TV Monitoring Committee, Papers related to PRB Act, Papers on Leg. Committees, LA Interpellation & Miscellaneous.

I & PRD (F)

**Ph. No. 2518634**

- F 1 Disbursing Payments to Dailies towards Tender/Non Tender Advertisement Charges, Electronic media Advertisement and allied expenses, Miscellaneous papers related to this department
- F 2 Publishing Look Out Notice, Show cause Notice etc. in News papers & Passing of Bills released from F 3 seat for payment
- F 3 Publishing of Tender/Quotation/Auction Notices of all Govt. Departments in News papers
- F 4 Publishing various Notifications & Notices in Dailies Passing of advertisement bills released from F 2& F 4 seats, payment of display advertisement bills

I&PRD (G)

**Ph. No. 2518174**

- G 1 Consolidation of advertisement of tenders from G2,G3,G4 Seats in window format and giving it to different newspapers for publication as per rotation list and also to Web & New media for

publishing in Govt. website Publication of e-tender advertisements received from NIC Verification of voucher copies and Passing of bills and forward to F section for payment.

- G 2 Advertisement of tenders of Govt. departments in Alappuzha, Palakkad, Kannur, Wayanad & Kozhikode.
- G 3 Advertisement of tenders of Govt. departments in Malappuram, Kasaragod, Thrissur, Idukki, Ernakulam & Kollam Districts. Miscellaneous papers.
- G 4 Advertisement of tenders of Govt. departments in Thiruvananthapuram, Kottayam & Pathanamthitta Districts.

I&PRD (H)

**Ph. No. 2517351**

- H 1 Papers related to Journalist Pension & membership
- H 2 Papers related to Non Journalist Pension & membership

24. LABOUR AND SKILLS (A) DEPARTMENT

**Ph. No. 2518556**

- A 1 All Papers relating to Industrial Disputes of 7 Districts—Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki, Ernakulam. The files received from other departments for remarks based on Industrial Dispute Act and Rules in respect of the above 7 Districts. Papers relating to issue of 'No Objection Certificate' for installing stone crusher units in the above 7 Districts. Declaring the Industries as Public Utility Service.
- A 2 Papers relating to Industrial Dispute of 7 Districts—Thrissur, Palakkad, Malappuram, Kozhikode, Kannur, Wayanad & Kasaragod. Papers relating to monthly reports of Labour Courts and Industrial Tribunals. Papers relating to Amendments and Modification under Industrial Dispute Act. Files received from other departments for remarks based on Industrial Dispute Act and Rules in respect of the above 7 Districts. Papers relating to periodical reports of pending cases of all Labour Courts and Industrial Tribunals. Papers relating to issue of 'No Objection

Certificate' for installing stone crusher units in the above 7 Districts. Declaring the Industries as Public Utility Service. Miscellaneous papers of the section.

**Labour and Skills (B) Department**  
**Ph. No. 2518409**

- B 1 Kerala Labour Welfare Fund Act and Rules, Kerala Labour Welfare Fund Board, Kerala Toddy Workers' Welfare Fund Act and Schemes [except appeal under Section 8 (5) of the Act], Unorganised Workers' Social Security Act, 2008 (Central Act), Kerala Unorganised Workers' Social Security Rules, Kerala Unorganised Workers' Social Security Board, Kerala Unorganised Workers Social Security Scheme, Kerala Unorganised Workers (Retired) Pension Scheme.
- B 2 All papers relating to the Factories and Boilers Department, Factories Act and Kerala Factories Rules, Kerala Factories (Welfare Officers) Rules, Indian Boiler Act and Rules, Indian Boiler Regulations, Kerala Boiler Attendants Rules, Kerala Boiler Operation Engineers Rules and Kerala Dangerous Machine Regulations Act and Rules and Establishment papers of Cashew Special Officer, Kollam and the miscellaneous papers.
- B 3 Papers related to exemption under Section 87, 88, 91 (A) of Employees State Insurance Act (1948).

**Labour and Skills (C) Department**  
**Ph. No. 2517168**

- C 1 Establishment Papers (Except Interest Free Medical Advance, Medical Reimbursement, Leave, Compassionate Employment, Disciplinary action) of Industrial Training Department and Government ITIs, Administration Report of ITD.
- C 2 Papers relating to the Inspection reports of the Training Department from Stores Purchase and Finance Departments, Purchase of equipments for the Department of Training, Miscellaneous papers in respect of Training Department, Papers relating to Private Industrial Training Centres, Training of Industrial Training Institutes and their Associations, Certificate holders of Industrial Training Institutes and their Apprenticeship Act and Rules, thereunder. Petition in respect of NTC/STC.

- C 3 Centrally Sponsored Scheme of Upgradation of ITIs into CoE, Administrative Sanction for Minor Works in Government ITIs, Starting of New ITIs, Post creations in ITDs, Upgradation of ITIs and Conversion of Trades, Continuous Sanction of Temporary posts in ITD, Vocational Training Improvement Programme of the Government of India, Rent of ITI Building & Hostels etc. All papers relating to Kerala Academy for Skills Excellence (KASE) and Kerala State Institute of Design.
- C 4 Interest Free Medical Advance, Medical Reimbursement, Leave, Compassionate Employment, Disciplinary action relating to the Staff of Industrial Training Department. Additional Authorization, Appropriation, Supplementary Demand Grand, Non Tax Revenues etc. relating to Industrial Training Department, Inspection Report of Accountant General and Audit Objection in respect of Industrial Training Department, Papers relating to PAC, Subject Committee, Miscellaneous Papers of Labour (C) Department.

### **Labour and Skills (D) Department**

**Ph. No. 2518097**

- D 1 Payment of Gratuity Act Kerala Bamboo, Kattuvally and Pandanus Leaf Workers Act and Rules/Board. Kerala Beedi and Sigar Workers Welfare Fund Act and Rules/Board. Income support Scheme, Bonus guidelines for public Sector Undertakings Labour Ministers Conference, Labour Secretary's Conference.
- D 2 Plantation Labour Act and Rules, Consolidation work other than LA Interpellations, Assurance, Subject Committee etc. Office orders relating to the Department, Plantation State Level meetings and connected subjects. Miscellaneous papers of the department.
- D 3 Establishment papers of Labour Commissionerate and Staff of Labour Department working in Industrial Tribunals and Labour Courts. Transfer and Postings and DPC (Higher) in respect of and above the District Labour Officers. Administrative Sanction for plan Schemes and purchase of furniture etc., rent of buildings, Medical reimbursement claims and time barred T.A. bills, Continuance sanction of posts in respect of Labour Department.

**Labour and Skills (E) Department**  
**Ph. No. 2518998**

- E 1 Minimum Wages, Minimum Wages Act, 1948 and Rules, Payment of Wages Act and Rules, Recommendation of Wage Board, Formation of Wage Board, Formation of Minimum Wages Committees, Minimum Wages Advisory Board, Wage Protection Scheme.
- E 2 All papers relating to—The Contract Labour (Regulation and Abolition) Act and Rules Industrial Relations Committee/Board, State Advisory Contract Labour Board, Inter-state migrant Workmen (Regulation of Work and Conditions of Service), Employees Provident Fund and Miscellaneous Provisions Act, 1952, Exemption from EPF & Miscellaneous Provisions Act, Enactment of all Welfare Fund Bills, Consolidation and Miscellaneous papers of the section, The Kerala Small Plantations Workers Welfare Fund Board/Scheme.
- E 3 All papers relating to the Equal Remuneration Act and Rules, The Sales Promotion of Employees (conditions of Service) Act and Rules, The Trade Union Act and Rules, The Motor Transport Workers Act and Rules, The Kerala Recognition of Trade Unions Act and Rules, Maternity Benefit Act and Rules, Industrial Employment (Standing Orders) Act and Rules, Working Journalists and other News Papers Employees Condition of Service and Miscellaneous Provisions Act and Rules, Working Journalists (Fixation of Rates of Wages) Act, The Child Labour (Proh. and Regulation) Act and Rules, Schemes and Regulations, The Kerala Payment of Subsistence Allowances Act and Rules, The Kerala Motor Transport Workers (Payment of Fair Wages) Act, The Kerala Industrial Establishment (National and Festival Holidays) Act & Rules, ILO Papers, Exemption from Kerala Shops and Commercial Establishment Act, The Kerala Shops and Commercial Establishment Act and Rules, The Employees Compensation Act and Rules, Papers on Child Labour, Grant-in-aid Schemes-Project, Proposals, The Bonded Labourer System (Abolition) Act, 1976, The Karala Jewellery Workers Welfare Fund Board, The Kerala Jewellery Workers Welfare Fund Act, Rules and Scheme.

**Labour and Skills (F) Department****Ph. No. 2517142**

- F 1 Establishment of Gazetted Officers of Insurance Medical Services Department Fixation of rent of ESI Dispensaries, Purchase of Medicines and Equipments, ESIC Share to Insurance Medical Services Department, Budget Proposals and Empanelment of Private/Government Hospitals.
- F 2 Establishment of Ministerial Staff and Non Gazetted Officers of Insurance Medical Services Department, Administration Report, Starting up/Upgradation of ESI Dispensaries and Setting up of Homoeo/Ayurveda Units, PAC/Subject Committee, Land Acquisition.
- F 3 ESI Scheme Implementation in new Geological areas, Request of employees/management for ESI Benefit, Renovation of ESI owned buildings, Shifting of Dispensaries, Cases/Anomalies of Staff in ESIC absorbed hospitals, Complaints of IPS regarding Medical Advance, reimbursement, lack of facilities etc., Re-constitution of ESIC Regional Board, Miscellaneous papers.

**Labour and Skills (G) Department****Ph. No. 2518995**

- G 1 Employment assistance—Wayanad, Kannur, Kasargode, Kozhikode Establishment papers of National Employment Service (Kerala), Papers relating to rent, telephone and vehicles of employment department.
- G 2 Employment assistance—Alappuzha, Kottayam, Idukki, Ernakulam, Thrissur, Palakkad, Malappuram Papers relating to ODEPC, KILE, CNV Act, Registration, seniority, renewal of employment Registration.
- G 3 Employment assistance (Thiruvananthapuram, Kollam and Pathanamthitta) Establishment papers of Presiding Officers of Industrial Tribunals and Labour Courts and Miscellaneous papers of the section.

**Labour and Skills (H) Department****Ph. No. 2518884**

- H 1 Kerala Unemployment Assistance Scheme. All Papers relating to Kerala Tailoring Workers Act, Scheme and Welfare Board.

- H 2 Kerala Motor Transport Workers Welfare Fund Scheme, Kerala Autorickshaw Workers Welfare Fund Scheme, Kerala Automobile Workshop Welfare Fund Scheme.
- H 3 All papers relating to Kerala Headload Workers Welfare Board, Papers relating to Kerala Headload Workers Act and Rules, Fixing of Wages of the headload workers.

**Labour and Skills (J) Department**  
**Ph. No. 2518494**

- J 1 Papers related to Kerala Building and other Construction Workers Welfare Board, Deputation matters of Kerala Building and other Construction Workers Welfare Board, Establishment matters of Kerala Building and other Construction Workers Welfare Board, Building and other Construction Workers Welfare Cess Act, Building and other Construction Workers (RE and CS) Act and Rules, MP's Conference, Collector's Conference, problems of workers in the respective categories but falling outside the purview of the above Welfare Fund Boards.
- J 2 Papers related to Kerala Cashew Workers Relief and Welfare Fund Board, Establishment matters of Kerala Cashew Workers Relief and Welfare Fund Board, Kerala Cashew Workers Relief and Welfare Act and Scheme, Kerala Cashew Workers Relief and Welfare Act and Rules, Relief to Cashew Workers of closed factories, Welfare Fund Boards (common papers), Welfare Fund Boards (LA questions), Plan Review meetings, convening Working Group meetings for plan schemes, Consolidation of budget proposals submitted by HODs., policy making of labour department, Chief Secretary's Conference with Secretaries, miscellaneous papers.
- J 3 Papers related to Aam Aadmi Bima Yojana, Papers related to Rashtriya Swasthya Bima Yojana, Comprehensive Health Insurance Scheme (CHIS), Deputation to Cashew Workers Relief and Welfare Fund Board, High Powered Supervisory Council meetings of CHIAK, Executive Committee meetings, Governing Body Meetings of CHIAK, Monthly progress report on RSBY CHIS.

**Labour and Skills (R) Department****Ph. No. 2517166**

- R 1 All papers relating to Kerala Abkari Workers Welfare Fund Board, Kerala Shops and Commercial Establishments Workers Welfare Fund Board, Problems of Workers in the respective categories but falling outside the purview of the above Welfare Fund Boards.
- R 2 Kerala Agriculture Workers Welfare Fund Act and Rules/Board, Kerala Tree Climbers Welfare Scheme, Kerala Agriculture Workers Pension.
- R 3 Papers relating to the Rehabilitation Plantation Limited, Kerala Handloom Workers Welfare Fund Act and Rules/board/Cess Act, REPCO Bank.

**Labour and Skills (S) Department****Ph. No. 2518184**

- S 1 Appeal under Section 11 (5) of the Kerala Abkari Workers Welfare Fund Act, 1989, Appeal under Section 8 (5) of the Kerala Motor Transport Workers Welfare Fund Act, 1985 (Thiruvananthapuram, Kollam, Pathanamthitta, Kottayam, Idukki), High Court cases related to Appeals. Implementation of e-Office in Labour and Skills Department and Section Miscellaneous.
- S 2 Appeal under section 11 (5) of the Kerala Abkari Workers Welfare Fund Act, 1989, Appeal under section 8 (5) of the Kerala Motor Transport Workers Welfare Fund Act, 1985 (Alappuzha, Ernakulam, Wayanad, Kozhikode) High Court cases related to Appeals.
- S 3 Appeal under Section 11 (5) of the Kerala Abkari Workers Welfare Fund Act, 1989, Appeal under Section 8 (5) of the Kerala Motor Transport Workers Welfare Fund Act, 1985 (Thrissur, Malappuram, Palakkad, Kasargod, Kannur), High Court cases related to Appeals.

**Labour and Skills (PS) Department****Ph. No. 2518349**

- P S Consolidation of L.A. Interpellations, Monitoring follow up action of Assurances, Various Legislative Committees, Draft/Para Audit Para, Consolidation of Monthly Business Statements, Monitoring of applications to the Right to Information Act.

## 25. LAW DEPARTMENT

**Accounts**

1. (1) GPF, GIS, SLI, FBS, Group Personal Accident Insurance Scheme etc. of all Officers and Maintenance of necessary Registers, T.A. Bills of Non Gazetted Officers and Nomination of Officers to various Boards, Funds, Committees etc.
- (2) Pay Bills, Preparation of Income Tax Statements and TDS of N.G.Os., Issuing L.P.C. and Salary Certificate

**Administration-I****Ph. No. 2518043**

2. (1) All matters relating to Gazetted Officers of and above the rank of Under Secretary and DPC (Higher)
- (2) Preparation of Budget and Reconciliation Works, Meeting of Chief Secretary with Secretaries, Staff Meeting in the Law Department and Administration of Official Language (Legislative) Commission
- (3) All matters relating to the Section Officers, Office Superintendents, Personal Assistants and Confidential Assistants, D.P.C. (Lower) Appointment of Reporters in the ILR (Kerala Series) and Administration of ILR.

**Administration-II****Ph. No. 2518864**

3. (1) Estt. Matters of Duffedars, Clerical Assistants, Attenders and Office Attendants and Holiday Duty postings
- (2) Estt. Matters of Legal Assistants Grade-II, Tamil and Kannada Translators
- (3) Cash, Contingencies, Payment of Telephone Bills and Fuel, Repair and Maintenance of Office Vehicles
- (4) Matters of typists, Binders, Roneo Operators, Drivers and issue of NLC and Miscellaneous matters of law(Administration) Department, Sanctioning of Medical Reimbursement claims and Journey sanction, Matters relating to the representation of SC/ST and OBC in the Law Department

- (5) Estt. Matters of Legal Assistants Grade-I, Assistant Legal Officers, Preparation of Seniority Lists, Loan and advances.

**Inspection**

**Ph. No. 2518863**

4. (1) Appointment of Advocate General, Additional Advocates General etc. and Government Law Officers in the High Court, Standing Counsel and Panel Counsel in the Supreme Court and the Law Officers at the District and Sub Court centers and Administration of the Advocate General
- (2) Payment of fee to Advocate General, Additional Advocate General, Director General of Prosecution, Special Government Pleaders, Public Prosecutors, Government Pleaders, Standing Counsel and Panel Counsel
- (3) Miscellaneous works relating to the office of Government Law Officers, Reciprocal arrangement for the conduct of cases with other States, opinion regarding appointment of Special Public Prosecutor, Printing and Supply of Registers, docket sheets etc. to Law Officers, supply of Law Journals to Law Officers and Implementation of State Litigation Policy
- (4) Actions against Government Law Officers, Administration of the Kerala Government Law Officers (Appointment and Conditions of Service) and Conduct of Cases Rules, Complaints, Disciplinary Action etc. against Government Law Officers, Inspection of Offices and Registers of Government Law Officers and Follow up action

**Suit-I**

**Ph. No. 2518027**

5. (1) Advice on pending litigation matters and on scope for appeal, revision etc. on files from General Administration, Law, Home and Power Departments
- (2) Advice on pending litigation matters and on scope for appeal, revision etc. on files from Revenue, Information Technology, Food and Civil Supplies, Consumer Affairs, Personnel and Administrative Reforms, Personnel and Administrative Reforms (Official Language) and Finance Departments

- (3) Advice on pending litigation matters and on scope for appeal, revision etc. on files from Industries and Commerce, Higher Education, Social Justice, Vigilance, Scheduled Castes/ Scheduled Tribes Developments, Backward Classes Development, Cultural Affairs and Housing Departments

**Suit-II**

**Ph. No. 2518246**

6. (1) Advice on pending litigation matters and on scope for appeal, revision etc. on files from Co-operation, Transport and Local Self Government Departments
- (2) Advice on pending litigation matters and on scope for appeal, revision etc. on files from Taxes, Forest and Wildlife, Science and Technology, Coastal Shipping and Inland Navigation and Election Departments
- (3) Advice on pending litigation matters and on scope for appeal, revision etc. on file from Public Works, Water Resources, Planning and Economic Affairs, Animal Husbandry, Dairy Development, Environment and Agriculture Departments

**Suit-III**

**Ph. No. 2518246**

7. (1) Advice on pending litigation matters and on scope for appeal, revision etc. on files from General Education, Store Purchase, NORKA and Information and Public Relation Departments
- (2) Advice on pending litigation matters and on scope for appeal, revision etc. on files from Health and Family Welfare, Labour and Rehabilitation, Fisheries, Sports and Youth Affairs and Parliamentary Affairs Departments and those not specifically allotted to any other seat

**Library**

**Ph. No. 2518392**

8. General Administration of the Library, Purchase of Books and e-Materials, Subscription of Journals, Maintenance of Stock-Registers, Periodicals and Payment thereof, arrangement and sending of journals to Government Press for Binding,

Reference Services, updating of Telephone Directory of Law Department, Subjects relating to the implementation of the decision of Inter State Council

**Monitoring Cell**

**Ph. No. 2518858**

9. (1) Monitoring of Government cases coming under the District Collectorates, Controlling the Head of Account 2014-00-114-LA and C-98, 2014-00-114-98 Government Pleader Offices and Public Prosecutors Fee
- (2) Monitoring of Government cases in the Heads of Departments and other Miscellaneous Works

**Nodal**

**Ph. No. 2517299**

10. (1) Administration of Intellectual Property Rights and related matters, Project implementation, Project of Modernization of Law Department and Court Cases Monitoring Solution for Law Officers (CCMS), E-Governance initiatives in Law Department and convening of Monitoring Committee in the Law Department
- (2) Website Management of Law Department, Training and preparation of course syllabus and matters incidental thereto, Content updating in respect of Law Department in the Kerala State Web Portal, Liaison with Legal Assistants engaged in CCMS Projects and matters connected with Online filing of Property Returns

**Publication**

**Ph. No. 2518410**

- 11 (1) Publication of Annual Volumes of Acts and Ordinances, preparation and publication of Annual List of Enactments in Kerala, Correspondence with other States, Maintenance of Registers containing the dates on which the Acts came into force, Updation of Folders of Central Enactments alphabetically A to K

- (2) Re-Publication of the Acts of Central Government, Offering State views on Law Commission Reports, Bills of Central Government and other legislative matters to the Central Government on files received from the Government of India or any Other Central Entity, Obtaining Acts and Ordinances from other States on reciprocal basis, Handling of Government of India Gazette, Updation of Folders of Central Enactments alphabetically L to S
- (3) Preparation of State Codes and the periodical revision thereof, Reprinting of State Enactments, Updation of Folders of Central Enactments alphabetically T to Z and Offering views on Law Commission Reports, Bills of Central Government and other legislative matters to the Central Government on files received from the Department in the Kerala Government Secretariat
- (4) Maintenance and Distribution of folder volumes of Central Acts and State Acts, Updation of Folders of all State Enactments, Handling of State Gazette and preparation and Publication of Index of the Statutory Rules and Notifications

**Parliamentary**

**Ph. No. 2517185**

12. Papers connected with the Kerala Legislative Assembly, Lok Sabha and Rajya Sabha, Consolidation of Questions and Supplying answers, Works relating to Right to Information Act, 2005 and Internal Audit of Law Department

**Unified Special Cell**

**Ph. No. 2518353**

13. Scrutiny and Translation of Rules under the Kerala Panchayat Raj Act and the Kerala Municipality Act, Translation and Opinion on such Rules, Translation works of Legislation (C) Section received as per the orders of the Additional Secretary of that Branch

**KLBF****Ph. No. 2518048**

14. (1) Accounts, Keeping of Registers, Vouchers, Cheque Books, Preparation of Budget and Treasury Accounts, Inspection of Appellate Authorities and Tribunals and follow up actions etc. relating to the Kerala Legal Benefit Fund, Matters relating to Law Reforms Commission
- (2) Administration of Advocates' Welfare Fund and Advocate Clerks' Welfare Fund, Meetings and allied matters, Annual Administration Reports of Welfare Funds.

**Conveyancing Cell****Ph. No. 2518498**

15. (1) Scrutiny of deeds, Conveyancing, opinion matters relating to stamp duty and registration of conveyancing documents from Higher Education, Coastal Shipping and Inland Navigation, Environment, Finance, Fisheries and Ports, Forest and Wildlife, General Administration, Home, Labour and Rehabilitation, Law, Local Self Government, NORKA, Parliamentary Affairs, Public Works, Revenue, Sports and Youth Affairs, Stores Purchase, Taxes, Transport, Vigilance and Water Resources Departments
- (2) Scrutiny of deeds, Conveyancing, opinion matters relating to stamp duty and registration of conveyancing documents from General Education, Industries and Commerce, Agriculture, Animal Husbandry, Dairy Development, Consumer Affairs, Co-operation, Information Technology, Cultural Affairs, Election, Health and Family Welfare, Power, Personnel and Administrative Reforms, Housing, Food and Civil Supplies, Consumer Affairs, P and ARD (Official Languages), Scheduled Castes/Scheduled Tribes Development, Backward Classes, Information and Public Relations, Planning and Economic Affairs, Social Justice, Tourism and Technology Departments.

**Official Language (Publication) Cell****Ph. No. 2517066**

16. (1) Translation of important judgments of the Supreme Court, High Court enactments not so far translated, Notification, Government Orders and Publication of Niyama Dhvani
- (2) Translation of judgment, Collection of the details of Acts already translated and all other Miscellaneous Works.

**Legislation-A****Ph. No. 2518044**

17. (1) Main and Subordinate Legislation including translation from Malayalam to English and vice versa of Finance, Election, Tourism and Taxes (G) Departments
- (2) Main and Subordinate Legislation including translation from Malayalam to English and vice versa of Taxes [except Taxes (G) Dept.] and Store Purchase Departments.

**Legislation-B****Ph. No. 2518738**

18. (1) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of General Administration, Personnel and Administrative Reforms, Personnel and Administrative Reforms (Official Language), Scheduled Castes/Scheduled Tribes Development, Backward Classes Development and Revenue (Devaswom) Departments
- (2) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Revenue (except Devaswom) Departments.

**Legislation-C****Ph. No. 2518085**

19. (1) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Local Self Government Department (except those relating to Panchayat Raj Act)

- (2) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Labour and Rehabilitation Department
- (3) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Local Self Government relating to Panchayat Raj Act and Industries and Commerce Departments.

**Legislation-D**

**Ph. No. 2518738**

- 20. (1) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Housing and Cultural Affairs Departments, Unification of Laws, Repeal and Savings of Enactments and Miscellaneous
- (2) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Transport, General Education and Sports and Youth Affairs Departments.

**Legislation-E**

**Ph. No. 2517337**

- 21. (1) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Home and Information and Public Relation Departments
- (2) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Food and Civil Supplies, Consumer Affairs and Vigilance Departments.

**Legislation-F**

**Ph. No. 2517204**

- 22. (1) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Law, Public Works and Power Departments
- (2) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Water Resources, Science and Technology and Environment Departments.

**Legislation-G**  
**Ph. No. 2518821**

23. (1) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Forest and Wildlife and Planning and Economic Affairs Departments
- (2) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Higher Education Department.

**Legislation-H**  
**Ph. No. 2518084**

24. (1) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Health and Family Welfare, Social Justice and Non Resident Keralites Affairs Departments
- (2) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Co-operation Department.

**Legislation-I**  
**Ph. No. 2518084**

25. (1) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Fisheries and Ports and Coastal Shipping and Inland Navigation Departments and Department not Specifically Allotted to any Section
- (2) Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Agriculture, Animal Husbandry, Dairy Development, Parliamentary Affairs and Information Technology Departments.

**Tamil Translation**  
**Ph. No. 2518793**

26. Translation from Malayalam/English to Tamil and vice versa.

**Kannada Translation**  
**Ph. No. 2518793**

27. Translation from Malayalam/English to Kannada and vice versa.

**Opinion-D****Ph. No. 2518990**

28. (1) Offering Legal Advice on files from Public Works, Housing, Fisheries and Ports, Coastal Shipping and Inland Navigation and Taxes Departments
- (2) Offering Legal Advice on files from Agriculture, Animal Husbandry, Dairy Development, Forest and Wildlife, Food and Civil Supplies, Consumer Affairs, Social Justice and Co-operation Departments
- (3) Offering Legal Advice on files from Planning and Economic Affairs, Science and Technology and Local Self Government Departments.

**Opinion-E****Ph. No. 2518619**

29. (1) Offering Legal Advice on files from Personnel and Administrative Reforms (Official Language), Law, Home and Vigilance Departments and Scrutiny of Prosecution Sanction
- (2) Offering Legal Advice on files from Cultural Affairs, Scheduled Castes/Scheduled Tribes Development, Backward Classes Development, Non-Resident Keralites Affairs Departments and Administration and Opinion of Personal Laws
- (3) Offering Legal Advice on files from General Administration and files relating to Withdrawal of Prosecution.

**Opinion-F****Ph. No. 2518417**

30. (1) Offering Legal Advice on files from General Education, Higher Education, Labour and Rehabilitation, Sports and Youth Affairs Departments and works relating to the Sports Appellate Authority
- (2) Offering Legal Advice on files from Health and Family Welfare, Power, Environment, Election, Information and Public Relations, Stores Purchase and Parliamentary Affairs
- (3) Offering Legal Advice on files from Tourism, Transport, Information Technology, Water Resources and Finance Departments.

**Opinion-G**

**Ph. No. 2518417**

31. (1) Offering Legal Advice on files from Revenue (Spl. Cell), (Revenue-N) and Industries and Commerce Departments and Department not specifically allotted to any Section.
- (2) Offering Legal Advice on files from Revenue Department (except Revenue-N Special Cell) and on matters coming under the Companies Act, Administration of Kerala Court Fees and Suit Valuation Act.

**Opinion-H**

**Ph. No. 2518380**

32. (1) Administration of Kerala State Legal Services Authority, Renewal and Re-appointment of Notaries.
- (2) Appointment, Disciplinary action and Extension of Area of Practice of Notaries, Verification of Annual Returns of Notaries and Publication of List of Notaries.
- (3) Inspection of office and Registers of Notaries, Administration of Kerala State Human Rights Commission, Action Taken Reports on the Recommendations of State Human Rights Commission.

**Records**

**Ph. No. 2518881**

33. Receipt, Distribution and Keeping of disposals and records.

**Office Tappal Despatch**

**Ph. No. 2518390**

34. Receiving and Distribution of Tappal, Distribution and Maintenance of furniture, Supply of Stationery and other articles, Office accommodation and Binding.

**Office (Translation)**

**Ph. No. 2517158**

35. Consolidation and furnishing of Monthly Business Statement to P & ARD, Supply of Stationery and other articles to Legislation, Tamil Translation and Kannada Translation Wings, Statement on the Official Language.

26. LOCAL SELF GOVERNMENT DEPARTMENT  
**Local Self Government (Accountability-A) Department**  
**Ph. No. 2518879**

**AA 1**

Matters related to Performance Audit, Special Audit and enquiry in respect of Corporations, Municipalities and Grama Panchayats of Idukki, Alappuzha, Malappuram, Kannur and its follow up actions.

Papers related to training of Performance Audit Teams.

Operation of fund provided under Head of Account '2251-00-090-97-SPAA', Performance Audit Authority and State Performance Audit Officer.

General matters related to Performance Audit including issue of common instructions/circulars.

**AA 2**

Matters related to Performance Audit in Block/District Panchayats including conduct of Special Audit and enquiry and follow up action on the reports.

Publication of Annual Performance Audit Report.

Sanctioning of T.A. of Performance Audit and Regional Performance Audit Teams.

LA Interpellation connected with Performance Audit and allied matters.

**AA 3**

Matters related to Performance Audit, Special Audit and enquiry in respect of Districts other than Idukki, Alappuzha, Malappuram, Kannur and its follow up actions.

Miscellaneous papers in the section.

**Local Self Government (Accountability-B) Department**  
**Ph. No. 2518907**

**AB 1** All papers including LA Interpellations related to the audit conducted by Director and Deputy Directors of Local Fund Audit and Local Fund Accounts Committee and follow up action of the

reports in respect of Grama Panchayats, Municipalities and Corporations of Thiruvananthapuram, Kollam, Alappuzha, Pathanamthitta, Kottayam Districts and Municipalities and Corporations of Malappuram, Wayanad, Kozhikode, Kannur and Kasargod Districts.

- AB 2** All papers including LA Interpellations related to the inspection conducted by Finance Inspection Wing and follow up action of the reports.

All papers including LA Interpellations related to the audit conducted by Director and Deputy Directors of Local Fund Audit and Local Fund Accounts Committee and follow up action of the reports in respect of Grama Panchayats of Malappuram, Wayanad, Kozhikode, Kannur and Kasargod Districts.

Miscellaneous papers in the section.

- AB 3** All papers including LA Interpellations related to Store Purchase inspection and follow up action of the reports.

All papers including LA Interpellations related to the audit conducted by Director and Deputy Directors of Local Fund Audit and Local Fund Accounts Committee and follow up action of the reports in respect of Grama Panchayats, Municipalities and Corporations of Idukki, Ernakulam, Thrissur and Palakkad Districts.

All papers including LA Interpellations related to audit of other institutions/Departments under LSGD.

### **Local Self Government (Accountability-C) Department**

**Ph. No. 2518151**

#### **AC 1**

Follow up action on the audit of Grama Panchayats by Accountant General.

All papers on Audit Monitoring Committee.

Follow up action on the audit of District Panchayat by Local Fund Audit Director (Thrissur to Kasargod).

#### **AC 2**

Follow up action on the audit of Block and District Panchayats by Accountant General.

Reforms in Finance and Accounting System and training on them.

Furnishing of remarks sought by other Departments in Secretariat and Head of Departments on matters of transferred subject and institutions.

All papers relating to Local Fund Accounts Committee (Block Panchayat).

### AC 3

DLFA Audit Report (Thiruvananthapuram to Ernakulam).

Follow up action on Accountant General Audit (Municipality and Corporation).

Inspection of office of HODs under LSGD on performance audit.

Miscellaneous.

### **Local Self Government (Development-A) Department**

#### **Ph. No. 2517022**

### DA 1

Convening of Co-ordination Committee Meeting.

Issue of Clarifications/Circulars/Guidelines and orders on Decentralisation including planning, implementation, monitoring and evaluation.

Follow up action on the decisions of Co-ordination Committee Meetings.

Issue of guidelines for the implementation of various schemes to be implemented by the Local Self Governments.

LA Interpellations of general nature regarding Decentralisation.

Giving accreditation to various institutions as accredited agencies for implementation of schemes in Local Self Governments.

### DA 2

All papers relating to Decentralised Planning in the Grama Panchayats.

Appeals against DPC decisions in respect of schemes which require Government approval.

Complaints on the irregularities in the implementation of various schemes of Grama Panchayats.

All papers regarding road works in the Grama Panchayats.

**DA 3**

Appeals against DPC decisions in respect of District Panchayats.

Miscellaneous papers of the Section.

Papers received from the various Legislative Committees related to Grama Panchayats.

All papers relating to Grama Sabhas.

Matters/Complaints regarding installation and maintenance of Streetlights, Water taps, Wells, Tube Wells under Grama Panchayats.

**Local Self Government (Development-B) Department**

**Ph. No. 2518083**

**DB 1**

All papers related to—

The functioning of District Panchayats including Decentralised Planning.

Complaints and Vigilance cases on various projects implemented by District Panchayats.

Various Legislative Committee reports in respect of the schemes of District Panchayats.

State Level Bankers Committee meeting.

Housing schemes of LSG Institutions.

**DB 2**

All papers related to—

Papers relating to Community Halls, Shopping Complex, Stalls, Markets, Slaughter house and Bus stand of all LSG Institutions.

Matters connected with the functioning of District Panchayats.

Institutions/Assets transferred to all LSG Institutions (Agriculture, Animal Husbandry, Dairy Development, SSA, General/Higher/Technical Education, Fisheries, Health-Homoeopathy, Ayurveda, Social Welfare, Scheduled Caste Development, Scheduled Tribe Development, Industries, Co-operation).

Papers related to Asset Development of MLAs with respect to the above subjects.

Hydel Projects of all LSG Institutions.

Preparation of Asset Register of LSG Institutions and follow up action.

**DB 3**

All papers related to—

District Planning Committees.

Road works in District Panchayats.

Burial and burning grounds of LSG Institutions.

Matters/Complaints regarding installation and maintenance of Roads, Streetlights, Water taps, Wells, Tube Wells under District Panchayats.

Miscellaneous papers in the Section.

Purchase and maintenance of vehicles of all LSGs.

**DB 4**

The Functioning of District Panchayats including Decentralised Planning.

Complaints and Vigilance cases on various projects implemented by District Panchayats

Various Legislative Committee reports in respect of the schemes of District Panchayats

State Level Bankers Committee Meeting

Housing schemes of LSG Institutions other than LIFE housing project WP(C)s related to district panchayats projects, housing schemes etc

Applications under RTI related to Housing schemes, District Panchayats various projects, etc.

**Local Self Government (Development-C) Department**

**Ph. No. 2518687**

**DC 1**

Sewage disposal and dumping grounds and solid waste management under all LSG Institutions and Departments.

Rehabilitation of Street Vendors.

Plan Schemes of Town Planning Department.

Establishment matter and fund allocation of Partner Kerala Mission.

Petition against removal of bunks.

Plan schemes of Suchitwa Mission (except establishment matters)  
Central schemes Swachh Bharat Mission (Gramin and Urban) [vide O.O. 11/2008/LSGD, dated 18-12-2008].

**DC 2**

Papers relating to State and Centrally Sponsored Schemes of Urban LSG.

Construction and maintenance of Swaraj Bhavan.

Plan Schemes relating to Development Authorities.

Urban Development Schemes relating to Kudumbasree and KSUDP.

All State sponsored schemes. [vide O.O. 11/2008/LSGD, dated 18-12-2008].

**DC 3**

Papers relating to works of Municipalities and Corporations including tender excess.

OPs., Writ Petitions/LA Interpellations relating to Development and Planning in Urban Local Governments.

Plan Schemes of Urban Affairs Department.

Monitoring of OPs/WPs of all development sections.

Miscellaneous papers of the section.

MLA's Asset Development Fund and Local Development Schemes.

Construction and Maintenance of Municipalities and Corporation Roads.

Assembly Committee Petitions. Welfare Pension Schemes under all LSGIs.

**Local Self Government (Development-D) Department**

**Ph. No. 2517013**

**DD 1**

Prime Minister Gram Sadak Yojana (PMGSY).

Indira Awas Yojana.

Integrated Watershed Management Programme (IWMP).

NABARD RIDF.

Hariyali Project.

**DD 2**

Functions of Block Panchayat under Decentralisation.

Mahatma Gandhi National Employment Guarantee Scheme.

Ayyankali Urban Employment Guarantee Act.

Residuary work of IRDP, TRYSEM.

Appeal against decision of DPC/Co-ordination Committee in respect of Block Panchayat.

Sampoorna Grameen Rozgar Yojana.

### **DD 3**

Papers related to Trade fair/Regional SARAS Mela.

Irregularity in the implementation of schemes under Block Panchayat.

Provision of Urban amenities in Rural Area (PURA).

Swarnajayanti Gram Swarazgar Yojana (SGSY).

Mahila Kissan Sasakthikaran Abhiyan (MKSP).

Socio Economic Caste Census (SECC).

BPL Survey.

Miscellaneous papers in the Section.

## **Local Self Government (Establishment—Panchayat-A) Department Ph. No. 2517029**

### **EPA 1**

Establishment of Junior Bill Collectors, Clerks, Senior Clerks/ Accountants, Head Clerks of the Panchayat Department including that of District Panchayat and excluding that of Block Panchayats (Except the subject of Compassionate Employment of dependents of the staff and Medical claims of the staff dealt with the seat).

Papers relating to schools and establishment of teachers under Grama and District Panchayats. (vide O. O. No. 04/2010/LSGD, dated 6-2-2010)

Formation, Amendment of Special Rules for the staff under Panchayat Department.

### **EPA 2**

Establishment matters of :—

Employees of Panchayat Department such as Office Attendant, Drivers, Sanitary Inspectors, Librarians etc.

All Part time and Full time contingent employees in District and Grama Panchayats viz. Part time/ Full time Sweeper, Scavenger, Night Watchman, Water Meter Reader, Pump Operator, Attender, Nursery School Ayah, Siren Operator, Engine Operator, Pound Keeper, Ferryman, Casual Labourers.

Wage Committee for examining the wage of contingent employees of whole institutions/departments under LSGD (Except Compassionate Employment of the staff and the Medical Claim of the staff dealt with the seat).

### **EPA 3**

Compassionate Employment of dependents of the staff from Part Time Sweepers to Head Clerks in the Panchayat Department.

Medical claims of the staff up to and including Head Clerks in the Panchayat Department.

Papers relating to Anganawady.

Creation of Supernumerary posts and allied matters.

Monitoring OPs/WPs of all establishment sections.

Miscellaneous papers of the section.

Miscellaneous papers of LSGD which are not defined and assigned to any other section.

## **Local Self Government (Establishment—Panchayat-B) Department**

**Ph. No. 2518845**

### **EPB 1**

Establishment matters of Assistant Directors, Deputy Directors, Joint Directors, Administrative Assistants, Senior Superintendents, Junior Superintendents of Panchayat Department.

Administration Report of Panchayat Department.

Establishment papers of Panchayat Secretaries.

Establishment matters of District Panchayat Secretaries and Finance Officers of District Panchayats.

Compassionate Employment of dependent of the staff dealt with in the seat.

### **EPB 2**

Disciplinary Proceedings against all staff of the Department of Panchayat working in Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki and Ernakulam Districts.

Miscellaneous papers in the Section.

### **EPB 3**

Disciplinary proceedings against all staff of the Department of Panchayat working in Thrissur, Palakkad, Malappuram, Kozhikode, Kannur, Kasaragod and Wayanad Districts.

General papers on disciplinary matters of the Panchayat Department.

**Local Self Government (Establishment—Rural Development-A)  
Department  
Ph. No. 2517005**

**ERA 1**

Deployment of Ministerial Staff in LSGIs.

Establishment of Ministerial Staff of Block Panchayats (Clerk, Senior Clerk, Head Clerk).

**ERA 2**

Organisational set up and Work Distribution in Whole Wings and Sections in LSGD at Secretariat Level—Review, Modification etc.

Liaison Work on Visits of Foreign as well as Indian Delegates.

Establishment Papers of Block Development Officers, Joint Block Development Officers.

Miscellaneous Papers Relating to the Section.

**ERA 3**

Establishment papers of Assistant Development Commissioners, Deputy Development Commissioners, Joint Development Commissioners, Additional Development Commissioners, Assistant Project Officers etc.

Compassionate Employment Assistance to all Categories Relating to the Section.

General Miscellaneous papers in the Department with Establishment nature.

**Local Self Government (Establishment—Rural Development-B)  
Department**

**Ph. No. 2518145**

**ERB 1**

All papers related to the Disciplinary action against the staff of Rural Development Department in respect of Thrissur, Palakkad, Malappuram, Wayanad, Kannur, Kozhikode and Kasargod Districts.

Formulation/Amendment of Special Rules for staff in Rural Development Department.

Miscellaneous papers in the section.

**ERB 2**

Establishment papers relating to Drivers, Class IV Employees, Ministerial Service (Typists of all categories, Junior Superintendents, Senior Superintendents), Casual Labourers of Rural Development Department.

Establishment papers of Village Extension officer, LVEO, Extension Officer (WW), GEO.

Administration Report of Rural Development Department.

Establishment matters of Extension Officer (Housing) Gr. I, Extension Officer (IRD) and Extension Officer (P & M).

Establishment papers of Assistant Sericulture Officers & Drivers who were deployed from SERIFED to Rural Development Department.

**ERB 3**

All papers related to the Disciplinary Action against the staff of Rural Development Department in respect of Thiruvananthapuram, Kollam, Alappuzha, Kottayam, Idukki, Pathanamthitta and Ernakulam Districts.

Establishment papers of DWWOs, Co-ordination (DWRA, W and CP), GT and EO, Residuary work of Functional Literacy Project.

**Local Self Government (Establishment—Urban) Department****Ph. No. 2517103****EU 1**

Establishment matters of all Offices of Director of Urban Affairs and higher level officers of Municipal Common Service including disciplinary action.

All subjects related to Electricity Wing of Thrissur Corporation.

Administration Report of Municipal Administration Department.

**EU 2**

Establishment matters and disciplinary cases relating to all non-gazetted staff of Municipal Common Service.

**EU 3**

Employment Assistance to the dependents of those who died while in service in Municipalities/Corporations in 5 districts and Directorate of Urban Affairs.

Establishment matters and disciplinary cases relating to all Last Grade Servants, Drivers, Contingent Workers, CLR Workers of all the Municipalities and Corporations.

Pension papers relating to retired hands in Municipal Common Service.  
 Fixation of rent of buildings taken on rent for the office use of all LSG Institutions and Departments coming under Local Self Government Department.

**EU 4**

Employment Assistance to the dependents of those who died while in service in Municipalities, Corporations and Directorate of Municipal Administration.

Special Rules of Municipal staff.

Establishment papers of Town and Country Planning Department  
 Miscellaneous papers of the section.

Administration reports of Town and Country Planning Department.

**Local Self Government (Institution-A) Department**

**Ph. No. 2517147**

**IA1**

All papers related to Kudumbasree.

**IA 2**

All papers relating to

Kerala State Rural Development Board (defunct).

Capital City Development.

KSUDP and predecessor projects.

KURDFC.

Monitoring of OPs/WPs of all institutional sections.

All papers related to Suchitwa Mission.

**IA 3**

All Papers related to

Valluvanad Infrastructure Development Authority.

Thrissur Development Authority.

Kollam Development Authority.

Greater Cochin Development Authority.

Goshree Island Development Authority.

Residuary work of defunct Development Authorities.

**IA 4**

All papers related to Thiruvananthapuram Development Authority (TRIDA) and Calicut Development Authority (CDA).

All papers related to Clean Kerala Company Limited (Total Sanitation Mission).

Miscellaneous papers of the section including General and Miscellaneous papers of institutional nature and Consolidation of LA Interpellations.

**Local Self Government (Institution-B) Department**

**Ph. No. 2518611**

**IB 1**

All papers relating to Attappady Hills Area Development Society including establishment matters.

All matters including establishment of RIB, FP and NC.

All matters including Establishment of PAD (K).

Matters including establishment relating to Kerala Rural Employment and Welfare Society (KREWS) and Kerala Artisans and Skilled Workers Employment Society.

Residuary papers relating to DRDAs and matters of Poverty Alleviation Units.

Information Kerala Mission.

**IB 2**

All matters including establishment matters of KILA, SIRD, ETCs, KERAMS.

All types of trainings, Workshops, Study Tours imparted to officials and elected members.

Miscellaneous papers in the section.

**Local Self Government (Financial Matters) Department**

**Ph. No. 2518627**

**FM 1**

Non Plan Grant to Local Self Government Institutions.

Plan Fund allocation to all Local Self Government Institutions.

Monthly Expenditure Statement.

Budget Papers of Tribunal for Local Self Government Institutions.

Budget Papers relating to Municipal Administration Department and Municipalities.

Budget papers of Town and Country Planning Department.

Papers on property tax, profession tax and advertisement tax of Local Governments.

## **FM 2**

Plan review of all departments under LSGD.

Budget papers of Panchayat Department.

Opening of Accounts in Banks.

Subject Committee, PAC and Draft para.

Permissive sanction to Local Governments.

## **FM 3**

Papers relating to Central Finance Commission.

Entertainment Tax.

Papers relating to State Finance Commission—Report and follow up including monitoring of recommendations.

Papers relating to Budget of Rural Development Department.

Miscellaneous papers of the Section.

All papers relating to water supply schemes of all LSG Institutions.

## **Local Self Government (Election Matters) Department**

**Ph. No. 2518753**

## **EM 1**

No Confidence Motion.

Request on change of reservation in LSG Institutions.

Dissolution of LSG Institutions.

Issuance/surrender of Identity Card to elected members of all LSG Institutions.

Resignation of Members.

Conduct of elections and related papers.

Swearing of members.

Complaints on irregularity in elections of LSG Institutions.

## **EM 2**

Establishment/Complaints/Allegations against elected members of all LSG Institutions—District/Block/Grama Panchayat.

OP/WP (General) relating to election of elected members.  
 Election to Municipalities and Corporations.  
 Delinking of Panchayats from Municipalities.  
 Creation of new Municipalities.  
 Delimitation cases and Delimitation Commission.  
 Establishment of complaints, allegations against elected Councillors,  
 Standing Committee Members, Mayor and Chairman.  
 Medical Aid to elected representatives of LSG Institutions.  
 Election Commission - Estt.  
 Election Commission - Election Issues.  
 Election Commission - General.

**EM 3**

Bifurcation of Panchayats.  
 Delimitation of wards in Panchayats, Municipalities and Corporations.  
 Change of name and naming of LSG Institutions.  
 Change of Headquarters of LSG Institutions.  
 Monitoring of OPs/WPs of Election and Finance Sections.  
 Miscellaneous papers of the section.  
 Incentives and Awards to Local Self Government Institutions.

**Local Self Government (Regulatory-A) Department****Ph. No. 2518688****RA 1**

All papers relating to the construction of buildings with regard to the Kerala Municipality Building Rules, 1999, Kerala Panchayat Building Rules, Kerala Municipality Act, 1994, Kerala Panchayat Raj Act, 1994, CRZ Notification, regularization of unauthorized construction, complaints regarding constructions in violation of KM Act, KMBR, Kerala Panchayat Raj Act etc., and enquiry reports of STP (Vig.), etc. of the districts of Thiruvananthapuram (except Thiruvananthapuram Corporation), Alappuzha and Pathanamthitta.

Permit for mobile towers in the above districts. (vide O.O. No. 3/2015/LSGD, dated 17-6-2015).

Papers related to the Kerala Coastal Zone Management Authority Meeting.

**RA 2**

All papers relating to the construction of buildings with regard to the Kerala Municipality Building Rules, 1999, Kerala Municipality Act, 1994, CRZ Notification, regularization of unauthorized construction, complaints regarding constructions in violation of KM Act, KMBR and enquiry reports of STP (Vig.) etc. relating to the Corporation of Thiruvananthapuram.

Permit for mobile towers relating to the Corporation of Thiruvananthapuram. (vide O.O. No. 3/2015/LSGD, dated 17-6-2015).

**RA 3**

All papers relating to the construction of buildings with regard to the Kerala Municipality Building Rules, 1999, Kerala Panchayat Building Rules, Kerala Municipality Act, 1994, Kerala Panchayat Raj Act, 1994, CEZ Notification, regularization of unauthorized construction, Planning Department, complaints regarding constructions in violation of KM Act, KMBR, Kerala Panchayat Raj Act etc., and enquiry reports of STP (Vig.) etc. relating to Kollam, Kottayam and Idukki districts.

Permit for mobile towers in the above districts. (vide O.O. No.3/2015/LSGD, dated 17-6-2015).

Papers relating to the vigilance wing of town planning including its budget and vehicle.

**Local Self Government (Regulatory-B) Department**

**Ph. No. 2518663**

**RB 1**

All papers relating to the construction of buildings with regard to the Kerala Municipality Building Rules, 1999, Kerala Panchayat Building Rules, Kerala Municipality Act, 1994, Kerala Panchayat Raj Act, 1994, CRZ Notification, regularization of unauthorized construction, complaints regarding constructions in violation of KM Act, KMBR, Kerala Panchayat Raj Act etc., and enquiry reports of STP (Vig.) etc. of the districts of Ernakulam and Palakkad.

Permit for mobile towers in the above districts. (vide O.O. No. 3/2015/LSGD, dated 17-6-2015).

**RB 2**

All papers relating to the construction of buildings with regard to the Kerala Municipality Building Rules, 1999, Kerala Panchayat Building Rules, Kerala Municipality Act, 1994, Kerala Panchayat Raj Act, 1994,

CRZ Notification regularization of unauthorized construction, complaints regarding constructions in violation of KM Act, KMBR, Kerala Panchayat Raj Act etc., and enquiry reports of STP (Vig.) etc. of the districts of Thrissur, Kannur and Kasargod.

Permit for mobile towers in the above districts. (vide O.O. No. 3/2015/LSGD, dated 17-6-2015).

Miscellaneous papers of the Section.

### **RB 3**

All papers relating to the construction of buildings with regard to the Kerala Municipality Building Rules, 1999, Kerala Panchayat Building Rules, Kerala Municipality Act, 1994, Kerala Panchayat Raj Act, 1994, CRZ Notification regularization of unauthorized construction, complaints regarding constructions in violation of KM Act, KMBR, Kerala Panchayat Raj Act etc., and enquiry reports of STP (Vig.) etc. of the districts of Wayanad, Malappuram and Kozhikode.

Permit for mobile towers in the above districts (vide O.O No. 3/2015/LSGD, dated 17-6-2015).

## **Local Self Government (Regulatory-C) Department**

**Ph. No. 2518630**

### **RC 1**

Land acquisition by various LSG Institutions and Development Authorities.

Eviction of encroachments.

Transfer of land to all LSG Institutions.

### **RC 2**

Entertainment tax of LSG Institutions (exemption, complaint etc.).

Building/Property tax of LSG Institutions (exemption, complaint etc.).

Papers relating to parking fees, other taxes, levies, license fee etc. (exemption, complaints etc.).

Tax evasion cases (Prevention).

Exhibitions and Tournaments.

Naming of Roads, erection of statutes and memorials, advertisement boards and hoardings.

Renumbering of existing houses consequent to delimitation of wards and for preparation of voters list.

### **RC 3**

Ferries.

Fishing rights.

Take over of roads of LSG Institutions by PWD.

Removal of sand from rivers.

Licenses under D and O factories and Trade Rules and other Licenses.

Registration of marriages.

Papers relating to stray dogs (ABC programme).

Prevention of Food adulteration.

Matters/Complaints regarding use of loud speakers, fire works and cutting of trees/branches which are likely to be dangerous to human life, health or property. (vide O.O. No. 26/2010/LSGD, dated 7-7-2010).

### **RC 4**

Assignment of land and river Poramboke of LSG Institutions.

Preservation of lands of LSG Institutions and removal of encroachments.

Single Window Clearance Scheme.

Water sources consumption/storage water drinking facilities.

Miscellaneous papers of the section.

### **Local Self Government (Regulatory-D) Department**

**Ph. No. 2517030**

### **RD 1**

Kerala Panchayat Raj Act, 1994.

Framing/Amendment of Rules under the KPR Act.

Issuance of clarifications under KPR Act and Rules.

Papers on Consultative Committee

### **RD 2**

Act and Rules relating to Municipalities and Corporations.

Bye-laws of Corporations and Municipalities.

Building Rules—KMBR and KPBR.

Town Planning Act and preparation and approval of Town planning schemes under Town Planning Act.

Issuance of clarifications under the above Acts and Rules.

### **RD3**

General nature WPs/OPs connected with Kerala Panchayat Raj Act and Rules and Municipalities Act and Rules.

Papers relating to SFC recommendations in respect of KPR Act and Municipalities Act.

Act and Rules common to Local Bodies.

Rules under the Kerala Village Court Act.

Miscellaneous papers of the section and General/Miscellaneous papers of regulatory nature.

### **Local Self Government (Parliament) Department**

**Ph. No. 2517123**

### **PS 1**

Follow up action on Assembly questions and entrusting answers to Assembly.

Follow up action of Lok Sabha and Rajya Sabha questions.

Assurance of the Ministers on the floor of the Assembly—Co-ordination and follow up action.

Monitoring of L.A. Assurances and Legislature Committee recommendations.

Co-ordination of details to be furnished to all Legislative Committee except Subject Committee and their follow up action.

Papers on Right to Information Act.

### **PS 2**

Fortnightly report on important orders.

Consolidation work of the Department including L.A. answers to be consolidated from the Department.

Monthly Business Statement.

Convening of Staff meeting and meetings with Heads of Department.

Papers on all Conferences—Meetings with Heads of Department.

Papers on all Conferences—Meetings of M.P.s., Collector's Conference, Meetings of Secretaries with Chief Secretary, Meetings on Decentralisation etc.

All Meetings/Conferences held outside the State involving participation of Senior Officers from Secretariat or Head of Departments.

Nodal work on matters taken up with Government of India—Audit Monitoring Committee, M.P.s' Conference, C.S.'s Conference, Ministers' Conference, Secretaries Conference, Chief Minister's Conference.

Follow up action on the recommendations in Sen Committee Report.

Miscellaneous papers of the Section.

### **Local Self Government (Engineering Wing) Department**

**Ph. No. 2517079**

#### **EW 1**

Disciplinary actions based on Vigilance Inspection against Ministerial staff and Technical staff (ie., Overseers, Assistant Engineers) of LSGD Engineering Wing in Thiruvananthapuram, Kollam, Pathanamthitta, Idukki, Kottayam, Alappuzha and Ernakulam Districts.

All types of Disciplinary actions (Based on Vigilance Inspection/Finance Department Inspection/Local Fund Audit Inspection/Government Inspection/Department level Inspection/High Level Inspection etc.) against Assistant Executive Engineers/Executive Engineers/Superintending Engineers/Chief Engineer of LSGD Engineering Wing in Thiruvananthapuram, Kollam, Pathanamthitta, Idukki, Kottayam, Alappuzha and Ernakulam Districts.

Miscellaneous papers.

#### **EW 2**

Disciplinary action based on Vigilance Inspection against Ministerial staff and Technical staff (ie., Overseers, Assistant Engineers) of LSGD Engineering Wing in Thrissur, Palakkad, Malappuram, Kozhikode, Kannur, Wayanad and Kasargod Districts.

All type of Disciplinary action (Based on Vigilance Inspection/Finance Department Inspection/Local Fund Audit Inspection/Government

Inspection/Department level Inspection/High level Inspection etc.) against Assistant Executive Engineers/Executive Engineers/Superintending Engineers of LSGD Engineering Wing in Thrissur, Palakkad, Malappuram, Kozhikode, Kannur, Wayanad and Kasargod Districts.

General papers on disciplinary matters of LSGD Engineering Cadre. (vide O.O. No. 7/2011/LSGD, dated 29-3-2011)

### **EW 3**

Establishment matters of entire Ministerial Staff and entire Technical Staff (ie, Overseers, Assistant Engineers/Assistant Executive Engineers/Executive Engineers/Superintending Engineers/Chief Engineer of LSGD, Engineering Wing of 14 Districts in Kerala.)

### **Local Self Government (Office Section-1) Department**

#### **Ph. No. 2518152**

- Receipt and Distribution of Tappals
- Scanning diarizing and uploading of Tappals
- Issue of Stationery

Office Assistant	1	..	Uploading of Tappals related to AA, AB, AC, DA, DB, DC and DD Sections
Office Assistant	2	..	Uploading of Tappals related to EPA, EPB, ERA, ERB, EU, EW, IA and IB Sections
Office Assistant	3	..	Uploading of Tappals related to RA, RB, RC, RD, PS, EM and FM Sections
Office Attendant	1	..	Scanning of Tappals related to PS, RD, DC, ERA, IA and EPB Sections
Office Attendant	2	..	Scanning of Tappals related to RC, RB, FM, ERB and DB Sections
Office Attendant	3	..	Scanning of Tappals related to EM, IB, EPA, DD, AB and AC Sections
Clerical Assistant		..	Scanning of Tappals related to DA, RA, AA, EU and EW Sections
Office Superintendent		..	Receipt and Distribution of Tappals.

**Local Self Government (Office Section-2) Department**

**Ph. No. 2518624**

- Despatch work.
- Binding and transfer of disposals to Records Section.

Office Attendant	1	..	Local delivery of posts to GAD Office Section, AG etc.; Registered and Speed Post
Office Attendant	2	..	Local delivery of posts to GAD Office Section, AG etc.; Registered and Speed Post
Attender	1	..	Transferring of binded disposals of EPA, EPB, ERA,ERB, EUIB, IA, EW Sections to Record Section
Attender	2	..	Transferring of binded disposals of AA, AB, AC, DA, DB, DC, DD Sections to Record Section
Attender	3	..	Transferring of binded disposals of FM, EM, RA, RB, RC, RD, PS Sections to Record Section
Clerical Assistant	1	..	Despatch work of DC, DD, EPA, EPB, ER A, EW Sections
Clerical Assistant	2	..	Despatch work of ERB, EU, IA, IB, FM Sections
Clerical Assistant	3	..	Despatch work of AA, AB, AC, DA, DB Sections
Clerical Assistant	4	..	Despatch work of EM, RA, RB, RC, RD, PS Sections.
Binder	1	..	Binding disposals of FM, EM, RA, RB, RC, RD, PS Sections
Binder	2	..	Binding disposals of AA, AB, AC, DA, DB, DC, DD Sections
Binder	3	..	Binding disposals of EPA, EPB, ERA, ERB, EU, IA, IB, EW Sections.

## 27. MINORITY WELFARE DEPARTMENT

**Ph. No. 2517019****MW 1**

1. All papers related to the Sachar Commission Report on Minorities.
2. All papers in connection with the Minorities except that of Linguistic Minorities in the State.
3. Establishment matters of Minority Welfare Directorate.
4. Scholarships—CA/ICWA/CS Courses, Career Guidance Programme, Professor Joseph Mundassery, C.H. Muhammed Koya, Fee-reimbursement for Civil Service Students etc.
5. Coaching Centre for Minority youth.
6. All papers related to Paloli Committee recommendations.
7. Kerala Madrassa Teachers Welfare Fund.
8. Constitution of Department of Minorities.

**MW 2**

1. Papers related to the Prime Minister's New 15 point programme.
2. Papers related to Minority Concentration District.
3. Papers related to MSDP (Multi Sectoral Development Programme)
4. Imbichibava Housing Scheme for Divorced/Widowed ladies of Minority Community.
5. Establishment matters of Kerala State Commission for Minorities (KSCM).
6. Establishment matters of Kerala State Minorities Development Finance Corporation (KSMDFC).
7. Urdu Scholarship for Minorities —10th, +2 Level.
8. Reimbursement of fee for the BPL Minority Students who are studying for 1 year/2 year courses in Government affiliated Private Industrial Training Institutes.
9. Drinking Water Scheme for Minorities.
10. Different Central Government projects related to Minorities (eg. Nai Roshini)
11. Miscellaneous papers.

## 28. NON RESIDENT KERALITES' AFFAIRS DEPARTMENT

**NORKA (A) Department****Ph. No. 2518182****A 1**

1. Payment of gratuity/compensations from abroad.
2. All papers related to KNRKWB.
3. Assistance in accidents abroad.
4. Santhwana—Pathanamthitta, Kottayam, Idukki, Ernakulam, Malappuram, Wayanad and Kasargod districts and all papers related to this scheme outside Kerala.
5. Karunyam Scheme

**A 2**

1. Repatriation of Mortal remains of NRKs from abroad countries.
2. General Amnesty Schemes.
3. Norka Department Project for Return Emigrants.
4. Pravasi Legal Aid Cell.
5. Swapna Saphalyam Scheme.
6. Karunya Scheme.
7. Skill Upgradation and Re-integration Training Programme for NRKs.
8. Survey for preparation of database of NRKs.
9. Loka Kerala Sabha.
10. Global Kerala Cultural Festival.
11. Creation of online registration and database of NRKs.
12. Market Research, Pre and Post recruitment Assistance and Skilling.
13. Santhwana—Financial Assistance, Thiruvananthapuram and Alappuzha.
14. Indian Schools abroad.
15. Re-designing and Upgradation of Norka Department Website.
16. Scheme for dependants of NRKs who died abroad.

17. Heritage village for pravasis.
18. Heritage Home Project.

**A 3**

1. Tracing of missed persons abroad.
2. Emergency evacuation from abroad.
3. Assistance to persons trapped in foreign countries.
4. Assistance for repatriation in case of difficulties with sponsors.
5. Miscellaneous papers of the Section.
6. All other issues faced by NRKs abroad.
7. Complaints and enquires of Pravasi Suraksha Social Welfare enrolment.
8. Release from jails abroad.
9. Santhwana—Kannur, Palakkad districts.
10. Norka Emergency Ambulance service.

**NORKA (B) Department****Ph. No. 2518061****B1**

1. NRK Business Centre.
2. Kuwait-Iraq War compensation.
3. Matters related to NRKs from Pathanamthitta and Alappuzha.
4. Participation of Government representatives in overseas conventions.
5. Keralites in other States and problems faced by them.
6. Conventions/Meets organized by NORKA.
7. Papers related to Budget and Treasury Transactions.
8. Purchase of Office Car, maintenance, posting of Driver and his wages.
9. Santhwana—Kollam district.

**B 2**

1. Parliament papers of Department.
2. Upkeep of equipments and procurement of stationery.
3. Matters connected with Non Resident Keralites in Palakkad, Wayanad, Kozhikode, Malappuram, Kannur and Kasargod.
4. Papers related to certificate attestation.
5. Pre-departure orientation Programme.
6. Miscellaneous papers of the Department.
7. Job Portal.
8. Santhwana-Kozhikode district.
9. NRI Commission.
10. Consolidated report

**B 3**

1. Establishment papers of NORKA—Roots.
2. Papers related to NRKs from Thiruvananthapuram, Kollam, Kottayam, Ernakulam, Idukki, Thrissur.
3. Matters related to air travel of NRKs.
4. All matters related to verifications of Visas and emigration and Complaints against recruiting agents.
5. NORKA cells at Mumbai/New Delhi, Kochi and Kozhikode.
6. NRK facilitation Centre at Chennai, Bangaluru, Baroda and Hyderabad.
7. Awareness Campaign on illegal recruitment and Visacheck.
8. 24 hours Helpline/Call centre.
9. All papers related to Pravasi Bharathiya Divas.
10. Papers related with construction of NORKA Centre.
11. Santhwana—Thrissur district.

## 29. PARLIAMENTARY AFFAIRS DEPARTMENT

**Parliamentary Affairs (A) Department****Ph. No. 2518020****A 1 Seat**

1. Miscellaneous papers of the Department, Monthly business statement, files relating to the Monthly conference of secretaries with Chief Secretary.
2. Follow-up action of Legislative Assembly questions asked to Ministers of Parliamentary Affairs Department.
3. Operation of Head of Account 2052-00-090-86-34-PAD

**A 2 Seat**

1. The Payment of Salaries and Allowances Act, 1951 (Act, XIV of 1951) and its amendments.
2. Kerala Payment of pension of Members of Legislature Act, 1976 (Act 46 of 1976) and its amendments.
3. Rules framed under the above Acts and its amendments.
4. Papers relating to Summoning and prorogation of the State Legislature.
5. Release of Grant-in-aid and establishment work of Institute of Parliamentary Affairs.
6. Papers relating to the vehicle in this department and vehicle used by Secretary.

**Parliamentary Affairs (B) Department****Ph. No. 2518986****B 1 Seat**

1. Government stand on Private Members Bills and Resolutions.
2. Assurance implementation Desk.

3. Follow-up action on the Committee Reports on Committee on Petitions, PAC, PUC, Estimate Committee, Subordinate Legislation, Committee on Welfare of Youth and Youth Affairs, Committee on Welfare of Other Backward Classes, Committee on Official Languages, Committee on Welfare of Senior Citizens, PMBR and Assurance.
3. Miscellaneous papers of the section.

**B 2 Seat**

1. Follow up action on the committee reports on subject committee, Committee Welfare of Scheduled Caste/Scheduled Tribe, Local Fund Accounts, Committee on Papers Laid on Table, Committee on Welfare of Women, Teens genders, Children and Differently-abled, Committee on Environment, Committee on Welfare of Non-resident Keralites, Committee on Welfare of Fishermen and Allied Workers, other Miscellaneous committee.
2. Interpellation and related issues from Lok Sabha and Rajya Sabha.
3. Matters relating to the visit of Kerala for study by the Lok Sabha and Rajya Sabha committee members.
4. Monthly business statement of the section.

## 30. PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT

**1. Personnel & Administrative Reforms (AR 1) Department**  
**Ph. No. 2518532**

1. Administrative Reforms and Administrative Research Works
2. O & M Study and Job Evaluation
3. Simplification of Administrative Procedures and practices
4. Inspections in the assigned Offices of the Heads of Departments
5. Research in the Personnel Administration and Man power planning.

**2. Personnel & Administrative Reforms (AR 2) Department**  
**Ph. No. 2518532**

1. Administrative Reforms and Administrative Research Works
2. O & M Study and Job Evaluation
3. Simplification of Administrative Procedures and practices
4. Inspections in the assigned Offices of the Heads of Departments
5. Research in the Personnel Administration and man power planning.

**3. Personnel & Administrative Reforms (AR 3) Department**  
**Ph. No. 2517027**

1. Administrative Reforms and Administrative Research Works
2. O & M Study and Job Evaluation
3. Simplification of Administrative Procedures and practices
4. Inspections in the assigned Offices of the Heads of Departments
5. Research in the Personnel Administration and man power planning.

**4. Personnel & Administrative Reforms (AR 4) Department**  
**Ph. No. 2517233**

1. Administrative Reforms and Administrative Research Works
2. O & M Study and Job Evaluation
3. Simplification of Administrative Procedures and practices
4. Inspections in the assigned Offices of the Heads of Departments
5. Research in the Personnel Administration and man power planning.

**5. Personnel & Administrative Reforms (AR 5) Department**  
**Ph. No. 2517031**

1. Administrative Reforms and Administrative Research Works
2. O & M Study and Job Evaluation
3. Simplification of Administrative Procedures and practices

4. Inspections in the assigned Offices of the Heads of Departments
5. Research in the Personnel Administration and man power planning.

**6. Personnel & Administrative Reforms (AR 6) Department**

**Ph. No. 2518363**

1. Administrative Reforms and Administrative Research Works.
2. O & M Study and Job Evaluation
3. Simplification of Administrative Procedures and practices
4. Inspections in the assigned Offices of the Heads of Departments
5. Research in the Personnel Administration and man power planning.
6. Papers related to assigning work study
7. Maintaining Assignment Register
8. Charge of Maintaining the Library for Work Study/Inspection Reports
9. LA Interpellation pertaining to work study report
10. Miscellaneous papers of AR-1-10 Sections
11. Papers dealing with RTI Act connected with workstudy reports.

**7. Personnel & Administrative Reforms (AR7) Department**

**Ph. No. 2518047**

1. Administrative Reforms and Administrative Research Works
2. O & M Study and Job Evaluation
3. Simplification of Administrative Procedures and practices
4. Inspections in the assigned Offices of the Heads of Departments
5. Research in the Personnel Administration and man power planning.

**8. Personnel & Administrative Reforms (AR 8) Department**

**Ph. No. 2518047**

1. Administrative Reforms and Administrative Research Works
2. O & M Study and Job Evaluation
3. Simplification of Administrative Procedures and practices
4. Inspections in the assigned Offices of the Heads of Departments
5. Research in the Personnel Administration and man power planning.

**9. Personnel & Administrative Reforms (AR 9) Department**

**Ph. No. 2518970**

1. Administrative Reforms and Administrative Research Works
2. O & M Study and Job Evaluation

3. Simplification of Administrative Procedures and practices
4. Inspections in the assigned Offices of the Heads of Departments
5. Research in the Personnel Administration and man power planning.

**10. Personnel & Administrative Reforms (AR 10) Department  
Ph. No. 2518970**

1. Administrative Reforms and Administrative Research Works
2. O & M Study and Job Evaluation
3. Simplification of Administrative Procedures and practices
4. Inspections in the assigned Offices of the Heads of Departments
5. Research in the Personnel Administration and man power planning.

**11. Personnel & Administrative Reforms [AR 11 (1)] Department  
Ph. No. 2518856**

1. Conducting training programmes under EEAS ( Centre for Excellent in Administrative Secretariat) for the staff of General Administration Department—Preparation of Budget, Maintenance of ledger and settlement of accounts.

**[AR 11 (2)]**

1. Papers related to IT including e-office, Works-related to Department vehicles-in P & ARD, Miscellaneous papers of the section.

**12. Personnel & Administrative Reforms (AR 12) Department  
Ph. No. 2517075**

**AR-12(1)**

1. Implementation and follow up action of the recommendations in the Kerala Administrative Reforms Committee Reports
2. Administrative Reforms and Administrative Research Works
3. Kerala State Right to Service Act, 2012 and papers related to it.

**AR-12(2)**

1. Implementation and follow up action of the Administrative Reforms Committee and Central Administrative Reforms Commission Reports.
2. Matters relating to the Kerala Administrative Tribunal.

**13. Personnel & Administrative Reforms (AR 13) Department**  
**Ph. No. 2517034**

**AR-13(1)**

1. Establishment matters of IMG
2. Consolidation of plan progress report for the plan review meeting
3. Work related to setting up of Centre for Good Governance
4. Prime Ministers Award for Excellence—Consolidation
5. Result Frame Work Document

**AR-13(2)**

1. Report on Special Development Activities—Consolidation
2. Fortnightly report under Rule 25 of Rules of Business
3. Chief Ministers award for innovations in public policy
4. General guidelines for Government offices
5. Establishment matters of office section of Personnel & Administrative Reforms Department—Court
6. Works related to work distribution/general circulars
7. Consolidation work/Miscellaneous work

**14. Personnel & Administrative Reforms (AR 14) Department**  
**Ph. No. 2518629**

**AR-14(1)**

1. Foreign Programme of Training /Fellowship/Assistantship/Awards for Higher Studies, Research and Study Tour/Visitorship/ Conference/ Seminars/ Workshops for Government Employees
2. Sponsoring of Government Officials and Officials of Public Sector Undertakings/Statutory/ Autonomous Bodies/ Institutions set up under the committee on Science and Technology for Training and Workshop at National/ Foreign level Institutions
3. General transfer Norms for Guidelines of Government Employees

**AR-14(2)**

1. Monthly Business Statement review & consolidation of Secretariat Departments / Heads of Departments
2. Action relating to Chief Secretary's Monthly Meeting with Secretaries
3. Miscellaneous papers of the section

**15. Personnel & Administrative Reforms (Advise A) Department  
Ph. No. 2518460**

**Advice A-1**

Advice on service matters (KS & SSR, KCS (CC&A) Rules, Government servants Conduct Rules, KPSC (consultation) Regulation referred to by the Administrative Departments of the Secretariat, mainly related to the Departments coming under the Public Services Act excluding Ministerial service. Advice on last Grade Service, General Service Special Rules in all Departments in the Secretariat are dealt with in the Section. In addition to these works, vetting of draft notification for formulation / amendment of Special Rules of the above Departments is also dealt within the Section.

The above subjects relating to Departments such as Secretariat Service, Administrative Secretariat, Law, Finance and Legislature Secretariat, Social Justice, Governors Secretariat, Advocate General Office, SC/ST Development Department, Co-operation Service, Animal Husbandry Service, Local Fund Service, Labour Service, Survey & Land Records Service, Fire Force Service, Information & Public Relation, Police Service, Jail Service, Factories & Boilers Service, Devaswoms, Science and Technology Service, Dairy Development Department, State Insurance Department, Vigilance Department, Government owned companies and Corporations, Backward Classes Development Services, Public Service Commission (Members & Office) General advice on KPSC (Consultation & Regulations), KCS (CC& A) Rules, KGSC Rules and KS&SSRs.

**Advice A-2**

The above subjects relating to Departments such as Agriculture Service, Civil Service (Executive) Civil Supplies Department, Excise Service, Judicial Service, Motor Vehicle Service, Last Grade Service, Port Service, Revenue Service, Treasury Service, Water Transport Service, Legal Metrology Service, General Service Rules, Sales Tax Service, Mining & Geology, Industries Service.

**Advice A-3**

The above subjects relating to Departments such as Fisheries Service, Health Service, Forest Service, Public Health Service, Medical College, Drug Control Service, Statistics Service, Tourism Service, Ayurveda Colleges, Homoeo Colleges, Registration Department, KSRTC, KSEB papers, Housing Department, Power Department (Insurance Medical Service), Planning Board, Land Use Board.

**16. Personnel & Administrative Reforms (Advise B) Department**  
**Ph. No. 2517033**

**Advice B-1**

Advice on Ministerial Subordinate Service. All posts coming under the Kerala Revenue Ministerial Subordinate Service, Cases relating to the Junior Accountant in the Treasury Department.

**Advice B-2**

Advice on Secretariat Departments on service matters pertaining to the Kerala Engineering State & Subordinate Service, All branches (PWD&Water Resources Department), Kerala Water Authority, Local Self Government Department (Engineering Wing), Kerala Town Planning State & Subordinate Service, Corporations, Municipalities, Panchayats, Townships, ITIs under Employment and Training Department as per KS & SSR and other rules under Kerala Public Services Act, 1968, and Integration of services consequent on re-organisation of States.

**Advice B-3**

Advice on service matters relating to General Education, Technical Education, Collegiate Education, Archives, Government Presses, Stationery, Museums and Zoo and Kerala Grandhasala Sangham.

**17. Personnel & Administrative Reforms (Advise C) Department**  
**Ph. No. 2518508**

**Advice C-1**

1. Provisional appointment (General) and regularization
2. Recruitment Rules & Principles

**Advice C-2**

1. General Orders on preparation & maintenance of confidential reports
2. Rules under compassionate Employment Scheme
3. Granting of recognition to service associations
4. Kerala Government Servants Conduct Rules, 1960
5. KCS (CC&A) Rules, 1960
6. Miscellaneous subjects
7. Mailing list of Government

**Advice C-3**

1. Petition from rank holders for appointment to common categories of posts viz. LDC, Typist CA & Class IV including LAI and Court cases therein
2. Correction of date of birth-General Orders
3. CA's -General Order
4. Temporary exemption from passing departmental tests—General Orders
5. Replies to communications from MP/MLA Instructions
6. Joining time extension—General Orders

**18. Personnel & Administrative Reforms (Rules) Department  
Ph. No. 2517032**

**Rules 1**

1. Departmental Promotion Committee
2. Amendment of KS & SSR
3. Reservation in Public Service, Petition of Rank Holders for appointment to categories other than common category of posts including L.A. Interpellations and Court cases thereon
4. Amendment of Kerala General Service Rules

**Rules 2**

1. Special Rules for Kerala Last Grade Service
2. Special Rules for Kerala Part-time Contingent Service
3. Secretariat Office Manual (SOM), Manual of Office Procedure (MOP)
4. Recognition of Qualification
5. Kerala Government Secretariat Instructions

**Rules 3**

1. Advice on the appointment of the dependents of Government Servants dying in harness
2. Complaints from candidates appearing for PSC examinations held for posts other than common category posts.
3. Miscellaneous papers of the Section.

**19. Administrative Vigilance Cell—AVC-1(1)  
Ph. No. 2518928**

**AVC-1(1)**

Issuance of orders for constitution of the Inspection team, Communication with Head of Department, PSC etc. arrangement of accommodation of inspecting teams, Commissionerate of Entrance Exams.

**AVC-1(2)**

Secretariat (GAD), Secretariat (Finance), Kerala House, New Delhi, AGs Office Ernakulam, Archeology, APPS, Agriculture Income Tax Tribunal, Commercial taxes etc., periodical review of progress of work.

**AVC-1(3)**

Secretariat Law Department and Legislature, Agriculture, Civil Supplies, Raj Bhavan and Governor's House hold, Animal Husbandry, Miscellaneous papers of the Section.

**20. Administrative Vigilance Cell—AVC-II**  
**Ph. No. 2517097**

**AVC-II (1)**

Police, Forest, Panchayat, Culture, Excise, Fisheries, Harbour Engineering, Industrial Tribunal, Information and Public Relation, Town and Country Planning.

**AVC-II(2)**

Factories and Boilers, Housing (Technical Cells), Industrial Training, Municipal Common Service, Urban Affairs, Papers relating to Sutharia Keralam and CMPGRC (General Nature).

**AVC-II(3)**

Dairy Development, Co-operation, Economic and Statistics, Fire and Rescue Service, Ground Water, Hydro Graphics Survey, Industries and Commerce, LSG (Engineering Wing), Miscellaneous papers of the section.

**21. Administrative Vigilance Cell—AVC-III**  
**Ph. No. 2517093**

**AVC-III (1)**

Health services, Ayurveda Colleges, Ayurveda Medical Education, Indian System of Medicines, Insurance Medical Services, Hindu Religious and Charitable Endowment.

**AVC-III(2)**

Homeopathy, Homeopathy Medical Colleges, WP(C) case and Lok Ayuktha Cases (General Nature).

**AVC-III (3)**

Chemical Examiner's Lab, Medical Education, Judiciary, Drugs Control, Miscellaneous papers of the section.

**22. Administrative Vigilance Cell—AVC-IV**  
**Ph. No. 2518893**

**AVC-IV (1)**

Education (Collegiate, General, Higher, Technical, VHSC).

**AVC-IV (2)**

Electrical Inspectorate, Ports, Vigilance Tribunal, University Appellate Tribunal, Printing, Application under RI Act (General Nature).

**AVC-IV (3)**

Enquiry Commission and Special Judge, Irrigation, Tribunal for LSGD, Miscellaneous papers of the section.

**23. Administrative Vigilance Cell-V**  
**Ph. No. 2517216**

**AVC-V (1)**

Land Revenue, Land Board, Land Use Board, Survey & Land Records, National Savings.

**AVC-V (2)**

Legal Metrology, Mining & Geology, Museums and Zoos, Soil Conservation, Local Fund Audit, Motor Vehicle, NCC.

**AVC-V (3)**

Law Colleges, Kerala Lok Ayukta, Water Transport, National Employment Service, LA Interpellations (General Nature such as Consolidation, data collection etc.), Miscellaneous papers of the section.

**24. Administrative Vigilance Cell-VI**  
**Ph. No. 2517094**

**AVC-VI (1)**

Prisons, Registration, SC & ST, Sports & Youth Affairs, State Lotteries, Tourism Water Appellate Authority, PSU having appointment through PSC.

**AVC-VI (2)**

PSC, Rural Development, STDD, State Central libraries, State Planning Board, Treasuries, Vigilance and Anti Corruption Bureau.

**AVC-VI(3)**

PWD, Sainik Welfare, Social Welfare, State Insurance, Stationery, Miscellaneous papers of the section and Miscellaneous papers in general nature (Monthly Report MBS, Papers relating to CS's meeting, other periodicals, Intending of stationery and reporting of vacancies and papers not related to other sections etc.).

**25. Personnel & Administrative Reforms (PS) Department****Ph. No. 2518197**

1. Papers relating to Legislative Assembly.
2. Delegation of Powers.
3. Maintaining Library in the Department.
4. Right to Information Act- 2005.
5. Monthly Staff Meeting.

**31. PLANNING AND ECONOMIC AFFAIRS DEPARTMENT****Planning and Economic Affairs (A) Department****Ph. No. 2518367**

1. Formulation of Annual Plan and Five Year Plans.
2. Decentralised Planning (People's Campaign).
3. Economic and Financial Policy issues including Centre and State Financial Relations.
4. National Development Council and its Committees.
5. Examination of Schemes, Projects to be included in Plans.
6. Integration of Physical, Economic, Social and Environmental Planning.
7. Plan Resources and Mobilization.
8. Multi level Planning—State, District, Block and Local Levels.
9. Man Power and Employment Planning.
10. Rendering advice on State Plan Schemes and Centrally Sponsored Schemes of all Secretariat Departments.
11. Government of India Communication on Centrally Sponsored.
12. Meeting on the Working Groups for different departments.
13. Establishment matters relating to Planning and Economic Affairs Departments.
14. Budget and related papers received from Finance Department.

**Planning and Economic Affairs (B) Department**

**Ph. No. 2518626**

1. Schemes of the Department of Economics and Statistics.
2. Papers relating to Land Use Board and Kerala State Remote Sensing and Environment Centre.
3. Establishment papers and Schemes relating to the State Planning Board.
4. Establishment papers relating to the Gazetted Officers of the Directorate of Economics and Statistics and Special Rules of that Departments.
5. Maintenance of Photocopier of Planning and Economic Affairs Department.

**Planning and Economic Affairs (D) Department**

**Ph. No. 2518303**

1. Fixation of rent of private buildings taken for office use of Department of Economics and Statistics.
2. Miscellaneous papers of the Planning and Economic Affairs Department.
3. Consolidation of Monthly Business.
4. NIC Reimbursement of Electricity Charges/Rent etc.
5. Establishment relating to Non-Gazetted Staff of Economics and Statistics Department.
6. Compassionate Employment Scheme pertaining to Department of Economics and Statistics.
7. Consolidation of L.A. Interpellation pertaining to the Departments coming under the administrative control of Planning and Economic Affairs Department.

**Planning and Economic Affairs (E) Department**

**Ph. No. 2518486**

1. Western Ghats Development Programme.
2. Centre for Development Studies.
3. Grant -in - aid to Research and Development Institutions under Western Ghats Development Programme.

**Planning and Economic Affairs (F) Department**

**Ph. No. 2518111**

1. All papers relating to Institutional Finance.
2. Inter Institutional Group (II G) and other miscellaneous papers relating to Banking.

3. NABARD Assistance.
4. Review of progress on credit plans and other statistical reports.
5. Banking general and policy matters.
6. Disposal of uneconomic vehicles.
7. Regional Consultative Committee Meeting, District Consultative Committee Meeting and District Level Review Committee meeting for Banking Development and Follow up action.
8. Periodicals quarterly, half yearly, progress reports on credit plans and other statistical reports.
9. Inter Institutional Group related to banks.
10. State Level Co-ordination Committee.
11. State Level Bankers Committee.
12. Credit Plan review, State re-organisation papers.
13. Fixation of Non-plan Grants to Universities.

**Planning and Economic Affairs (PS) Department**

**Ph. No. 2518854**

1. Monitoring of L.A. Interpellations.
2. L.A. Assurance/Leg. Committees/Sub Committee, PAC etc.
3. Consolidation of L.A. Interpellations.
4. Other Miscellaneous Papers.
5. Papers relating to Audit Monitoring Committee and Apex Committee.
6. Papers relating to Right to Information Act including consolidation.

**Planning and Economic Affairs (CPMU) Department**

**Ph. No. 2518231**

1. Monitoring of Implementation of the Plan Schemes and review of Plan Progress at various levels.
2. Review and State level administration of the MPLADS Scheme.
3. Co-ordination and reporting of 20 Point Programme.
4. Scrutiny and compilation of progress reports on implementation of Plan Schemes.
5. Maintenance of staff cars, computers, photo copying machine and other equipments installed in the department.
6. Establishment matters of the staff in the CPMU Section.
7. Monitoring the Progress of Implementation of ACA/Special, Priority Projects.

8. Papers relating to MGP.
9. District Development Councils and its Committees and related papers.
10. Externally aided projects review of progress of Implementation.
11. Papers relating to Interstate Council.

**CPMU-1**

1. LA Interpellations, Lok Sabha/ Rajya Sabha questions
2. Maintenance of LA Interpellation Register

**CPMU-2**

Reports related to LA /Parliamentary Committees

1. Monthly Business Statement, Progress on Official language
2. Release of funds, utilization under the plan head 'DDC/DPC'
3. Preparation of Budget Estimates (N.P)
4. Establishment matters related to the Statistical Staff in CPMU
5. Approval of Tour Diary & Tour TA
6. Accounts/purchase related subjects
7. Administrative, financial and technical matters related to Harithakeralam Mission and Secretariat for State Level Empowered Committee
8. RTI queries related to the subjects in CPMU and maintenance of RTI Register
9. Any other matter not mentioned in CPMU-1 & CPMU-3.

Designated as Assistant State Public Information Officer under RTI Act

All files related to establishment and other contingent bills of CPMU shall be routed through US (BPE).

**CPMU-3**

All files related to the subjects listed under Research Officer-1, Research Officer -2 & Research Officer-4

**Planning and Economic Affairs (BPE) Department****Ph. No. 2518504****(BPE 1)**

1. To render advice on matter relating to State Public Sector undertakings.
2. Scrutinize all new investment proposals and make appropriate recommendations to Government.
3. Taking operational problems relating to Production, Finance and Marketing Personnel.
4. Recruitment and management of Personnel including maintenance of a common management cadre, appointments to key managerial posts, wage and bonus settlements.
5. Monitoring performance and taking corrective measures.
6. Advice on all matters relating to dis-investments.
7. Maintenance of office car and related matters.
8. Monthly Business Statement and related matters.

**(BPE 2)**

1. To render advice on matter relating to State Public Sector undertakings.
2. Scrutinize all new investment proposals and make appropriate recommendations to Government.
3. Taking operational problems relating to Production, Finance and Marketing Personnel.
4. Recruitment and management of Personnel including maintenance of a common management cadre, appointments to key managerial posts, wage and bonus settlements.
5. Monitoring performance and taking corrective measures.
6. Carry out such other functions as are entrusted the BPE by Government from time to time.
7. Works related to publication of review report and maintenance of photocopier.
8. Works related to the appointment of BPE Director and related matters.
9. Conducting training programme to the top level, middle level and board of directors of State Public Sector Undertakings.

**(BPE 3)**

1. Quarterly Review of representation of SCs/STs in State PSUs.
2. Preparation of panel for appointment of Chief Executives and Functional Directors in State PSUs.

3. Holding Annual Review Committee meeting to review the representation of SCs/STs in State PSUs under the Chairmanship of Chief Minister and follow up action.
4. Advice to administrative Departments regarding the representation of SCs/STs in PSUs.
5. Annual Monthly Review of performance of Public Sector Undertaking under the administrative control of Departments other than Industries Department.
6. Maintenance of BPE Website and related matters.
7. All miscellaneous and general papers relating to public Sector Undertakings.

### **REBUILD KERALA**

**Ph. No. : 2333744**

RKI department deals with works related to Preparing Reports of Flood related activities, conducting various meetings of HLEC (High Level Empowered Committee), Implementation committee, Sectoral meetings with various departments, Meeting with UN and World Bank delegates, Preparing Minutes of Meetings, dealing RTIs, Preparing agenda for meetings, Hiring consultants from various fields of expertise to work for RKI, Managing funds for RKI etc.

### 32. POWER DEPARTMENT

#### **Power (A) Department**

**Ph. No. 2518240**

#### **A1 Seat**

1. Electricity Tariff revision including Tariff of Licensees and slab system
2. Complaints on current charges, Excessive billing, wrong meter reading
3. Appeal of K.S.E.B./ Consumers over the order of CEI on excessive billing and wrong meter reading
4. Energy Audit
5. Establishment matters relating to K.S.E.B.
6. State Electricity Regulatory Commission (All papers including Subject Committee)
7. K.P.S.C. (Additional Functions) Act and Rules
8. Indian Electricity Act and Rules
9. Theft of Power
10. Energy Management Centre—all papers

11. Convening of Working Group of EMC
12. Release of Grant/Fund, Budget papers including Subject Committee, Supplementary Demands and Surrender of funds relating to EMC
13. Energy Conservation and safety week
14. Energy Conservation Act.
15. UNIDO Projects.
16. Suits, Inspection Reports, Draft paras, C & A. G Reports and L. A. Interpellations on the above subjects.
17. Papers on Leg. Committees on the above subjects.

**A2**

1. Establishment papers relating to staff and workers of K.S.E.B. except those allotted to A1 seat.
2. Pay Revision/Long term Settlement in K.S.E.B.
3. Approval of creation of additional Posts in K.S.E.B.
4. Papers relating to Vigilance Enquiry against Board Officers.
5. Payment of compensation to dependants of those who died in Electrical accidents.
6. Establishment matters of those working in K.S.E.B. on deputation/working arrangement /on other duty/in addition to the cadre of Government Departments of other institutions (including L.A. Staff).
7. Constitution of K.S.E.B. and appointment of Members.
8. K.S.E.B. Rules.
9. Training and Foreign Tour of Board Officers/Members.
10. Prosecution sanction against Board Officials in connection with Electrical accident.
11. Review of SC/ST representation in K.S.E.B.
12. Kerala Power Finance Corporation (All Papers).
13. Suits, Inspection reports, Draft Paras, C&AG reports and LA interpellations on the above subjects.
14. Papers on Legislative Committees on the above subjects.

**A3**

1. Establishment papers relating to Electrical Inspectorate Department.
2. Meter Testing Lab.
3. Annual Administration Report of Electrical Inspectorate Department.
4. Convening of Departmental Promotion Committee, Departmental Purchase Committee and Working Group of Electrical Inspectorate Department.

5. Release of Grant/Fund, Budget papers including Subject Committee, Supplementary Demands and Surrender of funds relating to Electrical Inspectorate Department
6. Cinema Regulation Rules and Orders.
7. Miscellaneous papers of the section including monthly business statement.
8. Suits, Inspection Reports, Draft paras, C&A.G Reports and L.A. Interpellations relating to Electrical Inspectorate Department.
9. Papers on Leg. Committees on the above subjects.

**Power (B) Department**  
**Ph. No. 2518677**

**B1**

1. Gas based Power Projects and LNG Terminal at Kochi.
2. Coal based and Diesel based Power Projects.
3. All Hydro Electric Projects.
4. Private participation in Power Generation.
5. Wheeling of Power (except by Consumers/Licensees).
6. Malabar Cancer Centre—all papers.
7. Government Guarantee to Power Projects in cases where Power Purchase Agreements were signed with K.S.E.B.
8. Land Acquisition and payment of compensation for the lands acquired for generation projects, NTPC and M.C.C.
9. Training programme conducted by NTPC/Power Management Institute.
10. GIM Projects.
11. Investment Promotion Board.
12. Suits, Inspection Reports, Draft Paras, C&AG Reports and L.A. interpellations on the above subjects.
13. Papers on Legislative Committees on the above subjects.

**B2**

1. Papers relating to K.S.E.B. Quarters, buildings etc.
2. Electrical accidents.
3. Price preference policy of the K.S.E.B.
4. Interstate River Disputes relating to the use of water in power projects.
5. Maintenance of power projects.
6. Setting up of Power Projects outside Kerala.

7. Nuclear Power Projects.
8. Eviction of encroachers on Project lands.
9. Issuance of Pattayam of land holders in project areas.
10. Dam safety.
11. Miscellaneous papers relating to Projects.
12. Construction/Maintenance/Flood damages to check dams, approach roads and bridges of all Power Projects.
13. Customs clearance for materials spare parts imported for Power Projects.
14. Suits, Inspection Reports, Draft Paras, C&AG Reports and L.A. interpellations on the above subjects.
15. Papers on Legislative Committees on the above subjects.

**B3**

1. Minimum guarantee, Consumer Contribution and Service connection charges.
2. Electricity Connection and line extension including request for new connections and complaint.
3. Electric Connections to SSI Units.
4. Formation, Upgradation, abolition and shifting of Sub Engineers Offices, Asst. Engineers Offices, Section Office and Major Sections.
5. Request for NOC for getting Electric connection from Pondichery, Tamil Nadu etc.
6. Purchase of Energy Meters.
7. Shifting of Electric Lines including transformers and Electric Posts.
8. Electricity Connection under S. 27 of Indian Electricity Act.
9. Consumer protection Council cases.
10. Miscellaneous papers of the section including Monthly Business Statement.
11. Suits, Inspection Reports, Draft Paras, C&AG Reports and L.A. interpellation on the above subjects.
12. Papers on Legislative Committee on the above subjects.

**Power (C) Department****Ph. No. 2517038****C1 Seat**

1. Financial Matters, Plan papers, Loan, Guarantees, External and Internal aids and resources of K.S.E.B.

2. Budget papers of K.S.E.B. including papers on Subject Committee.
3. Annual Accounts and Annual Report of K.S.E.B.
4. Payment of Electricity dues/cost of power to Central utilities and Private Producers.
5. M.G.P. in power Department.
6. Licencees and sanctionees before constitution of K.S.E.B.
7. Rural Electrification.
8. Electrification of Tribal Colonies.
9. Kutirjyothi.
10. Prime Minister's Gramodaya Yojana (PMGY).
11. Accelerated power Development Reforms Programme (APDRP).
12. Performance Report of K.S.E.B.
13. Power Policy.
14. Suits, Inspection Reports, Draft Paras, C&AG Reports and L.A. interpellations on the above subjects.
15. Papers on Legislative Committees on the above subjects.

## C 2

1. Interstate Sale of Power.
2. Quality Control Order.
3. Transmission and Distribution losses.
4. Electricity duty and Electricity Surcharge —Act and Rules.
5. Exemption/Waiver of Electricity duty and Electricity Surcharge.
6. Power cut, load shedding, Peak load restrictions and uninterrupted supply of power.
7. Drawal of Central share of Electricity.
8. Constitutions of Consultative Council and Local Advisory Committee of the K.S.E.B.
9. Rental charges of Meters.
10. Hydel Tourism except GIM projects.
11. Wheeling to power by consumers and Licensees.
12. Cess collection for water used by K.S.E.B./Private producers for generation of Electricity from Reservoirs.
13. Installation of Power Generators in Industries at times of Power failure.
14. Licenses and Sanctions under Indian Electricity Act and Rules.
15. Papers relating to Power Distribution by Thrissur Corporation.

16. Suits, Inspection Reports, Draft Paras, C&AG Reports and L.A. interpellations on the above subjects.
17. Papers on Legislative Committees on the above subjects.

### C3

1. Installation of Transformers and low voltage problems.
2. Land Acquisition and tree cutting for K.S.E.B. —Payment of compensation (except those relating to generation project sites).
3. Setting up of Sub-stations.
4. Tenders /Purchases (except Energy Meters) in K.S.E.B.
5. Sales Tax and Entry Tax and Excise Duty.
6. Constitution of Kerala State Electricity Licensing Board, K.S.E.B. Rules, Wireman, Supervisory permits etc.
7. Complaints on Street lighting.
8. Encroachment of lands owned K.S.E.B.(Except Project land).
9. Allotment of Electric Posts/poles for use of Cable T.V. Operators.
10. Complaints on contractors on various payments by K.S.E.B.
11. Negotiated purchase of land by K.S.E.B.
12. Railway Electrification.
13. Miscellaneous papers of the section.
14. Miscellaneous papers of Power Department.
15. Suits, Inspection Reports, Draft Paras, C&AG Reports and L.A. interpellations on the above subjects.
16. Papers on Legislature Committees on the above subjects.

### **Power (PS) Department**

**Ph. No. 2518243**

### **Seat PS1**

1. Lok Sabha/Rajya Sabha questions relating to Power Department.
2. Monitoring of L.A. Interpellations.
3. Monitoring of work relating to Legislative Committees.
4. Monitoring of C&AG Reports.
5. Power Ministers Conference, M.P.'s Conference and Collectors Conferences.
6. Audit Committee.
7. Audit Monitoring Committee.

8. Chief Secretary's Conference with Secretaries.
9. Staff Conference of Power Department.
10. Monthly Business Statement of Power Department.
11. Meetings convened by Chief Minister, Ministers and Secretary.
12. Papers relating to Meeting and Conferences not specifically allotted to any other Sections.
13. Consolidations and furnishing of replies to L.A. interpellations received from other Departments in Secretariat.
14. Right to Information Act, 2005.

**Seat PS 2**

1. All papers relating to the Establishment and financial matters of ANERT.
2. Non-conventional Energy Projects implemented by EMC/ANERT.

33. PUBLIC WORKS DEPARTMENT

**Public Works (A) Department**

**Ph. No. 2517139**

*Seat Subject*

- |           |   |
|-----------|---|
| <b>A1</b> | Establishment Matters of Executive Engineers/Deputy Director/Architect and above.<br>Departmental Promotion Committees Matters for all categories.<br>All questions of policy in relation to establishment.<br>All proposals for creation of posts in any category.<br>Matters of re-organisation/redeployment of any category. |
| <b>A2</b> | Establishment matters of<br>Work Superintendents<br>Drivers<br>Roller Staff<br>Mechanical Staff<br>T.B. Staff<br>Ferryman<br>General papers relating to Work establishment<br>All cases of employment assistance under the dying in-harness scheme of all categories.   |

- A 3** Establishment matters of  
Non-gazetted Technical Staff. Except those mentioned under A2.

**Public Works (B) Department**

**Ph. No. 2518705**

- B1** Establishment Matters of  
NMR/CLR/SLR workers  
Last Grade Employees and Part Time contingent Employees  
Establishment matters of KSCC Ltd.
- B2** Establishment Matters of  
Assistant Engineers  
Gazetted non-Technical staff  
Non Gazetted non-technical staff except drivers
- B 3** Establishment Matters of  
Assistant Exe. Engineers/Assistant Director  
Special rules of all categories  
All matters of training  
Kerala State Engineering Works Ltd.

**Public Works (C) Department**

**Ph. No. 2518935**

- C 1** Budget Matters  
Issue of Letter of Credit (Buildings/NH)  
Plan/Non-plan Implementation/Expenditure Statements.  
Special Component Plan Tribal Sub Plan.
- C 2** Indian Roads Congress matters  
Public Address System  
Installation of Telephones  
Departmental Motor Vehicles Accident Cases  
Vehicles and tools repair  
Insurance  
Issue of Letter of Credit (Roads & Bridges)
- C 3** All matters of co-ordination  
Periodical Business  
Official Language  
Staff Meeting  
Administration Reports  
Reiduary Papers.

**Public Works (D) Department****Ph. No. 2518172**

- D 1** Bridges and approach roads — Investigation, Construction, Repair including.  
 Bridges financed by NABARD  
 Railway Over /under Bridges  
 Railway safety works.
- D 2** Kerala State Transport Project (KSTP)  
 Central Road Fund Matters.  
 All toll collection matters.
- D 3** National Highway matters  
 Matters of Roads and Bridges Development Corporation of Kerala Ltd. (RBDCK)  
 Roads in City Corporations.

**Public Works (E) Department****Ph. No. 2518136**

- E 1** Papers relating to the Government Buildings (under the control of PWD) in the districts of  
 Thiruvananthapuram  
 Kollam  
 Alappuzha  
 Kottayam  
 Pathanamthitta  
 Government buildings outside the State.  
 Ferries/Cinema theatre centage, Scrutiny and inspection charges.
- E 2** Papers relating to Government buildings in the districts of  
 Ernakulam  
 Idukki  
 Thrissur  
 Palakkad  
 Malappuram  
 Fixation of rent of private buildings, Convening Rent Committee.

- E 3** Papers relating to Government buildings in the districts of  
 Kozhikode  
 Kannur  
 Wayanad  
 Kasaragode  
 Government servants' quarters.  
 Computer allied matters.

**Public Works (F) Department**

**Ph. No. 2518527**

- F 1** Follow up action on the Vigilance Reports received from the Vigilance Department/LSG Department and Directorate of Vigilance and Anti-Corruption Bureau relating to  
 Thiruvananthapuram  
 Kollam  
 Pathanamthitta  
 Alappuzha  
 Kottayam  
 Idukki  
 Thrissur
- F 2 1.** Follow up action on the Vigilance Report relating to  
 Kannur  
 Ernakulam  
 Palakkad  
 Kasaragode
2. Proposal for disciplinary action required from Chief Engineer (Administration), PWD.
3. Audit objections, Draft paras and Audit paras.
- F 3 1.** Follow up action on the Vigilance Reports in respect of  
 Kozhikode  
 Wayanad  
 Malappuram
2. Action on the inspection notes of Finance Inspection Wing.
3. Action on the enquiry reports of Chief Technical Examiner.
4. Implementation of PAC and Estimate Committee recommendations in respect of cases dealt within the section.

**Public Works (G) Department****Ph. No. 2517173**

- G1** 1. Papers related to investigation, construction and maintenance of PWD/MDR roads in the districts of Alappuzha, Kottayam, Idukki, Wayanad.
2. According AS & SS to roads in these districts.
  3. Papers related to KIIFB projects of these districts
  4. KIIFB Nodal Section papers
  5. Coastal Highway
- G2** 1. Papers related to investigation, construction and maintenance of PWD/MDR roads in the districts of Ernakulam, Pathanamthitta, Thrissur.
2. According AS & SS to roads in these districts.
  3. KIIFB related papers of these districts.
  4. Maintenance of Sabarimala Identified & Leading roads in various districts.
- G3** 1. Papers related to investigation, construction and maintenance of PWD/MDR roads in the districts of Thiruvananthapuram, Kollam, Malappuram.
2. According AS & SS to roads in these districts.
  3. KIIFB related papers of these districts.
  4. Papers related to SLEC/HLC meeting
  5. Administrative sanction committee.
  6. Miscellaneous papers of the Section.

**Public Works (H) Department****Ph. No. 2518470**

- H1** Policy reforms  
Road policy  
Road Fund Act, 2001, rules and notifications  
Road Board matters  
Kerala Toll Act, 1963, Rules and Notifications  
Implementation of Highway Protection Act, 1999.  
DRIQ Board meetings.
- H2** Resource mobilisation for RBDCK & KSCC  
ISAP (Institutional Strengthening Action Plan) of KSTP  
Arbitration Cases and convening of Arbitration committee Meeting.  
Matters relating to stores.

- H3 PWD Code and Manual—Amendments, revision, advice  
Registration of contractors and other papers relating to contractors.  
Delegation of powers.

**Public Works (PS) Department**  
**Ph. No. 2518578**

- PS1 Papers relating to construction and maintenance of roads of Palakkad District. Recommendations of PAC/PUC, Subject committees, Estimates Committee, Committee on subordinate legislation, Committee on assurances and other Committees of Legislature.
- PS2 Papers relating to investigation, construction and maintenance of roads in the districts of Kasaragod, Kannur, Kozhikode.

34. REVENUE DEPARTMENT

**Revenue (A) Department**

**Ph. No. 2517012**

- A1 Papers relating to Land Assignment, Transfer and Land Conservancy cases in Pathanamthitta District and Harisson related issues.
- A2 Papers relating to Land Assignment Transfer and Land Conservancy cases in Idukki District and miscellaneous papers in the section.
- A3 Papers relating to Land Assignment, Transfer and Land Conservancy cases in Ernakulam District and miscellaneous papers in the section.
- A4 Papers relating to Land Assignment, Transfer and Land Conservancy cases in respect of Kottayam and Alappuzha.

**Revenue (B) Department**

**Ph. No. 2518207**

- B1 Papers relating to formulation of Kerala Land Acquisition Rules, Framing of State Rehabilitation policy, Framing of rules for Direct/Negotiated purchase. Papers relating to acquisition of land for Airport, Railway, IIT, Coast Guard, VSSC/ISRO, GAIL, BPCL/HPCL etc. Papers relating to Land acquisition for National Highways in the State, Creation of LA Units for NH (CALA)-continuance and abolition, papers relating to creation of special Land Acquisition Units, its continuance and abolition, Issuance of

general guidelines while proceeding with NH Act, 1956, papers relating to acquisition of land for KMRL, Issuance of guidance and advice for all land acquisition cases while proceeding with LARR Act, 2013. Papers on publishing of notification under Section 4(1) of Kerala Land Acquisition Act. Papers relating to Rules on reconveyance of land under Kerala Land Acquisition Act. Settlement of LAR (Land Acquisition Reference) cases related to Ezhimala Naval Academy, Govt. of India Acquisition etc. Empanelment of SIA Unit.

- B2 Covering SLEC, HLC Meeting, All land Acquisition cases relating to State Government Departments in respect of Kottayam, Ernakulam, Thrissur, Palakkad, Malappuram, Kozhikkode, Wayanad, Kannur and Kasaragod Districts. All suits & petitions in respect of land acquisition relating to the above Districts. Acquisition of land for Kozhikkode Light Metro, Papers relating to Public Accounts Committee, Draft paras, Papers on Inspection Report and Audit Report of Accountant General, Miscellaneous papers of the Section.
- B3 All land Acquisition cases relating to State Government Departments in respect of Thiruvananthapuram, Kollam, Alappuzha, Pathanamthitta and Idukki Districts. All suits & petitions in respect of land acquisition relating to the above Districts, Acquisition of land for Thiruvananthapuram Light Metro, Settlement of LAR (Land Acquisition Reference) cases of the entire State.

### **Revenue (C) Department**

#### **Ph. No. 2518106**

- C1 Establishment of Deputy Collectors, Establishment and Service matters of Tahsildars/Senior Superintendent, Movement of District Collectors. Liaison Officer and his Office at the Advocate General's Office (All Papers).
- C2 Establishment and Service matters of Deputy Tahsildars/Junior Superintendents and equivalent categories, Special Rules to the various posts in the Kerala Revenue Service and Revenue subordinate Service.

- C3 Establishment/Service matters relating to all post under Revenue Ministerial Subordinate Service Viz. L.D.Clerks /Village Assistants including Special Village Assistants and Additional Village Assistants. Revenue Inspectors including Firka Revenue Inspectors and Special Revenue Inspectors. Head Clerks /Head Accountant and all other equivalent categories in the Land Revenue Department/Land Board /Miscellaneous papers of the section.

**Revenue (D) Department**

**Ph. No. 2518963**

- D1 Disciplinary cases against Revenue Officials of Kollam, Kottayam, Alappuzha and Pathanamthitta Districts.
- D2 Disciplinary cases against Revenue Officials of Ernakulam, Thrissur, Palakkad, Kozhikode and Kannur Districts.
- D3 Disciplinary cases against Revenue Officials of Thiruvananthapuram, Wayanad, Idukki, Kasaragod & Maalappuram Districts and Miscellaneous of the Section.

**Revenue (E) Department**

**Ph. No. 2518815**

- E1 Establishment and Service matters relating to Non-Gazetted Officers of Survey and Land Records Department Excluding papers relating to Disciplinary proceedings, T.A., D.A., Leave, P.C.A. and arrear claims, Papers relating to Survey Training Schools, Papers on Special Rules on Survey and Land Records Department, Papers on Compassionate Employment Scheme in Survey and Land Records Department, Papers relating to Survey Training Programmes, Papers relating to Accountant General's Report on Survey and Land Records Department, Land Records Management, Torrence System, Miscellaneous papers of the section, Preparation of Administrative report of Survey and Land Records Department, Computerisation of Revenue Department, e-district, e-governance, Papers related to Digitalization of Land Records in Kerala.

- E2 Establishment and Service matters relating to Gazetted officers of Survey and Land Records Department Papers, disciplinary proceedings relating to the Gazetted and Non-Gazetted officers of Survey and Land Records Department, Papers on training of Gazetted officers of Survey and Land Records Department.
- E3 Papers relating to Kerala Survey and Boundaries Act and Rules, Joint verification of Interstate Boundary between Kerala and adjoining States, Purchase of stones & Survey equipments for Land Records Department, Scheme of Re-survey of State, Papers relating to restricted maps, Transfer of Registry Acts and Rules, Bhoomi Keralam, Generally Sponsored Scheme-DILRMP Plan Scheme of survey, Kerala Land Records Modernisation Mission (KLRMM), Papers related to forged documents.

### **Revenue (F) Department**

**Ph. No. 2518480**

- F1
1. Formation/Delimitation of Districts/Taluks / Villages & Bifurcation of Group villages.
  2. Papers relating to Kerala State Wakf Board.
  3. Free Ration under CMDRF.
  4. State Names Authority.
  5. Inspection Reports of Finance Department.
  6. Path Disputes.
  7. Interstate Boundary between Kerala and Adjoining State.
- F2
1. Construction of Revenue Buildings.
  2. Hiring of private buildings for Revenue Department Offices and Connected papers.
  3. Budget of Revenue Department.
  4. Appropriation Account.
  5. Formation of Revenue Division Office.

**Revenue (G) Department****Ph. No. 2517162****G-7162**

- G1 Papers relating to plantation tax, Papers relating to Basic Land Tax, Papers in Kerala Escheats and Forfeitures Act & Rules, Papers on Kerala Public Accounts Act, Papers on Kerala Treasure Trove Act & Rules, Papers relating to printing of Forms, Registers & Supply of Stationery for the Offices under the Land Revenue Department & Land Board, Papers relating to purchase of furniture & other office equipments for the Offices under the Land Revenue Department & the Land Board, Papers relating to office procedure of Board of Revenue (LR), papers on General Administration of Land Revenue Department, Collectors Conference, MP's Conference, Chief Secretaries meeting with Secretaries & other meetings, Papers relating to Institute of Land & Disaster Management (ILDm).
- G2 Gathering of information and furnish of consolidated replies relating to references receiving from other Departments other than LA Interpellation/Assurance, Papers relating to office procedure of the Revenue Department, Papers relating to Enemy Property Act, papers relating to Fair Value, Papers related to various Legislative Committees, Miscellaneous papers which do not relate to any other sections of Revenue Department, Miscellaneous papers of the Section, Consolidation of Monthly Business Statement of Collectors.
- G3 Gathering of information and furnish of consolidated replies relating to references receiving from other Departments other than LA Interpellation/Assurance, Papers relating to office procedure of the Revenue Department, Papers relating to various Legislature Committees, Miscellaneous papers which do not relate to any other sections of Revenue Department.

**Revenue (H) Department****Ph. No. 2517012****H-8960**

- H1 Papers relating to Revenue Recovery in respect of Palakkad, Malappuram and Wayanad Districts (Issuing of Stay Orders, Original Suits, Original Petitions, Suit Notices etc. relating to RR).

- H2 Papers relating to Revenue Recovery in respect of Kozhikode, Kannur and Kasargod Districts (Issuing of Stay Orders, Original Suits, Original Petitions, Suit Notices etc. relating to RR).
- H3 All papers relating to Revision Petition u/s 83(2) of the Kerala Revenue Recovery Act, 1968, Papers relating to KRR Act and Rules, papers relating to DCB Statement in respect of RR, RR meetings/SLBC (related to RR), General papers relating to RR, Miscellaneous papers relating to section. Papers on Farmers Debt Relief, Audit Para and Draft Para, Papers related to RR online.

**Revenue (L) Department**

**Ph. No. 2518696**

- L1 Assignment, lease, transfer and Conservation of Revenue Land related to Palakkad and Malappuram Districts.
- L2 Assignment, lease, transfer and Conservation of Revenue Land related to Kozhikode and Kannur Districts.
- L3 Assignment, lease, transfer and Conservation of Revenue Land related to Thrissur and Wayanad Districts.
- L4 Assignment, lease, transfer and Conservation of Revenue land related to Kasargod District and Miscellaneous papers of the section.

**Revenue (N) Department**

**Ph. No. 2518241**

- N1 1. Kerala Land Reforms Act and Rules.
2. Miscellaneous papers in the Section.
3. Kudikidappukar's Benefit Fund and Kudikidappukar's Housing Scheme.
4. Agriculturist Rehabilitation Fund.
5. Reconstitution of Taluk Land Board.
6. Reconstitution of Kerala Land Reforms Review Board.

7. Papers related with the KLRC Bonds issued for compensation for excess lands.
  8. Recommendation of Subject Committee II (Land Tax & Devaswom).
  9. Rehabilitation & Welfare Schemes to ex-landlords.
  10. Amendment of KLR Act.
  11. All suits (in High Court & in Supreme Court) under the KLR Act and papers related to the resumption of land under the KLR Act in respect of Thrissur, Malappuram, Kannur and Kasaragode Districts.
  12. Petitions from the Public for surplus land, against eviction request for etc. in respect of above districts.
  13. All L.A. interpellations except those related with the districts allotted to N2 & N3.
  14. Request for exemption from ceiling provisions under section 81(3) and section 98 (A) of KLR Act, in respect of above districts.
  15. Issues related with the Patta/Purchase Certificate of surplus land by Land Tribunal & its appeal from the above districts.
  16. Petitions on surplus land before various Committees of KLA.
  17. Petition related with Ex-Jenmi Pension before the Committee for the welfare of elder persons of KLA.
- N2
1. Kerala Land Reforms Act and Rules.
  2. All suits (in High Court & in Supreme Court) under the KLR Act and papers related to the resumption of land under the KLR Act in respect of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Ernakulam Districts.
  3. Petitions from the Public for surplus land, against eviction request for patta etc. in respect of above districts.
  4. L.A. interpellation from the above districts.
  5. Request for exemption from ceiling provisions under section 81(3) and section 98 (A) of KLR Act, in respect of above districts.

6. Issues related with the Patta/Purchase Certificate of surplus land by Land Tribunal & its appeal from the above districts.
  7. Petitions on surplus land before various Committees of KLA.
- N3
1. Kerala Land Reforms Act and Rules.
  2. All suits (in High Court & in Supreme Court) under the KLR Act and papers related to the resumption of land under the KLR Act in respect of Palakkad, Kozhikode & Wayanad Districts.
  3. Petitions from the Public for surplus land, against eviction request for patta etc. in respect of above Districts.
  4. L.A. interpellation from the above districts.
  5. Request for exemption from ceiling provisions under section 81(3) and section 98 (A) of KLR Act, in respect of above districts.
  6. Issues related with the Patta/Purchase Certificate of surplus land by Land Tribunal & its appeal from the above districts.
  7. Petitions on surplus land before various Committees of KLA.
  8. Petition and Court cases related with Karaima Kudiyan cases in Kozhikode District.

### **Revenue (P) Department**

**Ph. No. 2518103**

- P1 Papers on constitution of Land Assignment Committees, Papers relating to Kerala Conservation of Paddy Land & Wet Land Act and Rules.
- P2 Arable forest land assignment rules, Papers relating to the issue of notification for assignment of arable forest lands and payment of advertisement charges, District Land Assignment Committee under the Arable Forest Land Assignment Rules, Papers related to lands owned by the Government of Kerala outside the territorial limits of the State, All papers on vested Forest Land Assignment of those who encroached after 1-1-1977, Quarrying in Government

Purampoku Land, Mining of Ordinary Soil, Miscellaneous papers of the Section.

- P3 Papers relating to Kerala Protection of River Banks and Regulation of Removal of Sand Act & Rules, Utilization of River Management Fund, Sand Mining from Rivers in the State, Papers relating to transfer of Revenue Land to Municipalities and Corporations.

**Revenue (R) Department**

**Ph. No. 2517132**

- R1 Papers relating to Regular and Interim annuity to Religious Charitable and Educational Institutions of Public Nature under KLR Act in respect of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Ernakulam and Palakkad District, Papers relating to Plan Schemes on centrally sponsored schemes regarding Land Reforms, Papers relating to release of funds from Government of India for the assignees of surplus land under the Centrally sponsored scheme, Papers relating to Kanam Tenancy Act, Review of Fortnightly/Monthly/Quarterly progress report under the 20 point programme regarding financial assistance to the assignees of surplus land, Papers relating to Pattazhi Devaswom Lands (Vesting and Enfranchisement) Act, 1961, Papers relating to legislation of the Oodupally lands (Enfranchisement) Bill, Kerala Scheduled Tribes (Restriction as Transfer of land and Restoration of Alienated Lands) Act, 1999.
- R 2 Papers relating to monthly review of work of Land Tribunals under various sections of KLR Act, Papers relating to Public Accounts committee, inspection reports, Draft Paras, Audit Report and Appropriation Accounts in respect of Land Board, papers on review of Quarterly statement of disposal of disciplinary cases relating to K.L.R. Act, Papers relating to Kandukrishi Land Assignment Rules, Sreepandaravaka Lands (Vesting and Enfranchisement) Act, Service Inam Lands (Vesting & Enfranchisement) Act, Bhoodan and Gramdan Movement, Viruthy Rules, Papers relating to Thiruppuvaram Payment (Abolition) Act, Miscellaneous papers of

the section, All the miscellaneous papers connected with the Taluk Land Board, Land Board, Appellate Authorities, Land Tribunals etc. other than the establishment matters of the personnel now dealt within Revenue 'C' or 'D' Section, Papers relating to section 75(3) (Shifting of Kudikidappu) of K.L.R. Act and the suits thereunder, Papers of Defence Personnel relating to Land assignment, Papers relating to the purchase of Kudikidappu Right under Section 75 to 80 of the K.L.R. Act, Papers relating to Cardamom Hill Reserve Lands.

- R 3 Papers relating to Regular and Interim annuity to religious, Charitable, Educational Institutions of Public nature under K.L.R. Act in respect of Thrissur, Malappuram, Kozhikode, Wayanad, Kannur and Kasargod District, papers on Kannan Devan Hills (Resumption of Lands) Act and Rules 1977, Assignment of Surplus land at Mankulam and Muthikkad, Papers related to supply of paddy and rice to the Travancore Palace (Extinguishments Rights and Liabilities) Bill, 1976, Papers relating to the Kerala Stay of Eviction Proceedings Act, 1966 and 1968, Oodukkoor-Settlement Proclamation, Record of Rights Act, 1968, Payment of Jenmibhagom Pension, Karathil Chilav and Arthappalisa, T.C. Edavagai Rights Acquisition Act, Sreepadam Lands Enforcement Act, 1969.

### **Revenue (S) Department**

**Ph. No. 2518201**

- S1 1. Issuing stay orders, installment, rescheduling Original Suits, Suit Notices relating to revenue recovery in Ernakulam, Kottayam Districts.
2. WP(C)s and SLP(C) relating to revenue recovery.
3. Revision Petition under Section 83(2) of Kerala Revenue Recovery Act.
4. Distress Warrant—lifting of attachment and Re-conveyance of bought-in-land.

5. Answer to various Legislature Committees.
  6. Papers received from other Departments for advice and remarks on the provisions of the Kerala Revenue Recovery Act.
- S2
1. Issuing stay orders, installment, rescheduling Original Suits, Suit Notices relating to revenue recovery in Ernakulam, Kottayam Districts.
  2. WP(C)s and SLP(C) relating to revenue recovery.
  3. Revision Petition under Section 83(2) of Kerala Revenue Recovery Act.
  4. Distress Warrant—lifting of attachment and Re-conveyance of bought-in-land.
  5. Answer to various Legislature Committees.
  6. Papers received from other Departments for advice and remarks on the provisions of the Kerala Revenue Recovery Act.
  7. Miscellaneous Papers.
- S3
1. Issuing stay orders, installment, rescheduling Original Suits. Suit Notices relating to revenue recovery in Thiruvananthapuram, Alappuzha, Idukki Districts.
  2. WP(C)s and SLP(C) relating to revenue recovery.
  3. Revision Petition under Section 83(2) of Kerala Revenue Recovery Act.
  4. Distress Warrant—lifting of attachment and Re-conveyance of bought-in-land.
  5. Answer to various Legislature Committees.
  6. Papers received from other Departments for advice and remarks on the provisions of the Kerala Revenue Recovery Act.

**Revenue (T) Department****Ph. No. 2518234**

- T1 Papers on employment assistance to dependents of Government servants Dying-in-harness in Land Revenue Department and Land Board, 2. Establishment matters except leave in respect of Copyists, Drivers, Security, Watch & Ward Staff, Attenders, Last Grade Servants, Village Field Assistant & P.T. Contingent employee of Land Revenue Department and Land Board.
- T2 Papers relating to continuance sanction of posts of Land Board, Taluk Land Board, Appellate Authorities and Land Tribunals and Land Revenue Department, Administration report of Land Board, Arrear claims of Revenue Staff, Requests/complaints received on the issue/non-issue of various certificates relates to Revenue Department, Miscellaneous papers of the section.
- T3 Deputation and leave of all categories of staff and officers in the Land Revenue Department and Land Board, Including Establishment/Service matters relating to Typists, (LD/UD/Supervisory and C.As) Establishment matters relating to the posts of UDCs/Village Officers including Special Village Officer and Additional Village Officer, Delegation of power.

**Revenue (U) Department****Ph. No. 2518104**

- U1 Papers relating to Assignment and Transfer of Government Land and Land Conservancy cases of Thiruvananthapuram District excluding Nedumangad Taluk. Papers relating to Amendment of Kerala Land Relinquishment Act and Rules.
- U2 Paper relating to Assignment and Transfer of Government Land Conservancy cases under Kerala Land Conservancy Act in Kollam District.

- U3 Papers relating to Kerala Land Conservancy Act and Rules, Papers relating to the Kerala Land Assignment Act & Rules, L.A. Interpellation of general nature in R/O Government Land Assignment & Land Conservancy, Papers on advisory nature regarding above subjects, Transfer of Land to Panchayaths.
- U4 Government Land Assignment cases in Thiruvananthapuram District in r/o Central and State Govt. Establishments/Institutions/PSUs/Autonomous bodies/Banks. All Government Land assignment cases of Thiruvananthapuram and Kollam Districts.

**Revenue (PS) Department**

**Ph. No. 2518228**

- PS 1. Receipts, Distribution, Consolidation and follow up action of papers on Legislative Assembly interpellations/Assurance concerned to the Revenue Department, Liaison work between the Revenue Department and the Legislative Secretariat.
2. Communicating and follow up action of papers relating to:
- (a) Public Accounts Committee
  - (b) Petition Committee
  - (c) Assurance Committee
  - (d) Subject Committee
  - (e) Estimates Committee
  - (f) Committee on subordinate Legislation
  - (g) Public undertakings Committee
  - (h) Scheduled Castes and Scheduled Tribe Committee of the State Legislature.
3. Watching over disposal of papers relating to the Report of the Comptroller and Auditor General.
4. RTI Miscellaneous application.

**Revenue (DRF-A) Department****Ph. No. 2518513**

- DRF A1 Papers relating to the Chief Minister's Distress Relief Fund to Thiruvananthapuram and General Papers of the Department.
- DRF A2 Papers relating to the Chief Minister's Distress Relief Fund of Kozhikode, Idukki Districts and L.A. Interpellations.
- DRF A3 Papers relating to the Chief Minister's Distress Relief Fund of Ernakulam and Pathanamthitta Districts.

**Revenue (DRF-B) Department****Ph. No. 2518487**

- DRF B1 Papers relating to the Chief Minister's Distress Relief Fund of Kannur, Palakkad, Kottayam & Miscellaneous papers of the section.
- DRF B2 Papers relating to the Chief Minister's Distress Relief Fund of Kannur, Palakkad, Kottayam & Miscellaneous papers of the Section

**Revenue (DRF-C) Department****Ph. No. 2517131**

- DRF C1 Papers relating to the Chief Minister's Distress Relief Fund of Thrissur and Alappuzha and Miscellaneous papers of the section.
- DRF C2 Papers relating to the Chief Minister's Distress Relief Fund of Malappuram and Kollam.

**Revenue (Devaswom) Department****Ph. No. 2518147**

- DEV 1 All Government papers related to Guruvayur Devaswom, All Establishment papers related to Malabar Devaswom Board and Temple Employees under Malabar Devaswom Board, HR & CE Department, all petitions and audit papers of Disciplinary actions, Court cases and Review petitions & Appeal petitions, All private Temples in the malabar area.
- (GDC-2) All petitions and papers related to Guruvayur Devaswom Commissioner Office.

- DEV 2 All papers related to Sabarimala including Sabarimala pilgrimage, Sabarimala Masterplan, & Sabarimala Idathavalam projects. Government files related to Koodalmanickam Devaswom, papers related Sree Padmanabha Swamy Temple. Subject related to Navarathri, Attukal Ponkala, Karkidaka Vavu etc. Devaswom Tribunal. Budget papers, Subject Committee
- (GDC-1) All Establishment papers and audit papers under Guruvayur Devaswom Commissioner Office except petitions.
- (KMDC-1) All papers under Koodalmanickam Devaswom Commissioner Office.
- DEV 3 All papers related to Travancore Devaswom Board except Sabarimala. Papers related to Cochin Devaswom Board. All papers related to Kerala Devaswom Recruitment Board. Fund release for renovation of ponds, kavus and altharas of temples under Devaswom Boards and Private Temples. All Private Temples except Malabar area, various Legislative Committee petitions and other miscellaneous papers.

### **Revenue (SC) Department**

**Ph. No. 2517180**

- SC 1 1. Papers relating to Solvency cases : Thiruvananthapuram, Kollam, Alappuzha, Pathanamthitta, Idukki, Kottayam, Ernakulam.
2. Papers relating to KBT Act 1975 : Thiruvananthapuram, Kollam, Alappuzha, Pathanamthitta.
3. Miscellaneous.
- SC 2 Papers relating to KBT Act 1975 in respect of Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, and Kasaragod Districts.
- SC 3 Papers relating to KBT Act 1975 in respect of Kottayam, Thrissur, Idukki, Ernakulam Districts & papers relating to Draft para, Audit Para, PAC recommendation and solvency Cases relating to KBT Act in respect of Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod Districts.

35. SCHEDULED CASTE AND SCHEDULED TRIBES  
DEVELOPMENT DEPARTMENT

**A Section** Ph. No. 2517134

- A1 Papers connected with Pre-Examination Training Centres (PETC), Industrial Training Institutes (ITI), Vocational Training Institutions, Model Residential Polytechnic Colleges, Institute for Civil Services Examination Training Society (ICSETS), Centre for Research and Education for Social Transformation (CREST), Production-cum-Training Centre (PTC), Computer Courses, Samridhi Kendras (except establishment matters). Medical Assistance for SCs in the districts of Thiruvananthapuram and Kollam.
- A2 All papers relating to educational concessions including Actual Boarding Lodging Charges for students residing at hostels except Pre-Metric and Post-Metric hostels to SC, General Orders relating to educational concession to SCs, Papers relating to educational concession to SCs in Self Financing Institutions, Parallel Colleges, Deemed Universities, Post-Metric Scholarships to SCs etc., E-payment regarding education concessions to SCs.
- A3 Papers relating to National Commission for SC's, Monitoring of Admission following principles of reservation in educational institutions for SCs, Miscellaneous papers of the SC Department of general nature such as Chief Secretary's meeting with Secretaries, MP's Conference, Collector's Conference, Core Committee meeting of Labour Department, SSA (PEDSK) etc., Publicity and Publication of Books, Cultural Programmes relating to SC. Papers relating to CyberSri, issues relating to starting of new institutions under SC Development and with the help of SC Department, Paper relating to Official Language. Administrative Reforms Commission, Monitoring of CCMS (As in the Nodal Officer), SLBC, Kudumbasree, Jala Nidhi, IT @ School, consolidation of petitions of general nature and state Nutrition Policy. Medical Assistance for SCs in Pathanamthitta, Idukki and Kottayam districts. Financial Assistance to Lawyers in SC Communities.

**Scheduled Caste/Scheduled Tribe Development (B) Department  
Ph. No. 2517149**

- B1 All papers relating to administration and acquisition of land in respect of SCDD & Corporations under the SCDD. All papers relating to Model Residential Schools, Sports Schools, Post-Metric Hostels/Pre-welfare measures in respect of unwed mothers. Constituting Interview Board and deputation of Government nominees for appointment of Teachers in Model Residential Schools under contract basis and fixing of remuneration of contract Teachers.
- B2 All papers relating to Governor's address and Budget Speech, Annual Performance report of the SC Department. All papers relating to Budget Proposals of the Scheduled Castes Development Department, Result Framework Document (RFD), Miscellaneous papers of 'B' Section. Conduct of Departmental Working Group Meetings in respect of SCs. Proposal relating to Special Working Group in respect of Scheduled Castes Development Department. Co-ordination Committee Meeting of LSGD.
- B3 All papers including scrutiny of Project Proposals for getting Central Assistance of SC Department. All papers relating to Government of India including release of funds and corrective measures of proposals submitted and monitoring release of funds towards following subjects viz. all Centrally Sponsored Schemes, SCA to SCP and SCA to TSP, ACA, Fund release under Article 275 (i) of Constitution, Scholarship, NGOs Grant-in-aid. Coaching & Allied Scheme (CSS), Book Bank Scheme, Up gradation of merit of students (100%) (CSS); 20 point Programme of SC. All papers relating to SC/ST Federation and SC/ST Co-operative Societies featured under SC/ST Federation. All papers relating to loan write off.

**Scheduled Caste Scheduled Tribe Development (C) Department  
Ph. No. 2518016**

- C1 Establishment papers and disciplinary actions of all Gazetted Officers in Scheduled Castes Development Department. All papers relating to Kerala State Development Corporation for SC and ST including establishment matters of employees. PUC, Draft paras/Audit paras, Inspections in the offices of Scheduled Castes Development Department, annual administration reports. Papers relating to L. A. Committees/meeting, papers relating to

finance inspection/vigilance enquiry reports and C & AG Report. Rent and Rates (Electricity, Water, Phone etc. of Office Buildings of Scheduled Castes Development Department) Repairs and disposal of vehicles in Scheduled Castes Development Department. L. A. Interpellation of general nature. Miscellaneous paper of C Section and Monthly Business Statement.

Review report of Special recruitment of Scheduled Castes in Government Departments and PSUs

- C2 Establishment Papers and disciplinary actions of All non Gazetted Officers in Scheduled Castes Development Department. Special Rules of State Services and Subordinate Services of Scheduled Castes Development Departments. SC promoters and their service conditions. Papers relating to IHDP colonies, SC colonies, Housing Schemes for SCs including that of Colonies/Sanketham, Schemes for the construction of houses for SCs. Scheme for allocation of land to landless SCs. Papers relating to Vijnjanavadies & Self Sufficient Villages.

**Scheduled Caste Scheduled Tribe Development (D) Department**  
**Ph. No. 2518114**

- D1 Establishment papers of all Non-Gazetted Officers in Scheduled Tribes Development Department, All matters relating to Vehicles in Scheduled Tribes Development Department, Wayanad Health Society, Mobile Medical Units, Ayurvedic and Allopathic Dispensaries, Health Schemes, All on going Health Projects of Scheduled Tribes. Special food for work programme for the tribals in Wayanad District. Miscellaneous papers of General nature in respect of STDD.
- D2 Papers relating to the (i) Collective Farm, Vattachira, (ii) Attappady Co-operative Farming Society, (iii) Scheme for the Rehabilitation of Land-less tribals-papers on TRDM, implementation of Forest Rights Act and allied subjects. Aralam Farm Company and papers relating to all settlements under TRDM, Comprehensive Health Insurance Scheme [Financial Assistance to Hospitals (All the Districts)], Rubber cultivation in tribal areas. (Acquisition and administration of land in respect of STDD).

- D3 Establishment papers of all Gazetted Officers in the STDD, Review reports of special recruitment of STs in Government Department and Public Sector Undertakings, Rent & Rates (Electricity, Water, Telephone etc.) of Office Buildings under the STDD, Miscellaneous of 'D' Section. Paper relating to Priyadarshini Tea Estate, Pookot Dairy Project and Sugandhagiri Cardamom Project. SC/ST Co-operative Societies, Special Rules pertaining to both Gazetted and Non-Gazetted Officers.

**Scheduled Caste Scheduled Tribe Development (E) Department  
Ph. No. 2518074**

- E1 Papers relating to the Developmental Activities / new schemes in respect of ST colonies, medical assistance relating to IHDP Colonies of all Districts, the issues pertaining to the colonies and Housing Schemes for STs, All papers relating to MRSs/ Ashram Schools except establishment papers, all papers of pre primary Post-metric and Pre-metric hostels
- E2 Papers relating to KIRTADS (Establishment), papers relating to National Commission for STs, State Commission for SCs/STs and similar issues, miscellaneous papers of the section. Medical assistance for the districts of Ernakulam, Thrissur, Palakkad, Wayanad and Kasargod to STs. Scheduled Tribes Promoters, Health Promoters and their service conditions, Function and duties of promoters (restructuring), papers relating to ST surveys and allied matters. All papers relating to the Developmental Activities/new schemes in respect of ST Colonies, Pre-Examination training centres and other training centres under STDD. Marriage Assistance and Inter caste marriage assistance to Scheduled Tribes.

**Scheduled Caste Scheduled Tribe Development (F) Department  
Ph. No. 2518613**

- F1 Palakkad Medical College, Medical Assistance to Scheduled Castes (Palakkad, Thrissur, Alappuzha, Ernakulam).  
State Advisory Committees of Scheduled Castes, Miscellaneous.
- F2 Marriage assistance to Scheduled Castes, Financial Assistance to Inter-Caste married couple involves Scheduled Castes, treatment Assistance to Scheduled Castes (Malappuram, Kozhikode, Wayanad, Kannur, Kasargode), Employment Assistance to the dependents of victims in SC/ST Atrocities, Social Solidarity fortnight Temple Entry Proclamation.

- F3 Protection of Civil Rights Act, 1955, Implementation of SC/ST (POA) Act, 1989, Petitions from all Districts under PCR and POA Act, Paper related to NHRC. Amendment of SC/ST (POA) Act, and (POA) Rules.

**Scheduled Caste Scheduled Tribe Development (G) Department**  
**Ph. No. 2518091**

- G1 Inclusion/Exclusion of castes and communities in/from State Scheduled Castes and Scheduled Tribes List. Kerala Scheduled Castes and Scheduled Tribes (Regulation of issue of Community Certificate) Act, Rules and Amendments Issues of Scheduled Castes and Scheduled Tribes community Certificates. General papers/Writ Petitions relating to all the above subject. Miscellaneous papers of G Section, Reservation of Scheduled Castes and Scheduled Tribes and allied papers. Inclusion/Exclusion of castes and communities in/from State Scheduled Castes and Scheduled Tribes List.
- G2 All Scheduled Caste claims except Vannan, Mannan, Chakkiliyan, and converted Christians.
- G3 Scheduled Caste claims in respect of Vannan, Mannan, Chakkiliyan, Converted Christians and all Scheduled Tribe claims.

**Scheduled Caste Scheduled Tribe Development (PM) Department**  
**Ph. No. 2518936**

SLWG Meeting, Papers relating to Additional authorization. Re-appropriation and letter of credit in respect of STDD. Educational concessions, grants, ez-pay etc. to ST, Monitoring release of funds towards following subjects/viz all Centrally Sponsored Schemes, SCA to TSP, ACA, Fund release under Article 275 (1) of Constitution, NGO's Grant-in-aid.

**Scheduled Caste/Scheduled Tribe Development (PS) Department**  
**Ph. No. 2517008**

Consolidation and follow up action on Legislative Committee papers. LA/Lok Sabha and Rajya Sabha Question, LA Questions of the Departments like GA (Cordn.) Department, P and ARD, Finance Department etc., Monthly Business Statement and allied papers and staff meetings of the Department. All papers relating to the implementation of Right to Service Act, Right to Information Act etc.

## 36. SCIENCE AND TECHNOLOGY DEPARTMENT

**Science & Technology (A) Department**

Ph. No. 2548200

**A1 Seat :**

1. Papers on JNTBGRI, (Jawaharlal Nehru Tropical Botanic Garden and Research Institute) MBGS, (Malabar Botanic Garden and Institute of Science), C-STED (Centre for Science and Technology and Entrepreneurship Development).
2. Store and Stock of Stationery Articles.
3. WP(C)s on allotted subjects.
4. Miscellaneous papers in the Department.
5. LA interpellation/Subject Committee/ Legislative Committees/ RTIs and other miscellaneous works on allotted subject and General papers/consolidation of Legislative Committee papers.

**A2 Seat :**

1. Papers on NCESS (National Centre for Earth Science Studies), Establishment and allied matters of KSCSTE (Kerala State Council for Science and Technology and Environment), Sreenivas Ramanujan Institute of Basic Sciences (SRIBS), Achuthamenon Foundation, Salim Ali Foundation and M.S. Swaminathan Foundation..
2. Annual Plan and Budget Estimates, Grant-in-aid and allied matters.
3. WP(C)s on allotted subject.
4. LA interpellation/Subject Committee/Legislative Committees/ RTIs and other miscellaneous works on allotted subject.

**A3 Seat :**

1. Matters on  
RGCB—(Rajeev Gandhi Centre for Bio-Technology)  
KSoM—(Kerala School of Mathematics)  
STIC—Sophistication Test and Instrumentation Centre

IRTC—Integrated Rural Technological Centre

KFRI—Kerala Forest Research Institute

NATPAC—National Transportation Planning and Research Centre

CSTPI—State Technology Partnership Institute

IAV—Indian Institute of Advanced Virology

CWRDM —Water Resources Development and Management

2. Consolidation of LA Interpellation.
3. Monthly Business Statement.
4. Papers on Departmental Vehicles.
5. LA Interpellation/Subject Committee/Legislative Committees/RTIs and other miscellaneous works on allotted subject.
6. WP(C)s on allotted subject.

### 37. SOCIAL JUSTICE DEPARTMENT

#### **A Section—Ph. No. 2518697**

#### **A1 Seat:**

1. Establishment matters of all officers (Gazetted) under the directorate and other offices under Social Justice Department.
2. Special Rules of Social Justice Department.

#### **A2 Seat :**

1. National Children's Award for exceptional Achievement.
2. Rajiv Gandhi Manav Seva Award.
3. National Award for Child Welfare.
4. All petitions relating to widows and the schemes of assistance to the remarriage of widows.
5. Establishment matters of Child Right Commission
6. Vocational Training Centers (VTC).
7. Establishment matters of all Officers (Non Gazatted)

**A3 Seat :**

1. All papers relating to NISH including papers on fund release.
2. NHFDC loan to KSWDC and KADC.
3. Papers relating to Budget and Annual Report of Social Welfare Report.
4. Audit paras, Draft paras, Inspection Reports, PAC, PUC, Subject Committee papers etc.
5. Probation Service.
6. Inspection Reports of SCPWD, NISH.
7. Working Group Meeting.
8. Chief Secretary's meeting with Secretaries and State Chief Secretaries meeting.
9. Plan Review and papers relating to Plan, Five Year Plan and Finance Commission etc.
10. Miscellaneous papers of the section.
11. National and State Awards for the Physically Handicapped and to those who are working in the field of Disability.
12. Scholarships to the Physically Handicapped Students.
13. Domestic Violence Act, Family Counselling and Counsellors.

**Section B—Ph. No. 2517157****B1 Seat :**

1. All papers relating to ICDS projects including construction of ICDS and Anganwadi buildings.
2. Special Nutrition Programme.
3. Kishori Shakti Yojana.
4. General ICDS
5. Programme for Welfare and Development of Children (Action plan of Children)

6. Nutrition Policy.
7. Papers relating to World Food Programme and feeding centers.
8. Anganwadi Workers and Helpers Welfare Fund Board.
9. Prime Minister's 15 point programme.
10. Tsunami Rehabilitation Programme.
11. Balika Samridhi Yojana
12. SABLA, Matritwa Sahayoga Scheme
13. Bati Bachavo, Bati Patavo Scheme
14. Vanitharatnam

**B2 Seat :**

1. Dowry Prohibition Act.
2. Papers relating to Women's Commission
3. Constitution of Anganwadi Workers/Helpers Selection Committee
4. Papers relating to Anganwadi Workers and Helpers.
5. Miscellaneous papers of the section.

**B3 Seat :**

1. Papers relating to women welfare programme.
2. Working Women's Hostel
3. Indecent representation of Women Act, Immoral Traffic in Women and Girls Act, Victim Compensation Scheme, Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013
4. Integrated Women Empowerment Programme.
5. Mahila Mandiram, Swadhar Grah, Rescue Home, Short Stay Home etc.
6. Grand-in-aid Schemes under STEP, UJJWALA, SWADHAR and General Grand-in-aid.

7. Financial Assistance Scheme and Rehabilitation Scheme for the Convict, ex-convicts and their families.
8. Nirbhaya and Gender Park.
9. Gender Advisory Board.
10. Gender Policy and Transgender Policy
11. Nari Shakti Puraskar.
12. One Stop Centre.
13. National Mission of Empowerment of Women (NMEW)
14. Village convergence and Facilitation Service (VCFS)
15. Nervazhi Project.
16. Women Policy.
17. Prohibition of Offenders Act, 1958.

**C Section—Ph. No. 2518540**

**C1 Seat :**

1. NFBS
2. Financial Assistance to the inter-caste married couple other than SC/ST.
3. Distress Relief Fund for the Persons with disabilities.
4. Financial Assistance to the Widows for the marriage of their daughters.
5. Paper relating to Orphanage Control Board.
6. Grand-in-aid Schemes under IPOP and Prevention of Alcoholism and Substance (Drugs)
7. Old Age Homes.
8. DDRC
9. Kerala State Women's Development Corporation.

**C2 Seat :**

1. Sree Chithra Poor Home.
2. Vanchi Poor Home and its branches.
3. Kerala State Social Welfare Advisory Board.
4. Kerala Social Security Mission.
5. Aswasakiranam, Snehasparsham, Hunger Free City Scheme, Cancer Suraksha Scheme, Thalolam, Vayomithram, Karunya Deposit Scheme, Payment Gateway etc.
6. Old Age Policy, National Old Age Policy, Issues relating to Senior Citizens, Maintenance and Welfare of Senior Citizens Act and Rules etc.
7. Cochlear Implantation Scheme.
8. Financial Assistance to Endosulfan affected people.

**C3 Seat :**

1. Repair and purchase of vehicles of Social Welfare Department.
2. Construction and repairs of buildings of Social Welfare Department.
3. Fixation of Rent of office buildings of Social Welfare Department.
4. Papers relating to begging.
5. Administration Report of Social Welfare Department.
6. All miscellaneous papers of Social Welfare Department.
7. M.P.'s Conference, D.C.'s Conference
8. Kuttanad Package.

**D Section—Ph. No. 2517248****D1 Seat :**

1. Appointment and filling up of Backlog of Reserved vacancies of persons with disabilities.
2. All GOI Schemes for Differentially Abled persons including NPRPD and GPY.
3. Implementation of PWD Act and Rules and National Trust Act and Rules.

4. Implementation of disability certificate schemes by KSSM.
5. Framing of Rules regarding the control of Institutions for Mentally disabled and mentally ill persons.
6. Scheme for Implementation of Persons with Disabilities Act (SIPDA).
7. All papers relating to State Commissioner for persons with disabilities (Except IR and fund release).
8. Marriage assistance to differentially abled women and daughters of differentially abled parents.
9. Asha Bhavans.
10. Composite Regional Centers.

**D2 Seat :**

1. All papers relating to KSHPWC.
2. Employment, Training, Rehabilitation etc. of Differently Abled persons.
3. Establishment of Hospitals for Differently Abled persons.
4. Home for Physically Handicapped persons.
5. ADIP Scheme.
6. All general and miscellaneous papers and petitions relating to Differently Abled persons.
7. Scheme for starting Care Homes for mentally retarded people.
8. Scheme for starting vocational and rehabilitation centres for cured mentally ill persons.
9. Home for the disabled children.
10. Home for the mentally disabled children, mentally disabled and mentally ill persons.
11. Miscellaneous papers of the Section.
12. All papers relating to State Institute on Disabilities (SID) and National Institute of Physical Medicine and Rehabilitation (NIPMR)

**E Section—Ph. No. 2518805****E1 Seat :**

1. ICPS, JJ Act, Rules and its implementation, Juvenile Homes, Children's Home, After Care Home, Child line & related institutions.
2. Issues relating to Child Labour and Child begging, Children's Institution Registration.
3. Papers relating to Kerala State Council for Child Welfare.
4. Child Marriage Restraining Act.
5. Child Trafficking.

**E2 Seat :**

1. Psycho Social Service Scheme.
2. Papers relating to Adoption, Foundling Homes, CARA etc.
3. School Counsellors.
4. All consolidation work of the Department including LA Interpellation.

**38. SPORTS AND YOUTH AFFAIRS DEPARTMENT****Sports and Youth affairs (A) Department****Ph. No. 2517135**

- A1
1. All papers related to Sports Engineering Wing.
  2. KIIFB Projects
  3. Nomination of Arjuna Award, Dhronacharya Award, Dhyanchand Award, Khel Retna Award etc.
  4. All Miscellaneous papers in the section
  5. Consolidation of monthly Statement in the section
  6. Papers relating to Sports Authority of India
- A2
1. All papers related to Kerala State Sports Council
  2. Papers related to Panchayat Yuva Krida Aur Khel Abhiyan (PYKKA)/Khelo India
  3. Incentive cash Award to Medal winners of National and International Sports Meet

4. Sports Act/Sports Rules/Sports Policy
  5. Re-constitution of Sports Appellate Tribunal
  6. Papers relating to sports persons with disabilities
  7. Papers related to sports Quota Appointment/Financial Assistance to Sports Personnel
  8. Re-Constitution of District/State sports Councils
- A3
1. All papers related to Director, Sports and Youth Affairs and Rajiv Gandhi Sports Medicine Centre
  2. Papers related to All Martial Arts Forms and other rare sporting events
  3. Papers related to All India Service Tournaments
  4. Papers relating to construction of Stadia projects funded directed from state plan schemes and MOYAS Schemes
  5. Papers relating to SMILE projects including multi sports play spaces, maintenance of play fields, play for health, swim and survive and community sports
  6. Papers relating to RFA-1, Estt. of Circus Academy and Circus pension
  7. Sports Development Fund

**Sports and Youth Affairs (B) Department**

**Ph. No. 2517247**

- B1
1. Papers relating to Rajiv Gandhi Academy for Aviation Technology
  2. All Establishment papers relating to Kerala State Youth Welfare Board
  3. Fund distribution to the Board for various programmes
  4. Central Government assisted youth programmes/adolescence programme of NPYAD (Central Aid) (National Programme for Youth and Adolescent Development)
  5. National and State Youth Award, Youth Exchange programme/ Youth centres

6. Papers related to Youth hostels, Nehru Yuva Kendra, Youth Co-ordinators
  7. Total physical fitness programme
  8. Physical fitness awareness of adults and general public
  9. Audit report of Kerala State Youth Welfare Board
  10. Adventure programmes conducted by KSWYB and DSYA
  11. Papers of Adventure academy
  12. Papers related to Rajiv Gandhi National Institute of Youth Development (RGNIYD)
  13. Establishment matters of Ex-NDS instructors
- B2
1. Papers relating to Governor's address, Budget Speech
  2. Consolidation of monthly statement of the Department
  3. Papers relating to Kerala State Youth Commission
  4. Budget Proposal and Budget estimate of Sports and Youth Affairs
  5. Chief Secretary's Conference
  6. MPs Conference, Collectors conference
  7. Papers related to various legislative committee of the section
  8. All miscellaneous papers of Sports and Youth Affairs Department

### 39. STORES PURCHASE DEPARTMENT

#### **Stores Purchase (A) Department**

**Ph. No. 2518109**

#### **A1:**

1. Application for Registration of firms as approved suppliers (Initial registration)
2. Renewal of Registration
3. All kinds of pump sets and its spare parts including motors.
4. Preparation of the List of firms registered with Stores Purchase Department.

**A2:**

1. Electronic Equipments, Computer accessories
2. Audio visual equipments
3. Amendments to Stores Purchase Manual, Manual of Material Administration.
4. e-procurement
5. Stock file of Rate Contracts settled in the Stores Purchase Department.
6. Maintenance of Rate Contract Register.

**A3:**

1. Textiles and Uniform Materials Taxes
2. Leather and Leather goods.
3. Coir and Coir products
4. Woollen goods and surgical dressings
5. Nylon ropes and polythene bags
6. Cotton Waste, Bed cotton, Yarn etc.
7. Steel and other related items
8. Global Tenders
9. Display Boards
10. Timber & All papers relating to purchase of furniture

**A4:**

1. Periodical Certificate on important orders issued
2. Surprise inspection by Additional Secretary and Under Secretary.
3. PAC Recommendation and its implementation
4. PUC Recommendation and its implementation
5. Preparation of the following statements:
  - (a) Directory of purchase (half yearly)
  - (b) List of purchase of ISO certified goods (quarterly)

6. Electrical goods, photocopier etc.
7. Tubular Batteries & Motor Truck Batteries
8. Chemicals and Plant Protection equipment
9. Insecticides
10. Ferrous and Non-ferrous materials such as metal claps, M.S.Rods etc.
11. Green manure and deeds for agricultural purposes
12. Diesel Generator
13. Lab Equipments (except for Educational Institutions)

**Stores Purchase (B) Department**

**Ph. No. 2518492**

**B1:**

1. Cash & Accounts
2. Monthly Business Statement
3. Receipt and Refund of deposits including EMD and Security deposit in respect of rate contracts.
4. Correspondence with DGS & D
5. Papers relating to Committee on Official Language
6. Fire Extinguishers, Fire Alarms
7. Departmental Conference
8. Interpellations and Miscellaneous Papers

**B2:**

1. Motor vehicles, accessories and spare parts
2. Fabrication of water tanker
3. Drainage and sanitary materials
4. Rate Contract for Tyres, Tubes, Flaps
5. Weights, Measures and Weighing Instruments

6. Dietary articles
7. Pad Locks, Tubes, Flaps etc.
8. Alcometer, RADAR
9. GI Pipes and special polythene pipes

**B3:**

1. Surgical Instruments and Hospital equipments
2. Refrigerators, Air Compressors, Air Conditioners, Air Coolers, Water Coolers, Cooling arrangements, Cold Storage and Freezers
3. Dairy equipments
4. Plant and Heavy machinery (Road Rollers, Concrete Mixers, Vibrators, Tractors, JCB etc.)
5. Agriculture Machinery, Textiles and Printing Machinery
6. Marine Engines, Boats, Rigs etc.
7. Import License and foreign exchange
8. Medicines and drugs, chemicals for use in hospitals
9. Gases and Gas Cylinders
10. Lathes
11. Workshop machinery and equipments other machinery not specified elsewhere

**B4:**

1. Fuel Oil and Lubricants
2. Sea Safety Equipments
3. X-ray plant and equipments
4. Photographic materials
5. Laboratory equipments for Educational Institutions
6. Books and periodicals, Stationery Articles
7. Surveying, Drawing and Mathematical Instruments

8. Rate Contract for sewing machines
9. Vacuum Cleaner
10. Echo Sounder, Mobile Phone
11. Glass

**Store Purchase (IW-I) Department**

**Ph. No. 2518959**

Inspection of purchase files of various Government Departments, Public Sector Undertakings, Local Self Government Institutions, Autonomous Bodies etc., and follow up action thereon.

**Stores Purchase (IW-II) Department**

**Ph. No. 2518033**

Inspection of purchase files of various Government Departments, Public Sector Undertakings, Local Self Government Institutions, Autonomous Bodies etc., and follow up action.

40. SAINIK WELFARE DEPARTMENT

**Ph. No. 2518644**

**SW 1 Seat**

1. Papers relating to State Emblem of India
2. Self Employment of Ex-servicemen
3. Papers relating to Armed Forces Flag Day
4. All papers relating to Kerala State Ex-Service Development and Rehabilitation Corporation (KEXCON)
5. Welfare and Resettlement of Ex-Servicemen / War widows
6. Miscellaneous papers of the section including miscellaneous L. A. Interpellation
7. X-Mas New year Jai Jawan Lottery
8. Papers relating to Sainik seminars

**SW 2 Seat**

1. Redress Grievance of Service / Ex-Servicemen
2. Employment Assistants to dependents of Defence Personnel killed in action etc. of in respect of all Districts
3. All Establishment papers relating to Directorate of Sainik Welfare
4. Follow up action on the minutes of Civil Military Liaison Conference.
5. Granting of cash Award, Cash-in-lieu of land and Annuity to recipients of Gallantry Award Winners
6. Office Stationery

**SW 3 Seat**

1. Papers relating to Counting of Military Service for purpose of Civil Pension
2. Advice on Military Service
3. Ex-gratia to dependents of defence personnel killed/disabled in action etc.
4. Reconstitution of Rajya Sainik Board and Zila Sainik Board
5. Papers relating to Chief Minister's Sainik Welfare Fund
6. House Building Grant to Ex-Servicemen/dependents of disabled/deceased Jawans
7. Papers relating to State Amalgamated Fund / State and District Military Benevolent Fund
8. Papers relating to Armed Forces Flag Day Fund
9. Follow up action on the minutes of Kendriya Sainik Board
10. Scheme of Monthly financial assistance to II World War Veterans
11. Sainik Rest Houses and ECHS Polyclinics
12. Budget papers related to Directorate of Sainik Welfare

41. TAXES DEPARTMENT

**1. Taxes (A) Department**

**Ph. No. 2518495**

**A1**

1. FL 3, FL-4A, FL-7 and FL 11 Licences and connected cases except Ernakulam and Idukki Districts
2. Abkari dues including current years due Kist arrears
3. OP's and WP (C)'s related to Abkari arrears
4. Amensty Scheme
5. Miscellaneous papers of the Section
6. FL 1 Shop Shifting, Transfer and Complaints

**A2**

1. FL 3, FL-4A, FL-7 and FL 11 Licences and connected cases except Ernakulam and Idukki Districts
2. Write Off of Excise Revenue
3. Papers relating to deputation of employees to KSBC
4. Closing of Abkari shops on special occasions and connected cases

**A3**

1. All papers relating to KSBC except deputation
2. Papers relates to legislative committees
3. Papers related to FL 11 Shops other than sanction, location shifting and Complaints

**Taxes (B) Department**

**Ph. No. 2518904**

**B1 Seat :**

1. Amendments to Acts and Rules of KGST, Kerala Value Added Tax Compensation
2. Central Sales Tax
3. Kerala Tax on luxuries and tax on entry of goods in local areas
4. Preparation of Finance Bill

5. CST Appellate Tribunal, Empowered Committee Meeting
6. Tax Monitoring Cell Meeting
7. Grievance Redressal Bureau Meeting
8. Price Information Bureau meeting
9. Restructuring rate of tax on petrol, diesel
10. Implementation of Good & Service Taxes (GST)
11. Committees on RNR, Dual control, IGST etc.
12. Subject Committee for Gold Streaming

**B2 Seat :**

1. Amendments to Acts and Rules of Agricultural Income Tax
2. e-Payment Commercial Taxes
3. All papers related to Computerisation of Commercial Taxes Department
4. Papers related to stay on Revenue Recovery
5. Allowing instalment facility on Tax Dues
6. Waiver of interest in continuation of Revenue Recovery
7. Inspection report on inspection conducted by Finance Inspection Wing in the offices of Commercial Taxes Department
8. Papers related to Amnesty Scheme
9. Papers related to KVATIS
10. State Empowered Committee on GST
11. Section Miscellaneous papers

**B3 Seat :**

1. Reduction / Exemption of Rate of Tax under KGST Act, Value Added Tax Act
2. Refund of excess tax remitted under KGST & KVAT
3. Refund of input Tax credited under VAT
4. Waiver of interest on tax arrears
5. Papers related to work Contract Tax
6. Write off irrecoverable arrears of Tax
7. Papers related to Value Added Tax Registration and connected papers

**Taxes (C) Department****Ph. No. 2518887**

1. Suits relating to KGST Act and KVAT Act—Notices under section 60 CPC of the Sales Tax Act
2. Draft papers, C & AG Reports and PAC Reports on ST & AIT, KVAT Luxuries Tax
3. Papers relating to OPs/WPs/WAs/Sales Tax Revised cases/ST before High Court/Condemnation of Department Vehicles.
4. Papers relating to Centre for Taxation Studies
5. Papers relating to Accommodation and Construction of Sales Tax Offices and Tribunals
6. Papers relating to Enforcement of Sales Tax Act and Rules, inspection, Erasion of Tax and Check Posts
7. Papers relating to Chitties and Curies Act and Rules— Cent Chitty Fund Act, Instalment Scheme.
8. Prize Chitties and Money Cirulation (Banning) Act, 1978.
9. Non Banking Finance Companies—State level Bankers Committee meeting of State level co-ordination committee meeting.
10. Papers relating to purchase, repairs, replacement of spare parts and condemnation of vehicles of Commercial Taxes Department.

**Taxes (D) Department****Ph. No. 2518205**

- 1 D1
  1. Establishment matters from the cadre of Assistant Commissioner to Joint Commissioner in the State Goods and Services Tax Department
  2. Disciplinary Action against officers from the cadre of State Tax Officer to Joint Commissioners in the State Goods and Services Tax Department.

- 2 D2
  1. Establishment matters related to Non Gazetted Officers of State Goods and Services Tax Department
  2. Disciplinary Action against Non Gazetted Officers of State Goods and Services Tax Department
- 3 D3
  1. Establishment matters of State Tax Officers in State Goods and Services Tax Department
  2. Budget and Administration Report of State Goods and Services Tax Department & AIT/KVAT/STAT Appellate Tribunal
  3. All Establishment matters of Traders Welfare Board.
  4. All Miscellaneous papers of Taxes Department
  5. M.Ps Conference, CS Meeting, GST Meeting, Collector's Conference etc.

**Taxes (E) Department**  
**Ph. No. 2518302**

E1

Establishment papers of Registration Department including vigilance disciplinary actions in the district of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki and Ernakulam.

E2

Establishment papers of Registration Department including vigilance disciplinary actions in the district of Thrissur, Malappuram, Kozhikode, Palakkad, Wayanad, Kannur & Kasaragod. DPC of Registration Department, Compassionate Employment, Medical reimbursement, Interest free Medical Advance.

E3

Jurisdiction of Sub Registry Offices.

Opening of new Sub Registry Offices.

Draft paras and PAC report in respect of Registered Documents.

Follow up action of C & AG Reports-PAC Report on appropriation.

Repair/maintenance of vehicle and Building for Sub-Registry Offices and fixation of rent of Sub-Registry Offices.

Appeal petition in respect of Audit Objection raised by AG.

All papers relating to Welfare Fund Schemes in respect of Registration Department.

Shifting of Sub-Registry Offices and matters relating to vendor license.

TA arrear claim and computerization of Registration Department.

### **Taxes (F) Department**

#### **Ph. No. 2518699**

1. Establishment matters of Excise Personnel
2. Disciplinary action against Excise Personnel
3. All arrear claims of Excise Department
4. Compassionate Employment Assistance Scheme in Excise Department
5. Grant of leave to Excise personnel
6. Confiscation of vehicles
7. Central Excise
8. Budget and Administration Report of the Excise Department
9. Complaint against Excise personnel vehicles
10. Infrastructure of Excise Department

### **Taxes (G) Department**

#### **Ph. No. 2518198**

1. Abkari Act and Rules and Amendment thereto; papers related Subordinate Legislation Committee on Estimates
2. Illicit distillation
3. Location complaint and shifting of Abkari shops
4. Special License (FL-6)

5. Prohibition—Commission and Enquiries
6. Udayabhanu Committee
7. Medicinal and Toilet Preparation (Excise duties) Act and Rules.
8. Molasses Control Order
9. Inter State Allocation of Alcohol/Spirit and Molasses and connected papers
10. Transit of Spirit and Liquor
11. Progress of revenue collection
12. Convening of Excise Officers meeting
13. PAC
14. Inspection Reports and Audit objections relating to Excise Department Distilleries other than Establishment papers relating to personnel deputed from Excise Department
15. Narcotic Drugs and Psychotropic Substances Act and Connected papers
16. Subject Committee
17. Abkari Policy
18. Construction of building for Excise Department, fixation of rent for building hired by Department

**Taxes (PS) Department**

**Ph. No. 2518972**

1. Public Accounts Committee
2. Petition Committee
3. Assurance Committee
4. Subject Committee
5. Estimate Committee
6. Committee on Subordinate Legislation

7. SC/ST Committee
8. Public Undertaking Committee
9. Monitoring of LA Interpellation
10. Consolidation work of Taxes Department
11. Papers relating to monthly Staff Meeting

**Taxes (H) Department**

**Ph. No. 2518589**

**H1**

All matters related to State Lotteries Department

**H2**

1. All matters related to Kerala State Financial Enterprises
2. All matters relating to Kerala Money Lenders Act
3. State Level Co-ordination Committee of Non-Banking Financial Companies (NBFCs)
4. LA Interpellation related to Tax Revenue
5. Miscellaneous papers of the Section

**Taxes (J) Department**

**Ph. No. 2518829**

**J1**

1. Indian Stamp Act,1899
2. Indian Stamp Rules
3. Kerala Stamp Act 1959 except audit objection.
4. Kerala Stamp Rules.
5. Manufacture and sale of stamp Rule 1960.
6. Stamp Duty, Registration Fee exemption, Papers related to Bogus Registration and connected papers in the district of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam Idukki and Eranakulam.
7. Papers related to Stamps.
8. Fair Value of land
9. Impounded documents-fair value fixation of land.

**J2**

1. Stamp Duty, Registration Fee exemption, Papers related to Bogus Registration and connected papers in districts of Thrissur, Malappuram, Kozhikode, Palakkad, Wayanad, Kannur & Kasargod.
2. All matters relating to the India Registration Act, 1908.
3. Registration Rules related papers.
4. Travancore Cochin Literary Scientific and Charitable Societies Registration Act and relating papers.
5. Transfer Act.

**J3**

1. Kerala Document Writer's License Rules, 1960.
2. Budget relating to Registration Department and Treasury Directorate and Commissionerate of Land Revenue.
3. Under Valuation.
4. Stamp depot-Scarcity of Stamps.
5. Miscellaneous paper of Registration department.

## 42. TOURISM DEPARTMENT

**Tourism (A) Department****Ph. No. 2518490****A1 Seat:**

1. All establishment papers of the Directorate of Tourism and its subordinate offices
2. Administration Report of Tourism Department
3. Inspection of Subordinates Offices.

**A2 Seat :**

1. All papers of Kerala House, New Delhi and Kanyakumari
2. Papers relating to Government lands outside the State
3. Allotment and maintenance of Kanakakkunnu Palace, Sooryakanthi Fair Ground, Nishagandhi Auditorium
4. Implementation, review and issue of Administrative Sanction of Tourism Projects in respect of Thrissur, Idukki, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasargod Districts including land acquisitions for the above projects.

**A3 Seat :**

1. Master Plan on Tourism
2. Working Group Meeting
3. Implementation, review and issue of Administrative Sanction of Tourism projects in respect of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam and Ernakulam Districts including land acquisition for the above projects.
4. All Centrally Sponsored Schemes
5. Dream City Project, ICC Akkulam.

**A4 Seat :**

1. All papers on Eco Tourism, Thenmala Eco Tourism Promotion Society
2. All papers relating to District Tourism Promotion Councils
3. Papers relating to House Boats and back water tourism
4. Papers on the Task force for Tourism and smart waterways under the mission of the President of India
5. Miscellaneous Papers of the Section.

**Tourism (B) Department****Ph. No. 2518803****B1 Seat :**

1. All papers relating to Kerala Tourism Development Corporation Ltd., Tourist Resorts Kerala (Ltd.) and its joint ventures, Bekal Resort Development Corporation including the PUC, Audit Reports and others Legislative Committee reports of the above Companies
2. Acquisition of land for the above companies
3. Papers related to Kovalam Palace.

**B2 Seat :**

1. All Act and Rules pertaining to Tourism Department
2. Investment subsidy concessions to Tourism

3. All Domestic Fair & Festivals Exhibition & Road Shows, Financial assistances for fairs and festivals
4. Advertisement, Tourism publicity, Tourism Awards
5. Declaration of special Tourism Zones/Destination
6. Tourism Clubs
7. Journey of officers within the country
8. Tourism Advisory Committee.

**B3 Seat :**

1. Foreign Journeys of M [Tourism & Principal Secretary (T)] and other officers of Tourism Department
2. Training programmes of the officer of Tourism Department
3. All papers relating to Institute of Hotel Management and Catering Technology, Kerala Institute of Tourism & Travels Studies (KITTS)
4. Kerala Institute of Hospitality Management studies and Food Craft Institutes
5. Miscellaneous papers of the Section.

**Tourism (C) Department**

**Ph. No. 2517109**

**C 1 Seat :**

1. All papers relating to Vazhiyoram Projects
2. All papers relating to Guest Houses and Yatri Nivases
3. Repair, Purchase and maintenance of vehicles
4. All papers related to clean destination campaigns and miscellaneous papers of the Department not allotted to any other seat/section.

**C 2 Seat :**

1. Tourism Road Projects
2. CRZ Task Force

3. All New Tourism projects including Pilgrim Tourism, Village Tourism, Farm Tourism, Heritage Tourism, Medical Tourism, Wildlife Tourism, Ayurveda Tourism, Mansoon Tourism, Rail Tourism, Cruise Tourism etc., Non Plan Schemes.
4. Tourism Development Authorities.

**C 3 Seat :**

1. Preparation of Annual Plan
2. Budget Estimates, Review & Monitoring of Plan Expenditure
3. Budget Speech
4. Governor's Speech
5. M.P.s Conference
6. Collectors Conferences
7. Budget papers Stationery Indent
8. Consolidation of Monthly Business Statement
9. Monitoring and consolidation of LA Interpellations, LA assurances and Reports/Recommendations of all Legislature Committees, Draft para, Audit Para, Inspection Report etc.

43. TRANSPORT DEPARTMENT

**Transport (A) Department**

**Ph. No. 2517014**

**A 1 Seat :**

Papers related to Budget, Loans, Grants, Institutional Loans, appointments under Compassionate Employment Schemes in KSRTC., Recommendations of the Committee on Public Undertakings Draft Paras, Audit Paras and C & AG reports related to KSRTC. Construction of buildings, policy matters and MACT claims relating to KSRTC, Papers relating to Kerala Transport Development Finance Corporation and Sri Chitra Thirunal College of Engineering, Miscellaneous papers of the section.

**A 2 Seat :**

Papers relating to KSRTC routes, Bus stations, canteens and Bus Stops, B. O. T. Complexes. Issue of Pattayams to the land owned by the KSRTC. Land acquisition to KSRTC & Railways. Issuance of KSRTC passes. Recommendations of the Committees on the welfare of Women, Children and Handicapped, Petitions Committee and other Legislative Committees.

**A 3 Seat :**

Establishment papers of KSRTC including pension of erstwhile Transport Department.

**Transport (B) Department**

**Ph. No. 2517186**

**B 1 Seat :**

Papers related to Registration of Vehicles. Issue of Permits. Nationalisation of Routes. Students' Concession. Fare Revision of Stage Carriages, Fare Revision of Autorickshaws and Taxis. Constitution and working of State Transport Authority and allied matters. Private Transport Service and related matters

**B 2 Seat :**

Papers relating to Kerala Motor Vehicles Rules, 1989. Motor Vehicles Act & Central Motor Vehicles Rules. Interstate Transport matters. National Permits. Reciprocal agreement with the States of Tamilnadu and Karnataka. Zonal permit and National permit.

**B 3 Seat :**

Papers relating to Motor Vehicles Taxation Act, 1976 and Motor Vehicles Taxation Rules, 1975. Taxation of Motor Vehicles in the State under the said Act & Rules. Annual Plan Schemes of Motor Vehicles Department and its review. Audit Para, C & AG Reports and reports of Public Accounts Committee. Miscellaneous Legislative Assembly Interpellation & papers of the section.

**Transport (C) Department****Ph. No. 2518632****C 1 Seat :**

Papers relating to the disciplinary action and establishment matters of Non-Gazetted Officers in the Motor Vehicles Department. Installment of vehicle tax dues from all districts. Fixation and revision of rent of Regional Transport and Sub Regional Transport Offices. Papers relating to Compassionate Employment Scheme. Post creation in Motor Vehicles Department. Miscellaneous papers of the section.

**C 2 Seat :**

Papers related to Kochi Metro Rail Project and Personal Rapid Transport System.

**C 3 Seat :**

Papers relating to the disciplinary action and establishment matters of Gazetted Officers in the Motor Vehicles Department. Departmental Promotion Committee (Lower & Higher).

**Transport (D) Department****Ph. No. 2518698****D 1 Seat :**

All papers related to State Water Transport Department (General & Establishment papers), works in the Transport Department, relating to Parliament Section, as a temporary measure until a decision on the proposal for the creation of a separate Parliament Section in the Transport Department is taken.

**D 2 Seat :**

Papers related to Railway except Railway over bridges and under bridges. Papers related to Suburban Rail Project, Konkan Railway Corporation Limited. Papers related to International Airports at Trivandrum and Kozhikode, Cochin International Airport Limited, Kannur International Airport Limited.

**D 3 Seat :**

Kerala Road Safety Authority. Satisfaction of awards passed by Motor Accidents Claims Tribunal involving Government vehicles. Papers related to Post & Telegraphs. Miscellaneous papers of the Department.

## 44. VIGILANCE DEPARTMENT

**Vigilance (A) Department****Ph. No. 2518081****A 1 Seat :** Papers on Allegations relating to

1. Home Department (Police, Vigilance, Fire-Force, Jail etc.)
2. All India Services (IAS & IPS)

**A 2 Seat :** Papers on Allegations relating to

1. Taxes Department (Kerala State Financial Enterprises, Lottery, Excise, Registration, Commercial Tax, Agricultural Income Tax and Sales Tax etc.)
2. Housing Department.
3. Information Technology Department.
4. Miscellaneous Papers of section.

**A 3 Seat :** Papers on Allegations relating to

Transport Department (Motor Vehicle, KSRTC, Water Transport etc.)

**Vigilance (B) Department****Ph. No. 2518022****B 1 Seat :**

1. Education Department (General Education, Higher Education, Technical Education) Universities, Printing and Stationery etc.
2. Food, Civil Supplies and Consumer Affairs Department, Miscellaneous papers of the section.
3. Industries Department, Industries & Commerce, Mining and Geology etc.

**B 2 Seat :**

1. Agriculture Department (Soil Conservation, Kerala State Coconut Development Corporation etc.)
2. Animal Husbandry Department, Dairy Development, Meat Products of Kerala etc.
3. Co-operation Department, Horti Corp.

**Vigilance (C) Department****Ph. No. 2518350****C 1 Seat :**

All establishment papers related with Vigilance and Anti Corruption Bureau.

Disciplinary action and Vigilance clearance relating to General Education Department (Thrissur-Kasaragode).

**C 2 Seat :**

Disciplinary action and Vigilance clearance relating to Health and Family Welfare Department (Health Services Department, Medical Education, Drugs Control, KHRWS), Ayush Department, Fisheries and Ports Department (Fisheries Department, Port Department, Harbour Engineering Department, Matsyafed), Environment Department, General Education Department (Thiruvananthapuram-Ernakulam).

Miscellaneous papers of the section.

Vigilance Officer Appointment.

**C 3 Seat :**

All establishment papers related with Lok Ayukta, Enquiry Commissioner & Special Judge, Thiruvananthapuram/Kottayam/Thrissur/Muvattupuzha/Kozhikode/Thalassery, Vigilance Tribunal, Thiruvananthapuram/Kozhikode.

Disciplinary action and Vigilance clearance relating to Higher Education Department.

**Vigilance (D) Department****Ph. No. 2518403****D 1 Seat :**

1. Local Self Government Department (Corporations, Municipalities)
2. Finance Department (Local Fund Audit, Treasury, Kerala Financial Corporation, State Insurance Department etc.)
3. Labour and Rehabilitation Department (Factories & Boilers, Employment & Training, ESI etc.)

4. Law Department (Law orders, Advocate Generals office etc.)
5. Planning & Economic Affairs Department, Miscellaneous papers of the section
6. SC/ST Development Department.

**D 2 Seat:**

1. Water Resources Department (Department of Irrigation, Water Authority, Ground Water etc.)
2. Power Department (Kerala State Electricity Board etc.)

**D 3 Seat:**

1. Local Self Government Department (KILA, Panchayats etc.)
2. Science, Technology and Environment Department
3. NORKA
4. Social Justice Department.

**Vigilance (E) Department**

**Ph. No. 2518196**

**E 1 Seat :**

1. Papers relating to Commission of enquiries into allegations against Ministers, M.P.s MLAs under PC Act
2. Revenue Department (Land Revenue, Legal Metrology)

**E 2 Seat :**

1. Public Works Department (Survey & Land Records/Revenue)
2. Tourism Department
3. Cultural Affairs Department
4. Devaswoms and Wakf.

**E 3 Seat :**

1. Preparation of guidelines, Collection of Statistical data
2. Departmental Vigilance
3. General Review of the Department
4. Watching of reports of Certificate regarding property Statement.

5. Other Subjects not specifically allotted to other seats/sections.
6. Local Self Government (Rural Development) Department
7. Personnel & Administrative Reforms Department, IMG.
8. Miscellaneous papers of the Department.

**E 4 Seat :**

1. Secretariat including Administrative Secretariat, Finance Department, Law Department, Information and Public Relations Department and the Legislature Secretariat
2. Forest and Wildlife Department
3. Revenue (Kannur, Wayanad, Kasargod).

**E 5 Seat :**

1. Papers relating to Vigilance Enquiry of Revenue Department (Ernakulam & Thrissur Districts)
2. Papers relating to Vigilance Enquiry of Tourism Department
3. Papers relating to Vigilance Enquiry of Revenue (Legal Metrology) Department
4. Papers relating to Vigilance Enquiry of Devaswom Department
5. Papers relating to Vigilance Enquiry of Waqf.

45. WATER RESOURCES DEPARTMENT

**Water Resources (A) Department**

**Ph. No. 2518507**

- A 1 All establishment papers relating to Chief Engineer, Superintending Engineers, Executive Engineers, Assistant Executive Engineers and Assistant Engineers, Processing of pension papers relating to Chief Engineers, Deputation of Engineers to other Departments, Revision of Special Rules, convening of Departmental Promotion Committee, Court cases on the above subjects, LA Legislative Committee Reports on the above subjects.
- A 2 All establishment papers of Administrative Assistants, Divisional Accountants, Non-Gazetted and Non-Technical Staff (Ministerial) of the Department including deputation, leave without allowances

for taking up employment abroad/elsewhere, papers relating to HR, CLR, SLR and Workers, Last Grade and Contingent Staff of the Department, DPC (Ministerial-Higher), Inspection Reports and Audit Reports, LA, Legislative Committee Reports, Court cases, Vigilance Reports relating to the establishment matters dealt with in the seat, Disciplinary action files relating to ministerial staff of Irrigation Department.

- A 3 Creation of posts and continuance of temporary posts in Irrigation Department, shifting of offices, deployment of staff, fixation of headquarters and jurisdiction of officers, re-organization of the Department. All establishment papers relating to technical Non-Gazetted staff, Disciplinary action files relating to overseers/technical Non-Gazetted Staff, except Kallada Irrigation Project, Court cases, LA, Legislative Committee Reports, Vigilance Reports on the above subjects and miscellaneous papers of the section.

### **Water Resources (Water Supply B) Department**

#### **Ph. No. 2518042**

- B 1 Establishment matters in respect of all officers in the technical category of and above the rank of Assistant Engineer of KWA, except that of MD. Disciplinary action in respect of all the officers of KWA pertaining to the districts of Thiruvananthapuram, Kollam, Alappuzha, Kottayam, Idukki, Pathanamthitta and Ernakulam JICA (JBIC) schemes and all other externally aided water supply projects. All State Water supply schemes (Except LAC-ADC Schemes) in the districts of Thiruvananthapuram, Kollam, Alappuzha. Inspection report, draft para, audit para in respect of the above schemes.
- B 2 Disciplinary action in respect of all the officers of KWA pertaining to the Districts of Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasargod, water charge, general papers on water supply from Government of India, all central water supply schemes, except NABARD and JNNURM schemes, all the papers in respect of Jananidhi and CCDU, including schemes, inspection report, draft para, Audit para in respect of the above schemes.

- B 3 Establishment matters in respect of all officers in the technical category below the rank of Assistant Engineer of KWA, Budget and fund release to KWA, papers on Subject Committee. All State Water Supply Schemes (except LAC-ADS Schemes) in the Districts of Kottayam, Idukki, Pathanamthitta and Ernakulam. Inspection report, Draft para, Audit para in respect of the above schemes. Miscellaneous papers of the section.

**Water Resources (Water Supply C) Department**

**Ph. No. 2518773**

- C 1 NABARD Schemes, JNNURM Schemes, LAC-ADS Schemes, papers on all Legislative Committees, except Subject Committee, Drainage schemes, drought relief measures, tube wells and internally aided schemes (LIC/HUDCO etc.) Audit reports on general matters in respect of KWA.
- C 2 Establishment matters in respect of all Officers in the ministerial category in KWA. General papers on administrative matters in respect of KWA, such as appointment of MD, members of Authority etc. Act, Rules relating to KWA.
- C 3 Petitions regarding drinking water, sewerage. All State water supply schemes (except LAC-ADS schemes) in the Districts of Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasargod. Inspection report, Draft para, audit para in respect of these schemes. Administration report of KWA, mission 676 schemes in respect of KWA and Jananidhi, Miscellaneous papers of the section.

**Water Resources (G&P) Department**

**Ph. No. 2517164**

- P1 Budget and Plan papers relating to Irrigation including Subject Committee (Demand XXXVIII), Minor Irrigation (Demand XXIX) and National Hydrology project of Ground Water Departments (Demand XXIX). General papers on Central Assistance in respect of State Plan and Centrally Sponsored Schemes and other connected papers of GOI, progress of implementation of Plan Schemes, papers on regularization of excess expenditure/grants.

- P2 All papers relating to vehicles in the Irrigation Department. Chief Secretary's Conference with Secretaries, papers related to MP's conference, Collector's Conference, Deputation of Engineers working in the Irrigation Department to various courses and seminars. General consolidation work of WRD except LA Interpellation papers. Staff meeting & related matters. Papers on subject distribution in WRD. Papers on Right to hearing. General papers on Inter state Council. Papers on E-office (Office Order 5/2017/WRD)
- P3 World Bank Aided National Hydrology Project, Allotment of Quarters of Irrigation Department and allied matters, Right to Service Act, Miscellaneous topics and papers of the section and of the Department not mentioned elsewhere. Hiring of private buildings and fixation of rent and allied matters of WRD. Papers relating to Malayalam Official Language. Papers on Meetings of general nature.

### **Water Resources (Ground Water) Department**

#### **Ph. No. 2518724**

- GW 1 Establishment papers of Ground Water Department, papers relating to the deputation of the officers of the Ground Water Department for training, seminars etc. Administration Report of the Ground Water Department, Budget papers of Ground Water Department, purchase and repair of vehicles of the Ground Water Department, papers relating CGWB, papers related to works of Ground Water Department, Government of India communications on Ground Water, Ground Water Directorate and miscellaneous papers of the section. Papers relating to issue of Licenses to Mineral water plants in Public and Private sectors.
- GW 2 Papers relating to disciplinary action (upto issuance of orders on finalisation) in respect of Engineers of and above Assistant Engineers (Except Kallada Irrigation Project) including appeals and revision petitions.

**Water Resources (Irrigation) Department**

**Ph. No. 2518475**

- IR 1 All papers relating to Kallada Irrigation Project and related court cases of KIP including AIBP, Papers of K.I.P, papers on canals related to Major Irrigation System, general issues relating to Irrigation Projects, follow up action of Enquiry Commission Reports on Kallada Irrigation Project. Transfer of land belonging to Irrigation Department to other Department/Agencies and assignment of land.
- IR 2 All papers on Anti-Sea erosion, flood control works and Administration Report of Irrigation project wings of the Department, papers related to removal of sand and silt; River, Kayal protection issues; encroachment/eviction from project areas.
- IR 3 Disciplinary action related to KIP works, Vamanapuram Irrigation Project, Meenachil River Valley Project, papers on KERI, project stores, tools and plants Irrigation Design and Research Board and related matters, environmental problems, LAR cases.
- IR 4 Kuttanad Package, Thanneermukkam Project, Thottappally Spillway, Pamba Action Plan, Sasthamcotta Lake Protection, Pamba Irrigation Project and miscellaneous papers of the section.

**Water Resources (ISWC) Department**

**Ph. No. 2518916**

- ISWC 1: Papers relating Mullapperiyar/Periyar lease deed and connected papers, papers of Peechi, budget papers of ISWC Department, Sembhaghavalli Anicut, Aralam, Chaliyar and other river basin projects, matters relating to Telephone, Photocopier & Purchase of stationery relating to section and miscellaneous papers of the section (Office Order 1/2008 & 2/2008). Paper related to Dam Rehabilitation and Improvement Projects and meetings and inspections by Kerala Dam Safety Authority, establishment matters in respect of Kerala Dam Safety Authority.

ISWC 2: Papers relating to Cauvery Water, Pandiyar—Punnapuzha Cholathipuzha etc., Parmabikulam Aliyar Projects, papers on Pamba—Achankovil Vaipar link project, Kanyamadagu Dam, Joint Water Regulation Board Meetings, Siruvani Drinking Water Supply Scheme, Investigation of projects having Interstate aspect, Giriyar, Nellar, Payaswini, Shiriya river projects, Chittar—Patanamkal projects, Interstate issues relating to Neyyar Irrigation Project, papers on NWDA, National Water Policy, Attappady Valley Irrigation Project, Pambar Basin Project, papers on Kabani Basin Schemes, Bhavani Basin Projects.

### **Water Resources (MI) Department**

#### **Ph. No. 2518810**

- MI 1 : Minor Irrigation and Lift Irrigation Works relating to the districts of Idukki, Pathanamthitta, Ernakulam papers relating to canals of all minor irrigation projects including that of lift irrigation of the above districts. General papers on minor irrigation. Papers related to Act and Rules in respect of Minor Irrigation & Lift Irrigation. Miscellaneous papers in the section. Matters related to conservation of wetland in the above districts. Papers relating to Minor Irrigation Census.
- MI 2 : Minor Irrigation and Lift Irrigation works relating to the Districts of Palakkad, Kozhikode, Malappuram, Kannur, Wayanad and Kasargod, papers relating to canals of all Minor Irrigation Projects including that of Lift Irrigation of the above districts, progress reports of MI work. Papers relating Minor Irrigation works under MIRPA. Matters related to conservation of wetland in the above districts.
- MI 3 : Minor Irrigation and Lift Irrigation Works relating to the districts of Thiruvananthapuram, Kollam, Kottayam, Thrissur and Alappuzha. Papers relating to canals and thodus of all minor irrigation projects including that of Lift Irrigation of the above districts, all papers relating to Minor Irrigation Schemes under RIDF under NABARD. Papers relating to 13<sup>th</sup> FCA under 'Water Bodies' (ponds) matters relating to conservation of wetlands in the above districts.

### **Water Resources (Major Projects) Department**

#### **Ph. No. 2517026**

- MP 1 : Papers related to Vazhani, Cheerakuzhi, Chalakkudi, Walayar, Malampuzha, Pothundi, Meenkara, Gayathri (Chulliyar) of Mangalam, Kuttanad Water Balance Study Project, Periyar Valley Irrigation Project, Moovattupuzha Irrigation Projects, AIBP papers relating to MVIP and general papers on AIBP (Office order 1/2008). CADA Works (Office Order 5/2017/WRD).
- MP 2 : Papers relating to Karapuzha and Chimmony projects, Idemalayar Irrigation project, Kuttiyadi Irrigation Projects, Kuriyarkutty, Karappara Irrigation Project, Kakkadavu Irrigation Project & papers on Neyyar Dam except interstate issues. CADA works (Office Order 5/2017/WRD).
- MP3 : Collection of water cess, Pazhassi Irrigation Project, Projects in former Malabar area having no interstate aspects, RCB Thrithala, RCB Chamravattom, Kanhirappuzha Irrigation Projects, papers related to Tourism Development Programmes of all projects, Chitturpuzha Projects and miscellaneous papers of the section. Establishment papers of CADA and papers on CADA works (Office Order 5/2017/WRD).

### **Water Resources (PS) Department**

#### **Ph. No. 2518281**

Monitoring the disposal and co-ordination of work relating to all Committees of the Legislature, collection of Legislative Assembly Interpellation/Distribution among sections/watching submission of answers to the Secretary, Minister and forwarding of answers to the Legislative Assembly, Consolidation of answers to L.A. Questions (miscellaneous) referred to from P & ARD, GA (Co-ordination) etc. except questions on Right to Service Act and Right to Hearing Act. Follow up action on Half Yearly statement of outstanding objections reported by the Accountant General (Inspection Report/Draft Para/C&AG's report/PAC report and other Legislative Committees including Official Language). Review of Monthly Business reports & follow up action. Papers relating to Audit Monitoring Committee & APEX Committee.

## 46. KERALA LEGISLATIVE SECRETARIAT

**ACCOUNTS SECTION**

LOCATION : B BLOCK, I FLOOR, ADMINISTRATIVE BUILDING

**‘A’ SECTION****Ph. No. : 2512419****A 1 Seat**

This seat deals with salary and accounts related matters of Assistants, Senior Grade Assistants and Assistant Section Officers. Admission of the above said employees to P.F., S.L.I., G.I.S., processing of Temporary Advance and N.R.A. applications and entry of details in Pass Books are also done by this seat. Processing of applications received under Right to Information Act, 2005 and keeping Registers regarding action taken on petitions coming under Right to Information Act are other major work done in this seat. Maintenance of Personal Registers and other related Registers and any other matter which is not specifically mentioned here but closely related with Accounts Section are also looked into by this seat.

**A 2 Seat**

Dealing with salary and Accounts related matters of Personal Staff of Speaker and Deputy Speaker and Chairmen of Legislature Committees, Computer Operator-cum-Web Designer, Health Inspector, Agricultural Assistant, Fireman and Kerala Niyamasabha Printing Press Employees. Non-Liability Certificate and Salary Certificate of the above said employees are also issued from this seat. Taking action on Temporary Advance Application and NRA application of these Employees, disposing off papers coming under the purview of Right to Information Act are other major Jobs assigned to this seat. Any other matter which is not specifically mentioned here but seems to be closely associated with this seat are also taken care of by this seat.

**A 3 Seat**

Preparation of Salary Bills of Watch and Ward Staff and Non Gazetted Employees of Editing section are done in this seat. Induction of Report to SLI, GIS, PF, issuing Salary Certificate and Non-Liability Certificate, issuing Government Orders on TA and N.R.A. application are the other important work of this seat. Making appropriate entries in Pass Books of S.L.I., G.I.S., L.I.C. of the above said employees, taking immediate action on the petitions received under Right to Information Act and keeping Registers on the action taken on such Petitions are the other major work assigned to this section. Any other matter which is not specifically mentioned here but closely related with Accounts Section are also looked into by this seat.

**A 4 Seat**

Taking action on TA and NRA application of Gazetted Officers, Closure of S.L.I., G.I.S., P.F. and F.B.S. of Gazetted Officers who is about to retire, preparation of salary bills of Part Time Employees, Daily Wage Employees, Additional Staff of MLA's preparation of surrender bill of Part-Time Employees, taking action on Petitions under the Right to Information Act and Keeping Registers on the action taken on such Petitions are the main work associated with this seat. Any other matter which is not specifically mentioned here, but seems to be closely associated with this seat, is also looked into.

**'B' SECTION**

**Ph. No. : 2512420**

**B 1 Seat**

1. Travelling Allowance Bills of Honourable Speaker, Honourable Deputy Speaker and Staff of Legislature Secretariat.
2. Preparation of Annual Administrative Report.
3. Posting of Office Attendance for Legislative Committee tours.
4. Processing of applications received under Right to Information Act, 2005.
5. Leave Travel Concession Bills.

**B 2 Seat**

1. Contingent expenditure of the Legislative Assembly and Legislature Secretariat.
2. Issuance of Demand Drafts of various Contingent Payments.
3. Processing of application received under Right to Information Act, 2005.

**B 3 Seat**

1. H.B.A, M.C.A., Marriage Allowance, Cycle Advance, Mosquito Net Advance.
2. Issuance of circulars and other duties regarding Income Tax and Professional Tax.
3. Contingent Expenditure of the assembly and Legislature Secretariat (7 Heads of Accounts).
4. Processing of applications received under Right to Information Act, 2005.

**B 4 Seat**

1. Medical Reimbursement of Staff of Legislature Secretariat and Honourable Speaker and Deputy Speaker.
2. Issuance of circulars regarding Uniform Allowance and granting Uniform Allowance.
3. Processing of applications received under Right to Information Act, 2005.

**‘C’ SECTION****Ph. No. : 2512421****C 1 Seat**

Work related to pay and allowances of Typists and Library Staff, issue of N.L.C. and Salary Certificate, enrolment of the above category of employees in G.P.F., S.L.I., GIS, withdrawal from G.P.F., updation of individual Pass Books, Maintenance of related Registers and Personal Register, Processing of applications

received under Right to Information Act, 2005 and keeping Register, on the action taken on such applications and any other matter related to Accounts pertaining to the above category and Office Superintendent which is not specifically mentioned here.

### **C 2 Seat**

Work related to pay and allowances of Last Grade Servants, Full Time Workers, issue of NLC and Salary Certificate, enrolment of the above category of employees in G.P.F., S.L.I., G.I.S., withdrawal from G.P.F. updation of individual Pass Books, Maintenance of related Registers and Personal Register, Processing of applications received under Right to Information Act, 2005 and keeping Register, on the action taken on such applications and any other matter related to Accounts pertaining to the above category which is not specifically mentioned here.

### **C 3 Seat**

Work related to pay and allowances of Employees on deputation/ other duty basis including P.A. to MLA, issue of N.L.C. and Salary Certificate, enrolment of the above category of employees in G.P.F., S.L.I., G.I.S., withdrawal from G.P.F., updation of individual Pass Books, Maintenance of related Registers and Personal Register, Processing of applications received under Right to Information Act, 2005 and keeping Register, on the action taken on such applications and any other matter related to Accounts pertaining to the above category which is not specifically mentioned here.

### **C 4 Seat**

Work related to pay and allowances of Confidential Assistant, Office/Clerical Assistant, Attender, Lift Operators/Supervisor, Housekeeper, Museum Guide, Reception Guide, Binder, Photocopy machine Operator, Roneo Operator and Driver on deputation/other duty basis including P.A. to MLA., issue of N.L.C. and Salary Certificate, enrolment of the above category of employees in G.P.F., S.L.I., G.I.S., withdrawal from G.P.F., updation of individual Pass Books, Maintenance of related

Registers and Personal Register, Processing of applications received under Right to Information Act, 2005 and keeping Register, on the action taken on such applications and any other matter related to Accounts pertaining to the above category which is not specifically mentioned here.

**‘D’ SECTION**

**Ph. No. : 2512422**

**D 1 Seat**

1. Purchase of Stationery and other Office equipment and machines through Tenders and Quotations.
2. Matters relating to Annual Maintenance contract for machines.
3. Inviting tenders for Niyamasabha Diary and Pocket Diary.

**D 2 Seat**

1. Prepare indent of stationery and Printed Forms.
2. Receive the above items from the Stationery Department and distribution.
3. Purchase of Printing Materials on running contract for Niyamasabha Printing Press.
4. Return worthless typewriters to the Stationery Department.
5. Receiving Government Calendar, Diary and Daily Remembrance and issuing them.
6. Purchase of computers and accessories for the use of IT Section.

**D 3 Seat**

1. Preparation of Budget, matters relating to Additional Authorisation and reconciliation.
2. Work related to the sanctioning of the overtime allowance to the Staff who have performed additional duty in connection with Assembly sessions.

3. Matters related to re-appropriation in various Heads under Legislature Secretariate and surrender of balance funds.
4. Replying to Accountant General's queries.
5. Make arrangements for test audit by Accountant General.

CASH SECTION

LOCATION : ROOM No. 13, B BLOCK, I FLOOR,  
ADMINISTRATIVE BUILDING

**Ph. No. : 2512415**

1. Encashment of Bills received from Accounts A, B, C, D Sections and disburse the amount to the employees concerned.
2. Preparation and maintenance of acquittance and Cash Book in respect of amounts received and disbursed.
3. Encashment of contingent bills received from Accounts 'B' section and return Demand Draft for the same.
4. Received payments for tender form and other amounts due to Government and remit the same into treasury within the specified time.
5. Deduct recovery amounts, Profession Tax etc. from employees and remit the amount by cash or demand draft to the institutions concerned.

HOUSEKEEPING SECTION

LOCATION : ROOM No. 402, D BLOCK, III FLOOR,  
ADMINISTRATIVE BUILDING

**'A' SECTION**

**Ph. No. : 2512514**

**A 1 Seat**

1. *Work related to the Official Vehicles of Legislature Secretariat.*—Maintenance of all Vehicles, payment of bills, timely renewal of third party insurance, purchase of new vehicles, timely payment of bills in respect of fuel expenses,

examination of log book, analyse the fuel efficiency of vehicles and report the same to the mechanical division of PWD, auction of Vehicles of above 10 years tenure, fixation of revolving lamp on Vehicles, permitting Vehicles for the official and unofficial use of Legislature Secretariat, taking action for duty arrangements of drivers, ensure action regarding accidents that take place inside the Legislature Complex.

2. Allow Vehicle pass to the Staff of Legislature Secretariat.
3. Prepare Administrative Report of Housekeeping Section.
4. Duty arrangement of Lift Operators.
5. Duty rearrangement of part-time—full-time staff of Legislature Secretariat.
6. Consumption and regulation of Electricity in Legislature Complex.
7. Printing of Registers for the use of Housekeeping Section.
8. Prohibition of smoking in Legislature Complex.
9. Action regarding corruption charges against the Staff of PWD Wing.
10. Action for permitting cinema shooting inside Legislative Assembly Building.
11. Arrangements in connection with Assembly sittings.

## **A 2 Seat**

1. *Civil, Electrical, Electronics and Mechanical maintenance work.*—Timely conduct of Civil, Electrical, Electronics, Mechanical maintenance work in Legislature Complex.
2. *Various maintenance work.*—Maintenance/renewal work in the official residence of Hon'ble Speaker, Hon'ble Deputy Speaker, Legislature Secretary, Officers, Assembly Hall, Parliamentary Party Offices, Conference Halls and the Office of the Lok Ayukta.

3. *Install emergency exits.*—Install emergency exits in the Assembly Building as a part of Disaster Management System.
4. *Giving Fitness Certificate in Strong Room.*—Issue of Fitness Certificate to the Strong Room in the Sub Treasury, Legislature Complex.
5. *Rattaning of Chairs.*—Rattaning of damaged Chairs and Maintenance of Furniture of Legislature Secretariat.
6. *Termite Proofing of Wooden Almirahs.*—Termite proofing of various Wooden Almirahs of Legislature Secretariat.
7. *Maintenance of Air Conditioners.*—Maintenance of faulty Air Conditioners of Legislature Secretariat.
8. *Fixation of Tax of the Buildings in the Legislature Complex.*—Fixation of Tax dues of Legislature Building, Administrative Block, Official Residences of Hon'ble Speaker, Hon'ble Deputy Speaker, Legislature Secretary and payment of the same to the Thiruvananthapuram Corporation.
9. *Establish Water Purifiers.*—Establishing Water Purifiers in the Legislature Complex for providing portable drinking water facility to the Staff and giving necessary instructions to Accounts 'D' Section for their timely service.
10. *Facilities in Golden Jubilee Museum.*—Maintenance of Golden Jubilee Museum.
11. *Issue of Temporary Identity Cards.*—Issue of Temporary Identity Cards to Temporary Staff, PWD Contractors, Labourers, Canteen Staff, Staff of Snack Parlour, Coffee House Staff and other Labourers for entering Legislature Complex.
12. *Rainwater harvesting Tanks.*—Manitenance of Rainwater Harvesting Tanks built in the premises of Assembly Building, Administrative Block, Legislature Museum and the Official Residences of Hon'ble Speaker, Hon'ble Deputy Speaker and Legislature Secretary.

13. *Solar Water Heater.*—Installing Solar Water Heaters in the Official Residences of the Hon'ble Speaker, Hon'ble Deputy Speaker and Legislature Secretary.
14. Work regarding the Contract for maintenance of lifts.

**'B' SECTION**

**Ph. No. : 2512632**

**B 1 Seat**

1. *Arrangements regarding the running of Non-vegetarian Canteen in Legislature Secretariat.*—Arrangements like yearly quotation, permission to the contractor etc. for running Non-veg. Canteen.
2. *Functioning of Coffee House.*—Arrangements regarding functioning of Coffee House in the ground floor and in room No. 519 of the Legislature Building during Assembly Session.
3. *Sewage Treatment Plant.*—Installing Sewage Treatment Plant in the Legislature Complex.
4. *Preservation of garden in the Legislature Complex.*—Maintenance including beautification of the garden in the Legislature Complex.
5. *Furnishing of Information under Right to Information Act.*—Furnishing of information relating to Housekeeping Section on application filed under the Right to Information Act, 2005.
6. *Collect electricity Charges from the Office of the Lok Ayukta.*—Take action for collecting electricity charges incurred by the Office of the Lok Ayukta as per the Bill produced by PWD Electrical Wing.
7. *Sanction pay/Over time to Daily Wage Staff.*—Take action to disburse pay to the Daily Wage Staff. Also, sanction overtime allowance to the daily wage staff posted for overtime duty during Assembly session.

8. *Set-up Vermi Compost unit in Legislature Secretariat.*—Take action to set-up vermi compost manufacturing unit in Legislature Secretariat.
9. *Furnish details of attendance of daily wage Pump Operators.*—Furnish duty details of daily wage Pump Operators to PWD.
10. Take action to permit rooms/conference halls in Legislature Complex to Officers and for various other purposes.
11. Place name boards in front of the rooms in Legislature Complex.
12. Place name boards on trees in the Premises of Legislature Complex.

## **B 2 Seat**

1. *Purchase of Items.*—Timely purchase and supply of necessary items in the Legislature Secretariat and Official residence of Hon'ble Speaker, Hon'ble Deputy Speaker, Legislature Secretary. Issue Government Orders for Payment of various bills provided for the same by SIDCO, Kerala State Civil Supplies Corporation, S.M.S.M. Institute, Government Secretariat Staff Co-operative Society etc.
2. *Official send off to Staff.*—Take necessary steps to conduct official send off to all staff retiring from Legislature Secretariat.
3. *Auction of furniture.*—Auction of worthless furniture in the ownership of Legislature Secretariat.
4. *Laundry Charges.*—Take adequate steps to provide Laundry Charges for washing various cloth items in Legislature Secretariat and Official Residences.
5. *Take yield from trees and to cut those trees that pose danger.*—Invite quotation and auction yield from fruit bearing trees and coconut trees in the Legislature Secretariat. Take action to cut branches of trees that pose danger and cause hindrance.

6. *Install Solar Plants.*—Invite Expression of Interest from leading companies to install roof top Solar Power Plants to carry out power conservation in Legislature Complex and MLA Hostel.
7. Lay Optical Fibre (Cable) inside Lagislature building.
8. Supply Carbolic Soap, Bar Soap to Part-time/Full-time Staff.

### **B 3 Seat**

1. *Garlanding-floral tribute.*—Make arrangements for garlanding and floral tribute on the statues of National Leaders—Mahathma Gandhi, Jawaharlal Nehru, K. R. Narayanan and Dr. B. R. Ambedkar situated in Lagislature Complex in connection with their death anniversary, birth anniversary make arrangements in connection with garlanding and floral tribute on the statues of these National Leaders on Legislature day, Independence day and Republic day.
2. *Official Phones.*—Issue Government Order for sanctioning official phone in the residence of officers of and above the rank of Joint Secretary of Legislature Secretariat, Chief Marshal, Additional Chief Marshal, Personal Staff of Speaker, Deputy Speaker etc. and make those phones personal when they retire from service or are relieved of their duties, do official correspondence with BSNL regarding Telephone and take action to provide official phone to newly appointed Joint Secretaries. Besides, convert mobile phones of Special Secretary, Secretary, Hon'ble Speaker and Deputy Speaker into official and personal.
3. *Install Telephones.*—Install Telephones in all Rooms and provide zero dialing facility.
4. *Auction.*—Auction of waste paper, useless iron materials, mobile phones and other items.
5. *Submission and security recommendations by Chief Marshal.*—Take further action on the recommendation made by Chief Marshal from time to time regarding the security of Legislature Complex. Take action to refill the expired fire extinguisher installed in the Legislature Complex. To make the fire extinguishing system effective.

6. *Eliminate stray dog menace.*—Take action to eliminate stray dogs from Legislature Complex.
7. *Biogas Plant.*—Install Biogas Plant in the Legislature Complex.
8. *Cleaning.*—Take action to undertake cleaning activities inside Legislature Complex.
9. *Light refreshment Centre.*—Renew the contract of light refreshment centre situated inside the Legislative Building.

#### INFORMATION TECHNOLOGY SECTION

LOCATION : ROOM No. 405, D BLOCK, III FLOOR,  
ADMINISTRATIVE BUILDING

**Ph. No. : 2512244**

1. Planning, Supervision and timely execution of IT related tasks in Legislature Secretariat including Legislators Hostel.
2. Control and Supervision of the Staff Working on deputation basis in the IT Section.
3. To give necessary instructions to the Technical Staff for implementing policy decisions and to ensure its execution.
4. To issue guidelines to the Staff of Legislature Secretariat in matters related to IT.
5. Get the opinion of Technical experts on matters in which other sections seek Technical advice and consolidate and convey the same upon obtaining orders in respective files.
6. Receiving requests for providing computers and related accessories from various sections and taking necessary action on those requests.
7. Providing internet/e-mail facilities on proposals after proper scrutiny.
8. To ensure updation and maintenance of Niyamasabha website.
9. Prepare the proposals for purchasing Computers, UPS, Printers, Scanners and other related accessories for various sections.

10. Including the purchased IT related articles into the stock by making necessary entries in the Stock Register and Supply the same up on request and on priority basis.
11. Ensure that the new equipments have AMC coverage and initiate action to renew the existing contracts.
12. Originate action for refilling/remanufacturing of printer cartridges on running contract basis.
13. Sending SMS to the Legislators regarding the meeting of the Legislature Committees.
14. Work in connection with the website uploading of reports of Legislature Committees presented in the House.
15. Take action for webcasting during Assembly sessions.
16. Work in connection with the uploading of questions and answers during Assembly sessions.
17. Prepare the attendance of persons working on daily wage basis and report the same to the Housekeeping Section.
18. Organise Computer Training Programmes for Legislators and Staff as and when required.
19. To monitor the maintenance and repairs of computer systems provided to MLAs in MLA Hostel.
20. Upkeep all Registers related to IT equipments.
21. Perform all other IT related tasks not mentioned above.

#### INTERNAL AUDIT SECTION

LOCATION : ROOM NO. 409, GROUND FLOOR,  
ASSEMBLY BUILDING

**Ph. No. : 2512008**

1. Scrutiny of purchase and distribution of stock and stores in Legislature Secretariat and Legislators' Hostel and the physical verification of the same.
2. Scrutiny of purchase of Books in the Legislature Library and their periodical physical stock verification.

3. Scrutiny of Salary Bills, Service Books and related Registers and the Accounts related to schemes such as LIC, PF, FBS and GIS of the employees of Legislature Secretariat and Legislators' Hostel.
4. Scrutiny of Cash Books and related Registers in Legislature Secretariat and Legislators' Hostel.
5. Verification of occupation Register, Bill Books and Telephone call Register in Legislators' Hostel.
6. Verification of contingency Bills and related Registers in Legislature Secretariat and Legislators' Hostel.
7. Verification of Travelling Allowance Bills of the MLAs' and the employees of the Legislature Secretariat.
8. Examination of Log Books of the Office Vehicles and verification of Registers and papers related to the purchase of the spare parts.
9. Provide all necessary assistance to Accountant General during test audit.
10. Registration of application submitted as per RTI Act and distribution of the same to the concerned SPIOs.
11. Preparation of Annual Statement relating to the disposal of applications submitted as per RTI Act and the submission of the same to the State Information Commissioner.
12. Evaluate the progress of the application of Malayalam Language in office procedures by various sections of the Legislature Secretariat and collection of details of the percentage of files, letters etc. processed in Malayalam.
13. Initiate steps to identify and give special awards/prizes to the staff of the Legislature Secretariat for meticulously adhering to the transition into the Official Language.

LEGISLATIVE SECTION

LOCATION : ROOM NO. 401, GROUND FLOOR,  
ASSEMBLY BUILDING

**Ph. No. : 2512021**

1. Official Legislative Business.
2. Rules Committee.
3. Work relating to financial matters in the Legislative Assembly.
4. Preparation and printing of “Digest of Kerala Laws” and “Acts of Kerala Legislative Assembly”.
5. Election of the President of India.
6. Election to the Council of States.
7. Election of the representatives of MLAs to the various bodies of the Universities in Kerala.
8. Select Committees.

KERALA LEGISLATURE MUSEUM

(ANCIENT AND MODERN)

LOCATION : WESTERN SIDE OF LEGISLATURE COMPLEX

**Ph. No. : 2512140**

1. Co-ordination of the day-to-day activities of both museums.
2. Chronological updation, addition and changes in the pictures, short films and statistics related to Legislature history exhibited in the museums.
3. Sales of various publications of Kerala Legislature Secretariat.
4. Conducting exhibitions during auspicious occasions of Kerala Legislative Assembly.
5. Design and Implementation of different projects related to the development of the Golden Jubilee Memorial Museum (HD Electronic Museum) in co-ordination with various agencies such as Public Works Department, C-DIT, NIELIT etc.

6. General Maintenance and Invigilation of both museums.
7. To create proper awareness among visitors about the origin and evolution of Legislative bodies from its infancy in Travancore as Sreemoolam Praja Sabha to the current status in the State as Kerala Legislature.
8. To preserve the invaluable exhibits and souvenirs related to the stalwarts in the political scene of Kerala.
9. To take necessary action on the opinions and suggestions given by the visitors.
10. To collect and upkeep objects, documents and records commemorating eminent personalities and events of Kerala Legislature for future generations.

#### PRESS RELATIONS SECTION

LOCATION : ROOM NO. 422, GROUND FLOOR,  
ASSEMBLY BUILDING

**Ph. No. : 2512600**

1. The work in connection with the distribution of papers to media persons which are laid on the Table of the House from Table, Legislative and Question sections during Assembly sessions.
2. The work relating to the distribution of copies of Special/ General reports of Legislature Committees, Budget Speeches, Budget Documents, Governor's Address and similiar papers to the medias.
3. Issue of permanent/temporary passess to print and visual media, granting permission for entry of cameras and allied electronics equipments for transmission purposes during session period and issue of vehicle passes to be used in the vehicles of media persons if issued.
4. The work relating to convening of press conferences held in connection with the presentation of reports of Legislature Committees including Subject Committees and issue of press releases in connection with the meetings and visits of Legislature Committees at various Districts.

5. The work relating to compilation of dates of Committee meetings and details in respect of attendance of members of Legislature, their discussions in the House, resolutions, bills calling attention, submissions and documentation there on for being published in the official website of Legislature.
6. Besides this, all work relating to Legislature and Media which are not mentioned above are vested with the press relations section.

### QUESTION SECTION

LOCATION : ROOM NO. 403, GROUND FLOOR,  
ASSEMBLY BUILDING

### 'A' SECTION

**Ph. No. : 2512016**

#### **I. Work relating to interpellations:**

1. Work relating to admissibility of notices.
2. Correction made in the Printed Question Booklet, if necessary.
3. Answer collection and submission to the House.
4. Collection and publication of late answers vide late answer bulletin.
5. Preparation of Answer Status.
6. Preparation of Resume of Business of Questions to be incorporated in resume of business of each session.
7. Receipt of Notice for Short Notice Questions, Motion of Half an hour discussion etc. and work relating to their admission.
8. Work related to the receipt of answer correction statement and laying the same in the House.
9. Work related to granting of permission to ministers to lay delay statement along with answers as per Rule 47(2).

**II. Work relating to Assurance Committee:**

1. Culling out of assurances and sending the approved assurances to Government through 'AID'.
2. Placing of reports on assurances before the Committee, and taking action as per direction of the Committee.
3. Monitoring the implementation of assurances.
4. Work relating to the Committee meeting, evidence taking and spot visits pertaining to the meetings of special study.
5. Committee work related to selected assurances and their special study.
6. Action taken on special reports.

**'B' SECTION****Ph. No. : 2512017****I. Work relating to interpellations:**

1. Collection and registration of Notices and Balloting.
2. Arrangement of Starred Questions as per the priority fixed by the Balloting.
3. Arrangement of Unstarred Questions.
4. Printing and distribution of Questions.
5. Preparation of Notice abstract and bound volume.
6. Work related to granting of permission to ministers to lay delay statement along with answers as per rule 47(2).
7. Preparation of Consolidated List of Late answers with Delay statements, as per Rule 47(2) for laying in the Assembly.

**II. Work relating to Assurance Committee:**

1. Culling out of the Assurances and sending the approved assurance to Government through 'AID'.
2. Placing of reports on assurances before the Committee and taking action as per direction of the Committee.

3. Monitoring the implementation of assurances.
4. Work relating to the Committee meeting, evidence taking and spot visits pertaining to the meeting of special study.
5. Committee work related to study and preparation of reports on selected assurances.
6. Action taken on special reports.

RECEPTION SECTION

LOCATION : RECEPTION CENTRE,  
LEGISLATURE COMPLEX

**Ph. No. : 2512028, 2029**

1. Issuance of Public and Speaker's Gallery passes during the Assembly Sessions.
2. Issuance of entry passes to the visitors calling on the Office of Hon'ble Speaker, Deputy Speaker, Secretary and other sections.
3. Processing of applications for permission to visit the Assembly Hall.
4. Assist the visitors to visit the Assembly Hall and give brief description.
5. Issue of Identity Cards to the Staff.
6. Distribution of urgent letters to the Members when the assembly is in session and functioning as an Enquiry Office.

RESEARCH SECTION

LOCATION : ROOM No. 405, E BLOCK, III FLOOR,  
ADMINISTRATIVE BUILDING

**Ph. No. : 2512079**

1. Publication of monthly entitled 'FOCUS'
2. Publication of a monthly 'NEWS DIGEST'
3. Publication of important daily news selected for News Digest in the Official Website for the information of Members.

4. Publication of 'background materials' on Bills and Acts.
5. Preparation and Publication of Brochures on topical interest.
6. Publication of 'WHO'S WHO,' 'Hand Books for Members', 'Telephone Directory' and 'Padakosam'.
7. Preparation and distribution of Kerala Legislature Diary and Wallet Diary.
8. Publication of 'Internal Directory' which contains the duties and responsibilities of various committees and other sections in the Legislature Secretariat.
9. Publication of English and Malayalam versions of the book 'Nammudae Niyamasabha'.
10. Provide information under Right to Information Act, 2005 and maintain Register relating to it.
11. Preparation of Administration Report of Research Section.
12. Furnishing the details in the prescribed proforma regarding the progress of implementation of official language.
13. Publication of a souvenir to commemorate the 125th anniversary of the Legislative bodies in Kerala.

#### SERVICES SECTION

LOCATION : B BLOCK, I FLOOR,  
ADMINISTRATIVE BUILDING

#### 'A' SECTION

**Ph. No. : 2512416**

#### **A 1 Seat**

This is the Establishment seat of Officers from the category of Section Officers to Special Secretary, dealing with their service matters such as promotion, reversion, declaration of probation, grant of leave, earned leave surrender, retirement and pensionary claims etc. This section also deals with the other general administrative matters of this Secretariat such as the appointment of Secretary, Legislature Secretariat, creation of

posts, Promotion of Officers, DPC meetings and preparation of Select Lists for promotion, transfer and posting of Officers and Assistants, ratio fixation in the posts of Under Secretary and Section Officer, processing of compassionate appointment applications from dependents of deceased Officers, re-designation of posts, assignment of duties to various posts, Court cases concerning Gazetted Officers, routing of files, issue of Certificates and no objection Certificates to Officers, maintenance of Service Books of Officers, appointment of Officers under RTI Act, 2005, reply to RTI applications concerning Officers, posting of Officers and Assistants for IMG/BPST/CPST Training Programmes and additional duties, grant of exemption from additional duty during Assembly periods, reply to communications received from other State Secretariats, Posting and Transfer of Library Staff, disciplinary action against Offices, issue of General Circulars and endorsements etc.

### **A 2 Seat**

This is the Establishment seat of 187 Assistants dealing with their appointment, reporting of vacancies to PSC, Police verification, PSC verification, Service Regularisation, declaration of probation, interdepartmental transfer promotion, pay fixation, leave granting, leave surrender, annual increment, deputation, seniority list preparation, ratio re-fixation, by transfer appointment, court cases, issue of various service certificates, files relating to RTI Act, 2005, based on this category, disciplinary action against Assistants etc.

### **A 3 Seat**

This is the Establishment seat of the members of the Personal Staff of the Hon'ble Speaker, Hon'ble Deputy Speaker and Chairmen of Standing Committees; dealing with their appointment, relieving, pensionary claims, re-designation of categories, upgradation, issue of certificates, annual increment, grant of leave, earned leave surrender, maintenance of Service Books etc. Establishment matters such as appointment, relieving etc. of the deputation posts of Computer-cum-Web designer of

IT Section, Health Inspector, Agricultural Assistant and Fireman are also dealt in this section. Applications received under the Right to information Act, 2005 based on these categories are also replied by this section.

**‘B’ SECTION**

**Ph. No. : 2512417**

**B 1 Seat**

Establishment matters of Office Superintendents and Typists such as reporting of vacancies, appointment, service regularisation, declaration of probation, promotion, pay fixation, leave granting, leave surrender, annual increment, preparation of seniority list, ratio/refixation, by transfer appointment, processing of application for deputation, mutual/interdepartmental transfer, Court Cases, issue of service Certificates, providing information under Right to Information Act, 2005, disciplinary action, transfer and posting etc. Establishment matters of Watch and Ward Staff—Appointment, extension of the period of deputation, relieving etc.

**B 2 Seat**

Establishment matters of Last Grade Employees (Office Attendants and Assembly Attendance), Confidential Assistants, Personal Assistants, Full-Time Contingent Employees, dealing with the reporting of vacancies, appointment, service regularisation, declaration of probation, Promotion pay fixation, leave granting, leave surrender, Annual Increment, preparation of Seniority List, ratio refixation, by transfer appointment of Confidential Assistants, deputation, mutual/interdepartmental transfer, Court cases, issue of various service certificates, providing information under Right to Information Act, 2005, disciplinary action, transfer and posting etc.

**B 3 Seat**

Establishment matters of Personal Assistants to Hon’ble Members of the Legislative Assembly, dealing with appointment, relieving, leave surrender etc.

**‘C’ SECTION****Ph. No. : 2512418****C1 Seat**

Services C1 seat is an establishment seat which handles the service matters of miscellaneous categories of employees such as Office/Clerical Assistants, Attenders, Lift Operators, Binders, Photocopier Machine Operators, Roneo Operators, Museum Guides, Reception Guides, Housekeepers, Pump Operators and Drivers. This seat deals with service matters such as appointment, by transfer appointment, probation declaration, sanctioning of annual increment, leave surrender, granting of leave, promotion, pension, compassionate appointment and disciplinary actions. Apart from the aforesaid duties, this seat is also entrusted to keep and update Service Book of employees, maintenance of Personal Register, processing of RTI applications as per RTI Act, 2005, issuing service certificates and other certificates like NOC. All other duties and work relating to service matters of those employees which are not expressly stated here also falls under the responsibility of this seat.

**C2 Seat**

Services C2 seat is an establishment seat which handles service matters of Editing and Library Staff. This seat is concerned with appointment, verification (other than the duties of work allocation of library staff, renaming of posts, transfer and posting of library staff), probation declaration, sanctioning of annual increment, leave surrender, granting of leave, promotion, preparation of seniority list, pension, preparation of detailed account of employees to enlist in DPC list and handover the same to services A 1 seat, issuing of service certificates, preparation of register of provisional employees and compassionate appointments, maintenance of personal register, reporting of vacancies to the K.P.S.C., Court cases, preparation of annual report on administration of Services C section, filing and processing of RTI applications and all other duties which are not expressly mentioned here concerned with service matters of aforesaid staff also comes under this seat.

**C3 Seat**

Services C3 seat is an establishment seat which deals with by transfer appointment, deputation and relieving of staff employed in Niyamasabha Printing Press, appointment and transfer and posting of part-time contingent employees, filing and processing of RTI applications, maintenance of RTI register, personal register, probation, increment, leave surrender, granting of leave and all other service matters concerned with aforesaid categories of employees which are not expressly stated here. Issuing of circular for submission of annual administration report, consolidation and publication of administrative report of various sections including Services and Accounts sections are also the responsibilities of services C3 seat. In addition to this, services C3 seat deals with the appointment and relieving of staff of MLA's and sanctioning of staff allowances.

## TABLE SECTION

LOCATION : ROOM NO. 412, GROUND FLOOR, ASSEMBLY BUILDING

**Ph. No. : 2512004, 2005**

1. Work relating to oath of Members, issuance of summons to Members and attendance of Members.
2. Election of Speaker and Deputy Speaker of the Assembly, nomination of Members to the Panel of Chairman.
3. All general arrangements and other work in connection with the Assembly session.
4. Business Advisory Committee.
5. Committee of Privileges and Ethics.
6. No Confidence Motion and Notice under Rule 50, 62.
7. Distribution of all Assembly papers.
8. Commonwealth Parliamentary Association Conference and associated matters.
9. Presiding Officers' and Secretaries Conferences.

10. Issuance of Pass to Distinguished Visitors Gallery, Official Gallery and Press Gallery.
11. Constitution of Assembly Committees.
12. Nomination of MLAs to Welfare Boards and Advisory Committees.
13. Revision and Publication of Rules of Procedure.
14. All Official celebrations relating to the Assembly.
15. Furnishing information to Parliamentary Journal of Parliamentary Information.
16. Issuance of M.L.A. Certificate.
17. Acting on complaints received from Members regarding Protocol breach.
18. Arrangements in connection with official foreign tours of Hon. Speaker and Deputy Speaker.

#### TRAINING SECTION

LOCATION : ROOM No. 739, III FLOOR, ASSEMBLY BUILDING

**Ph. No. : 2512585, 2638**

1. Orientation programmes, lectures, workshops, discussion sessions and seminars for Members of the Kerala Legislative Assembly.
2. Round table discussions on topical legislative themes.
3. Parliamentary lecture series.
4. Attachment training programmes with national and international organisations.
5. Training, attachment and study visits/tours of Presiding Officers, Members and Officers of sister legislatures.
6. Orientation programmes and seminars for media personnel.
7. Special training programmes in Legislative Drafting, Budget etc.

8. Appreciation courses for probationers of All India Services, Central Services and Officers of the Government of Kerala.
9. Study Visits for Government Officers, academics, students, non Governmental organisations and the public.
10. Training, attachment and study tour opportunities for Members and Officials of the Kerala Legislature Secretariat to sister Parliaments and training institutions.
11. Planning, conducting programmes for human resource development.
12. Research and study programmes and projects relating to Parliamentary practice and procedure.
13. Certificate Course in Parliamentary Practice and Procedure.
14. Papers relating to the Executive Committee of the Centre for Parliamentary Studies and Training.
15. Papers relating to the infrastructure facilities for training and studies.
16. Publication of study materials.
17. Organising of special events like Commemorative Stamp Release, Quiz Competitions, Aptitude Test etc.
18. Duties other than above and as directed by the Hon'ble Speaker from time to time.

#### COMMITTEE ON ENVIRONMENT SECTION

LOCATION : ROOM NO. 409, GROUND FLOOR, ASSEMBLY BUILDING

#### **Ph. No. : 2512007**

1. Convening of meetings of the Committee.
2. Examination of complaints/petitions on environmental problems.
3. Sending of complaints/petitions to Government for reports.
4. Preparation of notes for the Committee on the basis of the Government reports.
5. Preparation of the minutes of the meetings of the Committee.

6. Preparation of draft Reports of the Committee.
7. Scrutiny of action taken by the Government on the recommendations contained in the Reports of the Committee.

**COMMITTEE ON ESTIMATES**

LOCATION : B BLOCK, I FLOOR, ADMINISTRATIVE BUILDING

**‘A’ SECTION**

**Ph. No. : 2512413**

1. Preparation of draft Reports of the Committee.
2. Convening of meeting.
3. Arranging visits of the Committee in connection with the examination of Budget Estimates.
4. Preparation of minutes of the meetings.
5. Preparation of Questionnaires and Supplementary Questionnaires.

**‘B’ SECTION**

**Ph. No. : 2512414**

1. Follow-up action regarding the implementation of the recommendations contained in the original Reports of the Committee.
2. Convening of meetings of the Committee on action taken notes and preparation of the minutes of the meetings.
3. Preparation and presentation of Action Taken Reports.
4. Making arrangements in connection with the visits of sister Committees of other states.

**COMMITTEE ON LOCAL FUND ACCOUNTS**

LOCATION : ROOM NO. 711, III FLOOR, ASSEMBLY BUILDING

**‘A’ SECTION**

**Ph. No. : 2512552**

1. Work related to convening of meetings of the Committee.
2. Preparation of Minutes of the meetings of the Committee.

3. Initiating action to make available the Statement of Remedial Measures Taken by the Government on the Audit paragraphs in the consolidated reports of the Local Fund Audit Director.
4. Preparation of Draft Reports of the Committee based on the examination of audit paragraphs contained in consolidated reports of Director of Local Fund Audit and action for the presentation of the Reports of the Committee in the Assembly and circulation of the Reports.

**‘B’ SECTION**

**Ph. No. : 2512589**

1. Work related to convening of the meetings of the Committee.
2. Preparation of Minutes of the meetings of the Committee.
3. Preparation of Draft Reports of the Committee based on the examination of audit paragraphs contained in the Reports of the Comptroller and Auditor General of India relating to Local Self Government Institutions. To initiate action for the presentation of the Reports of the Committee in the Assembly and circulation of the Reports.
4. To take further action to make available the statements of action taken on the recommendations contained in the Reports of the Committee from the Departments and prepare Draft Action Taken Reports based on the examination of Statement of Action Taken furnished by the Government and to take action for the presentation of Reports of the Committee in the Assembly and circulation of the Reports.

**COMMITTEE ON OFFICIAL LANGUAGE SECTION**

LOCATION : ROOM No. 409, GROUND FLOOR, ASSEMBLY BUILDING

**Ph. No. : 2512551**

1. To evaluate the progress in the use of Malayalam as Official Language for official purposes and to suggest measures based on its findings.
2. To ensure strict compliance of Government Orders regarding the use of Malayalam as Official Language.

3. To examine the action taken for the implementation of Official Language Policy of the Government in various departments and to review the progress achieved thereon.
4. To identify the impediments in using Malayalam as Official Language in administrative matters and to suggest suitable steps to overcome such impediments on a time-bound basis.
5. To ensure whether the Codes, Manuals and Forms pertaining to those departments where Malayalam has been declared as official language are translated in time and whether the Government Orders so far issued have been translated.
6. To ensure publication of an updated glossary of frequently used official Malayalam terms.
7. To suggest necessary improvements in the syllabus for the official language training programme.
8. To suggest measures for the use of Malayalam as Court and Official Language in Consumer Redressal Forum, the office of the Ombudsman, Women's Commission etc.
9. Help the committee by giving practical measures to familiarise Malayalam computing and to ensure Unicode font in computers and evaluate the progress of the same.
10. To perform such other functions in respect of Official Language as may be assigned to it by the Speaker from time to time.
11. To give necessary directions to the committee in implementing Malayalam as medium of instruction and to evaluate the progress made in this regard.
12. To examine and suggest remedial measures to the committee for the complaints received for non-compliance of Malayalam as official language.
13. To convene meetings of the Departmental Level Official Language Committee of Legislature Secretariat and to perform the duties in connection with the meetings.

COMMITTEE ON PAPERS LAID ON THE  
TABLE SECTION

LOCATION : ROOM No. 409, GROUND FLOOR, ASSEMBLY BUILDING

**Ph. No. : 2512006**

1. Laying of Ordinances, Acts, S. R. Os., Notifications as well as Annual reports of Public Sector Undertaking.
2. Preparation of List of Papers to be Laid on the Table.
3. Seeking the delay statements on S.R.Os./Notifications/Reports from the respective departments.
4. Convening of meetings of the Committee, preparation of minutes of the meeting and draft Reports of the Committee.
5. Scrutiny of action taken by the Government on the recommendations contained in the Reports of the Committee.

COMMITTEE ON PETITIONS

LOCATION : B BLOCK, II FLOOR, ADMINISTRATIVE BUILDING

**'A' SECTION**

**Ph. No. : 2512444**

1. Deals with petitions relating to General Education, Health & Family Welfare, Power, Civil Supplies, Social Welfare, Finance, Planning, Law and remaining departments in the Administrative Secretariat.
2. Convening of meetings of the Committee.
3. Sending of petitions/representations to Government for Reports.
4. Preparation of notes for the Committee on the basis of Government Reports.
5. Preparation of minutes of the meetings of the Committee.
6. Preparation of draft reports of the Committee.
7. Communication of recommendations/suggestions/decisions of the Committee to the concerned Government Departments.

**‘B’ SECTION**

**Ph. No. : 2512445**

1. Deals with petitions relating to Home, PWD, Taxes, Labour, Water Resources, Industries, SC/ST Welfare, Transport and Housing.
2. Convening of meetings of the Committee.
3. Sending of petitions/representations to Government for Reports.
4. Preparation of notes for the Committee on the basis of Government Reports.
5. Preparation of minutes of the meetings of the Committee.
6. Preparation of draft report of the Committee.
7. Communication of recommendations/suggestions/decisions of the Committee to the concerned Government Departments.

**‘C’ SECTION**

**Ph. No. : 2512446**

1. Deals with Petitions relating to Revenue, Local Self Government, Forest and Wild life, Rural Development, Fisheries and Ports Departments.
2. Convening of meetings of the Committee.
3. Sending of petitions/representations to Government for Reports.
4. Preparation of notes for the Committee on the basis of Government Reports.
5. Preparation of minutes of the meetings of the Committee.
6. Preparation of draft reports of the Committee.
7. Communication of recommendations/suggestions/decisions of the Committee to the concerned Government Departments.

COMMITTEE ON PRIVATE MEMBERS' BILLS AND  
RESOLUTIONS SECTION

LOCATION: ROOM No. 401-A, GROUND FLOOR, ASSEMBLY BUILDING

**Ph. No. : 2512022**

1. Works relating to Private Members' Bills coming up for discussion in the Legislative Assembly.
2. Private Members' Resolutions coming up for discussions in the Assembly.
3. Preparation of draft Reports and Notes on Private Members' Bills and Resolutions on the basis of Government Assurances on the floor of the House.
4. Conduct and convening of Private Members' Bills and Resolutions Committee.

COMMITTEE ON PUBLIC ACCOUNTS

LOCATION : B BLOCK, II FLOOR, ADMINISTRATIVE BUILDING

**'A' SECTION**

**Ph. No. : 2512433**

1. Notifying the constitution of the Committee.
2. Preparing notes for the maiden meeting of the Committee.
3. Convening of meetings of the Committee and preparation of minutes.
4. Preparation of draft reports based on the examination of the Committee on audit paragraphs contained in the Report of the Comptroller and Auditor General of India : Civil (Economic Sector and Social Sector), Revenue Receipts and State Finances.
5. Preparation of draft Reports based on the examination of the Committee on the excess over the Voted Grants/Charged Appropriation contained in the Appropriation Accounts of the Comptroller and Auditor General of India, proposal from Finance Department on fixing monetary limits to new service etc.
6. Presentation of Committee reports in the House.

7. To take steps for sending PAC Reports as per the list.
8. Follow-up action with Administrative Departments to furnish statement on Remedial Measures Taken (RMT) on audit paragraphs contained in the Reports of the Comptroller and Auditor General of India.
9. Maintenance of RMT Register.
10. Keeping bound volumes of Reports.
11. Maintenance of Report Register.
12. Duties relating to Chairman's Conference of PAC of Parliament and State Legislatures.
13. Making arrangements for the visit of the Committee outside the State of Kerala.

#### **'B' SECTION**

**Ph. No. : 2512434**

1. To obtain Action Taken Statements regarding the recommendations contained in the reports of Public Accounts Committee from concerned departments.
2. Convening of the meetings of Public Accounts Committee.
3. Preparation of minutes.
4. Prepare draft Action Taken Reports.
5. Assisting the visiting sister committees for their visit to the State and joint meeting.

#### COMMITTEE ON PUBLIC UNDERTAKINGS

LOCATION : B BLOCK, II FLOOR, ADMINISTRATIVE BUILDING

#### **'A' SECTION**

**Ph. No. : 2512435**

1. Preparation of draft Action Taken Reports based on the action taken statements furnished by Government.
2. Preparation of draft reports on independent study on Public Undertakings.

3. Arrangements for the study tour of the Committee outside the State and study tour of the visiting sister Committees of other States.
4. Convening of meetings of the Committee, preparation of the minutes of the meeting.

**'B' SECTION**

**Ph. No. : 2512436**

1. Convening of meetings of the Committee on Public Undertakings to examine:
  - (a) Audit paragraphs contained in the Report on the Comptroller and Auditor General of India (Commercial).
  - (b) Audit paragraphs relating to Kerala Water Authority and Kerala Khadi and Village Industries Board and Kerala State Housing Board contained in the Report of the comptroller and Auditor General of India (Civil).
2. Preparation of the minutes of the meetings of the Committee.
3. Preparation of Draft Reports of Committee based on examination of audit paragraphs.

**COMMITTEE ON SUBORDINATE LEGISLATION SECTION**

LOCATION : ROOM NO. 711, III FLOOR, ADMINISTRATIVE BUILDING

**Ph. No. : 2512460**

1. Registering of S.R.Os. and preparation of index of S.R.Os. based on Acts.
2. Preparation of scrutiny Notes on the S.R.Os. for the use of the Committee.
3. Preparation of Draft Reports and Action taken Reports.
4. Other work related to convening of meetings, visits etc.

COMMITTEE ON THE WELFARE OF BACKWARD CLASS  
COMMITTEE SECTION

LOCATION : ROOM No. 409, GROUND FLOOR, ASSEMBLY BUILDING

**Ph. No. : 2512009**

1. Convening of meetings of the Committee.
2. Preparation of draft reports.
3. Any other work related to the working of the Committee.

WELFARE OF FISHERMEN AND ALLIED WORKERS

COMMITTEE SECTION

LOCATION : ROOM No. 36, B BLOCK, II FLOOR, ADMINISTRATIVE BUILDING

**Ph. No. : 2512064**

1. Convening of meetings and arranging visits of the Committee.
2. To assist the Committee for the examination of complaint/petitions received from individuals/organisations relating to fisheries or allied subjects.
3. Sending of complaints or petitions to Government for report and to follow-up with Government for reports.
4. Preparation of notes for the Committee on the basis of the Government reports.
5. Preparation of the minutes of the meetings of the Committee.
6. Preparation of Draft Reports of the Committee.
7. To assist the Committee for scrutinising the action taken by the Government on the recommendation contained in the reports of the Committee.

COMMITTEE ON THE WELFARE OF NON RESIDENT KERALITES  
(PRAVASI MALAYALEES) SECTION

LOCATION : ROOM No. 36, B BLOCK, II FLOOR, ADMINISTRATIVE BUILDING

**Ph. No. : 2512063**

1. Convening of meetings of the Committee.
2. Examination of complaints/petitions regarding the various problems of non-resident Keralites in India and abroad.

3. Sending of complaints/petitions to Government for reports.
4. Preparation of notes for the Committee on the basis of the Government Reports.
5. Preparation of the minutes of the meeting of the Committee.
6. Preparation of Draft Reports of the Committee.
7. Scrutiny of action taken by the Government on the recommendations contained in the Reports of the Committee.

**COMMITTEE ON THE WELFARE OF SCHEDULED CASTES AND  
SCHEDULED TRIBES**

LOCATION : B BLOCK, I FLOOR, ADMINISTRATIVE BUILDING

**'A' and 'B' SECTIONS**

**Ph. No. : 2512466, 2412**

1. To convene the meetings/sittings of the Committee. To draft the minutes of the sittings and to submit it for the approval of the Chairman.
2. To process and to forward the petitions/representations/ considered/examined by the Committee to the concerned Government Departments. To ensure that the statements on action taken from the concerned Government Department is made available for the consideration of the Committee within the time limit.
3. To collect materials for independent studies based on the subjects selected by the Committee from time to time which falls within the purview of the Committee. To make arrangements for study tours/visits of the Committee. To prepare the drafts of special/periodical reports and to place it before the Committee for approval.
4. To place the reports approved by the Committee in the House and convene press conferences if necessary.
5. To obtain the statement of action taken on the recommendation contained in the report of the Committee from concerned Government departments and place it before the Committee for consideration and to take further necessary action on it.

COMMITTEE ON THE WELFARE OF SENIOR CITIZENS SECTION

LOCATION : ROOM No. 36, B BLOCK, II FLOOR, ADMINISTRATIVE BUILDING

**Ph. No. : 2512038**

1. Convening meetings of the Committee within and outside the headquarters for study purpose and evidence collection.
2. Preparation of notes for the Committee.
3. Preparation of minutes of the meetings of the Committee and taking action as decided by the Committee.
4. Preparation of draft reports of the Committee for presentation in the House.
5. Sending Reports of the Committee to the concerned departments for taking action on the recommendations of the Committee.
6. Examining action taken by Government on the recommendations of the Committee.
7. Informing petitioners of the action taken on their petitions.

COMMITTEE ON THE WELFARE OF WOMEN,  
CHILDREN AND PHYSICALLY HANDICAPPED

LOCATION : B BLOCK, II FLOOR, ADMINISTRATIVE BUILDING

**‘A’, ‘B’ AND ‘C’ SECTIONS**

**Ph. No. : 2512437, 2438, 2545**

There are 3 sections viz., A, B, C for carrying out the functions of the Committee, which all perform similar functions as detailed below:

1. Processing of petitions relating to atrocities, violence or any other unlawful practice perpetrated on or the exploitation of women, children and physically handicapped.
2. To convene the meetings of the Committee-preparation of agenda for meeting, sending notice/SMS and making other arrangements for the meetings.

3. To draft the minutes of the meetings.
4. To assist the Committee to examine petitions/complaints received.
5. To pursue action on such petitions, as decided by the Committee.
6. To follow-up with the Government for ensuring submission of reports asked for, within the time limit.
7. To assist the Committee to conduct study on specified subjects.
8. Preparation of notes, questionnaires etc. to be placed before the Committee.
9. To make arrangements for the study tours/visits and arranging witness examinations of the Committee.
10. To prepare the drafts of periodical/special Reports of the Committee.
11. To perform works related to presentation of Reports by the Committee and to pursue action on such Reports.
12. To assist the Committee to examine such other matters as may be suggested by the Committee.

COMMITTEE ON THE WELFARE OF YOUTH AND

YOUTH AFFAIRS SECTION

LOCATION : ROOM No. 36, B BLOCK, II FLOOR, ADMINISTRATIVE BUILDING

**Ph. No. : 2512151**

1. Convening of meetings of the Committee.
2. Examining of petitions regarding the problems faced by the youth.
3. Sending of such petitions to the concerned Government departments for obtaining reports.
4. Preparation of notes for the Committee on the basis of Government reports.

5. Preparation of minutes of the meeting of the Committee.
6. Preparation of draft Reports of the Committee.
7. Submitting of the Government report on petitions and also the Action Taken statement on the recommendations of the Committee for the consideration of the Committee.

**SUBJECT COMMITTEES**

LOCATION : ROOM No. 736, III FLOOR, ASSEMBLY BUILDING

**'A' SECTION**

**Ph. No. : 2512439**

Convening of meetings and related work of the two Committees mentioned below and the subjects under their purview:

**Subject Committee III—Water Resources**

1. Major and Medium Irrigation
2. Minor Irrigation
3. Flood Control and drainage
4. Command Area Development Authority
5. Water Supply and Sanitation
6. Anti sea erosion

**Subject Committee V—Public Works, Transport and Communication**

1. Public Works
2. Roads and Bridges
3. Inland Water Transport
4. Taxes on Vehicles
5. Road Transport
6. Railways
7. Air Transport and Communications

**‘B’ SECTION**

**Ph. No. : 2512440**

1. Constitution of Subject Committees
2. Preparation of Schedule for the budget scrutiny
3. Other general work related to Subject Committees
4. Convening of meetings and related work of the two Committees mentioned below and the subjects under their purview

**Subject Committee II—Land Revenue and Devaswom**

1. Land Revenue
2. Land Reforms
3. Relief on account of natural calamities
4. Land Revenue Commissionerate
5. Devaswom

**Subject Committee IV—Industry and Minerals**

1. Large and Medium Industries
2. Village and Small Industries
3. Small Scale Industries and Industrial Estates
4. Handloom and Powerloom
5. Khadi and Village Industries
6. Handicrafts
7. Coir
8. Cement, Iron and Steel
9. Bricks and Tiles
10. Mineral and Development

**‘C’ SECTION****Ph. No. : 2512441**

Convening of meeting of Subject Committees I and VII in accordance with the Rules 232 to 241 of the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly, as amended up to March 2010, Internal Working Rules of Subject Committees and Directions issued by the Hon’ble Speaker from time to time and carry out the work for the functioning of the said committees viz.

**Subject Committee I—Agriculture, Animal Husbandry and Fisheries**

1. Agriculture
2. Soil and Water Conservation
3. Government Plantations
4. Commercial Crops
5. Special Agriculture Development Programme
6. Animal Husbandry
7. Dairy Development
8. Fisheries and Fishing Harbour
9. All Marine Products

**Subject Committee VII—Electricity, Labour and Labour Welfare**

1. Electricity
2. Labour (including Agricultural and Plantation Labour)
3. Employment and Unemployment
4. Employees State Insurance

Prepare and distribute Form A (the format for submitting notes by the Government for scrutiny of Demand of grants), Form B (the pro forma for submitting the action taken statements by the Government on the recommendations of the Committees contained in the Reports of the Committees) and Form C (format for submitting statement showing the reason for the delay in furnishing the action taken statements on the recommendations contained in the reports of the committee on scrutiny of Demand for Grants).

**‘D’ SECTION****Ph. No. : 2512442**

Convening of meetings and related work of the two Committees mentioned below and the subjects under their purview:

**Subject Committee IX—Local Administration, Rural Development and Housing**

1. Municipal Corporations and Municipal Councils
2. Panchayats
3. Integrated Rural Development
4. Town Planning and Urban Development
5. Community Development
6. Urban and Rural Housing

**Subject Committee XIV—Home Affairs**

1. Police and Jails
2. Administration of Justice
3. Elections (Other than elections of Local Bodies)
4. General Administration (including all service matters)
5. Information and Public Relations
6. Welfare of Minorities
7. Non Resident Keralites Affairs
8. Parliamentary Affairs
9. All other subjects not included in other Subject Committees.

**‘E’ SECTION****Ph. No. : 2512443**

Convening of meetings and related works, presentation of reports of the two Committees mentioned below and the subjects under their purview:

**Subject Committee VI—Education**

1. Education (including all Technical and Professional Education)
2. Arts and Culture

3. Science and Technology (including Research)
4. Sports and Games
5. Youth Affairs

**Subject Committee VIII—Economic Affairs**

1. Economic Development
2. Agricultural Income Tax and Sales Tax
3. Treasury and Accounts Corporation
4. District Administration and Miscellaneous
5. Stationery and Printing and other Administrative Services
6. Pension and Miscellaneous
7. Social Security and Welfare
8. Miscellaneous Economic Services
9. Compensation and Assignments Corporation
10. Miscellaneous Loans and Advances
11. Excise
12. Stamps and Registration
13. Lotteries
14. Chitties and Chit Funds
15. Credit Institutions
16. National Savings
17. Insurance

To convene the meetings of the Committees mentioned above for the Scrutiny of demands for grants, consideration of Legislative Bills, consideration of the report of action taken by the Government on the recommendations of the Committee on scrutiny of demands for grants, consideration of draft rules, general discussion and formulate views on matters mentioned in Rule 235 1 (ii) to (v) of the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly.

**‘F’ SECTION****Ph. No. : 2512184**

To convene the meetings of the Committees mentioned below for the scrutiny of demands for grants, consideration of Legislative Bills, consideration of the report of action taken by the Government on the recommendations of the Committee on scrutiny of demands for grants, considerations of draft rules, general discussion and formulate views on matters mentioned in Rule 235 (iii) to (v) of the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly.

**Subject Committee X—Forest, Environment and Tourism**

1. Forest
2. Environment
3. Kerala State Pollution Control Board
4. Tourism

**Subject Committee XII—Health and Family Welfare**

1. Health (including Hospitals and Maternity Services etc.)
2. Family Planning
3. Women and Child Welfare
4. Nutrition

For the preparation of following draft reports as per the direction of the Committees:

1. Scrutiny of Demands for Grants
2. Bills as reported by the Subject Committee and its report
3. Periodical Reports
4. Report of Action taken by the Government on the recommendations of the Committee on scrutiny of demands for grants
5. Special Reports:

- III. Take necessary steps for the placing of the annual performance report on the expenditure of the Budget allocation of a year on the Table of the House.
- IV. To prepare and present to the House a resume of the discussion of the Committee in regard to matters specified in item (v) of sub-rule (1) of Rule 235 of the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly and forward a copy of the same to the Chief Minister.
- V. To forward the report to the Chief Minister in regard to item (vi) of sub-rule (1) of Rule 235 of Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly.
- VI. To prepare the minutes of the meetings.
- VII. All other work related to the working of the Committee.

#### **‘G’ SECTION**

#### **Ph. No. : 2512183**

Convening of meetings and related work as per Rule 235 of the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly of the two Committees mentioned below with the allocation of subjects contained in the Fifth schedule to the aforesaid rules.

#### **Subject Committee XI—Food, Civil Supplies and Co-operation**

1. Food and Civil Supplies
2. Legal Metrology
3. Co-operation.

#### **Subject Committee XIII—Social Services**

1. Welfare of Physically Handicapped
2. Old age Pension
3. Social Welfare
4. Welfare of Scheduled Castes and Scheduled Tribes and Welfare of Backward Classes.

MEMBERS' AMENITIES SECTIONS

**'A' SECTION**

LOCATION : ROOM NO. 4, GROUND FLOOR, NILA BLOCK, MLA HOSTEL

**Ph. No. : 2512204**

1. To scrutinise and countersign the TA/DA Bill of the Members
2. To scrutinise the Medical Reimbursement claims of the Members and family members and sanction eligible amount for reimbursement
3. To sanction Motor Vehicle Advance
4. To sanction House Building Advance
5. To issue various certificates on the request of the Members
6. To communicate with other Legislative Assemblies regarding various amenities available to the Members
7. To prepare the Assembly Attendance Registers of the Members and keep the same in safe custody.

**'B' SECTION**

LOCATION : ROOM NO. 14, GROUND FLOOR, NILA BLOCK, MLA HOSTEL

**Ph. No. : 2512211**

1. House Committee
2. Identity Cards to Members
3. Constituency Seal to Members.
4. Canteens in Hostel
5. Subsidy towards the interest on House Building advance availed by the Legislators from Kerala State Co-operative Bank
6. Group Personal Accident Insurance Policy to Members
7. Rail Travel Coupons
8. Fuel Coupons
9. Land phone rent reimbursement to Members

10. Residential Certificate for Members
11. Cable TV connections in Legislators Hostel
12. Restrictions to the usage of land phones in the rooms allotted to Members in Legislators' Hostel.

**‘C’ SECTION**

LOCATION : ROOM No. 36 A, II FLOOR, NILA BLOCK, MLA HOSTEL

**Ph. No. : 2512254**

1. Establishment matters of Legislators' Hostel Employees
2. Work relating to Audit (Internal & Audit by AG)
3. Preparation of Establishment Bills
4. Preparation of Budget Estimates
5. General Provident Fund Admission, Closure, Advances etc. to the Employees
6. Admission and closure of SLI and GIS
7. Insurance Claim related to Group Personal Accident Scheme
8. Appointment of Provisional Hostel Attendants
9. Establishment matters of provisional employees including maintenance of their Service Books
10. Issuance of NLC & LPC to the employees
11. Disbursement of Uniform & Footwear Allowance
12. Work related to Right to Information
13. Preparation of Administration Report.

**‘D’ SECTION**

LOCATION : ROOM No. 8, GROUND FLOOR, NILA BLOCK, MLA HOSTEL

**Ph. No. : 2512268**

1. Medical Reimbursement Claims of Ex-MLAs and their spouses
2. Pension to Ex-MLAs and their spouses

3. Furnishing of details to other Legislatures regarding the Amenities available to the Ex-MLAs of Kerala Legislative Assembly
4. Distribution of Diaries and Calendars to Ex-MLA's.

**‘E’ SECTION**

LOCATION : ROOM NO. 7, GROUND FLOOR, NILA BLOCK, MLA HOSTEL

**Ph. No. : 2512207**

1. Administration of Legislators' Hostel
2. Maintenance of Stock Register
3. Stores
4. Distribution of Government Diaries etc. to Members
5. Minor repairing and replacements in the rooms of Legislator's Hostel
6. Printing and Supply of letter heads to Members
7. Administration and supervision of Hostel employees
8. Collection of rent
9. Local purchase
10. Maintenance of garden
11. Distribution of fuel/rail travel coupons to Ex-MLAs
12. Identity cards to Ex-MLAs
13. Matters related to Health Clinic & Lab
14. Health Club
15. Allotment of rooms

**‘F’ SECTION**

LOCATION : ROOM NO. 14 A, GROUND FLOOR, NILA BLOCK, MLA HOSTEL

**Ph. No. : 2512278**

1. Distribution of cash
2. Maintenance of Cash Book and allied Stock Register

3. Preparation of contingent bills
4. Medical reimbursement to employees of the Legislators' Hostel
5. Co-operative Recovery

**EDITING BRANCH**

LOCATION : IV FLOOR, ASSEMBLY BUILDING

**'A' SECTION**

**Ph. No. : 2512093**

1. Preparation of assembly proceedings.
2. Preparation of Synopsis of proceedings other than Question Hour/Gleanings from Question Hour.
3. Preparation of proceedings of meetings of :
  - (a) Committee on Public Accounts
  - (b) Committee on the Welfare of Youth and Youth Affairs
  - (c) Committee on Privileges and Ethics
  - (d) Subject Committee VII & IX
4. Proof reading of Assembly proceedings.
5. Typing of starred and unstarred answers of XIII KLA.

**'B' SECTION**

**Ph. No. : 2512094**

1. Preparation of the official report of Assembly proceedings
2. Preparation of Synopsis of Proceedings/Gleanings
3. Preparation of proceedings of the meetings of :
  - (a) Committee on Petitions
  - (b) Committee on Estimates
  - (c) Subject Committee III
  - (d) Subject Committee IV

4. Proof reading of the official report of Assembly proceedings.
5. Typing the answers of starred and unstarred questions.

**‘C’ SECTION**

**Ph. No. : 2512095**

1. Preparation of the official report of Assembly proceedings.
2. Preparation of synopsis of proceedings/Gleanings.
3. Preparation of proceedings of the meetings of :
  - (a) Committee on the Welfare of Women, Children and Physically Handicapped.
  - (b) Committee on the Welfare of Fishermen and Allied Workers Committee
  - (c) Private Members Bills and Resolutions Committee
  - (d) Rules Committee
  - (e) Subject Committee XI
4. Proof reading of the official report of Assembly proceedings.
5. Typing the answers of starred and unstarred questions.

**‘D’ SECTION**

**Ph. No. : 2512642**

1. Preparation of Assembly proceedings.
2. Preparation of synopsis other than Question Hour/Gleanings from Question Hour.
3. Preparation of proceedings of meetings of :
  - (a) Library Advisory Committee
  - (b) Committee on Local Fund Accounts
  - (c) Committee of the Welfare of Senior Citizens
  - (d) Subject Committee X & XIV
4. Proof reading of Assembly proceedings.
5. Typing of starred and unstarred answers.

**‘E’ SECTION****Ph. No. : 2512087**

1. Preparation of Assembly proceedings.
2. Preparation of synopsis other than Question Hour/Gleanings from Question Hour.
3. Preparation of proceedings of meetings of :
  - (a) Committee on Official Language
  - (b) Committee on Papers laid on the Table
  - (c) Committee on Environment.
  - (d) Subject Committee I
4. Proof reading of Assembly proceedings.
5. Typing of starred and unstarred answers of XIII KLA.

**‘F’ SECTION****Ph. No. : 2512085**

1. Preparation of the official report of Assembly proceedings.
2. Preparation of synopsis of proceedings/Gleanings.
3. Preparation of proceedings of meetings of :
  - (a) Committee on Subordinate Legislation
  - (b) House Committee
  - (c) Subject Committee V
  - (d) Subject Committee VI
  - (e) Miscellaneous Committee Meetings
4. Proof reading of the official report of Assembly proceedings.
5. Typing the answers of starred and unstarred questions.

**‘G’ SECTION****Ph. No. : 2512092**

1. Printing, distribution and upkeep of Assembly proceedings as bound volumes.
2. Printing, distribution and upkeep of synopsis of Assembly proceedings, Gleaning from Question Hour, Index of Assembly proceedings, select decisions from the Chair, etc.
3. Indenting and distribution of stationery items, upkeep of stationery card and maintenance of proper registers and related correspondence.
4. Despatch of speeches to Ministers/Members for approval.
5. Posting of Reporters for extra legislature work relating to Legislature.
6. Posting of Reporters for the preparation of proceedings of Assembly, Synopsis of Assembly, Gleanings from Question Hour, select decisions from the Chair, and for the meetings of Legislature Committees, Select Committees, etc.
7. Posting of Reporters to accompany the Legislature Committees on their study tour outside the State.
8. Maintenance of Tape recorders and Tapes, CDs and DVD's and proper registers for them.
9. Typing and DTP work of answers to the starred questions which are not answered on the floor of the House during question hour and unstarred questions.
10. Dealing of files relating to RTI, expunging from proceedings, Niyamasabha Press and files received from other sections.

**‘H’ SECTION****Ph. No. : 2512196**

1. Preparation of the official report of Assembly proceedings.
2. Preparation of synopsis of proceedings/Gleanings.
3. Preparation of proceedings of meetings of :

- (a) Committee on the Welfare of Scheduled Castes and Scheduled Tribes
  - (b) Committee on Government Assurances
  - (c) Select Committee
  - (d) Subject Committee II
  - (e) Subject Committee VIII
4. Proof reading of the official report of Assembly proceedings.
  5. Typing the answers of starred and unstarred questions.

**‘I’ SECTION**

**Ph. No. : 2512086**

1. Preparation of Assembly proceedings.
2. Preparation of synopsis of proceedings other than Question Hour/Gleanings from Question Hour.
3. Preparation of proceedings of meetings of :
  - (a) Committee on Public Undertakings
  - (b) Committee on the Welfare of Backward Class Communities
  - (c) Committee on the Welfare of Non-resident Keralites
  - (d) Subject Committee XII & XIII.
4. Proof reading of Assembly proceedings.
5. Typing of starred and unstarred answers.

**LEGISLATURE LIBRARY**

LOCATION : E BLOCK, III FLOOR, ADMINISTRATIVE BUILDING

**GENERAL BRANCH**

**Ph. No. : 2512519**

1. Library Advisory Committee, acquisition of books including free publications.
2. Classification, cataloguing, circulation of documents and library membership.
3. Publication of K.L.L. Bulletin, Digitisation of documents and Computer Unit.

4. Maintenance of Library and documents including preservation of Library Archives.
5. Binding of documents including local binding.
6. Library extension counter in the Legislator's Hostel.

**REFERENCE BRANCH**

**Ph. No. : 2512039**

1. Reference service in the main library and Member's Reference Branch.
2. Press clipping service including daily news service to the Hon'ble Speaker and Secretary.
3. Acquisition of periodicals and its registration.
4. Reprographic service in the main library and Member's Reference Branch.
5. Maintenance of Paper's Laid on the Table of the House.
6. Publication of Legal and Constitutional Digest.
7. Documentation including indexing of periodicals and publication of Documentation Kerala and publication of Samajikan.

**LIBRARY EXTENSION COUNTER**

LOCATION : 1ST FLOOR, NILA BLOCK, MLAs HOSTEL

**Ph. No. : 2512259**

1. Newspapers and Periodicals—their indices and abstracts.
  2. Assembly questions and answers.
  3. Reference services—short range and long range with the help of Legislature main library.
  4. Giving of documents and other books for reference relating to Legislature and Constitution.
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