



**GOVERNMENT OF KERALA**

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

**INDIAN ADMINISTRATIVE  
SERVICE**

(Kerala Cadre)

**CIVIL LIST**

**2025**

**AS ON**  
**31-01-2025**

<b>INDIAN ADMINISTRATIVE SERVICE (KERALA CADRE)</b>			
<b>(Authorised Strength – Effective from 18.02.2013)</b>			
(Government of India, Department of Personnel and Training (D.O.P&T.))			
<b>Notification No.11031/04/2012-AIS-II(A), dated 18.02.2013)</b>			
	<b>SENIOR DUTY POSTS</b>	..	<b>126</b>
	Chief Secretary to Government	..	1
	Additional Chief Secretary	..	3
	Principal Secretary to Government	..	13
	Agricultural Production Commissioner	..	1
	Commissioners	..	5
	Secretary to Government	..	23
	Resident Commissioner, New Delhi	..	1
	Secretary to Chief Minister	..	1
	Commissioner of Agriculture	..	1
	Secretary to Governor	..	1
	Director of Industries and Commerce	..	1
	Registrar of Co-operative Societies	..	1
	Director General, Institute of Management in Government	..	1
	Executive Director, State Poverty Alleviation Cell (Kudumbasree)	..	1
	Commissioner, Land Revenue	..	1
	Commissioner of Disaster Management	..	1
	Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary to Government	..	15
	Joint and Deputy Commissioners	..	4
	Secretary, Land Board	..	1
	Director, Kerala Institute of Local Administration	..	1
	Inspector General of Registrations	..	1
	Director of Fisheries	..	1
	Director of Panchayats	..	1
	Director of Urban Affairs	..	1
	Director of Public Relations	..	1
	Director of Tourism	..	1
	Director of Sports and Youth Affairs	..	1
	Director of Social Welfare	..	1
	Director, Scheduled Castes Development Department	..	1
	Labour Commissioner	..	1
	Director of Employment and Training	..	1
	Director of Civil Supplies	..	1
	District Collectors	..	14
	Additional Director of Industries and Commerce	..	1

	Director of Survey and Land Records	..	1
	Director, Scheduled Tribe Development Department	..	1
	District Planning Officer/General Manager, District Industries Centre/Project Officer, DRDA/Cardamom Settlement Officer/Sub Collectors Grade-I	..	7
	Commissioner, Rural Development	..	1
	Commissioner, Entrance Examination	..	1
	Commissioner, Housing	..	1
	Additional Resident Commissioner, Kerala House, New Delhi	..	1
	Director, Collegiate Education	..	1
	Director, Public Instructions	..	1
	Director, Information Technology	..	1
	Director, NORKA (Non Resident Keralites Affairs)	..	1
	Additional Director (General), Tourism	..	1
	Director, Hill Area Development	..	1
	Director, Coastal Area Development	..	1
	Executive Assistant to the Chief Secretary	..	1
	Director, Higher Secondary Education	..	1
1	Total Senior Duty posts	..	126
2	Central Deputation Reserve @ 40% of item (1) above	..	50
3	State Deputation Reserve @ 25% of item (1) above	..	31
4	Training Reserve @ 3.5% of item (1) above	..	4
5	Leave Reserve and Junior Posts Reserve @16.5% of item (1) above	..	20
6	Promotion posts 33 $\frac{1}{3}$ % of 1,2,3 &4 above	..	70
7	Posts to be filled up by the Direct Recruitment (Item 1+2+3+4+5-6)	..	161
	<b>Total Authorisd Strength</b>	..	<b>231</b>

## INDIAN ADMINISTRATIVE SERVICE (KERALA CADRE)

### Details of Scales of Pay

Sl. No.	Particulars of Posts	Pay
1	Posts carrying pay above the Time Scales :	
	Chief Secretary to Government	Level 17 in the Pay Matrix (₹ 2,25,000)
	Additional Chief Secretary	do.
	Principal Secretary to Government	Level 15 in the Pay Matrix (₹ 1,82,200 - 2,24,100)
	Agricultural Production Commissioner	do.
	Commissioners	Level 14 in the Pay Matrix (₹ 1,44,200 - 2,18,200 )
	Commissioner, Land Use	do.
	Resident Commissioner, Kerala House, New Delhi	do.
	Secretary to Chief Minister	do.
	Director of Agriculture	do.
	Director, Disaster Management	do.
	Secretary to Government	do.
	Secretary to Governor	do.
	Director, IMG	do.
	Director of Industries and Commerce	do.
	Registrar of Co-operative Societies	do.
	Executive Director, Kudumbasree	do.
2	Time Scales of Pay	
	a. Selection Grade	Level 13 in the Pay Matrix (₹ 1,23,100 - 2,15,900 )
	b. Junior Administrative Grade	Level 12 in the Pay Matrix (₹ 78,800 - 2,09,200)
	c. Senior Time Scale	Level 11 in the Pay Matrix (₹ 67,700 - 2,08,700)
	d. Junior Scale	Level 10 in the Pay Matrix (₹ 56,100 - 1,77,500)

<b>IAS - Grant of Special Allowance for Posts coming under Schedule II-B of IAS (Pay) Rules under the heading "Kerala"</b>		
Special Allowance w.e.f 1-4-2007 :		
	Junior Time Scale	₹ 400 per month
	Senior Time Scale	₹ 600 per month
	Junior Administrative Grade	₹ 800 per month
	Selection Grade	₹ 1000 per month
	Posts -	
1	Special Secretary / Additional / Joint/ Deputy Secretary to Government	
2	Joint and Deputy Commissioners	
3	Secretary, Land Board	
4	Director, Kerala Institute of Local Administration	
5	Inspector General of Registrations	
6	Director of Fisheries	
7	Director of Panchayats	
8	Director, Urban Affairs	
9	Director of Public Relations	
10	Director of Tourism	
11	Director of Sports and Youth Affairs	
12	Director of Social Welfare	
13	Director, Scheduled Castes Development Department	
14	Labour Commissioner	
15	Director of Employment and Training	
16	Director of Civil Supplies	
17	District Collectors	
18	Additional Director of Industries and Commerce	
19	Director of Survey and Land Records	
20	Director, Scheduled Tribes Development Department	
21	District Planning Officer / General Manager, District Industries Centre / Project Officer, DRDA/ Cardamom Settlement Officer / Sub-Collectors Grade-1	
22	Commissioner, Rural Development	
23	Commissioner, Entrance Examinations	
24	Commissioner, Housing	
25	Additional Resident Commissioner, Kerala House, New Delhi	
26	Director, Collegiate Education	
27	Director, Public Instructions	
28	Director, Information Technology	
29	Director, NORKA ( Non Resident Keralites Affairs)	

30	Additional Director (General), Tourism
31	Director, Hill Area Development
32	Director, Coastal Area Development
33	Executive Assistant, Chief Secretary
34	Director, Higher Secondary Education








Sl. No.	Name of the Officer (Shri / Smt / Ms / Dr) Source of Recruitment Year of allotment Home Town Date of Birth	Photo	Date of appointment Date of Confirmation PEN	Present post held & Additional charges No. & Date of order	Complete Address (Official)	Grade Remarks Deputation/Cadre/ Ex-cadre
1	ശ്രീ. മനോജ് ജോഷി, Shri. Manoj Joshi, RR, 1989, Rajasthan, 13/01/1967		21/08/1989, 21/08/1991, 325139	Secretary, Department of Land Resources, Ministry of Rural Development, Government of India, G.O(Rt) 344/2020/GAD dt. 21/1/2020	Secretary, Department of Land Resources, Ministry of Rural Development, Government of India	C.S Grade, Central Deputation
2	ശ്രീമതി. ശാരദ മുരളീധരൻ, Ms. Sarada Muraleedharan, RR, 1990, Kerala, 17/04/1965		20/08/1990, 20/08/1992, 325152	Chief Secretary, G.O(Rt) 3741/2024/GAD dt.21.08.2024	Chief Secretary, Government Secretariat, Thiruvananthapuram	CS Grade, Cadre
3	ഡോ.രാജു നാരായണസ്വാമി, Dr. Raju Narayanaswamy, RR, 1991, Kerala, 24/05/1968		15/09/1991, 15/09/1993, 325154	Principal Secretary, Parliamentary Affairs Department, G.O(Rt) 468/2021/GAD dt.02/02/2021	Principal Secretary, Parliamentary Affairs Department Government Secretariat, Thiruvananthapuram	Principal Secy Grade, Cadre
4	ഡോ. എ. ജയതിലക്, Dr. A. Jayathilak, RR, 1991, Kerala, 16/06/1966		15/09/1991, 15/09/1993, 325155	Additional Chief Secretary, Finance Department + Taxes, Store Purchase and Planning and Economic Affairs (RKI) dept + CEO, Rebuild Kerala Initiative + Chairman, Kerala Financial Corporation, G.O(Rt) 3728/2024/GAD dt.20.08.2024	Additional Chief Secretary, Finance Department, Government Secretariat, Thiruvananthapuram	CS Grade, Cadre
5	ശ്രീമതി. ഇഷിത റോയ്, Ms. Ishita Roy, RR, 1991, Bihar, 13/03/1965		16/09/1991, 16/09/1993, 325156	Principal Secretary, Higher Education Department, G.O(Rt) 2636/2022/GAD dt. 24/6/2022	Principal Secretary, Higher Education Department Government Secretariat, Thiruvananthapuram	Principal Secy Grade, Cadre
6	ശ്രീമതി. രചന ഷാ, Ms. Rachana Shah, RR, 1991, Uttar Pradesh, 29/11/1967		15/09/1991, 15/09/1993, 325157	Secretary, M/o Textiles, Government of India, No. 36/01/2022-EO(SM-I) dated 19.10.2022 of Department of Personnel and Training	Secretary, Textiles Ministry, Government of India, New Delhi	CS Grade on proforma basis, Central Deputation
7	ശ്രീ. സഞ്ജീവ് കാശിക്, Shri. Sanjeev Kaushik, RR, 1992, Uttar Pradesh, 23/04/1969		11/10/1992, 11/10/1994, 325159	Principal Financial Sector Specialist, Asian Development Bank, Manila, Philippines, G.O (Rt) 7187/2019/GAD dt. 19/12/2019	6 ADB Avenue, Mandaluyong City 1550, Metro Manila, Philippines	CS Grade on proforma basis, Central Deputation (foreign assignment)
8	ശ്രീ. ബിശ്വനാഥ് സിൻഹ, Shri. Bishwanath Sinha, RR, 1992, Bihar, 24/09/1968		11/10/1992, 11/10/1994, 325162	Additional Chief Secretary, Home and Vigilance Department + Head of the Office of Resident Commissioner, Kerala House New Delhi + Water Resources + Coastal Shipping & Inland Navigation Department + Managing Director, Kerala Irrigation Infrastructure Development Corporation Limited, G.O(Rt) 2896/2023/GAD dt. 28/06/2023	Additional Chief Secretary, Home Department, Government Secretariat, Thiruvananthapuram	CS Grade, Cadre



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9	ശ്രീ. കെ.ആർ.ജോതിലാൽ, Shri. K.R.Jyothilal, RR, 1993, Kerala, 31/05/1969		05/09/1993, 05/09/1995, 325167	Additional Chief Secretary, General Administration Department + Forest & Wildlife Department, Power Department and Transport (Aviation) Department, G.O(Rt) 5577/2022/GAD dt.24/12/2022	Additional Chief Secretary, General Administration Department, Government Secretariat, Thiruvananthapuram	CS Grade, Cadre
10	ശ്രീ. പുനീത് കുമാർ", Shri. Puneet Kumar, RR, 1993, Delhi, 25/03/1967		05/09/1993, 05/09/1995, 325164	Additional Chief Secretary, Personnel and Administrative Reforms Department + Personnel and Administrative Reforms (OL) Department. + Scheduled Castes & Scheduled Tribes Development Dept + Backward classes development Dept, G.O(Rt) 5531/2023/GAD dt.13/12/2023	Additional Chief Secretary, Personnel and Administrative Reforms Department, Government Secretariat, Thiruvananthapuram	CS Grade, Ex-Cadre
11	ഡോ. ദവേന്ദ്ര കുമാർ ധോടാവത്, Dr. Davendra Kumar Dhodawat, RR, 1993, Rajasthan, 02/02/1967		05/09/1993, 05/09/1995, 325165	Additional Chief Secretary to Governor, Kerala Raj Bhavan, G. O(Rt) 1949/2023/GAD dt. 30/04/2023	Additional Chief Secretary to Governor, Kerala Raj Bhavan, Kowdiar P O, Thiruvananthapuram	CS Grade, Ex-Cadre
12	ഡോ.രാജൻ എൻ. ഖോബ്രഗഡെ, Dr. Rajan N. Khobragade, RR, 1993, Maharashtra, 27/06/1966		06/09/1993, 06/09/1995, 289760	Additional Chief Secretary, Health and Family Welfare Department + Ayush and Cultural Affairs (Archaeology, Archives and Museums ) Department + Cultural Affairs Department, G.O(Rt) 2272/2024/GAD dt.22/05/2024	Additional Chief Secretary, Health and Family Welfare Department, Government Secretariat, Thiruvananthapuram	CS Grade, Ex-Cadre
13	ശ്രീ. രാജേഷ് കുമാർ സിൻഹ, Shri. Rajesh Kumar Sinha, RR, 1994, Delhi, 27/03/1966		04/09/1994, 04/09/1996, 325178	Additional Secretary, Ministry of Ports, Shipping and Waterways, G.O(Rt) 3621/2022/GAD dt. 22/08/2022	Additional Secretary, Ministry of Ports, Shipping and Waterways, Government of India, Parivahan Bhavan 1, Parliament Street, New Delhi	CS Grade (on proforma basis), Central Deputation
14	ശ്രീ. സഞ്ജയ് ഗാർഗ്, Shri. Sanjay Garg, RR, 1994, Uttar Pradesh, 10/10/1970		05/09/1994, 04/09/1996, 325179	Additional Secretary, Department of Agricultural Research & Education, Government of India + Secretary, Indian Council of Agricultural Research, G.O(Rt) 3139/2021/GAD dt.24/8/2021	Additional Secretary, Department of Agricultural Research & Education, Ministry of Agriculture & Farmers Welfare, Government of India, New Delhi	CS Grade (on proforma basis), Central Deputation
15	ശ്രീ. മിൻഹാജ് ആലം, Shri. Minhaj Alam, RR, 1996, Bihar, 14/04/1972		06/09/1996, 06/09/1998, 325198	Additional Secretary, M/o Food Processing Industries, Government of India. G.O(Rt) 1810/18/GAD dt.22/03/18	Additional Secretary, M/o Food Processing Industries, Government of India, New Delhi.	Principal Secy Grade (on proforma basis), Central Deputation
16	ശ്രീ. സുമൻ ബില്ല, Shri. Suman Billa, RR, 1996, Andhra Pradesh, 24/12/1970		05/09/1996, 05/09/1998, 325199	Additional Secretary, M/o Tourism, Government of India, G.O(Rt) 2123/2024/GAD dt.10/05/2024	Additional Secretary, M/o Tourism, Administration -I Section, Transport Bhavan, 1, Parliament Street, New Delhi - 110001, Government of India	Principal Secy Grade, Central Deputation








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17	ശ്രീ. മുഹമ്മദ് ഹനീഷ് എ.പി.എം. Shri. Mohammed Hanish APM, RR, 1996, Kerala, 17/02/1969		05/09/1996, 05/09/1998, 325200	Principal Secretary, Industries Department + Revenue (Wakf) Department, G.O(Rt) 2272/2024/GAD dt.22/05/2024	Principal Secretary, Industries Department, Government Secretariat, Thiruvananthapuram	Principal Secy Grade, Cadre
18	ശ്രീമതി. റാണി ജോർജ്ജ്, Ms. Rani George, SCS, 1996, Kerala, 27/05/1965		18/05/2001, Not yet confirmed, 325201	Principal Secretary, General Education Department , G.O(Rt) 2033/2023/GAD dt.07/05/2023	Principal Secretary, General Education Department, Government Secretariat, Thiruvananthapuram	Principal Secy Grade, Cadre
19	ഡോ.ഷർമിള മേരി ജോസഫ്, Dr. Sharmila Mary Joseph, RR, 1997, Kerala, 22/09/1970		07/09/1997, 07/09/1999, 325205	Principal Secretary, Local Self Government (Rural) Department + Local Self Government (Urban) Department , G.O(Rt) 184/2022/GAD dt.14/01/2022	Principal Secretary, Local Self Government Department, Government Secretariat, Thiruvananthapuram	Principal Secy Grade, Cadre
20	ശ്രീമതി. ടിങ്കു ബിസ്വാൾ, Ms. Tinku Biswal, RR, 1997, Odisha, 15/01/1971		07/09/1997, 07/09/1999, 325208	Principal Secretary, Revenue and Disaster Management Department + Housing Department , G.O(Rt) 2034/2023/GAD dt.08.05.2023	Principal Secretary, Revenue Department, Government Secretariat, Thiruvananthapuram	Principal Secy Grade, Cadre
21	ശ്രീ.രബീന്ദ്രകുമാർ അഗർവാൾ, Shri. Rabindrakumar Agarwal, RR, 1997, Jharkhand, 15/01/1969		08/09/1997, 07/09/1999, 325206	Additional Secretary, Ministry of Co-operation, G.O(Rt) 3704/2024/GAD dt.17/08/2024	Additional Secretary, Ministry of Co- operation	Principal Secy Grade, Central Deputation
22	ശ്രീ.കെ.എസ്.ശ്രീനിവാസ്, Shri. K.S.Srinivas, RR, 1997, Andhra Pradesh, 29/01/1965		07/09/1997, 07/09/1999, 325207	Principal Secretary, Fisheries Department + Ports Department + Animal Husbandry Department + Dairy Development Department + Museum (Zoo) Department, G.O (Rt) 1530/2022/GAD dt. 12/04/2022	Principal Secretary, Fisheries Department, Government Secretariat, Thiruvananthapuram	Principal Secy Grade, Cadre
23	ഡോ. ബി. അശോക്, Dr. B Ashok, RR, 1998, Kerala, 27/02/1973		07/09/1998, 07/09/2000, 325213	Agricultural Production Commissioner and Principal Secretary, Agriculture Department, G.O(Rt) 613/2023/GAD dt. 07/02/2023	Agricultural Production Commissioner, Government Secretariat, Thiruvananthapuram	Principal Secy Grade, State Deputation
24	ഡോ.എം.ബീന, Dr. M.Beena, RR, 1999, Kerala, 07/02/1974		20/09/1999, 07/09/2001, 325214	Development Commissioner for Handloom, M/o Textiles, G.O(Rt) 6441/2018/GAD dt.1/10/18	Development Commissioner for Handloom, Ministry of Textiles, Room No.56, O/o DC (Handloom), Udyog Bhavan, New Delhi 110011	Principal Secy Grade (proforma basis), Central Deputation

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25	ശ്രീ. അശോക് കുമാർ സിംഗ്, Shri. Ashok Kumar Singh, RR, 1999, Uttar Pradesh, 25/08/1969		20/09/1999, 20/09/2001, 325215	Director General, Employee's State Insurance Corporation, G.O (Rt) 3716/2024/GAD dt. 19/08/2024	Director General, Employee's State Insurance Corporation, Ministry of Labour and Employment.	Principal Secy Grade, Central Deputation
26	ശ്രീ. ആനന്ദ് സിംഗ്, RR, 2000, Uttar Pradesh, 01/01/1974		04/09/2000, 04/09/2002, 325216	Sr Adviser to Executive Director, International Monetary Fund (imf) Washington DC, G.O(Rt) 865/2022/GAD dt.27/02/2022	"Sr Adviser Joint Secretary, Finance Economic Affairs International Monetary Fund (imf) Washington DC, Government of India"	Principal Secy Grade, Central Deputation
27	ശ്രീ. സഞ്ജയ് എം.കൗൾ, Shri. Sanjay M.Kaul, RR, 2001, Gujarat, 15/08/1969		02/09/2001, 02/09/2003, 325219	Joint Secretary, M/o Culture, Government of India, G.O(Rt) 3865/2024/GAD dt.30/08/2024	Joint Secretary, M/o Culture, Government of India	Secy. Grade, Central Deputation
28	ഡോ. ദിനേശ് അറോറ, Dr. Dinesh Arora, RR, 2002, Punjab, 23/12/1976		02/09/2002, 02/09/2004, 325220	Extra ordinary leave for 2 years from 03.01.2024, G.O(Rt) 3081/2024/GAD dt.09/07/2024	EOL	Secy. Grade, Cadre
29	ശ്രീ. സൗരഭ് ജെയിൻ, Shri. Saurabh Jain, RR, 2002, Uttar Pradesh, 30/09/1977		02/09/2002, 02/09/2004, 694372	Joint Secretary, Department of Health and Family Welfare, Government of India, G.O(Rt) 1803/2024/GAD dt.23/04/24	Joint Secretary, Department of Health and Family Welfare, Government of India	Secy. Grade, Central Deputation
30	ഡോ. രത്തൻ.യു.കേശ്വർ, Dr. Rathan.U.Kelkar, RR, 2003, Karnataka, 05/02/1976		01/09/2003, Not yet confirmed, 325222	Chief Electoral Officer, Kerala & Secretary, Election Department + Secretary, Electronics and Information Technology Department + Planning and Economic Affairs Dept + Member Secretary, Kerala State Planning Board, G.O(Rt) 5346/2024/GAD dt 04/12/2024	Chief Electoral Officer, Kerala, Vikas Bhavan, Legislature Complex, Thiruvananthapuram, Kerala 695033	Secy. Grade, Cadre
31	ശ്രീ. ബിജു പ്രഭാകർ, Shri. Biju Prabhakar, Selection, 2004, Kerala, 20/04/1965		24/02/2009, Not yet confirmed, 428129	Chairman and Managing Director, Kerala State Electricity Board Ltd + Secretary, Transport (Railways, Metro) Department + Commissioner, Guruvayoor Devaswom + Commissioner, Koodal Manickam Devaswom + Sainik Welfare Dept, G.O(Rt) 2272/2024/GAD dt.22/05/2024	Chairman and Managing Director, Kerala State Electricity Board Ltd, Vydutha Bhavan, Pattom P O, Thiruvananthapuram	Secy. Grade, State Deputation
32	ശ്രീ. പ്രണബ് ജ്യോതി നാഥ്, Shri. Pranabjyoti Nath, RR, 2005, Assam, 15/07/1975		22/08/2005, Not yet confirmed, 325224	CVO, National Aluminium Company Ltd. NALCO, Bhubaneswar, G.O(Rt) 5345/2024/GAD dt.04/12/2024	CVO, National Aluminium Company Ltd. NALCO, Bhubaneswar, Ministry of Mines	Secy. Grade, Central Deputation









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33	ശ്രീ. ബിജു.കെ, Shri. Biju.K, RR, 2006, Kerala, 14/06/1976		29/08/2006, Not yet confirmed, 325228	Secretary, Public Works Department + Tourism Department, G.O(Rt) 332/2023/GAD dt.24/01/2023	Secretary, Public Works Department, Government Secretariat, Thiruvananthapuram	Secy. Grade, Cadre
34	ശ്രീ. അജിത് കുമാർ, Shri. Ajit Kumar, RR, 2006, Uttar Pradesh, 11/11/1977		29/08/2006, Not yet confirmed, 671819	Resident Commissioner, Kerala House, New Delhi + Special Officer, Capital Region Development Project-II + Food & Civil Supplies and Consumer Affairs Department, G.O(Rt) 4630/2023/GAD dt.12/10/2023	Resident Commissioner, Kerala House, Jantar Mantar Road, New Delhi, 110001	Secy Grade, Cadre
35	ശ്രീ. പ്രശാന്ത്.എൻ., Shri. Prasanth.N., RR, 2007, Kerala, 30/11/1979		18/08/2007, 18/08/2009, 325168	Under Suspension, G.O(Rt) 4979/2024/GAD dt.11/11/2024	Under Suspension	Sel.Grade, Cadre
36	ശ്രീ. പാട്ടിൽ അജിത് ഭഗവത്‌റാവു, Shri. Patil Ajit Bhagwatrao, RR, 2007, Maharashtra, 07/08/1974		30/11/2007, 30/11/2009, 325196	Commissioner, Kerala State Goods and Services Tax Department + Secretary, Finance (Resource) Department., G.O(Rt) 3890/2022/GAD dt.09/09/2022	Commissioner, State GST Department, 8th Floor, TaxTowers, Karamana, Thiruvananthapuram-695002	Secy Grade, Cadre
37	ശ്രീ. എസ്.ഹരികിഷോർ, Shri. S.Harikishore, RR, 2008, Kerala, 14/10/1980		01/09/2008, 01/09/2010, 633784	Secretary, Information and Public Relations Department + Managing Director, Kerala State Industrial Development Corporation Ltd + Programme Implementation Evaluation and Monitoring Department, G.O(Rt) 2577/2024/GAD dt.10/06/2024	Secretary, Information and Public Relations Department	Secy. Grade, Cadre
38	ശ്രീ.കേശവേന്ദ്ര കുമാർ, Shri. Keshvendra Kumar, RR, 2008, Bihar, 31/12/1985		01/09/2008, 01/09/2010, 647559	Secretary, Finance (Expenditure) Department, G.O(Rt) 5755/2023/GAD dt.30/12/2023	Secretary, Finance (Expenditure) Department, Government Secretariat, Thiruvananthapuram	Secy. Grade, Cadre
39	ശ്രീ. പി. ബാലകിരൺ, Shri. P. Balakiran, RR, 2008, Andhra Pradesh, 09/03/1981		01/09/2008, 01/09/2010, 428160	Joint Secretary, Department of Personnel & Training, No. 33/09/2024-EO(SM-1) dated 25.10.2024	Joint Secretary, Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi	Secy. Grade (proforma basis), Central Deputation
40	ശ്രീ. എം.ജി. രാജമാണിക്കം, Shri. M.G. Rajamanickam, RR, 2008, Tamil Nadu, 04/05/1980		01/09/2008, 0/09/2010, 428158	Ex- India Study leave from 05.08.2024 to 20.06.2025, G.O (Rt) 3265/2024/GAD dt. 19/07/2024	Study Leave	Secy. Grade, Cadre



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41	ഡോ.കെ.വാസുകി, Dr. K. Vasuki, RR, 2008, Tamil Nadu, 13/11/1981		01/09/2008, 01.09.2010, 715368	Secretary, Labour and Skills Department + Secretary, Norka department + External Co-operation, G.O(Rt) 792/2024/GAD dt.19/02/2024	Secretary, Labour and Skills Department , Government Secretariat, Thiruvananthapuram	Secy. Grade, Cadre
42	ശ്രീമതി. മിത്ര.ടി, Ms. Mithra.T, RR, 2009, Kerala, 09/12/1982		31/08/2009, 31/08/2011, 612427	Director, Census Operations (DCO)/ Director of Citizen Registrations (DCR) (Deputy Secretary level), Kerala & Lakshadweep , G.O(Rt) 5101/2021/GAD dt.31/12/2021	Directorate of Census Operation, Kerala, CGO Complex, Poonkulam, Vellayani, Thiruvananthapuram, Kerala 695522	Secy. Grade, Central Deputation
43	ഡോ.എ.കൗസിഗൻ, Dr. A. Kowsigan, RR, 2009, Tamil Nadu, 18/01/1976		31/08/2009, 31/08/2011, 618312	Commissioner for Land Revenue + Commissioner, Disaster Management + State Project Manager, National Cyclone Risk Mitigation Project + Special Officer and Collector, Government Land Resumption + Nodal officer to monitor the filing and supervision of all title cases on the landholding by M/s Harrisons Malayalam Limited and other similar cases of companies and individuals, G.O (Rt) 2896/2023/GAD dt. 28/06/2023	Commissioner for Land Revenue, Public Office Building, Museum Road, Opposite Zoo, Vikas Bhavan P.O, Thiruvananthapuram-695033	Selection Grade, Ex-Cadre
44	ശ്രീ. വെങ്കിടേശപതി.എസ്, Shri. Venkatesapathy.S, RR, 2009, Tamil Nadu, 10/03/1982		31/08/2009, 31/08/2011, 609890	Director, M/o Ports, Shipping & Waterways, Delhi, G.O(Rt) 1947/2023/GAD dt.29/04/2023	Director, M/o Ports, Shipping & Waterways, Parivahan Bhavan, 1, Parliament Street, New Delhi.	Secy. Grade, Central Deputation
45	ശ്രീമതി. അനുപമ.ടി.വി, Ms. Anupama.T.V, RR, 2010, Kerala, 17/10/1986		30/08/2010, 30/08/2012, 689581	Special Secretary, Local Self Government Department + Secretary, Revenue (Devaswom) Department, G.O(Rt) 2577/2024/GAD dt.10/06/2024	Special Secretary, Local Self Government Department	Selection Grade, Cadre
46	ശ്രീ. മുഹമ്മദ് റൈ.സഫിറുള്ള.കെ, Shri. Mohammed Y. Safirulla.K, RR, 2010, Tamil Nadu, 13/11/1980		30/08/2010, 30/08/2012, 689481	Ex- India Study leave from 01.07.2024 to 10.06.2025, G O (Rt) 2959/2024/GAD dt 03/07/2024	Study Leave	Selection Grade, Cadre
47	ശ്രീമതി. ഭണ്ഡാരി സ്വാഗത് രൺവീർചന്ദ്, Ms. Bhandari Swagat Ranveerchand, RR, 2010, Maharashtra, 30/05/1986		30/08/2010, 30/08/2012, 688009	Officer on Special Duty at IIT Kanpur, GO (Rt) 3369/2024/GAD dated 29.07.2024	Officer on Special Duty at IIT Kanpur	Selection Grade, Deputation
48	ഡോ.വീണ എൻ.മാധവൻ, Dr. Veena N Madhavan, RR, 2010, Kerala, 14/04/1981		30/08/2010, 30/08/2012, 688787	Special Secretary, Personnel and Administrative Reforms Department + Co-operation Departments, G.O(Rt) 3874/2024/GAD dt.30/08/2024	Special Secretary, Personnel and Administrative Reforms Department, Government Secretariat, Thiruvananthapuram	Selection Grade, Cadre

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49	ശ്രീ. ഗോകുൽ ജി.ആർ, Shri. Gokul G.R, RR, 2011, Kerala, 06/10/1988		29/08/2011, 29/08/2013, 696505	Study Leave up to 03.02.2026, G.O(Rt) 3871/2022/GAD dt. 06/09/2022	LEAVE	Selection Grade, Cadre
50	ശ്രീ. മിർ മൊഹമ്മദ് അലി, Shri. Mir Mohammed Ali, RR, 2011, Tamil Nadu, 19/02/1987		29/08/2011, 29/08/2013, 697655	Director, Industries Department + Special Secretary, Agriculture Department., G.O(Rt) 5158/2024/GAD dt.21/11/2024	Director, Industries Department, Vikas Bhavan, Palayam, Thiruvananthapuram	Selection Grade, Cadre
51	ഡോ.കാർത്തികേയൻ. എസ്., Dr. Karthikeyan.S, RR, 2011, Tamil Nadu, 11/09/1982		29/08/2011, 29/08/2013, 696412	Officer on Special Duty to Chief Minister + Special Secretary, Environment Department, G.O(Rt) 4073/2022/GAD dt.22/09/2022	Officer on Special Duty to Chief Minister, Government Secretariat, Thiruvananthapuram	Selection Grade, Ex-Cadre
52	ശ്രീ. ജീവൻ ബാബു.കെ., Shri. Jeevan Babu.K., RR, 2011, Kerala, 14/01/1981		29/08/2011, 29/08/2013, 699816	Managing Director, Kerala Water Authority+ Special Secretary, Water Resource Department, G.O (Rt) 3874/2024/GAD dt. 30/08/2024	Managing Director, Kerala Water Authority, Vellayambalam P O, Thiruvananthapuram	Selection Grade, State Deputation
53	ശ്രീ. അമിത് മീന, Shri. Amit Meena, RR, 2011, Rajasthan, 22/02/1985		29/08/2011, 29/08/2013, 697918	Deputy Secretary, Skill Development & Entrepreneurship New Delhi, Government of India., G.O(Rt) 1235/2021/GAD dt. 22/3/2021	"Deputy Secretary, Skill Development & Entrepreneurship New Delhi, Government of India."	Selection Grade (proforma basis), Central Deputation
54	ശ്രീ. പി ബി നൂഹ്, Shri. P B Nooh, RR, 2012, Kerala, 29/05/1979		03/09/2012, 03/09/2014, 677576	Special Secretary, Transport Department +Chairperson and Managing Director, Kerala Transport Development Finance Corporation . G.O(Rt) 408/2025/GAD dt.29/01/2025	Special Secretary, Transport Department, Government Secretariat, Thiruvananthapuram	Selection Grade, Cadre
55	ശ്രീ. സുഹാസ്.എസ്, Shri. Suhas.S, RR, 2012, Karnataka, 09/03/1988		03/09/2012, 03/09/2014, 709421	Managing Director, Roads and Bridges Development Corporation of Kerala + Special officer for the Wayanad Township, G.O(Rt) 2506/2021/GAD dt.07/07/2021	Managing Director, Roads and Bridges Development Corporation of Kerala Ltd., 2nd Floor, Preethi Building, Opp SNDP Temple, Mahakavi Vailoppilli Rd, near Jn, Palarivattom, Ernakulam-682025	Selection Grade, State Deputation
56	ശ്രീമതി. നവജോത് ഖോസ, Ms. Navjot Khosa, RR, 2012, Punjab, 13/06/1983		03/09/2012, 03/09/2014, 680124	Director of Census Operations/ Director of Citizen Registrations, Punjab and Chandigarh, G.O(Rt) 5408/2022/GAD dt.14/12/2022	Director of Census Operations/ Director of Citizen Registrations, Punjab and Haryana, Plot No. 2B, Madhya Marg, Sector-19A, Chandigarh, 160019	Selection Grade, Central Deputation

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57	ശ്രീ. ബാലമൂർത്തി ഡി., Shri. Balamurali.D, RR, 2012, Tamil Nadu, 06/12/1985		03/09/2012, 03/09/2014, 682352	Regional Officer, Central Board of Film Certification, Chennai, G.O (Rt) 3192/2022/GAD dt. 25/07/2022	Regional Officer, Central Board of Film Certification, Chennai, SHASTRI BHAVAN, Haddows Rd, Subba Road Avenue, Nungambakkam, Chennai, Tamil Nadu 600006	Selection Grade, Central Deputation
58	ശ്രീ. സീറാം സാംബസിവാ റാവു, Shri. Seeram Sambasiva Rao, RR, 2012, Andhra Pradesh, 12/10/1985		03/09/2012, 03/09/2014, 721045	Principal Director, Local Self Government Department + Director, Survey and Land Records Department, G.O(Rt) 2577/2024/GAD dt.10/06/2024	Principal Director, Local Self Government Department, Swaraj Bhavan, Nanthancode, Tvm	Selection Grade, Ex-Cadre
59	ഡോ. അദീല അബ്ദുള്ള, Dr. Adeela Abdulla, RR, 2012, Kerala, 04/11/1985		17/12/2012, 30/07/2016, 678060	Special Secretary, Social Justice Department + Women and Child Development Department, G.O (Rt) 408/2025/GAD dt.29/01/2025	Special Secy, Social Justice Department, Government Secretariat, Thiruvananthapuram	Selection Grade, Cadre
60	ശ്രീ. ഷാനവാസ്.എസ്, Shri. Shanavas.S, SCS, 2012, Kerala, 28/05/1972		25/10/2017, Not yet confirmed, 611951	Director of General Education + Chief Executive Officer, Education Rejuvenation Mission, G.O(Rt) 1853/2023/GAD dt.23/04/2023	Director of General Education, Jagathy, Thiruvananthapuram, Kerala 695014	Selection Grade, Ex-cadre
61	ശ്രീ. അബ്ദുൾ നാസർ.ബി, Shri. Abdul Nasar B, SCS, 2012, Kerala, 20/04/1970		25/10/2017, Not yet confirmed, 198126	Special Secretary, Sports and Youth Affairs Department + Minority Welfare Department + Director of Fisheries, G.O(Rt) 408/2025/GAD dt. 29/01/2025	Special Secretary, Sports and Youth Affairs Department, Government Secretariat, Thiruvananthapuram	Selection Grade, Cadre
62	ഡോ.ഡി.സജിത്ത് ബാബു, Dr. D.Sajith Babu, SCS, 2012, Kerala, 15/05/1972		25/10/2017, Not yet confirmed, 220463	Registrar of Co-operative Societies + Special Secretary, Animal Husbandry Department., G.O(Rt) 3874/2024/GAD dt. 30/08/2024	Registrar of Cooperative Societies , Jawahar Sakarana Bhavan, DPI Junction, Thycadu P O, Thiruvananthapuram	Selection Grade, Ex-Cadre
63	ശ്രീമതി. ഹരിത വി.കുമാർ, Ms. Haritha V.Kumar, RR, 2013, Kerala, 21/11/1985		02/09/2013, 02/09/2015, 732192	Director, Women and Child Development Department, G.O (Rt) 2577/2024/GAD dt. 10/06/2024	Director, Women and Child Development Department, Vazhuthacaud - Poojappura Rd, Poojapura, Thiruvananthapuram, Kerala 695012	JAG, Ex-cadre
64	ഡോ.ശ്രീറാം.വി, Dr. Sriram.V, RR, 2013, Kerala, 28/11/1986		02/09/2013, 02/09/2015, 732118	Director, Agriculture Development and Farmers Welfare Department + Managing Director, Kerala Financial Corporation, G.O(Rt) 408/2025/GAD dt.29/01/2025	Director, Agriculture development and farmers welfare dept, Vikas Bhavan, Thiruvananthapuram, Kerala 695033	Senior Time Scale, Ex-Cadre

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65	ശ്രീമതി. ജോഷി മൃണമയി ശശാങ്ക, Ms. Joshi Mrunmai Shashank, RR, 2013, Maharashtra, 10/06/1990		02/09/2013, 02/09/2015, 732121	Deputy Secretary, Cabinet Secretariat, New Delhi. G.O(Rt) 1348/2023/GAD dt.21/03/2023	Deputy Secretary, Cabinet Secretariat, New Delhi	JAG, Central Deputation
66	ഡോ. നരസിംഹഗരി ടി.എൽ. റെഡ്ഡി, Dr. Narasimhugari. T.L. Reddy, RR, 2013, Andhra Pradesh, 01/07/1989		02/09/2013, 02/09/2015, 732033	Executive Director, Footwear Design & Development Institute, G.O(Rt) 1936/2023/GAD dt. 29/04/2023	Executive Director, Footwear Design & Development Institute (FDDI), DPIIT	JAG, Central Deputation
67	ശ്രീ. ജാഫർ മാലിക്, Shri. Jafar Malik, RR, 2013, Rajasthan, 10/02/1989		02/09/2013, 02/09/2015, 732274	Deputy Secretary, Department of Commerce, Delhi, G.O(Rt) 3725/2024/GAD dt.19/08/2024	Deputy Secretary, Department of Commerce, Delhi	JAG, Central Deputation
68	ശ്രീ. ഗോപാലകൃഷ്ണൻ കെ., Shri. Gopalakrishnan K, RR, 2013, Tamil Nadu, 22/06/1980		02/09/2013, 02/09/2015, 731953	Waiting for posting,	Waiting for posting	JAG, Ex-Cadre
69	ശ്രീ. സുഭാഷ്.ടി.വി, Shri. Subhash.T.V, SCS, 2013, Kerala, 20/05/1971		25/10/2017, Not yet confirmed, 591114	Director, Information & Public Relations Department + Managing Director, Kerala State Co-operative Agricultural and Rural Development Bank Limited., G.O (Rt) 3874/2024/GAD dt. 30/08/2024	Director, Information & Public Relations Department, Government Secretariat Thiruvananthapuram	JAG, Cadre
70	ശ്രീമതി. അഞ്ജന. എം, Ms. Anjana. M, SCS, 2013, Kerala, 17/05/1969		25/10/2017, Not yet confirmed, 101749	Additional Secretary, General Administration (AIS) Department + Managing Director, Kerala State Backward Classes Development Corporation., G.O(Rt) 1028/2022/GAD dt. 09/03/2022	Additional Secretary, General Administration (AIS) Department, Government Secretariat, Thiruvananthapuram	JAG, Cadre
71	ശ്രീമതി. ഷീബ ജോർജ്ജ്, Ms. Sheeba George, SCS, 2013, Kerala, 04/05/1974		25/10/2017, Not yet confirmed, 347013	Additional Secretary, Revenue Department + Commissioner, Housing and Secretary, Kerala State Housing Board + Director, Kerala State Nirmathi Kendra, G. O(Rt) 3189/2024/GAD dt. 15/07/2024	Additional Secretary, Revenue Department, Government Secretariat, Thiruvananthapuram	JAG, Cadre
72	ശ്രീ. എച്ച്.ദിനേശൻ, Shri. H. Dineshan, SCS, 2013, Kerala, 21/08/1969		25/10/2017, Not yet confirmed, 151963	Executive Director, Kudumbashree, G.O(Rt) 4524/2024/GAD dt. 10/10/2024	Executive Director, Kudumbashree, 2nd Floor, TRIDA building, Chalakkuzhy Road, Medical College P.O, Trivandrum - 695011	JAG, Cadre



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73	ഡോ. ദിവ്യ.എസ്.അയ്യർ, Dr. Divya.S.Iyer, RR, 2014, Kerala, 16/10/1984		03/09/2014, 01/09/2016, 752915	Project Director, Kerala Solid Waste Management Project + Managing Director, Vizhinjam International Sea Port Limited + Director, Cultural Affairs Department., G.O(Rt) 4630/2023/GAD dt.12/10/2023	Project Director, Kerala Solid Waste Management Project Trans Towers, 4th Floor, Vazhuthacaud, Thiruvananthapuram, Kerala 695014	JAG, State Deputation
74	ശ്രീ. ചന്ദ്രശേഖർ.എസ്, Shri. Chandrasekar.S, RR, 2014, Tamil Nadu, 03/07/1983		01/09/2014, 01/09/2016, 752766	Deputy Director, LBSNAA, G.O (Rt) 783/2024/GAD dt.19/02/2024	Deputy Director, LBSNAA	JAG, Central Deputation
75	ശ്രീ. പ്രേംകുമാർ.വി.ആർ, Shri. Premkumar.V.R, RR, 2014, Tamil Nadu, 18/07/1988		01/09/2014, 01/09/2016, 834695	Deputy Director, LBSNAA, G.O (Rt) 4934/2024/GAD dt. 07/11/2024	Deputy Director, LBSNAA	JAG, Central Deputation
76	ഡോ. ചിത്ര എസ്, Dr. Chithra S, RR, 2014, Kerala, 09/03/1987		01/09/2014, 01/09/2016, 719240	District Collector, Palakkad, G.O (Rt) 332/2023/GAD dt.24/01/2023	District Collector, Palakkad, Kenathuparambu, Kunathurmedu, Palakkad-678013	JAG, Cadre
77	ശ്രീമതി. അഫ്സാന പെർവീൺ, Ms. Afsana Perween, RR, 2014, Bihar, 22/02/1988		03/09/2014, 01/09/2016, 753090	Commissioner, Food Safety, G.O (Rt) 4630/2023/GAD dt 12/10/23	Commissioner of Food Safety, Office of the Commissioner of Food Safety, Thycaud.P.O,	JAG, Ex-Cadre
78	ശ്രീമതി. ഗീത എ, Ms. Geetha A, SCS, 2014, Kerala, 02/05/1967		24/12/2018, Not yet confirmed, 103955	Joint Commissioner, Land Revenue + Secretary, Land Board + Director, Institute of Land and Disaster Management , G.O(Rt) 4662/2023/GAD dt 17/10/2023	Office of the Commissioner of Land Revenue, Public Office Building, Museum Road, Opposite Zoo, Vikhas Bhavan P.O, Thiruvananthapuram, Kerala 695033	JAG, Cadre
79	ഡോ.രേണു രാജ്, Dr. Renu Raj, RR, 2015, Kerala, 21/05/1987		12/06/2015, 07/09/2017, 775933	Director, Scheduled Tribes Development Department + Special Officer, Tribal Resettlement and Development Mission + Chief, Tribal Resettlement and Development Mission + Director, Backward Classes Development Department, G.O(Rt) 2931/2024/GAD dt.02/07/2024	Director, Scheduled Tribes Development Department,Vikas Bhavan, 4th Floor, Thiruvananthapuram – 695033	JAG, Cadre
80	ശ്രീ. ജെറോമിക് ജോർജ്ജ്, Shri. Geromic George, RR, 2015, Delhi, 04/06/1989		12/06/2015, 07/09/2017, 775825	Ex India Study Leave from 13.09.2024 to 30.06.2025, G.O (Rt) 4074/2024/GAD dt. 09/09/2024	Ex- India Study Leave	JAG, Ex-Cadre

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81	ശ്രീ. ഉമേഷ്.എൻ.എസ്.കെ, Shri. Umesh N S K, RR, 2015, Tamil Nadu, 13/01/1991		12/06/2015, 07/09/2017, 776070	District Collector, Ernakulam, G.O (Rt) 1060/2023/GAD dt. 08/03/2023	District Collector, Ernakulam, First Floor Civil station, Kakkanad, Ernakulam – 682030.	JAG, Cadre
82	ശ്രീ. വി.ആർ.കെ. തേജ മൈലവരപ്പു, Shri. V.R.K. Teja Mylavarapu, RR, 2015, Andhra Pradesh, 02/04/1988		12/06/2015, 07/09/2017, 776881	Officer on special duty (OSD) to deputy chief minister, Andhra Pradesh, G.O(Rt) 3198/2024/GAD dt.15/07/2024	Officer on special duty (OSD) to deputy chief minister, Andhra Pradesh	JAG, Inter-Cadre Deputation
83	ശ്രീ. ഇൻബശേകർ. കെ, Shri. Inbasekar.K, RR, 2015, Tamil Nadu, 04/05/1988		12/06/2015, 07/09/2017, 777362	District Collector, Kasargod, G.O (Rt) 2033/2023/GAD dt. 07/05/2023	District Collector, Kasargod, Civil Station, Vidyannagar, Kasaragod, Kerala 671123	JAG, Cadre
84	ശ്രീമതി. വി വിശ്വേശ്വരി, Ms. V. Vigneshwari, RR, 2015, Tamil Nadu, 05/02/1990		12/06/2015, 12/06/2017, 814567	District Collector, Idukki, G.O(Rt) 3189/2024/GAD dt. 15/07/2024	District Collector, Idukki, Collectorate Idukki, Kuyilimala, Painav P.O., Idukki, Kerala State, Pin – 685 603	JAG, Cadre
85	ശ്രീ. ഷിബു എ, Shri. Shibu A, SCS, 2015, Kerala, 07/01/1969		08/12/2020, Not yet confirmed, 614781	Additional Secretary, Public Works Department + Managing Director, Kerala State Pottery Manufacturing Marketing and Welfare Development Corporation, G.O(Rt) 990/2024/GAD dt 01/03/2024	Additional Secretary, Public Works Department, Government Secretariat, Thiruvananthapuram	JAG, Cadre
86	ശ്രീ. ജോൺ വി സാമുവൽ, Shri. John V Samuel, SCS, 2015, Kerala, 20/05/1966		08/12/2020, Not yet confirmed, 125811	District Collector, Kottayam, G.O (Rt) 3189/2024/GAD dt 15/07/2024	District Collector, Kottayam, Collectorate P.O, Kottayam, Kerala State-686 002	JAG, Cadre
87	ശ്രീ. ദേവിദാസ് എൻ, Shri. Devidas N, SCS, 2015, Kerala, 09/05/1973		18/02/2021, Not yet confirmed, 381489	District Collector, Kollam, G.O(Rt) 4630/2023/GAD dt.12/10/2023	District Collector, Kollam, Civil Station Rd, Kaankathu Mukku, Kollam-691013	JAG, Cadre
88	ശ്രീ. വിനോദ് വി ആർ, Shri. Vinod V R, SCS, 2015, Kerala, 19/05/1972		08/12/2020, Not yet confirmed, 365194	District Collector, Malappuram + Executive Officer, Kerala State Haj Committee, G.O(Rt) 4630/2023/GAD dt.12/10/2023	District Collector, Malappuram, Conference Hall, Collectrate Rd, Up Hill, Malappuram-676505	JAG, Cadre

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89	ഡോ. വിനയ് ഗോയൽ, Dr. Vinay Goyal, RR, 2016, Haryana, 13/10/1988		29/08/2016, 29/08/2018, 803411	State Mission Director, National Health Mission + Managing Director, Kerala Medical Services Corporation Limited + Project Director, e-Health and Special Officer for implementation of Kerala Clinical Establishment Act 2018., G.O(Rt) 3874/2024/GAD dt.30/08/2024	State Mission Director, National Health Mission, NRHM Building, General Hospital Jn, Thiruvananthapuram 695035	Senior Time Scale, State Deputation
90	ശ്രീ. അനൂപം മിശ്ര, Shri. Anupam Mishra, RR, 2016, Uttar Pradesh, 25/12/1989		29/08/2016, 29/08/2018, 803794	Joint Secretary, Higher Education Department, G.O(Rt) No. 5311/2024/GAD dt 02/12/2024	Joint Secretary, Higher Education Department	Senior Time Scale, Cadre
91	ശ്രീ. ആസിഫ്.കെ.യൂസൂഫ്, Shri. Asif.K.Yusuf, RR, 2016, Kerala, 27/08/1988		29/08/2016, 29/08/2018, 803324	Managing Director, Kerala Co-operative Milk Marketing Federation (MILMA) + Director, Loka Kerala Sabha + Director, Animal Husbandry Department., G.O(Rt) 5070/2024/GAD dt 16.11.2024	Managing Director, Kerala Co-operative Milk Marketing Federation (MILMA) , Pattom, Thiruvananthapuram, 695004	Senior Time Scale, Ex-Cadre
92	ശ്രീ. അരുൺ കെ.വിജയൻ, Shri. Arun K.Vijayan, RR, 2016, Kerala, 21/09/1990		29/08/2016, 29/08/2018, 803627	District Collector, Kannur, G.O(Rt) 4630/2023/GAD dt.12/10/2023	District Collector, Kannur, Collectorate Rd, Thavakkara, Kannur-670002	Senior Time Scale, Cadre
93	ശ്രീ. സന്ദേഹിൽ കുമാർ സിംഗ്, Shri. Snehil Kumar Singh, RR, 2016, Uttar Pradesh, 08/02/1993		29/08/2016, 29/08/2018, 803437	District Collector, Kozhikode, G.O (Rt) 4630/2023/GAD dt. 12/10/2023	District Collector, Collectorate,Wayanad Rd, Civil Station, Eranhippalam, Kozhikode, Kerala 673020	Senior Time Scale, Cadre
94	ശ്രീമതി. പ്രിയങ്ക. ജി, Ms. Priyanka. G, RR, 2017, Karnataka, 12/03/1990		28/08/2017, 28.08.2019, 834691	Director, Social Justice Department + Executive Director, Kerala Social Security Mission, G. O(Rt) 4524/2024/GAD dt. 10/10/2024	Directorate of Social Justice, Vikas Bhavan, 5th Floor, Thiruvananthapuram	Senior Time Scale, Cadre
95	ശ്രീമതി. മേഘശ്രീ. ഡി.ആർ, Ms. Meghashree. D.R, RR, 2017, Karnataka, 05/07/1988		28/08/2017, 27/08/2020, 862356	District Collector, Wayanad, G.O (Rt) 2931/2024/GAD dt 02/07/2024	District Collector, Wayanad, North Kalpetta P O Wayanad 673122	Senior Time Scale, Cadre
96	ശ്രീമതി. അഞ്ജു.കെ.എസ്, Ms. Anju K S, RR, 2017, Kerala, 18/06/1991		28/08/2017, 28.08.2019, 834695	On Maternity Leave, G.O(Rt) 3682/2024/GAD dt 17/08/2024	Leave	Senior Time Scale, Ex-Cadre

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97	ശ്രീ. പ്രേം കൃഷ്ണൻ. എസ്. Shri. Prem Krishnan. S, RR, 2017, Kerala, 15/05/1986		28/08/2017, 28.08.2019, 834695	District Collector, Pathanamthitta, G.O(Rt) 990/2024/GAD dt 01/03/2024	District Collector, Pathanamthitta, 2nd floor, Collectorate Rd, Chittoor, Pathanamthitta-689645	Senior Time Scale, Cadre
98	ശ്രീ. അർജുൻ പാണ്ഡ്യൻ, Shri. Arjun Pandian, RR, 2017, Kerala, 26/06/1990		28/08/2017, 28.08.2019, 834523	District Collector, Thrissur, G.O (Rt) 3203/2024/GAD dt 17/07/2024	District Collector, Thrissur, Civil Station, Ayyanthole, Thrissur 680 003	Senior Time Scale, Cadre
99	ശ്രീ. അലക്സ് വർഗീസ്, Shri. Alex Varghese, Selection, 2017, Kerala, 30/05/1969		08/03/2022, Not yet confirmed, 126820	District Collector, Alappuzha, G.O (Rt) 1209/2024/GAD dt 14/03/2024	District Collector, beside Zilla Pachayath Office, Civil Station Ward, Alappuzha, Kerala 688001	Senior Time Scale, Cadre
100	ശ്രീ. ആർ ഗോപകുമാർ, Shri. R Gopakumar, Selection, 2017, Kerala, 21/04/1966		08/03/2022, , 126801	Deputy Secretary, General Administration Department + Officer on Special Duty, O/o the Chief Secretary, G.O(Rt) 1156/2022/GAD dt 19/03/2022	Deputy Secretary, General Administration Department , Office of the Chief Secretary, Government Secretariat, Thiruvananthapuram	Senior Time Scale, Cadre
101	ശ്രീമതി. അനു കുമാരി, Ms. Anu Kumari, RR, 2018, Haryana, 18/11/1986		01/09/2018, 27/08/2020, 862590	District Collector, Thiruvananthapuram + Chairperson, Monitoring Committee constituted for solving rehabilitation issues in connection with Vizhinjam Port Project, G.O (Rt) 3189/2024/GAD dt 15/07/2024	District Collector, Thiruvananthapuram, Civil Station, Kudappanakunnu, Thiruvananthapuram 695043	Senior Time Scale, Cadre
102	ശ്രീമതി. ശിഖ സുരേന്ദ്രൻ, Ms. Sikha Surendran, RR, 2018, Kerala, 16/07/1993		01/09/2018, 27/08/2020, 862479	Director of Tourism + Managing Director, Kerala Tourism Development Corporation, G.O (Rt)3062/2024/GAD dt.08/07/2024	Director of Tourism, Park View, Thiruvananthapuram- 695 033	Senior Time Scale, Cadre
103	ശ്രീമതി. മാധവിക്കുട്ടി എം.എസ്, Ms. Madhavikutty M.S, RR, 2018, Kerala, 26/11/1990		01/09/2018, 27/08/2020, 862394	Deputy Secretary, Health and Family Welfare Department + Director, Centre for Continuing Education Kerala, G.O(Rt) 3062/2024/GAD dt 08/07/2024	Deputy Secretary Health and Family Welfare Department, Government Secretariat, Thiruvananthapuram	Senior Time Scale, Cadre
104	ശ്രീ. രാജീവ് കുമാർ ചൗധരി, Shri. Rajeev Kumar Choudhary, RR, 2018, Rajasthan, 26/11/1994		01/09/2018, 27/08/2020, 862676	Under Secretary in DOPT, G.O (Rt) 806/2024/GAD dt 20/02/2024	Department of Personnel & Training, North Block, Central Secretariat, New Delhi 110001	Senior Time Scale, Central Deputation

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105	ശ്രീ. ചേതൻ കുമാർ മീന, Shri. Chetan Kumar Meena, RR, 2018, Rajasthan, 10/11/1995		01/09/2018, 27/08/2020, 862530	Additional Resident Commissioner, Kerala House, New Delhi, G.O(Rt) 4630/2023/GAD dt.12/10/2023	Additional Resident Commissioner, Kerala House, Jantar Mantar Road, New Delhi, 110001	Senior Time Scale, Cadre
106	ഡോ. ദിനേശൻ ചെറുവാട്ട്, Dr. Dinesan Cheruvat, Selection, 2018, Kerala, 20/05/1968		04/05/2023, Not yet confirmed,	Director of Panchayats, G.O(Rt) 2577/2024/GAD dt 10/06/2024	Director of Panchayats, Swaraj Bhavan, Ground Floor, Nanthancode, Kowdiar. P.O, Thiruvananthapuram - 695 003	Senior Time Scale, Cadre
107	ശ്രീ. നിസാമുദ്ദീൻ എ, Shri. Nizamudeen A, Selection, 2018, Kerala, 15/04/1971		04/05/2023, Not yet confirmed,	Mission Director, Mahatma Gandhi National Rural Employment Guarantee Scheme, G.O(Rt) 2239/2023/GAD dt 20/05/2023	Mission Director, Mahatma Gandhi National Rural Employment Guarantee Scheme, 5th Floor, Swaraj Bhavan, Nanthancode, Kowdiar PO, Thiruvananthapuram - 695003	Senior Time Scale, State Deputation
108	ശ്രീമതി. ആനി ജൂല തോമസ്, Ms. Anie Jula Thomas, Selection, 2018, Kerala, 30/05/1973		04/05/2023, Not yet confirmed, 100404	Officer on Special Duty, Industries Department +Director, Coir Development Department , G.O (Rt) 2239/2023/GAD dt 20/05/2023	Officer on Special Duty, Industries Department, Government Secretariat, Thiruvanthapuram	Senior Time Scale, Ex- Cadre
109	ശ്രീ. സുധീർ കെ, Shri. Sudhir K, Selection, 2018, Kerala, 26/05/1970		04/05/2023, Not yet confirmed, 601762	Director, Collegiate Education + Director of Minority Welfare dept , G.O(Rt) 2239/2023/GAD dt 20/05/2023	Director, Collegiate Education , 6th Floor, Vikas Bhavan, Palayam, Thiruvananthapuram, Kerala 695033	Senior Time Scale, Cadre
110	ശ്രീ. ഷാജി വി.നായർ, Shri. Shaji V. Nair, Selection, 2018, Kerala, 18/05/1971		04/05/2023, Not yet confirmed,	Chief Executive Officer, Cochin Smart Mission Ltd. + Director, State Water Transport Department + Chief Executive Officer, Kochi Metropolitan Transport Authority , G.O(Rt) 2239/2023/GAD dt 20/05/2023	Chief Executive Officer, Cochin Smart Mission Ltd., 4th Floor, JLN Stadium Metro Station, Kaloor, Kochi, Kerala 682017	Senior Time Scale, State Deputation
111	ശ്രീമതി. ശ്രീലക്ഷ്മി. ആർ, Ms. Sreelakshmi. R, RR, 2019, Kerala, 15/03/1989		01/09/2019, 26/08/2021, 892241	Staff Officer to Chief Secretary + Additional Commissioner, Kerala Goods and Services Tax Department, G.O(Rt) 5331/2024/GAD dt 04/12/2024	Staff Officer to Chief Secretary, Government Secretariat, Thiruvanthapuram	Senior Time Scale, Ex- cadre
112	ശ്രീ. വിഷ്ണുരാജ്. പി, Shri. Vishnuraj P, RR, 2019, Kerala, 13/07/1994		01/09/2019, 26/08/2021, 891627	Director, Sports and Youth Affairs Department + Secretary, Kerala Sports council + Additional Director (General) Tourism + CEO, Thenmala Eco Tourism Promotion Society (TEPS), G.O (Rt) 990/2024/GAD dt 01/03/2024	Director, Sports and Youth Affairs Department, Jimmy George Indoor Stadium, Vellayambalam, Thiruvananthapuram, Kerala 695033	Senior Time Scale, Cadre



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113	ശ്രീ. സുരജ് ഷാജി, Shri. Suraj Shaji , RR, 2019, Kerala, 01/11/1992		01/09/2019, 26/08/2021, 891648	Director of Urban Affairs + Chief Executive Officer, Life Mission + Mission Director, AMRUT, G.O (Rt) 2577/2024/GAD dt 10/06/2024	Director of Urban Affairs, Swaraj Bhavan, PMG Junction TTC Junction Road Nanthancode, PO, Kowdiar, Thiruvananthapuram, Kerala 695003	Senior Time Scale, Cadre
114	ശ്രീമതി. ചെൽസാസിനി. വി, Ms. Chelsasini. V, RR, 2019, Tamil Nadu, 10/03/1993		01/09/2019, 26/08/2021, 891522	On Maternity Leave G.O(Rt) No.147/2025/GAD dt 13/01/2025		Senior Time Scale, State Deputation
115	ശ്രീ. രാഹുൽ കൃഷ്ണ ശർമ്മ, Shri. Rahul Krishna Sharma, RR, 2019, Uttar Pradesh, 02/10/1991		01/09/2019, 26/08/2021, 891725	Project Director, Kerala State Transport Project + CEO, Smart City Thiruvananthapuram, G.O (Rt) 990/2024/GAD dt 01/03/2024	Project Director, Kerala State Transport Project, Keston Rd, Kowdiar Post, Thiruvananthapuram - 695 003, Kerala	Senior Time Scale, State Deputation
116	ശ്രീമതി. ഡി ധർമ്മലശ്രീ, Ms. D. Dharmalashri, RR, 2019, Tamil Nadu, 30/12/1991		01/09/2019, 26/08/2021, 891755	Director, Scheduled Castes Development Department + Mission Director, Resilient Kerala PforR Additional financial programme (Coastal Protection), G.O(Rt) 5672/2024/GAD dt 23/12/2024	Director, Scheduled Castes Develop. Dept Nandavanam, Vikas Bhavan.P.O, Thiruvananthapuram-695003	Senior Time Scale, Cadre
117	ശ്രീമതി. ശ്രീധന്യ സുരേഷ്, Ms. Sreedhanya Suresh, RR, 2019, Kerala, 05/03/1992		01/09/2019, 26/08/2021, 891576	Inspector General of Registration + Director, Samoohika Sannadha Sena and Kerala Youth Leadership Academy , G.O(Rt) 5531/2023/GAD dt 13/12/2023	Inspector General OF Registration, Ex-Mayor R Balakrishnan Nair Rd, Near District Court, Vanchiyoor, Thiruvananthapuram-695035	Senior Time Scale, Cadre
118	ഡോ. അശ്വതി ശ്രീനിവാസ്, Dr. Aswathy Srinivas, RR, 2020, Kerala, 19/03/1991		12/10/2020, 12/10/2022, 908904	Chairman and Managing Director, Kerala State Civil Supplies Corporation Limited + District Development Commissioner, Ernakulam + Managing Director, Vyttila Mobility Hub Society + Managing Director, Kerala State Construction Corporation Limited., G.O(Rt) 408/2025/GAD dt 29/01/2025	Chairman & Manging Director, Keral State Civil Supplies Corporation, Mavli Bhavan, Gandhi Nagar, Kadavanthra, Kochi, Ernakulam 682020	Senior Time Scale, State Deputation
119	ശ്രീമതി. സഫ്ന നസറുദ്ദീൻ, Ms. Safna Nazarudeen, RR, 2020, Kerala, 27/10/1996		12/10/2020, 12/10/2022, 908897	Labour Commissioner, G.O(Rt) 3874/2024/GAD dt 30/08/2024	Labour Commissionerate Thozhil Bhavan (Labour Complex) Thiruvananthapuram	Senior Time Scale, Cadre
120	ശ്രീ. മുകുന്ദ താക്കൂർ, Shri. Mukund Thakur, RR, 2020, Bihar, 18/11/1997		12/10/2020, 12/10/2022, 908905	Inter cadre transfer to Chhattisgarh cadre, G.O(Rt) 414/2025/GAD dt 29/01/2025	Inter cadre transfer to Chhattisgarh cadre	Senior Time Scale, Cadre

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121	ശ്രീ. അരുൺ എസ് നായർ, Shri. Arun S Nair, RR, 2020, Kerala, 05/11/1992		12/10/2020, 12/10/2022, 909044	Commissioner, Entrance Examinations + Director, Kerala State Remote Sensing and Environment Centre , G.O(Rt) 3874/2024/GAD dt 30/08/2024	Commissioner, Entrance Examinations, 7th Floor, KSRTC Complex, Overbridge, Thampanoor, Thiruvananthapuram, Kerala 695036	Senior Time Scale, Cadre
122	ശ്രീ. മുഹമ്മദ് ഷഫീഖ്, Shri. Mohd Shafiq, RR, 2020, Uttar Pradesh, 12/06/1993		12/10/2020, 12/10/2022, 909843	Deputy Secretary & Director, Programme Implementation, Evaluation and Monitoring Department + Commissioner of Civil Supplies and Consumer Affairs Department, G.O(Rt) 3874/2024/GAD dt 30/08/2024	Deputy Secretary & Director, Programme Implementation, Evaluation and Monitoring Department, Government Secretariat, Thiruvanthapuram	Senior Time Scale, Cadre
123	ശ്രീ. സച്ചിൻ കുമാർ യാദവ്, Shri. Sachin Kumar Yadav, RR, 2020, Rajasthan, 09/11/1993		12/10/2020, 12/10/2022, 908929	Deputy Secretary, Finance Department + Deputy Chief Executive Officer, Rebuild Kerala Initiative + Director, Kerala State Insurance Department, G.O(Rt) 3874/2024/GAD dt 30/08/2024	Deputy Secretary, Finance Department, Government Secretariat, Thiruvanthapuram	Senior Time Scale, Cadre
124	ശ്രീ. സുഫിയാൻ അഹമ്മദ്, Shri. Sufiyan Ahmed, RR, 2020, Rajasthan, 12/06/1991		12/10/2020, 12/10/2022, 909185	Director of Employment and Training + Managing Director, Kerala Academy for Skills Excellence (KASE) , G.O(Rt) 3874/2024/GAD dt 30/08/2024	Director of Employment and Training , Thozhil bhavan, Vikas Bhavan P O, Thiruvananthapuram	Senior Time Scale, Cadre
125	ശ്രീ. സന്ദീപ് കുമാർ, Shri. Sandip Kumar, RR, 2020, Bihar, 28/01/1994		12/10/2020, 12/10/2022, 909058	Director, Kerala State IT Mission, G.O(Rt) 3874/2024/GAD dt 30/08/2024	Director, Kerala State IT Mission, Pattom.P. O, Vrindavan Gardens, Saankethika, near EPF Office, Pottakkuzhi, Thiruvananthapuram 695004	Senior Time Scale, Ex- Cadre
126	ശ്രീമതി. മീര കെ, Ms. Meera K, RR, 2021, Kerala, 20/08/1994		05/12/2021, 05/12/2023, 937829	Sub Collector Fort Kochi , G.O(Rt) 5376/2023/GAD dt 01/12/2023	Sub Collector, Fort Kochi, KB Jacob Rd, Fort Kochi, Kochi, Kerala 682001	Senior Time Scale, Cadre
127	ശ്രീ. മിഥുൻ പ്രേംരാജ്, Shri. Mithun Premraj, RR, 2021, Kerala, 16/05/1991		05/12/2021, 05/12/2023, 938008	Sub Collector Ottapalam, G.O(Rt) 5376/2023/GAD dt 01/12/2023	Office of Sub Collector, Court Rd, Ottapalam, Palakkad 679101	Senior Time Scale, Cadre
128	ശ്രീ. സമീർ കിഷൻ, Shri. Sameer Kishan, RR, 2021, Bihar, 08/03/1990		05/12/2021, 05/12/2023, 937823	Sub Collector, Alappuzha, G.O (Rt) 5376/2023/GAD dt 01/12/2023	Sub Collector, Alappuzha, beside Zilla Pachayath Office, Civil Station Ward, Alappuzha 688001	Senior Time Scale, Cadre

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129	ശ്രീ. മിസാൽ സാഗർ ഭരത്, Shri. Misal Sagar Bharat, RR, 2021, Maharashtra, 04/04/1996		05/12/2021, 05/12/2023, 937813	Sub Collector, Mananthavady + Special officer, Tribal Museum Projects, KIRTADS, G.O(Rt) 5376/2023/GAD dt 01/12/2023	Sub Collector, Mananthavady, Kerala 670645	Senior Time Scale, Cadre
130	ശ്രീ. ജയകൃഷ്ണൻ വി എം, Shri. Jayakrishnan V M, RR, 2021, Kerala, 25/03/1994		05/12/2021, 05/12/2023, 937964	Sub Collector, Devikulam, G.O (Rt) 5376/2023/GAD dt 01/12/2023	Sub Collector, Devikulam, Devikulam Circular Road, Devikulam, Taluk, Kannan Devan Hills, Idukki-685613	Senior Time Scale, Cadre
131	ശ്രീ. ഹർഷിത് ആർ മീന, Shri. Harshil R Meena, RR, 2021, Rajasthan, 21/11/1997		05/12/2021, 05/12/2023, 937821	Sub Collector, Kozhikode, G.O (Rt) 5376/2023/GAD dt 01/12/2023	Sub Collector, Kozhikode, Wayanad Rd, Civil Station, Eranhippalam, Kozhikode-673020	Senior Time Scale, Cadre
132	ശ്രീ. രഞ്ജിത്ത് ഡി, Shri. Ranjith D, RR, 2021, Tamil Nadu, 18/08/1994		05/12/2021, 05/12/2023, 937802	Sub Collector, Kottayam, G.O(Rt) 540/2024/GAD dt 03/02/2024	Sub Collector, Kottayam - Kumily Rd, Collectorate, Kottayam, Kerala 686002	Senior Time Scale, Cadre
133	ശ്രീമതി. അപൂർവ ത്രിപാഠി, Smt. Apurva Tripathi, RR, 2021, Uttar Pradesh, 28/04/1996		05/12/2021, 05/12/2023,	Sub Collector, Perinthalmanna + District Development Commissioner, Malappuram, G.O (Rt) 540/2024/GAD dt 03/02/2024	Sub Collector, Shornur-Perinthalmanna Rd, Shanti Nagar, Perinthalmanna, Malappuram - 679322	Senior Time Scale, Cadre
134	ശ്രീ. ദിലീപ് കെ കൈനിക്കര, Shri. Dilip K Kainikkara, RR, 2022, Kerala, 12/05/1993		29/08/2022, Not yet confirmed, 954169	Sub Collector, Tirur, G.O(Rt) 3727/2024/GAD dt 20/08/2024	Sub Collector, Tirur, Tirur-Thrikandiyoor Rd, Tirur-676101	Junior Scale, Cadre
135	ശ്രീ. ആൽഫ്രഡ് ഒ.വി, Shri. Alfred OV, RR, 2022, Kerala, 18/06/1996		29/08/2022, Not yet confirmed, 954152	Sub Collector, Thiruvananthapuram + District Development Commissioner, Thiruvananthapuram + MD, Kerala Rapid Transit Corporation Ltd, G. O(Rt) 3727/2024/GAD dt 20/08/2024	Sub Collector, 2nd Floor Civil Station Building, Civil Station Road, Thiruvananthapuram - 695043	Junior Scale, Cadre
136	ശ്രീ. കാർത്തിക് പാണിഗ്രഹി, Shri. Karthik Panigrahi, RR, 2022, Odisha, 16/12/1997		29/08/2022, Not yet confirmed, 954080	Sub Collector, Thalassery + District Development Commissioner, Kannur + Special Officer, International Research Institute for Ayurveda (IRIA), G.O (Rt) 3727/2024/GAD dt 20/08/2024	Sub Collector, Thalassery, Palissery, Thalassery-670101	Junior Scale, Cadre



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137	ശ്രീ. അഖിൽ വി മേനോൻ, Shri. Akhil V Menon, RR, 2022, Kerala, 08/12/1994		29/08/2022, Not yet confirmed, 956502	Sub Collector, Thrissur + District Development Commissioner, Thrissur, G.O(Rt) 3727/2024/GAD dt 20/08/2024	Sub Collector, Thrissur, Kalyan Nagar, Ayyanthole, Thrissur-680003	Junior Scale, Cadre
138	ശ്രീ. സുമിത് കുമാർ താക്കൂർ, Shri. Sumit Kumar Thakur, RR, 2022, Jharkhand, 23/05/1997		29/08/2022, Not yet confirmed, 954018	Sub Collector, Thiruvalla, G.O(Rt) 3727/2024/GAD dt 20/08/2024	Sub Collector, Thiruvalla, Kavumbhagam, 689101	Junior Scale, Cadre
139	ശ്രീ. അനൂപ് ഗാർഗ്, Shri. Anup Garg, RR, 2022, Odisha, 23/12/1993		29/08/2022, Not yet confirmed, 954591	Sub Collector, Idukki + District Development Commissioner, Idukki and Special Officer, Idukki package, G.O(Rt) 3727/2024/GAD dt 20/08/2024	Sub Collector, Idukki, Collectorate Idukki, Kuyilimala, Painav P. O., Idukki-685 603	Junior Scale, Cadre
140	ശ്രീ. പ്രതീക് ജെയിൻ, Shri. Prateek Jain, RR, 2022, Uttar Pradesh, 07/06/1996		29/08/2022, Not yet confirmed, 954846	Sub Collector, Kanhangad+ District Development Commissioner, Kasaragod, G.O (Rt) 3727/2024/GAD dt 20/08/2024	Sub Collector, Kanhangad, Puthiyakotta, PO, Hosdurg, Kanhangad-671315	Junior Scale, Cadre
141	ശ്രീ. നിശാന്ത് സിംഗ്, Shri. Nishant Sihara, RR, 2022, Rajasthan, 12/03/1996		29/08/2022, Not yet confirmed, 954028	Sub Collector, Kollam + District Development Commissioner, Kollam, G.O(Rt) 3727/2024/GAD dt 20/08/2024	Sub Collector, Kollam, Civil Station, Kollam – 691013	Junior Scale, Cadre
142	ശ്രീ. അൻജീത് സിംഗ്, Shri. Anjeet Singh, RR, 2023, Jammu & Kashmir, 03/05/1992		01/08/2023, Not yet confirmed,	Asst. Collector (U/T), Ernakulam, G.O(Rt) 1439/2024/GAD dt 26/03/2024	Collectorate, Kakkanaad, Ernakulam – 682 030.	Junior Scale, Cadre
143	ശ്രീ. അതുൽ സാഗർ, Shri. Atul Sagar, RR, 2023, Uttar Pradesh, 24/03/1996		01/08/2023, Not yet confirmed,	Asst. Collector (U/T), Thrissur, G. O(Rt) 1439/2024/GAD dt 26/03/2024	First floor, Civil Station, Civil Lines Rd, Kalyan Nagar, Ayyanthole, Thrissur-680003	Junior Scale, Cadre
144	ശ്രീ. ആയുഷ് ഭഗായൽ, Shri. Ayush Goel, RR, 2023, Delhi, 30/06/1999		01/08/2023, Not yet confirmed,	Asst. Collector (U/T), Kozhikode, G.O(Rt) 1439/2024/GAD dt 26/03/2024	Wayanad Rd, Civil Station, Eranhippalam, Kozhikode 673020	Junior Scale, Cadre

Sl. No.	Name of the Officer (Shri / Smt / Ms / Dr) Source of Recruitment Year of allotment Home Town Date of Birth	Photo	Date of appointment Date of Confirmation PEN	Present post held & Additional charges No. & Date of order	Complete Address (Official)	Grade Remarks Deputation/Cadre/ Ex-cadre
145	ശ്രീമതി. ആര്യാ വി. എം. Smt. Arya V M, RR, 2023, Kerala, 15/11/1996		01/08/2023, Not yet confirmed,	Asst. Collector (U/T), Malappuram, G.O(Rt) 1439/2024/GAD dt 26/03/2024	Collectrate Rd, Up Hill, Malappuram, 676505	Junior Scale, Cadre
146	ശ്രീ. എസ്. ഗൗതം രാജ്, Shri. S Gautham Raj, RR, 2023, Kerala, 02/04/1994		01/08/2023, Not yet confirmed,	Asst. Collector (U/T), Wayanad, G.O(Rt) 1439/2024/GAD dt 26/03/2024	Collectorate Wayanad, North Kalpetta PO, Wayanad	Junior Scale, Cadre
147	ശ്രീമതി. എസ് മോഹന പ്രിയ, Smt. S Mohana Priya, RR, 2023, Tamil Nadu, 01/02/1998		01/08/2023, Not yet confirmed,	On Maternity Leave, G.O(Rt) 5141/2024/GAD dt 20/11/2024		Junior Scale, Cadre
148	ശ്രീ. ഗ്രന്ധേ സായ്കൃഷ്ണ, Shri. Grandhe Saikrishna, RR, 2023, Telangana, 15/08/1996		01/08/2023, Not yet confirmed,	Asst. Collector (U/T), Kannur, G.O (Rt) 1439/2024/GAD dt 26/03/2024	Collectorate Rd, Thavakkara, Kannur-670002	Junior Scale, Cadre
149	ശ്രീമതി. സാക്ഷി മോഹൻ, Smt. Sakshi Mohan, RR, 2023, Uttar Pradesh, 15/03/1996		01/08/2023, Not yet confirmed,	Asst. Collector (U/T), Thiruvananthapuram, G.O(Rt) 1439/2024/GAD dt 26/03/2024	District Collectorate Civil Station, Kudappanankunnu, Thiruvananthapuram	Junior Scale, Cadre
150	ശ്രീ. ബിനു ഫ്രാൻസിസ്, Shri. Binu Francis, Selection, 2019, Kerala, 30/05/1975		15/03/2024, Not yet confirmed,	Joint Managing Director, Kerala Water Authority + Executive Director, Kerala Rural Water Supply and Sanitation Agency (Jalanidhi), G.O(Rt) 2577/2024/GAD dt 10/06/2024	Joint Managing Director, Kerala Water Authority, Jalabhavan, Vellayambalam, Thiruvananthapuram	Senior Time Scale, State Deputation
151	ശ്രീ. ഹരികുമാർ കെ., Shri. Harikumar K, Selection, 2019, Kerala, 28/03/1975		15/03/2024, Not yet confirmed,	Director, Mining and Geology + Deputy Project Director, Kerala Solid Waste Management Project, G.O(Rt) 2577/2024/GAD dt 10/06/2024	Director, Mining and Geology, Kesavadasapuram, Pattom Palace P.O., Thiruvananthapuram -695004	Senior Time Scale, Ex-Cadre
152	ശ്രീമതി. എഹ്ദിസ മുഹമ്മദിൻ, Ms. Ehteda Mufassir, RR, 2024, Telangana, 27/05/1999		,, Not yet confirmed,	On Training LBSNAA,		,

Sl. No.	Name of the Officer (Shri / Smt / Ms / Dr) Source of Recruitment Year of allotment Home Town Date of Birth	Photo	Date of appointment Date of Confirmation PEN	Present post held & Additional charges No. & Date of order	Complete Address (Official)	Grade Remarks Deputation/Cadre/ Ex-cadre
153	ശ്രീമതി. പാർവ്വതി ഗോപകുമാർ, Ms. Parvathy Gopakumar, RR, 2024, Kerala, 17/03/1998		„ Not yet confirmed,	On Training LBSNAA,		,
154	ശ്രീ. ശിവശക്തിവേൽ സി, Shri. Sivasakthivel C, RR, 2024, Tamil Nadu, 29/10/1993		„ Not yet confirmed,	On Training LBSNAA,		,
155	ശ്രീമതി. സ്വാതി മോഹൻ രാജോട്, Ms. Swati Mohan Rathod, RR, 2024, Karnataka, 06/04/1998		„ Not yet confirmed,	On Training LBSNAA,		,
156	ശ്രീ. രവി മീന, Shri. Ravi Meena, RR, 2024, Rajasthan, 21/12/1993		„ Not yet confirmed,	On Training LBSNAA,		,

**INDIAN ADMINISTRATIVE SERVICE (KERALA CADRE)**

Officers who are due to Retire from 1-1-2025 to 31-12-2025

Sl.No.	Name of Officer	Date of Retirement
1	Shri. K.S.Srinivas	31.01.2025
2	Ms. Ishita Roy	31.03.2025
3	Ms. Sarada Muraleedharan	30.04.2025
4	Shri. Biju Prabhakar	30.04.2025
5	Ms. Rani George	31.05.2025

## APPLICATION FOR LEAVE TRAVEL CONCESSION

- 1 Name of the applicant :
- 2 Designation with pay :
- 3 Place of visit ( in the case of more than one  
place, the place of destination ) :
- 4 Whether the journey is to the Home-town or to  
any place in India :
- 5 The block period for which the L.T.C is applied  
for :
- 6 Particulars of the leave proposed to be availed of  
in this connection ( This should include the  
nature of leave and the period for which the  
leave is applied for ) :
- 7 Whether the leave has been applied for /  
sanctioned :
- 8 Name/s of members of family if any  
accompanying the applicant with their age and  
their relationship with the applicant :
- 9 Date, Month and year in which the journey is  
proposed to be performed :
- 10 When was the LTC last availed of (Whether  
Home-town or Anywhere) :
- 11 Other Information, if any :

Place :

Date :

Signature

**APPLICATION FOR REIMBURSEMENT OF TUTION FEE UNDER CHILDREN EDUCATION ALLOWANCE (CEA) /  
HOSTEL SUBSIDY**

- 1 Name of the applicant :
- 2 Post :
- 3 Name of the Ward with Course :
- 4 Academic year for which claiming :
- Purpose for which reimbursement is claimed with details as under items (a),(b),(d) of G.O.(Ms) No.
- 5 95/2018/GAD dated 07.05.2018 : CEA / Hostel Subsidy / CEA for differently abled child (Strike off non- applicable items)
- Certificate issued by the Head of Institution for the period / year for which claim has been preferred, confirming that the ward studied in the Schoold during the previous academic year ( in Original ) :
- or :
- Self attested copy of report card or self attested fee receipts (including e-receipts) confirming / indicating the fee deposited for the entire academic year :
- 7 Amount claimed :
- 8 Period for which CEA / Hostel Subsidy was last claimed in respect of the Ward :
- 9 Whether spouse is a Central Government Employee : Yes / No
- 10 If Yes, the following Certificate to be made :

**CERTIFICATE**

I Certify that my wife / husband did not claim the Children Education Allowance in respect of .....  
..... (Name of Children) during the period for which the same is being claimed by me.

Place :

Signature of the Officer

Date :

**CHECKLIST FOR CLEARANCE IN RESPECT OF AIS OFFICERS VISITING ABOARD**

- 1 Name and designation of the Officer :
- 2 Date of birth :
- 3 Details of the training programme /  
workshop/ seminar etc. with a copy of the
  - (i) Name of the course / workshop /  
Seminar etc, :
  - (ii) Name of the Institution / Country :
  - (iii) Duration :
  - (iv) Details of the cost of the training /  
workshop / seminar :
- 4 Expenditure
  - (i) Details of Expenditure on the visit  
abroad (including travel, hospitality) :
  - (ii) Source of funding :
- 5 Agency that bears the cost of the  
training / workshop / seminar
  - (i) Details of such cost :
  - (ii) Details of the Agency :
- 6 Service / Cadre to which the officer  
belongs :
- 7 Year of allotment to the cadre :
- 8 Job description of the officer :
- 9 Relevance of the training/ workshop  
/ seminar to the job of the officer :
- 10 Whether the officer is clear from  
vigilance angle :
- 11 Recommendation of the Cadre  
controlling state Government /  
Ministry :
- 12 No objection / approval of Dept. of Personnel & Trg. will be subject to  
clearance by Ministry of External Affairs from political angle, MHA in FCRA  
and Ministry of Finance if need be from Screening Committee etc.

**FOREIGN VISIT****PRO FORMA**

[ See O.M. No. 11013/7/2004 - Estt (A) dated 5 th October, 2004 ]

- 1 Name :
- 2 Designation :
- 3 Pay :
- 4 Ministry / Department (Specify  
Central / State / PSU) :
- 5 Passport No :
- 6 Details of private foreign travel to  
be undertaken :

Period of abroad		Name of Foreign Countries to be visited	Purpose	Estimated Expenditure (Travel, board / lodging, visa, misc. etc)	Source of funds	Remarks
From	To					

- 7 Details of previous private foreign travel, if  
any undertaken during the last four years (  
as under item No. 6)

Name :

Designation :

Date :



# GOs & Circulars



**GOVERNMENT OF KERALA**

No:215/SplA2/2018-GAD

General Administration  
(Special A) Department  
Thiruvananthapuram,  
Dated:07/06/2018

**CIRCULAR**

**Sub: AIS – Leave Travel Concession –Prior Approval–Clarification –  
Instruction issued – reg.**

As per the extant Rules, All India Service Officers are being permitted to avail Leave Travel Concession to visit Any Place in India and Home Town, once in a block of four calendar years and once in a block of two calendar years respectively. Prior permission of the sanctioning authority should be obtained before undertaking the journey while availing Leave Travel Concession.

Instances have come to the notice of the Government that where All India Service Officers are submitting Leave Travel Concession applications with short notice and availing the same in anticipation of Government sanction. In certain cases the applications submitted even after having performed the journey under Leave Travel Concession. This practice is not encourageable and is not in order as per the Rules in force.

In view of the above, it is clarified that All India Service officers who wish to avail Leave Travel Concession under any scheme whether Any Place in India and Home Town, should obtain prior permission from Government, for which the application should be submitted at least Three weeks before the commencement of journey under LTC, indicating the exact date of the journey, destination and nature of leave,etc.

**PAUL ANTONY, CS(GOK), O/O CHIEF SECRETARY**

To:

All AIS officers.

The Director General of Police and State Police Chief, Kerala,  
Police Head Quarters, Thiruvananthapuram.

The Principal Chief Conservator of Forests and Head of Forest  
Force, Forest Head Quarters, Thiruvananthapuram.

The General Administration (SC) Department.

The Web and New Media Division, I&PRD  
(for uploading to [www.gadsplais.kerala.gov.in](http://www.gadsplais.kerala.gov.in))

Copy to:

The Chief Principal Secretary to the Chief Minister.

The Private Secretary to the Chief Minister.

The Private Secretary to All Ministers.

Special Secretary to the Chief Secretary, General Administration (SC)  
Department.

PA to Additional Chief Secretary, Home and Vigilance.

PA to Additional Chief Secretary, Revenue.

PA to Principal Secretary, General Administration Department.

PA to Principal Secretary, Forest and Wildlife.

PA to Additional Secretary, GA(Special A&C) Departments.

Stock File/Office Copy.

**Signature valid,**

ForWARDED BY: 

Digitally signed by SUMOD P T

Date: 2018.06.07 11:51:31 IST

Reason: Approved

Section Officer.



**GOVERNMENT OF KERALA**  
**General Administration (AIS-C) Department**

No: AIS-C2/294/2021-GAD

Thiruvananthapuram,  
Dated: 16-05-2022

**CIRCULAR**

**Sub: GAD - Issuance of Identity cards to serving and retired All India Service officers of Kerala cadre - Guidelines issued - reg.**

As per extant practice, the serving All India Service officers of IAS/IPS/IFS cadres allotted to the Kerala Cadre are issued official Identity Cards from their concerned departments, which are used by the officers for identification. Since these official Identity cards vary in design/ format and are required to be surrendered at the time of retirement/ resignation from service, it is now decided to issue uniform Identity cards, on a need basis, to both serving and retired AIS officers of Kerala Cadre.

2. The procedure for obtaining the Identity card is detailed as follows:

- a. Serving and retired AIS officers who require Identity Cards may apply in the format specified as Annexure to this Circular.
- b. The prescribed application form may also be downloaded from the official website of General Administration (AIS) Department [www.gadsplais.kerala.gov.in](http://www.gadsplais.kerala.gov.in) and duly filled up application form may be furnished directly or by post to the General Administration (AIS) Department.
- c. One passport size colour photo of the applicant shall be enclosed with the application form.
- d. After verification of the details, the General Administration (AIS) Department shall forward the application to Home (SC) Department for issuance of the Identity Card.
- e. The applicant shall obtain the Identity Card from Home (SC) Department in person or through person authorized by the applicant, by signing the Issue register maintained in that department.
- f. In the event of loss of Identity card, a fee of Rs. 250/- shall be paid at Treasury in the Head of Account 0070-60-800-87B-Other Receipts and original receipt shall be enclosed with the new application form for receiving the duplicate Identity card.
- g. The Identity card is non-transferable and shall not be misused.

- h. The validity of the Identity Card shall be for a period of five years from the date of issue.
- i. The expenses for issuing the Identity Cards to serving and retired AIS officers shall be met from the existing Head of Account currently operated by Home (SC) Department.

DR V P JOY  
CHIEF SECRETARY

To:

1. All IAS Officers.
2. The Director General of Police and State Police Chief, Kerala, State Police Headquarters, Thiruvananthapuram (for circulation among IPS officers).
3. The Principal Chief Conservator of Forests and Head of Forest Force, Kerala, State Forest Headquarters, Thiruvananthapuram (for circulation among IFS officers).
4. The Home (SC) Department.
5. The General Administration (SC) Department.
6. The General Administration (AIS-A&B) Department.
7. The Web & New Media Department of I&PRD (for publication in the website [www.gadsplais.kerala.gov.in](http://www.gadsplais.kerala.gov.in)).
8. Stock File/ Office Copy.

Copy to:

1. The Officer on Special Duty, Office of the Chief Secretary.
2. The PA to Chief Secretary.
3. The PA to Additional Chief Secretary, Home & Vigilance Department.
4. The PA to Principal Secretary, General Administration Department.
5. The CA to Additional Secretary, General Administration (AIS) Department.

Forwarded / By order

  
 Section Officer



**GOVERNMENT OF KERALA**  
General Administration (AIS-C) Department

No. AIS-C2/294/2021-GAD

Thiruvananthapuram, Dated:27-05-2023

**CIRCULAR**

Sub: GAD - Issuance of Identity cards to serving and retired All India Service officers of Kerala cadre - Modified guidelines issued - reg.

Ref: Government Circular of even number dated 16.05.2022.

As per Government Circular read above, similar Identity cards are being issued to serving and retired All India Service officers of Kerala cadre. In order to streamline the process of applying/ issuing these cards, the following modifications are hereby introduced for adherence;

- a. Only the present Rank/ Grade needs to be mentioned in the ID cards issued to serving AIS officers. Retired AIS officers may continue to be allowed to display the post held/ designation at the time of retirement.
- b. In case an officer applies for revised ID card on account of his/her promotion to higher ranks or a new ID card in the event of loss of the existing card, the photograph and documentary evidence already submitted can be used again for the issue of revised/updated ID cards and new photograph/ documentary evidence need not be collected again. However, the officer need to mention the ID Card Number already held by him/her in the application form in the space dedicated for the purpose. The provision for including present communication address of serving AIS officers has also been introduced. The revised application format containing the above mentioned changes is enclosed as Annexure to this Circular.
- c. As significant expense is being incurred for issuing each ID card, the serving AIS officers are advised to refrain from applying for a new ID card on each transfer or within three months prior to their retirement , except in cases involving promotion.

2. The Government Circular re ad above stands modified to the above extent and all the other conditions specified in it shall continue to remain in force.

DR V P JOY  
CHIEF SECRETARY

To:

1. All IAS Officers.

2. The Director General of Police cum State Police Chief, Kerala, Police Headquarters, Thiruvananthapuram (for circulation among IPS officers).
3. The Principal Chief Conservator of Forests and Head of Forest Force, Kerala, Forest Headquarters, Thiruvananthapuram (for circulation among IFS officers).
4. The Home (SC) Department.
5. The General Administration (SC) Department.
6. The General Administration (AIS-A&B) Department.
7. The Web and New Media Division of I&PRD (for publication in the website [www.gadsplais.kerala.gov.in](http://www.gadsplais.kerala.gov.in)).
8. Stock File/ Office Copy.

Copy to:

1. The Officer on Special Duty, Office of the Chief Secretary.
2. The PA to Chief Secretary.
3. The PA to Additional Chief Secretary, Home & Vigilance Department.
4. The PA to Additional Chief Secretary, General Administration Department.
5. The CA to Additional Secretary, General Administration (AIS) Department.

Forwarded/ By order

Signed by

Anil Kumar K S

Date: 08-06-2023 11:13:58

Section Officer

**APPLICATION FORM FOR IDENTITY CARD TO SERVING AND  
RETIRED ALL INDIA SERVICE OFFICERS OF KERALA CADRE**

(Tick appropriate box)

Application for New ID card

Application for updated ID card

"Affix Passport size  
colour Photo  
only for New ID  
Card application"

For Updated ID Card Application,  
state existing ID Card Number:

Name of the Applicant [in Block Letters]	:	
Date of Birth	:	
Date of Retirement	:	
Proof of Identity: (enclose <b>self attested copy</b> of any Govt approved photo identity card for new ID card applications)	:	
Name of Service	:	IAS/IPS/IFS
Present Rank/ Grade held by the Officer (to be filled by serving AIS officers)	:	
Post/ Rank held at the time of Retirement from service (to be filled by retired AIS officers)	:	
Permanent Address	:	
Present Communication Address (to be filled by serving AIS officers)	:	
Telephone No. (Residence)	:	
Mobile Number	:	
Blood Group	:	

Date:

**Signature of the Applicant**  
(Signature to be placed within the box)



**Instructions for issuing Identity Card to All India Service officers of Kerala cadre**

1. The prescribed application form may be downloaded from the official website of General Administration (AIS) Department [www.gadsplais.kerala.gov.in](http://www.gadsplais.kerala.gov.in) and duly filled up application form shall be furnished directly or by post to the General Administration (AIS) Department.
2. After verification of the details, the application will be forwarded to Home (SC) Department for issuance of the Identity Card.
3. The applicant shall obtain the Identity Card from Home (SC) Department in person or through person authorized by the officer, by signing the Issue register maintained in that department.
4. In the event of loss of Identity card, a fee of Rs. 250/- shall be paid at Treasury in the Head of Account 0070-60-800-87B-Other Receipts and original receipt shall be enclosed with the new application form for receiving the duplicate Identity card.
5. The Identity card is non-transferable and shall not be misused.
6. One passport size colour photo of the applicant shall be enclosed with the application form for new ID card.
7. The existing ID card should be surrendered to Home (SC) Department for receiving updated ID card.

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[For Office Use Only ]

Ref No.

Date:

Verified, recommended and forwarded the application to Home (SC) Department for necessary action.

Signature  
Name & Designation

10125

18/5/18



GOVERNMENT OF KERALA

Abstract

AIS – CHILDREN EDUCATION ALLOWANCE SCHEME – AMOUNT ENHANCED WITH EFFECT FROM 01.07.2017 – ORDERS ISSUED.

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GENERAL ADMINISTRATION (SPECIAL C) DEPARTMENT

G.O.(Ms.) No.95/2018/GAD

Dated, Thiruvananthapuram, 07.05.2018.

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Read:- 1) G.O.(Ms.) No.113/2009/GAD dated 19.05.2009.  
2) G.O.(Ms.) No.277/2011/GAD dated 14.09.2011.  
3) G.O.(Ms.) No.225/2014/GAD dated 14.08.2014.  
4) O.M. No.A-27012/02/2017-Estt (Allowance) dated 16/08/2017 of the Department of Personnel & Training, Government of India, New Delhi.

ORDER

The ceiling for the reimbursement of Children Education Allowance/Hostel Subsidy in respect of AIS officers fixed as per Government Order read as 3<sup>rd</sup> paper above is revised in accordance with the instructions issued by the Department of Personnel and Training in pursuance of the decision taken by the Government of India on the recommendations made by the Seventh Central Pay Commission, vide Office Memorandum read as 4<sup>th</sup> paper above, as detailed below:

- (a) The amount fixed for reimbursement of Children Education Allowance will be Rs.2,250/-per month.
- (b) The amount fixed for reimbursement of Hostel Subsidy will be Rs.6,750/- per month.
- (c) In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance.
- (d) The allowance will be double for differently abled children.

2. Further, reimbursement will be done just once a year, after completion of the financial year. For reimbursement of CEA, a certificate from the head of institution, where the ward of government employee studies, will be sufficient for this purpose. The certificate should confirm that the child studied in the school during the previous academic year. For Hostel Subsidy, a similar certificate from the head of institution will suffice, with the additional requirement that the certificate should mention the amount of expenditure incurred by the government servant towards lodging and boarding in the residential complex. The amount of expenditure mentioned, or the ceiling as mentioned above, whichever is lower, shall be paid to the employee.

3. These revisions are applicable with effect from 1<sup>st</sup> July, 2017.

(By Order of the Governor),

**M.C.Valsalakumaran**

**Additional Secretary to Government.**

To

All Indian Administrative Service Officers.

The Director General of Police & State Police Chief, Police Headquarters,  
Thiruvananthapuram.

The Principal Chief Conservator of Forests/Head of Forest Force, Forest  
Headquarters, Vazhuthacadu, Thiruvananthapuram.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.  
(This issues with the concurrence of Finance Department).

The Accountant General (A&E), Kerala, Thiruvananthapuram.

The Secretary, Government of India, Department of Personnel & Training,  
New Delhi.

The Secretary to Government of India, Ministry of Environment, Forest & Climate  
Change, 6<sup>th</sup> Floor, Prithvi Wing, Indira Paryavaran Bhavan,  
Jor Bagh Road, Ali Ganj, New Delhi – 110 003.

The Secretary to Government of India, Ministry of Home Affairs, North Block,  
New Delhi – 110001.

The Finance Department (vide U.O.(F) NoE. 747018/Exp.A2/102/2018-Fin  
dated 24.03.2018).

The General Administration (SC/Accounts J/Special A) Departments.

The Web and New Media Division, I&PRD

(for uploading in [www.gadsplais.kerala.gov.in](http://www.gadsplais.kerala.gov.in))

Stock File/Office Copy.

Copy to:-

The Chief Principal Secretary to the Chief Minister

The Private Secretary to Chief Minister.


The Private Secretary to Minister (Forest, Animal Husbandry & Zoo).

The Additional Secretary to Chief Secretary

The PA to Additional Secretary, General Administration (Spl A&C) Departments.

The disposal leading to G.O.(Ms.) No. 225/2014/GAD dated 14.08.2014.

Forwarded/By Order,

  
Section Officer

4120  
28/2/20



**GOVERNMENT OF KERALA**

**Abstract**

**AIS - CHILDREN EDUCATION ALLOWANCE SCHEME AND HOSTEL SUBSIDY--  
RECOMMENDATIONS OF THE SEVENTH CENTRAL PAY COMMISSION - BENEFITS  
EXTENDED TO AIS OFFICERS - MODIFIED - ORDERS ISSUED.**

**GENERAL ADMINISTRATION (AIS- C) DEPARTMENT**

**G.O.(Rt)No.689/2020/GAD Dated, Thiruvananthapuram, 12/02/2020**

- Read 1. O.M.No.A-27012/02/2017-Estt (Allowance) dated 16.08.2017 of the Department of Personnel & Training, Government of India, New Delhi.  
2. G.O (Ms.) No.95/2018/GAD dated 07.05.2018  
3. O.M.No.A-27012/02/2017-Estt (AL) dated 17.07.2018 of the Department of Personnel & Training, Government of India, New Delhi.

**ORDER**

Consequent upon the decisions taken by Government of India to implement the recommendations made by the VII Central pay Commission, instructions were issued by the Department of Personnel & Training as per 1<sup>st</sup> paper read above revising the rates of Children Education Allowance (CEA) / Hostel subsidy and simplifying the procedure for claiming reimbursement of the same. Accordingly, the ceiling for the reimbursement of CEA/ Hostel Subsidy was revised in respect of AIS Officers also, as per 2<sup>nd</sup> paper read above.

2) Later, considering various queries received regarding CEA / Hostel Subsidy and in view of the difficulties being faced by the employees in obtaining certificates as prescribed in the OM dated 16.08.2017, the DoPT issued consolidated instructions as per 3<sup>rd</sup> paper read above in supersession all earlier OMs on the subject of CEA and Hostel Subsidy.

3) In accordance to the detailed instructions issued as per 3<sup>rd</sup> paper above, Government hereby issue following instructions with regard to the reimbursement of Children Education Allowance / Hostel Subsidy with respect to AIS officers;

(a) The reimbursement of CEA/ Hostel subsidy can be claimed only for the two

eldest surviving children with the exception that in case the second child birth results in twins/multiple birth. In case of failure of sterilization operation, the CEA / Hostel Subsidy would be admissible in respect of children born out of the first instance of such failure beyond the two children norm.

(b) The amount for reimbursement will be Rs.2,250/-per month (fixed) per child. The amount of Rs.2,250/- is fixed irrespective of the actual expenses incurred by the Officer. In order to claim reimbursement of CEA, the Officer should produce a certificate issued by the Head of the institution, for the period /year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. In case such certificate cannot be obtained self attested copy of the report card or self attested fee receipt(s) [including e-receipt(s)] confirming / indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA. The period / year means academic year i.e., twelve months of the complete academic session.

(c) The amount of ceiling of Hostel subsidy is Rs.6,750/-pm. For claiming Hostel Subsidy, a similar certificate from the head of institution confirming that the child studied in the school will suffice,with additional requirement that the certificate should mention the amount of expenditure incurred by the Officer towards lodging and boarding in the residential complex. In case such certificate cannot be obtained self attested copy of the report card and original fee receipt(s) / e-receipts which should indicate the amount of expenditure incurred by the Officer towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. The amount of expenditure on boarding and lodging or the ceiling of ₹ 6750/- whichever is lower, shall be paid to the employee as Hostel subsidy.The period/year will be similar as explained in para 3(b) above.

(d) The children education allowance will be double the amount for differently abled children i.e, Rs.4,500/-per month. In case the differently abled child studying in an institution i.e, aided or approved by the Central / State Government, CEA shall be reimbursed irrespective of whether the institution is recognized or not and the benefit will be admissible till the child attain the age of 22 years.

(e) The above rates/ceiling would be automatically raised by 25% every time the DA on the revised pay structure goes up by 50%.

(f) The Hostel Subsidy and Children Education Allowance can be claimed concurrently.

(g) In case both the spouse are AIS Officers, only one of them can avail reimbursement under Children Education Allowance and Hostel Subsidy.

(h) The reimbursement will be done just once a year after completion of the financial year.

(i) Hostel subsidy is applicable only in respect of child studying in a residential educational institution located at least 50 Kilometers from the residence of the Officer.

(j) The reimbursement of CEA / Hostel Subsidy shall have no nexus with the performance of the child in his class. If a child fails in a particular class, the reimbursement of CEA shall not be stopped. However, if the child is admitted in the same class in another school, although the child has passed out the same class in previous school or in the mid-session, CEA shall not be reimbursable.

(k) If an Officer dies while in service, the CEA shall be admissible in respect of his/her children subject to observance of other conditions for its grant provided the wife/husband of the deceased is not employed in service of the Central Government, State Government, Autonomous body, Semi Government organizations etc. In such cases the subsidy shall be payable to the children till such time the Officer would have actually received the same.

(l) In case of retirement, discharge, dismissal or removal from the service the reimbursement shall be admissible till the end of the academic year in which the Officer ceases to be in service. The payment shall be made by the Office in which the Officer worked prior to these events and will be regulated by the other conditions in this Order.

(m) The upper age limit for differently abled children has been set at 22 years. In case of other children the age limit will be 20 years or till the time of passing 12<sup>th</sup> class whichever is earlier. There shall be no minimum age.

(n) Reimbursement of CEA/Hostel subsidy can be claimed from nursery to 12<sup>th</sup> Class. CEA is allowable in case of children studying through 'correspondence or distance learning' also. CEA/Hostel subsidy is also admissible in respect of children studying from two classes before class one to 12<sup>th</sup> standard and also for the initial two years of a diploma/Certificate course from polytechnic / ITI/ Engineering College if the child resumes the above course after 10<sup>th</sup> standard and CEA / Hostel Subsidy has not been granted in respect of the child for studying in 11<sup>th</sup> & 12<sup>th</sup> Standards.

(o) In respect of schools / institutions at nursery, primary and middle level not affiliated to any Board of education, the reimbursement under the Scheme will be allowed for the children studying in a recognised school / institution. Recognised school / institution in this regard means a Government School or any education institution whether in receipt of Government Aid or not, recognised by University or a recognised educational authority having jurisdiction over the area where the institution / school is situated.

(p) In case of differently abled child studying in an institute i.e., aided or approved by the Central / State Government or UT Administration or whose fees are approved by any of these authorities, the Children Education Allowance paid by the Officer shall be reimbursed irrespective of whether the institution is recognised or not. In such cases the benefits will be admissible till the child attains the age of 22 years.

(q) The CEA/Hostel Subsidy shall not be admissible to the Government servant while any period which is treated as 'dies non'.

5. These modification are applicable with effect from 1st July, 2017.

6. The GO read as 2<sup>nd</sup> paper above stands modified to the above effect.

(By order of the Governor)  
**RAJESH KUMAR M**  
**JOINT SECRETARY**

To:

All Indian Administrative Service Officers.

The Director General of Police & State Police Chief, Police Headquarters,  
Thiruvananthapuram.

The Principal Chief Conservator of Forests/Head of Forest Force, Forest  
Headquarters, Vazhuthacadu, Thiruvananthapuram.

The Accountant General (G&SSA), Kerala, Thiruvananthapuram.

(This issues with the concurrence of Finance Department).

The Accountant General (A&E), Kerala, Thiruvananthapuram.

The Secretary, Government of India, Department of Personnel & Training, New Delhi.

The Secretary to Government of India, Ministry of Environment, Forest & Climate  
Change, 6th Floor, Prithvi Wing, Indira Paryavaran Bhavan, Jor Bagh Road, Ali Ganj,  
New Delhi – 110 003.

The Secretary to Government of India, Ministry of Home Affairs, North Block, New  
Delhi – 110001.

The Finance Department (vide U.O.(N) No E. 747018/Exp.A2/102/2018-Fin dated  
16.01.2020).

The General Administration (SC/Accounts J/AIS- A) Departments.

~~The Web and New Media Division, I&PRD~~

(for uploading in [www.gadsplais.kerala.gov.in](http://www.gadsplais.kerala.gov.in))

General Admn. (Computer Cell) Department (for loading in the website in the GAD).

Stock File/Office Copy.

Copy to:-

The Private Secretary to Chief Minister.

The Private Secretary to Minister (Forest, Animal Husbandry & Zoo).

The Special Secretary to Chief Secretary

The PA to Joint Secretary, General Administration (AIS- A&C) Departments.

The disposal leading to G.O.(Ms.) No.95/2018/GAD dated 07.05.2018

Forwarded /By order

Signature valid

Digitally signed by VISHNU A J  
Date: 2020.08.10 10:50:41 IST  
Reason: Approved

Section Officer



**MOST IMMEDIATE**

No.11019/06/2001-AIS-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

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New Delhi, the 5<sup>th</sup> December, 2007

To

Chief Secretaries of all States and UTs

Subject:- Delegation of powers to the State Governments and Ministries/  
Departments of the Government of India in cases of members of  
All India Services proceeding abroad on ex-India leave (excluding  
study leave)

Sir/Madam

This Department has issued a number of instructions regulating cases of members of All India Services proceeding abroad on ex-India leave (excluding study leave), which are as under:

- A. No.9/26/71-AIS-III dated 23<sup>rd</sup> September, 1972 regulating ex-India leave.
- B. No.11019/13/93-AIS-III dated 14<sup>th</sup> January, 1994 regulating leave in conjunction with duty abroad.
- C. No.11020/15/1997-AIS-III dated 14<sup>th</sup> December, 1998 regulating ex-India extraordinary leave on personal grounds.
- D. No.11019/6/2001-AIS-III dated 7<sup>th</sup> March, 2003, 4<sup>th</sup> August, 2003 and 10<sup>th</sup> March, 2004 delegating some of the powers of the Central Government to the State Governments.

Copies of all these instructions are available in this Department's Website ([www.persmin.nic.in](http://www.persmin.nic.in)).

2. These instructions were re-examined in this Department and it has been decided to modify the existing provisions for further delegation of powers, subject **to the general conditions mentioned in para 3 of this**

**letter**, to the State Governments and Ministries/Departments of the Government of India for grant of ex-India leave, as under:

(i) **Private visits abroad for purely personal reasons**

**Current Status:** - State Governments and Ministries/ Departments of the Government of India have been delegated the power to sanction private visits abroad, which are purely personal, without any sponsorship and not linked to official visit, whether casual leave, earned leave or leave on medical certificate. This delegation does not include private visits on extra ordinary leave and half-pay leave (**Reference C & D**).

**Further Delegation:** - It has now been decided that approval of the respective Cadre Controlling Authorities of the All India Services will no longer be required in the case of private visits abroad, which are purely personal without any sponsorship and not linked to any official visit, on leave due and admissible, whether casual leave, earned leave, half-pay leave, leave on medical grounds and extra ordinary leave. State Governments and Ministries/ Departments of the Government of India may sanction such leave, due and admissible, to a member of the Service as per rules.

(ii) **Visits abroad in conjunction of an official visit / tour abroad**

**Current Status:** - The State Governments and Ministries/Departments of the Government of India have been delegated the power to accord permission to travel abroad on leave due and admissible in conjunction with an official visit/tour abroad (including training) subject to the exigencies of public service, not exceeding 50% of the actual period of duty abroad (excluding transit time and enforced halt) or a fortnight, whichever is less, for personal reasons provided that the total period abroad (including travel time) does not exceed three weeks. Grant of leave in excess of this limit can be approved only in consultation with the Department of Personnel and Training (Services Division). (**Reference B & D**)

**Further Delegation:** - It has been decided to raise the maximum period of ex-India leave in conjunction with official duty to 3 weeks while adhering to the limit of 50% of the period of official duty abroad. However, in the case of official visits of duration less than 8 days, the limit of 50% may be relaxed and ex-India leave upto a maximum of 4 days may be granted. The power to grant such leave is delegated to the

State Governments and Ministries/Departments of the Government of India subject to the condition that further leave shall not be permitted above such limits under any circumstances and no reference shall be made to the Department of Personnel and Training in this regard.

- (iii) **Visits abroad on direct invitation from foreign organizations for participation in events on the basis of the experience in a particular subject gained by a member of the Service in his/her personal capacity.**

**Current Status:** - Cadre clearance of the Central Government is required in all cases where the invitation is direct to the officer and the State Government is not bearing the expenditure irrespective of the duration of visit and all cases of more than three weeks duration (**Reference D**).

**Further Delegation:** - It has been decided that State Governments and Ministries/Departments of the Government of India be delegated the power to allow permission for such private visits in which the government is not bearing any expenditure subject to the condition that the total period of ex-India leave does not exceed three weeks. As per the conditions prescribed in the Department of Expenditure's O.M.F.No.19036/1/2000-E-IV dated 21<sup>st</sup> March, 2000, the officer shall be treated as on personal visit and he/she will be required to take leave due and admissible. This is further subject to the condition that generally no Government of India officer will accept free passage or hospitality from a foreign government/agency and, if it is necessary, approval of the Screening Committee of Secretaries or of the Prime Minister should be ensured to be taken before accepting such invitations. Similar provisions should be adopted by the State Governments. This delegation is also subject to the following conditions:

- (a) The authority granting permission should take into consideration, inter-alia, the sources of financing of the foreign travel, the desirability of accepting any foreign hospitality, whether the member of the Service has utilized his official position for the purpose of meeting the travel expenses, accommodation abroad, etc, and whether the member of the Service is clear from vigilance angle;
- (b) If the visit is to a country with which India does not have friendly relations, the prior approval of the Government of India should be obtained;

- (c) The officer shall take leave, due and admissible;
- (d) The visit on personal invitation shall be subject to the provisions of SR 12.
- (e) Participation shall be subject to the provisions of All India Service (Conduct) Rules, 1968 especially rules 6, 7, 9 and 11.

3. **General conditions:** The State Governments and Ministries/ Departments of the Government of India shall keep in mind some general aspects while exercising these delegated powers while granting ex-India leave to the members of the All India Service working under them, as under:

- a) The member of the Service will take FCRA clearance from the Ministry of Home Affairs and other required clearances from the Department of Economic Affairs/Ministry of External Affairs, wherever required.
- b) The delegation shall not apply to any travel abroad in conjunction with leave granted under the provisions of the All India (Study Leave) Regulations, 1960, where the specific clearance of the Central Government is invariably required.
- c) In cases where a member of the Service proceeds for a visit abroad without obtaining necessary cadre clearance, the period of his absence shall be treated as 'dies non' apart from other consequences under the service rules.
- d) The provisions of Rule 7(1) and (2) of the All India Service (Leave) Rules, 1955 should be complied with. Rule 7(1) provides that no member of the Service shall be granted leave of any kind for a continuous period exceeding 5 years. Rule 7(2) provides that a member of the Service shall be deemed to have resigned from the service if he is absent without authorization for a period exceeding one year or remains absent from duty for a continuous period exceeding 5 years, with or without leave.
- e) If the visit abroad requires the sanction of the Central Government, proposal should be forwarded to the Central Government well in time, i.e., at least before a fortnight from the date of

commencement of the visit in a self-contained format furnishing all the relevant details in the prescribed format (copy enclosed).

- f) Approval of the Central Government with respect to travel abroad of members of All India Services, wherever required shall mean the approval of the concerned Cadre Controlling Authority, i.e., the Department of Personnel and Training for the Indian Administrative Service, the Ministry of Home Affairs for the Indian Police Service and the Ministry of Environment and Forests for the Indian Forest Service.
4. While granting leave to a member of the Service, the State Governments and Ministries/Departments of the Government of India should scrupulously follow the Government of India instruction issued vide this Department's letter no.11019/62/2005-AIS-III dated 4<sup>th</sup> July, 2007 which envisages that no member of the All India Service shall be allowed to undertake any private employment after taking leave from the State Government or from a Central Ministry/Department.
5. All the relevant instructions issued earlier in this regard stand modified/deleted.
6. The above delegation of powers is not applicable in cases of official visits abroad for attending foreign training/tours/study tours/seminars/workshops, etc., in which the member of the Service is nominated by the Central/State Governments, which are dealt by the EO Division of this Department.
7. It is requested that the provisions of these instructions may be brought to the notice of all the members of the All India Services serving with the State/Central Governments at an early date.



(Chaitanya Prasad)  
Director(Services)  
Tel:23093591

Copy of information and necessary action to:-

1. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
2. The Secretary, Ministry of Environment & Forests, Paryavaran Bhawan, CGO Complex, New Delhi.
3. All Ministries/Departments of the Government of India
4. E.O. Division, Department of Personnel and Training, North Block, New Delhi.
5. Director, LBSNAA, Mussoorie.
6. All officers in the Department of Personnel and Training.
7. NIC, Department of Personnel and Training for publication on the website.

F. No.11011/01/2022-AIS-III  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
AIS-III Section

**Information Document on the delegation of powers to the State Governments and Ministries/ Departments of the Government of India in cases of members of All India Services proceeding abroad on ex-India leave (excluding study leave) – reg.**

**References:**

- (i) Letter no.11019/13/1993-AIS-III dated 14.01.1994
- (ii) Letter no. 11019/6/2001-AIS-III dated 07.03.2003
- (iii) Letter no. 11019/6/2001-AIS-III dated 04.08.2003
- (iv) Letter no. 11019/6/2001-AIS-III dated 05.12.2007

This Department has issued various instructions from time to time regarding regulating cases of members of All India Services proceeding abroad on ex-India leave (excluding study leave), an effort has been made to consolidate the said instructions at one place and the same may be summarized for better understanding and guidance as under:

2. **Subject to the general conditions mentioned in para 3 of this letter**, the delegation now to the State Governments and Ministries / Departments of the Government of India for grant of ex-India leave, as under:

**(i) Private visits abroad for purely personal reasons**

The approval of the respective Cadre Controlling Authorities of the All India Services will no longer be required in the case of private visits abroad, which are purely personal without any sponsorship and not linked to any official visit, on leave due and admissible, whether casual leave, earned leave, half-pay leave, leave on medical grounds and extra ordinary leave. State Governments and Ministries/ Departments of the Government of India may sanction such leave, due and admissible, to a member of the Service as per rules.

**(ii) Visits abroad in conjunction of an official visit / tour abroad**

The maximum admissible period of ex-India leave in conjunction with official duty is 3 weeks while adhering to the limit of 50% of the period of official duty abroad. However, in the case of official visits of duration less than 8 days, the limit of 50% may be relaxed and ex-India leave upto a maximum of 4 days may be granted. The power to grant such leave is delegated to the State Governments and Ministries/Departments of the Government of India subject to the condition that further leave shall not be permitted above such limits under any circumstances and no reference shall be made to the Department of Personnel and Training in this regard.

- (iii) **Visits abroad on direct invitation from foreign organizations for participation in events on the basis of the experience in a particular subject gained by a member of the Service in his/her personal capacity.**

The State Governments and Ministries/Departments of the Government of India have been delegated the power to allow permission for such private visits in which the government is not bearing any expenditure subject to the condition that the total period of ex-India leave does not exceed three weeks. As per the conditions prescribed in the Department of Expenditure's O.M.F.No.19036/1/2000-E-IV dated 21<sup>st</sup> March, 2000, the officer shall be treated as on personal visit and he/she will be required to take leave due and admissible. This is further subject to the condition that generally no Government of India officer will accept free passage or hospitality from a foreign government/agency and, if it is necessary, approval of the Screening Committee of Secretaries or of the Prime Minister should be ensured to be taken before accepting such invitations. Similar provisions should be adopted by the State Governments. This delegation is also subject to the following conditions:

- (a) The authority granting permission should take into consideration, inter-alia, the sources of financing of the foreign travel, the desirability of accepting any foreign hospitality, whether the member of the Service has utilized his official position for the purpose of meeting the travel expenses, accommodation abroad, etc, and whether the member of the Service is clear from vigilance angle;
- (b) If the visit is to a country with which India does not have friendly relations, the prior approval of the Government of India should be obtained;
- (c) The officer shall take leave, due and admissible;
- (d) The visit on personal invitation shall be subject to the provisions of SR 12.
- (e) Participation shall be subject to the provisions of All India Service (Conduct) Rules, 1968 especially rules 6, 7, 9 and 11.

3. **General conditions:** The State Governments and Ministries/Departments of the Government of India shall keep in mind some general aspects while exercising these delegated powers while granting ex-India leave to the members of the All India Service working under them, as under:

- a) The member of the Service will take FCRA clearance from the Ministry of Home Affairs and other required clearances from the Department of Economic Affairs/Ministry of External Affairs, wherever required.
- b) The delegation shall not apply to any travel abroad in conjunction with leave granted under the provisions of the All India (Study Leave) Regulations, 1960, where the specific clearance of the Central Government is invariably required.
- c) In cases where a member of the Service proceeds for a visit abroad without obtaining necessary cadre clearance, the period of his absence shall be treated as 'dies non' apart from other consequences under the service rules.



- d) The provisions of Rule 7(1) and (2) of the All India Service (Leave) Rules, 1955 should be complied with. Rule 7(1) provides that no member of the Service shall be granted leave of any kind for a continuous period exceeding 5 years. Rule 7(2) provides that a member of the Service shall be deemed to have resigned from the service if he is absent without authorization for a period exceeding one year or remains absent from duty for a continuous period exceeding 5 years, with or without leave.
- e) If the visit abroad requires the sanction of the Central Government, proposal should be forwarded to the Central Government well in time, i.e., at least before a fortnight from the date of commencement of the visit in a self-contained format furnishing all the relevant details in the prescribed format (copy enclosed).
- f) Approval of the Central Government with respect to travel abroad of members of All India Services, wherever required shall mean the approval of the concerned Cadre Controlling Authority, i.e., the Department of Personnel and Training for the Indian Administrative Service, the Ministry of Home Affairs for the Indian Police Service and the Ministry of Environment and Forests for the Indian Forest Service.

4. While granting leave to a member of the Service, the State Governments and Ministries/Departments of the Government of India should scrupulously follow the instructions that no member of the All India Service shall be allowed to undertake any private employment after taking leave from the State Government or from a Central Ministry/Department.

5. The above delegation of powers is not applicable in cases of official visits abroad for attending foreign training/tours/study tours/seminars/workshops, etc., in which the member of the Service is nominated by the Central/State Governments, which are dealt by the EO Division of this Department. Accordingly, the following category of cases will continue to be referred to DoP&T for grant of cadre clearance in the prescribed proforma attached as Annexure:

- (i) all cases of more than three (3) weeks duration.
- (ii) all cases where the invitation is direct to the officer and the State Govt. is not bearing the expenditure, irrespective of the duration of the visit.
- (iii) all cases where foreign hospitality from a private agency is involved.
- (iv) all cases where an officer is getting any remuneration/fees for the work performed by him.

6. It is requested that the provisions of these instructions may be brought to the notice of all the members of the All India Services serving with the State/Central Governments at an early date.

"ഭരണഭാഷ- മാതൃഭാഷ"



കേരള സർക്കാർ

നം:എ.ഐ.എസ്-എ2/225/2023/പൊ.ഭ.വ

പൊതുഭരണ (എ.ഐ.എസ്-എ) വകുപ്പ്

തിരുവനന്തപുരം, തീയതി: 10-08-2023

**പരിപത്രം**

വിഷയം:- എ.ഐ.എസ് - അഖിലേന്ത്യാ സർവ്വീസ് ഉദ്യോഗസ്ഥരുടെ വ്യക്തിപരമായ ആവശ്യങ്ങൾക്കുള്ള വിദേശ യാത്ര - മാർഗ്ഗ നിർദ്ദേശങ്ങൾ - പുറപ്പെടുവിക്കുന്നു.

കേന്ദ്ര പേഴ്സണൽ മന്ത്രാലയത്തിന്റെ 07.10.2022 ലെ ഓഫീസ് മെമ്മോറാൻഡം നം.11011/01/2022-AIS-III ലെ വ്യവസ്ഥ (2) പ്രകാരം അഖിലേന്ത്യാ സർവ്വീസ് ഉദ്യോഗസ്ഥർക്ക് അർഹതപ്പെട്ട അവധിയിൽ, യാതൊരുവിധ സ്പോൺസർഷിപ്പുമില്ലാത്തതും, ഔദ്യോഗിക യാത്രയുമായി ബന്ധപ്പെട്ടതല്ലാത്തതുമായ വ്യക്തിപരമായ ആവശ്യങ്ങൾക്കുള്ള വിദേശയാത്രക്ക് ബന്ധപ്പെട്ട കേഡർ നിയന്ത്രണ അതോറിറ്റിയുടെ മുൻകൂർ അനുമതി ആവശ്യമില്ലാതെ യാത്ര നടത്താമെന്ന് വ്യക്തമാക്കിയിട്ടുണ്ട്. അഖിലേന്ത്യാ സർവ്വീസ് ഉദ്യോഗസ്ഥർക്ക് അത്തരം യാത്രയുമായി ബന്ധപ്പെട്ട അവധി, ബന്ധപ്പെട്ട സംസ്ഥാന/കേന്ദ്ര സർക്കാരുകൾക്ക് അനുവദിച്ചു നൽകാവുന്നതാണ് എന്നും വ്യക്തമാക്കിയിട്ടുണ്ട്.

അഖിലേന്ത്യാ സർവ്വീസ് ഉദ്യോഗസ്ഥർക്ക് വ്യക്തിപരമായ ആവശ്യങ്ങൾക്കുള്ള വിദേശയാത്രക്ക് അനുവദിക്കുന്ന അവധിയുടെ നടപടിക്രമങ്ങൾ ഏകീകരിക്കുന്നതിനായി താഴെപ്പറയുന്ന നിർദ്ദേശങ്ങൾ ഉദ്യോഗസ്ഥർ കർശനമായി പാലിക്കേണ്ടതാണ്:

1. അവധിക്കുള്ള അപേക്ഷ സമർപ്പിക്കുമ്പോൾ, എടുക്കാൻ ഉദ്ദേശിക്കുന്ന അവധിയുടെ സ്വഭാവവും തീയതിയും കൃത്യമായി കത്തിൽ/അവധി അപേക്ഷാ ഫോമിൽ സൂചിപ്പിക്കണം.
2. അപേക്ഷകൻ സന്ദർശിക്കാൻ ഉദ്ദേശിക്കുന്ന രാജ്യം/ രാജ്യങ്ങൾ, സന്ദർശിക്കുന്ന തീയതി എന്നിവ കത്തിൽ സൂചിപ്പിക്കണം.
3. സ്വകാര്യ ആവശ്യത്തിനായി അനുവദിച്ചിട്ടുള്ള അവധിയുടെ കാലാവധിക്കുള്ളിൽ സ്വകാര്യ ആവശ്യത്തിനായി വിദേശയാത്ര നടത്തുവാൻ ഉദ്ദേശിക്കുന്നുണ്ടെങ്കിലോ, അവധിയിൽ പ്രവേശിച്ചിട്ടുള്ള ഉദ്യോഗസ്ഥന് പ്രസ്തുത അവധി സമയത്ത് ആകസ്മികമായി വിദേശയാത്ര നടത്തേണ്ടി വരുന്ന സാഹചര്യമുണ്ടെങ്കിലോ, പ്രസ്തുത വിവരം സന്ദർശിക്കാൻ ഉദ്ദേശിക്കുന്ന രാജ്യം, തീയതി എന്നിവ സഹിതം കേഡർ നിയന്ത്രണ അതോറിറ്റിയെ രേഖാമൂലം അറിയിക്കേണ്ടതാണ്.

4. ആകസ്മിക അവധി അപേക്ഷ സമർപ്പിക്കേണ്ടത് ബന്ധപ്പെട്ട നിയന്ത്രണാധികാരികാണെങ്കിലും, ടി അവധിയിൽ വിദേശയാത്ര ഉണ്ടെങ്കിൽ മേൽ വിവരങ്ങൾ കേഡർ നിയന്ത്രണ അതോറിറ്റിയെ നിർബന്ധമായും രേഖാമൂലം അറിയിച്ചിരിക്കണം.
5. പ്രഖ്യാപിക്കപ്പെട്ട അവധി ദിവസങ്ങൾ (Government declared holidays) മാത്രം ഉപയുക്തമാക്കി വ്യക്തിപരമായ ആവശ്യങ്ങൾക്ക് നടത്തുന്ന വിദേശ യാത്ര, കേഡർ നിയന്ത്രണ അതോറിറ്റിയെ, സന്ദർശിക്കാൻ ഉദ്ദേശിക്കുന്ന രാജ്യം, തീയതി എന്നിവ സഹിതം മുൻകൂട്ടി രേഖാമൂലം അറിയിച്ചിരിക്കണം.

ഡോ. വേണു വി ഐഎഎസ്  
ചീഫ് സെക്രട്ടറി

പകർപ്പ്

1. എല്ലാ അഖിലേന്ത്യാ സർവ്വീസ് ഉദ്യോഗസ്ഥർക്കും
2. സംസ്ഥാന പോലീസ് മേധാവി , പോലീസ് ഹെഡ്ക്വാർട്ടേഴ്സ്, തിരുവനന്തപുരം
3. പ്രിൻസിപ്പൽ ചീഫ് കൺസർവേറ്റർ ഓഫ് ഫോറസ്റ്റ് ആന്റ് ഹെഡ് ഓഫ് ഫോറസ്റ്റ് ഫോഴ്സ്, വഴുതയ്ക്കാട് തിരുവനന്തപുരം.
4. ഓഫീസർ ഓൺ സ്പെഷ്യൽ ഡ്യൂട്ടി, ചീഫ് സെക്രട്ടറിയുടെ ഓഫീസ്.
5. പൊതുഭരണ (എ.ഐ.എസ്) വകുപ്പ് അഡീഷണൽ സെക്രട്ടറിയുടെ പി.എ.
6. പൊതുഭരണ (എ.ഐ.എസ്) വകുപ്പ് ജോയിന്റ് സെക്രട്ടറിയുടെ സി.എ.
7. കരുതൽ ഫയൽ/ഓഫീസ് പകർപ്പ്.

ഉത്തരവിൻ പ്രകാരം  
Signed by  
Sumod  
Date: 4/08/2023 11:20:16