



GOVERNMENT OF KERALA

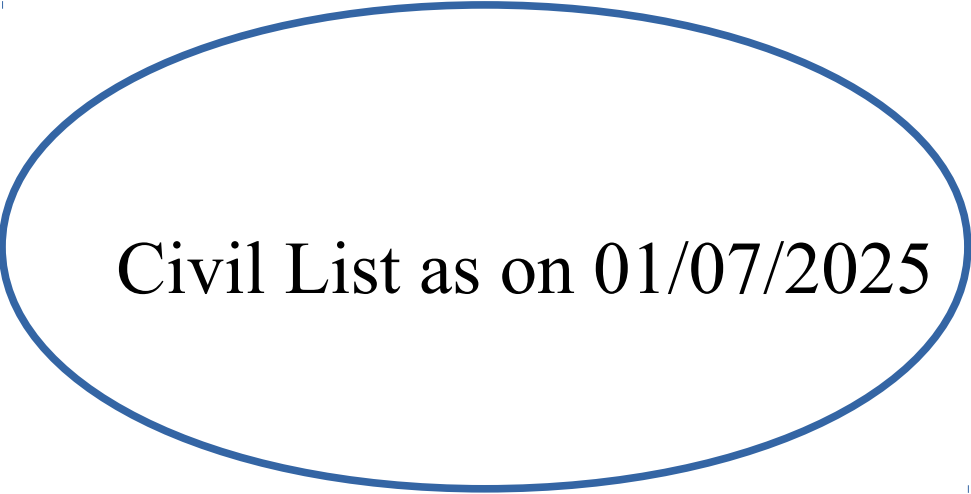
**General Administration (AIS-B)
Department**

INDIAN FOREST SERVICE

(Kerala Cadre)

CIVIL LIST

2025



Civil List as on 01/07/2025

INDIAN FOREST SERVICE			
(Kerala Cadre)			
(Authorised Strength – Effective from 30.06.2015)			
Notification No.16016/2/2014-AIS(II)-A dated 30.06.2015 of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) New Delhi published in Government of India Gazette dated 30.06.2015.			
SENIOR POSTS UNDER THE STATE GOVERNMENT	:		66
Principal Chief Conservator of Forests & Head of Forest Force	:		1
Principal Chief Conservator of Forests (Wildlife) and Chief Wildlife Warden	:		1
Principal Chief Conservator of Forests (Forest Management)	:		1
Additional Principal Chief Conservator of Forests (Administration)	:		1
Additional Principal Chief Conservator of Forests (Finance, Budget & Audit)	:		1
Additional Principal Chief Conservator of Forests (Forest Land & Resources)	:		1
Additional Principal Chief Conservator of Forests (Vigilance & Forest Intelligence)	:		1
Chief Conservator of Forests, ED & TW	:		1
Chief Conservator of Forests (Working Plan & Research)	:		1
Chief Conservator of Forests, Territorial (Southern circle, Kollam, High Range Circle, Kottayam, Central Circle, Thrissur, Eastern Circle, Palakkad and Northern Circle, Kozhikode)	:		5
Chief Conservator of Forests (Wildlife) & Field Director Palakkad	:		1
Chief Conservator of Forests (Wildlife) & Field Director Kottayam	:		1
Chief Conservator of Forests & Nodal Officer, CAMPA	:		1
Chief Conservator of Forests (Information Technology)	:		1
Conservator of Forests (HRD)	:		1
Conservator of Forests (Special Afforestation)	:		1
Conservator of Forests-Inspection & Evaluation (Northern Region), Kozhikode & Southern Region, Kottayam	:		2
Conservator of Forests (Social Forestry), Ernakulam, Kozhikode, Kollam	:		3
Conservator of Forests (Working Plan) Northern Region Kozhikode & Southern Region, Kollam	:		2
Conservator of Forests & TA to PCCF (FM)	:		1
Conservator of Forests & TA to PCCF & CWW	:		1
Conservator of Forests & TA to PCCF & HoFF	:		1
Conservator of Forests (Wildlife)	:		1
Deputy Conservator of Forests, Territorial (Thiruvananthapuram, Thenmala, Ranni, Konni, Kottayam, Kothamangalam, Munnar, Malayattur, Chalakkudy, Thrissur, Palakkad, Nilambur (North), Wayanad (North), Punalur and Kannur)	:		15
Deputy Conservator of Forests & Wildlife Warden (Sulthan Bathery & Silent Valley)	:		2
Deputy Conservator of Forests (Research) North & South	:		2
Deputy Conservator of Forests (Wildlife)	:		1
Deputy Conservator of Forests (Administration)	:		1
Deputy Conservator of Forests (Eco-Development and Tribal Welfare)	:		1
Deputy Conservator of Forests (Protection)	:		1
Deputy Director, Parambikulam, Periyar Tiger Reserve (East & West)	:		2
Deputy Conservator of Forests (Development)	:		1
Deputy Conservator of Forests (HRD)	:		1
Deputy Conservator of Forests (Forest Resources)	:		1

	Deputy Conservator of Forests, Reserach North Thrissur and South Thiruvananthapuram	:	2
	Director of SFTI, Aripa & Walayar	:	2
	Deputy Conservator of Forests (Working Plan) North, Central & South	:	3
1	Total Senior Duty Posts	:	66
2	Central Deputation Reserve not exceeding 20% of Item 1 above	:	13
3	State Deputation Reserve not exceeding 25% of Item 1 above	:	16
4	Training Reserve not exceeding 3.5% of Item 1 above	:	2
5	Leave Reserve and Junior Posts Reserve not exceeding 16.5% of Item 1 above	:	10
6	Posts to be filled by promotion under Rule 8 of the Indian Forest Service (Recruitment) Rule 1966 not exceeding 33 1/3% of Item 1,2,3 and 4 above	:	32
7	Posts to be filled up by Direct Recruitment (Item 1+2+3+4+5-6)	:	75
	Total Authorized Strength (Item 6+7 above)	:	107

INDIAN FOREST SERVICE		
(Kerala Cadre)		
LEVELS IN THE PAY MATRIX AND APPOINTED IN THERE LEVELS		
A.	Junior Scale	Level 10 in the Pay Matrix
B.	Senior Scale	
i	Senior Time Scale	Level 11 in the Pay Matrix
ii	Junior Administrative Grade	Level 12 in the Pay Matrix
iii	Selection Grade	Level 13 in the Pay Matrix
C.	Super Time Scale	
i	Conservator of Forests	Level 13A in the Pay Matrix
ii	Chief Conservator of Forests	Level 14 in the Pay Matrix
D	Above Super Time Scale:	
i	Additional Principal Chief Conservator of Forests : HAG	Level 15 in the Pay Matrix
ii	HAG+Scale:	Level 16 in the Pay Matrix
iii	Apex Scale :	Level 17 in the Pay Matrix

Revised Scale introduced with effect from 01.01.2016, vide Notification No.GSR 924 (E) dated 28.09.2016 of Government of India, Ministry of Personnel, Public Grievances and Pension.

INDIAN FOREST SERVICE		
(Kerala Cadre)		
DETAILS OF SCALE OF PAY		
SI No.	Particulars of Posts	Level in the Pay matrix
1	Principal Chief Conservator of Forests & Head of Forest Force	Level 17 in the Pay Matrix
2	Principal Chief Conservator of Forest (Wildlife) and Chief Wildlife Warden	Level 16 in the Pay Matrix
3	Principal Chief Conservator of Forest (Forest Management)	Level 16 in the Pay Matrix
4	Additional Principal Chief Conservator of Forests (Administration)	Level 15 in the Pay Matrix
5	Additional Principal Chief Conservator of Forests (Finance, Budget and Audit)	Level 15 in the Pay Matrix
6	Additional Principal Chief Conservator (Forests Land & Resources)	Level 15 in the Pay Matrix
7	Additional Principal Chief Conservator of Forests (Vigilance and Forest Intelligence)	Level 15 in the Pay Matrix
8	Chief Conservator of Forests, ED & TW	Level 14 in the Pay Matrix
9	Chief Conservator of Forests (Working Plan & Research)	Level 14 in the Pay Matrix
10	Chief Conservator of Forests, Territorial (Southern Circle Kollam, High Range Circle Kottayam, Central Circle Thrissur, Eastern Circle Palakkad and Northern Circle, Kozhikode)	Level 14 in the Pay Matrix
11	Chief Conservator of Forests (Wildlife) & Field Director, Palakkad	Level 14 in the Pay Matrix
12	Chief Conservator of Forests (Wildlife)& Field Director, Kottayam	Level 14 in the Pay matrix
13	Chief Conservator of Forests & Nodal Officer, CAMPA	Level 14 in the Pay Matrix
14	Chief Conservator of Forests (Information Technology)	Level 14 in the Pay Matrix
15	Conservator of Forest (HRD)	Level 13 A in the Pay Matrix
16	Conservator of Forest (Special Afforestation)	Level 13 A in the Pay Matrix
17	Conservator of Forests- Inspection & Evaluation (Northern Region), Kozhikode & Southern Region, Kollam	Level 13 A in the Pay Matrix
18	Conservator of Forest (Social Forestry), Ernakulam, Kozhikode, Kollam	Level 13 A in the Pay Matrix
19	Conservator of Forests (Working Plan), Northern Region, Kozhikode, and Southern Region Kollam	Level 13 A in the Pay Matrix
20	Conservator of Forests & TA to PCCF (FM)	Level 13 A in the Pay Matrix
21	Conservator of Forests & TA to PCCF & CWW	Level 13 A in the Pay Matrix
22	Conservator of Forests & TA to PCCF & HoFF	Level 13 A in the Pay Matrix
23	Conservator of Forests (Wildlife)	Level 13 A in the Pay Matrix

IFS Civil List

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POSTS CARRYING SPECIAL ALLOWANCE AS ON 01.01.2016

1		Deputy Conservator of Forests, Territorial (Thiruvananthapuram, Thenmala, Ranni, Konni, Kottayam, Kothamangalam, Munnar, Malayattur, Chalakkudy, Thrissur, Palakkad, Nilambur (North), Wayanad (North), Punalur and Kannur)	
2		Deputy Conservator of Forests & Wildlife Warden (Sulthan Bathery & Silent Valley)	
3		Deputy Conservator of Forests (Research) North & South	
4		Deputy Conservator of Forests (Wildlife)	
5		Deputy Conservator of Forests (Administration)	
6		Deputy Conservator of Forests (Eco-Development and Tribal Welfare)	
7		Deputy Conservator of Forests (Protection)	
8		Deputy Director, Parambikulam Periyar Tiger Reserve (East & West)	
9		Deputy Conservator of Forests (Development)	
10		Deputy Conservator of Forests (HRD)	
11		Deputy Conservator of Forests (Forest Resources)	
12		Deputy Conservator of Forests, Research, North Thrissur and South, Thiruvananthapuram	
13		Director of SFTI, Aripa & Walayar	
14		Deputy Conservator of Forests (Working Plan) North, Central & South	

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	(Sri.) Rajesh Ravindran, (ശ്രീ.) രാജേഷ് രവീന്ദ്രൻ, RR, 1995, Kochi,Kerala , 02/05/1972		01/06/1995, ///, 384318	Principal Chief Conservator of Forests (Head of Forest Force), G.O.(Rt.) No.1874/2024/GAD dated 29.04.2025	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram. 695014	PCCF Grade, Cadre Level 16
2	(Dr.) P.Pugazhendi, (ഡോ.)പി.പുഗഴേന്തി, RR, 1996, Chennai, 23/04/1970		01/06/1996, ///, 325302	Additional Principal Chief Conservator of Forests (Finance, Budget & Audit) + Chief Conservator of Forests (IT) and discharging duties and functions of Head of Social Forestry Wing, G.O.(Rt)No.4491/2023/GAD dated 05.10.2023	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram. 695014	APCCF Grade, Cadre Level 15
3	(Sri.) Deepak Mishra , (ശ്രീ.) ദീപക് മിശ്ര, RR, 1996, Gwalior, Madhya Pradesh, 06/12/1970		02/06/1997, ///, 325280	Joint Secretary, Department of Chemicals & Petro Chemicals, GO(RT) 2441/2020/GAD dated 06.08.2020 relieved on 13.01.2021" + OM No.12034/06/2021-IFS-I dated 03.10.2022	Department of Chemicals and Petrochemicals, 340C, Shastri Bhavan, New Delhi 110001	APCCF Grade, Central deputation Level 15
4	(Sri.) L.Chandrasekar, (ശ്രീ.) എൽ.ചന്ദ്രശേഖർ, RR, 1997, Tiruchirappalli, Tamilnadu, 20/10/1974		02/06/1997, ///, 325303	Additional Principal Chief Conservator of Forests in full charge of Principal Chief Conservator of Forests (Forest Management) + Chief Conservator of Forest & Nodal Officer, CAMPA and Nodal officer, F(C) Act+CEO, CAMPA., G.O.(Rt)No.2497/2025/GAD dated 09.06.2025	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram. 695014	APCCF Grade , Cadre Level 15
5	(Sri.) Pramod G.Krishnan, (ശ്രീ.) പ്രമോദ്. ജി.കൃഷ്ണൻ, RR, 1997, Angamally, 27/05/1972		02/06/1997, ///, 614276	Additional Principal Chief Conservator of Forests (Administration) with the full additional charge of Chief Conservator of Forests (Working Plan & Research) + Full Additional charge of the post of the Principal Chief Conservator of Forests (Wildlife)& Chief Wildlife Warden. +Forest Information Bureau (FIB), G.O.(Rt.) No. 1003/2024/GAD dated 02.03.2024	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram. 695014	APCCF Grade, Cadre Level 15
6	(Sri.) G.Phanindra Kumar Rao, (ശ്രീ.) ജി.ഫണീന്ദ്ര കുമാർ റാവു, RR, 1997, Dindori, Madhya Pradesh, 18/10/1968		02/06/1997, ///, 325304	Conservator of Forests at ICFRE-Tropical Forest Research Institute, Jabalpur under ICFRE, G.O.(Rt.) No.5601/2024/GAD dated 19.12.2024	Tropical Forest Reserch Institute (ICFRE)P.O.-R.F.C, Mandla Road, Jabalpur (M.P.), Pin.482021	APCCF, Central Deputation (for 5 years) Level 15
7	(Sri.) J.Justin Mohan, (ശ്രീ.) ജെ.ജസ്റ്റിൻ മോഹൻ, RR, 1999, Tiruchirappalli, Tamil Nadu, 15/07/1972		03/05/1999, 03/05/2002, 325306	Additional Principal Chief Conservator of Forests(Eco Development and Tribal welfare) + Special Officer, Rebuild Kerala Development Programme (RKDP) & Kerala Infrastructure Investment Fund Board (KIIFB) +Additional Principal Chief Conservator of Forests (Forests Land and Resources), G.O.(Rt)No.5734/2023/ GAD dated 28.12.2023	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram. 695014	APCCF , Ex-Cadre Level 15

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
8	(Sri.) Shrawan Kumar Verma , (ശ്രീ.) ശ്രാവൺ കുമാർ വർമ്മ, RR, 1999, Badhal District, Jaipur, 20/01/1968		23/08/1999, / / , 325307	DIGF, MoEF&CC, New Delhi, G.O.(Rt.) No. 4140/2018/GAD dated 23-06-2018	Sub Regional Office of MoEF&CC,A-218 & B-216,Aranya Bhavan, Jhalana Institutional Area, Jaipur-302004	APCCF Grade (on proforma basis) , Central Deputation Level 15
9	(Smt.) Padma Mahanti, (ശ്രീമതി) പദ്മ മഹന്തി, RR, 2001, Cuttack, 18/05/1976		06/08/2001, 06/08/2004, 325308	DIGF(Central), Regional Office,MOEF&CC, Bhubaneswar, G.O(Rt)No.1660/2020/GAD dated. 28.05.2020	Integrated Regional Office of MoEF & CC, Chandrasekharapur, Bhubaneswar	CCF Grade , Central Deputation Level 14
10	(Sri.) Sanjayan Kumar, (ശ്രീ.) സഞ്ജയൻ കുമാർ, RR, 2002, Thiruvananthapuram, 11/07/1976		19/08/2002, / / , 325309	Inspector General of Forests (IGF), National Tiger Conservation Authority, MoEF& CC, New Delhi, G.O.(Rt)No.320/2025/GAD dated 23.01.2025	Forest and Climate Change, Government of India, Indira Paryavaran Bhawan, 6th Floor, Prithvi Block, Jor Bagh Road, Ali Ganj New Delhi	CCF Grade, Central Deputation Level 14
11	(Sri.) Georgi P. Mathachen , (ശ്രീ.) ജോർജ്ജി പി. മാത്തച്ചൻ, RR, 2005, Thrissur, Kerala, 04/05/1978		08/08/2005, 08/08/2007, 325315	Additional Principal Chief Conservator of Forests (Vigilance & Forest Intelligence), G.O.(Rt.) No.2497/2025/GAD dated 09.06.2025	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram. 695014	CCF Grade , State Deputation Level 14
12	(Dr.) Krishna Deo Prasad Sahu , (ഡോ.) കൃഷ്ണ ദേവോ പ്രസാദ് സാഹു, RR, 2005, Giridih District, Jharkhand, 10/01/1973		08/08/2005, 08/08/2007, 325314	Deputy Conservator of Forests (Working Plan), Central with full additional charge of Conservator of Forests (Working Plan), Northern Region, Kozhikode, G.O.(Rt.) No.4292/2024/GAD dated 25.09.2024	Dy conservator of Forests, Research North, Palace Road, Chembukavu, Thrissur 680020	JAG , Cadre Level 14
13	(Sri.) K.Vijayanathan, (ശ്രീ.) കെ. വിജയാനന്തൻ, RR, 2006, Vellithiruppur, Erode, Tamil Nadu, 11/05/1979		07/08/2006, / / , 325316	Chief Conservator of Forests (Eastern Circle), Palakkad & Custodian of Vested forests + Special Officer for co-ordinating activities of Forest Division in Wayanad District for mitigating the Human Wildlife Conflict Issues , G.O.(Rt)No.5776/2023/ GAD dated 31.12.2023	Office of Conservator of Forest Eastern Circle & Custodian of Vested Forests Office, Aranya Bhavan Complex, Olavakkde Palakkad-678009	CCF Grade, Cadre Level 14
14	(Sri.) R.Kamalahaar, (ശ്രീ.) ആർ.കമലാഹർ, RR, 2006, Palani, Tamil Nadu, 22/10/1979		28/08/2006, 28/08/2008, 642066	Chief Conservator of Forests (Southern Circle), Kollam+ Custodian of Ecologically Fragile Land (EFL) , G.O.(Rt)No.5776/2023/ GAD dated 31.12.2023	Chief Conservator of Forests(Southern Circle). Vanasree Complex, Chinnakkada P.O., Kollam 691001	CCF Grade, Cadre Level 14
15	(Sri.) Pramod P.P, (ശ്രീ.) പ്രമോദ് പി.പി., RR, 2006, TVPM, 24/05/1975		07/08/2006, 07/08/2008, 100847	Chief Conservator of Forests (Wildlife) & Field Director, Kottayam+ Chief Conservator of Forests(High Range Circle), Kottayam, G.O.(Rt)No.5776/2023/ GAD dated 31.12.2023	Aranya Bhavan Forest Complex, S H Mount P O , Kottayam 686006	CCF Grade, Cadre Level 14

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16	(Sri.) K.Karthikeyan, (ശ്രീ) കെ.കാർത്തികേയൻ, RR, 2008, Manamdurai, Tamil Nadu, 13/05/1979		11/08/2008, 11/08/2010, 617867	Assistant Inspector General of Forests (Central), Regional Office, Ministry of Environment, Forests & Climate Change, Chennai, G.O.(Rt.) No. 2497/2020/GAD dated 13-08-2020	Ministry of Environment, Forest & Climate Change, Nungambakkam, Chennai-60006	CF Grade , Central Deputation Level 13 A
17	(Sri.) B.N.Anjankumar, (ശ്രീ) ബി.എൻ.അഞ്ജൻകുമാർ, RR, 2009, Mandya, Karnataka, 07/04/1981		24/08/2009, 24/08/2011, 701634	Conservator of Forests in full charge of Chief Conservator of Forests (Northern Circle), Kozhikode, G.O.(Rt.) No. 1935/2025/GAD dated 03.05.2025	Office of the Chief Conservator of Forests Northern Circle, Kannothumbal Thana PO Kannur12	CF Grade, Level 13 A
18	(Smt.) T.Uma , (ശ്രീമതി) ടി.ഉമ, RR, 2009, Thanjavur District, Tamilnadu, 20/05/1978		24/08/2009, 24/08/2011, 515165	Conservator of Forest (Working Plan) , Kollam +full additional charge of Chief Conservator of Forests (Wildlife) & Field Director, Palakkad, G.O.(Rt.)No.4491/2023/GAD dated 05.10.2023	Chamkkada, Kollam, Kerala 691001	CF Grade, Cadre Level 13 A
19	(sri.) Vinod Kumar D.K, (ശ്രീ) വിനോദ് കുമാർ ഡി.കെ, RR, 2009, Kayamkulam, Kerala, 18/07/1984		24/08/2009, ///, 861274	Conservator of Forests (HRD) + full additional charge of Special Officer for handling forest related matters in Kerala State Electricity Board , G.O.(Rt.)No.5604/2022/GAD dated 26.12.2022	Conservator of Forests (HRD) Forestry Training ComPlex, Rajive Gandhi Nagar, Vattiyorkavu P.O Thiruvananthapuram-695 013	CF Grade , Cadre Level 13 A
20	(Dr.) R.Adalarasan, (ഡോ.) ആർ.ആടലാസൻ, RR, 2009, Ariyalur, Tamil Nadu, 10/07/1977		24/08/2009, 24/08/2011, 439886	Conservator of Forests in full charge of Chief Conservator of Forest (Central Circle) , Thrissur, G.O.(Rt.) No. 311/2024/GAD dated 22.01.2024	Chief Conservator of Forest Central Circle, Vanapriya Forest Complex, Paravattani, Jubilee Mission Hospital, Thrissur, Kerala 680005	CF Grade, Cadre Level 13 A
21	(Smt.) C.Meenakshi, (ശ്രീമതി) സി.മീനാക്ഷി, RR, 2009, Thiruchirapalli, Tamil Nadu, 25/11/1978		11/12/2009, 26/07/2015, 763202	Director(Finance), Central Silk Board, Bengaluru, G.O.(Rt.) No.4137/2021/GAD dated 30.10.2021	Director (Finance), Central Silk Board, Ministry of Textiles, Government of India, CSB Complex, BTM Layout, Madiwala, Bengaluru-560068	CF Grade , Central deputation Level 13 A
22	(Smt.) Deepa K.S., (ശ്രീമതി) ഡീപ കെ.എസ്., RR, 2010, Thrissur, Kerala, 20/05/1984		30/08/2010, 30/08/2012, 540589	Conservator of Forests (Special Afforestation), G.O.(Rt.) No.1935/2025/GAD dated 03.05.2025	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram. 695014	CF Grade , Cadre Level 13A
23	(Sri.) Suneel Pamidi, (ശ്രീ) സുനീൽ പമിഡി, RR, 2010, Kunamnenivaripalem, Andhra Pradesh, 10/05/1982		11/12/2010, 11/12/2012, 305369	Director, Environment & Climate Change Department, Thiruvananthapuram, G.O.(Rt.) No.5733/2023/GAD dated 28.12.2023	Directorate of Environment & Climate Change, 4th Floor KSRTC Bus Terminal, Thampanoor, Thiruvananthapuram, Kerala 695001	CF Grade , Ex-cadre Level 13A
24	(Smt.) Silpa V.Kumar, (ശ്രീമതി.) ശില്പ വി.കുമാർ, RR, 2011, Kottayam, Kerala, 02/01/1986		29/08/2011, 29/08/2013, 714702	Conservator of Forests & TA to Principal Chief Conservator of Forests and Head of Forest Force, G.O.(Rt.) No. 5751/2024/GAD dated 31.12.2024	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram. 695014	CF Grade, Cadre Level 13A

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25	(Sri.) Narendra Nath Veluri, (ശ്രീ.) നരേന്ദ്ര നാഥ് വെലൂരി, RR, 2011, Chilakaluripet, Andhra Pradesh, 07/10/1980		29/08/2011, 29/08/2013, 713321	Director, ANERT, G.O.(Rt.) No.204/2025/GAD dated 18.01.2025	Vikas Bhavan P. O, Law College Rd, PMG, Thiruvananthapuram, Kerala 695033	CF Grade, State Deputation Level 13 A
26	(Smt.) R.Keerthi, (ശ്രീമതി) ആർ. കീർത്തി, RR, 2012, Palakkad, 09/05/1986		03/09/2012, 03/09/2014, 736353	DCF in full charge of CF (Social Forestry), Kozhikkode + Conservator of Forests (Inspection & Evaluation), Northern Region, Kozhikkode, G.O.(Rt.) No.2248/2024/GAD dated 21/05/2024	Conservator of Forests (Social Forestry), Kozhikkode, Vanasree Mathottam, Arakinar.P.O, Kozhikkode-28	Selection Grade, Ex-Cadre Level 13
27	(Sri.) Narendra Babu S, (ശ്രീ.) നരേന്ദ്രബാബു എസ്, RR, 2012, Gudallur Tamil Nadu, 11/11/1988		03/09/2012, 03/09/2014, 736478	Deputy Conservator of Forests at ICFRE, Institute of Forest Genetics and Tree Breeding, Coimbatore, G.O.(Rt.) No.4888/2023/GAD dated 27.10.2023		Selection Grade, Central Deputation Level 13
28	(Sri.) Patil Suyog Subhash Rao, (ശ്രീ.) പാട്ടിൽ സുയോഗ് സുബാഷ് റാവു, RR, 2012, jalgaon, Maharashtra, 23/10/1984		03/09/2012, 03/09/2014, 737033	Regional Deputy Director, WCCB, Bhopal, GO(Rt)No.5025/2024/GAD dt 13/11/2024	Office of Regional Deputy Director, Central Region, Wilde Life Crime Control Bureau, Narmada Bhavan, C-Wing , 2nd Floor, 59, Area Hills, Bhopal, Madhya Pradesh.462011	Selection Grade, Central Deputation Level 13
29	(Sri.) Samuel Vanlalngheta Pachuau, (ശ്രീ.) സാമുവവൽവലാൻഗട്ട പച്ചാവു, RR, 2013, Aizawl, Mizoram, 16/04/1987		02/09/2013, 02/09/2015, 755999	Deputy Secretary, National Health Authority, G.O.(Rt.) No.5343/2022/GAD dated 04.12.2024	National Health Authority, New Delhi	Junior Administrative Grade, Central Deputation Level 12
30	(Sri.) Warkad Yogesh Nilkanth, (ശ്രീ.) വർക്കാട് യോഗേഷ് നീൽകാന്ത്, RR, 2013, Aurangabad (Maharashtra, 01/05/1984		02/09/2013, 02/09/2015, 756875	Regional Deputy Director, Wildlife Crime Control Bureau, Mumbai, G.O.(Rt.) No. 3772/2020/GAD dated 07.12.2020	Office of Regional Deputy Director, Wildlif Crime Control Bureau, Sector 10, CBD Belapur, Navi Mumbai, Maharashtra Pin Code :I 400614	JAG, Central Deputation Level 12
31	(Sri.) K.N.Syam Mohan Lal, (ശ്രീ.) കെ.എൻ.ശ്യാം മോഹൻലാൽ, SFS, 2013, TVPM, 31/05/1967		27/02/2020, ///, 153601	Deputy Conservator of Forests full charge of the post of Conservator of Forests (Wildlife) looking after ABP Circle, G.O.(Rt.) No.2704/2024/GAD dated 18.06.2024	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram. 695014	JAG, Cadre Level 12
32	(Sri.) P.K.Jayakumar Sharma, (ശ്രീ.) പി.കെ.ജയകുമാർ ശർമ്മ, SFS, 2013, TVPM, 31/05/1966		27/02/2020, ///, 160238	Deputy Conservator of Forests (Working Plan) South, Kollam with full additional charge of Conservator of Forests (Social Forestry), Kollam, G.O.(Rt.) No.2497/2025/GAD dated 09.06.2025	Working Plan Officer, Vanasree, Kollam	JAG, Cadre Level 12

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33	(Sri.) Kannan M.V.G., (ശ്രീ) കണ്ണൻ എം.വി.ജി., RR, 2015, Madurai, Tamil Nadu, 16/09/1987		18/08/2015, 28/12/2017, 805529	Deputy Conservator of Forests in full charge of Conservator of Forests & TA to Principal Chief Conservator of Forests (Forest Management) + Deputy Conservator of Forests (Eco-Development & Tribal Welfare), G.O.(Rt.) NO. 1234/2025/GAD dated	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram. 695014	JAG , Cadre Level 12
34	(Sri.) Kurra Srinivas, (ശ്രീ)കുറു ശ്രീനിവാസ്, RR, 2015, Balnepally, Nalgonda district, Telangana. 508207, 18/06/1989		18/08/2015, 28/12/2017, 803226	Deputy Conservator of Forests in full charge of Conservator of Forests & TA to Principal Chief Conservator of Forests (Wildlife) & Chief Wildlife Warden, G.O.(Rt.) NO. 1234/2025/GAD dated 20.03.2025	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram. 695014	JAG , Cadre Level 12
35	(Sri.) S. Vysak , (ശ്രീ.)എസ് വൈശാഖ് , RR, 2015, Thrissur, Kerala, 02/02/1989		18/08/2015, 28/12/2017, 803758	Divisional Forest Officer, Kannur, G.O.(Rt.) No. 311/2024/GAD dated 22.01.2024	Divisional Forest Office, Kannotheumchal Kannur, Kerala 670012	JAG , Cadre Level 12
36	(Sri.) Ramesh Bishnoi, (ശ്രീ) രമേഷ് ബൈഷ്ണോയി, RR, 2016, Jodhpur, Rajasthan, 07/05/1990		29/08/2016, 29/08/2018, 833791	Deputy Conservator of Forests at ICFRE-Arid Forest Research Institute, Jodhpur, G.O.(Rt.) NO. 5576/2024/GAD dated 17.12.2024	Deputy Conservator of Forests at ICFRE-Arid Forest Research Institute, Jodhpur	JAG, Central Deputation Cadre Level 12
37	(Sri.) Sambuddha Majumder, (ശ്രീ)സംബുദ്ധാ മജുമാർ, RR, 2016, Kolkata, West Bengal, 13/10/1988		29/08/2016, 29/08/2018, 833234	DCF at ICFRE, Forest Research Institute, Dehradun, G.O.(Rt.) NO. 2653/2023/GAD dated 15.06.2023	DCF, RS&FE, Forest Research Institute, Dehradun, Uttarakhand	JAG, Central Deputation Level 12
38	(Sri.) S. Vinod, (ശ്രീ)എസ്.വിനോദ്, SFS, 2016, Thiruvananthapuram, 17/05/1971		30/09/2021, ///, 153650	Deputy Conservator of Forests (Development), G.O.(Rt.) No.2704/2024/GAD dated 18.06.2024	Forest Head Quarters, Vazhuthacaud, Tvpm	JAG, Cadre Level 11
39	(Sri.) A. Shanavas, (ശ്രീ)എ.ഷാനവാസ്, SFS, 2016, Thiruvananthapuram, 28/04/1971		30/09/2021, ///, 153712	Divisional Forest Officer, Thiruvananthapuram, G.O.(Rt.) No.1234/2025/GAD dated 20.03.2025	Divisional Forest Office, Forest Head Quarters, Vazhuthacaud, Thycaud P.O, Thiruvananthapuram-695014.	JAG, Cadre Level 12
40	(Sri.) Anil Antony, (ശ്രീ)അനിൽ ആന്റണി, SFS, 2016, Kollam, 31/05/1974		30/09/2021, ///, 153412	Divisional Forest Officer, Thenmala, G.O.(Rt.) No.1234/2025/GAD dated 20.03.2025	Divisional Forest Officer, Thenmala forest Division, Thenmala P.O., Kollam-691308	JAG, Cadre Level 11
41	(Sri.) S. Jayasankar, (ശ്രീ) എസ് ജയശങ്കർ, SFS, 2016, Thrissur, Kerala, 11 /04/1967		30/09/2021, ///, 162135	Director, SFTI, Walayar, G.O.(Rt.) No.2497/2025/GAD dated 09.06.2025	State Forest Training Institute, Walayar, Pudussery East, Kerala 678624	JAG, Cadre Level 12

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42	(Sri) Raju K Francis, (ശ്രീ) രാജു കെ ഫ്രാൻസിസ്, SFS, 2016, Cherthala, Alappuzha, 14/01/1972		30/09/2021, ///, 163757	Managing Director, Kerala Forest Development Corporation, Kottayam, G.O.(Rt.) No.2497/2025/GAD dated 09.06.2025	Kerala Forest Development Corporation Limited, Kottayam-686003	JAG, State Deputation Level 12
43	(Sri) N. Rajesh, (ശ്രീ) എൻ രാജേഷ്, SFS, 2016, Muvattupuzha, Kottayam, 11/05/1971		30/09/2021, ///, 161565	Divisional Forest Officer, Ranni, G.O.(Rt.) No.2497/2025/GAD dated 09.06.2025	Divisional Forest Office, Ranni, Kerala-689672	JAG, Cadre Level 12
44	(Sri.) Karthick.P, (ശ്രീ) കാർത്തിക് പി., RR, 2017, Erode, Tamil Nadu, 19/09/1991		18/12/2017, 18/12/2019, 861758	Divisional Forest Officer, Malayattoor, G.O.(Rt.) No.2801/2025/GAD dated 25.06.2025	Divisional Forest Officer, Malayattoor Division, Kodanand, Koovappady P.O., Ernakulam 683544	Senior Time Scale, Cadre Level 11
45	Sri. Ravi Kumar Meena, (ശ്രീ) രവി കുമാർ മീന, RR, 2017, Naneta Kheds, Rajasthan, 10/12/1989		18/12/2017, 18/12/2019, 862001	Divisional Forest Officer, Palakkad, G.O.(Rt.) NO. 2497/2025/GAD dated 09.06.2025	Palakkad Forest Division, Kallekulangara P.O., Railway Colony, Palakkad	Senior Time Scale, Cadre Level 11
46	(Sri.) Darshan Gattani, (ശ്രീ) ദർശൻ ഗട്ടാനി, RR, 2018, Udaipur, Rajasthan, 16/12/1988		27/08/2018, 26/08/2020, 891985	DCF ICFRE, Tropical Forest Research Institute, Jabalpur, G.O.(Rt.) No.1715/2023/GAD dated 11.04.2023	ICFRE-TFRI (Tropical Forest Research Institute), Jabalpur P.O., RFRC, Jabalpur, MP 482020	Senior Time Scale, Central Deputation Level 11
47	(Sri.) Aswin Kumar.T, (ശ്രീ) അശ്വിൻ കുമാർ ടി, RR, 2018, Dindigul, Tamilnadu, 24/07/1989		10/12/2018, 10/12/2020, 891694	Deputy Conservator of Forests (Forest Resources), G.O.(Rt.) No.311/2024/GAD dated 22.01.2024	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram. 695014	Senior Time Scale, Cadre Level 11
48	(Sri.) Varun Dalia, (ശ്രീ) വരൺ ഡാലി, RR, 2019, Jalandhar, Punjab, 08/10/1989		26/08/2019, 26/08/2021, 911860	Deputy Conservator of Forests & Wildlife Warden, Sultan Bathery, GO (Rt) No.2704/2024/GAD dated 18.06.2024	Wayanad Wildlife Division, Sulthan Bathery, Wayanad	Senior Time Scale, Cadre Level 11
49	(Sri.) Ayush kumar Kori, (ശ്രീ) ആയുഷ് കുമാർ കോറി, RR, 2019, Katni Madhya Pradesh, 11/12/1994		09/12/2019, 09/12/2021, 911900	Divisional Forest Officer, Konni, G.O.(Rt.) No.3237/2022/GAD dated 27.07.2022	Office of the Divisional Forest Officer, Konni Forest Division, Konni - 689 691.	Senior Time Scale, Cadre Level 11
50	(Sri.) Dinesh Kumar G, (ശ്രീ) ദിനേശ് കുമാർ ജി, RR, 2019, Kanchipuram, Tamil Nadu, 06/09/1989		09/12/2019, ///, 947737	Deputy Conservator of Forests (Administration), Thiruvananthapuram., G.O.(Rt) No.420/2023/GAD dated 28.01.2023+ G.O.(Rt) No. 2391/2023/GAD dated 29.05.2023	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram. 695014	Senior Time Scale, Cadre Level 11
51	(Sri.) M.Venkateswaran, (ശ്രീ) എം.വെങ്കിടേശ്വരൻ, RR, 2019, Omalur, Salem, Tamilnadu, 03/10/1992		26/08/2019, 26/08/2021, 958889	Divisional Forest Officer, Chalakkudy, G.O.(Rt) No.5080/2023/GAD dated 09.11.2023	Chalakkudy Forest Division, Chalakkudy P.O., Thrissur-680307	Senior Time Scale, Cadre Level 11

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52	(Sri.)K.J.Martin Lowel, (ശ്രീ.) കെ.ജെ. മാർട്ടിൻ ലോവൽ, SFS, 2020, Kundanoor, Maradu P.O. Ernakulam, 13/05/1970		28/08/2024, ///, 162643	Divisional Forest Officer, Thrissur, G.O.(Rt)No.2497/2025/GAD dated 09.06.2025	Thrissur Forest Division, Civil Station, Ayyanthole.P.O., Thrissur-68003	Senior Time Scale, Cadre Level 11
53	(Sri.)G.Harikrishnan Nair, (ശ്രീ.) ജി ഹരികൃഷ്ണൻ നായർ, SFS, 2020, Ooruttambalam, Maranallloor Thiruvananthapuram, 20/04/1970		28/08/2024, ///, 161578	Deputy Conservator of Forests & Wildlife Warden, Silent Valley, G.O.(Rt)No.2497/2025/GAD dated 09.06.2025	Wildlife Warden, Silent Valley Division, Mannarkkad.P.O., Palakkad-678582	Senior Time Scale, Cadre Level 11
54	(Sri.) P.Dhaneshkumar, (ശ്രീ.) പി.ധനേഷ്കുമാർ, SFS, 2020, , 25/12/1972		28/08/2024, ///, 163776	Divisional Forest Officer, Nilambur (North), G.O.(Rt)No.2801/2025/GAD dated 25.06.2025	Nilabur (N) Forest Division, Nilambur P.O., Malappuram-679329	Senior Time Scale, Cadre Level 11
55	(Sri.) Joseph Thomas, (ശ്രീ.)ജോസഫ് തോമസ്, SFS, 2020, Chirayankandath(H), Babies Nagar, Eravimangalam, Thrissur, 29/11/1969		28/08/2024, ///, 162098	Deputy Conservator of Forests , Reasearch North , Thrissur, G.O.(Rt)No.2497/2025/GAD dated 09.06.2025	Research North, Palace Road, Chembukavu P.O., Thrissur.680020	Senior Time Scale, Cadre Level 11
56	(Sri.) Nitish Kumar, (ശ്രീ.) നിതിഷ് കുമാർ, RR, 2021, Patna Bihar, 14/04/1995		05/12/2021, 05/12/2023, 961382	Deputy Director, Parambikulam Tiger Reserve, G.O.(Rt)No.2497/2025/GAD dt: 09.06.2025	Parambikulam Tiger reserve, Anappady, Thundakkadavu.P.O., Parambikulam, Pollachi, Palakkad-678661	Senior Time Scale, Cadre Level 11
57	(Sri.) Santhosh Kumar R, (ശ്രീ.) സന്തോഷ് കുമാർ ആർ, RR, 2021, Coimbatore, 05/12/1992		05/12/2021, 05/12/2023, 961378	Divisional Forest Officer, Wayanad (North), G.O.(Rt)No.2497/2025/GAD dt: 09.06.2025	Wayanad North Forest Division, Mananthavady P.O., Kerala.670645	Senior Time Scale, Cadre Level 11
58	(Sri.) Sooraj Ben K.R.,, (ശ്രീ.) സുരജ് ബെൻ കെ.ആർ, RR, 2021, Muvattupuzha, Kottayam, 28/09/1993		05/12/2021, 07/12/2023, 961233	Divisional Forest Officer, Kothamangalam, G.O.(Rt)No2497/2025/GAD dt:09.06.2025	Kothamangalam Forest Division, Kothamangalam P.O., Ernakulam	Senior Time Scale, Cadre Level 11
59	(Sri.) Praful Agrawal, (ശ്രീ.) പ്രഫുൽ അഗ്രവാൾ, RR, 2021, Mathura , Uttar Pradesh, 25/07/1996		25/03/2022, ///, 961513	Divisional Forest Officer, Kottayam, G.O.(Rt)No2497/2025/GAD dt:09.06.2025	Kottayam Forest Division, Civil Station P.O., Kottayam 686002	Senior Time Scale, Cadre Level 11
60	(Sri.) P.U.Saju, (ശ്രീ.)പി.യു.സാജു, SFS, 2021, Udumbanchola , Idukki, Kerala , 28/05/1970		28/08/2024, ///, 163712	Deputy Director, Periyar Tiger Reserve (East), Thekkady., G.O.(Rt)No.2497/2025/GAD dated 09.06.2025	Periyar Tiger Reserve, East Division, Thekkady P.O.	Senior Time Scale, Cadre Level 11
61	(Sri.) Viju Varghese, (ശ്രീ.)വിജു വർഗീസ്, SFS, 2021, Eastfort, Thrissur, 11/10/1970		28/08/2024, ///, 162581	Deputy Conservator of Forests (Research) South, G.O.(Rt)No.5005/2024/GAD dated 12.11.2024		Senior Time Scale, Cadre Level 11

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62	(Sri.) R.Sujit, (ശ്രീ).ആർ സുജിത്, SFS, 2021, Thycadu, Thiruvananthapuram, 30/03/1969		28/08/2024, ///, 153591	Deputy Conservator of Forests, Research South, Thiruvananthapuram +Director, Eco Tourism, G.O.(Rt)No.2497/2025/GAD dated 09.06.2025	Deputy Conservator of Forests, Research South, P.T.P. Nagar, Vattiyoorkavu, Thiruvananthapuram. 13	Senior Time Scale, Cadre Level 11
63	(Sri.) Saju Varghese, (ശ്രീ) സജു വർഗീസ്, SFS, 2021, Pala Vallichira, Kottayam, 25/05/1971		28/08/2024, ///, 160313	Divisional Forest Officer, Munnar, G.O.(Rt)No.2497/2025/GAD dated 09.06.2025	Munnar Forest Division, Munnar, Devikulam P.O., Idukki-685613	Senior Time Scale, Cadre Level 11
64	(Sri.) P.K.Assif, (ശ്രീ)(പി.കെ.)ആസിഫ്, SFS, 2021, Kozhikkode, 31.05.1966		20/02/2025, ///, 163068	Deputy Conservator of Forests (Working Plan), North, G.O.(Rt)No.2801/2025/GAD Dated 25.06.2025	Working Plan Officer, Kozhikkode Working Plan, Arakkinar , Mathottam, Kozhikkode	Senior Time Scale, Cadre Level 11
65	(Sri.) Y.M.Shajikumar, (ശ്രീ)(ഐ.എം.) ഷാജികുമാർ, SFS, 2021, Thiruvananthapuram, 31.05.1967		20/02/2025, ///, 154273	Divisional Forest Officer, Punalur+ Managing Director, Rehabilitation Plantation Limited, Punalur, G.O.(Rt)No.1234/2025/GAD Dated 20.03.2025	Divisional Forest Officer, Punalur forest Division, Punalur.P.O., Kollam-691305	Senior Time Scale, Cadre Level 11
66	(Sri.) V. Sajikumar, (ശ്രീ)വി.സജികുമാർ, SFS, 2021, Kozhikode, 16.03.1967		20/02/2025, ///, 162294	Deputy Conservator of Forests (Protection), G.O.(Rt)No.1234/2025/GAD Dated 20.03.2025	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram. 695014	Senior Time Scale, Cadre Level 11
67	(Sri.) K.S.Justin Stanley, (ശ്രീ). കെ.എസ്.ജസ്റ്റിൻ സ്റ്റാൻലി, SFS, 2022, Kallayam, Thiruvananthapuram, 25/04/1972		28/08/2024, ///, 348716	Deputy Conservator of Forests (Wildlife), G.O.(Rt)No.5005/2024/GAD dated 12.11.2024	Divisional Forest Office, Forest Head Quarters, Thiruvananthapuram	Senior Time Scale, Cadre Level 11
68	(Sri.) K.K.Sunilkumar, (ശ്രീ).കെ.കെ.സുനിൽകുമാർ, SFS, 2022, B3-Queens Grade, Karapparamba, Kozhikode, 21/03/1971		28/08/2024, ///, 161833	Deputy Conservator of Forests Research North, G.O.(Rt)No.5005/2024/GAD dated 12.11.2024	Dy. Conservator of Forests, Research North, Palance Road, Chembukavu.P.O, Thrissur-68002	Senior Time Scale, Cadre Level 11
69	(Sri.) R Vinayan, (ശ്രീ).ആർ വിനയൻ, SFS, 2022, , 28/08/1968		28/08/2024, ///, 153733	Deputy Conservator of Forests (HRD)+ Director, SFTI, Aripa, G.O.(Rt)No.5005/2024/GAD dated 12.11.2024	Divisional Forest Office, Forest Head Quarters, Thiruvananthapuram	Senior Time Scale, Cadre Level 11
70	(Sri.) B.N.Nagaraj, (ശ്രീ).ബി.എൻ. നാഗരാജ്, SFS, 2022, Attingal , 06/05/1967		20/02/2025, ///, 153941	Director, Thrissur Zoological Park, G.O.(Rt)No.1234/2025/GAD Dated 20.03.2025	Director, Thrissur Zoological Park, Puthura, Kurisumoola, Puthur P.O., Thrissur-680014	Senior Time Scale, Ex-Cadre, Level 11
71	(Sri.) Abhay Yadav , (ശ്രീ) അഭയ് യാദവ്, RR, 2022, Akbarpur, Kanpur Dehat, 06/03/1990		29/08/2022, ///, 984774	Additional Deputy Conservator of Forests, O/o, Divisional Forest Officer, Malayatoor, G.O.(Rt)No.4106/2024/GAD dt: 10/09/2024	Office of Divisional Forest Officer, Malayattur Divisional Forest Office, Kodanad	Junior Scale, Cadre Level 10

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72	(Sri.) Arulselvan K, (ശ്രീ.) അരുൾസെൽവൻ കെ, RR, 2022, Erode, Tamil Nadu., 09/05/1992		12/12/2022, ///, 983628	Additional Deputy Conservator of Forests O/o Deputy Conservator of forest & Wildlife Warden, Sultan Bathery, G.O.(Rt)No.4106/2024/GAD dt: 10/09/2024	Office of Chief conservator of Forests, High Range Circle, Aranya Bhavan Complex, S.H.Mount P.O., Kottayam.686006	Junior Scale, Cadre Level 10
73	(Smt.) Devipriya Ajith, (ശ്രീമതി) ദേവിപ്രിയ അജിത്ത്, RR, 2022, Muthukulam North Alappuzha, 26/01/1993		12/12/2022, ///, 984214	Additional Deputy Conservator of Forests O/o Divisional Forest Officer, Kottayam Division, G.O.(Rt)No.4106/2024/GAD dt: 10/09/2024	Office of Chief Conservator of Forest, Eastern Circle, Aranya Bhavan, Olavakkode P.O., Palakkad 687002	Junior Scale, Cadre Level 10
74	Sri.Midhunmohan S. B., (ശ്രീ) മിഥുൻമോഹൻ എസ്.ബി., RR, 2023, Kozhikkode, 23/06/1994		15/11/2023, ///, 998739	Under Training at IGNFA, Dehradun		
75	Smt.Vaishali R., (ശ്രീമതി) വൈശാലി, RR, 2023, Coimbatore, Tamil Nadu, 19/10/1995		15/11/2023, ///, 1002022	Under Training at IGNFA, Dehradun,		
76	Smt. Indhu Vijayan* , (ശ്രീമതി.) ഇന്ദു വിജയൻ, RR, AGMUT:2010, Chalakkudy, 03/03/1977		30/08/2010, 30/08/2012, 866919	Conservator of Forests (Social Forestry), Ernakulam, G.O.(Rt.) No. 4744/2024/GAD dated 26.10.2024	Conservator of Forests, Social Forestry Complex, Manimala Road, Edappally, Ernakulam 682 024	CF, Inter cadre deputation to Kerala Cadre, Cadre Level 13 A
77	Smt.Neethu Lakshmi.M*, (ശ്രീമതി.) നീതു ലക്ഷ്മി.എം, RR, UTT:2010, , 26/04/1985		30/08/2010, 30/08/2012, 904092	Conservator of Forests (Inspection & Evaluation), Southern Region, Kottayam, G.O.(Rt.) No. 4743/2024/GAD dated 26.10.2024	Conservator of Forests (Inspection @Evaluation) Aranya Bhavan, Complex, S.H.Mount P.O., Kottayam 686006	CF,Inter cadre deputation to Kerala Cadre, Cadre Level 13 A
	* inter-cadre deputation					

INDIAN FOREST SERVICE (KERALA CADRE)		
Officers who are due to Retire from 1-1-2025 to 31-12-2025		
<u>Sl.No.</u>	Name of Officer	Date of Retirement
1	(Sri.) Ganga Singh	30.04.2025
2	(Sri.) A.P.Sunil Babu	30.04.2025
3	(Sri.) K.I.Pradeepkumar	31.05.2025
4	(Sri.) Doney G.Varghese	31.05.2025
PS:		
Any comments/complaints/suggestions, Please send mail to :		
gadaisbkerala@gmail.com		
The contents of this list should not be deemed to convey sanction or authority in the matter of any seniority, Pay and allowances		

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 :

[LTC CIRCULAR](#)

Place :

Date :

Signature

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

- | | | | |
|----|---|---|--|
| 1 | Name of the applicant | : | |
| 2 | Post held | : | |
| 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. 95/2018/GAD dated 07.05.2018 | : | CEA / Hostel Subsidy / CEA for differently abled child
(Strike off non- applicable items) |
| 5 | 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) | : | |
| 6 | 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 :
Date :

Signature of the Officer

CHECKLIST FOR CLEARANCE IN RESPECT OF AIS OFFICERS VISITING ABROAD

- | | | |
|----|--|---|
| 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 invitation / admission | |
| | (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 etc.) | : |
| | (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 foreing travel, if any undertaken during the last four years (as under item No. 6)

Name

:

Designation

:

Date

:

Gos & Circulars



GOVERNMENT OF KERALA

No:215/Sp|A2/2018-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)

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

Digitally signed by B. S. S. S. S.

Digitally signed by SUMOD P T

Date: 2018.06.01 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.gadspais.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).
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 read 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.gadspais.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

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

“Affix Passport size
colour Photo
only for New ID
Card application”

Name of the Applicant [in Block Letters]	:	
Date of Birth	:	
Date of Retirement	:	
Proof of Identity: (enclose self attested copy 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 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.

[For Office Use Only]

Ref No.

Date:

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

Signature
Name & Designation

10123

18/8/18



GOVERNMENT OF KERALA

Abstract

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

GENERAL ADMINISTRATION (SPECIAL C) DEPARTMENT

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

Dated, Thiruvananthapuram, 07.05.2018.

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 3rd 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 4th 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 1st 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, 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.(F) No.E. 747018/Exp.A2/102/2018-Pin
dated 24.03.2018).

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

The Web and New Media Division, ISPRD

(for uploading in 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
2812120



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 1st 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 2nd 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 3rd 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 3rd 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 12th class whichever is earlier. There shall be no minimum age.

(n) Reimbursement of CEA/Hostel subsidy can be claimed from nursery to 12th 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 12th 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 10th standard and CEA / Hostel Subsidy has not been granted in respect of the child for studying in 11th & 12th 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 2nd 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.gadspais.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

Do not copy
Date 26.05.2018
Reason Applied

Section Officer

**GOVERNMENT OF KERALA****Abstract**

**AIS - CHILDREN EDUCATION ALLOWANCE SCHEME AND
HOSTEL SUBSIDY - AMOUNT ENHANCED WITH EFFECT
FROM 01.01.2024 - ORDERS ISSUED.**

GENERAL ADMINISTRATION (AIS-C) DEPARTMENT

G.O.(Rt)No.2445/2025/GAD Dated, Thiruvananthapuram, 05-06-2025

- 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. G.O.(Ms) No. 95/2018/GAD dated 07.05.2018.
5. Office Memorandum No. A-27012/02/2017-Estt.(AL) dated 17.07.2018 of the Department of Personnel & Training, Government of India.
6. G.O.(Rt) No. 689/2020/GAD dated 12.02.2020.
7. Office Memorandum No. A-27012/01/2023-Pers. Policy (Allowance) dated 14.03.2024 and 25.04.2024 of the Department of Personnel & Training, Government of India.

ORDER

The detailed instructions issued by the Department of Personnel & Training, Government of India vide Office Memorandum read as 5th paper above were adopted by the Government vide Government Order read as 6th paper above for the reimbursement of Children Education Allowance (CEA)/ Hostel Subsidy in respect of All India Service officers. As per Para 2(e) of the Government of India Office Memorandum read as 5th paper above, the limits of Children Education Allowance (CEA) and Hostel Subsidy would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%. Consequent upon the enhancement of Dearness Allowance payable to All India Service

Officers and Central Government employees at 50% with effect from 1st January, 2024, the Government of India has revised the limits for CEA and Hostel Subsidy vide Office Memorandum dated 25.04.2024 read as 7th paper above.

2. In accordance with the detailed instructions issued as per the Office Memorandum read as 7th paper above, the Government hereby revise the ceiling for the reimbursement of Children Education Allowance/ Hostel Subsidy in respect of AIS officers, subject to other conditions mentioned in the Government Order read as 6th paper above, as detailed below;

- a. The amount for reimbursement of Children Education Allowance shall be ₹.2812.5/- per month (fixed) and Hostel Subsidy shall be ₹.8437.5/- per month (fixed) irrespective of actual expenses incurred by the Officer.
- b. The reimbursement of Children Education Allowance for Divyang children of Government employees shall be payable at double the normal rates i.e. ₹. 5625/- per month (fixed), irrespective of actual expenses incurred by the Officer.
- c. These revisions are applicable with effect from 01st January, 2024.

3. Further, in pursuance of the decisions taken by the Government of India for the implementation of New Education Policy (NEP) 2020, the Government are pleased to adopt the instructions contained in the Office Memorandum dated 14.03.2024 read as 7th paper above and to modify Para 3(n) of the Government Order read as 6th paper above, as detailed below;

- i. The CEA and Hostel Subsidy is admissible in respect of children studying from three classes before class one to 12th standard (irrespective of nomenclature of class) and also for the initial two years of a diploma/ certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10th standard and the Officer has not been granted CEA/ Hostel Subsidy in respect of the child for studies in 11th and 12th standards.
- ii. A one-time relaxation is granted for reimbursement of CEA/ Hostel Subsidy to those Officers whose children have to repeat one additional class due to implementation of New Education Policy 2020.

iii. These modifications shall come into effect from the academic year 2023-24 onwards.

4. The Government Order read as 6th paper above stands modified to the above extent.

(By order of the Governor)
RAJESH G R
ADDITIONAL SECRETARY

To:

1. All the AIS Officers.
2. The Director General of Police-cum-State Police Chief, Kerala, Police Headquarters, Thiruvananthapuram.
3. The Principal Chief Conservator of Forests & Head of Forest Force, Kerala, Forest Headquarters, Thiruvananthapuram.
4. The Accountant General (Audit I), Kerala, Thiruvananthapuram.
5. The Accountant General (A&E), Kerala, Thiruvananthapuram (This issues with the concurrence of Finance Department).
6. The Secretary to the Government of India, Department of Personnel & Training, North Block, New Delhi - 110001.
7. The Secretary to the Government of India, Ministry of Home Affairs, North Block, New Delhi - 110001.
8. The Secretary to the Government of India, Ministry of Environment, Forest & Climate Change, 6th Floor, Prithvi Wing, Indira Paryavaran Bhavan, Jor Bagh Road, New Delhi - 110003.
9. The Director of Treasuries, Thiruvananthapuram.
10. The Finance Department (vide U.O.(R) No. E:3029421/ EXP-A2/35/2025-FIN dated 20.04.2025).
11. The General Administration (SC/ AIS-A/ AIS-B/ Accounts-A/ Accounts-J/ e-Administration) Department.
12. The Information & Public Relations (Web & New Media) Department.
13. Stock File/ Office Copy (File No.AIS-C2/125/2024-GAD).

Forwarded /By order

Signed by
Anil Kumar K S
Date: 05-06-2025 16:37:25

Section Officer

Copy to:

1. The Chief Principal Secretary to Chief Minister.
2. The Private Secretary to Chief Minister.
3. The Officer on Special Duty, Office of the Chief Secretary.
4. The PA to Additional Chief Secretary, Finance Department.
5. The PA to Secretary, General Administration Department.
6. The PA/ CA to Additional Secretary-I/ Additional Secretary-II, General Administration (AIS) Department.
7. The disposal leading to G.O.(Rt) No.689/2020/GAD dated 12.02.2020.

MOST IMMEDIATE

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

New Delhi, the 5th 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 23rd September, 1972 regulating ex-India leave.
- B. No.11019/13/93-AIS-III dated 14th January, 1994 regulating leave in conjunction with duty abroad.
- C. No.11020/15/1997-AIS-III dated 14th December, 1998 regulating ex-India extraordinary leave on personal grounds.
- D. No.11019/6/2001-AIS-III dated 7th March, 2003, 4th August, 2003 and 10th 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).

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 21st 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 4th 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 21st 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

തീരുവനന്തപുരം,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 നിയന്ത്രണാധികാരികളാണെന്നും, 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 അവിഭേന്യാ 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
ഡയറക്ടർ ഓഫീസ്
Date: 14-08-2023 11:20:16