

Rules of Business of Government of Kerala
PART II
FIRST SCHEDULE
(See Rule 4)

List of Departments

1. Agriculture Department
2. Ayush Department¹
3. Backward Classes² Development Department³
4. Coastal Shipping and Inland Navigation Department
5. Consumer Affairs Department⁴
6. Co-operation Department
7. Cultural Affairs Department
8. Election Department
9. Electronics and Information Technology Department⁵
10. Environment Department
11. Finance Department
12. Fisheries and Ports Department
13. Food and Civil supplies Department⁶
14. Forest and Wildlife Department
15. General Administration Department
16. General Education Department
17. Health and Family Welfare Department
18. Higher Education Department
19. Home Department
20. Housing Department
21. Industries Department
22. Labour and Skills Department⁷
23. Law Department
24. Local Self Government Department
25. Minority Welfare Department⁸
26. Non-Resident Keralites Affairs Department
27. Parliamentary Affairs Department
28. Personnel and Administrative Reforms Department
29. Planning and Economic Affairs Department
30. Power Department
31. Public Works Department⁹
32. Revenue Department
33. Sainik Welfare Department¹⁰
34. Scheduled Castes and Scheduled Tribes Development Department
35. Science and Technology Department
36. Social Justice Department¹

¹ G. O. (Ms.) No. 259/2015/GAD Dated 12.10.2015 (S. R. O. No. 697/2015)

² G. O. (Ms.) No. 161/2016/GAD Dated 18.11.2016 (S. R. O. No. 717/2016)

³ G. O. (Ms.) No. 151/2012/GAD Dated 14.06.2012 (S. R. O. No. 455/2012)

⁴ G. O. (Ms.) No. 456/2007/GAD Dated 05.10.2007 (S. R. O. No. 831/2007)

⁵ G. O. (Ms.) No. 9/2016/GAD Dated 08.02.2016 (S. R. O. No. 126/2016)

⁶ G. O. (Ms.) No. 456/2007/GAD dated 05.10.2007 (S. R. O. No. 831/2007)

⁷ G. O. (Ms.) No. 219/2014/GAD Dated 08.08.2014 (S. R. O. No. 471/2014)

⁸ G. O. (Ms.) No. 314/2012/GAD Dated 12.11.2012 (S. R. O. No. 823/2012)

⁹ G. O. (Ms.) No. 342/2007/GAD dated 09.07.2007 (S. R. O. No. 612/2007)

¹⁰ G. O. (Ms.) No. 22/2018/GAD Dated 25.01.2018 (S. R. O. No. 53/2018)

37. Sports and Youth Affairs Department²
38. Stores Purchase Department
39. Taxes Department
40. Tourism Department
41. Transport Department
42. Vigilance Department
43. Water Resources Department
44. Woman and Child Development Department³

¹ G. O. (Ms.) No. 226/2013/GAD Dated 30.07.2013 (S. R. O. No. 597/2013)

² G. O. (Ms.) No. 188/2010/GAD Dated 12.05.2010 (S. R. O. No. 466/2010)

³ G. O. (Ms.) No. 288/2017/GAD Dated 31.08.2017 (S. R. O. No. 558/2017)

Distribution of Business among Departments of the Secretariat

I. AGRICULTURE DEPARTMENT

A. Agriculture Education and Research

1. All matters relating to the Agricultural University, agricultural research and education
2. Indian Council of Agricultural Research papers and papers on agricultural commodities
3. Agriculture farms including Seed Farms and Research Stations

B. Agriculture Directorate and Programmes

1. Administration of Agriculture Department¹
2. Agriculture crop husbandry and all schemes and programmes
3. Agricultural extension including T&V Scheme
4. Agriculture land development schemes, Punja Cultivation, administration of Land Development Act & Rules, Agriculture Loan Act and Rules etc.
5. Plantation crops–Schemes for their development – Commodity Boards
6. Implementation of Cardamom Act and Rules, registration of cardamom estates
7. Agricultural marketing including Regulated Markets
8. Farm Information Bureau
9. Administration–Kerala Land Utilisation Order
10. Development of biogas
11. Relief to cultivators affected by natural calamities
12. Project Planning and Monitoring Cell
13. Kerala Agricultural Development Project
14. Administration of Special Agricultural Development Units
15. Crop Insurance Scheme
16. Implementation of all measures for agricultural debt relief
17. Implementation of all measures for the conservation of the Kerala Paddy Land²

C. Public Enterprises and Commodities Boards

1. Plantation Corporation of Kerala Ltd.
2. Kerala State Warehousing Corporation
3. Oil palm India Ltd.
4. Agro Industries Corporation
5. Kerala Agro Machinery Corporation
6. Meat Products of India Ltd.
7. Coconut Development Corporation
8. Rubber Board
9. Cardamom Board
10. Coffee Board (except trade and export aspects)
11. Tea Board (except trade and export aspects)
12. Coconut Development Board
13. Kerala Land Development Corporation
14. State Farming Corporation

D. Animal Husbandry

1. Administration of Animal Husbandry Department
2. Veterinary College and Research Institute
3. Veterinary Research Council
4. Administration of Kerala Veterinary Practitioners Act

¹ G. O. (Ms.) No. 348/2013/GAD dated 04.12.2013 (S. R. O. No. 953/2013)

² G. O. (Ms.) No. 219/2010/GAD dated 18th June, 2010 (S. R. O. No. 592/2010)

5. Veterinary hospitals and dispensaries
6. Livestock, poultry, piggery development
7. Dry stock farms
8. Slaughter of cows
9. Society for Prevention of Cruelty to Animals (SPCA)
10. Indo Swiss Project

E. Dairy Development

1. Dairy Development Department
2. Fodder development
3. All programmes of milk production and distribution
4. Papers relating to Milk Supply Unions and Primary Co-operative Societies
5. Operation Flood Project
6. Kerala Livestock Development and Milk Marketing Board

F. Department of Soil Survey and Soil Conservation¹

1. Administration of Soil Survey and Soil Conservation Department
2. Generation of Soil Resource Information
3. Detailed soil survey and reconnaissance of soil survey
4. Soil analysis
5. Soil museum
6. Integrated survey on soil and land resources of Western Ghat region
7. Consultancy service on soil resources of Western Ghat region
8. Implementation and administration of watershed development programmes
9. Land slide protection programmes
10. Centrally sponsored schemes on soil and water conservation
11. Protection of catchment of reservoirs (Aruvikkara in Thiruvananthapuram district and Sasthamkotta in Kollam district) of drinking water supply schemes for reduction of siltation to the reservoirs
12. Check dam projects of Soil Survey and Soil Conservation Department
13. Soil and water conservation programmes in special packages
14. Training in watershed development programmes
15. Extension service in soil survey and soil conservation activities

II. AYUSH DEPARTMENT²

1. All matters relating to functioning of Ayurveda, Yoga, Naturopathy, Unani, Sidha and Homeopathy hospitals and service matters of their staff and all related subjects
2. State Ayush Health Society
3. All matters relating to educational institutions in Ayush under Government, private and aided including allotment of new institutions and all subjects including the service matters of their staff
4. Ayush Medical Board
5. All matters relating to Indian Systems of Medicine, Ayurveda Medical Education Department, Homeo Medical Education Department, Departments of Homeopathy, Drugs Controller (ASU&H), State Medicinal Plant Board, Oushadhi, Kerala Ayurvedic Studies and Research Society Kottakkal, HOMCO, Alappuzha, Ayurveda Panchakarma Society, Alappuzha Traditional Knowledge Innovation Kerala
6. Ayurveda drugs control–Inspection of Ayurvedic medicines, licensing, quality assurance and prosecution of offences in violation of Drugs and Cosmetics Act
7. All matters relating to traditional medicine

¹ G. O. (Ms.) No. 348/2013/GAD dated 04.12.2013 (S. R. O. No. 953/2013)

² G. O. (Ms.) No. 259/2015/GAD dated 12.10.2015 (S. R. O. No. 697/2015)

III. BACKWARD CLASSES DEVELOPMENT DEPARTMENT^{1 2}

A. Welfare of Backward Classes

1. The welfare of backward classes in general
2. Educational concessions under the Justice Kumara Pillai Commission Report
3. Reservation of seats for backward classes in educational institutions
4. Reservation of jobs for backward classes in public services and public sector undertakings
5. Papers on Mandal Commission Report, subsequent commissions and related items
6. Classification of communities as Backward Classes, identification of backward classes and identification of creamy layer among backward classes of the State
7. Papers relating to National Commission and State Commission on Backward Classes
8. All papers relating to:
 - (a) Legislative Committee on backward classes
 - (b) Kerala State Backward Classes Development Corporation
 - (c) Kerala State Development Corporation for Christian Converts from SC and the Recommended Communities Ltd.
 - (d) Kerala State Commission for Backward Classes
9. All papers relating to the issuance of Caste Certificate of Other Backward Classes and its disputes
10. Pre-examination coaching centres for backward classes
11. All papers relating to Christians converts
12. Caste status of progenies of inter-caste married couple involves Other Backward Classes
13. All papers relating to the Other Eligible Communities (OEC)
14. Establishment and budget papers of Backward Communities Development Departments

IV. COASTAL SHIPPING AND INLAND NAVIGATION DEPARTMENT

1. Inland water transport
2. Inland navigation (construction of water ways)
3. Kerala Shipping and Inland Navigation Corporation Ltd.
4. Development of coastal shipping and all related activities except implementation of Kerala Inland Vessels Rules 2010 and related matters³

V. CONSUMER AFFAIRS DEPARTMENT⁴

1. Consumer Protection Act and all matters related to consumer protection
2. State Consumer Disputes Redressal Commission
3. District Consumer Disputes Redressal Forums
4. Consumer Affairs Cell in the Commissionerate of Civil Supplies
5. Legal Metrology⁵

VI. CO-OPERATION DEPARTMENT

1. Administration of Co-operative Department
2. National Bank for Agriculture and Rural Development (NABARD)
3. Co-operative Consumer Movement
4. Co-operative banking system

¹ G. O. (Ms.) No. 151/2012/GAD dated 14.06.2012 (S. R. O. No. 455/2012)

² G. O. (Ms.) No. 161/2016/GAD Dated 18.11.2016 (S. R. O. No. 717/2016)

³ GO (MS) No. 400/2010/GAD

⁴ GO (Ms.) No. 456/2007/GAD dated 05.10.2007 (S. R. O. No. 831/2007)

⁵ G. O. (Ms.) No. 165/2016/GAD dated 02.12.2016 (S. R. O. No. 733/2016)

5. Co-operative development schemes including schemes sponsored by NABARD, National Co-operative Development Corporation and Ministry of Agriculture, Government of India
6. Co-operative marketing societies and federations including Rubber Marketing Federation
7. Co-operative Societies – other than Industrial Co-operatives, Fisherman Co-operatives, Dairy Co-operatives and Harijan Co-operatives
8. Multi-State Co-operatives
9. Co-operative Societies Act and Rules
10. Co-operative Training Centres
11. Co-operative Union
12. Harijan-Girijan Co-operative Federation
13. Housing Co-operatives
14. Housing loans to Urban Housing Societies and Rural Housing Societies
15. National Co-operative Development Corporation (Papers on agriculture and co-operation)
16. Co-operative Tribunal
17. Kerala State Co-operative Land Mortgage Bank, Primary Land Mortgage Banks and Urban Co-operative Banks
18. Scaling down liquidation of rural debts

VII. CULTURAL AFFAIRS DEPARTMENT

A. Archaeology and Zoo

1. Archaeology
2. Archives
3. Museums and zoos and art gallery

B. Art and Culture

1. Promotion of art and culture including papers relating to institutions like Kerala Kala Mandalam, Kerala Lalitha Kala Academy, Kerala Sahitya Academy, Kerala Sangeetha Nataka Academy, Vallathol Institute of Culture, Bharath Bhavan, Bal Bhavan and also grants and assistance to cultural organisations such as dance schools, drama clubs, music associations etc.
2. South Zone Cultural Centre
3. Cultural publications
4. Memorials of eminent men of letters
5. Assistance to cultural activities outside the State¹
6. Grants and financial assistance to men of arts and letters in indigent circumstances
7. State Institute of Languages
8. State Institute of Encyclopaedia Publications
9. Institute of Children's Literature
10. Kerala State Film Development Corporation
11. Organisation of cultural programmes
12. Film awards and drama awards
13. Subsidy to films
14. Malayalam Mission²

VIII. ELECTION DEPARTMENT

1. All matters relating to the Representation of Peoples Act and the Rules made thereunder
2. Arrangements for the conduct of general elections and bye-elections to the Parliament

¹ G. O. (Ms.) No. 194/2011/GAD dated 03.06.2011 (S. R. O. No. 341/2011)

² G. O. (Ms.) No. 288/2012/GAD dated 19.10.2012 (S. R. O. No. 752/2012)

3. Making arrangements for the general elections and bye-elections to the State Legislative Assembly
4. Matters relating to the election of the President of India
5. Making all arrangements for the maintenance of security and law and order at elections, ensuring the secrecy of elections and the observance of the prescribed code of conduct by the candidates, political leaders and political parties
6. The nomination of member to the State Legislature from the Anglo-Indian Community
7. All matters relating to the Election Establishment at the State, District and Taluk levels
8. The presentation and revision of electoral rolls (except the electoral rolls for the local bodies) including the appointment of Enumerators and Electoral Registration Officers, enumeration of electors, addition and deletion of voters and the printing of electoral rolls
9. The delimitation of constituencies for elections to the House of the People and the State Legislature, and the reservation of constituencies for Scheduled Castes and Scheduled Tribes
10. Arranging polling stations and counting stations for elections to the House of the People and the Legislative Assembly
11. The appointment of Returning Officers and Assistant Returning Officers for elections.
12. The appointment of Presiding Officers, Polling Officers, Polling Assistants, etc for the conduct of elections to the Parliament and the Legislative Assembly
13. The purchase, storage and distribution of ballot boxes and all other polling materials required for the conduct of elections to the Parliament and Legislature
14. The printing of ballot papers for the elections to the House of the People and the State Legislative Assembly
15. The hiring and construction of buildings for Ballot Box Depots and Election Offices attached to Taluk Offices
16. The printing and distribution of forms and covers required for election
17. The matters relating to the return of election expenses by candidates
18. The papers relating to election petitions
19. All matters relating to the disqualification of candidates
20. The publication of election statistics
21. The maintenance of election accounts, the preparation of budget for the election establishment and the conduct of elections, the statement of election expenditure etc.
22. Obtaining reimbursement of election expenditure from the Government of India
23. Attending to audit objections regarding elections
24. Handling all communications from the Election Commission of India including the republication of notification issued by the Election Commission
25. All general papers relating to elections and the electoral law

IX. ELECTRONICS AND INFORMATION TECHNOLOGY DEPARTMENT¹

1. Formulation of policies relating to information technology and their implementation
2. Co-ordination of Government initiatives in the information technology sector
3. Promotion and development of information technology in the State
4. Formulation of procurement policies of information technology related investments in Government and subordinate organisations
5. School for information technology
6. Implementation of projects in information technology
7. Development of information technology infrastructure, including State Information Infrastructure (SII)
8. Standardisation and accreditation of information technology training programmes.

¹ G. O. (Ms.) No. 9/2016/GAD Dated 08.02.2016 (S. R. O. No. 126/2016)

9. Approval of information technology based schemes and projects taken up by Government and subordinate organisations
10. Administrative Control of Technoparks, co-ordination, planning and monitoring of all information technology parks in the State including information technology parks set up by Kerala Industrial Infrastructure Development Corporation/Kerala State Industrial Development Corporation and any other infrastructure developmental agency as well as District Software Technology Parks
11. Business process re-engineering with Government
12. The work relating to the issue of Unique National Identity Number/Card
13. The Centre for Development of Imaging Technology (C- DIT)¹

X. ENVIRONMENT DEPARTMENT²

A. Environment

1. All matters relating to environment and allied matters dealt with by the nodal department
2. Administration of Biodiversity Act and Rules, Kerala State Biodiversity Board and allied matters
3. Administration of all Acts and Rules relating to environmental protection
4. Environment awareness, creation of eco-clubs and allied matters
5. Kerala State Pollution Control Board
6. Climate change and allied matters
7. River conservation programmes
8. Environmental awards
9. Environmental research and development
10. Environment information system
11. Kerala Coastal Zone Management Authority and allied matters

B. Advice and Opinion

The Environment Department shall be specially responsible for and charged with the following functions, namely:-

1. It shall be the nodal department in the State in all subjects related to or impinging on environment or climate.
2. It shall be responsible for and charged with the implementation of environment policy of the State, enforcement of the legislative, statutory and executive measures for protection and conservation of environment and climate of the State, except in the case of the subjects specifically allotted to any other departments as per Part II of these rules.
3. It shall be responsible for co-ordination of the activities of different Government departments, authorities, institutions and Local Governments in the State, relating to environment and climate.
4. It shall ensure the science and technology inputs are an essential part of Government's decision making process with regard to environmental issues concerning the State. It shall also ensure that the scientific research and development activities in the related areas and reports of scientific studies and technological innovations are put to effective implementation or actionable environment management schemes.
5. It shall be responsible for creating environmental awareness and providing environmental education among citizens especially students and members of the public through various public as well as non-Governmental organizations.
6. It shall facilitate issues of conservation of environment and primary environment care through the decentralized planning and development system of the Local Self

¹ G. O. (Ms.) No. 239/2017/GAD dated 24.07.2017 (S. R. O. No. 467/2017)

² G. O. (Ms.) No. 107/2017/GAD dated 18.03.2017 (S. R. O. No. 143/2017)

Government Institutions as an effective mechanism to ensure environmental protection at grass root level with popular participation.

C. Other matters

1. While taking action at Government level as per any statutory provision or Government orders in force or for issue of Government orders on any matter that is related to or likely to affect the environment or environmental components, or seeking clarification on laws relating to environment, the concerned Secretariat Department shall seek the remarks of the Environment Department on all such proposals/project reports and the Environment Department shall have representation in the committees being constituted by Government for overseeing, monitoring, reviewing or any other matter connected with such proposals / projects.
2. Copy of every report made or received by any Secretariat Department on matters pertaining to environment and with which the environment is concerned, shall be made available to the Environment Department if such reports are not directly furnished to that Department.

XI. FINANCE DEPARTMENT

A. Budget and General Financial matters

1. Preparation of State budget, Annual Financial Statements, Finance and Appropriation Bills
2. Ways and Means and State Balances
3. Consolidated Fund of the State
4. Contingency Fund
5. Public Debt
6. Classification of expenditure under budget head including opening of new Heads of Accounts
7. Re-appropriation and Supplementary Grants
8. Demands for Grants – Votes on Account and Excess Grants
9. New Service
10. Budget Manual
11. Central grants, loans and subsidies – General questions
12. Financial resources for Plan Schemes – Estimation of
13. Review of progress of revenue collection
14. Taxation and allied matters
15. Finance Commission Recommendations and federal financial integration
16. Execution of guarantees
17. Loans and Advances
18. Economy measures

B. Expenditure Control, Audit and Accounts

1. Control of expenditure, issue of financial sanctions not covered by delegated powers of conferred by Rules
2. Delegation of financial powers
3. Audit and Appropriation Accounts
4. Control of Accounts organisation under the Heads of Departments – Financial Assistants and Divisional Accountants
5. Commercial Accounts
6. Kerala Account Code, Financial Code and P. W. D. Account Code
7. Economy in expenditure
8. Plan Expenditure – Claiming Central Assistance
9. Inspection of stores and stock
10. Computerisation of Civil Accounts

11. Internal audit – Strengthening and monitoring of the existing system in the various departments

C. Pay and Service Rules

1. Kerala Service Rules including Travelling Allowance Rules
2. Pay Revision and Fixation
3. Pension and Gratuity
4. Provident Fund

D. Other matters

1. Famine Relief Fund
2. Government Investment
3. Currency, coinage and legal tender
4. Foreign exchange rates
5. Finance Inspection and C. T. E. Office
6. Kerala State Audit Department¹
7. National Savings
8. State Insurance Department
9. Kerala Financial Corporation
10. Treasuries Department and treasury transactions including correspondence with RBI/SBI/SBT, Treasury Code and P. D. Accounts
11. Aduthoon Pension

XII. FISHERIES AND PORTS DEPARTMENT

A. Fisheries

1. All matters relating to marine and inland fisheries including shell fish
2. Fish farms including fish seed farms
3. Distribution of fishing boats, nets, engines and other fishing implements
4. Fishermen Co-operative Societies including Kerala State Co-operative Federation for Fisheries Development
5. Fishermen's welfare including Kerala Fishermen's Welfare Fund
6. Administration Fisheries Department and institutions thereunder
7. Fishing harbours and landing centres
8. Housing schemes for fishermen
9. CSIR and ICAR institutions and programmes relating to fisheries
10. Backwater fisheries including lease of fisheries and assignment of stake nets and China nets
11. Administration of Kerala Marine Fisheries Regulation Act
12. Marine Products Export Development Authority
13. Coastal area development

B. Ports

1. Administration of Port Department including Hydrographic Survey Wing and institutions thereunder
2. Development of minor and intermediate ports including dredging
3. Administration of Harbour Engineering Department and institutions thereunder
4. Administration of Indian Ports Act
5. Cochin Port Trust
6. Implementation of the Kerala Inland Vessels Rules, 2010 and related matters ²

¹ G. O. (Ms.) No. 148/2015/GAD dated 30.05.2015 (S. R. O. No. 368/2015)

² G. O. (Ms.) No. 400/2010/GAD dated 14.12.2010 (S. R. O. No. 1158/2010)

XIII. FOOD AND CIVIL SUPPLIES DEPARTMENT¹

1. All matters relating to the Department of Civil Supplies
2. Matters relating to procurement of food grains, their storage and movement
3. Running of Fair Price Shops – Appointment of wholesale and retail dealers in grains – PCC Societies
4. Essential Commodities Act and Rules and licensing and control orders relating to food grains, sugar and kerosene
5. Licensing of rice mills
6. Price control, price stabilisation schemes and statutory rationing
7. Matters relating to restriction and movement of tapioca and food items
8. Textile control – Statutory control on production, distribution and price of popular varieties of cloth
9. State Food Advisory committees
10. Kerala State Civil Supplies Corporation
11. All papers relating to Food Corporation of India

XIV. FOREST AND WILD LIFE DEPARTMENT

A. Forest Protection and Administration

1. Administration of Forest Department
2. Forest protection – Matters relating to prevention of encroachment in forest area and illicit tree cutting, forest survey and demarcation, administration of Forest Act and Rules, management vested Forests, prosecution of Forest Offences, hillmen settlement etc.
3. Forest Conservation Act
4. Forest produce and forest revenue - Matters relating to forest contract and extraction of timber, management of forest plantation both commercial and timber species, administration of Kanni Elam Rules

B. Social Forestry and Environmental Improvement

1. Social forestry, tree-planting in degraded areas and wastelands and raising forest cover
2. Forestry schemes for environment improvement
3. Vanamahotsava
4. Environment issues relating to Forests and Wildlife²

C. Wild Life and Biosphere Reserves

1. Biosphere Reserves
2. Preservation of wild life
3. National Parks and Game Sanctuaries

XV. GENERAL ADMINISTRATION DEPARTMENT

A. Governor, Council of Ministers, High Court and Public Service Commission

1. Swearing-in of Governor and Ministers
2. Rules of Business of the Government of Kerala and Secretariat Instructions
3. Allocation of business among Ministers
4. Cabinet matters
5. Issue of Notifications regarding resignation of Ministers
6. Code of Conduct of Ministers
7. Notifications relating to appointment of Hon'ble Chief Justice and Judges of the High Court

¹ G. O. (Ms.) No. 456/2007/GAD dated 05.10.2007 (S. R. O. No. 831/2007)

² G. O. (Ms.) No. 491/2007/GAD dated 31.10.2007 (S. R. O. No. 913/2007).

8. Matters relating to the establishment of Raj Bhavan and Governor's household
9. Kerala Public Service Commission – Appointment of Chairman and Members and issue of amendments to regulations governing the conditions of service of the Chairman and Members of the Commission and all related matters
10. Pension scheme to the personal staff of Ministers, the Leader of the Opposition and the Government Chief Whip

B. All India Services

1. Personnel management, career development and administration of the Rules framed under A.I.S. Act
2. All establishment matters relating to members of All India Services

C. Secretariat Administration

1. Secretariat personnel – Appointments, posting and transfer of all categories of officers in the Administrative Secretariat and officers of and above the category of Under Secretary in the Law and Finance Departments
2. General matters relating to Secretariat administration, Secretariat accommodation, Secretariat accounts, Secretariat contingencies, Secretariat Central Library, Secretariat Records, Secretariat directory etc.
3. Modernising Government Programme Mission
4. Matters relating to formation of a corporation for the economically backward sections of forward communities and the matters connected with that corporation¹

D. Political²

1. Matters relating to national integration, national emergency, privileges to ex-rules, freedom fighters pension, Southern Zonal Council Meetings, memoranda and resolution of a general nature
2. National Flag Code of India
3. Emblem and Names Act

E. Protocol and Hospitality

1. Visits of VIPs and other important persons – Protocol and hospitality arrangements.
2. Warrant of Precedence
3. Ceremonials
4. Action on the death of high dignitaries
5. V. I. P. Security – General instructions

F. Minorities³

1. Linguistic minorities

G. Other matters

1. Arrangements for the conduct of the Union Public Service Commission and Staff Selection Commission examinations in Kerala
2. Civil and Military Awards, Padma Awards, Ashoka Chakra, Keerthi Chakra, Shaurya Chakra and Jeevan Raksha Padak
3. Cypher Bureau
4. Administration reports
5. Holidays for the State, special holidays and holidays under the Negotiable Instruments Act
6. Annual conference of Collectors and Heads of Departments
7. Exhibitions – General questions

¹ G. O. (Ms.) No. 98/2012/GAD dated 07.05.2012 (S. R. O No. 344/2012)

² G. O. (Ms.) No. 22/2018/GAD dated 25.01.2018 (S. R. O. No. 53/2018)

³ G. O. (Ms.) No. 314/2012/GAD dated 12.11.2012 (S. R. O. No. 823/2012)

8. Jawaharlal Nehru Memorial Fund
9. Travancore House and Kapurthala Plot in New Delhi
10. V. J. T. Hall

H. Information and Public Relations

1. Advertisement policy and issue of Government advertisements
2. Community Listening Scheme
3. Establishment papers relating to Public Relations Department and District Information Officers
4. Issue of press releases
5. Organisation and control of Radio Rural Forums
6. Organisation of and participation in exhibitions
7. Participation in Republic Day celebrations at New Delhi
8. Press and Registration of Books Act
9. Production and distribution of pamphlets and other publicity materials
10. Publication of monthly journal 'Janapatham'
11. Publication and photographic coverage
12. Running of Information Centre at State Capital and supply of general information to public
13. Scrutiny of newspapers and periodicals

I. Chief Minister's Public Grievance Redressal Cell

1. All matters relating to the speedy and effective settlement of grievances / petitions received by Chief Minister from various sources, through proper monitoring

XVI. GENERAL EDUCATION DEPARTMENT

A. School Education

1. All matters relating to establishment of schools (secondary and primary) appointment of teaching and non-teaching staff and all other matters under Kerala Education Act and Rules
2. Education policy, plans and programmes, preparation of curriculum and syllabus, preparation and printing of text books and manufacture and supply of note books for schools, promotion of basic education, audio-visual education, vocational education etc.
3. Matters relating to pre-primary education, children's education and literature
4. Establishment of Special Schools, Sainik School, Central Schools, Navodhaya Schools and also education of the handicapped
5. Teachers' education, teachers' welfare, national and state awards for teachers.
6. Fee concession and scholarships in schools
7. Office of the Commissioner for Government Examination and public examinations conducted by him
8. Commissionerate of Educational Development and Research and the State Institute of Education
9. Adult education
10. Mid-day Meals Programme
11. General Education Department (DPI and his subordinate staff)
12. Department of Vocational Higher Secondary Education
13. Matters relating to work oriented education, Hindi education, Sanskrit education, physical education in schools, non-formal education and women's education
14. Scouts and Guides
15. School sports, games and youth festivals
16. Educational endowments relating to schools

XVII. HEALTH AND FAMILY WELFARE DEPARTMENT

A. Medical Education

1. All matters relating to Medical Colleges including setting up new colleges, sanctioning of new courses of studies, admission to the colleges, their staff, equipment and all facilities under Allopathy Medicines¹
2. All matters relating to Dental Colleges, Nursing Colleges and Schools including Public Health Nursing Schools
3. Department of Medical Education

B. Health Care, Health Education, Public Health and Family Welfare

1. Matters relating to public health, health education and preventive medicine.
2. Administration of Family Welfare Programme and Maternity and Child Welfare Programmes
3. Family Welfare Training Centre
4. Matters relating to the hospitals and dispensaries, Primary Health Centres, Sub Centres and Community Health Centres in Allopathy Medicines²
5. Training of midwives and nurses
6. Health Supervisor's Schools and Health Workers' Schools
7. Matters relating to Medical Council, Dental Council, Nurses and Midwives Council, Pharmacy Council, Medical Registration and Medical Practitioners Act, Registration of Pharmacists, Registration of Nurses and Midwives
8. Medical Boards
9. Kerala Government Servants' Medical Benefit Rules and Government Medical Institution Admission and Levy of Fee Rules
10. Programmes relating to control of blindness and control of infectious disease including control of T. B. Leprosy, Malaria, Filariasis etc. and control of epidemics
11. Leprosy Sanatorium, T. B. Hospitals, District T. B. Centres and Clinics
12. Public Health Act, Food Adulteration Act and matters relating to Public Health Laboratory, Regional Laboratories and Government Analyst Laboratory
13. Department of Health Services, Health Transport Organisation and Department of Drugs Control³
14. All matters relating to Drugs Control – Licensing, inspection, prevention of adulteration and prosecution of offences
15. Drugs and Cosmetics Acts and Rules
16. Financial assistance from Health Minister's Welfare Fund
17. Central Grant-in-aid to Private Medical and Public Health Institutions
18. State Grant-in-aid to Medical Institutions

C. Other Matters

1. India Population Project
2. Kerala Health Research and Welfare Society
3. Regional Cancer Centre Society and Cancer Detection Centres
4. Malabar Cancer Centre Society⁴
5. School Health Programme
6. Water Appellate Authority
7. World Health Organisation
8. Poisons Act
9. Burial Grounds
10. Anatomy Act and Rules

¹ G. O. (Ms.) No. 259/2015/GAD dated 12.10.2015 (S. R. O. No. 697/2015)

² G. O. (Ms.) No. 259/2015/GAD dated 12.10.2015 (S. R. O. No. 697/2015)

³ G. O. (Ms.) No. 259/2015/GAD dated 12.10.2015 (S. R. O. No. 697/2015)

⁴ G. O. (Ms.) No. 255/2008/GAD dated 28.7.2008 (S. R. O. No. 802/2008)

11. Herbariums
12. Mental Health Act

XVIII. HIGHER EDUCATION DEPARTMENT

A. Colleges and Universities

1. All matters relating to universities other than Agricultural University
2. Department of Collegiate Education
3. Department of Technical Education
4. Institute of Human Resources Development in Electronics
5. Matters relating to arts and science colleges, engineering colleges, law colleges, Sanskrit colleges, music academies and colleges, physical education colleges, training colleges and College of Fine Arts
6. Service matters of private college staff
7. Hostels attached to colleges and technical institutions
8. National Cadet Corps
9. Education Commission
10. Printing and Stationery Department
11. Government Presses
12. Kerala Books and Publication Society, Trikkakara
13. National Service Scheme
14. National Education Policy relating to higher education
15. Pre-degree education

B. Other Matters

1. Grants to educational institutions outside the State
2. Commercial institutes
3. Junior Technical Schools, polytechnics and institutes of technology like Institute of Printing Technology
4. Public Library, Grandhasala Sanghom, Local Library Authority and Library Development in general
5. Institute of Fine Arts, Trichur and Ravi Varma Institute of Fine Arts, Mavelikkara
6. Grant-in-aid to colleges and polytechnics
7. Grants to sports organisations of colleges and polytechnics
8. Pre-vocational Training Centres
9. Scholarships including Loan Scholarships and grant-in-aid for publications of scientific literature
10. Educational endowments relating to colleges, fee concession and Government of India assistance to Voluntary Educational Institutions
11. Science and Technology Museum
12. Lal Bahadur Shastri Engineering and Consultancy Centre
13. Planetarium
14. Administrative control of the Kerala Council for Historical Research¹

XIX. HOME DEPARTMENT

A. Law and Order

1. Police including welfare of police personnel
2. Matters connected with Central Police Organisation and Para Military Forces of the Union except welfare measures²
3. Administration of law and order
4. Crime investigation and prosecution including appeals, revision and withdrawal of prosecution

¹ G. O. (Ms.) No. 194/2011/GAD dated 03.06.2011 (S. R. O. No. 341/2011)

² G. O. (Ms.) No. 22/2018/GAD Dated 25.01.2018 (S. R. O. No. 53/2018)

5. Director of Prosecution, Assistant Public Prosecutors and Special Public Prosecutors
6. V. I. P. security
7. Atrocities against Harijans
8. Law and order and allied matters in place of public worship
9. Restriction in use of sound amplifiers
10. Arms, ammunition, etc.
11. Explosives
12. Traffic and traffic laws
13. Chemical Examiner's Laboratory
14. Delhi Police Establishment Act
15. Terrorists and Disruptive Activities (Prevention) Act
16. Prevention of drug abuse

B. Public Safety

1. Defence and internal security
2. Civil Defence and Home Guards
3. War Book – Maintenance and revision
4. Secretariat security measures
5. Verification of character and antecedents
6. Kerala Fire and Rescue Services
7. Regulation of betting, gambling, instalment schemes and lotteries other than Government lottery
8. Prevention of smuggling and contravention of foreign exchange regulations
9. License for construction of cinema theatres
10. Censorship and prescription of books and periodicals
11. Maintenance of communal peace and harmony

C. Administration of Justice

1. All matters relating to administration of justice – civil and criminal constitution and organisation of Courts (Except High Court) offices and servants of the High Court
2. Motor Accident Claims Tribunals
3. Official Receivers

D. Jails

1. Administration of jails
2. Mercy petition, remission and commutation of sentence
3. Release of criminal lunatics
4. Parole for prisoners
5. Jail works

E. Foreigners, Passport and Visa etc.

1. Absconding evacuees and displaced persons from Bangladesh, Pakistan and Sri Lanka
2. Ban on entry into India by certain foreigners
3. Attestation of certificate for use abroad
4. Extension of stay in India of foreigners
5. Indian and Pakistan passport and visa
6. Issue of NORI Certificate and PCC verification of National Status
7. Determination of citizenship status
8. Foreign Contribution (Regulation) Act, 1976
9. Citizenship Act
10. Foreigners Act

F. Other Acts and Rules

1. Advocates Act
2. Arms Act

3. Central Industrial Security Act
4. Cinematograph Act
5. Cinema Regulation Act
6. Commissions of Inquiry Act, 1952, -Interpretation and consultation
7. COFEPOSA
8. Dramatic Performance Act
9. Essential Service Maintenance Act
10. Explosive Act
11. Gaming Act
12. Habitual Offenders Act
13. Internal Security Act
14. Indian Soldiers Litigation Act
15. Kerala State Civil Services (Safeguarding of National Security) Rules
16. Kerala Criminal Law Amendment Act
17. Kerala Prisons Act
18. National Security Act
19. Petroleum Act
20. Police Act
21. Prevention of Damage to Public Property
22. Probation of Offenders Act
23. Prize Competition Act
24. Passport Act
25. SIT Act
26. The Prevention of Black Marketing and Maintenance of Supplies of Essential Commodities Act, 1980
27. Young Persons Harmful Publication Act
28. The Prevention of illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988
29. The Religious Institutions (Prevention of Misuse) Act, 1988
30. The Kerala Anti-Social Activities (Prevention) Act, 2007 ¹

XX. HOUSING DEPARTMENT

1. Housing Board
2. All policy matters relating to housing development in general including house site development – Nodal department for all housing schemes
3. Housing schemes – Low Income Group Housing Scheme, Middle Income Group Housing Scheme, Poor Housing Scheme, Subsidised Housing Scheme for Economically Weaker Sections, Industrial Housing Scheme, Village Housing Scheme, One lakh Housing Scheme, Rural Site Scheme for Landless Workers
4. Colonisation schemes
5. Rent control

XXI. INDUSTRIES DEPARTMENT

A. Industrial Policy and Programmes

1. Industrial policy trade and commerce including imports and exports etc.
2. All industries – major, medium, small scale, cottage and traditional industries including coir, cashew, handloom and handicrafts – Their development, control regulation and all matters relevant thereto
3. Geology, mines, minerals exploration and metals
4. Distribution of cement, iron, steel, coal, coke and other industrial raw materials
5. Control of motor cars, scooters and commercial vehicles and distribution of State quota of motor cars and scooters

¹ G. O. (Ms.) No. 345/2008/GAD dated 24.10.2008 (S. R. O. No. 1093/2008)

6. Industrial estates, Development Plots and Development Areas and all forms of State aid and incentives for industrial development
7. Textile control – Other than those allotted to Food Department
8. Coffee Board, Tea Board (Trade and export aspects only)
9. Coir Board
10. Khadi and Village Industries Commission and Board
11. Food processing industry and matters connected to it
12. Investment promotion

B. Public Sector Industrial Undertakings

1. Kerala State Industrial Development Corporation
2. Kerala State Small Industries Corporation
3. Co-operative Sugar Mills and Co-operative Spinning Mills
4. Kerala Handloom Finance Corporation
5. Kerala State Handicrafts Development Corporation
6. Kerala State Cashew Development Corporation
7. All public sector industrial units other than those specifically listed under other Departments

C. Acts and Legislation

1. Companies Act
2. Forward Markets Act
3. Industries (Development and Regulation) Act
4. Kerala Dry Cells for Torches (Declaration of Stocks and Maintenance of Accounts) order, 1966 under the Essential Commodities Act, 1955
5. Kerala Essential Articles Control (Temporary Powers) Act
6. Kerala Relief Undertakings (Special Provisions) Act
7. Mines and Minerals (Regulations and Development) Act
8. State Aid to Industries Act
9. Trade Marks Act
10. Kerala Cashew Factories (Acquisition) Act, 1974
11. Kerala Cashew Factories (Requisitioning) Act, 1979
12. Kerala Cashews (Marketing and Transport and Fixation of Minimum Price) Act
13. Household Electrical Appliances (Quality Control) Order
14. Bureau of Indian Standard Act, 1986
15. The Unregistered Cashew-nut Factories Prohibition Act, 1967

D. Other Matters

1. Administration of Department of Industries and Commerce, Coir Development, Handloom, Mining and Geology
2. Kerala Mineral Exploration and Development Project

XXII. LABOUR AND SKILLS DEPARTMENT ¹

A. Labour

1. Matters relating to administration of the following Departments:
 - (a) Labour
 - (b) Employment and Training
 - (c) Factories and Boilers
 - (d) Insurance Medical Services
2. All matters relating to industrial relations, dispute settlement and protection to labour both organised and unorganized

¹ G. O. (Ms.) No. 219/2014/GAD Dated 08.08.2014 (S. R. O. No. 471/2014)

3. Trade unions – Registration, verification and membership and settlement of all issues in the field
4. Matters relating to employment and training including administration of Employment Exchanges and running I. T. I.s
5. Labour welfare including various schemes constituting welfare funds and other labour welfare measures
6. Wage regulation including enforcement of Minimum Wages Act, Equal Remuneration Act, Payment of Wages Act, etc.
7. Bonus and Gratuity
8. E.S.I. and social security legislations
9. Worker's education
10. All labour laws (both Central and State) including Factories Act, I. D. Act and their enforcement
11. Safety in industrial units

B. Rehabilitation

1. Evacuee properties and matters relating to evacuee interest, recovery of advance paid to evacuees and their write off
2. Gold control
3. Rehabilitation of displaced goldsmiths
4. Rehabilitation of Sri Lanka, Burma and other repatriates
5. Rehabilitation Plantation Corporation
6. Matters relating to bonded labourers ¹

XXIII. LAW DEPARTMENT

A. Legislation and Drafting

1. Drafting of Official Bills and Ordinances in accordance with the instructions of the administrative departments
2. Drafting of deeds:
 - (a) Agreements by or in favour of Government
 - (b) Bonds regarding trainees etc.
 - (c) Leases by or in favour of Government
 - (d) Mortgages or charges in favour of Government
3. Examining the Bills and enactments of other States with a view to initiating new legislative proposals
4. Initiation and drafting of Bills for the codification and consolidation of law and further steps for legislation
5. Initiation of proposals for legislation in regard to personal laws or any other matter of a general nature not pertaining to any of the subject allotted to other departments
6. Papers relating to preparation of reports of Select Committees, Subject Committees on Bills
7. Preparation of programme for the Session of the State Legislature Assembly
8. Publication of Annual Volumes of Acts and Ordinances and Statutory Rules and Notifications
9. Publication of Bills passed by the State Legislative Assembly and assented to by the Governor or the President and of Ordinances promulgated by the Governor
10. Republication of Bills and Acts of the Parliament, or Reports of Select Committee on Central Bills and Ordinances promulgated by the President
11. Preparation and revision of code and collection of Statutory Rules;-
 - (a) Preparation of annual list of enactments in force in the State
 - (b) Preparation of the Rules Code and Periodical revision thereof
 - (c) Preparation of the State Code and Periodical revision thereof

¹ G. O. (Ms.) No. 131/2008/GAD dated 18.4.2008 (S. R. O. No. 414/2008)

- (d) Printing and supply of copies of State Acts and Ordinances
- (e) Preparation of Annual Index of Statutory Rules and Notifications
- 12. Scrutiny of Statutory Rules, Notification, Orders, Bye-laws and Memorandum of Association etc.
- 13. Transmission to the Central Government copies of Bills passed and assented to by the Governor
- 14. Indian Law Reports (Kerala series)

B. Legal Advice and Opinion

1. Advising in the case of Bills whether previous sanction of the President for their introduction in the Legislative Assembly or recommendation of the Governor for their introduction, or consideration by the Legislative Assembly is necessary and whether Bills passed by the State Legislature are required to be reserved for the consideration of the President
2. Advising in the case of Ordinances whether instructions from the President are required for their promulgation
3. Guiding and co-ordinating the work in connection with the prosecution of Government cases and defence of cases filed against Government and scrutiny of statement of facts and advice regarding scope for appeal or revision by the Government
4. Legal advice to the State Insurance Department
5. Offering comments called for from State Government in respect of legislative measures proposed to be initiated by the Central Government
6. Offering comments on proposals for law reforms taken up by the Indian Law Commission
7. Offering legal advice to Government
8. Opinion on Stamp Duty and Registration

C. Other Matters

1. Translation of the State Acts, Ordinances, Statutory Rules and Notifications and other important Government Orders into Malayalam, Tamil and Kannada
2. Administration of:
 - The Kerala Court Fees and Suits Valuation Act
 - The Notaries Act
 - The Personal laws
3. Papers connected with the appointment etc of Advocate General, Government Pleaders, Standing Counsels in the Supreme Court, Administrator General and Official Trustees and Staff
4. Papers relating to legal assistance to Government Servants
5. Legal Aid to poor and Administration of Legal Aid and Advice Board
6. Papers relating to O.L.L.C.
7. Matters relating to Law Department administration, library, records and all papers relating to Law Department personnel excluding appointment, postings and transfers of all categories of officers of and above the category of Under Secretary
8. Intellectual Property Rights and allied matters ¹

XXIV. LOCAL SELF GOVERNMENT DEPARTMENT

A. Urban Development and Panchayats

1. Matters relating to the administration of Corporations, Municipalities and Townships
2. Department of Municipal Administration and Town Planning
3. All matters relating to Development Authorities

¹ G. O. (Ms.) No. 116/2008/GAD dated 22.3.2008 (S. R. O. No. 298/2008)

4. Town planning including approval of Master Plan for Town and Cities, detailed Town Planning Schemes and approvals and sanctions under Town Planning Act and Rules
5. Urban Community Development Project and Social Inputs Programme in Urban area
6. Kerala Urban Development Finance Corporation
7. Entertainment Tax and Rules including Show Tax
8. Kerala Places of Public Resort Act and Rules
9. Burial charges
10. Cattle pounds
11. Administration of Panchayat Department
12. All matters relating to working of Panchayat and sanction and approval under Panchayat Acts and Rules
13. Registration of vital statistics
14. Village Courts under Kerala Village Courts Act
15. Kerala State Rural Development Board
16. Cattle Trespass Act and Rules
17. District Administration Act
18. Administration of the Real Estate (Regulation and Development) Act, 2016 (Central Act 16 of 2016)¹

B. Rural Development

1. Commissionerate of Rural Development / DRDAs/Block Machinery
2. Administration of rural development schemes and programmes including implementation of ANP, CPWP, IRDP, L.D, Works, NREP, RLEGP, DRDA, TRYCEM, Peoples Action for Development (India) (PADI), Rural Manpower Programme, Village Volunteer Force Programme, public co-operation schemes like Lok Karyakshetras, organisation and conduct of research and training in welfare and development activities, Book Bank Schemes, Centrally Sponsored Scheme of Assistance to Small and Marginal Farmers, Labour-cum-Development Bank, Functional Literacy Programme etc.
3. Training programmes connected with community / rural development
4. Extension Training Centres / State Institute of Rural Development
5. Technology Mission for Drinking Water
6. Kerala Rural Development and Marketing Society

XXV. MINORITY WELFARE DEPARTMENT²

1. Welfare of minority communities
2. Welfare of minorities (15 Point Programme)
3. Haj pilgrimage
4. Wakf Board

XXVI. NON RESIDENT KERALITES' AFFAIRS DEPARTMENT

1. Tracing of missed personnel abroad
2. Payment of gratuity/pension/compensation to dependent of deceased Indian nationals abroad
3. Rendering assistance in bringing home the dead bodies of Keralites who die abroad
4. Welfare activities of Keralites living abroad (excluding their rehabilitation)
5. Matters relating to the participation of Government representatives in overseas conventions of Keralites living abroad
6. Keralites in other States and the problems experienced by them
7. Papers/matters related to migrants, relief and rehabilitation of Gulf returnees due to Iraq-Kuwait war including compensation cases

¹ G. O. (Ms.) No. 312/2017/GAD dated 07.10.2017 (S. R. O. No. 622/2017)

² G. O. (Ms.) No. 314/2012/GAD dated 12.11.2012 (S. R. O. No. 823/2012)

8. Matters connected with air fare to overseas countries
9. Assistance to Malayali organisations outside the State
10. World Malayali Conventions
11. Assistance in case of accidents abroad
12. Assistance to persons trapped in foreign countries or tricked by visa agents and travel operators
13. Assistance for repatriation in case of difficulties with sponsors
14. Difficulties caused in the hands of customs/police personnel on arrival at Mumbai airport
15. Transportation and accommodation problems at Mumbai
16. Increased demand for air connections during holiday seasons
17. Difficulties in admission to educational institutions for children of Non-resident Malayalies
18. Housing and related issues of Non-resident Malayalies
19. Medical care and health of dependents in the State
20. Security of women workers working outside the State
21. Rehabilitation of returnees

XXVII. PARLIAMENTARY AFFAIRS DEPARTMENT

A. Parliamentary matters

1. Monitoring and follow up action on the assurances and promises made by Ministers on the floor of the Legislative Assembly
2. Sittings and reports of Legislature Committee
3. Interpellation and related issues from Lok Sabha and Rajya Sabha
4. Papers relating to the establishment matters of the personnel of the Legislature Secretariat, specifically referred to Government
5. Proposing dates for summoning and prorogation of the State Legislature, dissolution of the Assembly and Governor's Address
6. Planning and co-ordination of the official business in the House
7. Recommendation for allocation of Government time in the Legislature for discussion on motions given notice of by Members of the State Legislature
8. Liaison with leaders of parties
9. Appointment of Members of the Legislature in communities and bodies set up by Government
10. Government stand on Private Members' Bills and Resolutions
11. Preparation of the Business of each session of the House except legislation (including fixing dates for presentation of Budget, Supplementary Budget and for discussion thereof)

B. Acts

1. Kerala Payment of Pension to Members of Legislature Act, 1976 and the Rules thereunder
2. Payment of Salaries and Allowances Act, 1951 and the Rules thereunder

XXVIII. PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT

A. Personnel and Service matters

1. Kerala Public Services Act
2. General policy relating to public services in the State (other than the All India Services) governing recruitment, reservation in appointments, conduct grant of recognition to service associations, integration of service, recognition of qualifications, departmental tests and other service matters of a general nature
3. Kerala State and Subordinate Service Rules, Special Rules for the Kerala General Service, Special Rules for the Kerala General Subordinate Service, Special Rules for

the Kerala Last Grade Service, Special Rules for the Kerala Part-time Contingent Service and Special Rules for other common categories or posts

4. Advice on service matters
5. Confidential Records on Government servants – General orders relating to preparation and maintenance
6. Property statements – General instructions relating to receipt and maintenance

B. Administrative Reforms

1. Administrative reforms and administrative research
2. O & M study and job evaluation
3. Simplification of administration procedures and practices, rules revision, etc.
4. Mechanisation in administration including introduction of modern gadgets
5. Career management including talent hunting, research in personnel administration, manpower planning, career development
6. Delegation of powers
7. Inspection of Secretariat departments
8. Follow up action of:
 - (i) Chief Secretary's Conference
 - (ii) Chief Secretary's Conference with Secretaries to Government
9. Kerala Administrative Tribunal¹

C. Training

1. Training programme and deputation of officers (including AIS officers for any training inside or outside India)
2. Foreign Assignment
3. Foreign Volunteer Programme
4. Institute of Management in Government

D. Official Language

1. Introduction of Malayalam as official language
2. Script reform in Malayalam

XXIX. PLANNING AND ECONOMIC AFFAIRS DEPARTMENT

A. Planning

1. Department of Economics and Statistics
2. Database for Planning
3. Computerisation for planning, plan monitoring and computer based data system including State and District Informatic Centres
4. Economic and financial policy issues including Centre State financial relations
5. Economic Survey and studies for preparing the Survey including study of the State and Central Budget and preparation of yearly review on the level of taxation and related matters
6. N. D. C. and its committees
7. Formulation of Development Plans, Perspective Plans, Five Year Plans and Annual Plans
8. Integration of physical, economic, social and environmental planning
9. Examination of schemes / projects to be included in the plans
10. Plan resources and mobilisation
11. Monitoring and evaluation of plan programmes
12. Multilevel Planning State, District, Block and local levels
13. Manpower and Employment Planning
14. District Development Council

¹ G. O. (Ms.) No. 411/2010/GAD dated 23.12.2010 (S. R. O. No. 1187/2010)

15. Projects, measures for improving projects formulation, project analysis and appraisal
16. State Planning Board
17. Western Ghats and Special Area Programme – Co-ordination of work and scrutinizing of schemes and projects
18. State Land Use Board and Centre for Land Use and Environment Studies
19. Monitoring and evaluation of Special Component Plan and Tribal Sub Plan

B. Economic Affairs

1. Foreign Assistance and collaboration – Bilateral and U.N. Agencies including IBRD, ADB etc.
2. Institutional Finance RBI, NABARD, IFC, ICICI, IDBI, LIC, REC, HUDCO, IDC and similar institutions, Nationalised and other banks
3. Banking operations relating to Government and allied matters
4. Prices
5. Settlement of assets and liabilities under S. R. Act – Residual matters
6. Work relating to Finance Commission
7. Kerala Technical Consultancy Organisation Ltd.
8. Centre for Development Studies
9. Assistance to Research Centres in Planning and Economic Development

C. Public Enterprises (Bureau of Public Enterprises)

1. General consideration and review of Public Enterprises
2. Public Enterprises Board and allied matters
3. Public Enterprises Selection Board

XXX. POWER DEPARTMENT

1. Administration of Electricity Acts and Rules
2. Electrical Inspectorate
3. Electricity Board and Electricity Supply Act
4. Electricity Projects – Hydro, Thermal and Nuclear
5. ANERT

XXXI. PUBLIC WORKS DEPARTMENT

A. Roads and Bridges

1. All policy matters relating to development of roads and bridges in general nodal department for all road communication schemes
2. Roads and bridges other than roads under local bodies and Rural Development Department
3. Establishment of P. W. D. including Architectural and Mechanical Wing
4. National Highways, C. R. F. works, roads of economic and inter-state importance and other centrally assisted road and bridge works
5. Ferries under the control of P. W. D.
6. Kerala Tolls Act
7. Railway safety works including rail over bridges and rail under bridges
8. P. W. D. Stores, workshops and Government approved workshops

B. Buildings

1. Government buildings including, residential buildings
2. P. W. D. Tourist Bungalows, Rest Houses, Inspection Bungalows and Camp Sheds
3. Rental Housing Scheme
4. Fixation of rent for building hired for Government purposes
5. Kerala State Construction Corporation

XXXII. REVENUE DEPARTMENT

A. Land

1. Ownership of Government lands, land lease, land assignment, land relinquishment, land conservancy and acquisition
2. Matters relating to land reforms and all legislations on the subject
3. Maintenance of land records, survey and settlement and land tax
4. Transfer of land to local bodies and other Government departments
5. Settlement of landless agricultural labourers
6. Consolidation of holdings
7. Inter-state boundaries
8. Estate, Court of wards, Escheat and Treasure Trove
9. All Statutes relating to land which are not specifically allotted to other departments
10. Administration of the Kerala conservation of Paddy Land and Wet Land Act, 2008¹

B. Distress Relief

1. Famine relief
2. Natural calamities – flood, fire, famine etc.
3. Distress Relief Fund
4. Discretionary Grants, Home Minister's Discretionary Grants, Financial Assistance from Government of India

C. Devaswom & Religious Endowments

1. Devasom and H. R. & C. E. Boards

D. Other Matters

1. Revenue recovery
2. Bhoodan
3. Legislation on agricultural debt relief
4. Public Accountants Act
5. Rain gauge
6. Kerala Requisition and Acquisition of Property Act, 1956
7. State Names Authority
8. Issues relating to Kerala Building Tax Act

XXXIII. SAINIK WELFARE DEPARTMENT²

1. Department of Sainik Welfare
2. Matters relating to the welfare of serving soldiers and ex-service men and Military Awards
3. Matters relating to the Chief Minister's Sainik Welfare Fund, Military Benevolent Fund, Amalgamated Fund and Flag Day Fund
4. Matters related to Civil Military Liaison Conference, Kendriya Sainik Board, Rajya Sainik Board
5. Grant of cash awards, cash in-lieu-of land and annuity to recipients of Gallantry and Non-Gallantry Awards
6. Matters relating to employment assistance to the dependents of defence personnel killed/disabled/missing/died in war and war similar operations and circumstances attributable to military service
7. Welfare measures of the para military forces of the Union

¹ G. O. (Ms.) No. 219/2010/GAD dated 18.06.2010 (S. R. O. No. 592/2010)

² G. O. (Ms.) No. 22/2018/GAD Dated 25.01.2018 (S. R. O. No. 53/2018)

XXXIV. SCHEDULED CASTES AND SCHEDULED TRIBES DEVELOPMENT DEPARTMENT

A. Welfare of Scheduled Castes

1. Administration of Scheduled Castes Development Department
2. Matters relating to policies, programmes and schemes for social and economic development of Scheduled Castes and their welfare including preparation of Special Component Plan for development of Scheduled Castes
3. Matters relating to advancement of Scheduled Castes including grant of educational scholarships, stipend, running of Welfare Hostels, Cosmopolitan Hostels, Community Halls, Balawadies etc.
4. Educational concessions to Socially and Economically Backward Communities under Kumara Pillai Commission
5. Programmes of organising pre-examination training, oriented job training etc.
6. Eradication of untouchability
7. Kerala State Development Corporation for SC/ST
8. Sports Schools for SC/ST
9. Intensive Habitat Development Programmes for Scheduled Castes
10. Pre-primary education of Scheduled Castes

B. Welfare of Scheduled Tribes

1. Administration of Scheduled Tribe Development Department
2. Matters relating to policies, programmes and schemes on Tribal Welfare and Development including schemes relating to hamlet development, provision of houses for Scheduled Tribes
3. Preparation of Tribal Sub-plan
4. Matters relating to educational, social and economic development of tribals including scholarships, hostels, stipend, Balawadies etc, their training for various vocations and arranging pre-examination training as well as special coaching for various employment
5. Model Residential Schools / Asrama Schools
6. Intensive Habitat Development Programmes for Scheduled Tribes
7. Pre-primary education of Scheduled Tribes

C. KIRTADS

1. Administration of KIRTADS
2. Action oriented studies on particular problems relating to SCs and STs
3. Classification of SCs, STs and Other Backward Classes / Communities
4. Conducting of basic research on Scheduled Castes / Scheduled Tribes
5. Conducting of evaluation study on welfare developmental schemes implemented for Scheduled Castes and Scheduled Tribes
6. Imparting of orientation training of officials and non-officials on culture, life and problems relating to Scheduled Castes and Scheduled Tribes
7. Safeguarding of Tribal Intellectual Property Rights including protection and preservation of traditional tribal healing techniques and setting up of Tribal Medicine Centres

XXXV. SCIENCE AND TECHNOLOGY DEPARTMENT

1. Kerala State Council for Science and Technology and related matters and the research & development institutions coming under it, viz:
 - (i) Centre for Earth Science Studies (CESS)
 - (ii) Centre for Water Resources Development and Management (CWRDM)
 - (iii) Kerala Forest Research Institute (KFRI)
 - (iv) National Transportation Planning and Research Centre (NATPAC)
 - (v) Rajiv Gandhi Centre for Biotechnology (RGCB)

- (vi) Tropical Botanic Garden and Research Institute (TBGRI)
2. Nodal department for science and technology matters
3. Biotechnology policy and allied matters
4. Assistance to science and technology research centres

XXXVI. SOCIAL JUSTICE¹ DEPARTMENT²

1. Administration of Acts and Rules relating to social justice
2. Implementation of policies relating to social justice
3. Implementation of Centrally Sponsored Schemes
4. Administration of the following institutions:
 - (a) Social Justice Department
 - (b) Kerala Social Security Mission
 - (c) State Initiative on Disabilities
 - (d) National Institute of Speech and Hearing (NISH)
 - (e) National Institute of Physical Medicine and Rehabilitation (NIPMR)
 - (f) Kerala State Handicapped Persons Welfare Corporation
 - (g) State Commissionerate for Persons with Disability
 - (h) Orphanage Control Board
 - (i) Vocational Training Centres (VTC)

XXXVII. SPORTS AND YOUTH AFFAIRS DEPARTMENT³

A. Sports

1. All programmes and plans for promotion of sports like starting coaching programmes, setting of sports stadium, giving grants to sports associations etc.
2. Kerala State Sports Council
3. Sports Schools and Sports Hostels
4. Pension for indigent sportsmen and indigent circus artists
5. Development of Kalarippattu

B. Youth Affairs

1. Programmes aimed at development of youth activities and youth welfare including Youth Festival Programmes, Organisation of Youth Clubs, National Physical Efficiency Drive etc.
2. Matters relating to School Athletic Association and National Physical Efficiency Drive
3. Kerala Aviation Training Centre

XXXVIII. STORES PURCHASE DEPARTMENT

1. General questions relating to stores purchase like correspondence with the Government of India and the Director General of Supplies and Disposals, issue of general instructions and orders on stores purchase (Stores Purchase Manual), advice to administrative departments on stores purchase and on relaxation of provisions of Stores Purchase Manual
2. Banning of business with firms / suppliers and imposition of other penalties
3. Registration of firms
4. Settling of rate contract
5. Inspection of purchase files of Government offices

¹ G. O. (Ms.) No. 226/2013/GAD Dated 30.07.2013 (S. R. O. No. 597/2013)

² G. O. (Ms.) No. 288/2017/GAD Dated 31.08.2017 (S. R. O. No. 558/2017)

³ G. O. (Ms.) No. 188/2010/GAD Dated 12.05.2010 (S. R. O. No. 466/2010)

XXXIX. TAXES DEPARTMENT

A. Agricultural Income Tax, Sales Tax etc.

1. Department of Commercial Taxes
2. Agricultural Income Tax
3. Sales Tax both Central and State
4. Central Excise Tariff Act, 1985

B. Excise

1. Excise Department
2. Abkari Act
3. Narcotic Drugs and Psychotropic Substance Act
4. Medicinal and Toilet Preparations (Excise Duties) Act
5. Prohibition Act
6. Kerala State Beverages (Manufacturing and Marketing) Corporation

C. Kuries and Chitties and Money Lending

1. Kerala State Financial Enterprises Ltd.
2. Money Lender's Act
3. Non-banking finance companies
4. Indian Partnership Act
5. Non-trading Companies Act

D. Lotteries

1. State Lotteries Department

E. Registration

1. Registration Department
2. Indian Registration Act

F. Stamps

1. Indian Stamps Act
2. Kerala Stamp Act
3. Stamp Depot

G. Transfer of Property Act

H. Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act

XL. TOURISM DEPARTMENT

1. All tourism promotion schemes
2. Department of Tourism
3. Kerala Tourism Development Corporation
4. Food Craft Institute

XLI. TRANSPORT DEPARTMENT

1. Administration of Motor Vehicles Department
2. Motor Vehicles Act and Rules and Kerala Motor Vehicles Taxation Act and Rules thereunder
3. Road Transport Corporation Act and Rules
4. Kerala State Road Transport Corporation
5. State Water Transport Department
6. Cochin Shipyard
7. Posts and Telecommunication Department (matters connected with)
8. Railways (matters connected with)
9. Civil aviation(matters connected with)

10. Nodal department for the implementation of National Urban Transport Policy (NUTP) and for setting up of Unified Mass Transit Authority (UMTA)¹

XLII. VIGILANCE DEPARTMENT

1. All cases of corruption including cases of complaints or allegations against public servants
2. Establishment of the Vigilance and Anti-corruption Bureau
3. Establishment of the Enquiry Commissioner and Special Judge and his staff
4. Kerala Public Men (Prevention of Corruption) Act, 1983
5. Vigilance organisation
6. Establishment of Tribunal of Disciplinary Proceedings and his staff
7. Kerala Public Servants (Inquiries) Act, 1963
8. Issuance of orders sanctioning prosecution of a public servant under the Code of Criminal Procedure, 1973 (Central Act of 1974) or and the Prevention of Corruption Act, 1988 (Central Act 49 of 1988) placing him under suspension and finalising the disciplinary proceedings against him under the relevant rules and orders in pursuance of a Vigilance Enquiry contemplated/initiated against the public servant

XLIII. WATER RESOURCES DEPARTMENT

1. Administration of irrigation acts and rules
2. Administration of Canals and Ferries Act and Rules
3. Dredger workshop and Dry Docks and Management of Dredger Organisation
4. All irrigation schemes – major, medium and minor irrigation, lift irrigation and salinity exclusion works
5. Ground water development and Ground Water Department
6. River conservancy and water utilisation
7. Flood control and anti-sea erosion schemes
8. Irrigation Research and Design Board
9. Command Area Development Authority
10. Inter-state waters
11. Administrative control of fresh water lakes in Kerala
12. Water Supply and Sanitation
 - (1) Kerala Water Authority
 - (2) All matters relating to water supply scheme including tube-well both urban and rural as well as sewerage and sanitation programmes
 - (3) Maintenance of water supply in all Government hospitals and dispensary buildings
 - (4) Kerala Premo Pipe Factory
 - (5) The Kerala Asbestos Cement Pipe Factory Limited
13. Implementation of all measures for the conservation of the Kerala Wet Land²

XLIV. WOMAN AND CHILD DEVELOPMENT DEPARTMENT³

1. Administration of acts and rules relating to the welfare of woman and child
2. Implementation of policies relating to the welfare of woman and child
3. Implementation of Centrally Sponsored Schemes relating to the welfare of woman and child
4. Administration of the following institutions:
 - (a) Woman and Child Development Department
 - (b) Kerala Women's Commission
 - (c) Kerala State Commission for Protection of Child Rights
 - (d) Kerala State Women's Development Corporation

¹ G. O. (Ms) No. 177/2009/GAD dated 29.07.2009 (S. R. O. No. 658/2009)

² G. O. (Ms.) No. 219/2010/GAD dated 18.06.2010 (S. R. O. No. 592/2010)

³ G. O. (Ms.) No. 288/2017/GAD Dated 31.08.2017 (S. R. O. No. 558/2017)

- (e) Juvenile Justice Board
- (f) Gender Park
- (g) Kerala State Social Welfare Board
- (h) ICDS Mission
- (i) State Child Protection Society
- (j) State Adoption Resource Agency (SARA)
- (k) NIRBHAYA
- (l) Kerala State Sisu Kshema Samithi
- (m) State Anganvadi Workers and Helpers Welfare Fund Board
- (n) Gender Advisory Board
- (o) Sree Chithra Poor Home
- (p) Vanchi Poor Home