GOVERNMENT OF KERALA

SEAT WISE
WORK DISTRIBUTION DIRECTORY
OF GOVERNMENT SECRETARIAT
2026

GENERAL ADMINISTRATION (CO-ORDINATION) DEPARTMENT

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1.Agriculture Department

AGRICULTURE (EA) DEPARTMENT

Ph.No. 8253
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EA1

- Establishment papers except disciplinary action of the following officers of Agriculture Department.
  Additional Director, Joint Director, Deputy Director, Assistant Director, Assistant Engineer, Assistant Executive Engineer, Executive Engineer, Assistant Soil Chemist, Senior Grade Scientific Assistant.
- Delegation of powers of the officers of Agriculture Department.
- Special Rules of Agricultural State Services.
- DPC-I of Agriculture Department.
- Revision of orders and manuals of Agriculture Department
- Miscellaneous LA Questions of the section.

EA2

- Establishment papers of Agricultural Officer, Agricultural Assistants and Field Supervisors of Agriculture Department.
- Disciplinary action in respect of Agricultural Assistants & Agricultural Field Officers.
  All papers related to:
- Organization and set up of Agriculture Department
- Krishi Bhavans
- Land owned by Agriculture Department
- Miscellaneous papers of the section.

EA3

- Disciplinary action of the following officers of Agriculture Department - Agricultural Field Officers, Agricultural Officers, Assistant Director of Agriculture, Deputy Director of Agriculture, Joint Director of Agriculture, Additional Director of Agriculture.
- Papers relating to Special Vigilance Cell.

AGRICULTURE (EB) DEPARTMENT

Ph.No.7106
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EB1

- Establishment papers of Soil Survey & Soil Conservation Department.
- Revision of Codes and Manuals of Soil Survey & Soil Conservation Dept.
- Review of Administrative Report of Soil Survey and Soil Conservation Dept.

EB2

- All papers related to deputation of officers of Agriculture Department, Soil Survey and Soil Conservation Department and Farm Information Bureau for Trainings, Festivals, Seminars, Conferences and Workshops including papers for training and deputation received from GAD and P&AR Department.
- Deployment of staff of Agriculture Dept. to Local Self Govt Institutions.
- All papers related to vehicles of Farm Information Bureau and Soil Survey & Soil Conservation Department.
- Convening of Farm Information Bureau meetings. Mass Media (including Government of India), Booklets, Journals, Newsletters, Press Release, advertisement, Farm Guides, Short films/video, website etc.
- Kissan Kerala Project.
- Awards to farmers and officials of Agriculture Department.
- Administrative sanction for advertisements.
- Annual Maintenance Contract (AMC) to Photocopier/Riso/Fax of Agriculture Department, Soil Survey and Soil Conservation Department and Farm Information Bureau. All papers related to purchase and maintenance of furniture for Agriculture Dept., Soil Survey & Soil Conservation Dept and Farm Information Bureau.
- Krishidarshan programme, Vaiga and all other extension and training programme
- Other establishment papers.
- Miscellaneous papers of the section.

EB3

- Papers related to the scheme of employment assistance to dependents/ relatives of public servants (dying in harness) in respect of Agriculture Department, Soil Survey & Soil Conservation Department and Farm Information Bureau. Establishment papers of ministerial staff including non- gazetted officers of Agriculture Department.
- Review of Administrative Report of Agriculture Department.

AGRICULTURE (PA) DEPARTMENT

Ph.No. 8958

e mail – agricultureplanninga@gmail.com

PA1

- All papers related to:- CSS NNBOMP - Biogas Programme
- Central Sector scheme - National Beekeeping and Honey Mission (NBHM)
- Meetings such as SLAMC &SLAC, PIEM etc. with respect to CSS
- Review and monitoring of centrally sponsored schemes National Development Council.
- Non-conventional energy sources including Biogas and Biomass.
- Bio-diesel and Getropha plant. Lift Irrigation

- Petitions with respect to Construction, Repair and Maintenance of bunds, ponds and canals for agricultural purposes except works under NABARD, RIDF, RKVY, RKI.
- Papers with respect to Watershed programme except CSS PMKSY
- Miscellaneous papers of the section. Miscellaneous papers with respect to CSS

PA2

- All papers related to:- District and State Level Co-ordination Committees on Agricultural Production Programme with respect to CSS. SMAE - Extension activities in Agriculture Department, Mission for Integrated Development of Horticulture (MIDH), National Food Security Mission (NFSM), Rainfed Area Development (RAD), Soil Health Card Scheme (SHC) & Soil Health Management, Paramparagat Krishi Vikas Yojana (PKVY), PM KISAN, Sub-Mission on Agro Forestry (SMAF), Bharathiya Prakrithik Krishi Padhati (BPKP), SAMETI, LiFE, LEADS, ATMA
- National Horticulture Mission National Organic Farming Programme
- General papers relating to contract farming and group farming

PA3

- All papers related to:- Paddy (cultivation, production, conservation, procurement, marketing and supporting prize) Various Paddy Development Agencies Production Bonus to paddy farmers.
- Padasekhara Samities.
- Pokkali and Kariland cultivation. Aquaculture in Padasekharams. Fallow paddy land cultivation.
- Rice Bio-Park
- Karanel krishi
- Kariland Development Agencies Electricity for agriculture purposes
- State Food Security Programme
- All papers related to District Development Council (Jilla Vikasana Samiti).

AGRICULTURE (PB) DEPARTMENT

Ph.No. 7340

e mail – agricultureplanningbdept@gmail.com

PB1

- All papers related to:- Coconut (Cultivation), Coconut seed germination, related institutions.
  Honey, Cashew, sugarcane, banana, spices, vanilla, betel vine and mushroom including their cultivation,value added products and State schemes.
- Production of planting materials of Fruits and Vegetables. Tissue culture and Tissueculture lab.
- Floriculture
- Hi-tech farming.

- Jaiva Krishi Mission, Organic farming and Organic Farming Policy
- Plan Schemes on Private Nurseries.
- Pension schemes for small and marginal farmers. Karshika Vikasana Samiti.
- Vanilla Marketing crisis.
- State Horticulture Mission, EEC assisted horticulture development and miscellaneous papers on horticulture. National and State Medicinal Plant Boards and other papers related to medicinal plants.
- Kerala Land Use Commission.
- Special Employment Programme for One Lakh Youth.
- Karshaka Raksha Insurance and other insurance schemes for farmers.
- Kisan Abhiman Pension programme and other pension schemes for farmers.
- Papers related to Kerala Farmers' Welfare Fund Board.
- Priority Projects
- Oru kodi phala vriksha thai vitharanam Leasing of land Act - drafting Subhiksha Keralam
- Posting of fund in e-Ledger
- Miscellaneous papers of the section.

PB2

- All papers related to:- Arecanut cultivation,Tapioca and other tuber crops, pepper, cocoa and vegetables and fruits other than banana including their cultivation, value added products and State Schemes.
- Precision farming.
- Budget speech
- Budget estimate (Plan & Non-plan) of Agriculture Department, Soil Survey & Soil Conservation Department and Farm Information Bureau.
- State Plan Schemes of Agriculture and Soil Survey & Soil Conservation Departments and Farm Information Bureau.
- Plan Schemes for pepper.
- Fallow land cultivation except paddy.
- Agriculture Development Policy (Karshika Vikasana Nayam).
- Monitoring of State Plan Schemes & Plan Progress Review, Planspace Monitoring
- Monitoring of 20 point programme.
- Special Schemes/Projects/Packages for Scheduled Caste and Scheduled Tribe communities.
- Working group meeting in respect of Agriculture Department and Department of Soil Survey and Soil Conservation
- Farm Plan based scheme

- Njangalum Krishiyilekku
- Krishikkoottam
- All papers related to Vegetable and Fruit Promotion Council Kerala (VFPCK)

AGRICULTURE (PU) DEPARTMENT

Ph.No. 8528

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PU1

- All papers related to:- Plantation Corporation of Kerala, Oil Palm India Ltd., Horticultural Products Development Corporation, Trivandrum Rubber Works, National Mission on Oil Seeds and Oil Palm.

PU2

- All papers related to:- Kerala State Coconut Development Corporation. State Warehousing Corporation of Kerala.
- State Farming Corporation of Kerala. Nadukkara Agro Processing Company. Establishment of cold storages.
- Vazhakkulam Agro & Fruit Processing Company, KERAFED
- Kerala Pineapple Mission.

PU3

- All papers related to:- Kerala Land Development Corporation, Kerala Agro Industries Corporation, Kerala Agro Machinery Corporation, Kerala Agro Business Company
- Value Added Agriculture Mission
- Miscellaneous papers of the section

AGRICULTURE (AGRI) DEPARTMENT

Phone No. 8070

e mail – agriagri8070@gmail.com

AG1

- All papers related to:- Chief Secretary's Conference, MP's Conference, Collectors' Conferences etc.
- Governor's address
- Rainwater harvesting.
- All District Development Packages (Wayanad /Idukki/Kasaragod Packages.) except Kuttanad Package.
- General miscellaneous papers of the Department.
- Revision of Subject Distribution Order of Agriculture Department

- Miscellaneous papers of the section.

AG2

- All papers related to:- Suicide of farmers Crop loss due to natural calamities (Flood, Drought, Saline water intrusion etc.)
- Kerala Farmers Debt Relief Commission Act, 2006. Kerala State Farmers' Debt Relief Commission.
- Kuttanad Package
- International Research and Training Centre for Below Sea Level Farming

AG3

- All papers related to:- Fertilizer Control Order 1985 Zonal Fertilizer Conferences.
- Allocation of fertilizer from Central Government to State. Periodical report on supply of fertilizer from firms.
- Vehicles of Agriculture Department.
- Consolidation of Monthly Business Statement of the Department.
- Papers related to various crop insurance schemes
- State Crop Insurance Scheme.
- National Agricultural Insurance Scheme.
- Weather Based Crop Insurance Scheme.
- Comprehensive Crop Insurance Scheme.
- Crop cutting experiments

AGRICULTURE (IFA) DEPARTMENT

Ph.No. 8796
e mail – agricultureifa@gmail.com

IFA1

- All papers related to:- Agricultural implements including pumpsets, pettypara etc.
- Supply and recovery of short term/medium term/long term loans on schemes announced by Government of Kerala/Government of India.
- Agriculture Infrastructure Fund Scheme(AIF), Pradhan Mantri Kisaan Urja Suraksha evam Uttan Mahabhiyan (PMKUSUM)
- Sub mission on Agricultural Mechanization (SMAM)
- Kerala State Agricultural Mechanization Mission (KSAMM)
- Institutional credit to farmers.
- State Level Bankers' Committee (SLBC) meetings.
- Agro Service Centre and service delivery and related matters.
- Karshika Karma Sena Agro Clinics.
- Pumping Subsidy given to farmers.
- Micro watersheds/ Neerthada Padhathi/Nirmary.
- Miscellaneous papers of the section

IFA2

- All papers related to :- NABARD assisted RIDF schemes in all districts. Nabard Infrastructure Development Fund (NIDA) Warehouse Infrastructure Fund (WIF) Registration of farmers & Agricard
- Subsidy & e-payment to farmers. Sahasra Sarovar Project.
- Thrissur-Ponnani Kole Development Authority (TPKDA) Thrissur Ponnani Integrated Kole Development Schemes, Kole Development Agency (KDA),Thrissur
- Onattukara Vikasana Agency.
- General papers relating to Soil Conservation and NABARD.

AGRICULTURE (FARMS) DEPARTMENT

Ph.No. 7159
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AF1

All papers related to:- Agricultural farms

- Agricultural farm labourers and contingency employees of Agriculture Department.
- Seed Act and Seed Rules.
- Seed stores, Seed farms & Godowns Seed Committee
- Seed Testing Laboratories.
- Kerala State Seed Development Authority.
- Production, storage, preservation & Distribution of seeds.
- Procurement cost of coconut seedlings and paddy seeds Nurseries & Nurseries Registration Act.
- Neera.
- National e-Governance Programme (NeGP)
- All IT related matters.

AF2

All papers related to:- Agricultural Research and Extension Co-ordination Boards.

- Krishi Vigyan Kendras.
- Indian Council for Agricultural Research (ICAR) Kerala Agricultural University.
- Admission to other Agricultural Universities.
- All Research Stations and Agronomic Experiments. Regional Agricultural Technology Training Centre.
- Genetically modified Crops.

AF3

All papers related to:- Accomodation (Construction, shifting and maintenance of building)

- Rent of building.
- Tribal Resettlement and Development Mission, Kerala.
- Inspection reports from the Stores Purchase Department.
- Strengthening of Agriculture Engineering Wing.
- Establishment papers of Non Gazetted technical staff, Class IV employees, driver, Part time Sweeper and Casual Sweeper of Agriculture Department.
- Miscellaneous papers of the section.

AGRICULTURE (NCA) DEPARTMENT

Ph.No. 8019
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NCA1

- Procurement of raw coconut and copra, Support price, Installation of Copra dryers
- Papers related to Soil testing Laboratories (Excluding establishment)
- Papers related to Quality Control Laboratories (Excluding establishment)
- Agmark Grading Laboratories (Excluding Establishment),
- National Commission for Agricultural Cost and Prices Rubber (including cultivation) and Rubber Board
- Papers related to Kerala Land Utilization Order 1967, Revision petitions filed under Kerala Land Utilization Order
- Kerala Conservation of paddyland and wetland Act- 2008, in the Districts of Palakkad, Malappuram, Wayanad.

NCA2

- Kerala Land Utilization Order 1967
- Revision petitions filed under Kerala Land Utilization Order
- Committee constituted to study the gravity of illegal conversion of Paddy land & remedial measures for it.
- Papers related to Kerala Conservation of Paddyland and wet land Act. 2008 (excluding Palakkad,Malappuram, Wayanad, Kozhikode, Kannur,Kasaragod)

NCA3

All papers related to :- Regulated markets including Agriculture marketting Bill Madras Commercial Crops marketing Act and Rules, Malabar Market Committee, Calicut

- Agricultural Market Intervension Schemes, Price Support Scheme to cash crops, spices etc
- Papers related to Spices Boards
- Plant diseases Pesticide &Insecticides
- Parasite Breeding Stations (Excluding Establishment) Bio-Control Lab (Excluding establishment)
- Kerala Plant Diseases and Pests Act 1972, Kerala Centre for pest Management
- Papers related to Kerala Land Utilization Order 1967
- Revision petitions filed under Kerala Land Utilization Order
- Papers related to the Kerala Conservation of paddyland and Wetland Act-2008 in the districts of Kozhikode, Kannur, Kasaragod
- Miscellaneous papers of the Section.

AGRICULTURE (PARLIAMENT) DEPARTMENT
Ph.No.2518130

PS

All papers related to consolidation of:-

- L.A. Interpellations and Assurances.
- Audit paras.
- Inspection Report of AG, Report of C& AG of India.
- Reports of Public Accounts Committee, Public Undertakings Committee, Estimates Committee,Subject Committee and other Legislature Committees.
- Reply to miscellaneous L.A Interpellations, Lok Sabha& Rajya Sabha questions referred from other departments.
- Staff meeting.
- Papers related to progress in implementation of official language.

AGRICULTURE (PPM CELL)
Ph.No. 2517169
e mail – agrippmcell@yahoo.com

PPM CELL

- Preparation of projects seeking financial assistance from Government of India and external agencies.
- Preparation of Policy papers and concept notes related to agriculture.
- Preparation and monitoring of Rashtriya Krishi Vikas Yojana (RKVY) projects
- Convening of SLPSC & SLSC of Rashtriya Krishi Vikas Yojana
- Rebuild Kerala Initiative Programme
- Crop Diversification
- KIIFB projects
- Prime Minister's Krishi Sinchayi Yojana (PMKSY) Agro Parks
- Agri Tech Facilitaion Centres & Mini Food Parks
- Farmer Producer Organisation
- Small Farmers Agri-business Consortium (SFAC)
- Post Harvest Management and Value Addition -SFAC Keralagro Online platform
- KERA Project

AGRICULTURE (WTO CELL) DEPARTMENT
Ph.No. 2517169
e mail – wtocellkerala@gmail.com

WTO CELL

- Matters related to trade in Agriculture in general and specifically on issues related to foreign trade policy, WTO & Regional Trade agreement intellectual property rights affecting Agriculture.

- Functioning of EEC aided wholesale market, AEZ Projects, plan review exercise and L.A.R cases related to EEC markets.
- Papers related to Navakeralam Karma Padhathi
- GOI-GEF-UNDP India High Range Mountain Landscape Project
- All papers related to the posting, pay and allowances of Special Officer, WTO Cell
- Agro ecological Zone based activities and papers relating to Western Ghats.

2. Animal Husbandry Department

AH(E)-SECTION
Phone No. 2518569
email -establishmentah@gmail.com

AHE 1

- All papers relating to appointment under compassionate employment scheme in Directorate of Animal Husbandry. Papers on continuance of temporary non-gazetted posts in the Directorate of Animal Husbandry. Special rules of Animal Husbandry Subordinate service. Establishment papers of Livestock Inspectors

AHE 2

- Delegation of Powers to officers of Animal Husbandry Department. Papers relating to ratification charge allowance to officers of Animal Husbandry Department and their deputation, Seminars/Training etc. outside the State. All papers relating to Special Recruitment. Establishment papers of Senior Superintendent/ Administrative Assistants/Accounts Officer etc., including Disciplinary Action Papers not allotted to other branches in the AHE Section. Establishment papers relating to farm labourers coming under Animal Husbandry Department. Higher DPC and Promotion proposal of veterinary officers and above in Animal Husbandry Dept.

AHE 3

- Establishment papers relating to Veterinary Officer and above in the Animal Husbandry Department including Disciplinary Action and Vigilance cases. Special rules relating to Kerala Animal Husbandry State Service.

AH(F) -SECTION
Phone No.2518754
email- animalhusbandryf@gmai.com

AHF 1

- All papers relating to KLD Board
- All papers relating to Kerala State Poultry Development Corporation
- Papers on cattle improvement Assts. and others selected through special employment programme

AHF 2

- Papers on Kerala Feeds Ltd (excluding Budget)
- Papers relating to Kerala Veterinary and Animal Sciences University (excluding Budget)

AHF 3

- All papers relating to Meat Products of India (excluding Budget)
- Miscellaneous papers /petitions and consolidation works of the Animal Husbandry & Dairy Development Depts.
- Papers not alloted to other branches in the AHF section.

AH(G) -SECTION
Phone .No 2518506
email-agriahg@gmail.com

AHG 1

- Plan Schemes of Animal Husbandry Department.
- Budget papers of Animal Husbandry Department.
- Papers related to Central Sector Schemes in Animal Husbandry Department
- General sector schemes benefiting SC's/ST's.
- Livestock Census.
- Special Animal Husbandry Programme.
- Annual Administration Report of Animal Husbandry Department.

AHG 2

- Write off /loss due to theft and natural calamities
- Papers relating to Institute of Animal Health and Veterinary Biologicals, Palode,
- Construction works of Department of Animal Husbandry
- Rent of buildings.
- Opening of veterinary dispensaries, Hospital sub centre etc.
- Shifting of Veterinary Institutions of Animal Husbandry Department
- Compensation to loss sustained on natural calamities
- Papers relating to Indian Veterinary Council/Kerala State Veterinary Council
- Miscellaneous papers regarding Animal Husbandry (G) Section.

AHG 3

- Write off of birds, animals died.
- Papers related to Purchase of feed ingredients, medicines, chemicals
- Follow up action on non-supply /defective supply of medicines, feed etc.
- Purchase and repairs of sundry articles & various equipment of AHD
- Condemnation of articles not useful to the Animal Husbandry Dept.
- Settlement of dues payable on account of purchase of feed etc

- Inspection Reports of Stores Purchase Department, Finance Department & Accountant General.
- Purchase, Auction and repair of Vehicles of Animal Husbandry Dept.
- Papers relating to SPCAs , State Animal Welfare Board etc

3. Ayush Department

Ayush (A) Department
Ph.No. 2518066
E-Mail : ayushadepartment@gmail.com

A1

- Establishment papers of Non-Gazetted posts in Indian Systems of Medicine
- Complaints regarding Ayurveda Dispensaries and Hospitals
- Upgrading of Ayurveda Dispensaries and Hospitals
- Papers related to Yoga, Siddha, Naturopathy Centres
- Miscellaneous works of the Section

A2

- Establishment papers of gazetted officers including doctors and teachers in the Department of Indian Systems of Medicine and Department of Ayurveda Medical Education
- Papers related to OUSHADHI
- Papers related to State Medicinal Plant Board
- Papers related to Traditional Knowledge Innovation Kerala.

A3

- Establishment papers of non-gazetted posts in Government Ayurveda Colleges and Ayurveda Medical Education department.
- Matters related to the aided colleges of Vaidyaratnam P.S.Varier Ayurveda College, Kottakkal and Vaidyaratnam Ayurveda College, Ollur.
- Papers related to Ayurveda Courses
- Papers related to Siddha, Unani, Yoga Courses
- Papers related to self financing Ayurveda colleges.

Ayush (B) Department

Ph.No. 2518562
E-Mail : ayushbdept@gmail.com

B1

- Papers related to the National AYUSH Mission.
- Papers related to the Plan & Non-Plan Budget (General) of AYUSH Department and Plan expenditure.
- Papers related to the purchase in the AYUSH Department.
- Papers related to the construction works included in the non-plan scheme.
- All papers/communications relating to various portals under the AYUSH Department.
- Papers related to the Legislative Committee Reports.
- Miscellaneous papers in the section.

B2

- Papers related to the Government Homoeopathic Medical College, Thiruvananthapuram & Kozhikode.
- Papers related to the Homoeopathic Medical College, Athurasramam, Kottayam.
- Papers related to the Dr.Padiyar Memorial Homoeopathic Medical College, Ernakulam.
- Papers related to the Sri Vidyadhiraja Homoeopathic Medical college, Thiruvananthapuram.

B3

- Establishment papers of Gazetted posts in the Homoeopathy Department.
- Papers related to the purchase of Homoeo medicine.
- Papers related to HOMCO.

Ayush (C) Department

Phone No : 0471-2517473
E-Mail : ayushcdepartment@gmail.com

C1

- Papers related to Kerala Ayurvedic Studies and Research Society, Kottakkal, Malappuram
- Papers related to Traditional Medicine.
- General papers of AYUSH department and section.

C2

- Establishment papers of Non-Gazetted Posts in the Homoeopathy Department.
- Papers related to Kerala State Medical Councils registration
- Papers related to Private registration of Homoeopathy
- Papers related to Homoeopathy Paramedical Courses
- Papers related to Ayurvedic medicine license and drugs controller (Ayurveda).

- Papers related to non-plan budget (Additional authorization, Re-appropriation etc..) of the Department of Indian Systems of Medicine, Department of Ayurveda Medical Education, Department of Homeopathy, and Homeopathy Medical colleges.

4.Backward Classes Development Department

Backward Classes Development (A) Department
Phone No.7256
e mail : bcddadept@gmail.com

A1

- Papers related to the establishment matters of the employees and other matters of the Directorate of Backward Classes Development Department.
- Papers related to the establishment matters of the employees and other issues of the Kerala State Backward Classes Development Corporation .
- Papers related to the Budget Matters of the Directorate of Backward Classes Development Department, Kerala State Backward Classes Development Corporation, Kerala State Development Corporation for Christian Converts from Scheduled Castes and the Recommended Communities (KSDC for CC & RC), Kerala State Pottery Manufacturing Marketing and Welfare Development Corporation Ltd and the Kerala State Commission for Backward Classes.
- Papers related to the above subjects in various Legislative Committees (Old and new).

A2

- Papers related to educational benefits for the students belonging to backward Classes.
- Papers related to Overseas Study Scholarship for OEC/ OBC / SEBC category students.
- Papers on reservation for Backward class students in educational institutions.
- Papers related to the above subjects in various Legislative Committees (Old and new)

A3

- Papers related to Job Reservation for Backward Class Candidates in Government Service and Public Sector Undertakings.
- Papers related to identify 'creamy layer' in the backward classes.
- Papers related to Dr. P.N. Sankaran Commission Report.
- Papers related to Vishwakarma Pension
- Papers on inclusion and removal of Communities from the OBC list.

- Papers related to the above subjects in various Legislative Committees (Old and new)

Backward Classes Development (B) Department

Phone No.7342
e mail : bcddbdept@gmail.com

B1

- Papers regarding issuance of OBC caste certificate and the disputes related to it.
- All Papers related to the Kerala State Pottery Manufacturing Marketing and Welfare Development Corporation Ltd .
- All Papers related to National Commission for Backward Classes.
- Papers regarding addition or removal from the OEC list.
- Papers related to the above subjects in various Legislative Committees (Old and new)

B2

- All Papers related to the Kerala State Development Corporation for Christian Converts from Scheduled Castes and the Recommended Communities (KSDC for CC & RC)
- All papers of Miscellaneous nature and not allotted to other seats in the department.
- Papers relating to Anglo-Indian Communities.
- Papers related to various Legislative Committees in Miscellaneous nature.
- Papers related to the above subjects in various Legislative Committees (Old and new)

B3

- Papers related to the establishment matters of the officers of the Kerala State Commission for Backward Classes.
- Papers related to OBC representation in government and non-government institutions.
- Papers on Schemes for the Welfare of Backward Classes and Examination. Training Centres.
- Miscellaneous Legislative Assembly Questions.
- Papers related to the above subjects in various Legislative Committees (Old and new)

5. Coastal Shipping and Inland Navigation

Ph.No. 2518183
E Mail - csindepartment@gmail.com

A1

- Development of infrastructure facilities for Inland Navigation - VADAKARA – BAKEL.
- Kerala Shipping & Inland Navigation Corporation Ltd.
- Integrated Urban Regeneration & Water Transport System Project.
- Inland Vessels Acts & Rules Except Implementation.
- Budget Papers.
- Miscellaneous Papers.

A2

- West Coast Canal Development.
- Development of infrastructure facilities for Inland Navigation – KOVALAM – VADAKARA.
- National Waterways & Inland Waterways Authority of India.
- Kerala Waterways & Infrastructures Ltd.(KWIL).
- LoC Proposals of Inland Navigation Department.

6.Consumer Affairs Department

Phone No.2518028
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CA1

- Selection to the post of Presidents and Members in the Consumer Disputes Redressal Fora/Commission
- Prevention of exploitation of Consumers and Unfair trade practices and legislation thereof.
- Establishment matters of Officers in the Consumer Disputes Redressal Commissions.
- Camp sittings of Consumer Disputes Redressal Commissions.
- Papers related to Multilevel Marketing/Direct Selling
- Monthly and Quarterly progress Report on consumer protection in the State.
- Matters related to leave of the Presidents and Members of CDRC and other service benefits.
- Making and amendments of Rules relating to consumer protection.

CA2

- Preparation and publication of Administration Reports of Legal Metrology Department.
- Implementation of Plan Schemes and Centrally Sponsored programme of Legal Metrology Department and its monitoring.
- Budget preparation of Legal Metrology Department.
- Lease of building for the purpose of Legal Metrology Department
- Review of Plan Progress of Legal Metrology Department
- Lok Sabha and Rajya Sabha questions of the Legal Metrology Department.
- Papers on Legislative Committees related to Legal Metrology Departments.
- Miscellaneous papers related to Legal Metrology Department

CA3

- World Consumer and National Consumer Day Celebrations.
- Construction and maintenance of Building at Consumer Disputes Redressal Commissions.
- Implementation of Centrally Sponsored Scheme "Strengthening Consumer Fora" and "State Consumer Helpline".
- Miscellaneous papers on Consumer Affairs Department
- Schemes on Consumer Welfare fund and its monitoring.
- Lease of building for the purpose of Consumer Affairs Department.
- Co-ordination of Consumer Awareness programme.
- Constitution of Consumer Clubs in Schools.
- Papers related to Consumer Protection Councils.
- Strengthening of Consumer Affairs Department.
- Matters related to State wide Inspection squad.
- Lok Sabha and Rajya Sabha questions related to Consumer Disputes Redressal Commissions.
- Training programmes on consumer protection.
- Papers related to Multilevel Marketing/Direct Selling.
- State Level Committee on Standardization
- State/National Award on Consumer Protection for the Voluntary Consumer Organizations (Selection to eligible Consumer Welfare Organizations for Central -State awards instituted for consumer protection)

CA4

- Disciplinary action related to officials in Legal Metrology Department.
- Establishment matters of Gazetted and Non Gazetted Officers in the Legal Metrology Department.
- Matters related to Administration, Control and Monitoring of the offices of Legal Metrology Department.
- Matters of Licensees related to Legal Metrology Department.

- Anomaly related to Junior/Senior fixation in the Legal Metrology Department.
- Making and amendment of Rules related to Legal Metrology Department.
- Complaints from the public related to Legal Metrology Department

7.Co-Operation Department

CO-OPERATION (A) DEPARTMENT

Phone: 0471 251 8621
Email id- cooperationAdept@gmail.com

A1

- Establishment papers of Gazetted employees of Co-operation Department, including Medical reimbursement.
- Delegation of powers of Registrar of Co-operative Societies and sub Officers.
- Departmental Promotion Committee meetings of Co-operation Department.
- Continuance of posts under KSR Part-1 Rule 144 of Co-operation Department

A2

- Establishment papers related to Non gazetted employees of Co-operation Department including LWA, Probation and C.E.S.
- Creation & continuous of posts under Rule 156, Part I, KSRs of Co-operative Department.
- Establishment matters of Auditors and Audit related matters.
- Departmental Purchase Committee, vehicle purchase & other purchase related matters.
- Miscellaneous papers of the section.

A3

- All Papers relating to all Apex Co-operative Societies
- All Papers relating to Pension Board

CO-OPERATION (B) DEPARTMENT

Phone: 0471 251 8021
Email id- cooperationbdept@gmail.com

B1

- Kerala Co-operative Societies Acts and rules and amendments thereto.
- Papers relating to Co-operative Election Commission.
- Papers relating to Co-operative Arbitration Court.
- Papers relating to Co-operative Ombudsman.

- Risk Fund – Schemes and Establishment only.
- Professional Education Fund scheme
- Family Care Fund, Relief Fund, Member Relief Fund
- Consortium Lending Scheme
- Co-operative Examination Board & Co-operative Tribunal

B2

- All petitions relating to loan and Write off of KSCB
- All papers related to Agricultural Co-operative Staff Training Institute (ACSTI)
- High Level Committee (HLC) to monitor the health of Co-operative
- Insurance Scheme to Employees of Co-operative Sector
- Income Tax related matters relating to Co-operative Institutions
- Gratuity to employees of KSCB
- Interest rate regulating committee
- Budget Speech, Budget and Connected matters (Non-Plan), Subject
- Miscellaneous papers of B Section
- Agricultural Infrastructure Fund
- Recovery of High Value Loans and NPA of KSCB
- Centrally sponsored scheme

B3

- Plan Fund Release – Fund release of Projects under State Plan
- Working Group Meeting
- Fund release of NCDC schemes and ICDP Schemes
- SLCC Meeting related to NCDC & ICDP
- Fund release of NABARD RIDF Projects
- PAC Reports related to Plan fund & NCDC

B4

- All Policy work related to KSCB
- Cadre integration of KSCB with DCB's
- Issues of KSCB with NABARD, RBI
- WP(C) & court cases related to KSCB
- Pay revision of KSCB employees
- Data Integration in KSCB
- KSCB Audit Report Analysis.

CO-OPERATION (C) DEPARTMENT

Phone: 0471 251 8607
Email id- cooperationcdept@gmail.com

C1

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

C2

- Appeal/Revision Petition filed under Co-operative Societies Act and Rules (excluding SC/ST Societies) of Idukki, Ernakulam, Thrissur & Wayanad.
- Papers relating to primary Co-operative Societies (Farmers Co-operative Societies, Farming Co-operative Societies, Service Co-operative Societies, Rural Co-operative Societies, Urban Co-op. Societies & Marketing Societies) excluding SC/ST Societies of Idukki, Ernakulam, Thrissur & Wayanad Districts.

C3

- Appeal/Revision Petition filed under Co-operative Societies Act and Rules (excluding SC/ST Societies) of Palakkad, Kozhikode & Kannur Districts.
- Papers related to Primary Co-operative Societies (Farmers Co-operative Societies, Farming Co-operative Societies, Service Co-operative Societies, Rural Co-operative Societies, Urban Co-operative Societies and Marketing Societies) excluding SC/ST Societies of Palakkad, Kozhikode & Kannur Districts.
- Miscellaneous papers of the section.

C4

- Appeal/Revision Petition filed under Co-operative Societies Act and Rules (excluding SC/ST Societies) of Kollam, Kottayam & Malappuram Districts.
- Papers related to Primary Co-operative Societies (Farmers Co-operative Societies, Farming Co-operative Societies, Service Co-operative Societies, Rural Co-operative Societies, Urban Co-operative Societies and Marketing Societies) excluding SC/ST Societies of Kollam, Kottayam & Malappuram Districts.

CO-OPERATION (D) DEPARTMENT

Phone: 0471 251 8557
Email id- copnd22@gmail.com

D1

- SC/ST Primary Co-operative Society
- Primary Tourism Co-operative Society
- Rubco, Raidco
- State Co-operative Union
- Youth Co-operative Societies
- Kerala State Co-operative Employees Welfare Board
- Kerala Co-operative Development Welfare Fund Board
- Kerala Co-operative Deposit Guarantee Fund Board

D2

- Social Security Pension
- KSRTC Pension
- Kerala State Co-operative Agricultural and Rural Development Bank
- Primary Co-operative Agricultural and Rural Development Bank
- Snehatheeram, Muttathemulla
- Follow up action based on the Sarfaesi Act
- Navakeraleeyam Kudisikha Nivaranam Pahdathi, Moratorium
- SLBC, SLCC
- Loka Kerala Sabha
- CAPE
- All papers relating to Sahithya Pravarthaka Sahakarana Sangham (SPCS) including Pay revision and Krithi International Book Fair.

D3

- Care Home
- All Projects/Programmes not allotted to other Sections
- All papers related to New projects/Programmes
- Administration Report of Co-operation Department
- All Papers related to the Ministry of Co-operation, Govt. of India
- Agricultural Debt Relief Scheme, Fisherman Debt Relief Scheme
- Neethi Stores and Neethi Medical Store
- Co-op Mart, 100 Days Programmes
- Implementation of new project through Consortium
- Papers related to New Rice Mills
- Multi State Co-operative Societies
- Women Co-operative Societies of all districts

- Housing Co-operative Societies
- PACs Pay Revision, Computerization of PACs, e-Governance
- Section Miscellaneous

CO-OPERATION (PS) DEPARTMENT

Phone: 0471 251 8871
Email id- cooperationpsdept@gmail.com

PS1

- Follow up action of L.A. Interpretation, Submission, L.A. assurance and Leg. Committees.
- Co-ordination of papers on Subject Committee.
- Co-ordination of Papers on Right to Information Act.
- M.P.'s Conference, Collector's Conference
- Follow up Action of Inspection Reports, Draft para, Audit para, PAC recommendation
- Consolidation work relating to the General Miscellaneous papers of Co-operation Department.
- Collection, distribution, follow up and submission of all Assembly questions relating to Co-operation Department.
- Papers related to Governor's Address
- E-Sameeksha, E-PMG, Online Delivery Portal
- India International Trade Fare (IITF)
- General papers related to CMO Portal
- Papers related to Co-operative policy
- C&AG Report consolidation
- Co-ordination of papers related to KLA Committee
- Joint Registrar's Conference
- Monthly Conference of Chief Secretary with Secretaries, Weekly Review meeting of Chief Secretary, Fortnightly Review meeting of Chief Secretary

PS2

- Establishment and all papers related to Co-operative Urban Bank of all districts.
- Papers related to Labour Contract Co-operative Societies of all districts
- Papers related to Hospitals Under Co-operative Sector
- Pay revision of Urban Co-operative Banks
- and Co-operative Hospital Societies
- Miscellaneous Co-operative Societies (excluding Marketing & Processing Societies)
- Appeals/revisions/Vigilance Cases/Court Cases related above Societies.

8. Cultural Affairs Department

Cultural Affairs (A) Department
Ph. No 0471 2518890
culturalaffairsa@gmail.com

A1

Papers relating to

- Kerala Kalamandalam.
- Kerala Sahithya Academy.
- Kerala Sangeetha nataka academy.
- Kerala Folklore Academy.
- Kerala Lalithakala Academy.
- Bharath Bhavan.
- Thulu Academy.
- Poorakkali Academy, Moyinkutty Vaidyar Academy.
- Issuing Awards such as Ezhuthachan Puraskaram, Kathakali Puraskaram, Pallavoor Appu Maarar Puraskaram, Raja RaviVarma Puraskaram, Keraleeya Nritha Natya Puraskaram.

A2

Papers relating to

- Jawahar Balabhavans.
- Guru Gopinath Nadanagramam.
- kumaranasan National Institute of Culture
- Sree Narayana International Study Centre.
- Margi.
- Grant in aid to memorials to eminent men of arts and letters and allied matters.
- Grant in aid to cultural Organizations in the state and NRG to various cultural Institutions.
- Papers relating to cultural complex in all districts.

A3

Papers relating to

- Kerala State Chalachithra Academy.
- Kerala State Film Development Corporation.
- Vyloppilli Samskrithi Bhavan.
- Centre for Heritage Studies.
- Theyyam Kala Academy.
- Consolidation of commitee reports of

  a) Kerala Legislature

  b) CAG

  c) Audit Reports

d) KIIFB Projects.

- Audit Monitoring Committee .
- Miscellaneous papers of the section.

Cultural Affairs (B) Department
Ph. No. 04712518723
e mail - culturalaffairsbdept@gmail.com

B1

All Papers relating to

- Archaeology Department.
- Kerala Museum.

B2

All Papers with respect to

- Museum & Zoo Department.
- State Archives Department.
- Miscellaneous papers of section

B3

- Budget preparation of Department.
- Plan review meetings.
- Consolidation of working group meetings of culture dept.
- Chief Secretary's Monthly meeting (Archaeology, Archives, Museum & Zoo depts.)
- Film Subsidy requests.
- Non Plan fund to KSFDC & Federation of Film Societies of India.
- State Film/Television Awards.
- J.C.Daniel Award.
- Television Life Time Achievment Award.
- Non plan Fund to IFFK and papers relating to IFFK
- Submission of Subject Committee Proposals to KLA.
- Budget Speech (Culture, Archaeology, Archives, Museum & Zoo Depts.)
- Governer's Address (Archaeology, Archives, Museum& Zoo)
- Papers related to Cinema
- Hema Committee Report.
- Annual Performance Report.
- SDG Proposals and Reconcillation of Departmental figures.

Cultural Affairs (C) Department
Ph.No. 0471 2517016
culturalaffairs.c@ gmail.com

C1

All papers relating to

- State Institute of Languages.
- Kerala State Institute of Children's Literature.
- State Institute of Encyclopaedic Publications.
- Malayalam Mission.
- Kerala State Book Mark.

C2

All papers relating to

- Directorate of Culture.
- All papers relating to Vasthuvidya Gurukulam
- Pension papers relating to Kerala Government Cultural Institution Employees Pension Scheme.
- Governor's Address (Culture Department)
- Parliament section of Cultural Affairs Department.
- Consolidation of LA Interpellation relating to establishment matters.
- Papers related to classical language Status to Malayalam.
- Papers relating to official language.
- Papers relating to South Zone Cultural Centre.

C3

- All miscellaneous papers relating to the Department.
- Consolidation work of Cultural Affairs Department.
- LA Interpellation relating to questions except establishment matters.
- All Papers relating to Kerala State Cultural Activist Welfare fund Board, Konkani Sahithya Academy.
- Chief Secretary's Monthly Conference.
- 100 days programme
- All communications from Government of India.
- Nodal section for all events related to Azadi Ka Amrith Mahotsav. Disbursment of Monthly pension to artists who are in indigent circumstances, Sanctioning Arrear pension of pensioner to his/her heirs.
- Financial Assistance for Medical treatment of Artists.
- Sanctioning Central-state pension to various artists.
- Consolidation of Monthly Business Statement, RTI.
- CMO portal.
- Loka-Kerala Sabha.
- G20
- MPs Conference

- Papers relating to Indo-sharjah cultural centre.

9. Dairy Development Department

Ph.No. 8728
E mail- agridairydept@gmail.com

D1

- Establishment files of Dairy Development Department
- Compassionate Employment Scheme
- Medical Reimbursement of Employees of Dairy Development Department
- Working Group and Special Working Group relating to plan Schemes of Dairy Development Department
- Budget papers of Dairy Development Department
- All papers relating to Valiyathura State Fodder Farm under Dairy Development Department
- Papers related to Brahmagiri Development Society

D2

- All files relating to APCOS Milk Co-operative Societies in the State and Appeal/Revision Petition/O.P.'s related to the Milk Societies.
- All papers related to Kerala Co-operative Milk Marketing Federation and 3 Regional Unions including establishment matters.
- Kerala Dairy Farmers Welfare Fund Board.
- Centrally Sponsored Schemes pertaining to KCMMF and 3 Regional Unions.

D3

- Draft para, Audit para, Public Accounts Committee, Subject Committee, Estimate Committee recommendations and LA Committees recommendations.
- Inspection Report on the Audit and Accounts of Dairy Development Department
- Purchase and Repair of Vehicles
- Miscellaneous files
- Files related with primary dairy co-operatives other than APCOS
- Files related with flood rehabilitation and rebuild Kerala initiatives
- Monthly Statement
- Administration & Annual Performance Report of Dairy Development

10. Disaster Management Department

Disaster Management (A) Department

Phone Number: 0471 2518113
Email ID: revenuedmdk@gmail.com

DMA1

- All papers relating to Natural Calamity other than flood, Government of India Communications, Establishment matters of State Emergency Operation Centre (SEOC), Establishment matters of Kerala State Disaster Management Authority – Strengthening of State Disaster Management Authority & District Disaster Management Authority

DMA2

- All papers relating to Natural calamity like flood & covid etc., Soil Piping, Prime Ministers National Relief Fund, Department Miscellaneous papers

DMA3

- Fund allotment under State Disaster Response Fund (SDRF) to all District, State Disaster Fund, Plan Fund Utilisation

Disaster Management (B) Department

Phone Number: 0471 2518216
Email ID: dstrpcell@gmail.com

DMB1

- Matters in connection with natural disasters like Floods, Landslides, Hailstorms, Thunderstorms, Soil Piping etc which are not declared as severe disaster by the Disaster Management Authority.Matters related to natural calamities except cyclone and drought.
- Matters in connection with providing Relief Assistance within the existing limits as per Disaster Response Fund criteria for the occurrence of accidents, loss of life and damages arising out of natural calamities.
- Matters in connection with providing relief assistance to damage of houses and buildings due to natural calamities.
- Matters in connection with according administrative sanction for the emergency restoration of roads and bridges damaged by natural calamities in Thiruvananthapuram, Kottayam, Malappuram, Wayanad Districts.
- Section Miscellaneous.

DMB2

- Matters in connection with according administrative sanction for the emergency restoration of roads and bridges damaged by natural calamities in Kollam, Alappuzha, Pathanamthitta, Idukki and Kannur districts.

DMB3

- Matters in connection with according administrative sanction for the emergency restoration of roads and bridges damaged by natural calamities in Ernakulam, Thrissur, Palakkad, Kozhikode and Kasaragod districts.

11.Election Department

Election (Accounts) Department
Phone: 0471-2300121
e-mail : electionea@gmail.com

EA-1

- Audit Para & Draft Para relating to Election Department,
- Conduct of Internal Audit in Election Department.
- Audit Objection and their clearance, Test Audit notes and Local Audit reports.
- Appropriation accounts, Budget Papers of Election Department, Allocation of funds to DEOs.
- Additional authorization, Re-appropriation, SDG and surrender of savings and preparation of Final Grant Statement.
- Papers relating to Subject Committee.
- Review of Expenditure in the Election Department on a quarterly basis and recoupment of excess funds from the DEOs etc.
- Maintaining Savings Bank Account of the department and maintain registers for VVPAT, Training and SVEEP and miscellaneous account,

EA-2

- All the papers relating to Establishment matters of Election department.
- Preparation of Bills and disbursement of pay and TA of NGOs, Gazzatted Officers Election Department.
- Maintenance of Service Book, PBR, Acquaintance Register and Cash Book and sanction of leave to all officers in Election Department.
- HBA, Motor Cycle and Cycle advance
- Medical Reimbursement Claims of officers in Election Department.
- Payment of TA advance, LTC advances and its settlement and maintenance of connected records.
- Temporary and Non Refundable advances from GPF of all staffs in Election Department.
- Papers relating to the remuneration/complaints of the Polling/Revision duty personnel.

- Appointment of State Public Information Officers and Appellate Authority under RTI Act 2005 in Election Department.
- Office orders on work distribution and file routing in Election Department.

EA-3

- Papers relating to Contingent Bills and miscellaneous bills in Election Department.
- Maintenance of Allotment Register, CB register, Advance Register, DD Register and other registers on Accounts and payments in Election Department.
- Deduction of TDS and payment made from Election department and its proper uploading in the portal of Income Tax Department on Quarterly basis, issuance of TDA certificates on demand by the payee.
- Special Advance in connection with General Elections and Bye elections and its adjustments.
- Administrative sanction for telephone, Broadband, WIFI and VAS connection in CEO office, District and Taluk Election Wings, settlement of Telephone Bills, Electricity Bills and water charges in the Department.

EA-4

- Papers relating to Monitoring of Reconciliation of Department figures with Accountant General's figures and reimbursement of Government of India share on the expenditure of the State Government in connection with Election work.
- Works relating to Audit Certificate and Utilization Certificate on Election expenses.
- Monitoring of Receipts and Receipts over Expenditure (ROP) in Election Department.
- Continuance of temporary posts in Election Department.
- Purchase and maintenance of vehicles in Election Department.
- Maintenance of log books of vehicles, conduct of mileage tests, and renewal of insurance premium of Departmental vehicles.
- Condemnation of old vehicles of Election Department.
- Consolidation of monthly business statement, importance orders and periodicals.
- Miscellaneous papers of Election (Accounts) Dept
- Appointment of Observers for Election in Other States.
- Ex - gratia payment to Officers who meet with accidents While on Election Duty & Cashless treatment of Polling Personnel

Election (General) Department
Phone: 0471-2300121
e-mail : ecctvpm2025@gmail.com

EL-1

- Papers relating to Representation of Peoples Act 1950, 1951 and Amendments.
- Papers relating to Polling Stations, Polling Station rationalization.

- Papers related to the appointment of Returning Officers, Assistant Returning Officers, Electoral Registration Officers, Assistant Electoral Registration Officers and Amendments therein.
- Biennial elections to the Council of States.
- President and Vice-President Elections.
- Preparation of last part of Electoral Rolls (Service Electors) and ETPBMS
- Index Card
- ENCORE
- C-Vigil
- Election Expenditure Monitoring.
- Papers related to Counting Centers and Counting of Votes
- Publication of Criminal Antecedents of Candidates
- Disqualification of Candidates
- Papers related to SEMP (State Election Management Plan) and DEMP (District Election Management Plan)

EL-2

- Papers related to Chief Electoral Officer's Conference and its follow up action.
- Papers related to visit of CEC/ ECs/DECs and other Officials from ECI to the State.
- Papers related to the appointment of Polling Personnel,Disciplinary Proceedings against Officials deputed for Election related works and ORDER Software.
- Force Deployment and Law & Order
- Webcasting of Polling/ Counting/ Distribution Centers
- Call Centres
- Papers related to Preparation and delivery of EPICs and its Payment
- Papers related to Payment to Standing Counsel of lection Commission of India and Counsel to CEO.
- Papers related to Election petition, Maintenance of Register of court cases.
- MIS Report to ECI.

EL-3

- Conduct of Elections to State Legislature and Lok Sabha.
- Papers related to computerization of Electoral Rolls, Maintenance of Electoral Roll Database and IT related activities.
- Papers related to Registration of Electors Rules 1960 and conduct of Election Rules 1961.
- Papers related to complaints against Electoral Rolls.
- SSR and other Revisions of Electoral Roll.
- Preparation of Format 1-8 in connection with SSR
- Papers related to payment of Electoral Roll printing.
- Matters related to SLA.

- Establishment papers and payments related to Technical Team in Election Department.
- ERO Net
- Election Planning Portal.

EL-4

- Papers related to Model Code of Conduct (MCC).
- Publication of Judgment of Notification of Election Commission of India
- Consolidation of BLO Honorarium proposal
- Papers related to BLO appointment, BLO Portal.
- Papers related to Booth Level Agents.
- BLA Portal.
- Papers related to Political Parties.
- Papers related to RUPPs
- Maintenance of RTI Register.
- CMO Portal
- NGS Portal
- Delimitation of Assembly Constituencies
- Miscellaneous Papers of Election (General) Department

Election (Equipment) Department
Phone: 0471-2300121
e-mail : ecctvpm2025@gmail.com

EE-1

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

EE-2

- Papers relating to Procurement and supply of Election materials such as portable voting compartments Armbands etc.
- Consolidation and furnishing of reply to Legislative Assembly interpellation.
- Legislative Assembly assurances and other papers relating to Legislative Assembly.
- Maintenance of stock register of Equipment/material handled in the seat.
- All papers relating to SVEEP activities.
- Liaision with Police Department and Preparation of Law & Order reports during elections.
- Media Certification and Monitoring Committee, Social Media, Paid News and Fake News.

EE-3

- Printing and distribution of Forms, Registers, Ballot Papers, Covers etc.
- Works related to printing of Ballot Papers for Lok Sabha, Legislative Assembly, Presidential Elections, Printing and distribution of Forms in connection with Revision of Electoral Rolls.
- Supply of paper and other stationery articles for the Revision of Electoral Rolls and Election.
- Maintenance of Stock of Equipments in the District and Taluk Election Wings.
- Papers relating to Chief Secretary's Conference and MPs conferences.
- All papers relating to procurement, management and maintenance of all IT related equipments such as Computers, UPSs, Printers and all other peripherals.
- Maintenance of Stock Register for IT related equipments.
- Monitoring of Annual Maintenance Contract (AMC) for servers and other IT installations at State and Taluk Levels.
- Papers relating to Election library and resource centre.
- Training of election related officers
- Behaviour analysis using various AI tools

EE-4

- Papers relating to procurement and distribution of Hand Books for Returning Officer, Presiding Officers, Polling Agents, Counting Agents and Candidates.
- Self inking stamp pads, distinguishing Mark Rubber Stamps, Arrow Cross Mark, Rubber Stamps, Indelible ink, Metal Scales, Metal Rulers, Metal Pushers etc.
- Revision of Handbooks and their printing.
- Purchase and maintenance of Office equipments (except IT related equipments) such as Fax machines, Photocopiers etc.
- Procurement of furniture and its maintenance.
- Maintenance of Stock Register for Equipment/material procured and distributed in the seat.
- House Keeping.

- Papers relating to issue of ID cards to employees of Election Department.
- Miscellaneous papers Election Department.
- Papers relating to e-Office and other e-governance initiative of the Secretariat.
- Papers related to issue of Authority Letters.

12.Electronics and Information Technology

E & IT (A) Section
Ph. No. 2518882
e mail – itakerala@gmail.com, ita@kerala.gov.in

A1

- Infopark Kochi, Koratty, Cherthala
- Smartcity, Kochi
- Cyberpark, Kozhikode
- Subject Committee, Estimate Committee, PAC etc relating to Smartcity - Kochi, Infopark, Cyberpark.
- District IT Parks in Govt. Sector
- Inspection Reports of AG relating to Smartcity, Infopark, Cyberpark & IIITM-K
- Subjects relating to Block Chain/ Fin Tech, Artificial Intelligence, Data Analytics, Internet of Things, e-Mobility and Cognitive Science
- Papers relating to Department Vehicle
- Miscellaneous papers of the section
- Graphene
- State Data centre
- Digital Science Park
- Work near Home
- Advanced technologies Park

A2

- Technopark, Thiruvananthapuram, Kollam & Technocity, Thiruvananthapuram
- Kerala State IT Infrastructure Limited (KSITIL)
- Cyberpark, Kannur & Kasaragod by KSITIL
- Information Communication Technology Academy (ICT Academy)
- Matters related with software technology parks of India (STPI)
- Knowledge City Project
- Private IT Parks
- Papers relating to Hardware Mission
- Space Park

- Village Knowledge centres
- FOSTeRA
- Quad
- IT Corridor
- New IT Parks in Kannur and Kollam
- Internship Programme

E & IT(B) Section
Ph. No. 2518883
e mail – itbkerala@gmail.com, itb@kerala.gov.in

B1

- E-District, E-Sevanam portal
- UID Project, Aadhaar related papers, Aadhaar vault
- DBT Scheme
- Digital Payments
- Payment Gateway including Pay Gov India, SBI Mops etc
- M-Governance, M-Sevanam app
- Kerala Spatial Data Infrastructure (KSDI)
- Telecom related papers (RoW, USO, National Optical Fibre Network (NOFN), National Knowledge Network., Kerala Telecom Infrastructure policy
- Papers relating to Mobile Towers
- K-FON Project, K-FON Ltd (SPV)
- Establishment papers of SeMT, Review of SeMT
- Kerala Data Sharing and Accessibility Policy
- Electronic Delivery of Service rules, 2010
- Court cases connected with the contract with M/s. Sprinklr

B2

- IT Policy & IT Sub Policy
- State Data Centre (SDC-I & SDC-II)
- Department WAN
- IPV4-IPV6
- Malayalam Computing
- Papers relating to Total Solution Providers
- Papers related to Steering Committee / Apex Committee on e-Governance
- Papers relating to e-Governance
- Conducting of e-Governance Meet / Workshop / Conference
- Skill Delivery Platform Kerala (SDPK)
- Public Wifi Project

- Digilocker Project
- Information Technology Act, 2000
- Appeal filed before the adjudicating officer under IT Act, 2000
- Request for blocking Websites under the purview of IT Act
- Government Enterprise Architecture
- Standardization of Short Term IT Courses
- E-Krishi, E-Waste
- Kerala State Wide Area Network (KSWAN)
- Miscellaneous papers in the section
- All papers regarding Digital University
- All papers regarding IIITM-K

E & IT(C) Section
Ph. No. 2518848
e mail – itcdkerala@gmail.com, itc@kerala.gov.in

C1

- Establishment papers of KSITM
- FRIENDS Janasevana Kendram
- Subject Committee / Public Accounts Committee
- Budget Papers and Plan monitoring
- IteS Habitat Centre
- Special Working Group/Departmental Working Group of E & IT Department
- Audit Report of AG / C &AG
- Papers relating to Governor's Address, Budget Speech
- Standard Investment Subsidy on ICT
- All papers regarding ICFOSS
- Papers relating to old Modernization of Govt. Programme (MGP)

C2

- All papers relating to AKSHAYA Project.
- All papers relating to Common Service Centers
- All legislature Committees except Subject Committee and PAC
- E-Governance Awards
- Papers relating to MPs/DCs/HoDs Conference & Meeting of Chief Secretary with Secretaries.
- Papers regarding payment of rent and electricity charges of NIC to C-DAC.
- Papers relating to the Meeting of Syndicate / Senate etc. of all Universities in Kerala.
- Papers on CERT-K and Cyber Security related matters.
- Miscellaneous papers of IT

- Department/Miscellaneous papers of Section.
- Parliament Section of IT Department

E & IT (Cell) Section
Ph. No. 2517205
e mail – itcellsec@gmail.com, itcell@kerala.gov.in

Cell-1

- Implementation of Digital Document Filing System (DDFS) and e-office in Govt. Secretariat.
- Purchasing of PCs and IT related equipments for Secretariat
- Supply of Laptops to Officers and Ministers in the Secretariat
- Supply and support of Internet Data Cards in the Secretariat
- Payments related to Secretariat
- Wide Area Network (SecWan) Project
- Annual Maintenance contract of Hardware
- Annual Maintenance contract of Network
- Providing IT Assets to various departments in the Secretariat on request
- Video Conference (including other departments video conferencing)
- SECWAN Re-Engineering
- Asset Management of IT related equipments in Secretariat
- Miscellaneous papers of IT Cell
- Papers on websites and allied matters including the domain kerala.gov.in
- Common Solutions such as Centralized procurement,Common VC Solution etc
- E-Procurement/e-tendering
- Matters related to IT projects implemented by line departments and Universities

Cell-2

- Information & Data Exchange Advanced System (IDEAS)
- Training on e-Governance to officers of Secretariat
- Training on UNICODE Malayalam Computing
- Creation mail ID's for Secretariat Users
- Citizen call centre/Secretariat call centre
- Files from other Departments for remarks/concurrence Remarks for implementing IT related matters
- All files and papers relating to Kerala Startup Mission
- Implementation of E-Office
- Monitoring creation of email ID/MD for e-office
- PG Diploma in e-Governance(PGDeG)Course
- Virtual IT Cadre
- Creation of IT Cell Division in field departments

- Capacity building
- Papers on working Group/Departmental Purchase Committee/Technical Committee meetings convened by Secretariat Departments/Line Departments as well as the meetings in which Secretary (IT) is invited as a member in Technical capacity
- Papers on IT project portal
- UNIFIED REGISTRY
- Website of E & IT Department
- Development and Management of Data Management System for E & IT Department

13.Environment Department

Environment (A) Department
Ph.No.0471-2517273
E mail : envtkerala@gmail.com

A1 - Establishment

- KSPCB, KSBB, DoECC, Water Appellate Authority, EIA Authority and SLEAC
- Budget of the Department, Monthly plan progress reports
- Delegation of powers to Chairman PCB/Committee for action under Rules and standards relating to Hazardous Wastes
- Water Quality Management Authority
- Environment Laboratories (other than Government owned)
- Authorization to take congnizance under Environment enactments
- Authorization for entry/Inspection under Environment enactments
- Authorization for taking samples under Environmental enactments
- Delegation of powers to State Government on environmental aspects
- General papers on Aquaculture Authority
- Environment Organizations and N.G.Os

A2 - Conservation of Environment, Ecosystems and Biodiversity

- Biodiversity Act, Rules, Strategy and Action Plan
- Kerala State Biodiversity Fund
- Environment issues related to Forests
- Biodiversity issues related to Wildlife

- Agro-ecosystems, papers related to agro-chemicals, organic farming and connected subjects
- Aquatic ecosystems including aquatic biodiversity other than subjects under Water Pollution (P&CP) Act
- Special consevation projects on native biodiversity
- Wetland Conservation Rules and programmes thereunder
- River Conservation Programmes
- Eco Sensitive Zones
- Loss of Ecology (Prevention and Payment of Compensation) Authority
- Genetically modified organisms and crops

A3 - Land, Air and Water Pollution

- Water (Prevention & Control of Pollution) Act, Rules, Notifications, Reports and petitions thereunder
- Water (Prevention & Control of Pollution) Cess Act, Rules, Notifications Reports and petitions thereunder
- Air (Prevention & Control of Pollution) Act, Rules, Notifications, Reports and Petitions thereunder
- Mines, Quarries, Crushers, all land related environmental issues, and complaints
- Emission standards and noise limits for Generator sets
- Standards for Fire crackers
- National Ambient Air Quality standards
- Noise Pollution (Regulation & Control Rules), Petitions thereunder
- Pollution due to Motor Vehicles including boats, Vessels etc
- Sewage Treatment plants other than that which related to industries & chemicals.

Environment (B) Department
Ph. No. 0471-2518996
E mail : envtkerala@gmail.com

B1 - General Enviroment Protection and Development

- Environment (Protection) Act, Rules and Notifications (General Papers) and complaints on issues not specially assigned hereby
- Public Liability Insurance Act, Rules, Notification, Reports and Complaints there under Ozone depleting substances (Regulation) Rules and connected papers
- Climate Change, Strategies Action Plans and connected papers
- Environment/Climate Change issues related to energy
- Enviromental Clearance (General)
- EIA for development projects

- Environment issues related to Industries and Commercial activities (General Papers)
- Environment Auditing
- Environemnt Reports and Publication, Environment information
- Environment Policy
- Environment Research & Technology
- National Enviromental Tribunal Act
- Papers on National Environmental Appellate Authority
- Projects/programmes/proposals of DoECC other than on subjects specifically allotted to the other section/seats.
- Environmental advice on Governmental policies
- Miscellaneous papers of the Department
- Chief Secretary's monthly conference
- Miscellaneous Legislature Assembly Interpellations and RTI applications etc. not convered by the subjects allotted elsewhere.

B2 - Enviroment Degradation and Sanitation

- Manufacture, Storage and Import of Hazardous Chemicals Rules - 1989 and all connected issue
- Prohibition and restriction on handling of hazardous substances in different cases
- Hazardous Wastes Management Rules and papers thereunder
- Chemical Accidents (Emergency Planning, Preparedness and Response) Rules, and connected subjects.
- Biomedical Wastes (Management & Handling) Rules and connected subjects
- Plastic (Management & Handling) Rules, related issues and complaints
- Municipal Solid Wastes Rules (Related Environmental issues only)
- Batteries (Management & Handling) Rules and connected matters
- Electronic Wastes (Management & Handling) Rules and connected matters
- 2 T Oil - (Regulation of supply & distribution orders - 1998
- Prohibition of Import of Hazardous Wastes
- Prohibition on open burning of waste oil
- Electromagnetic Radiations
- Radioactive Radiation
- Pollution related to other sanitation issues
- Enviroment problems associated with housing, tourism, infrastructure projects and connected papers
- Public Health related enviromental issues
- Ecomarks scheme (scheme on labeling of environmental friendly products)
- Pollution caused by Industries & Chemicals
- Effluent Treatment plants related to Industries & Chemicals.

B3 – Coastal Zone Management Authority and Enviromental Awards.

- KCZMA and allied matters
- Declaring coastal structures as CRZ and regulating activities in CRZ
- Establishment matters of Kerala Coastal Zone Management Authority
- Enviroment Education and Awareness Programmes, Enviromental Awards
- General L.A Interpellation regarding establishment matters.

14.Finance Department

ADMINISTRATION – A

0471-2518320

e mail- finadmna@gmail.com

A1

- Establishment matters relating to gazetted officers of Finance Department and above the rank of Section Officers (including Leave Surrender and Commuted Leave of Accounts Officers)

A2

- Declaration of probation and confirmation in respect of Section Officers in Finance Department. Preparation of Seniority list of Gazetted Officers and Seniority complaints. OP files and other miscellaneous papers relating to gazetted officers, sanctioning of leave and surrender of Earned Leave in respect of gazetted officers of Finance Department. Fixing the cadre strength of Section Officers. Deputation of officers of and above the rank of Section officers, L.A. interpellation

A3

- Establishment matters relating to Assistants in Finance Department

A4

- Declaration of probation in respect of Assistants in Finance Department.
- Preparation of seniority list in respect of Assistants and seniority complaints. OP files and other miscellaneous papers relating to Assistants. Deputation of Assistants in Finance Department. Sanctioning of leave and surrender of Earned leave in r/o Assistants. Fixing of Cadre Strength of Assistants, L.A interpellation.

A5

- Activities related to convening of the Departmental Promotion Committee (Higher) for promotion to the category of Deputy Secretary & above.
- Activities related to convening of the Departmental Promotion Committee (Lower) for promotion to the category of Under Secretary.
- Activities related to convening of the Departmental Promotion Committee (Lower) for promotion to the category of Section Officer.

- Activities, files and works related to the preparation of Annual Confidential Report of the Under Secretary and above.
- Activities and works related to the preparation of Annual Confidential Report of Senior Grade Assistants to Accounts Officers.
- Preparation, maintenance and related works regarding filing of property returns of all employees in the Finance department and Divisional Accountants.

ADMINISTRATION – B

0471-2518167
e mail- bharanamb8167@gmail.com

B1

- Establishment matters relating to Typist,Confidential Assistants/Personal Assistants, Drivers, Binders, Roneo Operators of Finance Department

B2

- Declaration of probation in respect of Office Superintendents, Typists, C.A, Drivers, Binders, Roneo Operators etc., Preparation of Seniority list in respect of Office Superintendent, Typists, Drivers, Binders, Roneo Operators, Compilers, etc, O.P files and other miscellaneous papers relating to these categories, Deputation of these categories and Deputation in respect of Peon, Attender & Clerical Assistant, Sanctioning of leave and surrender of Earned leave in respect of them, Fixation of cadre strength, L.A. interpellation.

B3

- Establishment matters relating to Peons, Attenders, Clerical Assistants, Part time Sweepers in Finance Department.

B4

- Declaration of probation in respect of peons in finance department, Preparation of seniority list in respect of Peons, Attenders and Clerical Assistants, Leave, Sanctioning of leave, Surrender of Earned leave in respect of these categories, Fixation of cadre strength, L.A interpellation, Training.

ADMINISTRATION – C

0471-2518949
e mail - finadmnc@gmail.com

C1

- Whole departmental works of National Savings Department and Establishment matters of employees of Finance (National Savings) Department, Establishment matters of Public Policy Research Institute.

C2

- Matters relating to O/o the Chief Technical Examiner, Pension Papers of employees of Finance Department.

C3

- Special recruitment of SC/ST and allied matters, conference papers, LA interpellations and other miscellaneous works related to this section. Nomination of officers to Price Fixation committee, arranging Assembly duties to officers in Finance Department, etc

ACCOUNTS – A

0471-2517101
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A2

- Salary processing, preparation of bills for leave surrender, Terminal surrender, processing of bills for crediting DA arrears to provident Fund Accounts, dealing NLC, LPC, Salary Certificate in respect of Assistants, works in connection with the EPF contribution in respect of Asst. Executive Engineer, Finance (Inspection – Technical) Department

A3

- Verification of Tour TA/Transfer TA Bills in respect of both Gazetted and Non Gazetted Officers of Finance Department, reconciliation of department figures with Treasury figures under the major head of accounts 2052 & regularization of excess expenditure/savings.

A4

- Salary processing, preparation of bills for leave surrender/processing of NLC, Salary certificate and crediting DA arrears to General provident Fund Accounts etc., in respect of Typists, Confidential Assistants, Drivers, Clerical Assistants, Attenders and Roneo Operators.

A5

- Salary processing, preparation of bills for leave surrender, Terminal surrender, process to credit DA arrears to provident Fund Accounts, issuing of NLC, LPC in respect of Peons and Part time contingent employees of Finance Department. Calculation of Income Tax and issuance of form 16 certificates to all the NGOs in Finance Department.

A6

- Preparation of miscellaneous Bills for PF, PF Closure, GIS, FBS, M/R, issuing Government Orders to adjust petrol advance, preparation of Bills for all purchase in Finance/DPC and all other miscellaneous works relating to this section. Miscellaneous papers including L.A. interpellation.

ACCOUNTS – B

0471-2518112
e mail - acctsb1fin@gmail.com

B1

- Rent of KSHB & SBTE Building, Accommodation & connected purchases and payments, maintenance, SLI, GIS – Enrolment & closures, FBS closure, Payment of IT purchases, AC installation & related works, Travel charges to ODEPEC, Hospitality payments – Guest House, Mascot Hotel etc., Journey sanction, Solar Installation, Purchase and distribution of Department Books, Audit File of AG, Payment of Electrical & civil works to Contractors, Construction of Conference Hall, Disposal of Recovery notices of loan dues, Allotment of Govt. Quarters, LTC- Payment, Facility to Fin(CTFM) – lunch quotations, telephone facilities, other amenities etc.,

B2

- Maintenance, repair and purchase of department vehicles of Finance Department, Purchase of stores and office stationery, Medical reimbursement to staff in Finance Department, Sanction and settlement of IFMA to staff in Finance Department, Allotment of vehicle to drivers appointed through PSC, Advance to the office of Secretaries, PSA, CTFM and Office Section, Payment of Supplyco Bunks for supplying fuel to department vehicles of Finance Department

B3

- Sanction of GPF advance like Temporary Advance & Non Refundable Advance, Conversion of TA into NRA, Closure of HCA, MCA & Marriage Loans, Admission and closure of GPF, Processing of application and sanction of House Building Advance, Releasing of security documents of HBA, Sanction for the Permission of purchase of movable and immovable properties, Processing of GPF a/c No. intimation & HBA broadsheet No. intimation by AG.

B4

- Attendance monitoring, District Finance Inspection Squad's Fuel Advance, reimbursement, payment of wages, repair & maintenance of vehicles etc, Right to information, Assembly question, Miscellaneous papers relating to the section, Telephone Payments & ORT reimbursements, Electricity charges & water charges, Updating Telephone & PABX Numbers to Exchange, Installation and shifting of new telephone connections, Remuneration to D/W employees engaged in Finance Department, Sanctioning of fuel advance to drivers in Finance Department, Sanctioning newspaper allowance to Joint Secretaries and Additional Secretaries of Finance Department, Payment of coolie charges and other miscellaneous allowances, Reply to LA Questions and Right to Information Act 2005.

AGRI WING – A

0471-2518520

e mail - agriafinance@gmail.com

A1

- Works, contracts, supply of timber and firewood to different Public Sector Undertakings and Government Departments and also to religious institutions, Files and papers relating to leave and allied matters in respect of Agriculture, Animal Husbandry, Dairy Development Department, Co-operation Department, Food & Civil Supplies Department, Irrigation, Ground Water Department and Forest Department, Proposals relating to deputation/ training/ tours, Proposals relating to deputation of foreign service & allied service matters.

A2

- Creation, up gradation and continuance of posts - delegation of powers, Rent fixation and contingencies- advances- installation of telephone, etc and Miscellaneous papers including L.A. interpellation.

AGRI WING – B

0471-2518924

e mail - financeagrib@gmail.com

B1

- Projects/schemes of the following departments: Agriculture Department & Soil Conservation Unit, Forest Department, Dairy Development Department, Food & Civil Supplies Department, Ground Water Department, Minor Irrigation Department, Command Area Development Authority of Kerala, Funds, Additional Authorisation of Funds relating to Schemes/projects of the above departments.

B2

- Matters related to (a) pay fixation (b) Increment (c) Special Pay (d) Honorarium (e) Medical Reimbursement (f) Allowances of various types (g) Regularisation of the period of absence & Remuneration of the following departments : Agriculture, Animal Husbandry, Dairy Development, Co-operation, Food and Civil Supplies, Minor Irrigation & Forest Department, All service matters of Farm Labourers and miscellaneous papers relating to the section, All official matters of the staff of pension defunct MMC, Miscellaneous papers including L.A. interpellation.

AGRI WING – C

0471-2518140

e mail - financeagric@gmail.com

C1

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

C2

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

BUDGET WING – A
0471-2518912
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A1

- Consolidation of Demands for Grants, Preparation of Vote on Account, Budget Speech Team constitution & Related works, Arrangements of Printing of Budget documents, Preparation of Budget Estimates in respect of the following Demands/Heads of account & connected works.

Debt Charges

2048-Appropriation for Reduction or Avoidance of Debt

2049-Interest payments

Public Debt Repayment

6003-Internal Debt of the State Government

6004-Loans and Advances from the Central Government

7810-Inter-State Settlements

Demand No. XIV Miscellaneous Loans

7610-Loans to Government Servants, etc

7615-Miscellaneous Loans

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

0049-Interest Receipts

0050-Dividends and Profits

General issues related to Budget 2.0 software

A2

Preparation of Budget Estimates in Respect of the Following Demands/Heads of account and connected works

Demand No. VI-Land Revenue

- 2029-Land Revenue
- 2035-Collection of Other Taxes on Property and Capital Transactions
- 2506-Land Reforms

Demand No. X-Treasury &Accounts

- 2054-Treasury and Accounts

Demand No. XXVI- Relief on account of Natural Calamities

- 2245-Relief on account of Natural Calamities
- 6245-Loans to Relief on Account of Natural Calamities

Demand No. XXXIV- Forest

- 2406-Forestry and Wild Life
- 4406-Capital outlay on Forestry and Wild Life
- 6406-Loans for Forestry and Wild life

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

- 0029-Land Revenue
- 0035-Taxes on Immovable Property other than Agricultural Land
- 0406-Forestry and Wildlife

A3

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

Demand No. V-Agriculture Income Tax and Sales Tax

- 2020-Collection of Taxes on Income and Expenditure
- 2040-Taxes on Sales, Trade etc
- 2043-collections under State Goods & Services Tax
- 2045-Other Taxes and Duties on Commodities and Services

Demand No. VII-Stamps and Registration

- 2030-Stamps and Registration

Demand No. VIII-Excise

- 2039-State Excise

Demand No. IX-Taxes on Vehicles

- 2041-Taxes on Vehicles
- Demand No. XXXIX Power
- 2801-Power
- 2810-New and Renewable Energy
- 4801-Capital Outlay on Power Project
- 4810-Capital Outlay on New and Renewable Energy
- 6801-Loans for Power Projects

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

- 0005-Central Goods and services Tax(CGST)
- 0006-State Goods and Services Tax(SGST)
- 0008-Integrated Goods and services tax(IGST)
- 0020-Corporation Tax

- 0021-Taxes on Income other than Corporation Tax
- 0022-Taxes on Agriculture Income
- 0028-Other Taxes on Income and Expenditure
- 0030-Stamps and Registration
- 0032-Taxes on Wealth
- 0037-Customs
- 0038-Union Excise Duties
- 0039-State Excise
- 0040-Taxes on Sales, Trade etc
- 0041-Taxes on Vehicles
- 0042-Taxes on Goods and Passengers
- 0043-Taxes and Duties on Electricity
- 0044-Service Tax
- 0045-Other Taxes, Duties on Commodities and Services
- Issues related to BMS software.

A4

- Preparation of Annual Financial Statement
- Consolidation of Debt Budget
- Files connected with the Preparation of Budget in Brief
- Preparation of Budget Estimates in respect of the Demand No. 44-Contingency Fund-7999.
- Appropriation to the Contingency Fund and Budget estimates under the major Head-8000 Contingency Fund and connected files.
- Preparation of Debt Budget under the following heads of account under the Public Account division of State Accounts and connected works.
- 8009-State Provident Funds
- 8010-Trust and EndowementsExpenditure
- 8011-Insurance and Pension Funds
- 8031-Other Savings Deposits
- 8115-Depreciation/Renewal/ Reserve Funds
- 8121-General and Other Reserve Funds
- 8222-Sinking Funds
- 8223-Famine Relief Fund
- 8229-Development and Welfare Funds
- 8235-General and Other Reserve Funds
- 8338-Deposits of Local Funds
- 8342-Other Deposits
- 8443-Civil Deposits

- 8448-Deposits of Local Funds
- 8449-Other Deposits
- 8550-Civil Advances
- 8658-Suspense Accounts
- 8670-Cheques and Bills
- 8671-Departmental Balance
- 8672-Permanent Cash Imprest
- 8673-Cash Balance Investment Account
- 8674-Security Deposits made by Government
- 8675-Reserve Bank Deposits
- 8679-Accounts with Government of other Countries
- 8680-Miscellaneous Government Account
- 8782-Cash remittances and adjustments between the officers Rendering accounts to the same AG
- 8786-Adjusting accounts between Central and State Government
- 8793-Inter-State Suspense Account
- All other miscellaneous works relating to this section including L.A Interpellation.

BUDGET WING – B
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B1

Preparation of budget in respect of the following heads of account and connected works

Demand No. XVIII-Medical and Public Health

- 2210-Medical and Public Health
- 01-Urban Health Services-Allopathy
- 02-Urban Health Services-Other Systems of Medicine
- 03-Rural Health Services-Allopathy
- 04-Rural Health Services-Other Systems of Medicine
- 4210-Capital Outlay on Medical and Public Health
- 01-Urban Health Services
- 02-Rural Health Services
- 6210-Loans for Medical&Public Health
- 01-Urban Health Services

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

- 0210-Revenue on Medical and Public Health
- 01-Urban Health Services
- 02-Rural Health Services

B2

Preparation of budget in respect the following heads of account and connected works

Demand No. XVIII-Medical and Public Health

- 2210-Medical and Public Health
- 05-Medical Education, Training and Research
- 06-Public Health
- 80-General
- 4210-Capital Outlay on Medical and Public Health
- 03-Medical Education, Training and Research
- 04-Public Health
- 6210-Loans for Medical & Public Health
- 03-Medical Education Training and Research
- 08-General

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

- 0210-Revenue on Medical and Public Health
- 03-Medical Education, Training and Research
- 04-Public Health
- 80-General

B3

Preparation of Budget in respect of the following heads of account and connected works

Demand No. XVI- Pension and Miscellaneous

- 2071-Pensions and Other Retirement Benefits
- 2075-Miscellaneous General Services

Demand No. XIX-Family Welfare

- 2211-Family Welfare
- 4211-Capital Outlay on Family Welfare
- 6211-Loans for Family Welfare

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

- 0071-Contributions and Recoveries towards Pensions and other Retirement Benefits
- 0075-Revenue and Miscellaneous General Services
- 0211-Revenue on Family Welfare

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

BUDGET WING – C
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C1

Consolidation of Revenue Budget

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

Demand No. XVII-Education, Sports, Art & Culture

- 2202-01-Elementary Education
- 2202-02-Secondary Education
- 2202-80-General

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

- 1601-Grant-in-aid from Central Government
- Works relating to the development and maintenance of a Web based database for monitoring the assistance received for CSS and expenditure incurred against them.

C2

Consolidation of Staff Appendix.

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

Demand No. XVII- Education, Sports, Arts&Culture

- 2202-03-University and Higher Education
- 2204-Sports&Youth Services
- 3425- Other Scientific Research
- 3435-Ecology & Environment
- 5425-Capital Outlay on other Scientific&Environmental Research
- 6202-Loans for Education, Sports, Arts& Culture

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

- 0202-Education, Sports, Arts& Culture
- 1425- Other Scientific Research

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

C3

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

Demand No. XVII-Education, Sports, Arts&Culture

- 2202-05-Language Development
- 2203-Technical Education
- 2202-04-Adult Education
- 2205-Art & Culture
- 4202-Capital Outlay on Education, Sports, Art&Culture

BUDGET WING – D
0471-2517302
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D1

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

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

- 2012-President/Vice President/Governor/Administrator of Union Territories
- 2013-Council of Ministers
- 2051-Public Service Commission
- 2052-Secretariat General Services
- 2251-Secretariat Social Services
- 3451-Secretariat Economic Services

Preparation of Revenue Budget under the following head of account and connected works

- 0051-Public Service Commission

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

D2

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

Demand-XII-Police

- 2055-Police, 2062-vigilance
- 4055-Capital Outlay on Police

Consolidation of Supplementary Demands for Grants

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

- 0055-Police

Issues related to SDG module in Budget 2.0 software.

D3

Preparation of Budget Estimates in respect of the following demands/major heads and connected works

Demand-XI-District Administration and Miscellaneous

- 2047-Other Fiscal Services
- 2053-District Administration
- 2250-Other Social Services

Demand-IV-Elections

- 2015-Elections

Sanctioning of Advances from Contingency Fund

Demand No. XIII-Jails

- 2056-Jails

Preparation of Revenue Budget under the following heads of account and Connected works

- 0056-Jails

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

BUDGET WING – E
0471-2518329
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E1

- General Letter of credit in Public Works(Buildings) Department
- General letter of credit in Harbour Engineering Department.
- General Letter of credit in Minor Irrigation Department

Preparation of BudgeA4t Estimates under the following Demands and connected works

Demand No. XXIX-Agriculture

- 2702-Minor Irrigation
- 4702-Capital Outlay on Minor Irrigation

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

- 0702-Minor Irrigation

All the issues related to EMLI software

E2

General Letter of credit in Project 1,Project 2,Kuttanad Package and IDRB

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

Demand No. XXIX-Agriculture

- 2401-Crop Husbandry
- 2402-Soil &Water Conservation
- 2415-Agricultural Research and Education
- 2435-Other Agricultural Programs
- 2551-Hill Areas
- 2575-Other Special Areas Programmes
- 2705 - Command Area Development
- 4401-Capital Outlay on Crop Husbandry
- 4402-Capital Outlay on Soil and Water Conservation
- 4415-Capital Outlay on Agriculture Research and Education
- 4435-Capital Outlay on other Agricultural program
- 4551-Capital Outlay on Hill Areas
- 4575-Capital Outlay on other Special Area Programs
- 4705 - Capital outlay on Command Area Development
- 6401-Loans for Crop Husbandry
- 6402-Loans for Soil and Water Conservation
- 6575-Loans for Other Special Area Programmes
- 6705 - Loans for Command Area Development

Preparation of Revenue Budget under the following heads of account and Connected works

- 0401-Crop Husbandry
- 0435-Other Agriculture Programs
- 0575-Other Special Area Programmes

E3

General Letter of credit in Major Irrigation.

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

Demand XXXVIII-Irrigation

- 2700-Major Irrigation
- 2701-Medium Irrigation
- 2711-Flood Control and Drainage
- 4700-Capital Outlay on Major Irrigation
- 4701-Capital Outlay on Medium Irrigation
- 4711-Capital Outlay in Flood Control Projects

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

- 0700-Revenue Receipts under Major Irrigation
- 0701-revenue receipts under Medium Irrigation

E4

General Letter of Credit in Public Works (Roads and Bridges) and National Highways Department

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

Demand No. XX-Water Supply and Sanitation

- 2215-Water Supply and Sanitation
- 4215-Capital Outlay on Water Supply and Sanitation
- 6215-Loans for Water Supply and Sanitation

Preparation of Revenue Budget under the following heads of account and Connected works

- 0215 - Water supply and Sanitation

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

BUDGET WING – F
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F1

Preparation of Budget in respect of the following Demands and connected works
Demand No. XXIII-Information, Publicity

- 2220-Information and Publicity
- 4220-Capital Outlay on Information and publicity

Demand No. XXVIII-Miscellaneous Economic Service

- 3454-Cencus Surveys and Statistics
- 3475-Other General Economic Service
- 5465-Investments in General Financial and Trading Institutions
- 5475-Capital Outlay on Other General Economic Services
- 7465-Loans to General Financial and Trading Institutions
- 7475-Loans for Other Economic Services

Demand No. XLII-Tourism

- 3452-Tourism
- 5452-Capital Outlay of Tourism
- 7452-Loans for Tourism

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

- 0220-Information and Publicity
- 1452-Tourism

- 1475-Other General Economic Services

Works related to Summary document

Instructions on workflow and structural design and guidelines for safe up-keeping of software handled by Budget Wing.

F2

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

Demand No. I-State Legislature

- 2011-Parliament/ State/ Union Territory Legislatures

Demand No. III-Administration of Justice

- 2014-Administration of Justice
- 2058-Stationery, Printing
- 4058-Outlay on Stationary, Printing
- 6075-Loans for Miscellaneous General Services

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

- 0058-Revenue Receipts under Stationery and printing

Issues related to BAMS/BIMS software.

F3

- Consolidation of Plan Budget
- Consolidation of final settlement of appropriation and files related to PAC which pertains to Budget.

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

Demand No. XXXII-Dairy

- 2404-Dairy Development
- 4404-Capital Outlay of Dairy Development
- 6404-Loans for Dairy Development
- 2070-Other Administrative Services

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

- 0404-Dairy Development
- 0070-Revenue Receipts under Other administrative Services
- All other miscellaneous papers including L.A Interpellation
- Issues related to e-Anumathi software and scheme management system.Consolidation of Plan Budget
- Consolidation of final settlement of appropriation and files related to PAC which pertains to Budget.

- Preparation of Budget in respect of the following Demands/Major Heads and connected works

Demand No. XXXII-Dairy

- 2404-Dairy Development
- 4404-Capital Outlay of Dairy Development
- 6404-Loans for Dairy Development
- 2070-Other Administrative Services

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

- 0404-Dairy Development
- 0070-Revenue Receipts under Other administrative Services

All other miscellaneous papers including L.A Interpellation
Issues related to e-Anumathi software and scheme management system.

BUDGET WING – G
0471-2517089
e mail - financebwg@gmail.com

G1

Demand No. XXVII-Co-operation

- 2425-Co-operation
- 4425-Capital Outlay on Co-operation
- 6425-Loans for Co-operation

Demand No. XXXIII-Fisheries

- 2405-Fisheries
- 4405-Capital Outlay on Fisheries
- 6405-Loans for Fisheries

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

- 0405-Fisheries
- 0425-Co-operation

G2

Preparation of Budget in respect of the following demands and connected works

Demand No. XXXVII-Industries

- 2851-Village & Small Industries
- 2852-Industries
- 2853-Non ferrous Mining & Metallurgical Industries

- 2885-Other Outlays on Industries& Minerals
- 4000-Miscellaneous Capital receipts
- 4802-Capital Outlays on Petroleum
- 4851-capital Outlays on Village & Small Industries
- 4853-Capital Outlays on Cement and Non Metallurgical Industries
- 4854-Capital Outlays on Cement and Non Metallic Mineral Industries
- 4857-Capital Outlays on Chemicals & Pharmaceutical Industries
- 4858-Capital Outlays on Engineering Industries
- 4859-Capital Outlays on Telecommunication & Electronics Industries
- 4860-Capital Outlays on Consumer Industries
- 4885-Other Capital Outlays on Industries & Mineral
- 6802-Loans on petroleum
- 6851-Loans for Village & Small Industries
- 6853-Loans for Non ferrous Mining & Metallurgical Industries
- 6854-Loans for Cement & Non Metallic Mineral Industries
- 6857-Loans for Chemicals & Pharmaceuticals Industries
- 6858-Loans for Engineering Industries
- 6859-Loans for Telecommunication & Electronics Industries
- 6860-Loans for Consumer Industries
- 6885-Other Loans to Industries & Minerals

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

- 0802-Petroleum
- 0851-Village & Small Industries
- 0852-Industries
- 0853-Non-Ferrous Mining & Metallurgical Industries
- 0875-Other Industries

G3

Preparation of budget in respect of the following demands and connected works
Demand No. XXX-Food

- 2236-Nutrition
- 2408-Food, Storage, and Warehousing
- 3456-Civil Supplies
- 4408-Capital Outlay on food, storage, Warehousing
- 6408-Loans for Food, Storage, Warehousing

Demand No. XXXI-Animal Husbandry

- 2403-Animal Husbandry
- 4403-Capital Outlay on Animal Husbandry

- 6403-Loans for Animal Husbandry and the Revenue Receipt heads

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

- 0403-Animal Husbandry
- 1456-Civil Supplies

Capital Receipts

All other miscellaneous papers including L.A Interpellation

Issues related to e-lams software

BUDGET WING – H
0471-2518726
e mail - budgetsectionh@gmail.com

H1

Preparation of Budget Estimate in respect of the following Demands/Heads of Account and connected works.

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

- 2225-Welfare of Scheduled Castes/Scheduled Tribes/Other Backward Classes and Minorities
- 4225-Capital Outlay on Welfare of Scheduled Castes/Scheduled Tribes/Other Backward Classes and Minorities
- 6225-Loans for Welfare of Scheduled Castes/Scheduled Tribes/Other Backward Classes and Minorities

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

- 0250-Other Social Services

H2

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

- 2230-Labour & Employment
- 4250-Capital Outlay on other Social Services
- 6250-Loans for other Social Services

Preparation of Revenue Budget under the following head of account and Connected works

- 0230-Labour & Employment

H3

Demand No. XLVI-Social Security and Welfare

- 2235-Social Security and Welfare
- 4235-Capital Outlay on Social Security and Welfare
- 6235-Loans for Social Security and Welfare

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

- 0235-Social security and welfare

And all other miscellaneous papers including L.A Interpellation relating to the Section.

BUDGET WING – J

0471-2517372
e mail - financebwj@gmail.com

J1

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

Demand No. XXXVI-Rural Development

- 2501-Special Programs for Rural Development
- 2505-Rural Employment
- 2515-Other Rural Development Programs
- 4515-Capital Outlay on other Rural Development Programs

Demand XXII-Urban Development

- 2217-Urban Development
- 4217-Capital Outlay on Urban Development
- 6217-Loans for Urban Development

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

- 0217-Urban Development

Issues related to Kerala Web Portal.

J2

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

Demand No. XXXV-Panchayat

- 2515-Other Rural Development Programs
- 4515-Capital Outlay on Other Rural Development Programs
- 6515-Loans for Other rural Development Programs

Demand No. XLIII-Compensation & Assignments

- 3604-Assignments and Compensation to Local Bodies and Panchayat Raj Institutions
- Consolidation of Appendix – IV to DBE, All miscellaneous papers relating to the Section Including Interpellation

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

- 0515-Other Rural Development Programs

Issues related to LSGD module in Budget 2.0 software.

BUDGET WING – K
0471-2518914
e mail - budgetwingk@gmail.com

K1

Preparation and finalisation of Works Budget pertaining to Roads and Bridges and National Highways Departments.

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

Demand No. XV-PWD

- 3054-Roads and Bridges
- 5054-Capital Outlay on Roads, Bridges

Preparation of Revenue Budget under the following heads of account and Connected works.

- 1054-Roads and Bridges

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

Demand No. XL-Ports

- 3051-Ports and Light Houses
- 5051-Capital Outlay on Ports and Light Houses
- 7051-Loans for Ports and Light Houses
- 7052-Loans for Shipping

Preparation of Revenue Budget under the following heads of account and Connected works

- 1051- Ports, Light houses.

Issues related to PRICE software.

K2

Preparation and finalisation of Works Budget pertaining to other departments (Buildings, Irrigation, Forest, Harbour Engineering etc.)

Demand No. XLI-Transport

- 3053-Civil Aviation
- 3055-Road Transport
- 3056-Inland Water Transport
- 3075-Other Transport Services
- 5052-Capital Outlay on Shipping
- 5053-Capital Outlay on Civil Aviation
- 5055-Capital Outlay on Road Transport

- 5056-Capital Outlay on Inland Water Transport
- 5075-Capital Outlay on other Transport Service
- 7053-Loans for Civil Aviation
- 7055-Loans for Road Transport
- 7056-Loans for Inland Water Transport
- 7075-Loans for other Transport Services.

Demand No. XXI-Housing

- 2216-Housing
- 4216-Capital Outlay on Housing
- 6216-Loans for Housing

Demand No. XV-PWD

- 2059-Public Works
- 4059-Capital Outlay on Public Work
- All other miscellaneous papers including L.A Interpellation relating to the section

Preparation of Revenue Budget under the following heads of account and Connected works

- 1056-Inland Water Transport
- 1075-Other Transport Services
- 0059-Public Works
- 0216-Housing.

CSFC – A
0471-2518435
e mail - fincsfca@gmail.com

Statements

- 1. Summary of Revenue & Capital Account
- 2. Revenue Receipts
- 2(a). Statement of Shared Tax Proceeds from Centre
- 3. Revenue Expenditure
- 5. Total Number of State Government Employees and Expenditure as on 31st March (2010-11 to 2017-18)
- 6(a). Total Number of Employees in Fully/Partially Aided institutions and Expenditure as on 31st March (2010-11 to 2017-18)
- 7. Total Number of Pensioners and Expenditure on Pension
- 9. Grants from the Central Government
- 10.Grants for Upgradation, Special Problems, Calamity relief and local bodies
- 14. Details of Calamity Relief
- 25. Flow of funds (other than share in central taxes) from Central Ministries/Departments of Government of India

- 30(a) Statement of Grants for Internal Security/Police received from Govt. of India
- 30(b) Expenditure-Revenue & Capital Major Head : 2055/4055-police
- 30(c) Group wise Police Force (No of Employee) as on 31st March

TOPIC NOTES

- 1. Stamps and Registration – 1(a)&(b)
- 2. VAT/Sales Tax/Purchase Tax/GST-2(a) to (c)
- 3. State Excise Duties – 3(a) & (b)
- 4. Taxes on motor Vehicles, passengers and goods – 3(a) to (c)
- 5. Electricity Tax/Duties
- 6. Other Taxes and Duties
- 10. State Budgetary Position – 10(a) & (b)
- 11. Administrative Reforms Commission
- 12. Cash Management
- 13. Natural Calamities
- 37. Fiscal Environment and Fiscal consolidation Roadmap
- 39. Taxation efforts – 39(a) & (b)
- 41. Pension Reforms initiative – 41 (a) to (e)
- 42. Public Expenditure and Financial Management (PEFM)
- 43 (a) to (e)

Work related to memorandum Drafting Committee Preparation of Presentation before the Commission Follow up work of 13th & 14th FC LA Interpellations

CSFC – B
0471-2517494
e mail - csfcbker@gmail.com

Statements

- 1(a). Summary of Capital Account
- 4. Capital Expenditure
- 4(a). Capital Receipts
- 4(b). Capital Disbursements
- 8. Royalties from Major Minerals
- 11. Assets and Liabilities of the State Government
- 11(a). Details of internal debt and loan & Advances (Receipts)
- 11(b). Details of internal debt and loan & Advances (Disbursements)
- 11(c). Details of internal debt and loan & Advances (Net)
- 12. Financial Assistance from Autonomous bodies to the State Govt.
- 13. Amounts transferred to and from funds on Revenue Account
- 15. External Assistance received

- 26. Statement showing proposed PPP Projects by CentralMinistries/State Departments
- 27. Statement showing PPP Projects under implementation by Central Ministries/State Departments
- 28. Statement showing completed PPP Projects by Central Ministries/State Departments
- 29. Subsidy (Explicit & Implicit)

TOPIC NOTES

- 7. Cesses/Surcharges – 7(a) to (e)
- 8. User Charges – 8(a) & (b)
- 9. Loans due to Government
- 14. Economy Measures and Administrative Reforms, 15 to 18
- 19. Subsidies – 19(a) to (e)
- 38. Contingent Liabilities – 38(a) to (d)

CSFC – C
0471-2517307
e mail - csfccker@gmail.com

Statements

- 6. Total Number of Employees in Local Bodies and Expenditure as on 31st March (2010-11 to 2017-18)
- 16. Financial Performance of SRTCs
- 17. Utilisation of Fleet
- 18. Expected performance of SRTC during the Forecast period
- 19. Existing Rates of Electricity Supply and Electricity Duty for difference category of consumers
- 20. Technical details of Power Utility
- 21. Cost Sheet for Generation of Power Utility
- 22. Details of Consumer Category wise Sales
- 23. Profit & Loss Power utility
- 24. Balance Sheet of Power Utility

TOPIC NOTES

- 20. Management of SRTC-20(a) to (c), 21 to 25
- 26. Power sector, 27 to 34, 35(a)&(b)
- 36. Ujwal Discom Assurance Yojana (UDAY)

Statement on Local Bodies

- 1. Basic Information of Local Bodies
- 1A. Details of State Finance Commissions (SFC) – Constitution and Submission
- 2A. Transfer of Resources to Local Bodies – District Panchayats
- 2B. Transfer of Resources to Local Bodies – Block Panchayats
- 2C. Transfer of Resources to Local Bodies – Village Panchayats
- 2D. Transfer of Resources to Local Bodies – Municipal corporations
- 2E. Transfer of Resources to Local Bodies – Municipalities
- 2F. Transfer of Resources to Local Bodies – Town Panchayats
- 3A. Functions/Services transferred to PRIs and Expenditure thereon
- 3B. Functions/Services transferred to ULBs and Expenditure thereon
- 4A. Expenditure and Sources of Revenue/Capital of PRIs
- 4B. Expenditure and Sources of Revenue/Capital of ULBs
- 4C. Expenditure and Sources of Revenue of ULBs
- 5A. Own Revenue (Internal Revenue Mobilization) of PRIs
- 5B. Own Revenue (Internal Revenue Mobilization) of ULBs
- 6A. Expenditure of PRIs
- 6B. Expenditure of ULBs
- 7A. Status of Accounts of PRIs
- 7B. Status of Accounts of ULBs

Topic Notes on Local Bodies – 1 to 7
Arrangements for visit of the Finance Commission

DEVELOPMENT WING
0471-2518034
e mail - findevelopmentwing@gmail.com

Dev-1

- Creation of post, Time barred arrear claims, Fixation of pay and allowances, Special Pay, Charge allowance, Up-gradation of posts, Time Bound Higher Grade, TA payments & TA Arrear claims, Continuous sanction of temporary posts related to the following Departments. Panchayat Directorate, Commissionerate of Rural Development, Directorate of Urban Affairs, LA Interpellation, RTI & Court cases.

Dev-2

- Schemes, Budget and allied matters, purchase, Distribution of Funds, DA payments etc.of the following departments and organisations.
- Local Self Government Department, Town and Country Planning Department, Rural Development Department, Urban Affairs Department, State Election Commission, PMKSY, RGSA, Urban Mission, Smart City, KSRRDA, AMRUT, Attukal Pongala, Ayyankali Bhavana Sree Loan, CRDP, DRDA, EMS Housing,

JNURM, KUSDP, LSGD Election, MGNREGP, Municipal Common Service, NRLM, NULM,

- Virtual DDO code to implementing Officers, Medical Reimbursement from LSGD own Fund, Refund of resumed fund, SDG proposal from LSGD, LA Interpellation & RTI.

DEV-3

- Land Acquisition, Delegation of Powers, Works pre-qualification of Tender, Contract, Purchase of new vehicles, Telephone, Audit objection, Rent, Vehicle Write off, Issuance of Administrative Sanction, Renewal of estimate, Special working group etc. relating to all Departments/ Institutions dealing by D1, D2 and D4 seats. Papers related to Local Fund Accounts Committee, Subject Committee, Public Accounts Committee, Pension related matters of LSGD, LA Interpellation, RTI & Court Cases.

DEV-4

- Creation of posts, Time barred arrear claims, Fixation of Pay and allowances, Special Pay, Charge allowance, Upgradation of posts, Time bound Higher Grade, TA payments and TA arrear claims, Continuous sanction of temporary posts related to the following Departments namely CE, LSGD, CTP, All establishment matters related to LSGD Organisations existing in Development Department,
- Department Working Group meeting, all other meeting and miscellaneous papers, LA Interpellation, RTI & Court Cases.

DIARIZING UNIT
0471-2517313

DU1

- Diarization of Tapals registered in Registry and Monitoring Unit
- Forwarding of Tapals to Concerned Sections of Finance Department

EDUCATION WING – A
0471-2518328
e mail - soeduafin@gmail.com

A1

- Approval, protection and appointment of teachers in General Education Department. Option/Re-option, Pay Fixation of General Education Department. Papers relating to Right to Information, Right to Education Act, Computer Education. Papers relating to meeting of General Education Department and allied Institutions. Time Bound Higher grade, increment and promotion of teachers of

Government and aided school. Suspension of teachers of Government and aided school. Miscellaneous papers relating to General Education Department.

A2

- Administrative sanction for the schemes/works and fund release of various institutions under General Education Department. Files relating to all Working Group Meetings under General Education Department, Additional Fund, Supplementary demands for Grants and other budgetary aspects under General Education Department. Purchase and repairs of equipments, vehicles, stores etc., Papers relating to Centrally sponsored schemes. Open School, National Games, Special Schools, Grant release of Departments under General Education, Conduct of examination by General Education Department, Stipend, Scholarship etc.., Granting of leave/ deputation of teachers in General Education Department, New Schemes on General Education Department.

A3

- Pension cases of staff under General Education Department, Post creation, continuance sanction, under General Education Department, Write off, delegation of powers, installation of telephones, Opening, up gradation and reformation of schools, Opening of duplicate service book, time barred arrear claims. Section officer has the liberty to contribute any new item of proposal to any of the seats. Bonus and festival allowance in respect of General Education Department. LA Interpellation. Correction of Service Details of Staff under General Education Department in SPARK. Merging of salary arrear into PF account.

EDUCATION WING – B
0471-2518259
e mail - sobedu15@gmail.com

B1

- All papers including fund release and meeting related to Higher Secondary Education, VHSE, IT @ School project, SSA, RMSA, State Central Library and SRC

B2

- All papers including fund release and meeting related to the following Grant-in-Aid institutions/Board: IHRD, LBS centre for Science & Technology, KRNVVS, KYWB, KSSC, KCHR, KSLC, SCERT, CCEK, SIEMAT, C-APT and the following Departments: NCC, NSS, National Games.

B3

- Printing Department, Stationery Department, TTIs, Training Colleges, Posts creation & Approval in respect of Arts & Science colleges, KBMS, SIMC, Text Book Office, KBPS paper purchase, Text Book Depot, Purchase of paper relating to SSLC, Plus Two Exams, School Text Book Printing, Sports and youth affairs directorate, Miscellaneous papers including LA Interpellation. Sports School under General Education Department.

EDUCATION – C

0471-2517137
e mail - financeednc@gmail.com

C1

- All papers including fund release proposals of Universities, Central University. Training to College teachers – University Teachers Faculty developments, All papers relating to starting of Law colleges, Post creation in Universities. All papers relating to starting of new courses, papers relating to amenities, study tour, hostel facilities, lab, libraries etc. Papers relating to NUALS and other search Centres, papers relating to meetings of Universities, inter University Centres, Pay fixation, option, promotion, Pay Revision of Colleges, Universities etc., continuance sanction of posts under Collegiate Education Department, Grant release to Universities, Higher Education Council, Examination on Colleges, Universities etc., Approval, appointment of teachers etc., amendment of University statutes, Miscellaneous papers on Higher Education, Placement of training faculty development of college teachers, New schemes on Universities and Colleges, new University, papers relating to Music Colleges and Fine Arts Colleges, proposal from Directorate of Collegiate Education, post creation in Non teaching staffs of colleges, Meeting Files of All Universities, subject committee meeting, special Working Group Meeting

C2

- All Files relating to Post creation, Pay fixation, option, promotion, Pay Revision of Engineering Colleges, Polytechnics of Colleges, Technical Education Department etc., Science and Technology Museum, Centrally sponsored Schemes on Colleges, Universities etc. Grant release to Technical Education, Fund release proposals for KSTTM, ASAP, RUSA, All papers relating to administrative sanction of schemes/projects. SDG, additional funds and other budgetary aspects, Examination on Colleges/Engineering Colleges, Polytechnics etc. Continuance sanction of posts under Technical Education. Rajeev Gandhi Institute of Technology, Kottayam, Science and Technology, Museum, Approval, appointment of teachers etc. Miscellaneous papers on Higher Education & Technical Education Department, placement of training faculty development of College teachers, UGC/AICTE Pay Revision, Files relating to Subject Committee meetings on Higher Education Department, Proposal from Directorate of Collegiate Education, Meeting Files, Working Group/Special Working Group Meeting etc.

C3

- All files relating to various institutions under Cultural affairs Department – Kerala Sahithya Academy, Kerala Sangeetha Nataka Academy, Kerala Lalithakala Academy, Kerala Kalamandalam, State Institute of Encyclopaedic Publications, Kerala State Chalachithra Academy, Vasthu Vidya Gurukulam, Bharath Bhavan, Malayalam Mission, Vailoppilly Samskrithi Bhavan, Kumaranasan National Institute of Culture, Kerala State Book Marketing Society, Kerala State Cultural Activists Welfare Fund Board, Konkani Sahithya Academy, Tulu Academy, Guru

Gopinath Natana Gramam, Jawahar Bala Bhavan, State Institute of Children's Literature, Kerala Folklore Academy, State Institute of Languages. Administrative Sanction for various plan proposals under Cultural affairs Department, Fund releases, additional authorization, re-appropriation, Post creation, appointment, pay revision, papers relating to pension, purchase of vehicles, etc., papers relating to men of letters and arts, various memorial institutes and other cultural centres, Kerala. All files relating to Culture Directorate, Museum and Zoo Department, Archaeology Department and Archives Department including Working Group/Special Working Group meetings etc.

ESTABLISHMENT – B
0471-2518133
e mail -esttbfin@gmail.com

B2

- Establishment matters of Divisional Accountants in Kerala General Service

B3

- Establishment matters of Financial Assistants, Finance Officers and Senior Finance Officers in Kerala General Service. Convening DPC, Miscellaneous papers including L.A interpellation

ESTABLISHMENT – C
0471-2518526
e mail - financeestablishmentc@gmail.com

C1

- Establishment matters relating to all Non Gazetted officers of the Department of Treasuries, Special rules of Treasuries Department.

C2

- Establishment matters relating to all Gazetted officers of the Department of Treasuries and convening of DPC.

C3

- Opening of New Sub Treasuries, District Treasuries, conversion of Non Banking Treasuries, LA interpellations, Budget papers.

C4

- Writ Petitions relating to Treasury Department, Annual review and inspection report and Administration report of Treasuries and other Miscellaneous papers including L.A interpellation

ESTABLISHMENT – D

0471-2518922

e mail - financeesttd@gmail.com

D1

- All establishment matters relating to Kerala State Audit Department.

D2

- All establishment matters relating to Kerala State Insurance Department and LA interpellations relating to matters common to Kerala State Audit Department and Kerala State Insurance Department (Miscellaneous) and other miscellaneous papers relating to the section.

D3

- Payment of compensation arising Motor accidents in respect of Kerala State Insurance Department, Damages due to fire , flood and other natural calamities in respect of Kerala State Insurance Dept.
- Kerala Advocate clerk's Welfare Fund Schemes
- Group Personal accident insurance scheme.
- Miscellaneous papers including L.A interpellation

EXPENDITURE – A

0471-2517280

e mail - finexpa@gmail.com

A1

- Files/papers related to all financial matters which are not specifically assigned to any other sections in Finance Department, Files received from Home Department related to Establishment matters Police Department & Files related to GoI Scheme of Police Department

A2

- Files/papers related to all financial matters, which are not specifically assigned to any other sections in Finance Department received from General Administration, Legislature Secretariat, Files/Papers related to Commissions of Enquiry and various Committees constituted under the administrative departments dealt in Expenditure A, B & D Sections.

A3

- Files/papers related to all financial matters, which are not specifically assigned to any other sections in Finance department received from Police Department (except establishment matter) and Files/Papers related to Chemical Examiners Laboratory Department.

A4

- Files/papers related to all financial matters, which are not specifically assigned to any other sections in Finance Department received from Police Establishment, Law Department, Directorate of Prosecution, General Miscellaneous work including LA questions on general matters.

EXPENDITURE – B

0471-2518953
e mail - expenditureb@gmail.com

B1

- Files related to all financial matters, which are not specifically assigned to any other Sections in Finance department received from Taxes Department, Files related to Fire & Rescue Services Department, General matters on purchase, maintenance leasing and condemnation of government vehicles.

B2

- Files related to all financial matters which are not specifically assigned to any other sections in Finance Department received from Vigilance, Tourism Departments in Secretariat, Files related to Prisons & Correctional Services Department, Lok Ayuktha. Delegation of financial powers, Miscellaneous matters related to B Section.

B3

- Files related to all financial matters, which are not specifically assigned to any other sections in Finance department received from Planning & Economic Affairs, P&ARD, NORKA, Environment, Electronics & IT Department and Parliamentary Affairs Department, PIEM Department, Planning Innovation.

EXPENDITURE – C

0471-2517278
e mail - exprcfin@gmail.com

C1

- TA Rules, Amendment to Part II KSR, Sanction of Time barred TA claims in respect of all Departments, Leave Travel Concession (LTC), Special Allowance (CA) to physically handicapped persons,

C2

- Creation of posts of Part Time Sweepers, Regularisation of Casual Sweepers, Court Cases in respect of Part Time Sweepers of all departments

C3

- Creation of posts of Part Time Sweepers, Regularisation of Casual Sweepers, Fixing of wages to Casual Sweepers, Court Cases in respect of part Time Sweepers of all Departments, Revision of daily wages in respect of common category, computer operators, Data Entry Operators etc., All other miscellaneous papers including L.A interpellation

EXPENDITURE – D

0471-2518684
e mail - finexpd@gmail.com

D1

- Files and papers related to all matters which are not specifically assigned to any other sections in Finance department received from Revenue (except Land matters)and Revenue (Devaswom), Information & Public Relations Department.

D2

- Files and papers related to all matters which are not specifically assigned to any other sections in Finance department received from Sainik Welfare Department and all files related to District Judiciary and High Court.

D3

- Files and papers related to all matters which are not specifically assigned to any other sections in Finance Department received from Election, Disaster Management Department, Store Purchase Department, amendment and advice of Kerala Financial Code, miscellaneous papers, files received from Revenue Department with respect to Bought-in-land, LAR Cases, Land Assignment, Continuance sanction, Land transfer and Land lease.

FAMILY BENEFIT SCHEME – A

0471-2517344
e mail - finfbsa@gmail.com

A1

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

A2

- Excise, Harbour Engineering Department, Handloom & Textiles Department, Hydrographic Survey Wing, Industrial Tribunal & Judge, Industries and Commerce Department , Insurance Medical Services, Jail, Judiciary, Kerala Land Use Board, Labour Courts, Labour Department, Legal Meteorology Department, Local Fund Audit Department, Mining and Geology Department, Museum & Zoos Department, Motor Vehicles Department, National Savings Department, Police

Department, Port Department, Printing Department, Public Library, Public Works Department, Registration Department, Rural Development Department, State Insurance Department, State Lotteries Department, Kerala Urban Development Project.

A3

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

FAMILY BENEFIT SCHEME – B
0471-2517326
e mail - financefbs2018@gmail.com

B1

- FBS in respect of Education Departments of Idukki, Ernakulam, Kottayam, Malappuram & Alappuzha Districts

B2

- FBS in respect of Education Departments of Thiruvananthpauram, Kollam, Palakkad, Kasaragod & Wayanad Districts

B3

- FBS in respect of Education Departments of Kannur, Kozhikode, Thrissur & Pathanamthitta Districts, All other miscellaneous papers including L.A interpellation.

FUNDS

04712517365
sectfinancefunds@gmail.com

F1

- Allotment of Funds to the District Collectors and other outside Agencies from Chief Minister's Distress Relief Fund on the basis of the Government Orders issued by the Revenue (DRF-A, DRF-B & F) Department
- Verification of accounts relating to CM's D.R.F maintained at each collectorate, at least once in a year, issue verification report and pursuance follow up action thereon.
- Scrutiny of the proceedings issued by the District Collectors sanctioning financial assistance from C.M's D.R Fund
- Allotment of Prime Minister's National Relief Fund to District Collectors for disbursement to next of kin on the basis of Government Orders issued by Revenue (K) Department
- Conduct verification accounts related to the payment from Prime Minister's National Relief Fund maintained by District Collectors, issue verification report and take follow up action
- Papers relating to RTI Act 2005.
- Papers relating to LA interpellations

F2

- Allotment of funds to the next kin of the deceased and to those injured from the Chief Minister's Sainik Welfare Fund on the basis of Government Order issued by General Administration (SW) Department
- Verification of accounts relating to CM's Sainik Welfare Fund maintained by District Collectors, Director, Sainik Welfare Department, at least once a year, issue of verification report and take follow up action
- Collection of funds towards Chief Minister's Sainik Welfare Fund and reconciliation of accounts maintained at District Treasury, Thiruvananthapuram
- Follow up action on the report furnished by District Collectors' relating to inspection of accounts conducted in the various subordinate offices.
- Issue of receipts for donations received towards Chief Minister's Distress Relief Fund, Chief Minister's Sainik Welfare Fund and Chief Minister's Gujrat Earthquake Relief Fund. And all other miscellaneous papers relating to the Section
- Collection of funds towards Chief Minister's Distress Relief Fund reconciliation of accounts maintained at District Treasury, Thiruvananthapuram and other District Treasuries where the District accounts are maintained

F3

- Receiving and scrutinising of applications relating to Chief Ministers Janasanthwana Fund, Collecting and scrutinising information from Collectorate, Village Office regarding Chief Ministers Janasanthwana Fund, Issuing of Government Order and allotment of fund from CMJSF

- All papers files and record relating to Balasanthwana Fund and CMJSF, Issuing Government Order for Balasanthwana Fund, Dealing of miscellaneous papers and files

GROUP INSURANCE SCHEME

0471-2517443
e mail - financegis7443@gmail.com

GI-1

- Compilation of data collection from the District level conferences, complaints, petitions and their correspondences and settlement of claims pertaining to the Districts – Thiruvananthapuram, Kollam, pathanamthitta, Alapuzha and Kottayam. Works relating to enhancement of rate of subscription, accounting procedure, revision of Table benefits.

GI-2

- complaints, petitions and their correspondences and settlement of claims pertaining to the Districts – Idukki, Ernakulam, Thrissur and Palakkad. Amendment of GIS rules, LA interpellation and clarification. Review of progress of enrolment in the GIS.

GI-3

- complaints, petitions and their correspondences and settlement of claims pertaining to the Districts – Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod and other miscellaneous works not mentioned above.

GRAND-IN-AID MONITORING CELL

0471-2517339
e mail - financegimc6@gmail.com

GMC-1

- Monitoring of Grant-in aid received from Government of India
- All other miscellaneous papers including L.A interpellation

GMC-2

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

HOUSE BUILDING ADVANCE (HBA)

0471-2518898
e mail - hba.fin@kerala.gov.in

HBA-1

- Deals with issues related to allocating joint housing loan for purchasing/constructing house of flat for government employees/teachers who work in different departments.
- Write off House Building Advance for State Govt. Employees and matters related to old House Building Advance Scheme.
- Matters related to refund of excess remittance of House Building Advance for State Govt. Employees.
- Matters related to House Building Advance Scheme with Banks, Securitisation of House Building Advance with State Bank of India and CANARA Bank.
- House Building Advance of Heads of Department and Maintaining Allotment Register for Joint House Building Advance.

HBA-2

- Deals with issues related to House Building Advance (Single Application) of State Government Employees and Teachers, its allotment, Keeping Allotment register and all matters related to it.
- Matters related to preparing Budget Estimate, Resumption, Re-appropriation under the h/a 7610-00-201-HBA-98-State Service Officers.
- Matters related to House Building Advance to All India Service Employees, Preparing Budget Estimate, Resumption, Re-appropriation under h/a 7610-00-201-HBA-99-All India Service Officer.
- Deals with sanctioning House Building Advance to All India Service Employees for purchasing/Constructing house/flat. Its allotment Register and all matters related to it.
- Matters related to Write off and refund of Excess remittance of HBA for All India Service Employees.

HEALTH A

0471-2517198
e mail - financehealtha@gmail.com

A1

- Projects/Schemes/Budget & allied matters related with Directorate of Health services, Food Safety & Drugs Control, Matters related with National Health Mission (NHM), Kerala Art Blood Bank, Honorarium to Asha workers, ANM (GIA to voluntary institutions), SUKRUTHAM SCHEME, Kerala State Aids Control Society, Kerala State Pharmacy Council, LA Questions/RTI, meetings relating the above subjects.

A2

- Schemes/Projects/Budget & Allied matters related with Directorate of Medical Education, Matters allowing funds to Kerala Heart Foundation, Endosulphan related, Miscellaneous papers related with Health-A, LA questions/RTI/Meetings relating the above subjects

A3

- Schemes/Project/Budget and allied matters relating to AYUSH Department. Fund release related with Grand-in-aid such as Kerala University of Health and Allied sciences (KUHS), Child Development Centre (CDC), Society for Rehabilitation of Cognitive & Communicative Disorders (ICCONS), Inter University Biomedical Research & Super Specialty Hospital (IUCBER), State Institute of Medical Education & Technology (SIMET), Indian Institute of Diabetes (IID), LA Questions, RTI & meetings in the above subjects.

HEALTH – B
0471-2518777
e mail - financehealthb@gmail.com

B1

- Post creation of Departments of AYUSH, Health Services, Medical Education, Indian System of Medicine, Homoeopathy and Grant-in-aid Institutions/Boards, autonomous institutions under the above departments and schemes. Continuance of posts in the above departments, delegation of powers, Special Rules, Tuition fee reimbursement and deputation benefits to medical officers.

B2

- Files regarding Pay, increment, Pay revision, Higher Grade, Advance increment, career advancement, option relating to the above departments/Institutions and subjects which are not specifically mention and miscellaneous subjects.

B3

- Service matters including leave of all kinds, leave regularization, regularization of disciplinary action, regularization of waiting for posting, pension, pensionary benefits, deputation regularization relating to the above departments/institutions.

Health Insurance (MEDISEP)
0471-2517486
e mail - financehealthinsurance@gmail.com

HI-1

- LA Interpellations
- Writ petitions from High Court
- OA from Kerala Administrative Tribunal
- Petitions from Kerala State Human Rights Commission
- Petitions from Consumer Disputes Redressal Commission

- Petitions from CMO portal related to MED Cards, payments etc.
- Ordinary petitions/grievances
- Right to Information
- Petitions related to MEDISEP membership
- MEDISEP card related issues
- Submission of reports to Legislature Secretariat
- Petitions, Court cases related to ECHS, CGHS and CHSS policy holders
- Miscellaneous

HI-2

- Fund Release
- Accounting procedure related issues – Communications with AG
- Reconciliation and recoupment of the premium paid to the insurer
- Writ petitions from High Court related to MoU issues
- Cases from Lok Adalath and Legal notices
- Medical Reimbursement/IFMA related issues and remarks toloans section
- Inter section remarks in Finance Department (Labour, Education etc.)
- Inter departmental remarks in Secretariat(Health, Home, GAD Accounts etc)
- Petitions received through Ministers and MLAs
- Budget proposal, SDG etc.
- Catastrophic package related matters
- SNC/Technical Expert appointment related matters
- Other miscellaneous matters related to MoU and Data

HI-3

- MEDISEP fortnightly Review Meeting
- All miscellaneous meetings except data related
- Issuance of Government Orders and Circular instructions
- CMO petitions related to MoU based grievances
- Petitions from Kerala State Human Rights Commission
- District Grievance Redressal Cell related activities
- Papers relating to the MEDISEP membership of NPS Pensioners and Ex-gratia pensioners
- Package and Empanelment related issues
- MEDISEP Reimbursement cases
- Right to Information

INTERNAL AUDIT CELL – A

0471-2517343
e mail - fininternalaudita@gmail.com

A1

- Monitoring & Supervision of Internal Audit of the following Departments.
  1) Archives, 2) Economics & Statistics, 3) Employment & Training, 4)Enquiry Commissionerate, 5) Industrial Training, 6) Insurance Medical Service, 7) Land Revenue, 8) Monitory Welfare Department, 9) Police, 10) Public Works Department, 11) SC Development, 12) Stationery, 13) ST Development, 14) Tourism, 15) Urban Affairs.
- All General papers in connection with Internal Audit
- LA interpellations.

A2

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

A3

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

INTERNAL AUDIT CELL – B

0471-2517341
e mail - finiacb@gmail.com

IAC-B1

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

IAC-B2

- Monitoring & Supervision of Internal Audit of the following Departments.

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

INDUSTRIES & PW – A

0471-2517129

e mail - indpwa@gmail.com

A1

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

A2

- Establishment matter such as Pay and allowances, Leave, TA, Pension, Medical reimbursement, Arrear claims, deputation of Officers to foreign service, training Schemes relating to Mining & Geology Department, Creation of posts and their continuance relating to Industries Department, Mining & Geology, MVD, SWTD & Transport Department. Papers relating to pay & Allowances (Except Project and Investigation allowances) Leave, TA, Pension, arrear claims etc to the staff of Industries Department and Mining & Geology Department beyond the delegated powers of Administrative Department., Delegation to the officers of Industries Department, Purchase relating to MVD, SWTD, Mining & Geology department, Fund release to Kerala Road Safety Authority. All papers relating to Kochi Metro, Thiruvananthapuram International Airport, Kannur International Airport, Idukki Airport, Wayanad Airport, Aranmula Airport & Personal Rapid Transit system.etc relating to the staff of Public Works Department, Water Resources Department and Power Departments beyond the delegated powers of AD.

A3

- Schemes relating to Industries Department, Loans and grants and their rules, purchase & disposal of unserviceable articles, write off etc beyond the delegated powers of Administrative Department. All papers relating to High Speed Rail Corridor, Fund release of Emerging Kerala. Rebate files of Hantex and Hanveev, Working Group Meeting, State Level Committee Meeting on State Investment

Subsidy, Journey sanction to officers for attending the DLC Meeting on State Investment Subsidy (for all districts), State Level Project Committee Meeting-Handloom & Textiles Meeting-KELTRAC Schemes related to Coir Industry, Proposal from DCD and modernization of CSFCS. Miscellaneous papers including L.A interpellation.

INDUSTRIES & PW – B
0471-2518834
e mail - indpwb@gmail.com

B1

- Execution of works-contracts-Administrative Sanction for Roads and Bridges - take over of roads by Public Works Department- Court cases related to work-LAR Cases (Roads & Bridges)

B2

- Files relating to Tender-Tender Committee Meetings- Tender excess-files relating to Kerala Road Fund Board- revision of SOR, revision of wages in respect of workers in PWD and WRD based on SOR and all aspects relating to SOR, Court cases (OS, WPC, SLP etc) relating to tenders Delegation of Powers, purchase, execution of works (Buildings) Rent Committee Meeting Implementation of e-tendering in PWD and all Engineering departments – Clarification regarding execution of works by authorized agencies other than PWD, Modernization and Construction of Treasury Buildings.

B3

- Continuance sanction of temporary posts in Water Resources Department. Arbitration awards and LAR cases of Water Resources Department. Papers related to KSTP such as KSTP-Steering Committee Meeting, Empowered Committee Meeting, Fund release, Meeting on Pampa Action Plan. All papers related to Kerala Monorail Corporation Limited, RBDCK, RICK, KRFB, Administrative sanction for works related to WRD(MP), CSIN, ISWC which are being taken up by Chief Engineer(I&A), Regularization of CLR/SLR workers in PWD & WRD and their pay revision. Miscellaneous papers including L.A interpellation
- Schemes relating to Industries Department, Loans and grants and their rules, purchase & disposal of unserviceable articles, write off etc beyond the delegated powers of Administrative Department. All papers relating to High Speed Rail Corridor, Fund release of Emerging Kerala. Rebate files of Hantex and Hanveev, Working Group Meeting, State Level Committee Meeting on State Investment Subsidy, Journey sanction to officers for attending the DLC Meeting on State Investment Subsidy (for all districts), State Level Project Committee Meeting-Handloom & Textiles Meeting-KELTRAC Schemes related to Coir Industry, Proposal from DCD and modernization of CSFCS. Miscellaneous papers including L.A interpellation.

INSPECTION (NT)-A

0471-2517316
e mail - financeiwa@gmail.com

A1

- Process papers/Files in the nature of petitions/complaints and all other general issues, Distribution of files/petitions to all sections of FIW(NT) Wing for inspection, Conduct surprise inspection in government offices/autonomous bodies/PSU's etc and other enquiries ordered by Ministers/other departments, Chalk out and co-ordinate monthly and other inspection programmes of all sections of FI (NT) Wing, Conduct monthly/other meetings of Inspection Wing.

A2

- Process papers/Files in the nature of petitions/complaints and all other general issues, Conduct surprise inspection in government offices/autonomous bodies/PSU's etc and other enquiries ordered by Ministers/other departments, Issue Identity cards to the officers of FIW and DFIO's, Issue of orders sanctioning the journeys in connection with inspection programmes of FIW

A3

- Process papers/Files in the nature of petitions/complaints and all other general issues, Conduct surprise inspection in government offices/autonomous bodies/PSU's etc and other enquiries ordered by Ministers/other departments, Attend all papers relating to RTI Act 2005, Conduct monthly/other meetings of DFI Squad, Custodian of Vehicle inspection register for the section and supply of Stationery exclusively intended for FIW, Collect all up to date government orders/instructions etc for the purpose of inspection and supply it to all inspection teams, Consolidate LA interpellations and allied matters.

INSPECTION (NT) – B

0471-2517322
e mail - financeiwb@gmail.com

B1

- Conducting surprise inspections in Various Government Departments & Government owned Public Undertakings across the State and conducting inspections upon directions from Ministers and Secretaries. Monitoring the Inspection activities of District Finance Inspection Squad, Kottayam.

B2

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

INSPECTION – TECHNICAL WING

0471-2462828
e mail - ctefinancekerala@gmail.com,

C1

- Files related to Finance Accounts, Administration, Agri Wings, Irrigation Projects, Harbour Engineering Department, Water Authority, Flood Relief Works and ASE works including remark files,Petitions and Works allotted to external agencies by Government and Establishment matters of this office.

C2

- Files related to Finance(Ind & PW) wings, and Petitions relating to PWD Roads & Bridges, Buildings, National Highways etc.

C3

- Files related to Finance-Development, PU wings and petitions relating to Local Bodies, Boards, Corporations, Rural Development department RLEGP/NREP files from various departments, all general matters, miscellaneous files and RTI cases. Files related to all other sections of Finance Department except the sections mentioned above.
- Miscellaneous papers including L.A interpellation.
- Files relating to subjects not mentioned in the above categories will be decided by CTE/ACTE on a case by case basis.

INSPECTION (NT) – D

0471-2517323
e mail - inspectionntd@gmail.com

D1

- Case relating to draft paras, Audit Report and recommendation of the PAC in respect of Inspection Reports of the Accountant General, Review of quarterly progress of clearance of outstanding paras in the Inspection Report of Accountant General, Routine Inspection of Government offices.

D2

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

INSPECTION (NT) – E

0471-2517324
e mail - financeinspection.ntewing@gmail.com

E1

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

E2

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

INSPECTION (NT) – F

0471-2517317
e mail - inspectionntf@gmail.com

F1

- Routine/Surprise inspections in Government offices and other Government entities like Public Sector Undertakings, Autonomous Bodies etc. as per the Tentative Programme issued by Finance (Inspection NT-A) Department and also conduct special enquiries and Vehicle inspections. General guidelines and orders on the use of Government vehicles. Follow up action on Action Taken Reports. Approval of Tour programmes, vetting of Inspection Reports of District Finance Inspection Squad, Kozhikode and co-ordination and supervision of the activities of the District Finance Inspection Squad, Kozhikode.

F2

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

INSPECTION (NT) – G

0471-2517315
e mail - inspectionntg@gmail.com

G1

- Routine/Surprise inspections in Government offices and other Government entities like Public Sector Undertakings, Autonomous Bodies, Corporations etc. as per the Tentative Programme issued by Finance (Inspection NT-A) Department and also conduct special enquiries and Vehicle inspections periodically. Follow up action on the copies of Inspection Reports of Accountant General relating to various departments, approval of Tour Programme, vetting of Inspection Reports of District Finance Inspection Squad, Wayanad and co-ordination and supervision of the activities of District Finance Inspection Squad, Wayanad also vests with Finance Inspection (NT-G1) Wing.

G2

- Routine/Surprise inspections in Government offices and other Government entities like Public Sector Undertakings, Autonomous Bodies etc. as per the Tentative Programme issued by Finance (Inspection NT-A) Department and also conduct special enquiries and Vehicle inspections periodically. Approval of Tour Programme of District Finance Inspection Squad, Kasaragod, vetting of Inspection Reports and co-ordination and supervision of the activities of the Squad are also entrusted with Finance Inspection (NT-G2) Wing. Miscellaneous papers including L.A interpellation.

INSPECTION (NT)- H

0471-2517325
e mail - finspectionh@gmail.com

H1

- Conduct surprise inspections in various Government offices/Autonomous bodies/PSUs etc. Preparation of Inspection reports and its follow up actions, Processing of tentative tour programmes and Inspection Reports forwarded by District Finance Inspecting Officer, Malappuram, Processing of Tappal/Files received in the section.

H2

- Conduct surprise inspections in various Government offices/Autonomous bodies/PSUs etc. Preparation of Inspection reports and its follow up actions, Processing of tentative tour programmes and inspection Reports forwarded by District Finance Inspecting Officer, Thiruvananthapuram, Processing of Tappal/Files received in the section, Miscellaneous papers including L.A interpellation.

INSPECTION (NT) – J

0471-2517321
e mail - inspectionj13@gmail.com

J1

- Enquiries and routine inspections in Govt. offices, Govt. stores, other Govt. properties, PSUs, LSGIs, Autonomous Bodies, Co-operative Institutions, etc., Work related to DFIO, Kollam, Maintenance of office registers, Inspection of Govt. Vehicles.

J2

- Enquiries and routine inspections in Govt. offices, Govt. stores, other Govt. properties, PSUs, LSGIs, Autonomous Bodies, Co-operative Institutions, etc., Inspection of Secret Fund of Police Department, Inspection of Govt. vehicles, Miscellaneous papers including L.A interpellation.

INSPECTION (NT) – K

0471-2517314
e mail - financeinspectionk@gmail.com

K1

- Routine Inspection & monitoring of DFI Squad, Pathanamthitta

K2

- Routine Inspection & Monitoring of Reconciliation of Government Accounts and its follow up, Miscellaneous papers including L.A interpellation

CENTRE FOR TRAINING IN FINANCIAL MANAGEMENT (CTFM)

0471-2305399, 5811
e mail - ctfmweb@gmail.com

CC-CTFM-1

- Function as faculty/assist the faculty in the staff training/development programmes, Facilitate study of the IT training requirements of Finance Department (Including that of IT division) and its Line Departments and develop modules, curriculum and training materials.
- Empanelment of faculty and Training Institutions, Arrange IT training programmes, All liaisons and management of all IT programmes conducted by Finance Department, Preparing programme schedules in consultation with DD/JD & faculty, Arrangement of food and other refreshments, Keep custody of training records such as attendance, feedbacks etc., Updation of software and website of CTFM, Translation of study materials. Issue of Certificates and keep the register, Management of Online Training Management System of CTFM, Keep the

databank of Finance Department's activities with historical data, LA interpellations / RTI Act related matters, Any other duty subsequently assigned.

CC-CTFM-2

- Function as faculty/assist faculty in the staff training development programmes, Facilitate the study of the Non-IT training requirements of Finance Department (Including that of IT division) and its Line Departments and develop modules, curriculum and training materials.
- Liaison with all departments and institutions, All liaisons and management of Sponsored programmes including handling cash and accounts of sponsored programmes, Regularly obtain feedback from all courses and prepare analysis to improve future programmes, Personal follow up of files relating to civil works, electric works and electronic works with Public Works Department, Follow up of files regarding the procurement of land for CTFM, Maintain Stock Register of Learning kits, Study materials, Electronic, Electrical Furniture, binding equipment, Translation of study materials, Preparing Study kits for training programmes, Any other duty subsequently assigned.

PRO-CTFM

- Handling of calls, replying to emails and chats from Officers of Finance Department relating to our Help Desk, Handle the help desk for our officers which include giving information about resource persons, making available necessary Gos/Circulars etc, co-ordination with sections concerned, Sending SMS intimating courses and changes in schedules, Keep database of questions (doubts) answered (from Officers of Finance Department), Preparation of lay out and printing of study materials in co-ordination with faculty.

IT DIVISION SYSTEMS UNIT (IT-Systems)
0471-2517146
e mail - gireesh706175@kerala.gov.in

IT-S1

- Oversee the proper maintenance of hardware and network installations in the Finance Department, Arrange repair of hardware installed in the Finance Department, Provide Support to training unit to conduct training programs in hardware purchase related subjects, Assist Finance Inspection Wing, Internal Audit Sections and District Finance Squads to examine hardware purchase related investigations in Thiruvananthapuram, Alappuzha, Kottayam, Idukki, Thrissur, Kozhikode and Kasaragod districts, Preparation of updated digital versions of all the rules/ codes/ manuals etc being maintained by Finance Department and arrange printing of hard copies and also to keep a library of such hardcopies for reference,

LA interpellations/ RTI Act related matters connected to IT-S 1 work distribution, Function as faculty/assist faculty in training and development programmes related to the above subjects as and when required, Keep a system Associates diary to record each day's activities pertains to IT-S1, Prepare Half Yearly and Yearly review reports on the functioning of the Systems Unit. Half yearly reports may be prepared on or before 31st October and yearly reports on or before 30th April every year, Any other duty being subsequently assigned.

IT-S2

- Facilitate hardware requirement studies for Finance and its Line Departments, Ensure that the Line Departments keep proper inventory of IT equipments as per rules, Ensure proper use of IT Equipments/installations in the Line Departments, The procurement ODF hardware for Finance Department and keep proper inventory, Procure and upkeep the hardware for the common use of Finance Department such as heavy duty printers, LCD projector and screen, Laptops etc., Assist Finance Inspection Wing, Internal Audit Sections and District Finance Squads to examine hardware purchase related investigations in Kollam, Pathanamthitta, Ernakulam, Palakkad, Malappuram, Wayanad and Kannur districts, Maintenance and upkeep of DPC building, LA interpellations/ RTI Act related matters connected to IT-S2 work distribution, Keep a System Associates diary to record each day's activities pertains to IT-S2, Function as faculty/assist faculty in the Non-IT staff training/development programmes related to the above subjects as and when required.

IT DIVISION SOFTWARE UNIT (ITSF)
0471-2301981
e mail - info.fin@kerala.gov.in

ITSF-1

- Processing of Non-SPARK bills and the remarks files based on the same, Processing of PF/Salary Merging Bills and the remarks files, Files for remarks from other sections / departments, Miscellaneous papers / files, Supervision of tappal register maintained by Contract Staff, Upkeeing of Stock file/Office copy file.

ITSF-2

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

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

ITSF-3

- Establishment Work relating to Kannur Help Desk, Up keeping of Stock Registers of Kannur Help Desk, Processing of AMC files pertaining to Equipments of the help desk, Processing of Files pertaining to Utility Bills, Arranging Training and logistics in Kannur help desk and also through Agencies like C-DIT, KELTRON etc. in districts of Kannur, Kozhikode, Kasaragod, Wayanad and Malappuram in co-ordination and liaison with SPARK PMU, Upkeeping of Tappal Register of Kannur office, Forwarding to Tappals to A1 Seat relating to Non SPARK Bill and Non Spark Bill to be merged with Salary.

LABOUR

0471-2517462

e mail - fin.labour@gmail.com

L1

- Post creation and continuance of posts in the Labour Department, all service matters to the employees of Labour Departments (Pay, Leave of all kinds, charge arrangements, options, fixations, Higher grade, Increments, Pension, con-donation of break etc.), Service matter of all Welfare Fund Boards. Departmental Working Group and Special Working Group Meeting in respect of Labour Department, Meeting in respect of CHIAK, all meeting papers relating to Labour Department, Gen/Body, Governing body meeting of KASE, KILE, all other miscellaneous papers.

L2

- Projects/Schemes; Budget & allied matters relating to Labour Departments, Schemes relating to RSBY, CHIS PLUS, AABY etc. Fund release of Grant in aid institutions under Labour Departments Drafts bill in respect of Labour Department, matters relating to all Welfare Fund Boards (other than service matters) under Labour Department, Welfare pension of Coir workers Welfare Board and Khadi workers Welfare Fund Board under Industries Department. Matters relating to Kerala Agricultural Workers Welfare Fund Board and Headload

Workers Welfare Fund Board (other than service matters), hiring of Building, rent, deputation benefits granted under service quota, audit paras, LA interpellation, tuition fee reimbursement, installation of telephone and broadband connection, time barred TA claims, contingent items of expenditure (permanent advance), investigation of arrear claims, purchase of stores, purchase/repairs of machinery and equipment tender of contract, purchase, repairs and disposal of vehicles, writ off/disposal of unserviceable articles, LAR cases, Constitution of special committees, Audit objection of Accountant General, HRMP Compensation.

LOANS

0471-2518832

e mail - financeloans8832@gmail.com

L1

- Issuing order of Adhoc Bonus/Special Festival Allowance for Government Servants and Pensioners.
- Offering remarks in files from all Administrative Departments relating to Adhoc Bonus/Special Festival Allowance.
- Medical Re-imbursement claims from Administrative Departments except those dealt in L2, L3 and L4 Seat, Miscellaneous files.

L2

- Budget Estimate preparation, SDG, Additional Authorization, Re-Appropriation in respect of following Head of accounts;

a)7610-203-99-Advance for the purchase of other conveyance.
b)7610-00-800-99-Advance for the purchase of Mosquito net to Government Employees.
c) 7610-00-800-95(01) IFMA-Gazetted Officers
d) 7610-00-800-95(02) IFMA Non Gazetted Officers
e) 7610-00-800-90-Advance to Class IV Employees to meet marriage Expenses of their daughters.
f) 7610-00-800-91(Aided)-IFMA to Aided employees
g) 2075-00-795-90-PCA Write off
h) 2075-00-795-93-IFMA Write off
i) 2075-00-795-94-marriage advance write off
j) 2075-00-795-97-MCA Write off

- MR claims – General Education Department
- Right to Information, LA interpellation files
- Subject Committee – Data preparation
- Excess remittance of MCA, PCA
- Write off MCA, Marriage Advance, PCA
- Sanctioning Marriage Advance, Mosquito Net Advance, Cycle Advance

L3

- Files related to MR claims of the employees working in the SC/ST Development Department, Water Resources Department, Panchayat Department (Except their own fund)
- Files related to IFMA of the employees working in various departments
- Files related with regularising and controlling the head of account of IFMA
- Files related to the settlement of IFMA.
- Files related to IFMA write off

L4

- Files related to MR claims in respect of following Departments Home, Planning, Taxes, Secretariat.

NATIONAL SAVINGS – A

0471-2470856

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A1

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

A2

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

NATIONAL SAVINGS-B

B1

- Preparation of Target, Distribution of Target to various Districts, Printing and supply of Wallet diaries and allied matters, Prize Schemes, Collection and consolidation of postal figures. Convening meetings of Officers, Allotment of

incentive to agents, Official language, Files dealing with the implementation of Insurance Schemes. Agency appointment of files, preparation of notes for MPs conference, District Collectors and HODs meetings etc., Files of State level co-ordination committee, LA interpellation on developmental activities.

B2

- Correspondence with NSI, Insurance claims, Matters relating to Consumer Cases and other Ops. Files relating with RTI Act, Co-ordination of delay in submitting agent's incentive claims for payment Files relating special schemes viz. DDF, Cancer Care Incentive to District Collectors etc. Files relating to misappropriation of depositors money by agents, Files relating to all New Schemes.

B3

- Supply of ASLAS-5 Cards to District and allied matters, preparation of advertisement designs and advertisement matters, sanctioning payment of advertisement charges, Quotations relating to Advertisement files relating to advertisement through Dailies and Visual Media.

NSD AGENTS WELFARE CELL

AW-1

- Handling of Special TSB cheques and Demand Draft received from 7 districts namely Thiruvananthapuram, Kollam, Pathanamthitta, Idukki, Alappuzha, Kottayam and Ernakulam and the Block offices in these districts. Crediting of cheques/Demand drafts received from the above districts to Special TSB A/c No.12483 in District Treasury, Thiruvananthapuram, Enrollment of Agents of 7 districts to Agents' Welfare Scheme and allotment of AWS number, Handling of Medical reimbursement claims from all agents enrolled in AWS of all districts. Handling scholarship and cash awards to the Agent's children of Agents' Welfare Scheme. Upkeep of data relating to agents of seven districts who enrolled in AWS, communicating details regarding MCA and Comprehensive Health Insurance Scheme (CHIS)

AW-2

- Handling of Special TSB cheques and Demand Draft from 7 districts of Thrissur, Palakkad, Malappuram, Kozhikode, Kannr, Wayanad and Kasaragod and Block Offices in these districts. Crediting of cheques/Demand drafts received from the above districts to Special TSB A/c No.12483 in District Treasury, Thiruvananthapuram, Enrolment of Agents of the above 7 districts to AWS and allotment of AWS number, upkeep of details of agents enrolled to AWS from the above 7 districts, Marriage loan claims of all agents enrolled in AWS, sanctioning Risk coverage claims of Agents of AWS who expires/met with accident, sanctioning of Terminal Benefits to Agents of AWS whose agency cancelled/ attained 65 years of age, maintenance of Special TSB Account and transferring 80% AW Fund into FD and renewal of FD, transfer crediting of amount provided in 2047-00-103-99-34-OC in the AWF as Government share, Maintenance of

Fixed Deposit register, cheque issue register and DD register, Subsidiary cash book etc

AW-3

- All works relating to the implementation of Pension Scheme for National Savings Agents introduced vide G.O(P)94/11/Fin. Dated 01/03/2011. Enrollment of all agents to Pension Scheme, crediting of cheques/DD received from all districts and blocks to Spl.TSB 19063 relating to all agents enrolled in Pension Scheme, Pension closure, Disbursement of pension.

NATIONAL SAVINGS –AUDIT WING

AU-1

- Conduct audit at 152 Block Panchayats, preparation of audit report of 152 Block Panchayats, preparation of reply to rectification reports submitted by Block Panchayats, and Inspection etc.

AU-2

- Conduct and preparation of audit report of 14 District offices, audit monitoring committee meeting, works relating to Accountant General's audit report and audit objection, Reconciliation etc.

NODAL CENTRE – A

0471-2518141

e mail - financenodal@gmail.com

A1

- Conducting SLEC meeting on NABARD -RIDF schemes, convened by the Chief Secretary, Obtaining Detailed Project Reports on the basis of SLEC meeting. Initial Scrutiny of these Detailed Projects with respect to the guidelines issued in Circular No.37/2009/Fin dated 06.05.2009, Obtaining and upkeep of sanction letters from NABARD for future reference, Signing and forwarding of Time Promissory Note (TPN) by Finance Department, Crediting of e-payments from NABARD, Repayment of Principal amount, payment of interest to NABARD and all other relevant matter regarding these accounts including maintenance of records in this connection,Reconciliation of departmental figures of receipt and expenditure with that booked by the AG and related account rectification, Preparation of Budget Estimates, All other miscellaneous papers relating to RIDF of NABARD, Accounting and recording of loan releases against reimbursement claims and start-up advances released from NABARD, department-wise and Tranche-wise and to provide necessary details to other sections of NC for processing files and to prepare presentation for SLEC meeting, Matters related to issuing of Administrative Sanction to projects sanctioned under RIDF.

A2

- Receiving and verifying of reimbursement claims (in part and full) pertaining to the following Departments not only to the current Tranche but also of the previous Tranches which are not closed yet and also recommending the same to NABARD, Agriculture, Animal Husbandry, Co-operation, LSGD, Fisheries & Ports, Coastal & Inland Navigation, Forest, Industries, Information Technology, Power, Releasing the eligible loan amount (plus states share) to the implementing Departments/Agencies, Communication with Budget Wing regarding issuance of LoC in respect of NABARD Works, Periodical Monitoring and cross checking of updated data in the web based software for NABARD-RIDF projects and forward the same to higher officers for authentication (after developing the software by NIC), All general papers regarding the above department, This section has to undertake works of similar nature pertaining to new Departments which will come under the purview of RIDF in future.

A3

- Receiving and verifying of reimbursement claims (in part and full) pertaining to the following Departments not only to the current Tranche but also of the previous Tranches which are not closed yet and also recommending the same to NABARD, Food & civil Supplies, PWD(R&B), General Education, Higher Education, KLDC, Tourism, Social Welfare, Kerala State Warehousing Corporation, Water Resources, Releasing the eligible loan amount (plus states share) to the above Departments/Agencies, Communication with Budget Wing regarding issuance of LoC in respect of the above works, All papers relating to AG other than reconciliation of departmental figures of receipt and expenditure with that booked by the AG and related account rectification, Updating the database in the Software application.

A4

- Proposal regarding Tender excess of RIDF projects, Cost escalation proposals in respect of RIDF project, Court cases in respect of RIDF projects, Supervision charges, quality control, subsidy/Cent age charges of RIDF works, All the proposals of EAP (Externally Aided Projects), All other miscellaneous papers, Collection and upkeep of Up-to-date details of on going and new externally aided projects with assistance from JICA, World Bank,ADB, etc, Handling project completion Report, RTI Act and LA questions regarding EAP's.

NODAL CENTRE – B
0471-2518141
e mail - financenodal@gmail.com

B1

- Co-ordination and monitoring of the Special Development Scheme for MLAs., Issuing general instructions to all planning and implementing agencies at State/District level to co-operate and to implement the projects referred to them under SDF of MLAs, Allotment of funds to all the District Collectors, Receiving

and processing petitions if any regarding the irregularities on the MLA-SDF works, Reconciliation of departmental figures with the Accountant General relating to SDF for MLAs, preparing monthly statement of balance of SDF for MLAs in the Treasury Savings Bank Account maintained by the District Collectors, Field inspection of the Projects under development schemes, All other miscellaneous papers relating to SDF of MLAs like O.Ps, RTI, PAC Recommendations.

B2

- Processing of files related to works under LAC-ADF for the districts of Thiruvananthapuram, Kollam, Pathanamthitta and issuing financial concurrence with reference to guidelines issued under the scheme, L.A Question, Questions under Right to Information Act and Court cases and other miscellaneous matters, Issuing necessary guidelines under LAC-ADF whenever required.

B3

- Processing of files related to works under LAC-ADF for the districts of Alapuzha, Kottayam, Idukki, Ernakulam and issuing financial concurrence with reference to guidelines issued under the scheme, Monitoring of fund allocation and maintenance of appropriation control register, Reconciliation of expenditure with the book of Accountant General and maintenance of accounts, Preparation of monthly statement and conduct Monitoring committee meeting.
- Monitoring of Audit Report of various agencies, PAC recommendation, subject committee and other Committee reports, Inspection identified works sites and offices pertaining to LAC-ADF in all Districts.

NODAL CENTRE – C
0471-2517335
e mail - financenodal@gmail.com

NCC-1

- Processing of files related to works under LAC-ADF of the districts of Malappuram, Wayanad, Kasaragod and issuing financial concurrence with reference to guidelines issued under the scheme. LA Questions, Right to Information, PAC Report, Subject Committee and other committee reports in this regard and miscellaneous.

NCC-2

- Processing of files related to works under LAC-ADF of the districts of Kozhikode & Palakkad and issuing financial concurrence with reference to guidelines issued under the scheme. LA Questions, Right to Information, PAC Report, Subject Committee and other committee reports in this regard and miscellaneous.

NCC-3

- Processing of files related to works under LAC-ADF of the districts of Thrissur and Kannuar and issuing financial concurrence with reference to guidelines issued

under the scheme. LA Questions, Right to Information, PAC Report, Subject Committee and other committee reports in this regard and miscellaneous.

PUBLIC ACCOUNTS COMMITTEE – A

0471-2518064
e mail - sopaca.fin@kerala.gov.in

A1

- Papers relating to the PAC Meetings
- Follow up action on the implementation of recommendations of Central PAC relating to Finance Department.
- Action on the implementation of recommendations of Central PAC
- Distribution of list of pending recommendations of PAC received from AG and Legislature Secretariat
- General Papers on PAC
- Convening AMC meeting of Finance Department.
- Convening of Apex Committee meeting of Chief Secretary

A2

- Draft Papers of (Civil, Revenue Receipts, Commercial and State Finances) in respect of all Departments.
- Tendering advice on matters regarding draft paras referred to this Department.
- Circulation of the Reports of C&AG, Finance Accounts and Appropriation Accounts for the approval of the Governor and placing the same to the Kerala Legislative Assembly.
- Watching of the preparation of notes on Audit paras by the concerned sections in the Finance Department and furnishing the same to Legislature Secretariat.
- Distributions of C&AG Report, Civil, Revenue Receipts, Commercial and State Finances.
- Answers to LA Questions and RTI Act.

A3

- Papers relating to the Appropriation Accounts
- Scrutiny of notes for regularization of excess of all Administrative Departments
- Preparation of Annual Performance Report pertaining to Finance Department under Subject Committee VIII.
- Papers relating to the meeting of Subject Committee.
- Follow up action on furnishing of notes on Demands for Grants coming under Subject Committee VIII
- Deputation of Officers from Finance Department to Subject Committee Meetings
- General papers on Subject Committee.

- Follow up action on preparation and furnishing of notes for regularization of excess expenditure and notes on savings pertaining to Finance department.
- Tendering advice on matters regarding regularization of excess referred to this Department by the various Administrative Departments and Sections in Finance Department.
- Distribution of Finance Accounts and Appropriation Accounts.

PUBLIC ACCOUNTS COMMITTEE – B

0471-2517184

e mail - financepacb@gmail.com

B1

- Distribution of consolidated report of Local Fund Audit Director, report of Local Funds Accounts Committee, report of C&AG on Local Self Government Institutions to the sections concerned and its follow up action.

B2

- Distribution of Legislature Committee reports except P.A.C, Report of Committee on Public Under takings, report of C&AG on Public Under takings, Report of C&AG on Finance Accounts of the state.

PENSION WELFARE CELL – A

0471-2518017

e mail - finpwc21@gmail.com

A1

- Agriculture, Co-operation, Forest & Wild Life, Store purchase, Social Welfare, SC & ST Department, N.S.D. Insurance, Local Fund Audit, Irrigation, Power, Housing, Planning & Economic Affairs Department, Election.
- Miscellaneous - Kollam , Palakkad, Wayanad, Kozhikode, Kasaragod

A2

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

A3

- General Education (All districts) Revenue, Rural Development, Taxes, Health & Family welfare, Treasuries, Transport, PWD, P&ARD, Vigilance, Fisheries and Ports, Food & civil Supplies, Industries.
- Miscellaneous - Thiruvananthapuram, Ernakulam, Kottayam, Thrissur, Malappuram

PROVIDENT FUND

0471-2517444
e mail - fin.pf@kerala.gov.in

PF-1

- General Provident Fund(K) Rules – Amendment – clarifications and allied subjects – interpellations – Subject Committee, etc

PF-2

- Part-time contingent Employees provident Fund – clarification Amendment - interpellations – Appropriation Account etc. Maintain data base of Public Sector Undertakings/Quasi PSUs/Autonomous Institutions etc which have introduced EPF for their employees and track the deduction details every month through computer network. All files related to Gain PF.

PAY RESEARCH UNIT (PRU)

0471-2518967
e mail - prufinance2010@gmail.com

PRU-1

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

PRU-2

- DA/DR Revisions, Interim Relief option / re-option related to all Pay Revisions in respect of the following Departments : 1. Advocate General Office 2. Agriculture 3. Animal Husbandry 4. Archaeology 5. Assistant Public Prosecutors 6. Dairy Development 7. Hindu Religious and Charitable Endowment (Administration) 8. Housing 9. Industrial Training 10. Kerala Lokayuktha 11. Industries and Commerce 12. Judiciary 13. Labour 14. Labour Courts 15. Land Use Board 16. Land Revenue 17. Local Fund Audit 18. Museums and Zoo 19. National Employment Service 20. National Savings 21. Information & Public Relations 22. Public Service Commission 23. Secretariat 24. Social Welfare 25. Soil Conservation 26. State Archives 27. Scheduled Caste Development 28. Scheduled Tribe Development 29. Vigilance and Anti Corruption Bureau 30. All Tribunals 31. Economics & Statistics 32. Survey and Land Records.

PRU-3

- Option / re-option in respect of all Pay Revisions of the following departments : 1. Ayurveda Medical Education 2. Co-operation 3. Drug Control 4. Electrical

Inspectorate 5. Fisheries 6. Forest 7. Ground Water 8. Harbour Engineering 9. Health Services 10. Homoeo Medical Colleges 11. Homoeopathy 12. Hydrographic Survey 13. Insurance Medical Service 14. Indian System of Medicine 15. KIRTADS 16. Medical Education 17. Mining and Geology 18. Motor Vehicles 19. Municipal Administration 20. Panchayat 21. Port 22. PWD 23. Registration 24. Rural Development 25. Sainik Welfare 26. Legal Metrology 27. Police 28. Prisons 29. Treasuries 30. Fire Force 31. Chemical Examiner's Laboratory 32. Food & Civil Supplies Departments 33. Municipal Common Service 34. Urban Affairs 35. Collegiate & Technical Education 36. Excise 37. Irrigation 38. LSG (Engineering Wing) 39. Sports & Youth Affairs 40. State Insurance 41. State Water Transport 42. stationery 43. Town & Country Planning 44. Commercial Taxes.

PAY REVISION CELL – A (PRC-A)

0471-2517202

e mail - finance.prca@gmail.com

General

- Individual and general issues relating to 1997 Pay Revisions (all except those allotted to PRU and PRC-B sections) in addition to existing works allotted as per office order No.94927/Admn.A2/12/Fin dated 23.11.2012. Time bound Higher grade and connected re-option.

A1

- Higher grade relating to the common categories of posts, Ayurveda/Homoeopathy College, Board of Revenue, co-operation, Co-operative Tribunals, Health Services, Medical Education, Homoeopathy/ISM Departments, Museums and Zoos, Tourism, Rural Development, Insurance, Medical services, Sree Chithra Art Gallery, Soil Conservation, SC Development, ST Development, Water Resources.
- General clarification relating to higher grade for Non-gazetted officers, Ground Water Department, Cultural publications, KIRTADS, Land Use Board, Archaeology.

A2

- Higher grade relating to Vigilance, Vigilance Tribunal, Archaeology, Assistant Public Prosecutor, Advocate General's Office, Calicut Development Authority,Chemical examiners Laboratory, Drugs Control, Electrical Inspectorate, Economics and Statistics, Fisheries Department, Forest Department, Fire Force, Factories and Boilers, Hydrographic Survey, Harbour Engineering, Industries and Commerce, Industrial Tribunals, Judiciary, Local Fund Audit,Legal Metrology, Labour /Labour Courts, Mining and Geology, Motor Vehicles, NCC, National Savings, National Employment Service, Police Department, Ports, Prisons, Public Relations, State Insurance, State Planning Board, Secretariat, Sports and Youth Affairs, State Lotteries, TRIDA, Social Welfare, KSFDC, Animal Husbandry, Excise, Agriculture, Diary, Local Bodies, Commission of Enquiries, Enquiry

commissioner & Special Judge, Panchayat, Town Planning, Administration, Taxes, food & Civil Supplies Department, Sainik Welfare, Industrial Training.

A3

- Higher Grade relating to : Collegiate Education, Technical Education, State Central Library, Commissioner for Government examinations, Housing, Kerala Gazetters, Kerala Transport Appellate Tribunal, Public Service Commission, Printing, State Archieves, Stationery, Treasuries, Time Bound Higher grade related to Librarians.
- Non cadre promotion to teaching staff in the institutions under Director of Technical Education

All other miscellaneous items of work

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

PAY REVISION CELL – B (PRC-B)

0471-2518841

e mail - prcbfinance8841@gmail.com

General

- Individual and general issues relating to Pay Revision 1988, all Pay revision Prior to 1988 and Pay revision 2004
- Allowances (All Pay revisions)
- Ratio Promotion (All Pay revisions)
- Re-designation of Posts

B1

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

B2

1.APP, 2.Advocate General's Office, 3.Secretariat, 4.Drugs Control, 5.Electrical Inspectorate, 6.Economic & Statistics, 7.Public Relations, 8.Fisheries, 9.Forest, 10.Ports, 11.Police, 12.Ground Water, 13.Hydrographic Survey, 14.Harbour Engineering, 15.State Insurance, 16.State Lotteries, 17.State Planning Board, 18.Fire Force, 19.Industrial & Commerce, 20.NCC, 21.Motor Vehicles, 22.Public Service Commission, 23.National Employment Services, 24.Labour/ Labour Courts, 25.Local Fund Audit, 26.Factories & Boilers, 27.Mining & Geology, 28.Judiciary, 29.Industrial Tribunals, 30.National Savings, 31.Sports & Youth Affairs, 32.Water Transport, 33.Ways & Means.

B3

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

PAY REVISION CELL – C (PRC-C)
0471-2518877
e mail - finprcc@gmail.com

C1

- Industries and Commerce.
- Taxes
- Power
- Public Work
- Water Resources

C2

- Health & Family Welfare & Ayush
- Information & Parliamentary Affairs
- AICTE, UGC and State revisions of proposals of DHS, DME, ISM, Homoeo and other related institutions.

C3

- Higher Education
- General Education
- Technical Education Department
- AICTE, UGC and State revision related to these Departments

C4

- Home
- Vigilance
- High Court & all Judicial and Semi Judicial Tribunals.
- Law
- NORKA and all other Department
- Tourism

C5

- Planning & Economic Affairs
- Sports & Youth Affairs
- Culture
- Labour & Rehabilitation

- Fisheries & Ports
- Information and Public Relations
- Agriculture & Allied
- SC, ST
- Parliamentary Affairs

C6

- Local Self Government Department
- Revenue
- Forest & Wildlife
- Social Welfare
- Archaeology
- Printing & Stationery
- P&ARD
- Food & Civil Supplies
- IT
- Transport
- Consumer Affairs
- Housing
- Science & Technology (State Scale)

PRC-D
0471-2518102
e mail - finprcd@gmail.com

D1

Education:-

a.collegiate Education
b.General Education
c. Higher Secondary Education
d. Technical Education
e. Vocational Higher Secondary Education
f. Commissionerate of Entrance Examination

2.Health Services, 3.Hindu Religious & Charitable Endowment, 4. Homoeopathy Department, 5.Homoeopathy Medical Colleges, 6.Housing (Technical) Cell, 7.Hydrographic Survey, 8.Indian systems of Medicine, 9.Medical Education, 10.Ayurveda Medical Education, 11.Insurance Medical Services, 12.National Cadet Crops, 13.National Employment Services, 14.National Savings, 15.Excise, 16.Forest, 17.Prisons, 18.Ports, 19.Printing, 20.Public Works, 21.Harbour Engineering, 22.Registration, 23.Rural Development, 24.Sainik Welfare, 25.Scheduled Caste Development, 26.Scheduled Tribe Development, 27.Social Welfare.

D2

1.Raj Bhavan, 2.Legislature Secretariat, 3.Government Secretariat,
(a) Administrative Secretariat, (b) Finance Secretariat, (c) Law Secretariat (d) Kerala House,
4.Local Fund Audit, 5.Kerala Public Service Commission, 6.Advocate General's Office, 7.Industrial Training, 8.Industries and Commerce, 9.Information and Public Relations, 10.Irrigation, 11.Judiciary (Subordinate staff), 12.KIRTADS, 13.Labour 14.Labour courts, 15.Ground water, 16.Sports and Youth Affairs, 17.State Archives, 18.State Central Library, 19.State Insurance, 20.State Lotteries, 21.State Planning Board, 22.State Water Transport, 23.Stationery, 24.Survey and Land Records, 25.Tourism, 26.Town and Country Planning, 27.Treasury, 28.Municipal Common Service, 29.Panchayat, 30.Urban Affairs, 31.Vigilance and Anti Corruption Bureau, 32.Water Appellate Authority, 33.Agriculture Income Tax and Sales Tax Appellate Tribunal, 34.Industrial Tribunals, 35.Kerala Co-operative Tribunal, 36.Kerala State Transport Appellate Tribunal, 37.Tribunal for Local Self Government Institutions, 38.University Appellate Tribunal, 39.Vigilance Tribunal, 40.Career Advancement Schemes, 41.Police

D3

1Agriculture, 2.Animal Husbandry, 3.Archeology, 4.Chemical Examiners's Laboratory, 5.Civil Supplies, 6.Commercial Taxes, 7.Co-operation, 8.Culture, 9.Dairy Development, 10.Directorate of Prosecutions, 11.Drugs control department, 12.Economic and Statistics 13.Factories and Boilers, 14.Fisheries, 15. Land Board, 16.Land Revenue, 17. Land Use Board, 18.Law Colleges, 19. Legal Metrology, 20.Local Self Government Engineering Wing, 21.Lok Ayukta, 22. Mining and Geology, 23.Motor Vehicles, 24.Museums and Zoos, 25.Soil Conservation, 26.Universities, 27. Miscellaneous Subjects

D4

- The works relating to the rectification of anomalies of category of posts of the following Departments including Common category post
- Government Secretariat, Advocate General's Office, Archaeology, Archives, Civil Supplies, Directorate of Prosecution, Enquiry Commissioner & Special Judge, Vigilance Tribunal, Industrial Tribunal, Industrial Training, Industries and Commerce, Information & Public Relations, Judiciary, KIRTADS, Kerala Lok Ayukta, Kerala Public Service Commission, Kerala State Agricultural Income tax & Sales tax Appellate Tribunal, Kerala State Audit, State Lotteries, Municipal Common Service, Museums and Zoo, National Cadet Corps, National Employment Service, National Savings, State Insurance, State Planning Board, State Transport Appellate Tribunal, Town and Country Planning, Tribunal for Local Self Government Institutions, University Appellate Tribunal, Urban Affairs, Water Appellate Authority.
- The works relating to the rectification of anomalies of category of posts of the following Departments and Miscellaneous works.

- Commercial Taxes, Electrical Inspectorate, Excise, Fire & Rescue Services, Fisheries, Forest, Ground Water, Harbour Engineering, Hydrographic Survey Wing, Irrigation, Local Self Government Engineering, Motor Vehicles, Police, Ports, prisons, Public Works, State Water Transport, Stationery, Tourism, Teasuries, Vigilance and Anti-corruption Bureau.

D5

- The works relating to the rectification of anomalies of category of posts of the following Departments and general issues relating to 10th Pay Revision.
- Agriculture, Animal Husbandry, Ayurveda Medical Education, Chemical Examiner's Laboratory, Dairy Development, Drugs Control, Factories and Boilers, Food Safety, Health Services, Homoeopathy, Homoeopathy Medical Colleges, Indian System of Medicine, Insurance Medical Service, Medical Education, Registration, Rural Development, Sainik Welfare, Scheduled Caste Development, Scheduled Tribes Development, Social Justice, Soil Survey and Soil Conservation, Sports and Youth Affairs, State Central Library.
- The works relating to the rectification of anomalies of category of posts of the following Departments

  Collegiate Education, Commissionerate of Entrance Examination, Co-operation, Culture, Economics and Statistics, Environment & Climate change, General Education, Higher Secondary Education, Hindu Religious and Charitable Endowment, Housing Technical Cell, Labour, Labour Courts, Land Board, Land Revenue, Kerala State Land use Board, Legal Metrology, Mining and Geology, Panchayats, Printing, Survey and Land Records, Technical Education, Vocational Higher Secondary Education.

PENSION – A

0471-2518039

e mail - pensiona2015@gmail.com

A1

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

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

- Pension papers of Government owned companies and sanctioning of commutation of pension in respect of the above
- Sanctioning pensionary claim in respect of IFS Officers and Chairman and Members of PSC, Sanction of Interest due to delayed payment of pensionary benefits

A2

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

a) Health b) Police c) Hydrological Department d) Lotteries e) Public Works Department f) Water resources Department g) Revenue h) Labour i) Indigenous Medicine j) Factories &Boilers

- Commutation of pension in respect of the above
- Sanctioning pension to IPS Officers
- Revalidation
- Pensionary proposals in respect of Judicial Service

A3

- Sanctioning of pensionary claims in respect of officers of (Joint Secretary and above) in GAD, Finance and Law Department
- Sanctioning of pension to IAS Officers
- Sanctioning of pensionary claims in respect of Heads of the following Departments

a) Archaeology **b**) Transport

- Sanctioning of Commutation of pension in respect of the above
- All papers relating to Budget
- Freedom Fighters Pension
- Proposals/requests for Family Pension

A4

- Implementation of New Pension Scheme for All India Service Officers(Kerala Cadre) recruited on or after 01.01.2004 (rendering, advise and remarks on clarification, conducting meetings and issuing Government Orders regarding the same)regarding the job related with PRISM.

PENSION – B
0471-2518764
e mail -finpenbdept@gmail.com

B1

- Furnishing remarks to files from Finance (Agri-A,B,C) Department, Finance (Development) Department, Finance (Welfare Wing) Department.
- Examination & furnishing of reply to letters coming from Govt. of India, other State Govts., Accountant General & Autonomous bodies, Kerala Public Service Commission & other Commissions.
- Preparation of Pension revision orders (State &UGC), Examination of petitions involving policy decisions, Preparation of Hand Book on Pension.
- LA interpellation, Right to Information.

B2

- All petitions from Kerala Lok Ayukta, Kerala Administrative Tribunal, High Court & Supreme Court.

B3

- Furnishing remarks to all files except those mentioned against other seats

B4

- Amendment of KSR Part III
- Preparation of Action Taken Report in respect of Legislature Sub Committees and matters relating simplification of Pension Rules.
- Furnishing remarks to files from Finance (Pension Welfare Cell) Department.

NEW PENSION SCHEME CELL

0471-2517488

e mail - snokerala@gmail.com

A1

- Forward proposals relating to policy issues pertain to NPS to Finance (Pension-A) Department
- Issue necessary clarifications/guidelines to subscribers on the issue of investments in consultation with PFRDA and NSDL
- Ensure sufficient budget allocation under the head of accounts pertains to service charges and forward budget proposals in time.
- Interacts with NSDL/PFRDA/NPS Trust in issues in respect of NPS transactions and resolve the issues if necessary.
- Prepare and issue user manuals for Treasury Officers and DDOs in consultation with NIC & SPARK.
- Periodic inspection of concerned offices coming under NPS architecture.
- Payment of CRA – Service charges
- Reactivation of PRAN in respect of State Government Employee NPS subscribers.
- Despatch the PRAN – kit received from NSDL and collect the despatch details of the PRAN – kit of NPS subscribers.
- Conducting periodic meeting related to NPS issues in State Government Departments.
- Provide guidance and training to treasury officials and subscribers.
- Ensure sufficient budget allocation under the head of account pertaining to compassionate allowance.

A2

- Process and forward grievances received from the State Govt employees, SABs, DTOs/DDOs to the CRA and facilities redressal there upon.
- Facilitate the registration of DDO/DTO and the subscriber with CRA.
- Deactivation of PRAN in respect of state Government Employees and SABs.

- Reprint PRAN card of State Government Employees.
- Conducting periodic meeting in connection with the implementation of NPS in SABs.
- Registration of SABs in NPS.
- Remarks to the files from Finance and Administrative Department.
- Issuing remarks to all tappals from SABs.

A3

- Process and forward grievances received from the All India Service Officers to the CRA and facilitate redressal thereupon.
- Realisation of backlog contribution of All India Service Officers.
- Legislative Assembly interpellation.
- Handle Right to Information Application in respect of NPS.
- Court cases related to NPS.
- Miscellaneous papers relating NPS.
- Proposal related to the distribution of compassionate monetary benefits related to NPS employees.

PERFORMANCE BUDGET - A

0471-2517153

e mail - financeperformancebudget@gmail.com

A1

- Preparation of Performance Budget of Forest & Wild Life Department
- Concurrent Evaluation and Monitoring of Schemes of Forest & Wild Life Department
- Development, Maintenance and Management of Website related to Concurrent Evaluation and Monitoring of Schemes (CEMS)

A2

- Preparation of Performance Budget of Agriculture Department.
- Concurrent Evaluation and Monitoring of Schemes of Agriculture Department.
- L.A interpellation.

A3

- Preparation of Performance Budget of Public Works Department.
- Concurrent Evaluation and Monitoring of Schemes of Public Works Department
- Miscellaneous papers

PERFORMANCE BUDGET - B

0471-2322832
e mail - financeperformancebudget@gmail.com

B1

- Preparation of Performance Budget of Water Resource Department
- Concurrent Evaluation and Monitoring of Schemes of Water Resource Department
- Miscellaneous Papers.

B2

- Preparation of Performance Budget of Higher Education Department.
- Concurrent Evaluation and Monitoring of Schemes of Higher Education Department.
- L.A. interpellation.

B3

- Preparation of Performance Budget of Health Department.
- Concurrent Evaluation and Monitoring of Schemes of Health Department.

PARLIAMENTARY STATE AFFAIRS & INFORMATION (PSA)

0471-2518812
e mail - financepsa2@gmail.com

PSA1

- Collection of L.A Questions from the question branch of the Legislature Secretariat
- Distribution of the questions to the Sections concerned and to collect the prepared answers for furnishing to Legislature
- Collection of cut out assurance from the Assembly proceedings relating to Finance Department from the General Administration (L.A cell) Department and to distribute the same to the concerned sections.
- Furnishing information on all general L.A interpellation to the General Administration Department and the Legislature Secretariat
- Assurance Implementation desk and proceeding of Digital Signature certificate.
- Collection and consolidation of reply of L.A questions from all sections

Information-1

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

Information-2

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

Information-3

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

PUBLIC UNDERTAKINGS – A
0471-2517074
e mail - financepua08@gmail.com

A1

- All papers relating to Kerala Financial Corporation including agenda notes and papers relating to the Board Meeting of Kerala Financial Corporation
- Proposals relating to Kerala State Warehousing Corporation and Kerala Co-operative Central Land Mortgage Bank.
- Miscellaneous petition related to Kerala Financial Corporation including WPs
- Furnishing reply to Legislature Committee and C&AG Reports

A2

- All files related to Kerala State Electricity Board and Kerala Power Finance Corporation form Power Department, Kerala State Electricity Regulatory Commission.
- All files related to Kerala State Road Transport Corporation and Kerala Transport Development Finance Corporation from Transport Department
- Collection of dividend and interest on share and debentures and crediting to state Government account
- Notification relating to Institute of Chartered Accountants.

A3

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

PUBLIC UNDERTAKINGS – B

0471-2517085
e mail - pubfinance7085@gmail.com

B1

- Kerala Agro-Industries Corporation
- Kerala Livestock Development Board
- Plantation Corporation of Kerala Ltd
- Oil Palm India Ltd
- Kerala Agro Fruit Products Ltd
- Kerala State Horitcultural Production Development Corporation Ltd
- Kerala Land Development Corporation
- Kerala State Wood Industries Ltd
- Meat products of India Ltd
- State Agricultural Prices Board (SAPB) (one file)
- Kerala Medical Service Corporation Ltd
- Kerala Agro machinery Corporation Ltd
- Nomination to the Board of directors.
- Kerala Veterinary & Animal Science University.

B2

Papers relating to Indo-mercantile Bank, Central Banking Corporation (under liquidation) official liquidator and miscellaneous papers relating to banks.

All papers relating to:

- Kerala State Horitcultural Production Development Corporation Ltd,
- Kerala Feeds Ltd
- Kerala Health Research and Welfare Society
- Kerala State Civil Supplies Corporation
- Coconut Development Corporation
- Kerala State Poultry Development Corporation Ltd
- Kerafed
- Premo Pipe Factory
- Pharmaceutical Corporation (IM)
- Kerala Infrastructure Investment Fund Board
- Kerala State Horitcultural Production Development Corporation Ltd.

B3

- Preparation of Statement of guarantees, Budget Estimate, Appendix IV
- All papers relating to renew the Government guarantee/Fresh Government guarantee
- Maintenance of registers of guarantee
- Kerala Agricultural University

- Kerala Forest Development Corporation

PUBLIC UNDERTAKINGS – C
0471-2518599
e mail - fpuc8599@gmail.com

PUC-1

- Kerala Water Authority (KWA)
- Regional Cancer Centre (RCC)
- NORKA (Norka Welfare Fund Board)
- Malabar Cancer Centre Society (MCC)
- Kerala Police Housing Construction Corporation Ltd (KPH & CC)
- Energy Management Centre (EMC)
- Kerala Rural Water Supply Agency (KRWSA/Jalanidhi)ater Authority (KWA)
- Regional Cancer Centre (RCC)
- NORKA (Norka Welfare Fund Board)
- Malabar Cancer Centre Society (MCC)
- Kerala Police Housing Construction Corporation Ltd (KPH & CC)
- Energy Management Centre (EMC)
- Kerala Rural W
- Kerala Irrigation Infrastructure Development Corporation Ltd
- NORKA - ROOTS
- All general questions relating to Public sector undertaking like Pay revision, TA, DA, HRA, Conveyance Allowance etc..

PUC-2

- Rajiv Gandhi Academy of Aviation Technology (RAGAAT)
- Kerala Urban and Rural Development Finance Corporation (KURDFC)
- Kerala State Film Development Corporation (KSFDC)
- Kerala State Financial Enterprises(KSFE)
- Kerala Books and Publication Society (KBPS)
- Kerala Maritime Development Corporation (KMDC)
- Kerala State Beverages Corporation (KSBC)
- Chicops, Travancore Surgicals & Chemicals Ltd, Malabar Distilleries Ltd
- Kerala Women's Development Corporation (KWDC)
- ANERT
- Centre for development studies (CDS)
- Centre for development imaging Technology (C-DIT)
- Kerala State Biodiversity Board

PUC-3

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

PUC-4

- Institute of Management in Government (IMG)
- Kerala State Council for Science, Technology and Environment (KSCSTE)
- Centre for Water Resources Development and Environment (CWRDM)
- Kerala Forest Research Institute (KFRI)
- National Transportation Planning and Research Centre (NATPAC)
- Tropical Botanical Garden and Research Institute (TBGRI)
- Centre for Earth Science Studies (CESS)
- Kerala School of Mathematics (KSOM)
- Kerala Roads and Bridges Development Corporation (RBDCK)
- Kerala State Pollution control Board (KSPCB)
- Rehabilitation Plantation Ltd (RPL)
- Kerala Press Academy (KPA)
- Matsyafed
- Kerala Fishermen Welfare Fund Board (KFWFB)
- Kerala State Handicapped persons welfare corporation (KSHPWC)

PUBLIC UNDERTAKINGS – D

0471-2518170
e mail- financepud@gmail.com

D1

- Kerala State Coir Corporation (KSCC)
- Foam mattings India Limited (FOMIL)
- Kerala Khadi and Village Industries Board
- Kerala Minerals & Metals Limited (KMML)
- Kerala State Textile Corporation (KSTC)
- All Co-operative Spinning Mills (Trivandrum, Thrissur, Quilon, Malabar, Mala, Pinarayi, Uduma, Komalapuram, Malcotex, Malappuram, Cannanore, Priyadarsini)
- Kerala State Handloom Development Corporation
- Kerala State Handloom Weaving Co-operative society limited
- Sitaram Textiles limited, Trivandrum Mills Limited (TSM)
- Handloom Training Institute; Kunnathira Textiles
- Kerala Garments Limited; KELPALM
- Trivandrum Titanium Products Limited (TTPL)
- Minerals exploration corporation limited
- Kerala Mineral exploration development project
- Kerala State Industries Enterprises
- Kerala State Drugs & Pharmaceuticals (KSDP)
- Kerala State Detergents and Chemicals Limited
- Kerala Soaps and Oils Limited (KSC)
- Travancore Plywood Industries Limited (TPL)
- SERIFED
- Kerala State Mineral Development Corporation Limited

D2

- Kerala State Industrial Development Corporation
- Kerala Small Industries Development Corporation
- Kerala Ceramics Limited
- Chalakkudy Refractors Limited
- Kerala Clays and Ceramics Products Limited
- Kerala Special Refractories Limited
- Kerala Electrical & Allied Engineering company limited
- Metropolitian Engineering Company limited
- United Electricals Limited
- Kerala State Electronics Development corporation and its subsidiaries

- Sidkel Televisions limited
- Meat Industries Limited
- Steel complex limited
- Steel industrials Kerala Limited
- Kerala construction components limited
- Autokast Limited
- Forest Industries (Travancore) Limited
- ALIND
- RIAB
- Centre for Management Development
- Kerala Industrial Revitalisation Fund Board
- Kerexil
- Kerala State Engineering Works
- Steel and Industrial Forgings Limited
- Bureau of Public Enterprises
- SPV, Varkala
- Kerala Bureau of Industrial Promotion
- Public Enterprises Board\

D3

- Appollo Tyres/PTL Enterprises
- Transformers and Electricals Limited
- Malabar Cements Limited
- Travancore sugars and chemicals
- Mannam sugar Mills
- Chittur sugar Mills
- Traco Cables
- State Farming Corporation
- Kerala State Industrial products Trading Corporation
- Kerala State Cashew Development Corporation
- Travancore Cochin chemicals limited
- Premier Tyres
- Travancore cements limited
- Capex
- Technopark
- KINFRA
- Hitech Industries
- Astral watches limited
- Trivandrum Rubber works limited
- Kerala State Bamboo corporation

- Kerala State Artisans Development Corporation
- Kerala Handicraft Development Corporation
- Kerala Handicraft Apex Society (SURABHI)
- Infrastructure Kerala Limited (INKEL)
- Kerala State Agency for Expansion & Cashew cultivation (KSACC)
- Indian Institute of Information Technology and Management – Kerala (IIITM-K)
- Kerala State IT Infrastructure Limited (KSITIL)
- Infopark
- Cyberpark
- Kerala Automobiles Ltd.

PLANNING – A
0471-2518681
e mail - finplan@gmail.com

A1

- Review of monthly Civil Accounts (Expenditure) of Accountant General and action taken thereon
- Constitution of Public Expenditure Review Committee
- Implementation of Rubber Production Incentive Scheme and related works
- LA Interpellation relating to RPIS
- File works related to court cases in respect of RPIS
- Redressal of petitions related to RPIS
- Petitions related to Banking Sector

A2

- Implementation of Scheme for Special Assistance to States for Capital Expenditure (CAPEX)
- Preparation of proposals under various parts of the scheme
- Issue necessary guidelines/clarification to Administrative Departments and line Departments regarding the scheme
- Timely correspondence with Government of India to avail funds/incentives under the scheme
- Monitoring release and utilization of funds under the scheme
- Furnishing of utilization certificates to GoI under various parts of the scheme
- Legislative Assembly Interpellation relating to the Scheme for Special Assistance
- Petitions related to Banking Sector
- Papers relating to PAC and other LA Committees

A3

- Implementation of Education Loan Repayment Support Scheme (ELRSS)
- Redressal of petitions relating to ELRSS
- File works related to court cases in respect of ELRSS

- Papers relating to PAC and other LA Committees
- Files relating to State Level Bankers' Committee (SLBC) meetings and connected papers
- Petitions related to Banking Sector
- Legislative Assembly Interpellation relating to the ELRSS and Banking Sector

A(R)

- Preparation of resources estimates for Annual Plan and related works
- LA Interpellation in respect of resource estimation and related matters
- Files relating to Government of India's consent for market borrowings
- Files relating to the approval of EAP under debt sustainability angle
- Audit Para Replies on major fiscal indicators
- Papers relating to PAC and other LA Committees

PLANNING – B

0471-2518293

e mail - financeplanningb@gmail.com

B1

- Papers/files relating to Special working Group for issue of Administrative sanctions for plan schemes
- Remarks on files relating to Special Working Group
- Legislative Assembly interpellation in respect of Special Working Group
- Issue sanction orders to CRD for the release of funds received from ministry of Rural Development, Govt.of India, under CSS to the implementing agencies.

B2

- Files relating to Asset Maintenance Fund
- Papers/files relating to the Higher Power committee in respect of implementation of projects
- Papers/files relating to Special Working Group in respect of Social Justice Department, SC/ST Department& LSGD.
- Papers/files relating to PPP Projects

PLANNING-SPECIAL CELL

0471-2518948

e mail - finplanningsc@gmail.com

Seat -1

- Mapping of State budget heads in PFMS, Liaison with PFMS State Directorate, Liaison with NIC team, Legacy Data updation in PFMS, Remittance of Interest accrued in SNA, Intersection Remarks, Liaison with Administrative Department/Single Nodal Agency (SNA), Communications for Union Ministries except Ministry of Finance/ PFMS HQ in respect of the following Departments.

The List of SNAs assigned to each seats

- Director, Mapping of State budget heads in PFMS, Liaison with PFMS State Directorate, Liaison with NIC team, Legacy Data updation in PFMS, Remittance of Interest accrued in SNA, Intersection Remarks, Liaison with Administrative Department/Single Nodal Agency (SNA), Communications for Union Ministries except Ministry of Finance/ PFMS HQ in respect of the following Departments.
- The List of SNAs assigned to each seats
- Director, Agriculture Development And Farmers Welfare Department
- Directorate of Environment and Climate Change
- Society for upgradation of Govt. ITI into Model ITI (STRIVE)
- Kerala Academy for skills excellence
- Commissioner for Rural Development
- Suchitwa mission Kerala
- Director of Panchayat Govt. of Kerala
- Mahatma Gandhi National Rural Employment Guarantee Fund Society, Kerala
- SLNA, Kerala (Pradhan Mantri Krishi Sinchayi Yojana(PMKSY))
- Kerala State Rural Roads Development Agency, Thiruvananthapuram
- Director, Directorate of Scheduled Tribes
- Directorate of SC Development Department
- Registrar General, High Court of Kerala
- Directorate of KIRTADS, Kerala
- General Instructions/ Office Memorandum issued by Union Ministry of Finance/PFMS HQ

Seat-2

- Mapping of State budget heads in PFMS , Liaison with PFMS State Directorate, Liaison with NIC team, Legacy Data updation in PFMS , Remittance of Interest accrued in SNA, Intersection Remarks, Liaison with Administrative Department/Single Nodal Agency (SNA), Communications for Union Ministries except Ministry of Finance/ PFMS HQ in respect of the following Departments.

The List of SNAs assigned to each seats

- Directorate of Animal Husbandry
- Directorate of Backward Classes Development Department
- Directorate of Fisheries
- Director of Civil Supplies
- Kerala State Welfare Corporation for Forward Communities limited
- School Education Development Society - Samagra Shiksha Kerala
- Kerala State Literacy Mission Authority
- Director of General Education
- Director of Technical Education, Thiruvananthapuram, Kerala
- Kerala State Project Directorate - RUSA

- Chief Engineer, PWD Buildings
- Kerala State Housing Board
- State Mission Management Unit Kerala - AMRUT
- Cochin Smart Mission Limited
- Smart City Thiruvananthapuram Ltd.
- Director of Minority Welfare
- State Directorate of Economics & Statistics, Kerala
- Commissioner of Land Revenue
- State Law Department
- Social Justice Department - Government of Kerala
- The Kerala State Women Development Corporation Ltd.
- Directorate of Women and Child development, Thiruvananthapuram
- Pushing of Treasury Expenditure Data to PFMS (including MoPR schemes)
- Monitoring of Central/State Releases

Seat 3

- Mapping of State budget heads in PFMS , Liaison with PFMS State Directorate, Liaison with NIC team, Legacy Data updation in PFMS , Remittance of Interest accrued in SNA, Intersection Remarks, Liaison with Administrative Department/Single Nodal Agency (SNA), Communications for Union Ministries except Ministry of Finance/ PFMS HQ in respect of the following Departments.

The List of SNAs assigned to each seats

- State AYUSH Health Society
- Principal Chief Conservator of Forest, Wild Life and Chief Wild Life Warden
- State Forest Development Agency Kerala
- Directorate of Medical Education, Thiruvananthapuram
- State Health & Family Welfare Society, Kerala - NHM
- Kerala State Drugs Control Department
- Comprehensive Health Insurance Agency of Kerala
- Kerala Police
- Kerala Bureau of Industrial Promotion
- Directorate of National Emploment Service(Kerala)
- Kudumbashree Kerala State Poverty Eradication Mission
- Irrigation Projects II Department
- KERALA WATER AUTHORITY
- Consolidation of Internal Reports
- Miscellaneous

RECORDS DIGITIZATION

0471-2517237

- Engaging in the digitization of disposals

REGISTRY AND MONITORING UNIT

0471-2517313

e mail - cru.fin@kerala.gov.in

OS

- Receiving of Tappals, OP, Immediate, Action Today, LA interpellation etc. and distributing all sections.

CRU-1

- Receiving Tappal and distributing to FIW-A/B/C/D/E/F/G/H/J/K, NC-A/B, Planning A/B, SIT of Finance Department

CRU-2

- Receiving Tappal and distributing to Admin A/B/C, Accounts A/B, PRC A/B, FUNDS, PRU

CRU-3

- Receiving Tappal and distributing to Pension A/B, SL, SFC-A/B/C, CSFC-A/B/C, PSA, Development, PF

CRU-4

- Receiving Tappal and distributing to Budget A/B/C/D/E/F/G/H/J/K, BD&GB, Performance Budget A/B

CRU-5

- Receiving Tappal and distributing to ITSF, FBS-A/B, GIS, SPIO, PWC, SPARK

CRU-6

- Receiving Tappal and distributing to Ind.&PW-A/B, Health A&B, Labour, Welfare Wing, IAC A&B.

CRU-7

- Receiving Tappal and distributing to Expenditure A/B/C, HBA, Establishment-B, Loans

CRU-8

- Receiving Tappal and distributing to Rules A/B, Agri-A,B,C/RMC, GIMC, NPS

CRU-9

- Receiving Tappal and distributing to Education A/B/C, SS, Establishment-C/D, W&M, KIIFB

CRU-10

- Receiving Tappal and distributing to PU-A/B/C/D, PAC, PRC-C/D, Health Insurance

REVENUE MONITORING CELL

0471-2517052

e mail - finrulesasection@gmail.com

C1

- General Issues relating to augmentation of Non Tax Revenue
- Issues relating to Non Tax Revenue pertaining to the following departments

a) Animal Husbandry b) Archeology c) State Archives d) Civil Supplies e) Co-operation f) Directorate of Culture g) Education (General & Higher Education h) Factories and Boilers i) Fisheries j) Harbour Engineering k) Health and family welfare i) Ground water Convening of meetings with the Secretaries concerned.

C2

- Monthly Compilation of data relating to Non Tax Revenue Collection
- Issues relating to Non Tax Revenue pertaining to the following departments
- a) Industries b) PMapping of State budget heads in PFMS , Liaison with PFMS State Directorate, Liaison with NIC team, Legacy Data updation in PFMS, Remittance of Interest accrued in SNA, Intersection Remarks, Liaison with Administrative Department/Single Nodal Agency (SNA), Communications for Union Ministries except Ministry of Finance/ PFMS HQ in respect of the following Departments.olice c) Printing d) Stationery e) Survey & Land Records f) Hydrographic Survey g) Mining and Geology h) Agriculture i) Information and Public Relations j) Forest k) Public Works i) Irrigation m) Legal metrology n) Kerala State Insurance Department o) Museum and Zoo p) Tourism
- All other Issues relating to Non Tax Revenue from sources other than those listed above

RULES – A

0471-2517052

e mail - finrulesasection@gmail.com

A1

- Fixation of pay in respect of all Departments,
- General Conditions of Service
- Promotion
- Amendment to KSR Part I under the subjects within the seat.

A2

- Subsistence Allowance in respect of all Departments.
- Suspension, Dismissal, Removal etc in respect of all Departments.
- Amendment to KSR Part I under subjects within the seat.

- Honorarium.
- Resignation.
- Payment of fees to Law Officers

A3

- Charge Allowance of all Departments
- Reckoning of Provisional Service / Prior Service
- Deputation / Foreign service
- Training
- Amendment to KSR Part I under the subjects

A4

- Notional Promotion.
- Waiting for posting,
- Staff Car Rules
- Remarks on Fixation of pay under UGC / AICTE schemes,
- Joining time in respect of all Departments,
- Amendment to KSRs under the above items.

RULES – B

0471-2518521

e mail - finrulesb@gmail.com

B1

- Files seeking advice on Leave Rules from the following departments (a) Higher Education (b) Revenue (c) Home (d) Vigilance (e) Labour (f) Transport (g) Sports & Youth Affairs (h) Culture (i) Tourism,
- RTI and inter section remarks relating to leave rules,
- Surrender of Earned Leave.
- Amendment to rules in KSRs.,
- LA interpellation.

B2

- Files seeking advice on Leave Rules from the following departments (a) Health (b) General Administration (c) Planning (d) Local Self Government (e) Co-operation (f) SC/ST (g) Industries (h) Social Justice(I) Consumer affairs.
- Amendment to Kerala Financial Code Volume I&II,
- Amendment to Kerala Public work Account Code.

B3

- Files seeking advice on Leave Rules from the following departments (a)Agriculture (b) Forest (c) Food & Civil Supplies (d) Fisheries & Ports (e) Water Resources (f) Science & Technology

- Time barred Claims dealt with pay and allowances only in respect of all departments

B4

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

Secret Section
0471-2333928, 8372
e mail - finss.fin@kerala.gov.in

SS-1

- Liquidity Management
- Treasury Payment Control
- Secretaries' Committee
- Open Market Borrowing
- Follow up actions on the recommendations of the meeting of State Finance Secretaries; (a) ECS, (b) Calender for Open Market Borrowing, (c) Re-issuance of Government Securities.
- Deposit and maintenance of accounts of Consolidated Sinking Fund.

Budget proposal and appropriation control of the following heads of account;

I 6003-00-103, 104,111
II 6003-00-105-99
III 6003-00-106-95
IV 6003-00-108-99
V 6003-101-99, 98, 96
VI 6003-110-99, 98, 97 & 96
VII 2048-00-101-99
VIII 2049-01-101-99, 98 & 97
IX 2049-01-115-99, 98, 97 & 96
X 2049-01-200-99, 98, 97, 91 & 88
XI 2049-01-305-98
XII 2049-03-107-99 & 98
XIII 0049-04-110-97
XIV 8673-101-99 & 98, 2049-01-123
XV 2049-01-123

- Monitoring of debt repayment on; a) Open Market Borrowing (b) Various advances from Reserve Bank of India
- Files relating to various meetings of Reserve Bank of India
- Work related to Loans from GIC, LIC, NABARD (NRCLTO). All papers relating to the raising of the loan and remittance of principal and interest in instalments, crediting of assistance from NCDC to treasuries, Re-payment of principal and payment of interest on NCDC loans.
- Secret Service expenditure of Police and Vigilance Department

SS-2

- All the proposals of EAP(Externally Aided Projects)
- Collection and upkeep of Up-to-date details of on going and new externally aided projects.
- RTI Act and LA questions regarding EAP's

SS-3

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

State Finance Commission-A

0471-2517039

e mail - statefinancecommissioncellabcd@gmail.com

A1

- Release of funds to Local Governments, Bill system and accounting procedure in Local Governments, Fixing budget provisions relating to Development Fund, Maintenance Fund, and General Purpose Fund, Local Government-wise distribution of Development Fund, Maintenance Fund and general Purpose Fund, Monitoring of finances of Local governments, papers relating to meetings and conferences, papers relating to the above matters received under Right to Information Act.

A2

- Follow up of the implementation of the recommendations of the State Finance Commission from time to time, Compliance of the Reports of other state Finance Commissions and conduct of comparative studies, create a data bank of finances of Local governments for the use of State and central Finance Commission. Papers connected with audit of State Finance Commission, placing the report State Finance Commission before the Council of Ministers , preparation of Action taken report thereon and placing the Report and Action taken report before the state Legislature, Secretarial support to the Empowered Committee, Capacity Building Programmes, dealing with the applications received under RTI Act of 2005 with regard to the subjects mentioned above. LA interpellation. Miscellaneous.

State Finance Commission-B

0471-2518909

ssp.keralafinance@gmail.com

B1

- RTI
- Petitions from public
- Petitions from LA Committee
- Fund release of SSP

B2

- Surveys – GIFT, Mahila Pradhan agents
- Remarks – Wings/Other departments
- Guidelines/Streamlining/new developments in SSP
- Matters regarding sevana software, like aadhaar linking etc.
- Petitions get forwarded through MLAs/Ministers
- LA Questions
- Meetings and minutes – M(Fin), PS, SFE regarding SSP
- Cases from High Court wherein Finance is respondent
- Reconciliation
- Pension related issues in Agriculture department
- Issues related to SSPL
- Petitions/resolutions from LGS

B3

- DBT related issues/data entry
- Petitions from public/commissions/courts/semi judicial authority
- Centrally sponsored schemes related issues
- Welfare fund board pension distribution

STREAMLINING SECTION

0471-2518814

e mail - financestreamlining@gmail.com

SL-1

- papers relating to pension through Public Sector Banks.
- Papers relating to Treasury deposits.
- Revision of interest rates to treasury deposits- Issuance of orders
- Examination of audit Paras.
- Examination of Ops relating to Treasuries

SL-2

- Papers relating to P.D Account and TSB/FD on Special TSB, Criminal Court Deposit account and Civil Court Deposit Account

- Declaration of drawing and disbursing officers of various departments

SL-3

- Streamlining of Treasury Procedure- Papers related to Treasury computarization
- Amendment to Kerala Treasury Code Volume I & II,
- Interpretation of Rules of Kerala Treasury code Volume I&II and Kerala Account code volume-II
- Examination of PAC recommendations , Subject committee, Recommendations and draft Paras of AG
- Correspondence with the Reserve Bank of India, Agency Banks, etc.
- Endorsement of contingent Bills- Issuance of treasury Advices,
- Papers related to refund of money,
- Papers relating to drawal of money from treasuries by way of cheques and DD
- Papers relating to pension
- Miscellaneous subjects (ie. Those subjects which are not specifically allotted to SL1 & SL2 seats)

WAYS & MEANS

0471-2518865

e mail - financewaysandmeans123@gmail.com

I

- Issuing Ways & Means clearance for all LC Cheques & Personal Cheques/Bills and all cheques/bills from District Collectors, BDO's, Taluk Offices & Press
- Issuing Ways & Means clearance for all PSUs & Co-operative Bank/Societies, Agencies, KWA, Local Bodies
- Issuing concurrence of the State Government for repayment of Central Loans and payment of interest thereon

II

- Issuing Ways & Means clearance for all Government Departments Bills/Cheques
- Issuing Ways & Means clearance for all education institutions, Panchayat, Municipal Corporations, Police, NCC, Universities, Medical Colleges

WELFARE WING

0471-2517175

e mail - welfarewing84@gmail.com

WW1

- All matters related to Backward Class Development Department, Minority Welfare Department, Nirmithi Kendras of Housing Department, Housing Commissionerate.
- All matters related to Palakkad Medical College, Miscellaneous & PAC matters.

WW2

- All matters related to Social Justice Department

WW3

- All matters related to Scheduled Caste/Scheduled Tribe Development Department.
- Development Department.

WOMEN & CHILD DEVELOPMENT

0471-2518310

e mail - financewcd2022@gmail.com

WCD-1

- All matters related to Women & Child Development Department.

WCD-2

- All matters related to Fisheries & Port Department.

WCD-3

- All matters related to the following Organisations: Kudumbasree, IKM, KILA, KSWMP, Development Authorities, RERA, KREAT, Suchitwa Mission, KREWS, Ombudsman, Clean Kerala Company, Life Mission, Kerala Local Government Service Delivery Project (KLGSDP), Local Government Commission, Miscellaneous & PAC matters.

OFFICE SECTION (ACCOMMODATION)

0471-2518339

e mail - finaccommodation@gmail.com

- Arrangements relating to accommodation facilities to all officers and staff of Finance Department
- Purchase, Stock supply and repair of furniture, electrical goods, cycles, typewriters, etc
- Supervision of the Roneo work
- Supervision of the Binding work
- Arrangements relating to provide/repairs of computers, printers, photocopying machines etc
- Any other item not specified elsewhere

OFFICE SECTION (DESPATCH)

0471-2518840

OS

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

OA

- Registration of Speed Post, Registered post, Registered parcel articles and collection and sort in of all Government Orders, circulars and letters from all sections of Finance Department and collection of letters of credit

Clerical Assistant

- Combined work – registration and despatch of articles ie Government Orders, government letters of all Section, Registration and cover writing to all Directors, all Ces, all Commissioners, Chief Conservator of Forest, all Heads of Departments to Secretariat and various Department. Registration of letters A.Gs (A & E) and (Audit) and cover writing and registration of special Messengers letters and cover writing etc.

OFFICE SECTION (NEW TAPPAL)
0471-2517125

OS

- Supervision of the Office (New Tappal) Section, Receiving of Registered Tappals, Speed Post & Couriers and Receiving and Distribution of printed Government Orders, indexing of Government Orders.

Clerical Assistant

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

OFFICE SECTION (TAPPAL)
0471-2517176

- Distribution of Tapal Daily Local deliveries from Heads of Departments namely Home department. DGP, IG of Police (Prisons), Director of Fire & Rescue, Taxes, IG of Registration, Commissioner of excise , M.D-Kerala Water Authority, MD, Ground Water, Chief Electrical Inspector, SC/ST. Harijan Welfare, Social Welfare, Tribal Welfare, Directorate of Fisheries and Director of Ports, Commissioner of Transport, MD-KSRTC, Commissioner of Civil Supplies and Director of Civil Supplies, Director of Urban Affairs, Municipal Admn., Director of Panchayats, Chief Town Planner, DLFA, DPI, Secretary, State Planning Board, Director of Bureau of Economics and statistics. Commissioner of Rural Development, Presses, Director of NCC, Printing Department, Controller of Stationery. Collegiate Education, Director of Technical Education, Labour Employment and Training, Director of Factories and Boilers, DMOH, Commissioner of Insurance of Medical Services, Agriculture, Dairy Development,Soil conservation.

OS

- Receiving of Tappals, OP, Immediate, Action Today, LA interpellation etc and distributing all Sections.

Clerical Assistant 1

- Receiving Tappal and distributing to FIW-A/B/C/D/E/F/G/H/J/K, NC-A/B, Planning-A/B, IAC of Finance Department

Clerical Assistant 2

- Receiving tappal and distributing to Admn-A/B/C, Accounts-A/B, PRC-A/B, Funds, PRU

Clerical Assistant 3

- Receiving Tappal and distributing to Pension-A/B, GMC, RMC, SL, SFC-A/B/C, CSFC-A,B,C, PSA, Development, PF

Clerical Assistant 4

- Receiving tappal and distributing to Budget-A/B/C/D/E/F/G/H/J/K

OA

- Receiving Tappal and distributing to ITSF, FBS-A/B, GIS, SPIO, PWC

Attender-1

- Receiving Tappal and distributing to Ind & PW-A/B, H & L-A/B, WW

Attender-2

- Receiving Tappal and distributing to Exp-A/B/C, HBA, Estt-B

Attender-3

- Receiving Tappal and distributing toRules-A/B, Agri-A/B/C

Attender-4

- Receiving Tappal and distributing to Edn.A/B/C, SS, Estt-C/D, W & M

Attender-5

- Receiving Tappal and distributing to PU-A/B/C/D, PAC, PRC-C/D

NSD – OFFICE SECTION

0471-2470856

e mail - nsdtvmdirector@gmail.com

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

OFFICE SECTION (GENERAL)

- Supervision of the office section
- Giving (MS), (Rt), (P) number to Government Orders

- Numbers to circulars
- Keeping of tabling slip
- Annual Indents, Preparation of fortnightly indices etc
- Receiving registered letters, Speed post and courier letter etc
- Circulating and despatching of all printed Government Orders

OFFICE SECTION (STATIONERY)

0471-2518339

e mail - finstationery@gmail.com

- Indenting of stationery, printed forms etc
- Distribution of stationery
- Collection, consolidation and despatch of monthly business statements, inspection reports of personal registers by the Under Secretaries/Deputy Secretaries

OFFICE SECTION (RECORDS)

0471-2518901

- Maintenance of Finance (Records)

BILL DISCOUNTING&GENDER BUDGETING

0471-2517211

e mail - bdsbudget@gmail.com

BDS-1

- All issues pertaining to Bill Discounting System through BDS software.
- LOC – Preparation of schedule for payment of pending LOC and bills.
- Ensuring payment on the scheduled date.
- Issuing orders relating to Bill Discounting System.
- Processing of requests from various Executive Engineers relating to the payments and issuing letters to the banks concerned for the payment of amounts to the contractors.
- Issuing promissory note to the banks on the basis of the statement of payment made to the contractors.
- Non LOC – Preparation of Schedules for payment of bills/cheques relating to all Departments/Institutions,Public Sector Undertakings and Local Self Government Institutions.
- Ensuring payment of Non LOC and bills on the scheduled date.
- Issuing orders relating to the extended Bill Discounting System.

- Processing of requests from various Executive Engineers relating to the payments and issuing letters to the banks concerned for the payment of amounts to the contractors.
- Issuing promissory note to the banks on the basis of the statement of payment made to the contractors/suppliers/accredited agencies.
- Liaison with NIC and various banks in the matters relating to BDS software and issues emerging from integration of BDS software with other Bill generating softwares.
- Scrutiny of Promissory notes and reconciliation of accounts in general and that of LOC in particular.

BDS-2

- All issues pertaining to Gender budgeting and funding Compiling, Evaluating and monitoring of State level activities of gender budgeting related works. Liaison with central Govt. relating to gender budgeting.
- All Court cases, LA interpellation , Right to information Act cases and all other miscellaneous papers of Gender Budgeting.
- All Court cases, LA interpellation, Right to information Act cases and all other miscellaneous papers of bill discounting system.
- Scrutiny of Promissory notes and reconciliation of accounts in general and that of Non LOC in particular

BDS-3

- All issues pertaining to announcements in the Budget Speech.
- Master Control over Budget Speech Module a module in Budget Monitoring System.
- Monitoring the progress of the works announced in the Budget Speech.
- All Court cases, LA interpellation, Right to information Act cases and all other miscellaneous papers relating to Budget Speech.
- Issuing clarification to DDOs over the functioning of BDS.
- Scrutiny of Promissory notes and reconciliation of accounts in general and that of Non LoC (LSGD) in particular.

SPARK (PMU)
0471-2579700
e mail - infospark@gmail.com

A1

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

- LA Questions

A2

- Establishment & Salary Processing of Contract Staff based on attendance register of SPARK PMU.
- Upkeeping of Leave registers of Contract Employees.
- Infrastructure and utility bill payments of SPARK PMU and SPARK regional Help desks.
- All Files relating to payment from SPARK PMU.
- Files relating to all Purchases including Hardware, Software Stationery etc. and maintenance of various Stock Registers.
- Files relating to AMC of all Hardware, Software and equipments in SPARK PMU including Servers hosted at State Data Centre.
- Arranging all types of training to SPARK i.e, Fresh, Refresher, Department Management User (DMU), Department Master Trainer (DMT) etc. across the State covering all departments and offices.
- Arranging Logistics like Halls, Trainers etc. for conducting training.
- Arranging and coordinating with agencies like C-dit/KELTRON, CTFM, IMG etc. for conducting training of SPARK.
- Maintaining Department Master Trainers (DMTs) register and processing files for payment to the DMTs after verifying the feedback forms.
- Collection of Feedback form of each training.
- Analysis of quality of training based on feedback forms and suggest changes for improvement of the same.
- Issuing duty certificate/attendance certificates to visitors in SPARK.
- RTI Queries
- Coordinating with System Administrators for regular updates on info.spark.gov.in.
- Assigning Master trainers to facilities provided to users like Mail, Chat, Visitors, Phone etc. based on the workload in each facility.

A3

- Verification of grievance in respect of salary challenge and resolution.
- Examination of salary deferment exemption requests and processing of files.
- All works relating to G SPARK and UNI SPARK.
- Arranging all types of training to G SPARK and UNI SPARK.
- Files relating to Software modifications in SPARK in coordination with Contract staff and user request forwarding to NIC for software change.
- Any other duty assigned by Chief Project manager SPARK/Manager SPARK.

ARC (Anomaly Rectification Cell)
0471-2517431
e mail - financearc2019@gmail.com

ARC-1

The works relating to the rectification of anomalies related to the XI Pay Revision Order 2019

- 1. Ayurveda Medical Education 2. Backward Classes Development 3. Civil Supplies 4. Commissionerate of Entrance Examinations 5. Environment and Climate Change 6. Fisheries 7. Health Services 8. Homoeopathy 9. Homoeopathy Medical Colleges 10. Indian System of Medicine 11. Industrial Training 12. Information & Public Relations 13. Insurance Medical Service 14. KIRTADS 15. Labour 16. Labour Courts 17. Medical Education 18. Minority Welfare 19. National Employment Service 20. Printing 21. Registration 22. Sainik Welfare 23. Scheduled Caste Development 24. Scheduled Tribes Development 25. State Central Library 26. State Insurance 27. State Lotteries 28. State Transport Appellate Tribunal 29. Social Justice 30. Sports and Youth Affairs 31. Tribunal for Local Self Government Institutions 32. University Appellate Tribunal 33. Water Appellate Authority 34. Women and Child Development 35. Other miscellaneous works 36. Drugs Control

ARC-2

The works relating to the rectification of anomalies related to the XI Pay Revision Order 2019

- 1. Agriculture Development and Farmers' Welfare 2. Animal Husbandry 3. Archaeology 4. Archives 5. Chemical Examiner's Laboratory 6. Collegiate Education 7. Co-operation 8. Culture 9. Dairy Development 10. Department of General Education 11. Directorate of Prosecution 12.Economics and Statistics 13. Electrical Inspectorate 14. Enquiry Commissioner & Special Judge; Vigilance Tribunal 15. Factories and Boilers 16. Food Safety 17. Ground Water 18. Harbour Engineering 19. Hindu Religious and Charitable Endowment 20. Housing Technical Cell 21. Hydrographic Survey Wing 22. Industrial Tribunal 23. Industries and Commerce 24. Irrigation 25. Judiciary (Subordinate) 26. Kerala Lok Ayukta 27. Kerala Value Added Tax / Agricultural Income Tax & Sales Tax Appellate Tribunal 28. Land Board 29. Land Revenue 30. Land Use Board 31. Legal Metrology 32. Local Self Government Departments 33. Mining and Geology 34. Motor Vehicles 35. Museums and Zoos 36. National Cadet Corps 37. National Savings 38. Ports 39. Public Works 40. Soil Survey and Soil Conservation 41. State Goods and Services Tax Department 42. State Water Transport 43. Stationery 44. Survey and Land Records 45. Technical Education 46. Tourism 47. Treasuries

ARC-3

The works relating to the rectification of general anomalies related to the XI Pay Revision Order 2019 and annexures

- 1. Government Secretariat 2. Kerala Raj Bhavan 3. Administrative Secretariat 4. Finance Secretariat 5. Law Secretariat 6. Legislature Secretariat 7. Kerala House, New Delhi 8. Advocate General's Office 9. Kerala Public Service Commission 10. State Audit 11. Excise 12. Fire and Rescue Services 13. Forest 14. Police 15. Prisons and Correctional Services 16. Vigilance and Anti-Corruption Bureau 17. Common Category 18. State Planning Board.

PRISM (Pensioner Information System)
Toll Free – 2525399
e mail - info.prism@kerala.gov.in

PRISM 1

- To coordinate and conduct training programmes related to PRISM in various departments, to re-conduct training programmes according to the modifications made in PRISM software.To ensure that ,whether the new modifications made in PRISM is implemented properly and monitoring the functions in various departments. To conduct a review study to understand the possibility of extending PRISM to other institutions which come under KSR III Pension rules apart from the 108 some departments with 5 lakhs plus employees in the state. To issue Government Orders and Circulars related to PRISM. To ensure efficient and smooth functioning of PRISM, arrange meetings of the government with Accountant General, State Treasury and PRISM State Administrator.

PRISM 2

- **T**he doubts/issues/calls raised about PRISM from various PRISM implemented departments, were received through the e-mail id - pensiona2015@gmail.com, prism.info.gov.in, finpenbdept@gmail.com, pension.fin@kerala.gov.in, info.prism@kerala.gov.in and also solve the issues received through an official whats app group of all Government Department Nodal Officers framed for the proper functioning of PRISM . To conduct meetting of Nodal Officers to evaluate the progress of activities mend for PRISM. Examine and Dispose the thapal received from different departments related to PRISM and initiate the letter communication to the departments . To examine and verify the Monthly Progress Report of all department of PRISM software as per the conditions stipulated in Circular No.51/2020/Fin dated 15.09.2020.

PRISM 3

- In addition to the various government departments which have already implemented PRISM, initiate steps to implement Prism in Universities, local bodies and various boards/corporations/other self-governing bodies enjoying pension benefits under KSR Part III Pension. Identify and provide training to the

Nodal Officer to facilitate PRISM operation in the said institutions. Issue orders regarding the Receiving Authority (RA) and Pension Sanctioning Authority (PSA) in these institutions. Provide time to time directions to the Nodal Officers to register these employees in PRISM and prepare report on the progress of work of PRISM software in the above mentioned institutions. Check whether Receiving Authority (RA) and Pension Sanctioning Authority (PSA) of various levels of employees in various departments of the State have been duly appointed. Monitor the number of pension applications submitted through Prism, Monitor the the pension expenditure of each year , Facilitate the connection between PRISM , AG and Treasury departments, Make Prism Software's Android app troubleless, Make periodic changes to the PRISM software, Get advice regarding rules on Pension and Family Pension from pension sections, Make necessary changes to the Prism software based on revised regulations, Bring the attention of the Prism Administrator for troubleshooting technical issues with the Prism software, Modify Prism software as per pension revision from time to time, Resolve issue regarding event/non-event certificates, In case of physical submission of pension applications other than through Prism, verify and approve the same, Take steps to resolve any difficulties faced by employees retiring every year in submitting their pension applications through PRISM, Take timely action in court proceedings related to Prism, Take necessary steps to resolve technical issues related to Prism, Resolve complaints arising in connection with Prism

Infrastructure (KIIFB)
0471-2780900-911
e mail - financeadministration@kiifb.org
ast6.fa@kiifb.org

Infra – 1

- KIIF ACT
- Report to FTAC – Quarterly
- Preparation of agenda notes for FTAC
- Masala Bond Covenants
- Credit Rating
- Term Loans
- Bond of KSFE Ltd.
- Technical support to KSFE Pravasi Chitty
- PFMS Administration
- Official WebKIIF ACT
- Report to FTAC – Quarterly
- Preparation of agenda notes for FTAC
- Masala Bond Covenants

- Credit Rating
- Term Loans
- Bond of KSFE Ltd.
- Technical support to KSFE Pravasi Chitty
- PFMS Administration
- Official Website – Coordination
- Learn KIIFB – Coordination
- Subscriptions (Bloomberg, SMS Sevice, etc.)
- E-files related to Health & Family Welfare Department, Tourism Department, LSGD, AYUSH, Agriculture, SCST Department, CSIND, Devaswom, Transport
- LA Interpellations, Submissions and RTI related to KIIFB Projects under Health & Family Welfare Department, Tourism Department, LSGD, AYUSH, Agriculture, SCST Department, CSIND, Devaswom, Transport
- DSRA placement & Monitoring
- Reply to Income Tax Assessments and assisting auditors in filing reply
- Report preparation to IFC
- Preparation of Form15 CA for foreign payments to be made
- Monthly payment of term loan Interest - Collection of statements from banks
- Preparation of Cash – flow Statement

Infra- 2

- Management of Recruitment, Contract, Deputation, Post Creation etc.
- HR issues of CMD manpower support
- Procurement of auto lab and equipment through C-DIT.
- General Investments
- Placing of Fixed Deposits, Mutual Fund, Treasury Bills etc.
- Files and activities related to the Investment Management Committee
- Preparation of budget proposal
- Seeking fund through SDG, additional authorization
- Re-appropriation, surrender etc.
- Making projections for MVT & CESS, Preparation of proposal to Budget -Wing – Streamlining of escrow mechanism
- Govt.files related to Water resources, Higher Education and General Education Department
- LA Interpellations, Submissions & RTI related to KIIFB Projects under Water resources, Higher Education and General Education Department
- Verification of fund position
- Verification of FD Register
- KIIF -Scheme

- State Financial Audit Report, Data Compilation
- Agenda preparation for IMC
- Investment Monitoring
- Verification of Investment Monitoring sheets

Infra- 3

- Board meeting – Preparation of agenda notes and other arrangements
- Executive Committee meeting – Preparation of agenda notes and other arrangements
- Preparation of Annual Report
- Preparation of Expenditure Statement, Work Report, Compliance Report for submission before Legislature
- Files related to NIDA assistance from NABARD and its repayment
- Administration and Coordination of Technical Support Unit & Technical Resource Centre
- E-files related to PWD, CMO Portal, Culture Department, Land Acquisition
- LA Interpellations, Submissions and RTI related to KIIFB Projects under PWD, Culture Department & land Acquisitions
- Files related to empanelment of agencies for Drone Survey
- DPR Support Service through CMD
- Other files related to Administration of KIIFB
- Fund raising from REC Ltd/HUDCO/PFC and other NBFCs
- Engaging consultants with the aid of World Bank through IFC
- Technical Assistance from International Finance Corporation (IFC)
- File related to KIFML/KIIFCON
- Management Committee Meeting
- Payment of Guarantee Commission
- Files related to establishment and functioning of TRC & TSU
- Half-Yearly reporting of Guarantee Commission to AG
- Reimbursement – Savings Linked Insurance Scheme for TRC officials
- Escrow Mechanism Monitoring
- Files related to KIIFB Consultancy
- Administrative Mannual of KIIFB
- Code Business Procedure – KIIFB
- Administration and Coordination of various KIIFB offices functioning in Ernakulam, Kannur, Kozhikode
- Monthly payment of term loan Interest

Infra- 4

- Tripartite Agreement-Custodoy of documents, Liaising SPV and AD
- Repayment Agreement Ececution
- Centage Payments – File Management, Consolidation statements

- Payment to CMD – Preparation of Technical Appraisal Report
- SPV Capacity building training sessions
- Payments related with Technical Support provided by KIIFB to Rebuild Kerala Initiative
- Payment to Agencies – Technical Assistance for Design Upgradation of Roads and Highway Projects
- Inwards/RTIs – Related to Projects
- Escrow Agreement Execution – for Revenue Generating projects
- Supplementary Agreements/ Amendment Agreement to TPA
- Writ Petitions – File Management, Liaising with various wings of KIIFB, SPV, AD and Legal team
- Payment of Quality tests being done by TIW
- Daily Escrow Bill Generation
- Various meeting with SPVs

Infra- 5

- IT Infrastructure of KIIFB
- Asset Liability Management
- Pravasi Dividend Scheme
- Infrastructure Awareness Event
- Land Acquisition Units
- DDFS Customization
- HR Management
- Media Plan
- Project Monitoring Executive
- KSFE Application Developers
- E-files related to Sports & Youth Affairs, Fisheries & Ports, Forest Department, IT Department, Home Department, Industries, Labour and Skills, Power Department, Registration, Revenue, Backward Classes Development Department
- Tenders
- Procurements
- Newsletter- content creation, Proof reading Compiling and distribution
- MS Office Administration
- Various Govt. related files
- LA questions
- RITES -IQA
- PMC services for KIIFB projects
- Green/Domestic Bond Issuance
- Construction of KIIFB building
- BIM Modelling
- Remuneration Committee

- District LA Units – Administration and Coordination
- Media Payments
- Coordination of Ente Keralam/Keraleeyam

Infra- 6

- Project payments – processing of bill files, representations from contractors /SPVs, consolidation of payment details etc.
- Files related to manpower support through CMD – payment of monthly charges, EL surrender requests etc.
- Administration and Coordination of Inrternship in KIIFB
- Management of Resource Persons engaged in PAD
- Recruitment for the LA units of KIIFB
- Standard Operating Procedures
- F & A deck for WSM
- Files related to training programmes initiated by TIW/TRC
- Transaction Advisory Services
- Technical Committee – HFW Department
- Vehicles attached to TRC
- RTI files
- LA questions related to project payments
- Proposals of TIW- Road Safety Audit, Peer review of breakwater design for Fishing Harbour at Chethy etc.
- Insurance policy for KIIFB assets
- Various Meeting with Contractors /Vendors
- Coordination of audit – statutory Audit, Internal Audit, RBIA, AG Audit
- Reimbursement – Savings Linked Insurance Scheme for Officers on service contract through CMD
- Legal files

SIT (Special Inspection Team)
0471-257445
e mail - sit2015fin@gmail.com

SIT- 1

- Routine /surprise inspections in Govt. Offices and other Govt. entities like Public Sector Undertakings, Autonomous Bodies, Corporations, Boards etc, special enquiries and vehicle inspections as per the Tentative Tour Programme approved by the Additional /Joint Secretary of Finance (Inspection NT) Department and their follow up action.
- Treasury Inspections. Processing of miscellaneous papers including that of RTI.

SIT- 2

- Routine /surprise inspections in Govt. Offices and other Govt. entities like Public Sector Undertakings, Autonomous Bodies, Corporations, Boards etc, special enquiries and vehicle inspections as per the Tentative Tour Programme approved by the Additional /Joint Secretary of Finance (Inspection NT) Department and their follow up action.
- Treasury Inspections. Processing of papers related to LA interpellations and maintenance of various Registers.

15. FISHERIES AND PORTS DEPARTMENT

Fisheries & Ports (A) Department
Phone : 8618
e mail : fisheriesgov@gmail.com

A1

- Establishment of Non Gazetted Officers of the Fisheries Department.
- Procurement and maintenance of vehicles in Fisheries Department, Matsyafed and other agencies. Telephone charges and all miscellaneous papers relating to establishment including mobile phones.
- All establishment papers of Matsyafed.
- All establishment papers of Kerala Fishermen Welfare Fund Board.
- All establishment papers of Kerala Fishermen's Welfare Corporation.
- All establishment papers of Kerala Fisheries Corporation.
- All establishment papers of Kerala Inland Fisheries Development Corporation
- All establishment papers of Fisheries Advisory Board.
- All establishment papers of Boat Building Yards.
- All establishment papers of Fisheries Stations.
- All Special/Recruitment Rules.
- All establishment papers of Kerala State Fishermen Debt Relief Commission.
- All establishment papers of Fisheries Training Centres/Fisheries Technical Schools.
- All establishment papers of FFDAs/BFFDAs (Non-managerial cadres)
- All establishment papers of Coastal Area Development Agencies/Kerala State Coastal Area Development Corporation.

A2

- Administration Report
- Establishment papers relating to the Gazetted Officers of Fisheries Department

- All establishment papers of ADAK
- All establishment papers of Fisheries Technical Advisory Committee.
- All establishment papers of Research Cell.
- Marine Enforcement (Deputation cases from Home Department)
- Construction of Various Committees (Constitution only)
- Coastal Police Stations.
- Land and Building of Fisheries Department.
- Coast Guard Stations.
- All establishment papers of BFFDAs/FFDAs (managerial cadres)
- State Fish Seed Centre Establishment
- KAVIL establishment.
- Papers relating to State Fisheries Management Council/District Fisheries Management Council/Village Fisheries Management Council

A3

- All Establishment papers relating to Harbour Engineering Dept.
- All papers relating to land owned by Harbour Engineering Dept.
- All papers relating of construction and maintenance of office building owned by Harbour Engineering Dept.

Fisheries & Ports (B) Department
Phone : 7192
e mail : fisheriesbgov@gmail.com

B1

- Papers relating to Matsyafed, including service stations other than establishment.
- NCDC.
- National Backward Classes Financial Development Corporation & National Minority Development Financial Corporation Schemes.
- Integrated Pilot Project Fisheries Development
- All non-establishment miscellaneous papers.
- Oceanarium.
- External Aid other than Government of India Grant.
- Master Plan on Fisheries and Task Forces.
- Papers on Bio Diversity.
- Papers on State Level Bankers Committee (SLBC).
- Kerosene and LPG Kit permits to Fishermen.
- Papers related to Board meeting of MPEDA.
- Special Working Group Proposals-KUFOS.
- PMMSY-SLAMC Meeting, PMMSY plan proposals.

- All papers of KUFOS

B2

- Construction work of Fishing Harbours/Fish Landing Centres, Harbour Authority.
- Toll collection entry passes to pedestrians and vehicles into Fishing Harbours, Allotment of MILMA Booth, Pan Shop, Telephone Booths, Bunks etc. inside Fishing Harbours.
- Letter of Credit and SDG Proposals relating to Fishing Harbours.
- Reimbursement of Central Assistance for the Centrally Sponsored Schemes.
- Rashtriya Krishi Vikas Yojana (RKVY) – Fishing Harbours.
- LAR cases of HED projects,
- Shore protection of HED.
- Papers relating to wharphage fees of harbour,
- Administrative sanction of various projects related to fishing Harbour,
- KIIFB review meeting of KIIFB assisted special projects.
- Papers relating to special working group of HED projects
- Papers related to Harbour Management Society.

B3

- Fisheries Stations (other than establishment matters)
- Deep Sea fishing
- Artificial Reef and Bankable schemes.
- Food & Agriculture Organisation (FAO) Project (World Food Programmes)
- Savings-cum-Relief Schemes
- Special Component Plan
- Tribal Sub Plan
- Twenty Point Programme. (including 100 days programme).
- Boat mechanisation scheme, Boat registration and licensing.
- Compensation and relief assistance to loss of fishing implements
- Kerala Marine Fishing Regulation Act (KMFR Act)
- Debt Relief and Debt Relief Commission (other than establishment papers)
- Sea rescue operations, including purchase of equipments/vehicles for it.
- Intelligence Sharing meeting of Coastguard/Intelligence Reports
- Trawl ban, notification, free ration, hiring of boats for it etc.
- Matsya Suraksha (Insurance) Scheme.
- World Trade Organisation.
- CESS Act and Rules.
- Identity Card to fishermen (Smart Card)

Fisheries & Ports (C) Department

Phone : 8217
e mail - fisheriesgov@gmail.com

C1:

- Inland Fisheries Act.
- Brood Stock Bank.
- Fish Seed Farms, Hatcheries, Fish Farms, Mussel Farming
- Papers relating to Aquaculture by various agencies, Semi-intensive Prawn Earning, Integrated Fish Farming
- Social Fisheries
- Fish Diseases, Fish Mortality
- Fish Farmers Development Agency (FFDA) – other than establishment papers
- Brackish Water Fish Farmers Development Agencies (BWFFDA) – other than establishment papers.
- Reservoir Fisheries Project including Indo-German Project.
- Reimbursement of Central Assistance related to inland sector.
- Fisheries Policy
- Society for Assistance to Fisher women (Vanitha Bank), and SAF
- Matsya Keralam.
- Tsunami Relief Assistance Scheme (Fisheries Sector)
- Rashtriya Krishi Vikas Yojna (RKVY) on Fisheries Sector
- Agriculture University (Fisheries Sector).
- All India Aquarium Show/Ornamental fisheries Exhibition special Economic Zone including land Acquisition.
- "Fish farming in public ponds" included in Hon. Chief Minister's Twelve Day program.
- Subhiksha Padhathi
- Fish Farmer Award
- Gatishakthi project.

C2

- Social Amenities, Basic Sanitisation Scheme, all Housing Schemes including
- those of National Fishermen Welfare Fund and HUDCO.
- Papers related to coastal Road works of 7 Districts (Tvpm, Kollam, Alappuzha, Pathanamthitta, Kottayam, Ernakulam and Idukki) buildings, dispensaries and Guide lights.
- Fisheries Training Centre (other than establishment papers)
- Fisheries Technical School (other than establishment papers)
- Ice Plant and Cold storage, Cold Chain Scheme of Fisheries Sector.
- Processing Preservation and Marketing, Inland Fish Marketing
- Conversion of fish into Value Added Products (Trash Fish)

- Licensing of China Nets/Storage Nets.
- Papers relating to net factories.
- Educational concession.
- Coastal Management Zone.
- Coastal Zone Regulation Act.
- Papers relating to Working Group.
- Kerala State Coastal Area Development Corporation (other than establishment papers)
- Punargaeham project
- Special capital investment scheme.
- KIIFB Projects of schools and markets.
- Chellanam fishing village-DPR
- Harithatheeram /VIDYATHEERAM Project.
- Drinking water facilities of Fisheries Department.

C3

- Co-operative Societies Act.
- Fishermen Development and Welfare Co-operative Societies.
- KAVIL – Aqua Technology Park. (other than establishment papers).
- NABARD Assistance Scheme for Roads and Bridges. (All NABARD works)
- Plan Review and Annual Plan.
- All papers relating to Kerala Fishermen's Welfare Fund Board (other than establishment).
- Papers related to Coastal Road works of 7 Districts (Thrissur, Malappuram, Palakkad Kozhikode, Wayanad Kannur & Kasaragod).
- Budget papers, Budget Speech.

Fisheries & Ports (D) Department

(Phone : Extn. 8587)

e mail - fisheriesgov@gmail.com

D1

- All Papers relating to Establishment matters of Port Department
- All Papers relating to Hydrographic Survey Wing
- General Budget Papers of Port Department, Hydrographic Survey Wing and Harbour Engineering Department (Port Sector only)
- All Papers relating to construction and maintenance of Office building of Port Department & Hydrographic Survey wing
- Papers relating to Chief Secretaries Meeting and Plan Review Meeting

D2

- Al papers relating to Establishment matters of Harbour Engineering Department
- All papers relating to land owned by Harbour Engineering Department.

- Al papers relating to construction and maintenance of office building owned by Harbour Engineering Department.
- Miscellaneous papers of D Section.

Fisheries & Ports (E) Department
(Phone : Extn. 8018)
e mail - fisheriesgov@gmail.com

E1

- All papers related to Vizhinjam Deep water International Container Transshipment Terminal Project.
- Papers related to Development of Minor Ports on PPP basis to handle International Cargo/Passengers namely, Thankassery, Alappuzha, Ponnani, Beypore and Azhikkal.
- Papers related to Development of Schemes in Port Department.
- Papers related to transfer, lease/licence of of land owned Port.
- Establishment papers of VISL.
- All papers related to acquisition of land for development of ports and related infrastructure including roads/rail connectivity.

E2

- All papers related to construction/maintenance floating Assets of Port Department.
- Al papers related to KSMDCL.
- All papers related to Vallarpadam international Container Transshipment Terminal and Cochin Port Trust.
- Al papers from Government of India, Ministry of Shipping.
- Miscellaneous papers of E section.
- All Papers relating to Kerala Maritime Board (till the Bill is passed in the Legislative Assembly)
- Papers relating to Kerala Maritime Society.

Fisheries & Ports (PS) Department
Phone : 7156
e mail : fisheriesps@gmail.com

PS

- LA Interpellations.
- Audit reports, Draft paras, Public Accounts Committee (PAC) papers.
- Assembly submissions and all papers relating to various Legislative Assembly Committees including Subject Committee, Official Language Committee etc.
- Accounts of PSUs/Agencies/ Societies to be tabled in the House.
- District Collectors Conference/MPs' Conference

- Staff Meeting, Monthly Business Statement Meeting of Chief Secretary with Secretaries to Government.
- Consolidation works.
- Right to Information
- General Papers on Subject distribution.

16. Food & Civil Supplies Department

Food & Civil Supplies (A) Department
Phone No: 0471 2518524
e mail - foodadepartment@gmail.com

A1

- Papers related to establishment matters of officers in State Service of Civil Supplies Department (promotion, transfer & others)
- Disciplinary action in respect of officers in State & Subordinate Service.
- Creation of the posts and allied matter in the Civil Supplies Department.
- Departmental Promotion Committee (Higher) of Civil Supplies Department.

A2

- Papers related to establishment matters of Officers in Subordinate Service of Civil Supplies Department.
- Compassionate Employment Scheme for the dependants of Government Servants who die-in-harness in the Civil Supplies Department.
- Medical Reimbursement claims Officers of Civil Supplies Department.
- Departmental Promotion Committee (Lower) of Civil Supplies Department.
- Deputation of officials in Civil Supplies Department
- Disciplinary action in respect of officers below the rank of Taluk Supply Officer.
- Papers related to establishment matters of officers in State Service of Civil Supplies Department (leave,medical reimbursement, Deputation)

A3

- Purchase and maintenance of vehicles of Civil Supplies Department and Regularization of excess consumption of fuel.
- Administration Report & Annual Performance Report of Civil Supplies Department.
- Budget proposals including Resumption, Additional Authorization, Re-appropriation and SDG Plan formulation of Civil Supplies Department, Food Commission & CFRD .
- Plan formulation, plan fund, working Group of Civil Supplies Department.
- Proposals for consideration by Rent Committee of PWD & permission to avail buildings on rent basis for functioning offices of Civil Supplies Department & Establishment of new offices of Civil Supplies Department.

- Training Programmes for offcials in Civil Supplies Department & Delegation of Financial & Administrative powers of officials in Civil Supplies Department.
- Papers related to establishment matters of officers in State Service of Civil Supplies Department(probation, charge allowance, petitions regarding pension benefits)
- Monthly meeting of Chief Secretary with Secretaries

Food & Civil Supplies (B) Department

Phone No. 0471 2518770
e mail - foodbdepartmentkerala@gmail.com

B1

- Implementation of Smart Ration Card
- Kerala Targeted Public Distribution Control Order, 2021 & its amendments
- Computerisation & Modernisation of Civil Supplies Department
- Computerisation of Public Distribution System
- Sugar Distribution (AAY)
- Miscellaneous Papers in Section

B2

- All papers related to ARDs (subjects related to license, appeal, cancellation of FPSs, revision petition, etc)
- Action on petitions of various Retail Ration Dealers Associations.
- Quality of Ration articles and matters related to Ration Shops

B3

- All papers related to Ration Cards.
- All subjects related to NFSA (including Retail Ration Dealers commission package, Central assistance to intra state movement and handling charge of ration dealers)
- AAY Project
- State/District/Taluk/FPS level Vigilance Committee
- Legislative Committee
- Transportation charge of Non NFSA

Food & Civil Supplies (C) Department

Phone no: 0471 2518734
e mail - foodcdept@gmail.com

C1

- Kerala Pulses Dealers licencing & Control order

- Papers related to Maveli Medical Stores, Petrol Bunks and Kerosene Depots of Kerala State Civil Supplies Corporation.
- Papers related to income, tax , checking of Annual account, license fee, rent for godown and buildings of Maveli store & all other matters of Supplyco.
- Credit facilities to the salaried class of Supplyco
- Markeing of Consumer products (Sabari, Maveli brands)
- All Papers related to Paddy procurement

C2

- Market intervention of Supplyco & Price Stabilisation fund
- All papers related to Mid Day Meal Scheme of school children.
- Further actions on Inspection Report of Supplyco .
- Profit making Ventures by Kerala State Civil Supplies Corporation Ltd and all papers related to Maveli Stores and Labham Super Markets of Supplyco.
- Providing of Essential Commodities to Selected Societies/Co-operative Maveli Stores.
- Loans/ for Civil Supplies Corporation and Government guarantee for Civil Supplies Corporation
- Fair Price Onam/Ramadan-Bakrid/Christmas fairs and markets.
- Papers on Legislative Committees relating to Kerala State Civil Supplies Corporation Ltd.
- Miscellaneous Papers in Section

C3

- Establishment papers and Disciplinary cases of officers in Civil Supplies Corporation Ltd, Reservation of Schedule Caste/Scheduled Tribe in Public Sector Undertakings, deputation (PMO/CA/ASM), Liability write- off of officials
- Strengthening of Head Office/Regional Offices of Civil Supplies Corporation
- Formation of Special Rules and further matters on KSCSC Ltd
- Papers related to Board meetings/Annual General Meetings of Civil Supplies Corporation.
- Onam bonus and festival allowance in Supplyco

Food & Civil Supplies (D) Department
Phone no: 0471 2518360
e mail - sofoodcsd@gmail.com

D1

- Papers related to Essential Commodities Act, 1955 and amendments.
- Issue of notifications on Central orders related to stock limits,papers on hoarding and Black marketing of food items.
- Welfare Institutions/SC/ST/OBC Hostels Schemes.

- Annapoorna Scheme
- Subhiksha scheme(Hunger free kerala)
- Papers related to CFRD (except working Group)
- Establishment permit
- Papers related to State Food Commission
- Door step delivery of Ration food grains
- Papers related to Centrally Sponsored Scheme(PFMS) (except public distribution)
- Department & Section miscellaneous on papers from Government of India

D2

- Allocation under PDS/TPDS(APL,BPL,Additional,Adhoc,Special) and its storage ,lifting, Extension of lifting time, Utilisation certificate
- All papers related to FCI
- Construction of Intermediate Godown under Food & Civil supplies Department
- Open Market Sales Scheme
- Papers related to Kerala Ration Dealers Welfare Fund Board (except establishment matter)
- Complaints related to FCI on quality of Ration food grains
- Annavitaran Portal
- Free PDS rice distribution through Ration Shops during the time of Trawl Ban, Natural calamities etc.
- Land acquisition and construction of godowns of Supplyco .

D3

- All papers related to allotment and distribution of kerosene under PDS including non subsidized special purpose kerosene.
- Revision/Appeal petitions of KWDs,
- All papers related to monitoring the functioning of distribution of LPG.
- All papers related to Hoarding/Black Marketing/Confiscation of LPG & Kerosene.
- Price control of food items in Hotels, Kerala Food & Beverages Control Act
- Papers related to monitoring the functioning of Petroleum products, actions in complaint regarding quality, Hoarding / Black Marketing of petroleum products.
- Papers related to Bio diesel, high speed diesel
- DBTL of LPG & Petroleum products
- Fortification of Rice distributed through Public Distribution System
- Department & Section miscellaneous (except papers on Government of India)
- Coordination of audit/ draft para/inspection reports not relating to any particular project/subject.

Food & Civil Supplies (PS) Department
Phone no: 0471 25187114
e mail - fcsparliament@gmail.com

- Papers related to legislature committees & recommendations
- Co-ordination of Lok Sabha, Rajya Sabha, KLA questions
- Papers related to audit monitoring committee
- Consolidation of Governors speech and further actions
- Co-ordination of Fortnightly report & monthly reports on important Government Orders
- Consolidation of Monthly Business Statement
- Co-ordination of further actions on LA questions & assurances
- Co-ordination & further actions of meeting of MPs, HoDs, & District Collectors
- Co-ordination & further actions of Staff meeting & file adalath
- Preparation of annual report related to RTI

17. FOREST & WILDLIFE DEPARTMENT

Forest & Wildlife (A) Department
Ph: 8610
e-mail ID - soforestasection@gmail.com

A1

- All kind of disciplinary action cases against the staff governed by the Kerala Forest Service Special Rules except Range Forest Officers.
- All kind of disciplinary action cases against Ministerial Staff, Watchers, Masteries, Drivers etc.
- Miscellaneous papers of the section

A2

- All kind of disciplinary action cases in respect of Range Forest Officers.
- All kind of disciplinary action cases against the staff governed by the Kerala Forest Subordinate Service Rules
- All complaints and petitions against Forest officials.
- Inspection Reports of Finance/Stores purchase Department (according to the category, it deals with A1/A2)

Forest & Wildlife(B) Department

Ph: 7150
e-mail ID - forestbsection@gmail.com

B1

- Kerala Preservation of Trees Act, 1986 and issue of passes for removal of trees grown under the Act.
- Kerala Forest Produces Transit Rules and allied papers.
- Forest Policy and Forest Management including waste management and disposal in forest.
- Administration and maintenance of Kerala Forest Acts and Rules.
- Working Plans and Management Plans of Forest Department
- Issues relating to Sandal.
- Papers relating to illicit felling of trees, smuggling of Timber and other forest produce including Sandal etc.
- Forest cases in connection with forest offenses, confiscation and disposal of vehicles and forest produces.
- Timber cutting of all nature in Forest land, accidents and compensations related with timber cutting
- All papers relating to Forest Fire and awarding of compensations
- Papers related with timber cutting in private and revenue land which need consultation with Forest Department (except social forestry).
- All papers related to Forest Contract

B2

- Fixation of seigniorage rate and scheduled rate of Timber and all other Forest Produces under the Kerala Forest Produces (Fixation and selling price) Act, 1978.
- Fixation of scheduled rate of Timber as per KFC.
- Fixation of selling price for Forest Produces under the Kerala Forest Produces (Fixation and selling price) Act, 1978.
- Supply of forest raw materials for industrial purposes to HNL and similar institutions.
- Allotment of raw materials to Kerala State Bamboo Corporation.
- All plantations under the Forest Department.
- NOC to wood based industries.
- Administration and maintenance of Saw Mills regulation rules.
- Auction of Timber and all other forest products such as Cardamom, Coffee etc.
- Auction of usufructs from forests and forest contracts relating to weeding operations and timber cutting.
- Supply and sales of Timber from Forest Depots.
- All papers related to Forest Produces except permission to collect minor forest produce and medicinal plants.

- Forest contracts other than weeding operation and timber cutting dealt in B Section (B2 seat).
- Miscellaneous papers of the section.

Forest & Wildlife (C) Department
Ph: 8984
e-mail ID - forestcsection@gmail.com

C1

- Survey and demarcation of Forest
- Eviction of encroachments in Forest
- Claim cases relating to occupancy right of encroachers pending in lower courts.
- W.Ps and C.M.Ps filed by encroachers.
- Joint verification of encroachments in Forest land.
- Papers relating to assignments of Forest land and any other land which need the concurrence of Forest Department/ request for pattayams.
- Papers relating to Forest land assignment under Forest Right Act.
- Rehabilitation of evicted forest settlers/ tribals.

C2

- Termination, renewal of lease of forest land
- Withdrawal of KG&L (M of R) Bill 1999
- Appeals under KG&L (M of R) Act 1980
- Lease of Forest land to Government Departments/Quasi Government Institutions and Government of India Institutions.
- Collection of arrears of lease rent in respect of Forest land leased to individuals/institutions.
- Lease of Cardamom lands in Forest areas.
- Forest Conservation Act, 1980 - Administration and maintenance of forest land - Assignment/allotment for various purposes, private or religious - under the Act.
- Allowing quarrying / mining in Forest land.
- Monthly statement of Forest Cases requiring approval of Government of India.

C3

- Allotment of Forest land for non-forestry purpose and power projects.
- Co-ordination Committee Meeting for transmission of lines of Hydro Electric Projects.
- All papers related with Sabarimala Festival and DBA-BBA cases related to Sabarimala
- Papers relating to diversion of river water through forest.
- Forest Cases relating to erstwhile Travancore State now in Kanyakumari District.
- All papers related to Forest land diversion
- NABARD, RIDF assisted works of the Department

- Miscellaneous papers of the section.

Forest & Wildlife (D) Department

Ph:8076
e-mail ID - soforestd@gmail.com

D1

- All kind of civil works of the Forest Department including roads and bridges works either in Forest land or in any other land which need concurrence from Forest Department.
- Tender Committee meetings
- Taking building on rent for accommodation of the Forest officers.
- MACT cases relating to department vehicles
- All papers relating to purchase of stores and equipments
- Purchase, repair and disposal of departmental vehicles including boats
- Purchase of arms and ammunition for Forest Protection.
- Review of plan schemes
- Inspection reports of Finance/Stores Purchase Department
- Administration and maintenance of Kerala Rules for payment of compensation to victims of attack by wild animals 1980.
- Project Green Grass
- Miscellaneous papers of the section
- All papers related to Man Animal Conflict

D2

- Wildlife Act & Rules issued under the Wildlife Preservation Act, 1977.
- All papers dealing with conservation of Wildlife Preservation Act, 1977.
- Operation of Central Schemes such as Project Tiger, Crocodile Conservation and maintenance of National Parks and Wildlife Sanctuaries.
- Kerala State Board for Wildlife
- Administration and Maintenance of Kerala Captive Elephants Management and Maintenance Rules 2003
- Administration and maintenance of Kerala Rules for payment of compensation to victims of attack by wild animals 1980.

D3

- All papers relating to Kerala State Wood Industries Limited, Nilambur and all papers other than establishment matters of KFDC
- All General papers related to Public Sector Undertakings.
- All papers relating to Committee on Public Sector Undertakings.
- Budget papers of the Forest Department including Budget Speech and Governor's Address.

- Demand on Grand/Supplementary Demand for Grand/Re-appropriation/ Additional authorization/Transfer Credit/Resumption of savings etc.
- Preparation and finalization of Annual Plan proposals/Finance Commission reports – related Administrative Sanction / Release / Sanction Orders.
- Papers connected with Annual Plan Operations/Plan Schemes/Centrally Sponsored Schemes/Flexi Fund / Grant-in-aid/ Reconciliation of Government expenditure and receipt/ Working Group Meetings.
- Papers connected with AG's / C&AG's report/ Inspection report/ audit para related to Appropriation Accounts/on State Finance / on Economic Sector.
- Papers of NITI Ayog, KIIFB funded projects, JICA funded projects, RKI and RKDP projects, SLBC meetings.
- Revenue Collection and fortnightly Review of Revenue Collection.
- Release of advertisements.

Forest & Wildlife (E) Department
Ph:8553
e-mail ID - forestedepartment@gmail.com

E1

- Waste Land Development Programme
- Permission to collect minor forest produces and medicinal plants.
- All papers relating to Vana Samrakshana Samithies (VSS) and Eco Development Committees.
- OAs, MFAs & WPCs relating to EFL.
- Protection and Conservation of Sacred groves
- Vanameghala Jagratha Samithi, (Social Forestry including consolidation)
- Papers relating with Ecotourism including clearance from wildlife and all schemes related with it.
- Miscellaneous papers of the section.

E2

- Administration and Maintenance of Kerala Private Forests (Vesting & Assignment) Act .
- Papers relating to WP(C) s under Kerala Private Forests (Vesting & Assignment) Act and other disputes of Vesting and Assignment of Private Forest except OAs & MFAs dealt in E3 seat.
- Complaints/Applications regarding vesting of land under Kerala Private Forest (Vesting & Assignment) Act.
- Survey and demarcation of vested forests
- All papers relating to Forest Tribunals
- All papers relating to EFL (except OAs, MFAs & WP(C)s dealt in E1 seat)

E3

- Harithatheeram Project
- Compensatory Afforestation Programme

- Decentralised peoples Nursery Scheme (CS Scheme)
- Papers relating to OAs & MFA cases under Kerala Private Forests (Vesting & Assignment) Act
- Spill over works connected with Social Forestry under NREP/RLEGP
- Social Forestry and allied schemes
- Agro Forestry Programme
- All programmes for planting trees
- All papers relating to conservation and augmentation of Mangroves in the State
- Papers relating to Arable Forest Land Scheme
- The Kerala Promotion of tree growth in non-forest areas Act 2005
- National Afforestation Programme (NAP)
- All papers relating with Forestry Club

Forest & Wildlife (F) Department
Ph:8215
e-mail ID - forestfdepartment@gmail.com

F1

- All papers related to the establishment of Watchers, Drivers, Masteries, Work Establishment, Mahouts, Mazdoor Watchers etc. of the State Forest Department.
- All the establishment papers relating to State Forest Service Staff except Range Officers.
- Departmental Promotion Committee (Higher & Lower) in respect of staff allotted.
- Kerala State Forest Service Special Rules and Sub-ordinate Service Rules.
- Continuance sanction to the temporary posts in the Departments.
- All papers related to contract and daily wage employees.
- Telephone/mobile connection

F2

- All papers related to establishment of Ministerial Staff including DPC (Lower & Higher)
- Papers relating to Forest Schools.
- Papers relating to SC/ST Recruitment Review Committee.
- Administration Report of the Forest Department.
- Proposals for shifting/deployment and creation of posts in the department.
- Deputation of officers of the department for training/ meetings.
- MP's Conference
- District Collectors Conference
- All miscellaneous LA interpellation related with PSC appointments in Government Department/Organisations & PSU's
- Establishment matters of KFDC
- Miscellaneous papers of the section

F3

- Establishment matters relating to the staff coming under the Kerala State Subordinate Service Rules and Range Forest Officers.
- Delegation of powers to the officers of Kerala Forest Department.
- Compassionate Employment Scheme

Forest & Wildlife (PS) Department
Ph: 7119
e-mail ID – forest.ps2017@gmail.com

PS

- Liaison with all Legislative Committee including Subject Committee.
- Monitoring of L.A. Interpellation
- Papers relating to monthly Staff Meeting.
- Consolidation of monthly business statement.
- Co-ordination and monitoring of various LA Committee Reports.
- Audit Monitoring Committee.
- Consolidation of replies to miscellaneous LA questions.
- Questions under Right to Information Act of miscellaneous nature.
- Apex Committee Meeting
- Miscellaneous papers relating with CMO Portal
- Papers of miscellaneous nature and the subjects which are not specifically allotted to any of the sections of the department.
- Monthly Conference of Chief Secretary with Secretaries

18. General Administration Department

Genenral Administration (Accounts- A) Department
Ph.No. 0471 2518704
e mail - :generaladmnaccadept@gmail.com

A1

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

1. 2052-090-99-05-2-Electricity Charges (Payment of Electricity Charges of the Secretariat buildings and advance for the purchase of diesel, distilled water etc. for the use of uninterrupted power supply unit in the Secretariat)

2. 2052-090-99-34-03 Other Charges (Contingent Bill).

3. 2052-00-090-99-06-RRT (Property Tax and Library Cess of Secretariat building)

4. 2052-090-99-05-1 Water Charges (Water Charges of the Secretariat)

5. 2052-090-99-02-05 Daily Wages (Wages to Daily Wages Security, Traffic warden, Dhobi, Binder, Store Attendants, Gardener and Sanitation workers)

6. 2052-090-99-05-OE4-Other Items (Re-imbursement of Light Refreshment Charges of Secretaries, Bills relating to repair charges of office furniture, supply of postages and Service stamps to GA (OS-I, II), General Education & Health Department, payment of miscellaneous bills relating to the visiting of VVIP, Collectors Conference & State Level Ceremonies)

7. 2052-090-64-Assistance to Kerala Secretariat Canteen-33- Subsidies

8. 3451-00-090-99-06 Rate, Rent & Tax

9. 2075-800-92 Other Charges (NV) Contingent Bill of related

10. 2070-00-119-97-02-05-Daily Wages P&AR (Official language driver wages)Department.

A2

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

1. 2052-00-090-99-45-POL-Fuel Charges of the Secretariat vehicles

2. 2052-00-090-99-21-MV2-Repair Charges of the Secretariat Vehicles

3. 2013-00-800-97-05-OE MP's

4. 3451-00-092-95-BPE

- Noting of Budget allotment to all Ministers, Chief Whip and Leader of Opposition on their T. A. Bills.

- Noting of Budget allotment to the Gazetted category of Personal staff of all Ministers, Chief Whip and Leader of Opposition on their T. A. Bills.
- Preparing and claiming TA Bills of Non-Gazetted Personal Staff of 12 Ministers
- Clearing questions related to TA details other than airfare of Ministers and their Personal Staff under Right to Information Act within the time frame.
- Clearing questions of Legislative Assembly relating to the above subjects.
- Maintaining Registers for TA claimed by each Ministers, Chief Whip and Leader of Opposition.
- Miscellaneous papers of the Section.
- Preparation and drawing of contingent bills from the following Head of Accounts related to the expenses of Ayyankali Hall.

    a. 2205-00-102-90-00-02-05
    b. 2205-00-102-96-00-05-03
    c. 2205-00-102-96-00-06-0-NV
    d. 2205-00-102-96-00-34-1
    e. 2205-00-102-96-34-0C(2)
    f. 2205-102-96-00-34-03

A3

- Supply of Proforma books to Officers and Ministers.
- Miscellaneous Expenditure of Personal Staff.
- Settlement of Air Ticket claims of Ministers to Indian Airlines/Air India & Private Airline Agencies.
- Preparing and claiming of Advance & Final TA of Personal Staff of 11 Ministers, Chief Whip and Opposition leader.
- Legislative Assembly Interpellation relating to the above subjects.
- Payment of Air Ticket charges and TA claims under the Head of Accounts:

1. 2013-00-108-99-04-1-TE—Chief Minister, Other Ministers, Chief Whip & Leader of the Opposition
2. 2052-00-090-97-04-1-TE—Personal Staff, Ministers other than Chief Minister.
3. 2052-00-090-98-04-1-TE—Personal Staff of Chief Minister.
4. 2052-00-090-97-04-02-Transfer TA—Personal Staff of Ministers other than Chief Minister.
5. 2052-00-090-98-04-02-Transfer TA—Personal Staff of Chief Minister.

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

1.2013-800-99-Council of Ministers OE—Light Refreshment Charges of Cabinet meeting, Newspaper charges of Personal Staff of Ministers, Supply of Postage and Service Stamps in the office of Ministers and Opposition Leader, Payment of Miscellaneous Bills relating to Minister's Office, Repair charges of Office Furniture to Ministers Office.

- Re-imbursement of amount incurred in connection with the purchase of books by Ministers, Chief Whip and Leader of Opposition.

Genenral Administration (Accounts- B) Department

Ph. No.0471 2518545

E.mail :gadaccb@gmail.com

B1

- Entering full details of newly employed Assistants and Supernumerary Assistants in GAD into the SPARK and creating PEN.
- Opening Service books of all Assistants and Supernumerary Assistants.
- Maintaining, updating and custodian of Service Books of all Assistants, Supernumerary Assistants and Senior Grade Assistants under GAD.
- Admitting to all Assistants and Supernumerary Assistants into SLI, GIS, PF etc.
- All work related NPS of newly appointed Assistants and Supernumerary Assistants.
- All work related to retirement of Assistants and Senior Grade Assistants including their Closure of PF, GIS, SLI.
- Salary Bill of Assistants, Supernumerary Assistants and, Senior Grade Assistants under GAD.
- Surrender Bill, Advance Bill, Festival Allowance Bill of All Assistants and Senior Grade Assistants
- Fixation of Pay of employees appointed as Assistants from Other Services.
- Temporary Advances from PF of All Assistants and Supernumerary Assistants/Senior Grade Assistants.
- NRA Conversion from PF of All Assistants and Supernumerary Assistants/Senior Grade Assistants.
- Conversion of TA into NRA of All Assistants and Supernumerary Assistants/Senior Grade Assistants.
- Sanctioning Annual Increment on Regular Employees as well as employees working on deputation
- Missing Credit of SLI, GIS, PF, LIC
- Recasting Eamed leave of all employees in the line of promotion from Assistants
- Preparing details related to Promotion, Probation, Service Verification by PSC Work related to e-Service books, Medisep
- Details regarding Budget Allocation

- Pay Fixation of new employees
- Pay Fixation on promotion, Pay Revision
- Work related to Inter Department Transfer / Mutual transfer/ Deputation.
- Maintaining Pay Bill Register, Expenditure Register, PF Register, Annual Increment Register.
- Income Tax Calculation, Issuing of Form 16.
- L.AQuestion
- Issue of LPC to the relieving employees
- Preparation of Quarterly Tax remittance details
- Issue of NLC/Salary Certificate etc
- Preparation of arrears including salary, Pay revision and pay fixation.
- Papers relating to RTI
- File relating to anomalies, Attesting SLI, GIS Pass book

B2

- Entering full details of newly employed Assistants and Supernumerary Assistants in GAD into the SPARK and creating PEN.
- Opening Service books of all Assistants and Supernumerary Assistants.
- Maintaining, updating and custodian of Service Books of all Assistants, Supernumerary Assistants and Senior Grade Assistants, Librarians under GAD.
- Admitting to all Assistants, Supernumerary Assistants and Librarians into SLI, GIS, PFetc.
- All work related NPS of newly appointed Assistants and Supernumerary Assistants.
- All work related to retirement of Assistants, Senior Grade Assistants and Librarians including their Closure of PF, GIS, SLI.
- Salary Bill of Assistants, Supernumerary Assistants, Senior Grade Assistants and Librarians under GAD.
- Surrender Bill, Advance Bill, Festival Allowance Bill of All Assistants, Senior Grade Assistants and Librarians
- Fixation of Pay of employees appointed as Assistants from Other Services.
- Temporary Advances from PF of All Assistants, Supernumerary Assistants/Senior Grade Assistants and Librarians.
- NRA Conversion from PF of All Assistants, Supernumerary Assistants/Senior Grade Assistants and Librarians.
- Conversion of TA into NRA of All Assistants ,Supernumerary Assistants/ Senior Grade Assistants and Librarians
- Sanctioning Annual Increment on Regular Employees as well as employees working on deputation
- Missing Credit of SLI, GIS, PF, LIC
- Recasting Earned leave of all employees in the line of promotion from Assistants onwards.

- Preparing details related to Promotion, Probation, Service Verification by PSC
- Work related to e-Service books, Medisep, Details regarding Budget Allocation
- Pay Fixation of new employees
- Pay Fixation on promotion, Pay Revision
- Work related to Inter Department Transfer / Mutual transfer/ Deputation.
- Maintaining Pay Bill Register, Expenditure Register, PF Register, Annual Increment Register
- Income Tax Calculation, Issuing of Form 16.
- L.A Question
- Issue of LPC to the relieving employees
- Preparation of Quarterly Tax remittance details
- Issue of NLC/Salary Certificate etc
- Preparation of arrears including salary, Pay revision and pay fixation
- Papers relating to RTI
- File relating to anomalies, Attesting SLI, GIS Pass book

B3

- Entering full details of newly employed Assistants and Supernumerary Assistants in GAD into the SPARK and creating PEN.
- Opening Service books of all Assistants and Supernumerary Assistants.
- Maintaining, updating and custodian of Service Books of all Assistants, Supernumerary Assistants and Senior Grade Assistants under GAD.
- Admitting to all Assistants and Supernumerary Assistants into SLI, GIS, PF etc.
- All work related NPS of newly appointed Assistants and Supernumerary Assistants.
- All work related to retirement of Assistants and Senior Grade Assistants including their Closure of PF, GIS, SLI.
- Salary Bill of Assistants, Supernumerary Assistants and, Senior Grade Assistants under GAD.
- Surrender Bill, Advance Bill, Festival Allowance Bill of All Assistants and Senior Grade Assistants .
- Fixation of Pay of employees appointed as Assistants from other Services.
- Temporary Advances from PF of All Assistants and Supernumerary Assistants/Senior Grade Assistants.
- NRA Conversion from PF of All Assistants and Supernumerary Assistants/Senior Grade Assistants.
- Conversion of TA into NRA of All Assistants and Supernumerary Assistants/Senior Grade Assistants.
- Sanctioning Annual Increment on Regular Employees as well as employees working on deputation
- Missing Credit of SLI, GIS, PF, LIC
- Recasting Earned leave of all employees in the line of promotion from Assistants onwards.

- Preparing details related to Promotion, Probation, ServiceVerification by PSC
- Work related to e-Service books, Medisep
- Details regarding Budget Allocation
- Pay Fixation on promotion, Pay Revision
- Work related to Inter Department Transfer / Mutual transfer/ Deputation.
- Maintaining Pay Bill Register, Expenditure Register, PF Register, Annual Increment Register.
- Income Tax Calculation, Issuing of Form 16
- L.A Question Issue of LPC to the relieving employees
- Preparation of Quarterly Tax remittance details.
- Issue of NLC/Salary Certificate etc
- Co-operative recoveries- through Bill information and Management System (BIMS).
- Preparation of arrears including salary, Pay revision and pay fixation
- Consolidation of Reports
- Miscellaneous papers related to the section
- Papers relating to RTI
- File relating to anomalies, Attesting SLI, GIS Pass book.

B4

- Entering full details of newly employed Assistants and Supernumerary Assistants in GAD into the SPARK and creating PEN.
- Opening Service books of all Assistants and Supernumerary Assistants.
- Maintaining, updating and custodian of Service Books of all Assistants, Supernumerary Assistants and Senior Grade Assistants under GAD.
- Admitting to all Assistants and Supernumerary Assistants into SLI, GIS, PF etc.
- All work related NPS of newly appointed Assistants and Supernumerary Assistants.
- All work related to retirement of Assistants and Senior Grade Assistants including their Closure of PF, GIS, SLIL.
- Salary Bill of Assistants, Supernumerary Assistants and, Senior Grade Assistants under GAD.
- Temporary Advances from PF of All Assistants and Supernumerary Assistants/Senior Grade Assistants.
- NRA Conversion from PF of All Assistants and Supernumerary Assistants/Senior Grade Assistants.
- Conversion of TA into NRA of All Assistants and Supernumerary Assistants/Senior Grade Assistants.
- Sanctioning Annual Increment on Regular Employees as well as employees working on deputation

- Missing Credit of SLI, GIS, PF, LIC
- Recasting Earned leave of all employees in the line of promotion from Assistants onwards.
- Preparing details related to Promotion, Probation, Service Verification by PSC
- Work related to e-Service books, Medisep
- Details regarding Budget Allocation
- Pay Fixation of new employees
- Pay Fixation on promotion, Pay Revision
- Work related to Inter Department Transfer / Mutual transfer/ Deputation.
- Maintaining Pay Bill Register, Expenditure Register, PF Register, Annual Increment Register.
- Income Tax Calculation, Issuing of Form 16.
- L.A Question
- Issue of LPC to the relieving employees
- Preparation of Quarterly Tax remittance details
- Issue of NLC/Salary Certificate etc
- Preparation of arrears including salary, Pay revision and pay fixation
- Papers relating to RTT
- Files relating to anomalies, Attesting SLI, GIS Pass book.

General Administration (Accounts – C) Department

Ph. No. 0471 2518037

E.mail :personalstaff436@gmail.com

C1

- Salary and Allowances of Personal Staff of the CM
- Salary and Allowances of Personal Staff of the Minister for Forest & Wildlife protection
- Salary and Allowances of Personal Staff of the Leader of Opposition
- Salary and Allowances of Personal Staff of the Minister for Transport
- Salary and Allowances of Chief Minister's Computer Cell contract staff

C3

- Salary and Allowances of Personal Staff of the Minister for Food & Civil Supplies
- Salary and Allowances of Personal Staff of the Minister for Animal Husbandry & Dairy Development.
- Salary and Allowances of Personal Staff of the Minister for Health and Woman and Child Development
- Salary and Allowances of Personal Staff of the Minister for Higher Education & Social Justice

C4

- Salary and Allowances of Personal Staff of the Minister for Electricity
- Salary and Allowances of Personal Staff of the Minister for Govt.Chief Whip
- Salary and Allowances of Personal Staff of the Minister for General Education & labour
- Salary and Allowances of Personal Staff of the Minister for Public Works & Tourism

C5

- Salary and Allowances of Personal Staff of the Minister for Welfare of Scheduled Castes, Scheduled Tribes, Backward Classes, Devaswoms and Parliamentary Affairs
- Salary and Allowances of Personal Staff of the Minister for Agriculture
- Salary & Allowances of personal staff of Minister for Revenue & Housing
- Salary and Allowances of Personal Staff of the Minister for Ports,Museums, Archaeology and Archives.
- Miscellaneous---RTI, LA Questions, Stationery .

General Administration (Accounts – D) Department

Ph. No. 0471 2518835

E.mail :genadmn.actsd@gmail.com

D1

- Preparation of pay bills and enrolling new Computer Assistants in SPARK
- Upkeep and updating of Service Book of Computer Assistants and Assistant Trainees in the Administrative Secretariat.
- Updating of leave account, Terminal Surrender, Increment Sanction,
- Calculation of Income Tax, Preparation of Quarterly Tax remittance details, Issuing form 16. Issue of NLC/Salary Certificates, LPC to the relieving employees.
- Settlement of retirement benefits such as SLI, GIS and GPF closure of Computer Assistants. Maintaining Pay Bill Register, GPF Register, Increment Register, NLC Register etc.
- Papers relating to Right to Information Act. All miscellaneous matters of the section.
- Purchase of Stationary items.

D3

- Preparation of pay bills and enrolling new Computer Assistants in SPARK
- Upkeep and updating of Service Book of Computer Assistants and Assistant Trainees in the Administrative Secretariat.
- Updating of leave account, Terminal Surrender, Increment Sanction,
- Calculation of Income Tax, Preparation of Quarterly Tax remittance details, Issuing form 16. Issue of NLC/Salary Certificates, LPC to the relieving employees.

- Settlement of retirement benefits such as SLI, GIS and GPF closure of Computer Assistants. Maintaining Pay Bill Register, GPF Register, Increment Register, NLC Register etc.

D4

- Preparation of pay bills and enrolling new Computer Assistants in SPARK
- Upkeep and updating of Service Book of Computer Assistants and Assistant Trainees in the Administrative Secretariat.
- Updating of leave account, Terminal Surrender, Increment Sanction
- Calculation of Income Tax, Preparation of Quarterly Tax remittance details, Issuing form 16. Issue of NLC/Salary Certificates, LPC to the relieving employees.
- Settlement of retirement benefits such as SLI, GIS and GPF closure of Computer Assistants. Maintaining Pay Bill Register, GPF Register, Increment Register, NLC Register etc.
- Co-operative recovery fund transfer (Accounts D & J Department) through BIMS

D5

- Preparation of pay bills and enrolling new Computer Assistants in SPARK
- Upkeep and updating of Service Book of Computer Assistants and Assistant Trainees in the Administrative Secretariat.
- Updating of leave account, Terminal Surrender, Increment Sanction,
- Calculation of Income Tax, Preparation of Quarterly Tax remittance details, Issuing form 16. Issue of NLC/Salary Certificates, LPC to the relieving employees.
- Settlement of retirement benefits such as SLI, GIS and GPF closure of Computer Assistants.
- Maintaining Pay Bill Register, GPF Register, Increment Register, NLC Register etc.

General Administration (Accounts – E) Department

Ph. No. 0471 2518682

E.mail :gadaccountse@gmail.com

E2

- Preparation of statement relating to co-operative recovery of all Gazetted and Non-Gazetted officers in the General Administration Department and forwarding of TSB Cheque issued by the DDOs of General Administration Department.
- Handling of STSB accounts of Under Secretary III
- Advance to Class IV employees for meeting the marriage expenses of female children.
- Advance for the purchase of vehicle (Ministers, Chief Whip and Leader of Opposition)

- Miscellaneous papers of the section.
- Stationary
- DCRG amount distribution in respect of non-gazetted officers.

E3

- House Building Advance to Employees of General Administration Department Sanctioning Safe custody of security documents, forwarding of Utilisation Certificate to Accountant General, Release of security document on completion of repayment.
- Second mortgage loan, Papers regarding Missing credits related to House Building Advance & Motor Conveyance Advance., Other papers related to HBA & MCA.
- House Building Advance to Ministers, Chief Whip and Leader of Opposition Sanctioning Safe custody of security documents, forwarding of Utilisation Certificate to Accountant General, Release of security document on completion of repayment.
- Issuing of No Objection Certificate for availing Housing Loan from Bank/NFBC
- Safe custody of Service Books of all Gazetted Officers in General Administration Department, forwarding the Service Books to other departments as and when requested, entering details of family members in Service Books for LTC & handling other papers to be pasted in Service Books.
- Issuing Non-liability Certificate to employees in General Administration Department.

E4

- Processing of Pension papers and PRISM applications in respect of Non-Gazetted employees of General Administration Department
- Recovery of Governmental & Non- Governmental dues from DCRG of pensioner
- Sanction and incorporation of nominee in PPO for Family Pension
- Sanction of Family Pension to the legal heirs of deceased Non- Gazetted employees in General Administration Department
- Processing of Dual Pension and Ex-Gratia Pension Application.

General Administration (Accounts — BW) Department

Ph No. 0471 2518041
E.mail :gadbudgetwing@gmail.com

BW1

- Papers related to Salaries and allowances, T.A., Transfer T.A., LTC, Composite Transfer Grant, Tuition fee reimbursement, other allowances and audit objection in respect of IAS Officers of various Departments under GAD.

BW2

- Budget Estimate preparation.
- Budget Allotment, Re-appropriation and Additional Authorization and surrender of funds under the major Heads of Account 2052, 2013, 2251, 3451 (119 HA)
- Budget Allotment, Re-appropriation and Additional Authorization of major Heads of Account 2053,2070,2075,2204,2205,2235 in which GAD Secretary as CCO (159 HA)
- Papers related to application for Conveyance Allowance
- Subject committee.
- Audit Monitoring Committee
- All papers related to Audit and Inspection in GAD Accounts by Accountant General.
- Reconciliation and Miscellaneous works within the section.
- Issuance of NLC of all categories of employees under GAD

BW 1 (SN)

- Salaries and other allowances of Officers of Local Self Government Department Town Planners (Vigilance Wing).
- Traveling Allowance of all Non Gazetted Officers under GAD
- Transfer TA and LTC in respect of all Gazetted and Non Gazetted officers of GAD.

NOTTOM

- Deliver bills/ cheques from all sections of the General Administration (Accounts) Department to the Treasury.
- Submit the bill books to the treasury.
- Return the objection bills/cheques to the respective sections.
- Take necessary actions for depositing half-yearly professional tax in the municipality.
- Ensure necessary service for all transactions related to Sub-treasury/ District Treasury.

General Administration (Accounts — F) Department

Ph. No. 0471 2518622

E.mail :acctsfdept@gmail.com

F1

- Salary and allowances of Personal Staff of the Minister for Cooperation& Registration
- Salary and allowances of Personal Staff of the Minister for Industries, Law & Coir
- Salary and allowances of Personal Staff of the Minister for Finance.
- Salary and allowances of Personal Assistants to MPs
- Salary and allowances of Drivers to MPs, Budget Allocation.

F2

- Salary and allowances of Personal Staff of the Minister for LSGD
- Salary and allowances of Personal Staff of the Minister for Sports
- Salary and allowances of Personal Staff of the Minister for Fisheries, Harbour Engineering and Cashew Industries
- Salary and allowances of Personal Staff of the Minister for Water Resources.

F3

- Salary and Related matters of Additional Secretaries.

General Administration (Accounts -G) Department

Ph. No. 0471 2518646
E.mail :gad.accountsg@kerala.gov.in

G1

- Preparation of Pay Bills and Upkeep of Service Books of Senior Grade Assistants and Assistant Section Officers in the Administrative Secretariat..
- Leave, Terminal Surrender, Passing of increment on regular employees as well as employees working on deputation. Preparation of arrears including salary, Pay revision and Dearness Allowance and Pay Fixation.
- Remittance of Profession Tax.
- Calculation of Income Tax, Preparation of Quarterly Tax remittance details. Issuing Form 16, Budget.
- Issue of NLC/Salary Certificates, LPC to the relieving employees.
- Processing of Temporary Advance and Non Refundable Advance from General Provident Fund.
- Attesting of SLI, GIS Pass books.
- Settlement of retirement benefits, GPF closure of Senior Grade Assistants and Assistant Section Officers.
- Missing credit, File relating to anomaly etc.

G2

- Preparation of Pay Bills and Upkeep of Service Books of Senior GradeAssistants and Assistant Section Officers in the Administrative Secretariat.
- Leave, Terminal Surrender, Passing of increment on regular employees as wellas employees working on deputation.
- Preparation of arrears including salary, Pay revision and Dearness Allowance and Pay Fixation.
- Remittance of Profession Tax.
- Calculation of Income Tax, Preparation of Quarterly Tax remittance details, Issuing Form 16, Budget.
- Issue of NLC/Salary Certificates, LPC to the relieving employees.
- Processing of Temporary Advance and Non Refundable Advance from General Provident Fund.

- Attesting of SLI, GIS Pass books.
- Settlement of retirement benefits, GPF closure of Senior Grade Assistants and Assistant Section Officers.
- Missing credit, File relating to anomaly etc.

G3

- Preparation of Pay Bills and Upkeep of Service Books of Senior GradeAssistants and Assistant Section Officers in the Administrative Secretariat..
- Leave, Terminal Surrender, Passing of increment on regular employees as wellas employees working on deputation.
- Preparation of arrears including salary, Pay revision and Dearness Allowanceand Pay Fixation.
- Remittance of Profession Tax.
- Calculation of Income lax, Freparation of Quarterly lax remittance details,Issuing Form 16, Budget.
- Issue of NLC/Salary Certificates, LPC to the relieving employees.
- Processing of Temporary Advance and Non Refundable Advance from General Provident Fund.
- Attesting of SLI, GIS Pass books.
- Settlement of retirement benefits, GPF closure of Senior Grade Assistants and Assistant Section Officers.
- Missing credit, File relating to anomaly etc.
- Preparation of monthly statements.
- Miscellaneous papers, Consolidation of Reports etc.

G4

- Preparation of Pay Bills and Upkeep of Service Books of Senior Grade Assistantsand Assistant Section Officers in the Administrative Secretariat.
- Leave, Terminal Surrender, Passing of increment on regular employees as well asemployees working on deputation.
- Preparation of arrears including salary, Pay revision and Dearness Allowance and Pay Fixation.
- Remittance of Profession Tax.
- Calculation of Income Tax, Preparation of Quarterly Tax remittance details,Issuing Form 16, Budget.
- Issue of NLC/Salary Certificates, LPC to the relieving employees.
- Processing of Temporary Advance and Non Refundable Advance from General Provident Fund.
- Attesting of SLI, GIS Pass books.
- Settlement of retirement benefits, GPF closure of Senior Grade Assistants and Assistant Section Officers.
- Missing credit, File relating to anomaly etc.

G5

- Preparation of Pay Bills and Upkeep of Service Books of Senior Grade Assistants and Assistant Section Officers in the Administrative Secretariat.
- Leave, Terminal Surrender, Passing of increment on regular employees as well as employees working on deputation.
- Preparation of arrears including salary, Pay revision and Dearness Allowance and Pay Fixation.
- Remittance of Profession Tax.
- Calculation of Income Tax, Preparation of Quarterly Tax remittance details,Issuing Form 16, Budget.
- Issue of NLC/Salary Certificates, LPC to the relieving employees.
- Processing of Temporary Advance and Non Refundable Advance from General Provident Fund.
- Attesting of SLI, GIS Pass books.
- Settlement of retirement benefits, GPF closure of Senior Grade Assistants and Assistant Section Officers.
- Missing credit, File relating to anomaly etc.

G6

- Preparation of Pay Bills and Upkeep of Service Books of Senior Grade Assistants and Assistant Section Officers in the Administrative Secretariat.
- Leave, Terminal Surrender, Passing of increment on regular employees as well as employees working on deputation.
- Preparation of arrears including salary, Pay revision and Dearness Allowance and Pay Fixation.
- Remittance of Profession Tax.
- Calculation of Income Tax, Preparation of Quarterly Tax remittance details, Issuing Form 16, Budget.
- Issue of NLC/Salary Certificates, LPC to the relieving employees.
- Processing of Temporary Advance and Non Refundable Advance from General Provident Fund.
- Attesting of SLI, GIS Pass books.
- Settlement of retirement benefits, GPF closure of Senior Grade Assistants and Assistant Section Officers.
- Missing credit, File relating to anomaly etc.

General Administration (Accounts -H) Department

Ph. No. 0471 2518385

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H1

- Preparation of Pay Bills and allied matters of Section Officers, Final NLC, LPC, Recovery matters and updations, AG slip validation, Opening of Service Book,

GIS, SLI, GPF of Newly Joined employees, Maintaining expenditure Register, Pay Bill Register, GPF Register, Increment Register etc. Surrender of Earned Leave of Section Officers, RTI, Terminal surrender of EL etc.

- Income Tax (Q1, Q2, Q3, Q4 filing, Annexure entry), Tax calculation of each individual, Generation of Form 16, Part A & B.
- Pay Revision Arrear, DA Arrear, Salary arrear, HBA NOC, Pass Book updations etc.
- E-Service Book, Death Claim-Manual Bill preparation.
- Maintaining Expenditure Register, Pay Bill Register, GPF Register, Increment Register etc.
- All Spark updations of respective employees.

H2

- Preparation of Pay Bill and allied matters of Attenders, Nottom, Motor Cycle Orderly, Health Inspector, Duplicating Machine Operator, Duplicating Machine Supervisor, OP Attender.
- Increment sanctioning, Pay Revision processing, Salary arrear and SB entries of deputed employees.
- PF Temporary Advance, NRA, Surrender of Earned Leave, GIS Closure, RTI, Terminal Surrender, Pay Revision Arrear, DA Arrear, Pass Book Updations, Recasting of EL, Final NLC, LPC of retired employees, Recovery matters and updations.
- Income Tax (Q1, Q2, Q3, Q4 filing, Annexure entry), Tax calculation of each individual. Generation of Form 16, Part A & B.
- Issuing of LPC, SLI closure, NLC, NOC, Salary Certificate, MEDISEP, E-Service Book, Death Claim-Manual Bill preparation.
- Calculation of Co-operative recovery and issuing of cheques through BIMS.
- Maintaining Expenditure Register, Pay Bill Register, GPF Register, Increment Register etc.
- All Spark updations of respective employees.

H3

- Preparation of Pay Bill and allied matters of Confidential Assistants Gr I & II, Senior Grade.
- Increment sanctioning, DA arrear, Pay Revision processing, Salary arrear and Service Book entries including employees on deputation.
- PF Temporary Advance, NRA, Surrender of Earned Leave , GIS Closure, SLI Closure, Terminal Surrender, Final NLC & LPC, Recovery matters and Pass Book updations.
- Recasting of EL, RTC, LPC and Leave updations in SB of promoted employees and sent to AG.
- Income Tax (Q1, Q2, Q3, Q4 filing, Annexure entry), Tax calculation of each individual. Generation of Form 16, Part A & B.

- Issuing of LPC, NLC, NOC, Salary Certificate, MEDISEP, E- Service Book, Death Claim-Mannual Bill preparation.
- Opening of Service Book, GIS, SLI, GPF of Newly Joined employees, Maintaining expenditure Register, Pay Bill Register, GPF Register, Increment Register etc.

H4

- Preparation of Pay Bill and allied -matters of Lift Operators, Binders, Messenger, Lift Supervisors, Binding Supervisors, Increment sanctioning, Pay Revision processing, Salary arrear and SB entries of deputed employees.
- PF Temporary Advance, NRA, Surrender of Earned Leave GIS Closure, Terminal Surrender, Final NLC, LPC, Recovery matters and updations, Pass Book updations of all employees.
- Income Tax (QI, Q2, Q3, Q4 filing, Annexure entry, Tax calculation of each individual. Generation of Form 16, Part A & B
- Pay Revision Arrear, DA Arrear.
- Issuing of LPC, NLC, NOC, Salary Certificate, MEDISEP, E- Service Book, Death Claim-Manual Bill preparation.
- Opening of Service Book, GIS, SLI, GPF of Newly Joined employees, Maintaining Expenditure Register, Pay Bill Register, GPF Register, Increment Register etc.
- All Spark updations of respective employees.

H5

- PF Temporary, NRA, GIS Closure, PF Closure, SLI Closure, Contingent claim (Tour TA, TA advance) of Section Officers.
- Right to Information Act exclusively related to Section Officers. Issuing of LPC, NLC, NOC, Salary Certificates etc.
- MEDISEP updations of all Section Officers.

H6

- Preparation of Pay Bills and allied matters of Section Officers. Final NLC, LPC, Recovery matters and updations, AG slip validation, Surrender of Earned Leave of Section Officers, RTI, Terminal surrender of EL etc.
- Income Tax (Q1, Q2, Q3, Q4 filing, Annexure entry), Tax calculation of each individual, Generation of Form 16, Part A & B.
- Pay Revision Arrear, DA Arrear, Salary arrear, HBANOC, Pass Book updations etc. E-Service Book, Death Claim-Mannual Bill preparation Maintaining Expenditure Register, Pay Bill Register, GPF Register, Increment Register etc. Maintaining Expenditure Register, Pay Bill Register, GPF Register, Increment Register etc.
- All Spark updations of respective employees.

H7

- Preparation of Pay Bills and allied matters of Section Officers, Final NLC, LPC, Recovery matters and updations, AG slip validation, Surrender of Earned Leave of Section Officers, RTI, Terminal surrender of EL etc.
- Income Tax (Q1, Q2, Q3, Q4 filing, Annexure entry), Tax calculation of each individual, Generation of Form 16, Part A & B.
- Pay Revision Arrear, DA Arrear, Salary arrear, HBA NOC, Pass Book updations etc. E-Service Book, Death Claim-Mannual Bill preparation. Maintaining Expenditure Register, Pay Bill Register, GPF Register, Increment Register etc.
- All Spark updations of respective employees.

H8

- Preparation of Pay Bills and allied matters of Section Officers, Final NLC, LPC, Recovery matters and updations, AG slip validation, Surrender of Earned Leave of Section Officers, RTI, Terminal surrender of EL etc.
- Income Tax (Q1, Q2, Q3, Q4 filing, Annexure entry), Tax calculation of each individual, Generation of Form 16, Part A & B.
- Pay Revision Arrear, DA Arrear, Salary arrear, HBA NOC, Pass Book updations etc. E-Service Book, Death Claim-Mannual Bill preparation. Maintaining Expenditure Register, Pay Bill Register, GPF Register, Increment Register etc.
- All Spark updations of respective employees.

General Administration (Accounts -J) Department

Ph. No. 0471 2518099

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J1

- Enrollment & Closure of Central Govt. Employees Group Insurance Scheme - All IAS, IPS, IFS Officers in Kerala cadre
- Transfer of CGEGIS subscription amount to the account of Government of India
- Updation of CGEGIS remittance details in SPARK with regard to IAS, IPS, IFS Officers in Kerala cadre.
- Family benefit Scheme of Gazetted Officers in GAD
- Purchasing of Stationary Items
- Papers relating to RTI and Maintaining RTI Register
- Miscellaneous papers of the Section.

J2

- Preparation of Pay Bill and allied matters of Clerical Assistants in GAD.
- Issuing NLCs and Salary Certificates of Clerical Assistants and Attenders.
- Leave verification, updating leave in SPARK, surrender of earned leave of Clerical Assistants and Attenders.
- Processing Temporary Advance, Non refundable advance from Clerical Assistants and Attenders.

- Settlement of retirement benefits (GPF closure, terminal surrender) of Clerical Assistants and Attenders.
- Family benefit Scheme of Non- Gazetted Officer in GAD.
- Papers relating to RTI

J3

- Preparation of Pay Bill and allied matters of Selection Grade Confidential Assistants ,Personal Assistants & Personal Secretary in GAD.
- Issuing NLC's and Salary Certificates of Selection Grade Confidential Assistants ,Personal Assistants & Personal Secretary.
- Updating leave in SPARK, surrender of earned leave of Selection Grade Confidential Assistants ,Personal Assistants & Personal Secretary.
- Processing Temporary Advance, Non refundable advance from Selection Grade Confidential Assistants ,Personal Assistants & Personal Secretary.
- Settlement of retirement benefits (GPF closure, terminal surrender) of Selection Grade Confidential Assistants ,Personal Assistants & Personal Secretary.
- Papers relating to RTI

J4

- Pay Bill preparation & up keeping of Service books of Full Time Sweepers, Garden Supervisor, Gardeners, Store Attendant, Dhobi Supervisor, Dhobi, Durbar Hall Watchman, Conference Hall Watchman, Full time Telephone Cleaners &Traffic Warden.
- Issuing of NLCs & Salary Certificates.
- Maintenance of Reference books and issuance of NLC to the officers of Administrative Secretariat.
- Issuing cheques for co-operative recovery, professional tax, etc. under the DDO code 011167D042.
- Newspaper bill reimbursement for the officers of the rank of Joint Secretary, Additional Secretary and Special Secretary.
- Communicating the bills received from GPO regarding e-Post charges to the offices of Chief Minister and other Ministers for verification and Issuing GO on the basis of verified e-post bills.
- Papers relating to RTI
- Miscellaneous papers of General Administration (Accounts) Department.

J5

- Pay Bill preparation and up keeping of Service Books of Part Time Contingent Employees (Sweepers, Gardeners etc.).
- Issuing NLC's and Salary Certificates of Part Time Contingent Employees.
- Bills relating to Hospitality/Entertainment expenses of CM & other Ministers, Chief Whip and Leader of Opposition (H/A 2013-00-104-99-13).
- Bills relating to Secretariat Central Library.(H/A 2052-090-99-00-24).
- Sanctioning petrol charges incurred by General Administration (OS) Department.
- Sanctioning petrol charges incurred by General Administration (OS) Department.

- Sanctioning amount for Loading stamps in franking machine of the GA (O.S T & II) Department, CMPGRC, General Education Department, Health and Family welfare Department, office of CM and other ministers etc.
- Re-imbursement of Stamp charges in the office of Chief Whip
- Renewal of Post Box in the O/o Chief Secretary.
- Papers relating to RTI
- Payment of all Miscellaneous Bills.

General Administration (Accounts - M) Department

Ph. No. 0471 2518046

E.mail :gadaccountsm@kerala.gov.in

M1

- Salary related matters & Upkeeping of Service Book of Office Attendants with names starting with alphabets A, B, C& I.

M3

- Salary related matters & Upkeeping of Service Book of Office Attendants with names starting with alphabets E, F, G, H, J, K, L, M, N & O.

M4

- Salary related matters & Upkeeping of Service Book of Office Attendants with names starting with alphabets D, P, Q, R.
- Miscellanious work of the section.

General Administration (Accounts – N) Department

Phone No. 2518045

E.mail :gaaccntsn@gmail.com

N1

- Preparation of Pay Bills, Sanctioning of Provident Fund Advances/Surrender Leave Salary and Maintenance of Service Books of Office Attendant.
- Service Book updation, Probation proforma updation, Pay fixation, Service History updation on spark, Issue of NLC, Final NLC and LPC, Salary Certificate, Calculation of income tax and issuing form 16, Maintaining Expenditure, Pay Bill Register, GPF Register, Increment Register etc.

N2

- Pay drawn particulars of persons on Deputation and Inter Departments Transfer, Leave Verification, Issue of NLC, Final NLC and LPC, Salary Certificate, forwarding of application of GPF enrollment, Probation Proforma, GPF closure and other allied matters of Office Attendant.
- Service Book updation Probation proforma updation, Pay fixation, Service History updation on spark. Calculation of income tax and issuing form 16, Maintaining Expenditure, Pay Bill Register, GPF Register, Increment Register etc.

N3

- Preparation of Pay Bills, Sanctioning of Provident Fund Advances/Surrender Leave Salary and Maintenance of Service Books of Security Staff/Assistant Security Officers/Security Officer and Sergeants.
- Service Book updation Probation proforma updation, Pay fixation, Service History updation on spark, Issue of NLC, Final NLC and LPC, Salary Certificate. RIA and other miscellaneous work, Calculation of income tax and issuing form 16, Maintaining Expenditure, Pay Bill Register, GPF Register, Increment Register etc.

N4

- Preparation of pay bills, Sanctioning of PF(NRA Advance), Income Tax Calculation, Issuing Form 16, Issuing NLC, Maintaining PBR etc, of Under Secretary to Govt. (KAS Only) of Administrative Secretariat.
- Miscellaneous work of GA (Accounts-N) Department.
- MEDISEP and related matters of employees working under General Administration Department, Govt. Secretariat.

General Administration (Accounts — P) Department

Ph.No. 04712518741

E.mail :p.section8991@gmail.com

P1

- Papers relating to the Pension of Personal Staff of Chief Minister, Council of Ministers, Leader of Opposition and Government Chief Whip. Miscellaneous papers relating to Section.

P2

- Disbursement of salary of Under Secretary (Name starting with A-P) / Office Superintendent / Chief Security Officer.

P3

- Disbursement of salary of Joint Secretary and Special Secretary.

P4

- Disbursement of salary of Under Secretary (Name starting with R-Z)/ Deputy Secretary.

General Administration (Accounts-R)Department

Ph.No. 0471 2518038

E.mail :gaacctsr@gmail.com

R1

- Medical reimbursement claim & Spectacle allowance of Computer Assistants, Office Attendant, Attenders & Clerical Assistants in the Administrative Secretariat. IFMA & NLC to all these employees.

R2

- Medical reimbursement claim & Spectacle allowance of Special Secretary, Additional Secretary, Joint Secretary, Deputy Secretary, Under Secretary, Section Officer, Office Superintendent, Confidential Assistant & Personal Assistant in the

Administrative Secretariat & Miscellaneous papers in the section. IFMA & NLC to all these Officers.

R3

- Medical reimbursement claim & Spectacle allowance of Chief Minister, Ministers, Opposition leader, Chief Whip and Personal Staff of the above. Medical Reimbursement of Secretaries to Government, IFMA and NLC to all the above. Re-appropriation/Additional authorization in the concerned Head of Accounts. Subject Committee.

R4

- Medical reimbursement claim & Spectacle allowance of Assistants, Senior Grade Assistants, Assistant Section Officers, Security Guards, Lift Operator, Lift Supervisor, Driver, Gardener, Telephone/Computer cleaner, Motor cycle orderly, Binder, Duplicating Machine Operator, Traffic Warden IFMA & NLC to all these Officers. Spectacle allowance to Part time sweepers, Purchasing of stationery items.

General Administration (AMC) Department

Ph No. 8244

E Mail - attendancemonitoringcell@gmail.com

AMC-1

- Monitoring attendance of the employees up to the rank of Section officer in the General Administration, Finance & Law Department.
- Updation of entries in accordance with the transfer and postings of employees up to the rank of Section officer in the General Administration, Finance & Law Department.
- Updation of deputation details of employees up to the rank of Section officer to other Departments and termination of employees on retirement/relieving etc.
- Obtain explanation for violation of Circular instructions of employees up to the rank of Section officer and to ensure follow up action with concerned establishment sections of General Administration, Finance & LawDepartment.
- Providing support for all queries/rectifying errors in connection with the functioning of SPARK linked attendance management system.
- Monitoring of Punching Machine/server connection through Keltron Biostar application.
- RTI Applications.
- Regularisation of mispunch applications.

AMC-2

- Monitoring attendance of the employees of and above the rank of Under Secretary to Government in the General Administration, Finance & Law Department.

- Updation of entries in accordance with the transfer and postings of employees of and above the rank of Under Secretary to Government in the General Administration, Finance & Law Department.
- Updation of deputation details of employees of and above the rank of Under Secretary to Government to other Departments and termination of employees on retirement/relieving etc.
- Obtain explanation for violation of Circular instructions of employees of and above the rank of Under Secretary to Government and to ensure follow up action with concerned establishment sections of General Administration, Finance & Law Department.
- Providing support for all queries/rectifying errors in connection with the functioning of SPARK linked attendance management system.
- Monitoring of Punching Machine/server connection through Keltron Biostar application

GENERAL ADMINISTRATION (BUDGET WING) DEPARTMENT

Ph.No.04712518041

e-mail: gadbudgetwing@gmail.com

BW1

- Papers related to Salaries and Allowances, T.A, Transfer T.A, L.T.C, Composite Transfer Grant, Tuition fee reimbursement, other allowances and audit objection in respect of IAS Officers of various Departments under GAD.

BW1 (SN)

- Traveling Allowance of all Non Gazetted Officers under GAD
- Transfer TA and LTC in respect of all Gazetted and Non Gazetted Officers of GAD.

BW 2

- Budget Estimate Preparation.
- Budget Allotment, Re-appropriation and Additional Authorization and Surrender of funds under the Major Head of Accounts 2052, 2013, 2251, 3451
- Budget Allotment, Re-appropriation and Additional Authorization of major Head of Accounts 2053, 2070, 2075, 2204, 2205, 2235 in which GAD Secretary as CCO
- Papers related to application for Conveyance Allowance.
- Subject Committee (GAD (Accounts) – Consolidation).
- All Papers related to Audit and Inspection in GAD Accounts by Accountant General.
- Reconciliation and Miscellaneous works within the Section.
- Issuance of NLC of all categories of employees under GAD.

General Administration (Co-ordination) Department

Extn.8463
e mail – gadcdn@gmail.com

CDN 1

- Preparation of the list of public holidays and holidays under Negotiable Instrument Act 1881.
- Declaration of local holidays
- Furnishing of answers to L.A. Questions
- Consolidation work of General Administration Department.
- Preparation of Government Calendar and distribution of Government Calendar, Diary and Daily Remembrancer.
- Pledge-National Re-dedication day.
- Papers related to Kerala Youth Leadership Academy

CDN 2

- M.Ps' conference.
- Preparation of Government Diary & Daily remembrancer.
- Participation of Government Departments and public undertakings in certain exhibition like Thrissur Pooram.
- Observance of Martyrs Day.
- Furnishing of answers to L.A. Questions.
- Preparation and publication of Seatwise work distribution directory of Govt. Secretariat
- Furnishing answers to L.A. Questions on miscellaneous subjects.

CDN 3

- Annual Conference of District Collectors and Heads of Departments.
- Ayyankali Hall -establishment papers and issuance of orders at concessional rate of rent and all miscellaneous papers except sundry petitions.
- Furnishing of answers to L.A. questions.
- Pledge-Rashtriya Ekta Diwas.
- Papers related to Kerala State Commission for Economically Backward Classes among forward communities.

CDN 4

- Communication of letters, memoranda, petitions etc. of general nature to the Department in Secretariat.
- Papers related to Kerala State Welfare Corporation for Forward Communities (KSWCFC)
- Implementation & Monitoring Attendance Management System in the State.
- Pledges-National Constitution Day, Human Rights Day.
- Papers related to Directorate of Samoohika Sannadha Sena

CDN 5

- Implementation of Right to Information Act, 2005
- Maintenance of RTI Portal
- Establishment papers related to the State Information Commission, Kerala and related papers.
- Appointment of Chief Information Commissioner and Information Commissioners in the State Information Commission.

CHIEF MINISTER'S COMPUTER CELL

PH NO. 2517167

Email id: cmcc@kerala.gov.in

CMCC 1

- Identifying and taking up petition having matters of general importance
- Follow up on reports received from field departments
- Follow up action on petitions directly received in CMO
- Follow up on calls reccived in 24x7 call centre

CMCC 2

- Review of reports on petitions of the department of General Education, Social Justice, Co-operation, Industries, Revenue (dewaswom), Planning, Transport, Law, Women and Child Development, Sports and Youth Affairs, Fisheries , Tourism and Home Affairs.
- Monitor the progress of petitions forwarded to the aforesaid departments
- Conduct of quality check and collect feedback on resolved complaints
- Follow up action on petitions directly received in CMO
- Reviewing of closed petitions
- Follow up action on repeated petitions
- Follow up action on feedbacks received from public

CMCC 3

- Monitoring the progress of petitions forwarded
- Applications & Appeals under RTI Act 2005

CMCC 4

- Handling complaints received through online and Akshaya Kendras, and issues related to CPGRAM
- Maintenance of Stock Register, procurement of stationery items
- Establishment and Housckeeping
- Staff Meeting

CMCC 5

- Topic related to user management, preparation of user manual, software maintenance of CMO portal
- Handling CMO Portal and Call Center Software Hardware Issues, Comfort Center (Straight Forward) Related Issues
- PMU related meeting, CMO portal training, all meetings except Regular review meetings
- Monitoring and supporting District level Adalaths, Regional Review

CMCC 6

- Review of reports on petitions of the department of Home, Science and Technology, Coastal Shipping & Inland Navigation, Parliamentary Affairs, NORKA and Animal Husbandry
- Monitor the progress of petitions forwarded to the aforesaid departments
- Conduct of quality check and collect feedback on resolved complaints
- Follow up action on petitions directly received in CMO
- Reviewing of closed petitions
- Follow up action on repeated petitions
- Follow up action on feedbacks received from public

CMCC 7

- Review of reports on petitions of the department of Finance, Water Resource, P&ARD, Minority Welfare, Printing & Stationery, Health & Family Welfare, Higher Education, I & PRD, Election, GAD (Sainik Welfare), Store and Purchase, Taxes (Excisc)
- Monitor the progress of petitions forwarded to the aforesaid departments
- Conduct of quality check and collect feedback on resolved complaints
- Follow up action on petitions directly received in CMO
- Reviewing of closed petitions
- Follow up action on repeated petitions
- Follow up action on feedbacks received from public

CMCC 8

- Receiving, sorting and primary examining of online and offline petitions

CMCC 9

- Review of reports on petitions of the department of Local And Self Government Department
- Monitor the progress of petitions forwarded to LSGD departments
- Conduct of quality check and collect feedback on resolved complaints
- Follow up action on petitions directly received in CMO
- Reviewing of closed petitions
- Follow up action on feedbacks received from public

CMCC 10

- Review of reports on petitions of the department of Revenue, Port, Disaster Management, BCDD, Environment Department
- Monitor the progress of petitions forwarded to the aforesaid departments
- Conduct of quality check and collect feedback on resolved complaints
- Follow up action on petitions directly received in CMO
- Reviewing of closed petitions
- Follow up action on repeated petitions
- Follow up action of feedbacks received from public

CMCC 11

- Monitoring the progress of petitions.
- Miscellaneous

CMCC 13

- Review of reports on petitions of the department of Agriculture & Farmers Welfare, Dairy Development, Soil Exploration & Soil Conservation, Consumer Affairs, Food and Civil Supplies, GAD, Labour, Public Works Department, Scheduled Caste scheduled Tribe, Vigilance,Review of reports on petitions of the department of Agriculture & Farmers Welfare, Dairy Development,Soil Exploration & Soil Conservation, Consumer Affairs, Food and Civil Supplies, GAD, Labour, Public Works Department, Scheduled Caste scheduled Tribe, Vigilance
- Housing, Electronics & Information Technology, Power, Forest & Wild Life, Culture, Program implementation evaluation and monitoring
- Monitor the progress of petitions forwarded to the aforesaid departments
- Conduct of quality check and collect feedback on resolved complaints
- Follow up action on petitions directly received in CMO
- Reviewing of closed petitions
- Follow up action on repeated petitions
- Follow up action on feedbacks received from public

CMCC 14

- Monthly review meeting with the Chief Secretary and Secretaries
- Assembly questions
- ISO Certification
- CS monthly meeting, regular review meetings (HOD/DC/Nodal Officer Meetings)
- Matters related to Chief Minister’s Distress Relief Fund application
- Convening meeting with Secretaries, HoDs, DC’s

General Administration (Chief Secretary's Petition Cell) Department

Ph. No. 0471 251 8368/8223
e-Mail- cspetitioncell@gmail.com

- Receipt of petitions from the Officers of the President and the Prime Minister .

General Administration (Employment Cell-A) Department

Ph. No. 251 8138
e-mail : gad.eca@kerala.gov.in

- Annual Review of SC/ST representation in all Departments, Reservation of posts for SC/ST and ST only for special recruitment.
- Issuance of orders on amendment and new orders regarding reservation of posts for special recruitment.
- Review of performance of the Departments concerned in the matters of appointment of SC/ST through Special Recruitment.
- Yearly meeting of the Review Committee headed by the Hon'ble Chief Minister.
- V-SMART Programme:— Online software application regarding the submission of annual review reports of various Departments.
- Remarks and advice on matters related to Special Recruitment.
- Recategorisation of posts reserved for special recruitment.

ECA 1

- Annual Review of SC/ST representation in 42 Departments and reservation of posts.

ECA 2

- Annual Review of SC/ST representation in 15 Departments and reservation of posts, Yearly meeting of Review Committee headed by Hon'ble Chief Minister, V- SMART Programme, L.A. Committee reports, Reports to SC/ST Commission (State & Central), Reports to State Planning Board, All other matters related to Special Recruitment and Miscellaneous papers.

ECA 3

- Annual Review of SC/ST representation in 32 Departments and reservation of posts.

General Administration (Employment Cell-B) Department

Ph. No. 251 8799
e-mail : gaecbdept@gmail.com

ECB1

- Monthly review progress of the recruitment of SC/ST regarding Special Recruitment of 52 departments.
- Nodal section for compilation of caste,subcaste information of GAD employees to be uploaded to the e-cdesk of The Kerala state commission for backward classes.

- Monitoring of progress of EWS recruitment.

ECB2

- Monthly review progress of the recruitment of SC/ST regarding Special Recruitment of 36 departments.
- Compiling Quarterly review reports regarding vacncies of Special Recruitmen.
- Compilation of manual of instruction regarding reservation Orders/Circulars.
- Action of High Level Committee regarding SC/ST Special Recruitment of SC/ST on vacancies reported in PSC.

Genenral Administration (e-Administration) Department

Ph. No. 8204

e mail - crcellgad@gmail.com

e-Admn 1

- Annual Land property statement filing.
- Intermediary between the GA(SS) and (SC) departments and SPARK main office. The draft circular on property statement filing is forwarded to SPARK office via this department and gets it back after vetting. the same is distributed to GA (SS)/SC departments for further action
- Works as SPARK nodal cell in Administrative Secretariat
- Uploading of TDS details (Income Tax) collected from GA (Accounts) Department.
- Intermediary between SPARK and General Administration Accounts Division

e-Admn 2

- E-Administration: Implementation and monitoring of various e-governance tasks initiated by Government- Pilot projects being implemented and monitored: CCIS, e-Niyamasabha Portal, Establishment Software.
- Monitoring desk of various e-services in General Administration Department such as VEELS, CMO Portal, e-Sameeskha, India Code Web Portal etc.
- Establishment: All Estabishment matters of Drivers appointed on regular basis in Administrative Secretariat.
- Updation and monitoring of GAD Website
- Issuance of Government orders regarding various schemes and projects implemented by Chief Minister's Computer Cell.

e-Admn 3

- Collection and Maintenance of Confidential reports in respect of Selection/Senior Grade Assistants, Section Officers, Under Secretaries, Deputy Secretaries, Joint Secretaries and Additional Secretaries of Administrative Secretariat and Under Secretary,Deputy Secretary, Joint Secretary and Additional Secretary of Finance and Law.

- Submission of Confidential Reports to the reviewing authorities in respect of all officers on deputation from General Administration Department.
- Submission of Confidential Reports before the D.P.C
- Works as SCORE nodel Cell in Government Secretariat

GENERAL ADMINISTRATION (FFP) DEPARTMENT

Phone No. 0471251 8849
e mail - ffpadept@gmail.com

FFP1

- Papers relating to Central Government's Swathantrata Sainik Samman Pension Scheme and Continuos pension of dependents - Processing of application & Central Pension Dearness Relief in respect of Districts - Thiruvananthapuram, Kottayam, Idukki and Kannur Districts. Papers relating to processing of application of Kerala Freedom Fighters Pension Scheme and Continuos pension of dependents , including Khadi Hindi Pension in respect of Districts Thrissur, Alappuzha. Court cases of petitioners of the respective districts. Missellaneous Papers of the section.

FFP2

- Papers relating to Central Government's Swathantrata Sainik Samman Pension Scheme and Continuos pension of dependents - Processing of application & Central Pension Dearness Relief in respect of Districts Kozhikode, Alappuzha and Pathanamthitta. Court cases of petitioners of the respective districts. Papers related to Subject Committee, Budget matters, Papers related to policy decision on Kerala Freedom Fighters Pension, Free distribution of medicines to freedom fighters and their dependents.

FFP3

- Papers relating to Central Government's Swathantrata Sainik Samman Pension Scheme - Processing of application & Central Pension Dearness Relief in respect of Districts- Kollam, Ernakulam, Thrissur, Palakkad, Wayanad and Malappuram Districts, Papers relating to Kerala Freedom Fighters Pension Schemes and Continuos pension of dependents , Khadi Hindi Pension in respect of Districts Kollam, Ernakulam, Palakkad & Kasaragod. Court cases of petitioners of the respective districts 'AT HOME' Programme (Felicitation of freedom fighters/ family members).

FFP4

- Papers relating to Kerala Freedom Fighters Pension Schemes and Continuous pension of dependents, Khadi Hindi Pension in respect of districts Thiruvananthapuram, Pathanamthitta, Idukki, Kottayam, Malappuram, Kozhikode, Wayanad and Kannur. Court cases of petitioners of the respective districts.

Genenral Administration (AIS-A) DEPARTMENT

Phone No. 8645
e mail -gad.aisa@kerala.gov.in

Establishment matters of IAS Officers

A1

- Transfer and posting of IAS Officers
- Promotion of SCS Officers into IAS
- Disciplinary actions against IAS Officers + Complaints against IAS Officers
- Selection of Non SCS Officers into IAS
- Composite Transfer Grant to IAS officers
- Issuance of RRA/ NLC on retirement
- Charge Allowance of IAS officers
- Continuance Sanction for ex-cadre posts
- Regularisation of Waiting for posting
- Year of allotment fixation
- Promotion of IAS Officers to various grades of IAS
- Cadre Review
- Charge arrangement in various posts
- Incentive for acquiring Higher Qualification

A2

- All papers related to leave (Earned Leave, Commuted Leave, Extra Ordinary Leave, Maternity Leave, Paternity Leave etc) of IAS officers.
- Foreign Visit of IAS officers (both personal & Official).
- Reimbursement towards IMG, LBSNAA in connection with the training of IAS Officers /Trainees.
- Withdrawal of Non Refundable Advance of IAS officers.
- Training of IAS Officers,
- Mid Career Training Programme (Phase III,IV,V) of IAS Officers.
- Foundation Course of Probationers Phase I.
- Phase II Training of IAS Probationers.
- Leave Travel Concession for the IAS Officers.
- DFFT, One Week In-service Training and other trainings of IAS officers
- Section Miscellaneous.
- NOC for issuing Passport, etc.
- File related to Subject Committee.
- Budget papers related to the head of account, 2070-00-003-99-00-V-NP.
- Nomination of IAS, IPS and IFS Officers for the General Election and bye elections of States
- Nominations of Electoral roll observers
- Updation of Online civil list of IAS Officers

- Office Stationary procurement of AIS Departments
- Publication of Civil list of IAS officers
- Property Intimation

A3

- DCRB Review
- Permission of IAS officers for joining Evening Course/ Correspondence course
- Central Deputation and Empanelment of IAS Officers
- UN Deputation of IAS officers
- Foreign Assignment of IAS officers
- Inter-cadre deputation / transfer of IAS officers
- Children Education Allowance of IAS Officers
- Induction Training of IAS Officers
- Medical Reimbursement Claim,
- Annual Medical check up of IAS officers
- Permission to publish article, book/ associate with Voluntary Organisations
- All papers related to High Court Judges (Except Appointment, Transfer &Postings).
- Medical Reimbursement Claims of Retired Supreme & High Court Judges.
- Papers related to HBA/MCA/PCA of IAS Officers.
- All other matters related to IAS establishments which are not alloted to A1 and A2 seats.

Genenral Administration (AIS-B) DEPARTMENT
Phone No. 7386
e mail - gad.aisb@kerala.gov.in

Establishment matters of IFS officers

B1

- Establishment matters including Promotion, Transfer & Posting of IFS Officers.
- Appointment by Promotion to IFS from State Forest Service.
- Periodical promotion of IFS Officers to various grades.
- Selection of Head of Forest Force.
- Allocation of IFS Officers on the basis of IFSE.
- Confirmation of IFS officers (Regular Recruits/ Promoted officers).
- DCRB Review of IFS officers.
- Cadre Review of IFS officers.
- Continuance sanction of Ex-cadre posts in IFS.
- Fixation of year of allotment of IFS officers.
- Regularisation of Waiting for posting, Joining time, Charge arrangement,
- Disbursal of charge allowance.

- Fixation of pay of Promotee IFS Officers.

B2

- Inter-cadre Deputation of IFS officers
- Inter Cadre Transfer of IFS officers
- Disciplinary Actions + Complaints against IFS Officers.
- Central deputation/ Foreign assignment of IFS Officers.
- Empanelment of IFS Officers.
- UN Deputation of IFS Officers
- Papers relating to prior permission for movable/ immovable assets.
- Permissions under AIS (Conduct) Rules, 1968.
- Foreign visit of IFS officers (private & official).
- LA Questions/ Lok Sabha , Rajya Sabha Questions in connection with IFS cadre/officers.
- On the job training of IFS officers.
- PF temporary withdrawal, NRA, PF Closure in respect of IFS Officers.
- Issuing NOC for Passport.
- Compensatory Transfer Grant/ TA etc.
- Incentive for acquiring Higher Qualification.
- Papers related to HBA/MCA/PCA of IFS Officers.
- Papers related to NPS of IFS Officers.

B1 Seat- Supernumerary Assistant

- All types of leave (Study Leave/ Maternity Leave/paternity Leave/ Earned Leave/Half Pay Leave/ Commuted leave etc.)
- Medical Reimbursement of IFS officers.
- Pension Related papers/ Terminal leave Surrender etc.
- Updation of Civil List of IFS Officers (State/Central).
- Training of IFS officers (outside the country).
- Training of IFS officers (Mid-career training/ Special Foundation Course or Compulsory training etc.)
- Section Miscellaneous matters of IFS Officers and other subjects in respect of IFS Officers which are not allotted to B1 and B2 Seats.

Genenral Administration (AIS-C) DEPARTMENT
Phone No. 8740
gad.aisc@kerala.gov.in

Establishment matters of IPS officers & Common Miscellaneous subjects
C1

- Disciplinary action of IPS officers + complaints against IPS Officers.

- UN Deputation of IPS officers.
- Training of IPS officers.
- Mandatory Training of IPS officers (Mid-career training/Special Foundation Course or Compulsory training etc.).
- LA Questions/Lok Sabha Questions / Rajya Sabha Questions related to IPS cadre.
- Foundation Courses of IPS Probations, Phase II Training of IPS probations.
- Confirmation of IPS officers (Regular Recruits/ Promoted officers).
- DCRB Review of IPS Officers.
- Compensatory Transfer Grant/ TA etc of IPS officers.
- Pensionary benefits.
- PF temporary withdrawal, NRA, PF Closure in respect of IPS Officers.
- Incentive for acquiring Higher Qualification.
- Papers related to HBA/MCA/PCA of IPS Officers.
- Papers related to NPS of IPS Officers.
- Foreign visit of IPS Officers (private & official).

C2

- Section miscellaneous and miscellaneous papers of AIS (C) Department.
- Central Deputation/ Foreign assignment/ Empanelment of IPS officers.
- All India Service Rules Amendments.
- General papers of AIS officers
- Budget papers related to the Budget Head "7610-00-800-93"
- Common applications of AIS under Right to Information Act
- Appointment of Central Civil Service officers under State Government on deputation.
- General Court cases of AIS.

C3

- Establishment matters of IPS officers includes Transfer & Posting.
- Regularisation of waiting for posting,
- Joining time,
- Charge arrangement of IPS officers.
- Continuance sanction of ex-cadre posts.
- Appointment By Promotion to IPS from State Police Service.
- Fixation of year of allotment.
- Allocation of IPS Officers on the basis of ICSE.
- Periodical promotion of IPS officers to various grades.
- Fixation of pay of promotee IPS officers.
- Empanelment and Appointment of DGP rank officers as State Police Chief.
- Cadre Review.

C3 Seat- Supernumerary Assistant

- Inter- cadre deputation/Transfer
- All types of Leave (Study Leave/Maternity Leave/Paternity Leave/Earned Leave/Half pay Leave/ commuted Leave etc.)
- LTC Of IPS Officers
- Papers relating to prior permission for movable/ immovable assets.
- Permissions under AIS (Conduct) Rules, 1968.
- Updation of Civil List of IPS Officers (State/Central).
- Medical Reimbursement of IPS officers.

General Administration (House Keeping Cell – A) Department

Ph. No. 2518001
e mail:- secretariat.gadhk@gmail.com

A1

- Accommodation to Ministers, Officers and Secretariat Departments. Providing telephones to Ministers and their staff and Secretariat Officers. Installation and maintenance work of electronics PABX Exchange, Purchase of mobile phone handsets for Ministers, PS to Ministers and Secretaries. Providing mobile phone connections and internet facilities to Ministers and Secretaries. Printing of internal Telephone Directory & TablingSheet-Temporary vehicle passes. Works related to Hologram Integrated vehicle passes.

A2

Secretariat Sanitation/Hygiene. Purchase of Sanitation/Garden materials. Establishment papers relating to—

- Secretariat Garden
- Secretariat Sanitation wing
- PABX-IBMC
- Secretariat lift operators

A3

- Payment of telephone charges and mobile phone charges of Ministers (Office & Residential) and their Personal Staff. Payment of cable charges & Internet charge, Reimbursement of Internet charges of Ministers. Sanction of Diesel Advance for running of 400 KVA D.G. Set and 320 KVA D.G. Set. NLC to personal staff of Ministers.

A4

- Installation-Maintenance & Repair of Electrical Equipments-(Garden/sanitation/lift/IBMC etc.)
- Installation and Maintenance of Air Conditioner in Secretariat, Installation and Maintenance of Lifts, Installation and Maintenance of UPS, Batteries AMC of UPS with Keltron, Other related Electrical works in Secretariat.

A5.

- Maintenance and upkeep of telephone register and allied registers. Payment of mobile and telephone bills, cable & internet charges of Secretaries/Addl. Secretaries/Joint Secretaries (Official/Residential). Payment towards PRI lines. Reimbursement of telephone charges to the Officers - Preparation of Contingent Bills for telephones. NLC to Officers in Secretariat. Papers related to Secretariat Canteen, Miscellaneous papers connected with General Administration (House Keeping Cell-A) Department.

Store Supervisor

- Locating space for accommodation- rearrangement and replacement/shifting of Sections and Officers, supervision over replacement of electric bulbs and tubes. Allotment of Car Bays, Vehicle pass to staff-supervision over the preparation of Telephone Directory, Tabling sheet.

General Administration (House Keeping Cell-B) Department

Ph.No.8761

e mail : gad.housekeeping@gmail.com

B1

- Maintenance of complaint register and attending phone calls. Site inspection, Shifting of departments/Office of Ministers, Repairing and purchase of television, water purifier and its AMC and its bill payment, Works related to water meter and pumps. Petty civil works related to all the departments in General Administration Department and its bill payments. Paper related to Pensioners ID card and ID card distribution,proper disposal of ID tag and Assisting Store supervisor -B, Miscellaneous, Evaluation of civil works and papers related to name board writing.

B2

- Purchase of modern office equipment, Photocopiers, MFP with fax Copy printer,franking machines etc. through GeM platform.
- Handling part allotment under the Head of Account.
- "2052-00-090-99-05-OE-4-Other Items", Maintenance of contingent bill register,follow up of Bill on Treasury / digital signature.etc., BiMS/BAMS contingent Bill payment, fund allotment and surrender.
- Purchase and supply of new toners for photocopier and computer printers. Ink andmaster roll for copy printers and AMC/maintenance of the same.
- Purchase of stationary items, flask, towel, raincoat, umbrella, clock, Rugs, Bed sheet and pillow cover, cup and saucer, jug, battery etc and other stationary items.
- E -waste Management, Income tax filing (Q1,Q2,Q3,Q4) 26Q verification on treasury,Reimbursement of unforeseen expenditure related to this department.

B3

- Purchase and supply of furniture and all other items required for the office of the Ministers, Administrative Secretariat officers/Departments. All major civil works in the Secretariat buildings including maintenance of Secretariat building, Disposal of irreparable furniture, maintenance and repair of furniture. Auction of furniture, Works related to refilling and re manufacturing of toners, works related to fire fighting systems including purchase of fire fighting equipment, refilling of fire extinguisher,Installation of new fire fighting equipment, Purchase through e-tender, laying of coir.

B4

- Maintenance of Stock Register, Printing of issue slip etc. on time bound manner. Issue Register, Recording of Stock Entry Certificate of all purchase bills/invoices,receipt of requests for stores and maintenance of Register of irreparable articles.

General Administration (Parliament) Department

Ph. No. 8760

e Mail : gadparliament@gmail.com

PS1

- Collection, distribution, follow up and submission of all Assembly questions to be answered by Hon'ble Chief Minister.
- Papers related to Legislative Assembly Assurance.
- Follow up action of Inspection reports,Audit Para, Draft Para, PAC Recommendations
- Staff Conference
- Monitoring and processing action in application under Right to Information Act related to GAD
- Processing of Appeal under Right to Information Act related to GAD.
- Consolidation of Monthly Business Statement
- Questions and other Communication from the Lok Sabha.
- Audit Monitoring Committee Meeting

PS2

- Give guidelines for the timely preparation and submission of Annual Administration Reports of Departments/ Public Sector Undertakings/Autonomous Bodies/Institutions under State Government.
- Scrutiny of Annual Administration Report.
- Monitoring /Action in file relating to Legislative Assembly Interpellation.
- Papers related to Legislative Assembly Committee
- Action in files relating to petition submitted by Public /Legislative Assembly Committee to Government

- Right to Information

General Administration (Protocol) Department

Phone : 2518456
Email : stateprotocolkerala@gmail.com

Pro.1

- All arrangements in connection with the visit of VIPs to State
- Allotment of vehicles to VIPs and other dignitaries, including settling of expenses, if any
- Visit of foreign dignitaries and diplomats and fixing of appointments with various dignitaries

Pro.2A

- Settlement of bills in connection with the visit of VVIPs/VIPs
- Allotment of rooms and Conference Hall in Kerala House, Mumbai
- Settlement of bills for various expenditure incurred by Ministers, Hospitality expenses and other miscellaneous expenses
- Reimbursement of Bills in connection with the expenses towards the aircrew of VVIP aircrafts from Air Head Quarters

Pro.2B

- Allotment of Durbar Hall, South Conference Hall and other halls in Government Secretariat
- Allotment of Conference Halls in all the Government Guest Houses in Kerala and rooms in Rain Drops, Chennai
- All matters of Kerala Raj Bhavan including fund release
- Allotment of funds and settlement of bills in connection with the 'At Home' functions being organized by Kerala Raj Bhavan

Pro.3

- Erection of statues and monuments of Political personalities
- Allotment of rooms in Government Guest Houses in Kerala (excluding Thiruvananthapuram) and Kerala House, Kanyakumari
- Papers relating to Family & Political Pension and other allowances to the erstwhile royal families and local kingdoms
- Papers relating to Malikhana pension to the Royal families of Malabar region
- Papers relating to Palace Administration Board
- Miscellaneous papers in the Section

Pro.4

- All matters connected with the Kerala House, New Delhi, Establishment matters of office of the Resident Commissioner and Controller, New Delhi
- Transfer and deputation posting to various State Government offices in New Delhi
- All matters connected with the Travancore Palace and State Government properties situated in New Delhi
- Pension papers relating to Families of Ministers who died in harness
- Papers relating to Consulates of foreign Nations working in the State
- Allotment of rooms in Government Guest House, Thiruvananthapuram

Pro.5

- Swearing in ceremony of Hon'ble Governor, Council of Ministers, Chief Justice, Lok Ayukta etc.
- Allocation of portfolio among the members of Council of Ministers
- Papers relating to foreign visit of members of Council of Ministers
- Allotment of Residential Bungalows and official vehicle numbers
- Matters relating to Civil Service Officers' Institute (CSOI)
- Conduct of National Day celebrations and Martyr's Day
- State Honors/police Honors/State Funeral during the death of dignitaries
- Arrangement of State Banquets hosted by Chief Minister and other Ministers
- Allotment of rooms in Kerala House, New Delhi
- Visit of VVIPs to State
- Protocol arrangements and order of precedence to be followed in State functions
- Complaints and litigations connected with dishonor to National Flag and National Anthem

Pro.5A

- Papers related to External Co-operation
- All matters in connection with the conduct of Census related activities in the State
- Papers related to NRC operations

General Administration (Secretariat Records) Department

Phone No. 8230

e mail : gadnorthrecords@gmail.com

- Receipt and issue of the Records and weeding out of Records.
- Preservation of valuable documents such as Service Books, Bonds, Agreements etc. received from the various Departments of the Administrative Secretariat.
- Issue of attested copies of Government Orders, Circulars, Notifications etc. to the Public establishment and other Miscellaneous papers, etc. of the Section.

General Administration (Secret Section) Department

Phone No. 8399
e mail : gadsecretsection@gmail.com

SS1

- Matters related with recommendation for Jeevan Raksha Padak series of Awards, Asoka Chakra from eligible Keralites submitted before Government of India.
- Expenditure matters related with 'Kerala Puraskarangal'.
- Papers connected with threatened/declared strikes by Government employees and teachers etc.
- Matters related to General Administration (Office Section) Department.
- Matters related to the conduct of decennial census in the state.

SS2

- Matters related to convening of Departmental Promotion Committee (DPC) for the post from Section Officer and Under Secretary in GAD.
- Matters related to convening of DPC for the post of Under Secretary in Finance Department.
- Matters related to the Southern Zonal Council.
- Matters related to co-ordination meeting of the Ezhimala Naval Academy with the State Government.
- Matters related to implementation of access control system in Secretariat.
- Matters related to visitors facilitation centre (VFC).
- Matters related to the conduct of examinations of UPSC and SSC in the State.

SS3

- Matters related to Rules of Business of the Government of Kerala
- Maintenance and keeping of Property Return Statements records and related papers of employees up to the level of Deputy Secretary in General Administration Department and from Section Officer to Deputy Secretary in the Finance and Law Department.
- Matters related to Punchi Commission.
- Matters related to Inter State Council.
- Matters related to DPC to the post of Under Secretary in Law Department.
- Matters related to the administrative reforms of the Administrative Secretariat. (Except the reforms of codes/Rules)
- Miscellaneous subject of Section.

General Administration (Services -A) Department

Ph.No. 0471 2518450
gad servicesa@kerala.gov.in

SA1

- Papers relating to declaration of Probation of Assistants in Administrative Secretariat.
- Promotion, Confirmation and Seniority Fixation of Assistants in Administrative Secretariat.
- Cadre Strength refixation of Assistants in Administrative Secretariat.
- By Transfer Appointment of Computer Assistants/ Low paid employees/Confidential Assistants as Assistants.
- Preparation of Gradation List of Assistants in Administrative Secretariat.

SA2

- Appointment of Assistants advised by the Kerala Public Service Commission.
- Service Regularisation of Assistants in the Administrative Secretariat .
- Inter-departmental Mutual transfer of Assistant in the Administrative Secretariat.
- Appointment of Assistants under the Compassionate Employment Scheme.

SA3

- Deputation and Relieving of Assistants in the Administrative Secretariat. Transfer and posting of Assistants in the Administrative Secretariat.
- Disciplinary action against Assistants in the Administrative Secretariat.

SA4

- Papers related to issuance of various certificates.
- Section Miscellaneous papers.
- Papers related to sanctioning of leave.
- IMG training.
- Relieving of Assistants for P&ARD induction training.

General Administration (Services - C) Department.

Ph.No. 8462
e mail - gadservicesc@gmail.com

C1

- All Establishment matters of Part Time/Full Time Contingent employees in GAD.
- Papers refating to Declaration of Probation of Part Time/Full Time Contingent employees.
- Paper related to Compassionate Employment Scheme of the legal heirs of Part Time/Full Time Contingent employees in GAD.
- Papers related to the deputation of Health inspector, Junior Health inspector and Garden Supervisor in GAD.

C2

- Establishment matters of Office Attendants in GAD, Transfer and Posting, Regularization, Disciplinary action, Deputation etc.
- Vacancy reporting to Kerala Public Service Commission.
- Papers relating to Inter Departmental Transfer / Inter Departmental mutual Transfer of Office Attendants.
- Paper related to Compassionate Employment Scheme of the legal heirs of Office Attendants in GAD.

C3

- Confirmation and Ratio Promotion of Office Attendants in GAD.
- Sanctioning of Time Bound Higher Grade of Office Attendants.
- Maintain the Seniority List of Office Attendants in GAD.
- Leave matters of Office Attendants.
- Declaration of Probation of Office Attendants.
- Miscellaneous papers of the section.

General Administration (Services - D) DEPARTMENT

Phone No. 2518544

E mail ID : soserviced@gmail.com

SD1

- All papers relating to Scheme of appointment of Outstanding Sports Persons in Government Service.
- All papers related to appointment of sports persons on special case basis.
- All papers relating to awarding grace marks to meritorious sports persons for appointment by the Kerala Public Service Commission.
- Papers relating to allotment of anual grants to Secretariat Sports & Cutural Association, Kerala, Kerala Govemment Secretariat women Welfare Society & Recreation club and Indian institute of Publc Adminstration.
- All Miscellaneous papers of the section.

SD2

- All papers related to the Compassionate Employment Scheme. inclucding complants, petiions, RTI appications, and court cases, that are received from applicants residing in the disricts of Thiuvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki, and Ernakulam.
- Allotment of all vacancies, other than those for Clerk (various) and Uniformed Forces, for appointments under the Compassionate Employment Scheme for government servants who die in harness.
- All general papers related to Compassionate Employment Scheme.

SD3

- All papers related to the Compassionate Employment Scheme, including complaints, petitions, RTI applications, and court cases, that are received from

applicants residing in the districts of Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, and Kasaragod.

- Allotment of vacancies in Clerk (various) and Uniformed Forces for appointments under the Compassionate Employment Scheme for government servants who die while in service.
- Papers related with Linguistic Minorities.
- Papers on National Commission for Linguistic Minorities.
- Papers related to Sadbhavana Diwas celebration & Pledge, Quami Ekta Week and National Integration.

General Administration (Services-E) Department

Phone No. 8543

E mail ID :servicesesection@gmail.com

SE1

- Establishment matters of Section Officers in the Administrative Secretariat (Promotion, Transfer, Sanctioning of Leave, Regularization of the period of walting for posting with the concurrence of Finance Depariment, Disciplinary Action, Departmental Promotion Comittee, Pension and connecled papers), Appointment of Assistant Traine from the category of Typists, Confidential Assistants, the declaration of their probation.

SE2

- All establishment matter of Confidential Assistants/Personal Assistants/Personal Secretary in the Administrative Secretariat (Appointment, Transfer, Sanctioning of Leave, Disciplinary Action, Regularization of the period of waiting for posting with the concurrence of FD, Pension and connected papers). Promotion and Preparation of Seniority list of Confidential Assistants/Personal Assistants/Personal Secretary in the Secretariat. Appointment of Confidential Assistant from among the category of Low Paid Employees/Computer Assistants and declaration of their probation. Earned Leave Surrender of Section Officers and Office Superintendent of Administrative Secretariat. All establishment matters of Librarians in the Secretariat Central Library.

SE3

- Establishment matter of Computer Assistants In the Administrative Secretariat (Appointment, Promotion, Transfer, Sanctioning of Leave, Disciplinary Action,Pension and connected papers), Appointment of Office Superintendents and their establishment matters, declaration of probation of Section Officers. Appointment of Computer Assistant from among the category of Low Paid Employees and the declaration of their probation.

SE4

- Higher Grade Promotion of Section Officers, RIA 2005, Continuance sanction of temporary post and shifting of post In the Administrative Secretariat, Deputation of Section Officers, Training of Typist, CA/PA, Office Superintendent, Section Officer and miscellaneous papers in Services E section.

General Administration (Services H) Department

Ph.No. 0471 2518742
e mail - sectionofficersh@gmail.com

H1

Establishment Matters of Secretariat Employees belonging to the following categories

- Security Officer
- Assistant Security Officer
- Sergeant
- Head Guard
- Security Guard (Grade-II & Grade-I)
- Clerical Assistant (Grade -II & Grade-I)
- Attender (Higher Grade) & Attender
- Binding Supervisor
- Binder (Grade -II & Grade-I)
- Lift Supervisor
- Lift Operator
- OP Attender
- Duplicating Machine Supervisor
- Duplicating Machine Operator
- Store Attendant
- Traffic Warden
- Motor Cycle Orderly
- Conference Hall Watchman
- Nottam
- Messenger

H2

- Appointment and Establishment matters of personal Staff of Chief Minister, Ministers, Leader of Opposition and Govt. Chief Whip.
- Appointment of Personal Assistant and Drivers to Member of Parliament of Kerala

H3

- Appointment and Establishment matters of personal Staff of Chief Minister, Ministers, Leader of Opposition and Govt. Chief Whip.
- Appointment of Personal Assistant and Drivers to Member of Parliament of Kerala
- Miscellaneous

General Administration (Special-B) Department

Phone No. 0471 2518448

e mail - gad.splb@kerala.gov.in

B1

- Establishment of Administrative Officer (Non Secretariat) - Recruitment, Promotion, Transfers, Postings, declaration of probation and convening of DPC, Disciplinary action, Pension papers.
- Processing of pension papers of officers of the cadre of Under Secretary to Special Secretary, reckoning past service of Government Employees for pensionary benefits etc.

B2

- Establishment of officers of the cadre of Under Secretary to Special Secretary - Promotions, Transfers, Deputation, Disciplinary action, Declaring temporary posts permanent, continuance of temporary post of the cadre of Under Secretary to Special Secretary.

B3

- Establishment of officers of the cadre of Under Secretary to Special Secretary - Declaration of probation, sanctioning of leave, LTC, Preparation of proposals for convening of DPC etc. Issuing of NOC for applying for passport, permission to purchase land / property, permissions under Kerala Government Servants Conduct Rules etc, Issuance of Service Certificate, Employment Certificate, Officiating certificate etc.

B4

- Issuance of Non Liability Certificates to officers of the cadre of Under Secretary to Special Secretary to Government in the Administrative Secretariat, Regularisation of period of waiting for posting, Periodical Surrender of Earned Leave, Deputation of officers to various training programmes, Miscellaneous papers.

General Administration (Special-E) Department

Ph.No.8876

E mail – gad.sple8876@kerala.gov.in

Special E1

- Establishment matters of Chairman and Members of Kerala Public Service Commission (Apppointment, Resignation, Removal and Dismissal of Chairman/Members and Revision of pension).
- Post creation in KPSC.
- Special Rules relating to KPSC
- Amendment of Kerala Public Service Commission (Composition and Conditions of Service of Members and Staff) Regulations, 1957.

- Medical Reimbursement, IFMA etc of the Staff of KPSC and other service matters and establishment papers relating to the staff of KPSC.
- Annual Report of Kerala Public Service Commission.
- Establishment Matters relating to the officers of above the rank of Deputy Directors (except Director) in Information and Public Relations Department. (Promotion, Transfer, Posting and Declaration of probation and Pension papers relating to them).
- Departmental Promotion Committee (Higher)- Information and Public Relations Department
- Special Rules relating to Information and Public Relations Department.

Special - E2

- Establishment matters relating to the officers of and above the rank of Under Secretary in Finance Department (Promotion, Transfer, Posting and Declaration of probation).
- Establishment matters relating to the officers of and above the rank of Under Secretary in Law Department (Promotion, Transfer, Posting and Declaration of probation).
- Appointment of executive vice president and related papers in Science, Technology and Environment Department.
- Section Miscellaneous

Special -E3

- Special Rule for Kerala Administrative Service
- Apppointment of KAS officers under stream I, II, and III
- Promotion, Transfer and Posting of KAS officers
- Regularisation of KAS Officers in the cadre of Selection Grade Scale and Super time Scale
- All other establishment matters of officers belonging to Selection Grade Scale and Super time Scale except Discplinary proceedings

Special-E4

- Training of KAS Officers
- Declaration of probation of KAS Officers
- Regularisation of KAS Officers in the cadre of Junior Time Scale and Senior time Scale
- Resignation, Removal, Dismissal and all other Disciplinary proceedings of KAS officers in all categories
- All other establishment matters of officers belonging to Junior Time Scale and Senior time Scale
- Pension Papers relating to KAS Officers

General Administration (SCL) Department

Extn-8779
E mail – gadcentrallibrary@gmail.com

SCL 1

- Perform a variety of office and administrative support duties such as record keeping, sorting and filing, typing, word processing, and mailing out material and mail sorting. Clerical support also involves day-to-day office tasks, such as answering phones and entering data into spreadsheets. Issuing non-liability certificate, collection fines, Issuing membership cards

SCL 2

- Office management, stores and purchase management to ensure administrative and personnel services so that the library runs smoothly and accomplishes its goals on a daily basis. Support planning and execution of library extension services and library committee meetings etc. Assist patrons with basic queries and direct them to resources.

GENERAL ADMINISTRATION (STRICTLY CONFIDENTIAL) DEPARTMENT

0471 251 8223/7060
e mail : gasccso@gmail.com

SC- 1

- Cabinet Papers – Follow up action on time limit cases.
- Online filing of Annual Property Returns – of and above the rank of Joint Secretary.
- Departmental Promotion Committee meetings – for the posts of Deputy Secretary and above in the Administrative Secretariat, including Law and Finance Departments.
- Digitisation of Cabinet documents.
- Miscellaneous Subjects in the Section.

SC - 2

- Maintenance of ACRs/PARs in respect of IAS, IPS & IFS Officers through SPARROW Portal.
- Maintenance of Annual Immovable Property Returns in respect of IAS, IPS & IFS Officers.
- State PAR Manager for online filing of PARs in respect of IAS Officers.
- Preparation of panel of IAS, IPS and IFS officers for promotion to various grades.
- Convening of the meeting of the Review Committee in respect of IAS/IPS/IFS Officers under AIS (DCRB) Rules.
- Appointment of High Court Judges.
- Issuance of orders authorizing interception of Mail, Civil Cipher System- Safe Custody returns of Union War Book etc.

SC - 3

- Cabinet Papers – Collection, Compilation and Submission of Action Taken Report on Cabinet decisions.
- All papers related to PADMA awards.
- All papers related to Kerala Puraskarangal.
- Diarising and Follow up of Demi Official Letters received by the Chief Secretary.

19. General Education Department

General Education (A) Department
Ph.No. 251 7188
e Mail : soa.gedn@kerala.gov.in

All Establishment matters of pre-primary Teachers,LPST,UPST, Lab Assistant, HST (Subject &Language) HSST Junior, VHSE, HSST, HM and Principal of Aided schools in Thiruvananthapuram & Pathanamthitta Districts. Establishment matters of Aided Higher Secondary in Ernakulam, Malappuram and Kottayam Districts.

A1

- Establishment matters relating to Aided Pre-primary Teachers (Thiruvananthapuram and Pathanamthitta).
- Aided LPST (Including HM) (Thiruvananthapuram and Pathanamthitta).
- Aided UPST (Thiruvananthapuram) (Including HM)
- Aided Lab Assistant (Thiruvananthapuram and Pathanamthitta)
- Section Miscellaneous

A2

- Establishment matters relating to Aided TTI (TVM and PTA), Aided HST (Subject and Language) (Thiruvanathapuram and Pathanamthitta) Aided HSST Junior (Thiruvananthapuram and Pathanamthitta).

A3

- Establishment matters relating to Aided HSST (Thiruvanathapuram and Pathanamthitta), Establishment matters Aided VHSE (Thiruvanathapuram & Pathanamthitta), Aided HM and Principal (Thiruvanathapuram and Pathanamthitta), Aided UPST (Pathanamthitta)

A4

- Establishment matters relating to Aided Higher Secondary Ernakulam, Malappuram and Kottayam Districts.

General Education (B) Department
Ph. No. 251 8577
e Mail : sobedu15@gmail.com

- All Establishment matters of pre-primary teachers, LPST, UPST, Lab assistant, HST (subject and Language), HSST Junior, VHSE, HSST, HM and principal of Aided schools in Kollam and Palakkad District.

B1

- All papers relating to Primary Teachers ,LPST, UPST, HM(LP/UP),VHSE Teachers and Principal in Kollam and Palakkad Districts (including Medical reimbursement) & Section Miscellaneous.

B2

- All papers relating to TTI, Pre-primary Teachers, HST (Subject and Language) and HM, Lab Assistant in HSE in Kollam & Palakkad District (including Medical reimbursement).

B3

- All papers relating to Primary Teachers, LPST, UPST, HM (LP/UP), HSST (Jr), HSST and Palakkad District (including Medical reimbursement)

General Education (C) Department
Ph. No. 251 8561
e mail : soc.gedn@kerala.gov.in

- All establishment matters of Gazetted staffs (Academic and Non- Academic) of General Education Department except Disciplinary action.

C1

- Establishment matters of Higher Secondary School Teachers and Higher Secondary School Teachers (Junior) in Government sector all over the state.

C2

- Establishment matters of Higher Secondary School Principals and High School Headmasters in Government sector and Assistant Educational Officers, all over the state. The administration report of General Education Department.

C3

- Establishment matters of officers in the cadre of Senior Superintendent, PA to DEO. AA/ AO/APFO, Senior AA/ AO (PF)/ TBO/ Senior AA (NM), DEO, DDE, JDPI, ADPI, Sanskrit Urudu Arabic Special Officers, IED Coordinator and Special Educator in General Education Department. Establishment matters of officers in the cadre of Senior Superintendent, Accounts Officer, Assistant Director, RDD/DD and Joint Director in Higher Secondary Wing of General Education Department.
- Establishment matters of officers in the cadre of Senior Superintendent, Accounts Officer, Technical Officer. Research Assistant, Assistant Director and Deputy Director in Vocational Higher Secondary Wing of General Education Department.

C4

- Declaration of probation in respect of all the officers in the cadres mentioned above, Sanctioning of charge allowance in the above cadres, Miscellaneous papers in the section.

General Education (D) Department
Ph. No. 8689
e mail : generaleducationd@gmail.com

- All matters of SCERT, KITE, SIET, SIEMAT, DIET, Regional Institute of English, District Centre for English, Mahila Samakhya Society, Scouts and Guides, Navodaya Vidyalayas, Kendriya Vidyalayas, Science Education Environmental Learning. SSK, IEDSS, QIP, TTI, Sainik schools, workshop, all training programmes, KST & NTS Welfare Corporation, Student Police Cadet, all papers relating to school opening, Green Protocol, Green Kerala, Green School, My Tree Project, Waste management, Census related projects, Fit India movements etc. All matters relating to School Parliament, CGAC, School Clubs & all co-curricular activities (not mentioned elsewhere), NCERT, LSS/USS Scholarships,Teachers Award.

D1

- Area Intensive Programme, Student Police Cadet Project, Kerala Mahila Samakhya Society Kerala State Bharath Scouts and Guides, Navodaya Vidyalayas, Kendriya Vidyalayas, Sainik School, KST & NTS Welfare Corporation, MGLCS, Scholarships, All trainings in General Education Department, Regional Institute of English, Section Miscellaneous.

D2

- IEDSS, All matters relating to SSK, Science Education, Environmental Learning, Teacher's Award, All matters relating to School Parliament, CGAC, School Clubs & all co-curricular activities (not mentioned elsewhere), Census related projects, Nipun Bharath.

D3

- QIP, DIET, All matters relating to KITE, SIET, SIEMAT, TTI, DLEd, NCERT, LSS/USS (Except Establishment), Online Class, Green School, My Tree project waste Management, Swacha Bharath, Fit India movements etc.

General Education (E) Department
Ph. No. 2518715
e mail : soe.gedn@kerala.gov.in

- All establishment matters of Pre-primary, LPST, UPST, Lab Assistant, HST(Subject & Language), HSST Junior, VHSE, HSST, HM & Principal of Aided Schools in Ernakulam and Alappuzha Districts (Except Higher Secondary Ernakulam Districts)

E1

- All papers relating to Pre-Primary, LPST, UPST and H.M (LP&UP)

E2

- All papers relating to HST (Subject &Language)

E3

- All papers relating to Lab Assistant, HSST, VHSE, HM and Principal in Alappuzha District, VHSC in Ernakulam District, All papers relating to TTI & Section Miscellaneous

General Education (F) Department
Ph. No. 2518694
e mail : sof.gedn@kerala.gov.in

- All matters relating to upgradation, shifting of schools, English and Malayalam Parallel division, Manager disputes, Minority status, All matters relating to approval of new schools and parallel divisions, All matters relating to Shift System in Schools, Bifurcation and Amalgamation of Schools.

F1

- All matters relating to Management disputes, Management of Aided schools, Management transfer, Management transfer without prior permission, KER 8(1), 8(2) exemption etc. in the districts of Thiruvananthapuram to Thrissur.

F2

- All matters relating to Management disputes, Management of Aided schools, Management transfer, Management transfer without prior permission KER 8(1), 8(2) exemption etc. in the districts of Palakkad to Kasaragod.

F3

- All matters relating to upgradation of schools, Shifting of schools, Shift system, English and Malayalam medium parallel division, Height exemption, Amalgamation and Bifurcation of schools, Minority Status (religious minority) to all educational institutions (including professional & technical institutions), Sanctioning of Mixed schools by admitting Boy/Girl students etc. in the State and Section miscellaneous. All papers relating to approval of new schemes and parallel divisions.

General Education (G) Department
Ph. No. 251 7193
e mail : generaleducationg@gmail.com

- Minimum Age rules & Age relaxation (S.S.L.C), Condonation of deficiency of attendance (S.S.L.C), Special sanction to private stydy pupils, Grace mark, School students Accident Insurance Policy, School admission, Transfer Certificate, All matters relating to PTA and School management committee, Equivalancy certificate to students (from other State & Countries), All General meetings, Delay

Condonation of Date of Birth in SSLC, Encouragement of Sanskrit Education and all other related matters, Governor's Address, General papers relating to Kerala Balavakasa Commission, Consolidation work of General Education Department and all Miscellaneous papers of the Department.

G1

- All papers relating to age relaxation (except HSE & VHSE), Condonation of shortage of attendance (except HSE & VHSE). School admission, Transfer Certificate, Special sanction to private study pupils, Grace mark, All General and national level meetings.

G2

- Correction of Date of Birth in SSLC- Delay condonation (State of Kerala), Equivalency certificate to students (from other States & Countries) Proposals for Financial assistance to Sanskrit Institutions under the scheme of Development of Sanskrit education, and its encouragements and Section Miscellaneous.

G3

- Governor's Address, Accident Insurance of School Students, General papers relating to PTA & School management Committee, General papers relating to Kerala Balavakasa Commission, Consolidation work of General Education Department. Drug Abusement relating to school students.

General Education (H) Department

Ph. No. 8110

e mail : soh.gedn@kerala.gov.in

- All establishment matters of pre-primary Teachers, LPST, UPST, Lab Assistant, HST (Subject and Language), HSST Junior, HSST,VHSE, HM and Principal of Aided schools in Kottayam and Thrissur districts (except Higher Secondary-Kottayam District).

H1

- All papers relating to Pre-primary Teachers of Aided Schools in Kottayam and Thrissur Districts, LPST, UPST and HM (LP/UP) of Aided schools under the jurisdiction of DEOs of Pala and Kanjirappally in Kottayam District and DEOs of Thrissur and Irinjalakuda in Thrissur District and Section Miscellaneous.

H2

- All papers relating to Teachers in TTI, HST of Aided schools in Thrissur and Kottayam District, HSST Junior of Aided schools in Thrissur District, LPST, UPST and HM (LP/UP) of Aided schools under the jurisdiction of DEO Kaduthuruthy in Kottayam District.

H3

- All papers relating to Lab Assistant, HSST, VHSE, HM and Principal of Aided schools in Kottayam and Thrissur districts. (except Higher Secondary in Kottayam), LPST, UPST, and HM (LP/UP) of Aided schools under the jurisdiction

of DEO of Kottayam in Kottayam District and DEO of Chavakkad in Thrissur District.

General Education J ADVICE (JA) Department

Ph. No. 2517201
e mail : sojedn2016@gmail.com

- Policy Decission and Advice matters, Approval of Government Nominee Panel, Declaration of Hilly Area Schools.

JA1

- Policy decisions and advice related to LPST/UPST, HM (Primary), RTE, NEP

JA2

- Policy decisions and advice related to HSST, VHSE, Non Teaching Staff (LP/UP/High School)

JA3

- Policy decisions and Advice related to LP/UP/High School Language Teachers, HST Core Subject teachers, Specialist Teachers, Inter Department Transfer, Section Miscellaneous.

General Education J RULES(JR) Department

Ph.No. 251 7450
e mail : sojedn2016@gmail.com

- Rules Framing and Amendments, Policy matters, K-TET and other Rules and General orders. Batch creation and post creation in Higher Secondary Schools and Vocational Higher Secondary Schools.

JR1

- Rules framing and amendments related to Chapter, other chapters XIV A, Chapter XXIII and Chapter XXXI of KER, Qualification including K-TET, Persons with Disabilities, Service Organizations.

JR2

- Rule framing and amendments related to non teaching staff, Specialist teachers, General Rule Amendment in KER.

JR3

- Policy matters of HSE, Rule framing and Amendment related to Special Rules – HSST, VHSE, Batch/Post creation, Government nominee, Section Miscellaneous.

General Education Restructuring Cell (RC) Department

Ph. No. 251 7504
e mail : gednrc2022@gmail.com

- Special Rules & Khader Committee Reports, Courses and curriculam, NEP, RTE Act & Rules

RC1

- Special Rules (Integration).

RC2

- Khader Committe Report I & II, Curriculum, NEP (except advice)
- Corresponding petitions, RTI and court cases should be done in respective seats.

General Education (K) Department

Ph. No. 251 7006
e mail : sok.gedn@kerala.gov.in

- All establishment matters of Pre-primary Teachers, LPST, UPST, Lab Assistant, HST(Subject and Language) HSST Junior, HSST, VHSE, HM and Principal of Aided schools in Malappuram and Wayanad Districts [Except Higher secondary in Malappuram District]

K1

- All papers relating to Pre-Primary Teachers, LPST, UPST, and HM (LP/UP) of the aided schools under Kizhisseri, Manjeri, Edappal, Ponnani, Areacode, Melattur, Nilambur, Wandoor, Parappanangadi, Thanur and Vengara Assistant Educational Officers of Malappuram district and all Assistant Educational Officers in Wayanad district.

K2

- All papers relating to TTI and HST (Subject and language) of Aided schools in Malappuram and Wayanad districts and HSST Junior of Aided Schools in Wayanad districts and LPST, UPST, and HM (LP/UP) of the schools under Assistant Educational Officers of Kondotty and Malappuram.

K3

- All papers relating to Lab Assistant, VHSE, HM of Aided Schools in Malappuram and Wayanad districts and HSST of Aided Schools in Waynad District and LPST, UPST, and HM (LP/UP) of the schools under Assistant Educational Officers of Mankada, Perinthalmanna, Kuttippuram and Tirur in Malappuram District and Section Miscellaneous.

General Education (L) Department

Ph. No. 251 7199
e mail : sol.gedn@kerala.gov.in

- All establishment matters of pre-primary Teachers, LPST, UPST, Lab Assistant, HST(Subject &Language), HSST Junior,VHSE, HSST, HM and Principal of aided schools in Kozhikode & Idukki Districts.

L1

- All papers relating to Pre-primary Teachers, LPST, UPST and HM (LP/UP) in Kozhikode District.

L2

- All papers relating to TTI, HST (subject and language) and HSST Junior in Kozhikode and Idukki Districts.

L3

- All papers relating to Lab Assistant, VHSE, HSST, HM and Principal in Kozhikode and Idukki districts. Section Miscellaneous. All papers relating to LPSA/UPSA and HM (LP/UP) in Idukki District.

General Education (M) Department

Ph. No. 251 8782
e mail : generaleducationm@gmail.com

- Mid - day meal programme, School Uniform sheme, Infrastructure development and modernization of all schools, General Education Rejuvenation Campaign, Acquisition and allotment of land / building, supply furniture and equipments, MLA funds, Printing of Text Book, Grand-in – aid to Braille press, Purchase maintenance and auction of vehicles, The subject relating to construction under General Education Department (Both Govt. & Aided) except plan scheme. All matters relating to Printing of Text Books and other printing, MP Fund, IT Teachers, Endowments, Linguistic Minority, Malayalam Learning rules.

M1

- Mid Day-Meal Programme, Acquisition and Allotment of School and/Departmental Land/building. Allotment of School Ground for functions like Sports etc, sparing of vacant School buildings for other institutions, General Matters on Infrastructure Development and modernization of School, Purchase and Maintenance of all school Vehicles (other than Plan Fund, KIIFB) MLA/MP Fund, Disposal of Departmental Vehicles, Papers related to Kerala State Child Rights Commissions, Section Miscellaneous.

M2

- School Uniform Scheme, Paper Purchase, Printing and Distribution of Text Books, Vidhyakiranam - Betterment of Infrastructure under KIIFB Fund (1 Crore, 3 Crore, 5 Crore), Purchase of School Bus under LAC- ADS, Construction works under LAC-ADS, Writing off un servicable articles in offices and schools, Writing

off theft from Schools, IT Teachers, Linguistic Minority, Grand in aid from State Government for running the Braile Press run by Kerala Federation of Blind, Papers related to Legislative Assembly Committee, RTI Act, Papers related to Kerala State Child Right Commission.

General Education (N) Department
Ph. No. 251 8727
e mail : son.gedn@kerala.gov.in

- All matters relating to unaided/recognised schools under all syllabus, closure, surrender and acquisition of schools, non-formal education, KSLM , state Resource centre, PN Panicker Vidya Nivas Kendra, State Library Council, NSQF, Compassionate Employment scheme 7 district from Thiruvananthapuram to Ernakulam, School Closure, Starting of new Schools and re-startng of existing schools. All General matters (except establishment) pertaining to HSE, All matters relating to Sasthra mela, Kalolsavam, School Athletic meet, Yoga, National Celebrations.

N1

- Closure, Surrender and acquisition of Schools, Non- formal Education, KSLMA. State Resource Centre, Vigyan Vikas Kendra, All matters relating to Sasthra Mela, Kalotsavam, School Athletic Meet, Yoga, National Celebrations.

N2

- NSQF, except policy matters, Compassionate Employment Scheme 7 districts from Thiruvananthapuram to Emakulam (except state wide appointment) Starting of new Schools and re-starting of existing Schools.

N3

- Granting NOC and Recognition to Un-aided Schools following CBSE/ICSE Syllabus, Recognition to Un- aided School following State Syllabus, Section Miscellaneous.

General Education (P) Department
Ph. No. 251 8710
e mail : sopedu13@gmail.com

- All matter relating to plan, Budget, plan schemes, Finance Commission, Development scheme, Fund release, Centrally sponsered schemes, NABARD funds,Various Projects and missions, Scole kerala, Name changing of all Government and Aided schools. New project such as Star project, E-sameeksha, Sradha, E-PMG etc . All matters relating to IDMI, Maintenance of grant, Rent, SCERT & SRC, Subject relating to construction under General Education Department both Government/Aided in plan scheme. All matters relating to IFMA and MR claims in Government sector.

P1

- Finance Commission, CSS (NILP, SSK, STARS, PM Shri, PMJVY, IDMI) NABARD Funds, IFMA & Medical Re-imbursement Claims in Govt. Institutions under Education Department of Thiruvananthapuram, Kollam, Pathanamthitta & Kasaragod, e-samiksha.

P2

- Plan, Budget, Monitoring of Plan Schemes, Fund release (BIMS & BAMS), Non Plan Fund (Updation in BMS), All matters relating to Maintenance Grant, Rent, SCERT and SRC, e-PMG, Shradha.

P3

- IFMA & Medical Re-imbursement Claims of all Government Staff under Education Department in Alappuzha, Ernakulam, Thrissur, Wayanad, Kozhikode, Idukki,Palakkad, Kannur, Malappuram, Kottayam, SCOLE Kerala, Name changing of all Government & Aided Schools, Miscellaneous papers in the Section.

General Education (R) Department
Ph. No. 251 7024
e mail : sor.gedn@kerala.gov.in
generaleducationrdepartment@gmail.com

- All matters of special schools, Sports Schools, Fisheries Schools, Model Residential Schools, SIMC, PSC in Government, Appointment under CES 7 Districts from Thrissur to Kasaragod and Head quarters vacancy and statewide appointment in all districts.

R1

- Compassionate Employment Scheme in Government Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasaragod (7 Districts), Appointment related to Public Service Commission – Ernakulam, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur & Kasagode (7 Districts)

R2

- Establishment papers related to Special Schools in Kerala, Papers related to SIMC, Pangappara, Thiruvananthapuram. Medical Reimbursement of Special School Employees. National Teachers Welfare Foundation-Working Committee-Comstitution. Appointments related to Public Service Commission-Thiruvananthapuram, Kollam, Pathanamthitta, Kottayam, Alappuzha, Idukki & Thrissur (7 Districts)

R3

- All matters of Sports School, Fisheries Schools, Model Residential Schools, Specialist Teachers in Government and Aided, Medical Reimbursement of Specialist Teachers (aided)-All Districts, Section Miscellaneous.

General Education (S) Department
Ph. No. 251 8260
e mail : sos.gedn@kerala.gov.in

- Sanctioning of additional batches, all matters relating to non – teaching staff of aided schools, Technical staff of General Education Dept. Including Vocational Teachers in Government sector, All matters relating to non vocational teachers (Government) of VHSE, ASAP, NSS, NCC, Special English/Hindi

S1

- All matters relating Non Vocational Teachers (Government) of VHSE, All matters relating to non-teaching staff of aided schools in Palakkad, Kozhikode, Wayanad, Kannur, Kasaragod. ASAP, NSS, NCC, Special English/GK, Section Miscellaneous. Medical reimbursement of Non Vocational Teachers (Government) of VHSE and non-teaching staff of aided schools in Palakkad, Kozhikode, Wayanad, Kannur, Kasaragod. Technical staff of General Education Department in cluding Vocational Teachers in Government Sector.

S2

- All matters relating to non-teaching staff of aided schools inThiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki, Ernakulam, Thrissur, Malappuram. Medical Reimbursement of non teaching staff of aided schools in Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Ernakulam, Idukki, Thrissur, Malappuram.

General Education (T) Department
Ph. No. 8690
e mail : sot.gedn@kerala.gov.in

- All establishment matters of Pre-primary Teachers, LPST, UPST, Lab Assistant, HST (Subject and Language), HSST Junior, VHSE, HSST, HM and Principal of aided schools in Kannur and Kasaragod district

T1

- All papers relating to Pre-Primary Teachers, LPST, UPST, and HM (LP/UP) - aided school under the AEOs of Payyannur, Thalasseri South. Thalasseri North, Pappinisseri, Chokli, Panoor, Kuthuparamba. Mattannur and Iritty in Kannur District and all AEOs in Kasaragod district.

T2

- All papers relating to TTI, HST (Subject and language) and HSST Junior and all papers relating to Pre-Primary Teachers, LPST, UPST, and HM (LP/UP) aided sector under the AEOs of Thaliparamba North and Thaliparamba South in Kannur District.

T3

- All papers relating to Lab Assistant, HSST, VHSE, HM & Principal, Section Miscellaneous. All papers relating to Pre Primary Teachers, LPST, UPST, and aided HM (LP/UP) under the AEOs of Kannur North, Kannur south, Irikkur and Madayi Kannur District.

General Education (U) Department
Ph. No. 251 8585
e mail : gednudept@gmail.com

- All establishment matters of Non Gazetted staffs including Last Grade (Academic and Non Academic) of General education Department except Disciplinary action. All matters relating pre primary teachers including policy matters.

U1

- All matters relating to Ministerial staff up to Junior Superintendent in Government. Establishment matters relating to Pre-primary Teachers in Government Sector.

U2

- Establishment matters relating to LPST,UPST in Government schools and Section Miscellaneous.

U3

- Establishment matters relating to HSA (Subject and Language) and Establishment matters relating to Headmasters of LP &UP Schools in Government.

General Education (SC) Department
Ph. No. 2518859
e mail : generaleducationscdepartment@gmail.com

- All matters relating to conduct of examination, Condonation of shortage of attendance in HSE/VHSE, Secret Service Audit and other exam related matters and audit and account of examinations, Establishment matters of Language Teachers (Sanskrit, Tamil, Hindi, Arabic, Urdu) in Education Department, Condonation in remitting fee, scribe, Exam centre, Age relaxation in admission and Examination in HSE & VHSE.

SC1

- All matters relating to conduct of examination including constitution in remitting fee Exam centre etc. Condonation of shortage of attendance in HSE/ VHSE, Secret Service Audit and other exam related matters and audit and account of examinations. Age relaxation in Admission and Examination in HSE and VHSE.

SC2

- All establishment matters including LWA Approval of appointments, various Court cases, Staff Fixation and Medical Re- imbursment of LP & UP language teachers (Hindi, Sanskrit, Urdu, Arabic, Tamil and Kannada) in the District of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha. Kottayam, Idukki, Ernakulam and Thrissur.

SC3

- All establishment matters including LWA, Approval of appointments, various Court cases, Staff Fixation, and Medical Re- imbursment of LP & UP language teachers (Hindi, Sanskrit, Urdu, Arabic and Tamil) in the District of Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasaragod and Miscellaneous items.

General Education (PS) Department

Ph. No. 251 7160

e mail : sops.gedn@gmail.com

- All papers related to Legislative Assembly Questions, Monitoring and follow up of papers from various Legislative committees, Papers relating to Draft para, Audit Para, PAC, PUC etc. Routing of RTI Tapals, consolidation and furnishing of replies of Rajyasabha and Lok Sabha Questions, MP's Conference, CS Meeting, Collectors Conference, Consolidation of replies to LA Miscellaneous interpellation from other department in Secretariat & DGE (HSE&VHSE) and papers relating to RTI Act and Annual Reports. Website maintenance and automation in General Education Department, Malayalam Official Language, Malayalam as first language, Hindi Prachar Sabha/Promotion related papers, Monthly Business Statement, Staff meeting, CMO Portal (consolidation), School Library, Library council and purchase of Books for departmental Library.

PS1

- All papers related to Legislative Assembly Questions, Monitoring and follow up of papers from various legislative committees, Papers relating to Draft Paras, Audit Paras, PAC, PUC etc. Routing of RTI tapals, Consolidation and furnishing of replies of Rajyasabha and Loka sabha Questions. Monthly Business statement, Staff meeting.

PS2

- MP's Conference, CS Meeting, Collectors Conference, Consolidation of replies to LA, Miscellaneous Interpellation from other departments DGE (HSE/VHSE) and

papers relating to RTI Act, Website maintenance and automation in General Education Department, Malayalam official Language, Malayalam as first/ CMO portal language, Hindi Prachara Sabha / Promotion related papers, School Library, Library Council and Purchase of Books for Departmental Library.

General Education (DA) Department
Ph. No. 251 7508
e mail : gednda.dept@kerala.gov.in
generaleducationdadepartment@gmail.com

- Disciplinary action of all the staff [teaching and non-teaching staff of General Education Dept.(Govt.& Aided)] including regularization of suspension period.

DA1

- Disciplinary action and regularization of suspension period in respect of all gazetted posts under General Education Department and Vocational Higher Secondary Education Wing of General Education Department.

DA2

- Disciplinary action and regularization of suspension period in respect of all posts under Higher Secondary Education Wing of General Education Department (both Gazetted & Non Gazetted), All non gazetted posts under General Education Department & Vocational Higher Secondary Education Wing of General Education Department.(Government only)

DA3

- Disciplinary action and regularization of suspension period in respect of all aided institution staff under General Education Department and institutions coming under General Education Department, Miscellaneous papers in the section.

20. Health and Family Welfare Department

HEALTH AND FAMILY WELFARE (A) DEPARTMENT.
Ph.No.7144
e mail: healthandfamilywelfareadepart@gmail.com

A1

- All papers related to establishment matters, i.e., Pensionary claims, Grade/Ratio Promotion, Declaration of probation, Extension of joining time, DPC, Seniority List, Disciplinary action, Transfer and posting, All kinds of leave, Deputation, Deputation allowance tour & training, etc. of Medical Officers in the Administrative Cadre (DHS, ADHS, Deputy DHS, DMOs, Assistant DHS, JAMOs, etc.) of the Health Services Department.
- General Papers /Complaints against Medical Officers under DHS in the districts Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha and Kottayam.
- Papers related to Compassionate Employment Assistance to dependants of medical officers in the Districts Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, and Kottayam.
- Inspection Reports, Audit para, draft para. C&AG Reports, Standalone Audit report of Accountant General related to this seat.

A2

- All papers related to establishment matters, i.e., Pensionary claims, Grade/Ratio Promotion, Declaration of probation, Extension of joining time, DPC, Seniority List, Disciplinary action, Transfer and posting, All kinds of leave, deputation, Tour & training, etc.,of Medical Officers in the Speciality/Super Speciality Cadre (Junior Consultant, Consultant, Senior Consultant, Chief Consultant, etc.) of the Health Services Department.
- General Papers /Complaints against Medical Officers under DHS in the districts Idukki, Ernakulam, Thrissur and Palakkad.
- Papers related to Compassionate Employment Assistance to dependants of medical officers in the Districts Idukki, Ernakulam,Thrissur and Palakkad.
- Special recruitment of SC/ST in the cadre of Civil Surgeons and papers on review meetings of SC/ST.
- Inspection Reports. Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

A3

- All papers related to establishment matters, i.e., Pensionary claims, Grade/Ratio Promotion, Declaration of probation, Extension of joining time, DPC, Seniority List, Disciplinary action, Transfer and posting, All kinds of leave, Deputation, Tour & training, etc., of Medical Officers in the General Cadre (Assistant Surgeons, Assistant Dental Surgeons, Civil Surgeons, etc.) of the Health Services.

- General Papers /Complaints against Medical Officers under DHS in the districts Malappuram, Palakkad, Kozhikode, Wayanad, Kannur, Kasaragod.
- Papers related to Compassionate Employment Assistance to dependants of medical officers in the Districts Malappuram, Palakkad, Kozhikode, Wayanad, Kannur, Kasaragod.
- All Medical Officers Conference.
- Special Rules relating to the Medical Officers of all cadres in the Health Services Department.
- Inspection Reports, Audit para, Draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.
- Miscellaneous papers of the Section.

HEALTH & FAMILY WELFARE (B) DEPARTMENT

Ph. No. 8340
e mail : healthbsection@gmail.com

B1

- All papers related to establishment matters, i.e.. Pensionary claims. Grade/Ratio Promotion, Declaration of probation, Extension of joining time, Seniority List, Disciplinary action, Transfer and posting, All kinds of leave, Deputation, Tour & training, etc., including creation of posts and Compassionate Employment of teaching staff in the following departments/Units of the MedicalColleges.
  (**i**) Microbiology (**ii**) Pharmacology (**iii**) Pathology (**iv**) Orthopaedics.
- All papers related to establishment matters, i.e., Pensionary claims, Grade/Ratio Promotion, Declaration of probation, Extension of joining time, Seniority List, Disciplinary action, Transfer and posting, All kinds of leave, Deputation, Tour & training, etc., including creation of posts and Compassionate Employment of teaching staff of all Government Dental Colleges and Dental Wings of departments/Units of the Medical Colleges under DME.
- Transplantation of Human Organs Act and Rules and related matters.
- All papers related to Tissue/Organ Transplantation in all hospitals (Government/Public/Private)
- All-papers ol Kerala - State Organ and Tissue Transplant Organisation (K-SOTTO).
- All papers of Institute of Organ Transplantation
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

B2 SEAT

- All papers related to establishment matters, i.e., Pensionary claims, Grade/Ratio Promotion, Declaration of probation, Extension of joining time, Seniority List. Disciplinary action, Transfer and posting, All kinds of leave, Deputation, Tour &

training, etc., including creation of posts and Compassionate Employment of teaching staff in the following departments/Units of the Medical Colleges.

(**i**) Obstetrics & Gynaccology, (**ii**) Paediatrics and its Super Specialities
(**iii**) Physiology

- All papers related to establishment matters, i.c., Pensionary claims, Grade/Ratio Promotion, Declaration of probation, Extension of joining time, Seniority List, Disciplinary action, Transfer and posting, All kinds of leave, Deputation, Tour & training, etc., including creation of posts and Compassionate Employment of Non-Medical Teaching Staff and Technical Staff under Medical Educational Department.
- Special rules of non-teaching staff under Medical Education Department.
- Papers related to convening of DPC lower in respect of all posts under Medical Education Department.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

B3

- All papers related to establishment matters, i.e., Pensionary claims,Grade/Ratio Promotion, Declaration of probation, Extension of joining time, Seniority List, Disciplinary action, Transfer and posting, All kinds of leave, Deputation, Tour & training of teaching staff, including creation of posts and Compassionate Employment in the following departments/Units of the Medical Colleges.
  (**i**) Ophthalmology. (**ii**) General Surgery (**iii**) Paediatric Surgery. (**iv**) Plastic Surgery. (**v**) Genito Urinary Surgery, (**vi**) Cardio Vascular/Thoracic Surgery.
- All papers of Regional Institute of Ophthalmology except plan/project, Eye Bank, Eye Donation Programme, National Blindness Control Programme in all hospitals under DHS and DME.
- All miscellaneous papers of Medical Education.
- Kerala Healthcare Service Persons and Healthcare Service
- Institutions (Prevention of Violence and Damage to Property) Amendment Ordinance/Act.
- All papers related Complaint/Representation/Submission/Other papers received from any general public/healthcare service person/healtheare institutions under Government (under DHS/DME/any other healthcare institutions under Government) or Private, which is mentioned in 5 above.
- Miscellaneous papers in the section.
- All papers of SATHES
- All Papers of dialysis units in Medical Colleges.
- Inspection Reports, Audit para, draft para. C&AG Reports, Standalone Audit report of Accountant General related to this seat.

HEALTH & FAMILY WELFARE (C) DEPARTMENT

Ph. No. 8750
e mail : healthcdepartment@gmail.com,

C1

- All papers related to establishment matters, i.e., Pensionary claims, Grade/Ratio Promotion. Declaration of probation, Extension of joining time, DPC, Seniority List, Disciplinary action, Transferand posting, All kinds of leave, Deputation. Tour & training, etc..including Compassionate Employment of the posts of JPHN Grade I & II PHN (LHI), PHN Supervisor (LHS), PH Nursing Tutor/Instructor, District PHN, and MCH Officer under DHS (MCH Wing) and JPHN Grade I & II, LHI and LHS under DME (MCH Wing).
- Special Rules and amendment for the above posts.
- All papers related to establishment matters, i.e., Pensionary claims, Grade/Ratio Promotion, Declaration of probation, Extension of joining time, DPC, Seniority List, Disciplinary action, Transfer and posting. All kinds of leave, Deputation, Tour & training, etc. including Compassionate Employment of Midwives and Auxiliary Nurse Midwives (ANMs).
- All papers connected with the establishment matters of the teaching faculties in Govermment Nursing School/Junior Public Health Nursing School (Under DHS) and Government College of Nursing (Under DME).
- Special Rules of Nursing faculties under Medical Education Department.
- Kerala Government Nurses and Midwives Welfare Fund, ANMs Welfare Fund.
- Auxiliary Nurse Midwife (ANM) Training Schools – Multi- purpose Health Workers Scheme - Prophylaxis Schemes and Grants under the head 2211.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

C2

- All papers related to establishment matters, i.e., Pensionary claims, Grade/Ratio Promotion. Declaration of probation, Extension of joining time, DPC (Except that of DME). Seniority List, Disciplinary action, Transfer and posting, All kinds of leave, Deputation, Tour & training, etc.. including Compassionate Employment of the posts Health Supervisor. Health Inspector (Gr.I & II), Junior Health Inspector (Grade I & II) under Public Health of Medical Education Department and Technical Assistant (Grade I & II). District Health Education Officer, Senior Sanitarian, Senior Health Inspector, Health Supervisor, Health Inspector (Gr. I & II), Junior Health Inspector (Grade I & II). Filaria/Malaria Inspector (Grade II & I). Evaluation Assistant and Field Assistant/Insect collector of Public Health Wing of DHS.
- Special Rules and amendment for the above posts.
- Nurses Award.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

C3

- All papers related to establishment matters, i.e., Pensionary claims, Grade/Ratio Promotion, Declaration of probation, Extension of joining time, DPC (Except that of DME). Seniority List,Disciplinary action, Transfer and posting, All kinds of leave, Deputation, Tour & training, etc.. including Compassionate Employment of the posts Additional Director (Nursing). DeputyDirector (Nursing). Assistant Director (Nursing Service)/District Nursing Officer, Chief Nursing Officer (Nursing Officer), Nursing Superintendent (Nursing Superintendent Grade I). Deputy Nursing Superintendent (Nursing Superintendent Grade II), Senior Nursing Officer (Head Nurse), Nursing Officer Grade II & I (Staff Nurse Grade II & I, Honorary Nursing Sister (Fixed Pay).
- Special Rules and amendment for the above posts.
- All papers of Kerala Nurses and Midwives Council except plan/project.
- Papers of Nursing Council of India
- Miscellancous papers in the section.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

C4

- All papers related to admission to all colleges/schools of Nursing including admission to General Nursing Courses, B.Sc. Nursing Courses and M.Sc Nursing Courses, etc., both in Government Sector & Private Sector.
- Starting of New Units/New Nursing Colleges.
- Transfer of students and all complaints of Nursing Students and connected papers.
- Nursing Council of India Act & Rules.
- Nurses and Midwives Acts and Rules.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.
- All papers related to State Institute of Medical Education and Technology (SI-MET).

HEALTH & FAMILY WELFARE (E) DEPARTMENT

Ph. No. 8559

e mail : healthedept@gmail.com

E1

- All papers of Food Safety Commissionerate except plan/project
- All papers of analytical laboratories under the Commissionerate of Food Safety.
- Papers related to Food Safety & Standards Act and Rules
- Mental Health Act and Rules
- All papers of Mental Health Authority except plan

- All papers of Mental Hospitals, Mental Health Centres, IMHANS and ICCONS except plan/project.
- Inspection Reports, Audit para, draft para, C&AG Reports,Standalone Audit report of Accountant General related to this seat.

E2

- All papers related to Non Plan Budget (Except related to Family Welfare) under Health Services Department i.e., Original and Additional Authorisation- Re-appropriation. Supplementary demands for Grant - Papers on appropriation Accouns -Regularisation of excess over voted Grant.
- Request for providing land for construction of building under theHealth Services Department Transfer of land between departments and acceptance of private land donated by individuals/Lions Club and Charitable Institutions for construction of Hospitals/Dispensaries under Health Services Department.
- Lease of Government land in the premises of Offices/Government Hospitals/Dispensaries. right of collection of usufructs of frees in the Government land on contract basis by public auction and complaints against it.
- Taking private building on PWD rent rate for starting Dispensaries/Offices under Health Services Department beyond the delegation of DHS.
- Request for import of valuable Government/Private Hospital equipments on exemption from customs duty.
- Request for land, timber appliances, etc. by Private Medical Institutions
- Construction work (Non-Plan) of Hospitals and Dispensaries under Health Services Department.
- All establishment papers, including post creation, of State Health Transport Officer, Store Superintendent, Chargeman, Foreman Mechanic, Purchase Assistant, Mechanic, Tinker, Blacksmith,Eleciricion, Welder, Helper, Van Cleaner of Heaith Transport Organisation under DHS including Health Transport Offices and Security Wing of DHS including Sergeant, Assistant Sergeant and other Sccurity Staff. Purchase of vehicles under HSD. Their repairs and maintenance-creation of post of Drivers, cleaner and their establishment papers.
- Purchase, maintenance and Repairing of equipments and stores to HSD, dictary artllery. fumiture, etc. under Non-Plan.
- Condemnation of all unserviceable articles including vehicles in the HSD.
- Establishment papers of all staff at Offset Press under DHS
- Implementation of e-office in all Head of Departments and Head of Institutions under the Health and Family Welfare Department.
- LAC -ADS in Seven Districts districts (Thiruvananthapuram toErnakulam) (MLA fund)
- Inspection Reports. Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

E3

- Institute of Virology.
- National Disease Surveillance Programme.
- Special Disease Surveillance Programme in Kottayam and Alappuzha Districts being introduced with the help of Dr. Jacob John as part for the NDSP as well as Virology Institute.
- Miscellancous papers of the section.
- All papers of Public Health Laboratories except establishment matters, plan and projects.
- Papers related to Best Doctors Award and other awards except nurses award.
- Establishment papers of Technical Assistant (Leprosy), Assistant Leprosy Officer, Non-Medical Supervisor Grade 1 of Leprosy Wing under DHS.
- Leprosy hospitals and Board of Visitors to these hospitals and the staff under these hospitals which are created as non-transferable inpatient employees SET centres, claims of co-operative societies related to these institutions.
- Establishment papers on para medical staff like Leprosy Health Visitor, Non-medical supervisors, Urban Supervisors of Leprosy Control Programme.
- National Leprosy Eradication Programme. Voluntary Organisations-Schemes for rehabilitation of cured Leprosy patients.
- Papers related to Narcotic Drugs and Psychotropic Substances and Drugs harmful to health and de-addiction
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

HEALTH & FAMILY WELFARE (F) DEPARTMENT

Ph. No. 8068

e mail : healthfdept@gmail.com

F1

- All papers of Drugs Control Department except plan/Project
- Complaint against private medical stores.
- Drugs and Cosmetics Act and Rules
- Pharmacy Act and Rules
- Pharmacy Council of India and Pharmacy Council of Kerala.
- Poisons Act and Rules
- Inspection report, Draft para of Public Accounts Committee of the Drugs Control Department.
- Hospital Drugs, Drugs Formula and Drugs Manufacturing Units.
- Papers related to drugs manufactured by Kerala State Drugs and Pharmaceuticals (KSDP)

- Papers related to Anti-Microbial Resistance
- Papers related to Rabies and its vaccination
- Papers related to Sepsis Management
- Safe Kerala Scheme - Papers related to housckeeping of hospitals under DHS.
- Papers related to illegal manufacture of medicines/drugs/medical equipments/devices and is illegal trade.
- Inspection Reports. Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

F2

- All papers related to establishment matters, i.e., Pensionary claims,Grade/Ratio Promotion, Declaration of probation, Extension of joining time, Seniority List, Disciplinary action, transfer and posting, all kinds of leave, deputation, tour & training, including Compassionate Employment of Last Grade Employees (all Class IV employees including Hospital Attendants, Office Attendants, Field Worker under Public Health, Cobbler & Helper under LimbFitting Centre etc..), Part Time Contingent Employees under the Directorate of Health Services.
- Papers related to former Dias and field workers on Mosquito eradication (Including inclusion of Names of Family Welfare Promoters/Dais in the approval list of Family Welfare promotion/Dais).
- Prevention and Control of all Communicable/ epidemic diseases including vaccination.
- Prevention and control of all Vector-born and Zoonotic Discases
- Vector Control Research Centre, Cherthala who were handling the Filaria control measures in that area.
- Investigation report. sample survey reports and monitoring activities of communicable/ epidemic /pandemic/vector bom/zoontic discases at Secretariat level.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.
- All papers related to Epidemic Diseases Act 2021.

HEALTH & FAMILY WELFARE (G) DEPARTMENT

Ph. No. 8568

e mail : healthgso@gmail.com

G1

- Papers related to Public Health Act - Central Council of Health.
- Health Policy (State and National)
- Notification on fairs, festivals, conduct of exhibitions/shows of Health Services Department and Medical Education Department.

- Papers on sanitary arrangements and Medical facilities to all types of religious and non-religious festivals, ceremonies, conventions, fairs (Including festivals in Ochira, Sabarimala Occasion, Twelve light festival, Maramon convention)
- Papers on burial and cremation grounds.
- Taking over of Private Hospitals/Co-operative Hospitals
- Papers related to Health Education Programmes, School Health Education and School Health Cards (World Health Day (April 7).
- Rules relating to allotment of staff quarters in Health Services Department - Complaint against irregularities of staff quarters in the Health Services Department.
- All papers of KHRWS such as Rules of allotment of KHRWS paywards. KHRWS quarters, KHRWS development activities and its budget. Rules relating to allotment of pay wards in Government Medical Colleges. General Hospitals and District Hospitals, all complaints against employees of KHRWS, etc.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

G2

- Empanclment of Government/Public/Private Healtheare Institutions for various purposes (Including empanclment of Government hospitals to ESI beneficiaries).
- Papers relating to Medical aid to Freedom Fighters.
- Medical check-up camp, eye camp, blood donation motivation camp by voluntary organisation and Private/Public/Government Healthcare Institutions.
- Miscellaneous papers of the Section.
- All papers related to Environmental issues, Waste Management and Bio Medical Waste Management in Government/Public/Private Healthcare Institutions in Kerala including Medical Colleges and papers of IMAGE KEIL and similar organisations dealing with Waste Management, Pollution Control Board and NGT cases.
- All papers related to natural and manmade disasters and its management
- Papers relating to pensioners medical benefit/medical assistance in Hospitals.
- Hospital stoppages and enhancement of fees on equipments on the basis of resource commission report.
- All Papers relating to senior citizens and differently-abled persons including issuance of Disability Certificate.
- Geriatric Care
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

G3

- All papers on Kerala Government Servants Medical Attendance Rules 1960 relating to reimbursement of Government Servants Medical claims - Special

sanction for treatment in Private Hospitals and outside the State, Interest Free Medical Advances (IFMA) and MEDISEP.

- Sanctioning of Interest Free Medical Advances (IFMA) to Government Servants/Department.
- Sanctioning of Interest Free Medical Advances (IFMA) to Government Servants/Department.

HEALTH & FAMILY WELFARE (H) DEPARTMENT

Ph. No. 8816
e mail : healthfw.h@gmail.com

H1

- All papers related to establishment matters ie. Pensionary claims, Grade/Ratio Promotion. Declaration of probation, Extension of joining time, DPC, Seniority List, Disciplinary action, Transfer and posting. All Kinds of leave, Depuation, Tour & training including Compassionate Employment of Ministerial Staff -Class III and above- both Gazetted and Non-Gazetted officers - in Health Services Department. (Clerks, Head Clerk, Senior Clerk, Junior Superintendent, Senior Superintendeni, Lay Secretary, Administrative Assistants, Accounts Officer. Senior Administrative Assistant etc. and other class III ministerial post).
- Working Arrangement of various categories dealt in the seat.
- Implementing the recommendations of Financial Inspection, Administrative Vigilance Reports, Vigilance recommendations etc.. relating to various ministerial category dealt in the seat.
- Implementing the recommendations of PAC/PUC, Legislature Committees etc., relating to various ministerial category dealt in the seat.
- Budget Papers- Administration report of Health Services department.
- Inspection Reports. Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

H2

- All papers related to establishment matters, ie. Pensionary claims, Grade/Ratio Promotion, Declaration of probation, Extension of joining time, DPC, Seniority List, Disciplinary action, Transfer and posting, All kinds of leave, Deputation, Tour & Training including Compassionate Employment of the following paramedical categories working under the Health ServicesDepartment.:

a. Dental Wing- Dental Equipment Maintenance Technician, Dental Hygienist Gr II and their higher posts and Dental Mechanic Grade II and their higher posts.

b. TB Wing- lreatment Orgamizer Gr II & I Senior treatment Organizer and Bacteriologist.

c. Ophthalmology- orthoptists, Refractionists, Ophthalmic Assistants. Optometrist Grade I & II, Senior Optometrist and their higher posts, and District Ophthalmic Coordinator.

d. Communicable Diseases — Assistant Entomologist, District Vector Borne Disease Control Officer & Higher Grade, District Malaria Officer, Entomologist Biologist, Senior Biologist, Assistant Director (Entomology/Filaria). Rehabilitation Coordinator, Entomological Assistant and Health Educator,

e. Pharmacy and Medical Supplies Wing- Pharmacist Gr II&I, Pharmacist Store Keeper, Stores Verification Officer, Stores Verification Officer (District). Stores Officer (FW). Store Superintendent, Stores Officer, Assistant Director (Pharmacy Services).

f. Common Categories in Laboratories: Chemist, Store Superintendent, Senior Chemist and Bacteriologist

g. Laboratory Services-General: Junior Laboratory —Assistant,Laboratory Technician Gr II, I and Senior Grade, Chief Lab Technician, District Lab technicians and Junior Scientific Officer.

h. Radiology – Radiographer Gr II & I and chief radiographer, X ray Technicians.

i. Other Supporting Service: Occupational Therapist, Physiotherapist (General) & Higher Grade, Psychiatric Social Worker and Higher Grade, Radiation Physicist, Clinical Psychologist and Higher Grade.

j. Nutrition Wing- Dietician Gr II&I, Senior Grade Dietician, Chief Scientific Officer (Nutrition) and State Nutrition Officer.

k. Other Technical Services: Theatre Mechanic, Anaesthetic Technician, Blood Bank Technician, C.SR Technician, ENT Technician, Sterilization Technician, Theatre Mechanic, E.C.G Technician, and Mortuary Technician.

l. Public Health: Medical Record Librarian Grade II & I and Medical Record Officer.

m. Limb Fitting Centre: Rehabilitation Technician (Orthotics/Leather Works/Prosthetics) Grade II and II and Foreman.

n. Any other para-medical and non para medical staff belonging to Class II in the Health Services Department not specifically allotted to other sections and their Higher Posts.

o. Public Health Laboratories: Junior Proto Zoologist/Scientific Officer, Research Officer (Biochemistry) and Higher Grade, Scienific Officer (Biochemistry/Microbiology/Sterile solution) and Higher Grade.

p. Publication Wing- Dark Room Assistant, Publication Assistant, Sub Editor, Editor and Senior Editor.

q. Family Welfare — Deputy District Education and Media Officer, Health Education Extension Officer/Social Science Instructor/District Education and Media Officer/Production & Distribution Assistant/Social Scientist, Technical Officer (Health Education)/ Deputy State Mass Education & Media Officer/School Health Education Officer/Chief Health Education Officer, Training Coordinator/Health Education Instructor/ Communication Officer, and State Mass Education & Media Officer.

r. Other Miscellaneous Categories- Class II employees as per G.O (P) No. 27/2021/Fin dated 10/02/2021 described in pages 167-168 except that of Offset Press under DHS.

- Framing of special rules for the above posts.
- All Medical Reimbursement/IFMA dealt within H Section
- Miscellaneous papers of the Section.

- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

HEALTH & FAMILY WELFARE (K) DEPARTMENT

Ph. No. 8631
e mail : healthkdepartment@gmail.com

K1

- All papers related to Tutor-trainee system in Medical Colleges, Dental Colleges and other Colleges in the Medical Education Department.
- Non plan budget papers of the institutions under Medical Education Department.
- Plan Budget papers of the Institutions under Medical Education Department (4210- Major Head).
- Al papers related to establishment matters. i.e., Pensionary claims, Grade/Ratio Promotion. Declaration of probation, Extension of joining time, Seniority List. Disciplinary action, Transfer and
  posting, All kinds of leave, Deputation, Tour & training , including creation of posts and Compassionate Employment of ministeriall non- technical staff (both Gazetted and Non-Gazetted). Including Security Staff and drivers of Medical Education Department.
- Request for providing land for construction of building under the Medical Education Department -Transfer of land between departments and acceptance of private land donated by individuals/Lions Club and Charitable Institutions for construction of Hospitals/Dispensaries under Medical Education Department.
- All papers of Medical College Sub Centres.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

K2

- Papers on Para-Medical courses under DME except Nursing courses prospectus, admission and conduct of their examinations - Para-Medical courses in Government and Private Collegesincluding D.Pharm, B.Pharm and M.Pharm - Transfer of Para- Medical students - Complaints on these courses – Para-Medical Board of Examinations - Para-Medical Council/AccreditationCouncil.
- Rules of allotment of Staff quarters in the Medical Education Department and complaints/irregularities on such allotment, action against illegal occupants.
- Secretariat Health Clinic and MLA Hostel clinic and Advisory Councils of Administration in Medical Colleges.
- Patient friendly OP Services for Medical Colleges.
- Centre for Disease Control
- Special Rules in respect of pharmacy faculies in institutions under DME.

- Inspection Reports. Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

K3

- Papers relating to purchase of equipments, vehicles, machinery, medicines for Medical Colleges and Dental Colleges and dietary articles for associated institutions under DME (Under Plan and Non Plan Expenditure) - Papers relating to import of these items- Papers relating to repairs and maintenance Disposal of unserviceable items in the Medical Education Department.
- All papers related to establishment matters. i.e., Pensionary claims, Grade/Ratio Promotion. Declaration of probation, Extension of joining time, Seniority List. Disciplinary action, Transfer and posting, All kinds of leave, Deputation, Tour & training, including compassionate employment scheme of Last Grade Employees (all Class IV employees such as Hospital Attendants, Office Atendants, Cobbler, Helper, etc.) and Part Time Contingent Employees of Medical Education Department.
- Intemal Audit objections of the AG and Stores Purchase Department — Inspection Report — Draft Para and PAC Report on purchase of Medical Education Department.
- All matters related to purchase of vehicles under Medical Education Department.
- Providing vehicles and telephone facilities in the institutions under Medical Education Department.
- Blood bank in Private and Government Hospitals
- Kerala Blood Bank Society and Blood Transfusion Council
- Kerala State AIDS Control Society
- All papers related to Haemoglobinopatthy
- Papers related to Heart Foundation
- Papers related to Indian Institute of Diabetes except plan/project/Budget
- Miscellaneous papers of the section.
- Inspection Reports. Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

HEALTH & FAMILY WELFARE (M) DEPARTMENT

Ph. No. 8127

e mail : healthmsection1@gmail.com

M1

- Starting of Sub Centre, Primary Health Centre, Community Health Centre, Community Health Centres. Taluk Hospitals. District Hospitals. General Hospitals and Speciality Hospitals (Woman & Child Hospitals. Metal Health Centres, etc.)

- Starting of specialities and additional units, up-gradation of Medical Institutions such as PHCs, Sub-Centres, Community Health Centres, Taluk Hospitals, District Hospitals General Hospitals and Speciality Hospitals (Woman & Child Hospitals,Metal Health Centres, etc.).
- Starting of IP facilities in all hospitals under DHS.
- Standardization of Health Institutions and revision of staff pattern.
- Post creation under Director of Health Services.
- LAC - ADS in Seven Districts districts (Thrissur to Kasaragod) (MLA fund) and Asset Development Fund.
- Patient friendly OP services of all hospitals under DHS.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

M2

- Delegation of Powers of Health Services Department.
- Matters related to work distribution among Section of the Health and Family Welfare Department.
- Inclusion of any future subject in Health and Family Welfare Department.
- Issuance of Office orders of Health and Family Welfare Department.
- Consolidation work of all papers referred from other Departments (except on LA interpellations)
- Abstract of attendance on strike days to GAD (SS)/Chief Secretary.
- Red Cross Society of India/District Red Cross Society
- Miscellaneous papers not dealt with in other sections.
- 100 days programme of Government
- Miscellaneous papers of the Section
- Departmental Staff Meeting and File Adalats
- Papers relating to iodised salt Goitre Control
- All papers of Club Foot.
- All papers of Southern Zonal Council Meetings
- All papers related to Administrative Reforms Commission Reports.
- Guidelines on General Transfer of employees under Directorate of Health Services-General
- All papers of VVIP /VIP visits in Kerala.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

M3

- Overall co-ordination, Project Preparation and Integration of Reports with regard to Navakeralam Karma Padhathi 2 -Aardram Mission.
- One Health Programme
- Standardization of different categories of hospitals and Health Care Institutions under Aardram Mission.

- Procurement of materials and equipments in connection with Aardram Mission.
- All papers related to Nava Keralam Karmma Padhathi 2
- Chief Secretary's Meeting.
- MP's Conference
- Health Minister's Welfare Fund for Indigent patients.
- Papers relating to Chief Minister's Conference,
- Papers relating to Collector's Conference
- Branding KERALA HEALTH, mass communication and all Information Education Campaign of state health programmes through print/television/Social media and Fact Check of news come against Government in these medias.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

M4

- Health Insurance (RSBY/CHIS/CHIS PLUS).
- Karunaya Arogya Suraksha Padhathi (KASP)
- Kaarunya Benevolent Fund
- Purchase of medical equipments using KASP/RSBY Funds.
- All papers related to State Health Agency except plan project
- All papers related to SMAP, RBSK, JSSK, Arogyakiranam, 'Thalolam, Cancer Suraksha, Sruthitharangam, Awass, Santwanam, etc., like treatment assistance schemes.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

HEALTH AND FAMILY WELFARE (N) DEPARTMENT

Ph. No. 7476

e mail : healthndept2022@gmail.com

N1

- All papers relating to Souharda Samities/Hospital Development Commitiee/Hospital Management Commitiees /Hospital Development Societies.
- All papers of Sustainable Development Goals (SDGs)
- Financial Assistance (Pension) to TB, Cancer & Leprosy patients.
- Sree Chitra Tirunal Institute for Medical Sciences and Technology
- All papers related to supply of dietary articles to various Government Hospitals.
- Requesis for sanctioning space for Milma Booths/Private telephone booth, similar stalls etc., in Medical College/Dental College compounds/General / District Taluk Hospitals/Public Health. Centres etc. Permission for starting of Canteen and Food stalls in the Hospital premises.

- Papers related to providing telephone facilities to all Offices/Institutions in the Health Service Department under Plan and Non-Plan.
- All papers related to development packages Kuttanad Package, Kasaragod Package, Idukki packages, Wayanad packages, Attappady packages, efc.
- All papers on Endosulfan victims,
- All papers of Tribal Hospitals.
- General papers on TB Association of Kerala, T.B. Hospitals and Clinics under Health Services Department, T.B. Seal Wards.
- Revised TB control programme/TB Mukt Bharath
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

N2

- All papers of Trauma and Burn Care in Medical Colleges and other Government Hospitals under Director of Health Services.
- All papers of 108 Ambulance, KANIV, other ambulances and AirAmbulance
- Papers related to Road Safety Authority
- All papers related to Right to Service Act except consolidation of monthly and annual report.
- All papers of official language except consolidation of monthly and annual report.
- All new Schemes under Health and Family Welfare Department.
- Ehealth, Telemedicine, ec-Sanjeevani and Ayushman Bharat National Digit Health Mission
- Papers related to dialysis units and cath labs in Government hospitals including medical colleges.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.
- All papers of Kerala Medical Services Corporation and Karunya Pharmacies including purchases of medicines, medical equipments and other articles for Medical Colleges, Government Hospitals under DHS and other State Government Medical Institutions such as RCC, MCC and CCRC and all papers related to Karunya Pharmacy/Jan Aushadhi/Niti Medical Store and other similar medical/surgical/equipment vendors.

HEALTH & FAMILY WELFARE (P) DEPARTMENT

Ph. No. 8768

e mail : sohealthp8768@gmail.com

P1

- All schemes under KIIFB.
- Externally Aided Projects
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

P2

- Plan Schemes of Medical Education Department (including under head 4210), Regional Institute of Ophthalmology. Kerala University of Health Sciences. Drugs Control Department, Indian Institute of Diabetes, Child Development Centre, and State Institute of Medical Education and Training (SI-MET).
- Finance Commission Grants (Including through Local Self Government Institutions).
- General Papers on Five Year Plan, Annual Plan, Papers for discussion with Planning Board and Plan preparation.
- Papers related to budget speech, Govemor's Address, Implementation of new schemes introduced in the budget speech.
- Monthly and quarterly reports and review of all Plan Schemes
- e-Anumathi and Price 3.0
- Budget Monitoring System (BMS) Portal
- Inspection Reports, Audit para, draft para, C&AG Reports,Standalone Audit report of Accountant General related to this seat.

P3

- Plan Schemes of Health Services Department (DHS), Food Safety Department, Institute for Communicative and Cognitive Neuro Sciences (ICCONS). Institute of Mental Health and Neuro Sciences (IMHANS). State Health Agency (SHA), eHealth Kerala Project and Family Welfare
- All papers of NABARD - RIDF Projects
- Miscellaneous papers of the section
- All papers of Centrally Sponsored Programmes
- Consolidation of expenditure statements and compilation for getting Central Assistance.
- Monthly and quarterly review reports on Centrally Sponsored Programmes and External Aided Programmes, External Aided Projects.
- Consolidation of data for sending it to Government of India and Planning Board, Planning Commission.
- NHM Grant
- ECRP Covid
- NHM COVID Brigade Risk Allowance
- e-Samiksha and e-PMG
- Papers of NITI Aayog
- Plan Schemes of RCC, MCC and CCRC
- All other budget related papers not marked to P1 and P2 Seats.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

P4

- All papers related to Assets Maintenance Fund.
- All papers of Master plans under Health Service Department (DHS) and Medical Education Department. (Note: Master plans related to other HoDs/Hols will be dealt within the Sections that are allotted in this Subject Distribution Order).
- All papers of Ayushman Bharath Health Infrastructure Mission.
- Issuing technical sanction on Plans/Projects/Master Plans.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

HEALTH & FAMILY WELFARE (S) DEPARTMENT

Ph. No. 8060

e mail : healthsdepartment@gmail.com

S1

- All papers related to Joint Director of Medical Education and Director of Medical Education.
- All papers of Institute of Oncological Science except plan/project
- Papers related to Medical Colleges under Co-operative sector.
- Postings of Hospital superintendents/Additional Superintendents/Deputy Superintendents RMO/ARMO in Medical Colleges under DME (Except Establishment matters on faculty in their parent Department).
- All papers of Directorate of Radiation Safety.
- State Board of Medical Research and Medicine (Research)-TB & Chest diseases.
- Miscellaneous papers of the section.
- Review of Administration Report in respect of Medical Education Department.
- Consultative Committee relating to Medical Education Department.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

S2

- All papers related to establishment matters, i.e., Pensionary claims, Grade/Ratio Promotion, Declaration of probation, Extension of joining time, DPC, Seniority List, Disciplinary action, Transfer and posting, All kinds of leave, Deputation, Tour & training of teaching staff, including creation of posts and Compassionate Employment in the following departments/Units of the Medical Colleges/Institutions under Medical Education Department.
- Community Medicine, ENT, Endocrinology, Gastroenterology, General Medicine, Anaesthesiology. Cardiology. Dermatology and venereology. Anatomy, Bio-chemistry, Neurosurgery, Surgical Gastroenterology, Nephrology. Neurology.
- Special Rules of teaching (Medical/Dental) staff, Papers on pay revision to the teaching staff under Medical Education Service.

- Special Rules for Non-Medical Lecturers in Government Medical Colleges.
- All papers of Kerala State Medical Council (TCMC)
- Papers related to convening of DPC Higher in respect of all posts under Medical Education Services.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

S3

- All papers related to establishment matters, i.e., Pensionary claims, Grade/Ratio Promotion, Declaration of probation, Extension of joining time, DPC, Seniority List, Disciplinary action, Transfer and posting, All kinds of leave, Deputation, Tour & training of teaching staff, including creation of posts and Compassionate Employment in the following departments/Units of the Medical Colleges/Institutions under Medical Education Department.
- Haematology, Nuclear Medicine, Psychiatry, Radiology. Radio- diagnosis. Radiotherapy, Pulmonary Medicine, Forensic Medicine, Infectious Disease, Physical Medicine & Rehabilitation and
- All papers related to Arificial Limb Fitting Centre except plan/project.
- Papers related to the notification of Institutions as teaching Medical institution under Anatomy Act.
- Papers related to the Referral System in Government Medical College Hospitals in the State.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to-this seat.

HEALTH AND FAMILY WELFARE (U) DEPARTMENT

Ph. No. 7475

healthudepartment@gmail.com

U1 SEAT

- All papers of Kerala University of Health Sciences except plan/project
- Papers relating to admission to all Government Medical Colleges and wings for MBBS, Medical Post-graduate and Super Speciality. Courses and admission to DNB Courses and Starting of DNB
- Courses (under DHS and DME) in self financing colleges.
- Papers related to starting of new Medical Colleges/Courses (Medical) in self financing colleges.
- Papers relating to admission and fee siructure for MBBS and Post Graduate Courses in Self Financing Colleges
- Papers related to self-Financing Medical Colleges/Courses (Medical) in the State.
- All academic matters of Graduates/Post Graduates/Super Speciality Post Graduates (Medical) in self financing collegs.

- Transfer of Medical Students - Complaints and problems of all Medical Students (except Paramedical students) in self financing colleges.
- Compulsory Rural Posting for Medical Graduates/Post Graduates/Super Speciality Post graduates as part of bonded obligation in self financing colleges.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

U2

- Papers relating to admission to all Government Medical Colleges and wings for MBBS, Medical Post-graduate and Super Speciality Courses and admission to DNB Courses and Starting of DNB Courses (under DHS and DME) in Government sector
- Papers related to starting of new Medical Colleges/Courses (Medical) in Government sector
- Papers relating to admission and fee structure for MBBS and Post Graduate Courses in Government sector
- All academic matters of Graduates/Post Graduates/Super Speciality Post Graduates (Medical) in Government sector
- Transfer of Medical Students - Complaints and problems of all Medical Students (except Paramedical students) in Government sector
- Compulsory Rural Posting for Medical Graduates/Post Graduates/Super Speciality Post graduates as part of bonded obligation in Government sector
- Senior House Surgoency Programme Act and Rules
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

U3

- The papers related to Admission and Academic matters of all Dental College. stipends to House Surgeons and Post Graduate Students (Medical), Senior House Surgoency Programme.
- All papers related to Self-Financing Dental Colleges in the state.
- Residency system in Government Dental Colleges in the State.
- Papers related to Junior and Senior Residency Programme (Medical)
- Setting up of new Medical Colleges in Government Sector.
- All papers of starting AIIMS in Kerala.
- All papers of Kerala Dental Council except plan/project.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

HEALTH & FAMILY WELFARE (FW) DEPARTMENT

Ph. No. 7136
e mail : sohealthfamilywelfarefwdept@gmail.com

FW 1

- All papers of Malabar Cancer Centre except plan and projects
- All papers of Family Welfare Programme, Family Planning Programme Sterilization scheme, Sterilization compensation, Intrauterine Contraceptive Device (IUCD)/ Intrauterine Device (IUD) Schemes , Family Planning Indemnity Scheme, etc.
- Target free Approach Reproductive Child Health (RCH) & Reproductive Health (RH), United Nations Population Fund (UNFPA) aided Integrated Population Development (IPD)Programmes, European Commission supported Sector Investment Programme and Child Survival and Safe Motherhood (CSSM).
- Al paers of Clinical Establishment Act and Rules
- All papers of Kerala State Clinical Establishment Authority except plan/project
- All papers related to private healthcare professionals (doctor, nurses, etc..) and other employees. Complaints against Private Hospitals/Private Healthcare Institutions (ic., Scanning Centres,Labs, etc.) in the State and all matters, issues, etc., related to private hospitals in the State.
- All papers of National Health Mission (Arogyakeralam) except 'NHM Grants.
- All papers of Kerala State Institute of Health and Family Welfare except plan/project
- Al papers related to accreditation of Government Hospitals (including NABH and NQAS)
- All papers of National Institute of Health and Family Welfare.
- All papers of State Health Systems Resource Centre except plan/project
- All papers of Janani Suraksha Yojana, ASHA Scheme and Mid Level Service Providers
- Safe Thiruvananthapuram Project.
- Mother and Child Tracking system
- All papers of Pain and Palliative Care (including palliative nurses) and its policy.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat**.**

FW2

- All papers of Regional Cancer Centre, Thiruvananthapuram and its other units except plan/project.
- United Nations Children's Fund (UNICEF) Programmes.
- Breast feeding Programme - Implementation of the Schemes of Government of India under Family Welfare
- Universal Immunization Programme.

- Oral Rehydration Therapy (ORT) on children-Infertility Clinic.
- NPCDCS (National Programme for prevention and control of Cancer, Diabetes, Cardiovascular Disease and Stroke)
- Family Welfare Programmes of Government of India
- All papers related to cancer control and cancer registry
- Investigation report, sample survey reports and monitoring activities of non-communicable /rarediseases/lifestyle/hereditary diseases at Secretariat level.
- All papers related to District Early Intervention Centres.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

FW3

- All papers of Cochin Cancer Research Centre except plan/project.
- India Population Project.
- All papers of Child Development Centre except plan/project.
- Non-communicable and life style diseases (Excluding Cancer, Diabetes, Cardiovascular Disease and Stroke)
- Central Council of Health and Family Welfare.
- Al papers related to issues of Women, Children and Transgender and their Committees
- Child Protection Commission
- Setting up of a network of first referral units (FRU) for improvingemergency obstetrics case.
- Pre-Conception and Pre-Natal Diagnostic Techniques (PCPNDT) Act, 1994 and Rules.
- Surrogacy (Regulation) Act, Assisted Reproductive Technology (Regulation) Act and related papers
- Govemment of India Scheme on Woman and Child (Including Lagshya)
- All papers related to rare and hereditary diseases.
- Miscellaneous papers of the Section.
- Inspection Reports, Audit para, draft para, C&AG Reports, Standalone Audit report of Accountant General related to this seat.

HEALTH & FAMILY WELFARE (PS) DEPARTMENT

Ph. No. 7118

e mail : hfwpsdept@gmail.com

PS

- Collection, distribution and monitoring of papers related to Assembly questions, Assurances, draft para, Subject Commitee, Estimate Committees, Committee on Official Languages, Committee on Subordinate Legislation-Public Accounts Commitee, Committee on Public Under taking etc.. and Inspection Reports, Audit

para, draft para, C&AG Reports, Standalone Audit report of Accountant General. Monitoring its progress up to disposal. Sending Note/Repor/ATR/Answers to LA Questions/Assurances, etc.. to Kerala Legislature Secretariat.

- Consolidation of all referred LA questions and reporting to respective departments
- All Legislature Assembly Committees (i.e.. petition, women, Children and transgender, etc.)
- Collection, distribution and consolidation of Lok Sabha and Rajya Sabha Questions.
- All papers related to complainis from Kerala Legislative Assembly.
- Acting as central point for receiving application under RTI Act, if such application contains request for information relating to other Department SPIO and/or more than two Sections in the Health and Family Welfare Department
- Annual report of Right to Information Act, 2005.
- Consolidation of Monthly Business Statement.
- Consolidation of Monthly and Annual Report Official language.
- Consolidation of Monthly and Annual Report of Right to Service Act
- Consolidation of Annual Report/Annual Administration Report of the Health and Family Welfare Department.
- All papers related to e-portals of Government.

21. HIGHER EDUCATION DEPARTMENT

HIGHER EDUCATION (A) Department
Phone No: 04712518489
Email ID: highereducationa@gmail.com

A1

- NATIONAL SERVICE SCHEME - Establishment papers of NSS, State Advisory meeting, Appointment of SNO & Other Staff on Deputation basis, Release of Grant in aid, Scrutiny of NSS State Award & National Award, All papers relating to various legislature committees, Granting permission to lend service of NSS Volunteers for different purpose.
- STATE CENTRAL LIBRARY- Establishment papers of State Central Library – Service matters relating to all Gazetted and Non Gazetted Officers, Issue of Administrative Sanction relating to State Central Library, Papers relating to CLSc course and Library apprentice Extension of period of Technical Expert Committees.

- KERALA STATE COMMON POOL LIBRARY SERVICE - Establishment matters of UGC Librarians, Papers related to sanctioning pension to Common Pool Librarians, Miscellaneous Papers in Higher Education (A) Dept.

C4 (ASAP)

- All papers of ASAP – Service matters relating to all officers. All matters of deputation and extension of deputation. disciplinary action, seniority,court cases, Granting of LWA and other leaves which needs sanction of Government, Implementation of Plan Schemes -Issue of Administrative Sanction relating to ASAP, Purchase of land, construction of skill parks.

A2

- National Cadets Corps Department - Establishment papers of NCC Department - Amendment of Special rules, Plan Schemes -Issue of Administrative Sanction, Allotment of land for NCC Offices & training facilities, Fixing norms for the selection of NCC Cadets for Admission to various courses, Various seat reservations & grace marks, Revision of various allowances granted to NCC Cadets and ANOs Fixing and revision of building rent .
- Kerala State Library Council - Establishment papers relating to Kerala State Library Council-Administrative Sanction for the implementation of Plan Schemes, Releasing of Establishment and Organisation Grant, Librarian Allowance, Granting Approval for guidelines issued by the KSLC regarding fixing of Grade of Libraries, Approval Revision of Pay of Officers of KSLC

A3

- KERALA STATE COMMON POOL LIBRARY SERVICE -Establishment matters of Kerala State Common Pool Library Service including reporting of vacancies, Appointment, Promotion including DPC & Transfer to all categories in common pool library service, Matters related to special rules of Kerala (State & Subordinate) commonpool library service, Write off of cost of damaged books/missing books, Preparation of seniority list, Disciplinary action against common pool librarians, Grading of libraries.

HIGHER EDUCATION (B) Department

Phone No: 04712518280

Email ID: highereducationbdepartment@gmail.com

B1

- Papers related to funds – (Universities + RUSA)
- Papers realated to Deemed University – University Hostels – Translational Research Centres and Project Mode Courses (as per budget of 2022-23 FY)
- All papers related to University Appellate Tribunal
- Matters related to Legislative Committees regarding general matters of Universities
- Section miscellaneous

B2

- All papers related to Sree Narayana Open University
- Papers relating to University Acts/ Statutes/ Ordinance
- Appointment of Vice Chancellors – terms and conditions of service of Vice Chancellors/ Pro- Vice Chancellors of Universities and their foreign visit
- Establishment of New Universities
- Re-constitution and dissolving of syndicate and senate of Universities – addition and removal of members of Senate and Syndicate of Universities
- Papers related to the appointment to non-teaching posts of all Universities – Inter University Transfer – Pay, Anomalies in pay fixation and cases related thereto.

B3

- All issues related to the work of the government related to the three newly formed Higher Education Commissions.
- All papers related to the Universities of Kerala and Calicut.

B4

- All papers relating to M.G. University & Sree Sankaracharya University.
- CPAS
- Equivalence of various courses

HIGHER EDUCATION (C) Department
Phone No: 0471 2518942
Email ID: hedncdept@gmail.com

C1

- All papers including establishment papers relating to faculties of Govt. Law Colleges, Music colleges, Sanskrit Colleges and Physical Education College, Kozhikode, grants and continuance sanction of kathaprasangam course, Approval of prospectus of LLB/LLM courses with respect to Law Colleges. Papers relating to Self financing Law Colleges, Student matters of Law Colleges.

C2

- Papers relating to Central Sector Scholarship, Post Matric Scholarship and Merit cum Means Scholarship, Scholarships disbursed through Collegiate Education Department, Construction works relating to Collegiate Education Department, Purchase of books, furniture and stores in Govt. Arts & Science Colleges, Inspection Report on purchase in the colleges, Repair works of vehicles in the DCE, Plan Fund Papers relating to Govt. Law Colleges, Govt. Music Colleges, Govt. Sanskrit Colleges, Land Acquisition and Transfer of Govt. Arts & Science Colleges, Grant in Aid to Kerala State Higher Education Council, Miscellaneous papers of the section, Plan fund papers relating to DCE

C3

- All papers relating to UGC scale of pay and UGC regulations, Granting of Autonomy status to Colleges, Establishment papers of Kerala State Higher Education Council.

HIGHER EDUCATION (D) Department
Phone No: 0471 2518419
Email ID: d3hedn@gmail.com

D1

- Establishment Papers relating to teaching staff of Private Aided Arts & Science Colleges under Kerala University. Establishment papers relating to teaching staff of Aided Training Colleges under Kerala. O.P's filed by managements and teaching staff of Private Aided Arts & Science Colleges under Kerala & M.G University; Minority status to Private Aided Arts & Science Colleges coming under Kerala, LWA of teaching Staff of Private Aided Arts & Science Colleges under Kerala and M.G University, Petitions filed before the Committee of Petition. Draft para

D2

- Establishment papers relating to teaching staff of Private Arts and Science Colleges and training Colleges under the Calicut University & Kannur University. Nomination of Government representatives to the Selection Committee of teaching and non teaching staff of all Private Aided Colleges. General papers relating to Teaching staff of all Private Colleges, Minority status to aided Colleges in Kannur and Calicut University; O.P.s filed by the teaching staff of Private Colleges under Calicut and Kannur University; Petitions filed by the teaching staff of Calicut and Kannur University before the Committee on petitions. Draft Paras

D3

- Establishment papers relating to all non teaching staff including the Ministerial Staff and Last Grade Staff of all Private Aided Colleges and Training Colleges including general questions. O.P.s filed by the Non-teaching staff of all the Private Aided Colleges & Training Colleges. Petitions filed by the non-teaching staff before the committee on petitions. Grading of Libraries of all Private Colleges, UGC Placement of Librarians in Aided Colleges, General papers; Miscellaneous papers of the Section.

HIGHER EDUCATION (E) Department

Phone No. 0471 2518033
E-mail ID : highereducationedepartment@gmail.com

E1

- Papers related to RUSA (except fund)
- Sanction of new Govt/Aided Arts & Science Colleges, B.Ed. colleges and courses in all universities
- Sanction of Arts and Science courses in self financing colleges under Kerala University (including NOC renewal)
- General papers relating to universities

E2

- All papers relating to CUSAT & NUALS (except the matters related to Vice Chancellor of the Universities and papers related to Acts/ Statutes/ Ordinance of universities).
- Sanction of self financing B.Ed. colleges and courses in all universitites (including NOC renewal).
- Centre of Excellance
- General papers relating to self financing Arts and Science B.Ed. Colleges.
- Subjects relating to other universities

E3

- All papers relating to Kannur and Malayalam University (except the matters related to Vice Chancellor of the Universities and papers related to Acts/ Statutes/ Ordinance of universities).
- Sanction of Arts and Science courses in self financing colleges under MG University (including NOC renewal)
- Section Miscellaneous

HIGHER EDUCATION (F) Department

Phone No. 0471 2518686
E-mail ID : sohednf@gmail.com

F1

- Establishment papers of Director, Additional Director and Deputy Director of Collegiate Education, Establishment papers of Principals (Spl. Gr.) and Principals of Government Arts and Science Colleges, Establishment papers of Selection Grade Lecturers in Government Arts and Science Colleges, Establishment papers relating to Lecturers and Principals of Government Training Colleges, Establishment papers of non-teaching staff up to LDC in Government Arts and Science Colleges, Sanskrit College, Training Colleges covering under Collegiate Education Department, Establishment papers of non-teaching staff up to LDC of Government Law Colleges, Music Colleges (except creation and continuation of post).

F2

- All establishment papers relating to Lecturers (Sr. Scale) of Government Arts and Science Colleges, Creation / Shifting of teaching posts in Government Arts and Science Colleges, Budget papers of Collegiate Education Department, Deputation of Lecturer and Lecturer (Sr. Scale) of Collegiate Education Department, Continuance of Temporary posts in Government Arts and Science Colleges, Issues related to the candidates selected by KPSC for the posts of Lecturers in Government Arts and Science Colleges, Establishment papers of Ministerial Staff of Collegiate Education (From UDC to Accounts officer/ Administrative Assistant)

F3

- Establishment papers relating to the teaching staff of aided Arts and Science Colleges under M. G. University, Administrative report of Collegiate Education Department, Miscellaneous papers of the section.

HIGHER EDUCATION (G) Department
Phone No: 0471 2518213
Email ID: hedngdept123@gmail.com

G1

- Establishment papers relating to the teaching faculty of Government Engineering Colleges in the State under the Technical Education Department, such as Assistant Professor, Associate Professor and Professor. Establishment matters relating to Principals of Government Engineering Colleges/ Joint Director and the Director of Technical Education (under the Engineering College Stream). General matters relating to All India Council for Technical Education in respect of Government Engineering Colleges under the Technical Education Department. Papers of reservation of seats in the M. Tech. Course in Government Engineering Colleges, Deputation and NOC of Teaching Faculty for Higher Studies under the Quality Improvement Programme. Starting of new Government Engineering Colleges under the Technical Education Department. Creation of teaching posts in Government Engineering Colleges, Upgradation of Government Engineering Colleges in the State, under the Technical Education Department. All papers related to starting of new courses in Govt. Engineering Colleges. Inspection Report/ Draft Para/ Audit Para/ PAC and C&AG reports relating to teaching faculty of Government Engineering Colleges under Technical Education Department.

G2

- Establishment papers relating to the Directorate of Technical Education, Regional Directorate of Technical Education at Kothamanglam & Kozhikode. Budget papers relating to Technical Education Department, under the Engineering College Stream. Inspection Report/ Draft Para/ Audit Para/ PAC and C&AG reports relating to Technical Education Department (Engineering College Stream). Purchase proposals of all Government Engineering Colleges. Construction of buildings in all Government Engineering Colleges and Office of the DTE. Papers

relating to IIM, Kozhikode, IIT, IISER, IIST, TrEST Research Park. Miscellaneous papers in the Higher Education (G) Department. Establishment matters related to the ministerial staff of Government Engineering Colleges.

G3

- All papers relating to Commissioner for Entrance Examinations. Conduct of Entrance Examinations for Professional Degree Courses. Kerala Professional Colleges or Institution (Prohibition of Capitation fee, Regulation of Admission, Fixation of Non-Exploitive Fee and Other Measures to Ensure Equity and Excellence in Professional Education) Rules, 2006. Matters relating to the Justice P A Muhammad Committee/ Fee regulatory Committee/ Admission Supervisory Committee. Allocation of Funds to the Committee. Matters relating to admission to Engineering and allied Courses. Papers related to B.Tech., B.Tech. (part time) and M.Tech., M.Tech. (Translational Engineering) in Govt. Engineering Colleges - prospectus and Student matters. Papers relating to ministerial staff of Government Polytechnic colleges, except for Officers where the Govt. is the appointing authority (Accounts Officers and Administrative Assistants)

HIGHER EDUCATION (J) Department

Phone No: 0471 2518758

Email ID: highereducationj@gmail.com

J1

- All papers related to IHRD
- All papers related to LBS centre
- All papers related to Govt. Colleges of Fine Arts under DTE
- Establishment matters related to the staff of Govt. Commercial institutes
- Establishment matters related to the staff of Government Institute of Fashion Designing Technology
- Sanction of new KGCE/ KGTE institution and sanction of additional courses/ seats in these institutions
- Curriculum syllabus Revision in the above mentioned institutions.

J2

- Sanction of following new self- financing institutions approved by AICTE: (i) Engineering Colleges (ii) Architectural Colleges (iii) MBA Institutions (iv) MCA Institutions, (v) BHMCT Institutions (AICTE approved 4 year course)
- Sanction of additional courses/ intake in the above mentioned institutions
- Applications regarding confirment of Minority Status to the above mentioned institutions
- All kind of petitions against the above mentioned institutions except Admission and Allotment
- Papers related to Govt. Technical High Schools

J3

- Miscellaneous papers in the Section
- Papers related to Aided Engineering Colleges
- M.A. College of Engineering, Kothamangalam
- NSS College of Engineering, Palakkad
- T.K.M. College of Engineering, Kollam
- All papers related to APJ Abdul Kalam Technological University
- All papers related to TEQIP/ SPFU
- Lateral Entry to B.Tech. course

HIGHER EDUCATION (K) Department

Phone No: 0471 2518947
Email ID: highereducationkdept@gmail.com

K1

- Faculty Development Programme under UGC of Teacher Fellows from Government and Aided Arts and Science Colleges, Papers relating to Petition Committees, Official Language, State Level Bankers Committee Meeting, Intra department consolidation, Staff meetings, Digitization of Higher Education Administrative Department, SDG (State Development Goals) etc.

K2

- General Papers on Plan Schemes of Higher Education Department, Plan Review and Monitoring, Conduct of working groups, Governors Address, Budget Speech, Annual Plan formulation, e-LAMS, revalidation of funds, Papers on Financial Assistance to CSES, All Papers relating to KSSTM, All papers relating to KCHR, Audit of Higher Education Department by AG.

K3

- General papers relating to KIIFB funding of Projects of Govt. Arts & Science College, Engineering Colleges and Polytechnic Colleges, Conducting review meetings of all KIIFB Projects, Papers relating to Meetings of M.P's Conference, Kerala Start-up Mission, Chief Secretary's monthly meeting and its follow up action, All establishment and fund allocating papers of C-apt, Papers relating to M.P's Conference, Collector's Conference, Court case monitoring system, Pending cases of CMO Portal, Petitions related to returning of certificates and educational assistance. General papers related to Ragging, General papers related to Anti-drug activities. General papers related to Right to Service Act. Vimukthi Mission, Miscellaneous papers of the section.

HIGHER EDUCATION (L) Department

Phone No: 0471 2518693
Email ID: highereducationl2017@gmail.com

L1

- Establishment and academic matters relating to CCEK, papers relating to KRNNIVSA, Institute of Fashion Technology, All papers relating to Aided Polytechnic Colleges (except students' matters), Establishment matters of Tradesman/ Trade Instructor in Government Engineering Colleges and Government Polytechnics (except in Women's Polytechnic), Acquisition of land, Administrative Sanction, Purchase, Construction and Rent, Miscellaneous papers in the Section and all papers relating to World Bank Aided Technical Education Progrmme. Papers related to Petition received from rank holders to the post of Tradesman/ Trade Instructor in Govt. Engineering Colleges and Govt. Polytechnics (Except in women's polytechnic)

L2

- All papers relating to Womens' Polytechnic Colleges (except the promotion and transfer of Principals of Women's Polytechnics), All academic matters of polytechnics (approval, reorganization etc.), Students petitions, Curriculum revision, papers of academic nature revision, papers of academic nature related to examination wing of JCTE, all establishment matters of JCTE, CDC/SDC, special rules etc.

L3

- All Establishment papers relating to the post of Demonstrators, Instructor, Lecturers, Head of Section, Principal of Government Polytechnic College except Women Polytechnics, all establishment papers relating to teaching staff and technical staff except tradesman and trade instructor in Govt. Engg. Colleges Establishment papers of Joint Directors (PS), papers related to petition received from rank holders to the post of the post of Demonstrators, Instructor, Lectures, Head of Section, Principal of Govt.Polytechnic colleges except women's polytechnics, all establishment papers relating to the post of Demonstrators, Instructors, Lectures, Head of Section, Principal of Govt.Polytechnic colleges except women's polytechnics

HIGHER EDUCATION (P) Department

Phone No: 0471 2518555
Email ID: highereducationpdept@gmail.com

P1

- Liaison between the Higher Education Department and the Legislature Secretariat on furnishing answer to LA Interpellations and its consolidations, watch over disposal of papers relating to various committees of the Legislature, watch furnishing of replies to Lok Sabha / Rajya Sabha questions from the related

sections of Higher Education Department, Papers relating to RTI Act., Applications for starting new self-financing Arts & Science Colleges, new self-financing Arts & Science Courses in existing aided / self-financing colleges affiliated to Calicut & Kannur Universities, Renewal of NOC from self-financing Arts & Science Colleges affiliated to Calicut & Kannur Universities.

22. Home Department

HOME (A) DEPARTMENT

Ph: 2518359
E-mail- homeadept@gmail.com

A1

- All Establishment matters relating to Armed Police Battalions.
- Special Rules for Armed Police Battalion.

A2

- Establishment matters of Gazetted Officers in the General Executive from Deputy Superintendent of Police to Superintendent of Police (Non-IPS)
- Establishment matters of all executive officers of Crime Branch.
- Papers relating to selection of State Police Officers to IPS cadre

A3

- Establishment matters of Circle Inspector of Police (GE)
- Journey sanction of IPS Officers.
- Special Rules for Kerala Police State Service.
- Miscellaneous papers in the section.

HOME (B) DEPARTMENT

PH: 2518351
E-mail-homeb2518351@gmail.com

B1

- Papers related to the release of prisoners,
- Release of lunatics on acquittal by courts.
- Jail Advisory Board.
- Board of visitors.
- Parole Review Committee.

- Papers relating to State Level Advisory Committee
- Remission of sentences.
- Commutation of sentences.

B2

- Annual plan relating to Prisons Department and its implementation
- Welfare of Prisoners.
- Purchase of Articles for Prisons.
- All papers relating to construction, maintenance and repair of Prisons Department.
- Papers relating to Public Accounts Committee.
- Subject Committee connected to Prisons Department.
- Papers of National Human Rights Commission and Kerala Human Rights Commission.
- Budget papers of Prisons Department and APCA.
- Papers relating to the vehicles of Prisons Department.
- Finance Commission Awards of Prisons Department.

B3

- Establishment matters including post creation of Prisons & Correctional Services Department.
- Administrative report of Prisons Department.
- Administrative report of APCA, Vellore.
- Special Rules of Prisons Department.
- Employment Assistance and Compassionate Employment Scheme.

B4

- Kerala Prisons Act and Rules.
- Papers relating to disciplinary action against the personnel of Prisons Department.
- Petitions received through Grievance Deposits Boxes.
- Permission for visiting jails.
- Jail Reforms Commission / Committee.
- Petitions related to ordinary leave to prisoners in all prisons of the state.
- Audit reports and inspection reports of the Jail Department and APCA.
- Report on death of persons in jails and petitions relating to death.
- Extension of emergency leave to convicts of all prisons in the State.
- Regularization of overstay of leave to Prisoners in all jails of the State.
- Shooting permission at jails.
- Miscellaneous papers in the section

HOME (C) DEPARTMENT

PH: 2517112
E-mail-homecdept@gmail.com

C1

- Establishment matters of Munsiff Magistrates and all connected papers
- Establishment of Courts/Special Courts /Family Courts/MACTs
- Appointment of Part - Time Official Receiver.
- Territorial Jurisdiction of Courts.
- Opening of Criminal Courts deposit accounts.
- Special Rules of Kerala State Judicial Service
- Establishment of New Courts/Tribunals.
- Legislative Committee papers relating to Judiciary.

C2

- High Court Establishment.
- Investiture of magisterial powers to act as Executive Magistrates.
- Appointment of Honorary Special Judicial Magistrates for Railways
- Administration reports of Civil and Criminal Wings
- Civil / High court Act and Rules of Judicial Department.
- Miscellaneous papers of the Section.

C3

- Establishment matters of District Judges, Additional District Judges/Sub Judges
- Rent fixation for the accommodation of District Judges, Higher Judicial Officers.
- Special Rules relating to Higher Judicial Service
- Grama Nyayalalyas
- Financial Commission Awards.

HOME (D) DEPRTMENT

PH: 2518420
E-mail-homeddepartment@gmail.com

D1

- All papers related to Kerala Police Housing & Construction Corporation Limited. (except budget papers)
- All papers relating to Motor Accident Claim Tribunals involving Police Vehicles and Government vehicles.
- Establishment of a Special Wing of Cyber Commandos & Cyber training
- All matters of Forensic Science Laboratory, except establishment matters.
- Miscellaneous papers of Police Department.
- Miscellaneous LA questions

D2

- Community Policing.
- Nirbhaya Keralam Surakshitha Keralam

- Student Police Cadet
- The general guidelines and policy matters in connection with the protection of women and children
- Clean campus safe campus.

D3

- All matters relating to State and District Police Complaints Authority.
- Allotment of Police Family Quarters
- Request for exemption from penal rent
- Request for continuance in Police Family quarters.
- Payment of rent for the building hired for the use of Police Department.
- Miscellaneous papers of the section.

HOME (E) DEPARTMENT

PH: 2518077

E-mail-sectionofficerhomee@gmail.com

E1

- Opening of Police Stations, Coastal Police Stations, Aid Post/Out Post etc
- Redefining areas of jurisdiction of Police Stations.
- Shifting of Police Stations, Circle Offices, Sub-Division, Aid/Out Posts etc
- Creation/ Shifting of posts in connection with the formation of new Police Stations, Coastal Police Stations, Aid / Out posts etc.
- Notification related to stipulating the area of jurisdiction and shifting of Police Stations
- Construction Work of Police Department
- Administrative Sanction for demolition and auction of buildings belonging to Police Department
- Papers relating to State Security Commission
- Police Establishment Board.
- Installation of Telephones
- Land Acquisition of Police Department
- Papers relating to Crime Criminal Tracking & Networking (CCTNS) Project

E2

- Establishment papers of Chemical Examiner's Laboratory Department
- Budget papers of Police Department, Chemical Examiner's Laboratory Department
- Draft Para, C&AG Reports, PAC/PUC Reports in respect of Police and Chemical Examiner's Laboratory Department and KPHCC Limited.
- Papers related to Subject Committee, Assurance Committee in respect of Police Department, Chemical Examiner's Laboratory Department and & KPHCC
- Police Sports & Sports Fund
- Papers relating to Kerala Police Welfare and Amenity Fund (KPW&AF)
- Police Canteen.
- Papers relating to Welfare of Police Personnel.

- Papers relating to Parade grounds.
- Sanctioning of Police Stadium, Maidan etc.
- Miscellaneous papers in the section.

E3

- Modernization of Police Department
- All purchase papers of Police Department and Forensic Science Laboratory
- Papers relating to purchase, repairs, hiring, condemnation of departmental vehicles of Police Department
- Inspection Reports of Police Department
- Arms and Ammunitions
- DNA Testing, Narco Analysis, Brain Mapping, and Polygraph Testing.
- Videographic/Photographic charges of Police Department
- Food supply to police personnel
- Purchase of Medicines to Police Hospitals.
- Condemnation and Auction sale of trees in Police Department
- Annual Maintenance of arms and equipments in Police Department.
- Cyber Forensic Analysis of Computer Hard Disc.
- Budget papers of Kerala Police Housing and Construction Corporation Limited.
- Administration report of Police Department
- Kerala Police Manual.

HOME (F) DEPARTMENT

PH: 0471 2518736

E-mail-homefdepartment @gmail.com

F1

- Indian Arms Act and Rules
- Explosives Act and Rules
- Noise Pollution and papers relating to Loud Speaker Licensing
- Kerala Dramatic Performance Act
- Petroleum Act and Rules
- Quarry accidents and illegal quarrying related to explosives
- Habitual Offenders Act
- Young Persons Harmful Publications Act
- Thrissur pooram
- Kerala Gaming Act
- Medical Reimbursement and Interest Free Medical Advance of Fire Force Department
- Setting up of new Fire and Rescue Stations
- Construction of Fire and Rescue Station buildings

F2

- Papers related to modernization of Kerala Fire and Rescue Services
- Post creation in Kerala Fire and Rescue Services
- Departmental Purchase Committee regarding the purchase of vehicles and equipments
- PAC/PUC
- Audit Monitoring Committee
- Subject Committee
- Papers related to the One - man Commission formed as part of the modernization of Fire and Rescue Services.
- Papers relating to Home Guards

F3

- All establishment and disciplinary papers relating to the staff of Kerala Fire and Rescue Services from Fireman to Director (Administration)
- Formation of Special Rules for the Fire and Rescue Service Department
- Compassionate Employment in Fire and Rescue Service
- Miscellaneous papers in the section.

HOME (G) DEPARTMENT
PH: 2518943
E-mail-sohomeg2014@gmail.com

G1

- Papers relating to Long term visa, Extension of stay, Deportation, Arrest & Death of Foreigners
- Approval of Research Projects of Foreigners
- Verification of Nationality Status of Indians abroad
- Verification of antecedents for issuing new passport of Indians abroad
- Issuance of No Obligation to Return to India Certificate
- Police Clearance Certificate in respect of the whole District of the State.
- Detention Centre for foreign nationals.
- All the training which are not allowed to any other section like Cyber Training.

G2

- Passports Act and Rules
- Prosecution of persons for violation of the provisions of Passports Act and Rules,
- Prosecution of persons for violation of the provisions of Foreigners Act and Emigration Act
- Registration under Indian Citizenship Act (Except Pakistan and Bangladesh nationals)
- Determination of Nationality Status (Except Pakistan and Bangladesh nationals)

G3

- Disposal of seized vehicles
- Papers from National Human Rights Commission and State Human Rights Commission on general guidelines and policy matters
- Police University.
- General guidelines and policy matters under POCSO Act and Rules.

G4

- General papers of Home Department that are not being dealt within other sections, including meetings.

HOME (H) DEPARTMENT
PH:2518227
E-mail-homehsection@gmail.com

H1

- Disciplinary action against Deputy Superintendents of Police and Superintendents of Police (Non - IPS) in General Executive

H2

- Disciplinary action against Police personnel of Battalion
- Disciplinary action against Inspectors of Police in General Executive
- Amendment of KPDIP & A Rules, 1958.
- Miscellaneous papers in the section

H3

- Disciplinary action against the Police personnel in the rank of Sub Inspectors of Police in General Executive

HOME (J) DEPARTMENT
PH : 2517183
E-mail-sohomej@gmail.com

J1

- All papers related to the Law and order issues related to Kasaragod, Kozhikode and Ernakulam districts and filing appeal against judgment in criminal cases before the High Court or Supreme Court.

J2

- All papers related to the Law and order issues related to Palakkad, Thrissur and Pathanamthitta districts and filing appeal against judgment in criminal cases before the High Court or Supreme Court
- Miscellaneous papers in the section

J3

- All papers related to the Law and order issues related to Kottayam, Kannur and Malappuram districts and filing appeal against judgment in criminal cases before the High Court or Supreme Court.

J4

- All papers related to the Law and order issues related to Wayanad, Kollam, Alappuzha and Idukki districts and filing appeal against judgment in criminal cases before the High Court or Supreme Court.

HOME (K) DEPARTMENT

PH: 2517141
E-mail-homekdept@gmail.com

K1

- Establishment papers of Armed Reserve Police, Police Drivers, Motor Transport unit of Police Department
- Establishment papers of Armour Unit, Railway police, Police Hospitals.
- All papers relating to Cost, accommodation and allied matter of CRPF and other State Police Forces deputed to Kerala & matters related to Kerala Police Personnel deputed to other state in connection with election duties and other duties.

K2

- Establishment matters relating to Forensic Science Laboratory, Finger Print Bureau, Telecommunication Unit, Personal Guard to Ministers, Mounted Police Unit, Police, Orchestra Unit, Police Band and Dog squad.
- Establishment matters of Technical categories in the Police Department, Boat crew.
- Establishment matter of Director, Short Hand Bureau.
- Establishment matter of India Reserve Battalion.
- Special Rules of India Reserve Battalion
- Miscellaneous papers of the section.

K3

- Employment assistance to the dependents of Police Personnel under public servants Dying in Harness Scheme
- Dying in Harness Quarterly reports
- Medical Reimbursement claims related to Forensic Science Laboratory, Finger Print Bureau, Police Telecommunication Unit, Personal Guard to Ministers, Mounted Police Unit, Police Orchestra Unit, Police Band and Dog squad, Boat crew, Armed Reserve Police, Police Drivers and Motor Transport Unit, Railway Police, Police hospitals and Technical Categories in the Police Department.
- Payment of water charges.

HOME (L) DEPARTMENT

PHONE No: 2518153
E-mail- lhomesection@gmail.com

L1

- Establishment matters of District Judiciary.
- Employment assistance under Compassionate Employment Scheme of Judicial Department.
- Special Rules for Kerala Judicial/ Ministerial / subordinate Service.
- P.A.C/Draft Paras of District Judiciary.
- Reimbursement claims in respect of all ministerial staff in Judiciary
- Time barred TA bills

L2

- Withdrawal of prosecution cases in Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Idukki, Kottayam, Kannur and Kasaragod districts
- Withdrawal of Food Adulteration cases in all districts.

L3

- Withdrawal of prosecution cases in respect of Ernakulam, Thrissur, Palakkad, Malappuram, Kozhikode and Wayanad districts
- L.A. Interpellations
- Miscellaneous papers in the section.

L4

- Appointment of Special Public Prosecutors and fixing of their remuneration and related papers.

HOME (M) DEPARTMENT

PH: 2518237
E-mail-homemdept@gmail.com

M1

- Law and order papers relating to Thiruvananthapuram District and filing appeal against judgment in criminal cases before the High Court or Supreme Court

M2

- Law and Order petitions from the Keralites living abroad (incident occurred outside Kerala)
- Referring cases to Economic Offence Wing (EOW) of Crime Branch
- Miscellaneous papers in the section.
- General papers related to law and order including L. A Interpellations

M3

- All papers requesting consent of the State Government under Section 6 of the Delhi Special Police Establishment Act, 1946 to the extension of powers and jurisdiction of the members of Special Police Establishment in the whole State for investigation of offences punishable under the various Acts of the Government of India reflecting of cases for enquiry by CBI.

- Papers from Government of India related to Delhi Special Police Establishment.
- Formation of Special Squad for investigation.
- All the general matters related to Medico Legal Policy; Medico Legal issues such as the Postmortem etc.
- Immoral traffic cases.
- Papers related to IT Policies and guidelines in connection with Cyber Matters, Cyber Crimes, Social Media.
- Referring of all cases to State Crime Branch

HOME (N) DEPARTMENT

Ph 2517360

E-mail-homendepartment@gmail.com

N1

- Establishment matters of Police Ministerial Staff (Gazetted and Non Gazetted)
- Medical Reimbursement / IFMA of Ministerial Staff.
- Establishment matters of Ministerial Staff (Gazetted & Non Gazetted) of State Special Branch, Police Telecommunication, Crime Records Bureau, State Photographic Bureau.
- Disciplinary action against Police Ministerial Staff (Gazetted & Non Gazetted)

N2

- All papers relating to IFMA and Medical Reimbursement claim requests in respect of all Police Personnel including Women Police Personnel, Camp followers and Last Grade Part time contingent employees of Thiruvananthapuram, Kollam, Kottayam, Alapuzha, Ernakulam, Pathanamthitta, Idukki districts
- Establishment and disciplinary papers of Camp followers, Last Grade Part-time contingent employees in Police Department.
- Papers relating to NDRF and State Disaster Response Force (SDRF).
- Miscellaneous papers in the section.

N3

- All papers relating to IFMA and Medical Reimbursement claim requests in respect of all Police personnel including Women Police Personnel, Camp followers and Last Grade Part time contingent employees of Thrissur, Palakkad, Kozhikode, Kannur, Wayanad, Malappuram, Kasaragod districts.
- Disciplinary action against the Ministerial Staff (Gazetted & Non Gazetted) of State Special Branch, Police Telecommunication, Crime Records Bureau, State Photographic Bureau.

HOME (P) DEPARTMENT

Phone No. 2518959
E-mail- homepdept@gmail.com

P1

- All Establishment papers relating to Kerala Police Subordinate Service upto Sub Inspector of Police (GE) of Thiruvananthapuram Range (Thiruvananthapuram, Kollam, Pathanamthitta)
- Miscellaneous papers in the section

P2

- All Establishment papers relating to Kerala Police Subordinate Service upto Sub Inspector of Police (GE) of Kochi Range (Alappuzha, Idukki, Kottayam, Ernakulam)
- Integration of Armed Reserve Police and Local Police
- Special Rules for Kerala Police Subordinate Service

P3

- All Establishment papers relating to Kerala Police Subordinate Service upto Sub Inspector of Police (GE) of Thrissur & Kannur Range (Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasaragod)
- All papers relating to Establishment matters in General nature upto Sub Inspector of Police in all Districts.
- Papers relating to Kerala Police Academy (KEPA) and Police Training College

P4

- All papers relating to State Industrial Security Force.
- Establishment matters of Women Police
- Establishment matters of Coastal Police
- Creating/Shifting of posts in the existing Police Stations.
- Papers relating to Police Training and UN Deputation

HOME (R) DEPARTMENT

Phone No. 2517166
E-mail- homersection@gmail.com

R1

- Disciplinary action against the Police personnel in the rank of Senior Civil Police Officers/Civil Police Officers/Women Police Officers of Thiruvananthapuram, Kollam, Kottayam, Pathanamthitta Districts and Mounted Police, Police Band, Dog Squad, Bugler and Technical categories.

R2

- Disciplinary action against the Police personnel in the rank of Senior Civil Police Officers/Civil Police Officers/Women Police Officers of Alappuzha, Ernakulam, Idukki, Thrissur Districts.

- Miscellaneous papers in the section

R3

- Disciplinary action against the Police personnel in the rank of Senior Civil Police Officers/Civil Police Officers/Women Police Officers of Palakkad,Malappuram, Kozhikode Districts.
- Disciplinary action against Assistant Sub Inspectors.

R4

- Disciplinary action against the Police personnel in the rank of Senior Civil Police Officers / Civil Police Officers/ WomenPolice Officers of Kannur, Wayanad and Kasaragod Districts.
- Disciplinary action against Police Drivers.

HOME (S) DEPARTMENT

Phone No. 2518184

Email-homesdept@gmail.com

S1

- Purchase of land.
- Construction and maintenance of buildings relating to Court Complexes in Judicial Department
- Providing infrastructure facilities relating to court complexes/ buildings
- Budget papers of Judicial Department and Directorate of Prosecution.
- Budget preparation, allotment, reconciliation etc of Head of Account '2014-AJ-114-97-APPs' and '2014-AJ-114-1AC-96 DPP
- State Plan and Annual Plan.
- Centrally sponsored schemes under Ministry of Justice and Law.

S2

- Papers relating to Criminal Procedure Code, Code of Civil Procedure, Criminal Rules of Practice, Civil Rules of Practice, IPC and amendments.
- Act and Rules of Civil / Criminal Courts.
- Formulation of guidelines for Victim Compensation Scheme.
- Fixing Rent for Court Complex/ Buildings
- Miscellaneous papers in the section.

S3

- All Establishment papers under the Directorate of Prosecution.
- Establishment papers of Director General of Prosecution, Director of Prosecution, Deputy Director of Prosecution and Assistant Public Prosecutors.

HOME (PS) DEPARTMENT

PH: 2518676
Email-homepsandms@gmail.com

PS

- Follow up action on the reports of PAS/PUC
- Subject Committee
- Estimates Committee
- Committee on Subordinate Legislation
- Assurances Committee,
- Committee on official language
- Follow up action of all Legislative Committees.
- Furnishing replies on L.A. Interpellation to the Legislature and consolidation of details for LA interpellation.
- Consolidation of Monthly business statements of Home Department
- Monthly Conference of Chief Secretary with secretaries.
- Co-ordination/Monitoring/review and follow up of Annual Plan
- Budget announcements and meetings by Finance and Planning Departments
- General Loksabha and Rajya Sabha questions.
- Nodal section of RTI Act.
- All Miscellaneous applications under RTI Act.
- Governor's Address
- MP's Conference.
- Budget Speech
- Staff Meeting
- Miscellaneous papers of the section.

HOME (ATTESTATION) DEPARTMENT

PH:2517107
e mail – homeattestationdepartment2021@gmail.com

- Attestation of the Certificate/Documents such as Police Clearance Certificates, Finger Print Certificates, Birth/Death/Marriage Certificates, Medical Certificates, Marksheets, Affidavits, Court Orders, Transfer Certificates, Experience Certificates, One & Same Certificates, Residential Certificates, No-objection Certificates, Dependency Certificates, Legal-heirship Certificates, Power of Attorney etc for use abroad.

HOME (SC) DEPARTMENT

PH: 2518031
Email -homescso@gmail.com

SC1

- Papers relating to untouchability, atrocities on SC/STs in the districts of Thiruvananthapuram, Kollam, Pathanamthitta, Alapuzha, Kottayam, Idukki, Thrissur, Kannur & Kasaragod
- Papers from NCSC on SC/ST atrocities
- Convening of meetings with District Collectors on general issues related with Home Department
- Ease of Doing Business, Compliance reduction & Deregulation , Business Reforms Action Plan (SBRAP & DBRAP)
- Miscellaneous papers in the section

SC2

- Papers relating to untouchability, atrocities on SC/STs in the districts of Ernakulam, Palakkad, Malapuram, Wayanad & Kozhikode.
- Traffic Regulations, Prize Regulation Act.
- Secretariat Security, Operational cases of Security Staff
- Issuing of Identity Cards & NLC to Secretariat Staff and staff of O/o Ministers, Non Secretariat staff of I&PRD, P&EA (CPMU), WGC
- Issuing of ID Cards to Heads of Departments, Chairman/Managing Director of Government owned Companies, Elected members of LSGD Institution etc.
- Issuing temporary pass to Government approved organisation for entry in secretariat

SC3

- BUDS Act
- Papers related to SLCC, SLSC, SLBC meetings
- Papers related to RBI/SEBI except PMLA, FICN and FCRA.

HOME (SSA) DEPARTMENT

PH: 2518438
Email- sossa.home@kerala.gov.in

SSA1

- KAAPA cases relating to Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod District.
- Lawful Interception of Telephone
- Tower Dump, CDR
- NSA

SSA2

- Commissions of Inquiry Act, 1952.
- Papers related to NHRC & KSHRC on Custodial Death in Police Action only.

- Fake currency cases.
- Victim compensation papers of Emergency Fighters only.
- Miscellaneous papers of the section.

SSA3

- Unlawful Activities (Prevention) Act.
- Activities of extremists.
- All papers related to Secret and Sensational Issue (Political)
- VIP Security
- Internal Security.
- Arrangements in Police Department in connection with General Election.

SSA4

- COFEPOSA Cases relating to all Districts in Kerala
- COFEPOSA Detention orders issued by Government of India and other State Governments.
- Papers relating to ESMA
- VIP/VVIP visit.
- Religious Institution (Prevention of Misuse)Act.
- Communal Harmony
- Place of worship
- Communal Harmony Award
- Kabir Puraskar
- Intelligence reports of confidential & sensitive nature

SSA5

- KAPPA cases relating to Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki and Ernakularn District
- F.C.R.I
- KAPPA Advisory Board.

HOME (SSB) DEPARTMENT

PH: 2518719

Email-keralahomessb@gmail.com

SSB1

- Declaration of places of vital importance to the country as Prohibited Place under the Official Secrets Act 1923
- All matters including Visit, Stay, Exit of Pakistan and Bangladesh Naionals in the State.
- Verification of character and antecedents in respect of candidates selected for appointment to the post of LDC/ equated posts and all non-gazetted posts / equated posts in Government / Public Sector undertaking under State/ Central Government and National & International Educational Institutions.

SSB2

- All matters related to Private Security Agencies Regulation Act 2005 and Kerala Private Security Agencies Rules 2010
- All matters including issuance of Private Security License under Private Security Agencies Regulation Act 2005 & Rules
- All matters related to the Kerala Private Security Agencies (Private Security to Cash Transportation) Rules 2020

SSB3

- Verification of character and antecedents in respect of candidates selected for appointment in uniform service of Police, Prison, Excise, Fire Force and Forest departments in State/Central Government and National & International Educational Institutions including forces.
- Medical negligence cases-legal aspects only.

SSB4

- Coastal Security (Security aspects only)
- Recommendation of State Government for the award of President's Police / Fire / Prison & Correctional Service medals declared on the Republic / Independence Day.
- Award of Kerala Chief Minister's Police/Fire/Prison & Correctional Service medals on the occasion of Republic Day.
- Papers related to action and activities of Police Associations in the State.

SSB5

- Prosecution sanction under Section 196 Cr.P.C for offences punishable under Section 153(A) of Indian Penal Code.
- Subject of Union War Book.
- Papers relating to Hawala.
- Action under Cr.P.C/IPC for proscription of books, periodicals etc.
- Monthly Statement on conversion to Islam
- Processing of Daily/Weekly Intelligence Summary/Digest of Intelligence.
- Correspondence relating to Budget estimates and expenditure booked under 252(a) 7 from the Central Government.
- Papers relating to Civil Military Laison Conference.
- Unkeep & maintenance of classified documents on internal security.
- Verification of character and antecedents in respect of candidates selected for appointment to the post of LGS/ equated posts and all gazetted posts/ equated posts in Government / Public Sector undertaking under State/ Central Government and National & International Educational Institutions.
- Miscellaneous papers of Home (Secret Section-B) Department.

HOME (SSC) DEPARTMENT

Phone No:- 0471-2517511
Emaid ID - homessc09@gmail.com

SSC1

- NDPS cases registered by Police Department in Thiruvananthapuram, Kollam, Kottayam, Alappuzha and Kozhikode Districts.
- PITNDPS Act related cases emanating from the Districts of Thiruvananthapuram, Kollam, Kottayam, Alappuzha and Kozhikode
- State Level NCORD Meeting, Apex level/Executive Committee Meeting pertaining to NCORD.

SSC2

- NDPS cases registered by Police Department in Idukki, Thrissur, Palakkad, Wayanad, Kannur and Kasaragod Districts.
- PITNDPS Act related cases emanating from the Districts of Idukki, Thrissur, Palakkad, Wayanad, Kannur and Kasaragod.
- KANSAF/DANSAF

SSC3

- NDPS cases registered by Police Department in Malappuram, Pathanamthitta and Ernakulam Districts.
- PITNDPS Act related cases emanating from the Districts of Malappuram, Pathanamthitta and Ernakulam.
- NDPS cases registered by Excise Department in all Districts of Kerala.
- PITNDPS Act related cases registered by Excise Department in all Districts of Kerala.
- All miscellaneous papers related to the section.

23. Housing Department

Phone No:-8604
Emaid ID – housingdeptsect@gmail.com

A1

- Matters relating to the employees of the Office of the Housing Commissioner.
- Matters relating to the employees of the Kerala State Housing Board.
- Formation of Kerala State Housing Board and related matters.
- Kerala State Housing Board Act, Rules and Regulations.
- Kerala Apartment Ownership Act and Rules.
- Housing for All, Housing Policy.
- Annual Report of Kerala State Housing Board.
- Annual Performance Report of Institutions under Housing Department.

- Audit Report of Kerala State Housing Board.
- Kerala State Housing Development Finance Corporation (KSHDFC).
- Papers related to the matters allotted to the seat on the recommendations of the various committees (other than the subject committee) of the Kerala Legislative Assembly.
- Special Staff for Land Acquisition of Kerala State Housing Board.
- Matters related to CMO Portal, e-samiksha & e-PMG
- Legislative questions, assurances and court cases relating to the above subjects.

A2

- Matters relating to Kerala State Nirmithi Kendra & District Nirmithi Kendras.
- Matters related to Pay revision of Kerala State Nirmithi Kendra employees.
- Fixing the rent of institutions operating in buildings under the control of the Kerala State Housing Board.
- Loan scheme for LIG/MIG/HIG category by State Housing Board, One time settlement scheme of LIG/MIG/HIG loans and complaints and petitions related thereto.
- Papers regarding acquisition of land for constructing houses by Kerala State Housing Board., Grievances and complaints regarding land acquisition.
- Purchase, hiring and related matters of vehicles in Kerala State Housing Board, State Nirmithi Kendra, Office of Housing Commissioner.
- Papers related to the matters allotted to the seat on the recommendations of the various committees (other than the subject committee) of the Kerala Legislative Assembly.
- Follow up actions on report of Accountant General, Local Fund Audit Department, Inspection Report, Audit Report, PAC / PUC Recommendations etc. related to institutions under Housing Department.
- Bulk Guarantee for Kerala State Housing Board.
- HUDCO loan repayment of Kerala State Housing Board.
- Low-cost houses, sponsored research on low-cost housing, organizing competitions for construction of low-cost houses, workshops, seminars and training programs related to sustainable development.
- Legislative questions, assurances and court cases relating to the above subject matters.

A3

- Follow-up actions of announcements in Budget / Budget Speech related to Kerala State Housing Board, Kerala State Nirmithi Kendra and Office of Housing Commissioner.
- Working Group / Special Working Group Meetings and Fund Release on various schemes related to Kerala State Housing Board, Kerala State Nirmithi Kendra, Office of Housing Commissioner.

- Subjects on SDG / Additional Authorization / Re-Appropriation / Regularization / Surrender Proposals related to Kerala State Housing Board, Kerala State Nirmithi Kendra and Office of Housing Commissioner.
- Papers relating on MN Laksham Veedu Rehabilitation Scheme, Journalists Housing Scheme, MLA/MPs Housing Scheme, Maitri Housing Scheme and Rajiv Million Housing Scheme for Weaker Sections.
- Matters related to Quarters for Government Employees and Working Women's Hostel to be constructed by the Kerala State Housing Board.
- Aswas Rental Housing Scheme, Innovative Housing Scheme, Grihasree Scheme, EWS/LIG Housing Schemes for Economically Backward people.
- Papers related to the matters allotted to the seat on the recommendations of the various committees (other than the subject committee) of the Kerala Legislative Assembly.
- Kerala Legislative questions, assurances, court cases etc. on the above subjects

A4

- Preparation and submission of Governor's Address / Budget Speech.
- Matters relating to the submission of annual budget proposals and five-year plan proposals of the Kerala State Housing Board, the Office of the Housing Commissioner and the Kerala State Nirmithi Kendra to the Planning Board.
- Submission of subject committee proposals of Kerala State Housing Board, Office of Housing Commissioner, Kerala State Nirmithi Kendra and follow up action on subject committee recommendations.
- Kerala Buildings (Lease & Rent Control Act)1965 and related papers.
- Monthly meeting of Chief Secretary with Secretaries.
- Papers relating to Conference of MPs and District Collectors.
- Matters relating to Housing/Commercial Projects, IAS Quarters, Public-Private Partnership Construction Projects, Satellite Township - Echo Township Projects that are not included in the budget announcements of the Kerala State Housing Board, Kochi Marine Drive Project / Mangalavanam Project, NABARD RIDF Scheme, Recruitment of Consultants.
- Revenue towers constructed by the Kerala State Housing Board and their allotment, matters relating to Thodupuzha and Haripad revenue towers.
- Monthly statement, staff meeting, annual report on RTI Act and matters not allowed in other seats.
- Follow-up actions on General Recommendations of Assembly Committees and Papers related to the matters allotted to the seat on the recommendations of the various committees of the Kerala Legislative Assembly.
- Legislative questions, assurances, court cases, etc., relating to the above subjects.

- Subject Committee Papers relating to H/A 2216, 4216 and 6216 of Kerala State Housing Board, Office of Housing Commissioner, Kerala State Nirmithi Kendra, Kerala State Co-operative Housing Federation, Kalur, Registrar of Co-operative Societies, Land Revenue Commissioner, Sainik Welfare Department, Chief Engineer, PWD, SC/ST Development Corporation, Kerala School Teachers Staff Co-operative Society, Kesnik Habitat Management Scheme under Grant no.XXI

24. Industries Department

INDUSTRIES (A) DEPARTMENT

Phone: 0471 2518685
Email: industriesadepartment@gmail.com

A1

- All Establishment papers of DMG
- Administration report of DMG
- Miscellaneous papers in the section.
- Purchase proposals related to vehicles (including repairs & maintenance) of DMG.

A2

- Special Rules of Department of Industries and Commerce
- Establishment of Gazetted staff,Class IV staff
- Administration report of DIC
- All establishment matters of the Department of Industries and Commerce including Court Cases.

A3

- All papers related to Minerals (except ordinary earth, clay and sand)
- Kerala Mining Area Welfare Board and administration of its fund and papers related to Minerals in Kerala
- Implementation of Kerala Minor Mineral Concession rules and its amendments.
- General papers on statutory work of Mining and Geology Department.

A4

- Appeal and connected papers received under Kerala Minor Mineral Concession Rule

- Purchase proposals relating to vehicles (including repairs and maintenance) of DIC, DHT)
- Papers relating to Ministry of Steel and Mines, administration of its fund and Indian Bureau of Mines
- Matter of DICs in the State including acquisition allotment/construction of building.
- Papers related to quarrying of ordinary earth & ordinary sand and clay.
- Measures to alleviate the shortage of construction grade sand in the state, including reservoir desiltation.

INDUSTRIES (B) DEPARTMENT

Phone: 0471 2518497

Email: industriesbdepartment@gmail.com

B1

- Kerala State Industrial Enterprises Ltd. (KSIE) & Kerala Soaps and Oils Ltd.
- Pricing of Industrial products, marketing assistance
- Revitalization of sick SSI Units
- All industrial Co-Operative excluding Beedi-Handloom and Coir
- State level inter institutional Committee of Kerala /SLBC and matters related to credit deposit ratio
- Assistance to existing units including loan to Harijan Entrepreneurs.
- Assistance to new units, Women Industries Project, Rural Assistance Programmes etc.
- Miscellaneous paper in the section.

B2

- Industry varsity Linkage scheme
- All papers on SSI Units on Sales Tax exemption, Complaints, suggestions etc
- Prime Minister's Rosgar Yogana
- All papers relating to MSMEs and SSI Unit
- Advisory Committees attached to MSME/SSIs
- Matters on Registration of SSI Units
- National and state Awards for MSMEs
- Small Scale Production Centers
- Cluster Development Programme
- Price preference to SSI units
- Industrial Safety
- Covid Relief Plan

- Topics related to traders
- Industries Resource Locator
- All paper of NABARD
- State, Central investment subsidy or any type of subsidy or loan to SSI sectors and incentive for growth scheme.
- Entrepreneurship development schemes.
- Entrepreneurship support schemes

B3

- Training and interest free loan to young entrepreneurs
- Employment promotion programme
- Self employment Scheme to educated unemployed
- Kerala Credit linked capital subsidy Scheme for technology upgradation to MSMEs
- National Productivity Council
- All papers relating to Trade and Commerce, Trade Policy of Government of India and WTO
- Marketing incentive Schemes for marketing
- All Exhibitions/Seminars/Conventions
- All papers relating to industrial policy and connected issues, including issues of industrially backward Districts
- All papers relating to Single Window Clearance Board, Kerala State Industrial Product Trading Company Limited.
- Margin Money Loans to SSI Units.
- CFC, Changanassery, Manjeri

INDUSTRIES (C) DEPARTMENT

Phone: 0471 2518737
Email: indcsection@gmail.com

C1

- Paper relating to Kerala State Handloom Development Corporation HANVEEV AND HANTEX
- Institute of Handloom and Textiles Technology
- Kerala garments Ltd.
- Miscellaneous papers in the section on all Handloom and textile matters

C2

- Papers relating to Handloom industry
- Papers on all Co-operative Societies in Handloom and Textiles sector
- Integrated power looms
- All papers on power loom project and power loom societies
- Administration report of DHT and Working Group proposals

C3

- Kerala Textiles Corporation
- Papers relating to all spinning and weaving mills in the public/Co-operative /Private sector other than new Texfed units and Sitharam Textiles.
- BIFR cases of the mills, OPS etc.
- National Textile policy
- Sitharam Textiles.
- Trivandrum Spinning Mills.

INDUSTRIES (D) DEPARTMENT

Phone: 0471 2518080
Email:industriesdsection@gmail.com

D1

- Kerala Electrical and Allied Engineering Co.Ltd.
- Travancore Plywood Industries Ltd.
- Paper relating to Kerala Administrative Reforms Committee and Law Reforms Committee.
- General and Miscellaneous papers on PSUs including LA Interpellation
- Guarantee Commission
- Company Law Board and related papers
- KEL-EML
- Miscellaneous papers in the section

D2

- Steel Industrials (kerala) Ltd.
- Steel and Industrial Forgings Ltd.
- Autokast Ltd.
- Steel Complex Ltd.
- Metal Industries Ltd.
- Scooters Kerala Ltd.
- All Papers relating to steel sector

D3

- Keltron and subsidiary companies/Associate Companies/KELTRAC
- SIDKEL Television Ltd.
- Kerala Automobile Ltd.
- All General Papers relating to Electronics and automobiles sectors

INDUSTRIES (E) DEPARTMENT

Phone: 0471 2518032
Email:soeindustry@gmail.com

E1

- Foam Mattings (India) Ltd.
- Kerala State Coir Corporation Ltd.
- NCRMI
- Kerala State Coir workers Welfare Fund Board
- Central Government Schemes
- Acts and Rules relating to Coir Development Department.
- KCMMC Ltd.
- Coir Park
- Miscellaneous papers of section.
- Coir Kerala Fest.
- Plantation Corporation and Plantation Directorate

E2

- All Scheme relating to Coir Development Department.
- Papers relating to Coirfed.
- Papers relating to Kerala Co-operative Societies and statutory orders relating to Coir Industries
- Budget Papers relating to coir industries
- General paper relating to coir
- Administrative report of Coir Directorate
- MP's Conference.
- Collectors Conference.
- Chief Secretary meeting with Secretaries.
- Market Development Assistance.

INDUSTRIES (F) DEPARTMENT

Phone: 0471 2518146
Email:industriesfsection@gmail.com

F1

- Centre for Management Development
- Land selection Committee for selection of sites for setting up of Development area, development plot, industrial estate and connected papers
- Papers on Assignment of Land in Industrial Development Areas and Industrial Development Plots under Directorate of Industries & Commerce.
- General Issues Industrial Land excluding land of KINFRA, KSIDC and PSU's
- Guidelines for private Industrial Estate

F2

- Meet the Minister Program
- Raw material – controls
- All papers on Industrial Estate, Mini Industrial Estate and Functional Industrial Estate of Director Industries & SIDCO
- Kerala Institute of Entrepreneurship Development(KIED)
- General Tool Room (Other than for Electronic)
- Papers related to SIDCO
- Committee for scrutiny of tenders, estimates tenders excess of work done by SIDCO
- Mannam Sugar Mills
- Kerala State Salicylates & Chemicals Limited
- General paper of Industries Department (Not related to other Sections)
- CMO Portal

INDUSTRIES (G) Department
Phone: 0471 2518086
Email:indgdept@gmail.com

G1

- All papers relating to KINFRA
- All project implemented by KINFRA
- Papers of NIFT
- Project under Critical Infrastructure Balance Scheme (CIBS) ASIDE etc
- The Infrastructure Development Bill
- All papers on Bio-Technology industry
- All papers on Food Processing Industries(Food Based Industry)
- KSDC
- Footwear Industries
- Kerala Paper Products Limited (KPPL)

G2

- Travancore Rayons Ltd, Punalur paper Mill, Premier Tyres Ltd and Mavoor Gwallior Rayons Ltd.
- Forest Industries (Travancore) Ltd.
- Papers relating to Private Sector wood based industries and large and medium rubber based industries
- All papers relating to spices Board, Tea Board, Cofee Board
- Bureaue of Indian Standards (BIS)
- General Issues on winding up of Defunct PSUs
- Collectors Conference, MPs conference, Monthly meeting of Chief Secretary with Secretaries

- Staff Meeting, File Workshop
- K-BIP
- Miscellaneous papers of the section
- Industrial Pollution
- Online Service Portal under Industries Department
- Kerala Rubber Limited(KRL)

INDUSTRIES (H) DEPARTMENT

Phone: 0471 2518744
Email:industrieshdepartment@gmail.com

H1

- TRACO Cable Company Limited
- Transformers & Electricals Kerala Limited
- United Electricals Industries Ltd.
- All papers relating to RIAB(BPT) and performance Review of State PSU's
- General paper relating to Bonus
- Setting up of New PSUs under Industries Department
- Modernization, Revitalisation and restructuring of State PSUs including interpellations.
- All General Papers relating to Electrical Sector.
- Miscellaneous papers of the section

H2

- Chalakudy Refactories Limited, Kerala Special Refactories Ltd, Travancore Cements Ltd, Malabar Cements Ltd, Kerala Ceramics Ltd, Kerala Clays and Ceramics Products Ltd, Travancore Cochin Chemicals Ltd ,Metropolitan Engineering Company Ltd.
- All General Papers relating to Ceramics and Cement Sectors

H3

- Kerala Minerals and Metals Ltd, Travancore Titanium Products Ltd, Kerala Construction Components Ltd, Kerala State Drugs and Pharmaceuticals Ltd. and Kerala Mineral Development Corporation Ltd.
- All Papers relating to Clay, Tile and Chemical Sectors

INDUSTRIES (J) DEPARTMENT

Phone: 0471 251 8800
Email:industriesj@gmail.com

J1

- All papers on Sales Tax, Government level meeting etc of Sick, Large and medium Industries in Private Sector.
- All Papers related to BIFR in respect of Private Companies other than the coming under respective sectors.
- Letter of Intents and Industrial Licenses and Foreign Direct Investment proposals and connected matters.
- Proposals for New Investment and Industry and papers connected with CII,FICCI and ASSOCHAM.
- Handling of correspondence with Government of India including the meeting of Cabinet Secretary and Union Budget Related Issues.
- All central PSU's and Central Investment Issues.
- KCIS
- Investment Meet

J2

- Planning and Five Year Plan preparation, review and monitoring of Plan.
- Budgetting, Re-appropriation, SDG etc and all papers relating to Budget speech.
- Cochin Special Economic Zone.
- Advertisement
- Matters relating to special representative officer, New Delhi
- All papers on training in Foreign countries
- All papers on foreign tour of officers of State Government and PSUs and Ministers (Industries)
- All papers relating to INKEL.
- RFD, Monitoring of e-Office.
- Miscellaneous papers of the section

J3

- KSIDC and its subsidiary companies. All issues of KSIDC
- All papers relating to electricity, Water cess, electricity tariff and power consumption.
- Water taken for the use of industries in connection with Minor irrigation
- Japan – Colombo plan and all bilateral and multilateral schemes and issues thereof

- Kerala Industrial Revitalization Fund Board (KIRF)
- Industrial Growth Centres
- All papers relating to private sector companies in the Medium and Large sector other than Sick Companies and not coming under the sectors alloted to other sections.

INDUSTRIES (K) DEPARTMENT

Phone: 0471 2518382
Email:industrieskdepartment@gmail.com

K1

- Khadi and Village Industries
- Kerala State Bamboo Corporation Ltd
- Kerala State Rural Women's Electronic Industrial Co-operative Federation Ltd. (RUTRONIX)
- Kerala Khadi Workers Welfare Fund Board.
- Miscellaneous papers in the section

K2

- Kerala State Cashew Development Corporation
- Kerala State Cashew Workers Appex Industrial Co-Operative Society
- All papers relating to cashew Industry including acquisition and requisition
- Papers relating to Kerala State Agency for Expansion of Cashew Cultivation
- Residuary work of SERIFED

K3

- Handicrafts and related subjects, Match Industry
- Handicrafts Development Corporation of Kerala Ltd
- Kerala Artisans Development Corporation
- Kerala State handicrafts Apex Co-Operative Societies Ltd (SURABHI)
- Beedi Industries including Beedi Co-operative Societies
- KELPALM
- All general papers related to traditional industries including LA Interpellations

INDUSTRIES (PS) DEPARTMENT

Ph: 0471 2518036
Email:secindps@gmail.com

- All papers relating to IR draft para, Audit report of C&AG and PAC, PUC, Subject Committee and other Legislature Committee
- All allied matters relating to Legislature Secretariat
- LA Interpellation
- Papers related to Official Language and committee on official language

- OBC/SC/ST/Review Meeting
- Consolidation work and Monthly

25.Information and Public Relations

Information & Public Relations (A) Department
Phone No: 0471 2518586
Email id : informationprda@gmail.com

A1

- All Establishment matters, including Transfer & Posting, sanctioning of leave, Disciplinary Action in respect of Additional Directors, Deputy Directors, Information Officers, Assistant Editors, Translators, Designers, Artists, Chief Photographer, Clerical Attenders, DTP Operators in Information & Public Relations Department
- Consolidation of Landed Property Statement of Employees in Information & Public Relations Department.
- All Papers related with Modification, Amendment and Revision of Special Rules in Information & Public Relations Department.
- All papers related with Training of employees conducted by IMG
- Conducting of Departmental Promotion Committee (DPC) Lower & Higher in respect of employees of Information & Public Relations Department.
- All papers related with Delegation of Powers in respect of officers in Information & Public Relations Department.

A2

- Modernisation and Infrastructure development of I&PR Department
- Budget Expenditure for 4 Plan heads
    - i) Information Centre
    - ii) Modernisation of District Information Offices
    - iii) IT Services
    - iv)Training
- Establishment matters of Kerala Media Academy and Tagore Theatre
- Non-Plan budget matters of Kerala Media Academy
- Departmental Training to Officers
- Paid Apprenticeship Programme
- Audit Report of Accountant General, Finance Department
- Payment of cable TV and Internet connection provided to the officers of the Department

- Consolidation of the monthly Performance reports of District Information Offices and the offices of Regional Deputy Director
- Preparation of Monthly Business Statement of the Departments
- HBA related papers

A3

- Establishment matters of Office Attendants/Cinema Operators/Drivers/Photographic Attenders/Dark Room Assistants/Roneo Operators
- Maintenance of Service Books of the above officers
- Monthly Reports/Annual Reports of SC/ST representation
- Joining of employees in various welfare Programmes
- Preparing Seniority List of the above Officers
- Miscellaneous papers of the section
- Papers regarding Records (cellar) Section in I&PR Department
- Dumping of Old properties
- Chief Secretary's monthly Meeting with Secretaries

Information & Public Relations (B) Department
Phone No: 0471 2518330
Email id : caprdb@gmail.com

B1

- Salary bill of Gazetted and Non-Gazetted Officers
- Contingent bill of daily waged employees
- PF Loan
- Maintenance of SLI/GIS accounts
- Maintenance of registers regarding deduction of HBA/Scooter/Motor cycle Advance
- PF/GIS/SLI/Closure bills
- Pension & related papers of all officers in the department
- Income Tax preparation and TDS filing related to establishment bills of I&PRD
- All works related to SPARK system
- LPC preparation
- GIS enrollment
- Maintenance of VISWAS (Insurance Dept.- online).

B2

- Preparation of Budget (Plan/Non Plan)
- Allotment to District Information Offices and Regional Deputy Director offices
- Subject Committee, Estimates Committee, Working Group etc

- Performance Evaluation of the Department (RFD)
- Files related to the overview of plan implementation
- Final resumption of funds with Finance Department and Principal Accountant General
- preparation of Plan Progress report and Plan Space updation
- Annual performance Calendar
- Pension papers of Media Academy
- Medical reimbursement related to District Information Offices
- Files related to SDG/AA/RA
- Files related to Budget provision queries raised by Principal Accountant General.

B3

- Contingent bills except advertisement charges
- Maintenance of Advance register
- Allotment / counter signature of TA bills of self drawing officers
- T.A bill of committee members constituted for special purpose
- Wages of daily wage employees
- Salary bill of Part Time Sweeper.

B4

- Disbursement of Cash/DD
- Maintenance of Cash/DD register
- Landline and mobile Phone bill
- Remittance of revenue to treasury (Tender form fee, Publication fee etc)
- Reconciliation of Revenue head
- Custodian of documents (HBA), Re-coupement
- TA bills of Gazetted and Non-Gazetted officers.

B5

- Reconciliation of departmental figures under head of account '2220 - Information & Publicity'
- Issuing of Non Liability Certificate to Gazetted and Non Gazetted officers
- Medical reimbursement claim (Directorate)
- Mobile phone charge reimbursement of officers
- TDS-e-filing of department
- Accountant General's Audit Report
- Public Accounts Committee Reports
- Papers related to vehicles of District Information Office/Regional Deputy Directors Offices and I&PR Directorate
- Miscellaneous papers pertaining to section.

Information & Public Relations (C) Department

Phone No: 0471 2518013
Email : prdcsection@gmail.com

C1

- State Media Accreditation Committee
- Press/Journalist Accreditation
- Accreditation Portal
- Press Club
- National Press Day
- State Media Awards
- Swadeshabhimani Kesari Media Award
- State Police- Media co-ordination committee
- Inter-departmental Media co-ordination committee
- Committee to study the problems of women journalists
- India International Trade Fair (IITF)
- Scrutiny
- Inter state Public Relations Programme
- KSRTC Bus pass to Accredited Journalists
- Media Co-Ordination for VVIP Visits
- PRD Lounge- State Information Centre (Tagore Theatre)
- Malayalam Day and Official Language Week Celebration
- New Delhi Arts and Cultural Centre

C2

- Health insurance scheme for journalists, Government of Kerala contribution
- Various field publicity activities in connection with welfare schemes of Government.
- Gandhi Jayanthi celebration, Reading day week celebration
- Prism project
- Tableau on New Delhi Republic Day parade participation of State Government
- Anniversary Celebration of Government (Field Publicity)
- Special Campaigns conducted by Government (Field Publicity)
- Rate fixation of various outdoor publicity advertisements
- Purchase of Field Publicity equipments
- Construction and maintenance of PRD Hoardings on behalf of Government of Kerala.
- Mobile exhibition units maintenance
- Video wall network maintenance
- Sponsorship for programs conducted by various cultural and sports organisations
- Participation in programs like exhibitions organised by other departments

- Tableau presentation during Onam Celebration of state Government.

C3

- Project activities of Kerala Media Academy
- Printing, distribution and remuneration of various publications in connection with the promotion of development and welfare activities of the Government
- National Drama Festival
- Printing and distribution of periodicals Samakalika Janpatham and Kerala Calling
- Remuneration to writers, translators and designers of periodicals Samakalika Janpatham and Kerala Calling
- Remuneration for services provided by UNI/PTI News Service at Raj Bhavan, Chief Minister's Office and Press Release Section
- Remuneration for distribution of dailies/periodicals in office and residence of Chief Minister, other Ministers, Leader of Opposition, Chairman, Administrative Reforms Commission and various sections of the Department.
- Reimbursement of Newspaper Charges of IAS Officers
- Section Miscellaneous

Information & Public Relations (D) Department

Phone No: 0471 2518673

Email : prdcomputerroom@gmail.com

D1

- Determination of rate for advertisement through rate contract
- Preparation of Media List of Dailies.
- Determination of circulation of Dailies included in Media List
- Letters regarding rate revision. Release of Display Advertisement utilizing plan fund allocated for the same
- Issuance of Government orders and Circulars regarding advertisement
- Consolidation of answers with respect to petitions regarding advertisement, Niyamasabha questions, Right to Information Act etc

D2

- Determination of circulation and rate in respect of the periodicals - Weekly, Magazines, Monthly, Bimonthly etc. Inclusion of Periodicals in Media List.
- Preparation of Media List of Periodicals. Giving display advertisements to periodicals.
- Giving special advertisement in Dailies
- Miscellaneous papers. Letters regarding periodicals. Passing of Bills.
- Giving advertisements in PRD rate and special rate to Periodicals and Dailies.
- Giving advertisements to the listed and non listed Periodicals in the Media List

D3

- Empanelment of electronic media viz, TV Channels, FM radio, Community radio stations, Cable TV, Online media. Creating Media List, Rate revision, Giving the advertisements received from departments to the electronic media, issuing Release Order and passing of bills
- Issuing of RO and passing of bills in respect of the advertisements given to Doordarshan and AIR.
- Issuing of RO to the party payment advertisements from local bodies, autonomous bodies and quasi Govt. bodies to the print media/electronic media.
- Issuing work order to the electronic media for creating advertisements and passing of bills
- Agency formation related to Theatre, giving advertisements, issuing RO and passing of bills

Information and Public Relations (E) Department

Phone No. 0471-2518078
Email : prdesection@gmail.com

E1

- Papers related to Production and telecast of "Navakeralam" TV Programme, "Priyakeralam" (A Weekly Development news magazine program)
- Digitization of video archives, Edit and sound booth maintenance, outsourcing of technicians, video editors, sound recorder, anchor, production assistant, narration work, camera men, production assistant etc including their remuneration
- Empanelment procedures and Categorization of Documentary/ Short Film Directors etc. Production of all Video Documentaries, short films under I&PRD.
- Fund release and regularization activities related to production of videos documentaries, I&PRD Documentary Fest., papers related to the project "Visual History of Kerala" Convening of Select-cum-Cost Committee, Technical Committee meeting related to production of Video Documentaries / Short Films. Online video competition, Mizhivu, Helecam shooting.
- All Papers related to production of "Naam Munnottu" weekly interactive television programme of Hon'ble Chief Minister. Sanctioning of Telecast charges to Doordarshan & selected channels
- Papers related to Maintenance, Enrichment, Content Development of the official website and social media Management of Hon'ble Chief Minister. Papers related to maintenance and Technical support of Official website of I&PRD & other websites, Sabarimala, Online publication of SSLC / VHSE / HSE Results, Election Results, Enrichment, Maintenance and Technical support of official website of 20 Ministers of Kerala, PRD LIVE, Appointment of PRD Live Reporter and processing of their salary

- All other papers related to Web & New Media plan scheme. (2220-60-800-78-Setting up of a Government Website and Maintenance of a Mail Server)

E2

- Papers related to Tagore Theatre including allocation of Tagore Theatre for different programmes, rent exemption, fund allocation for maintenance and renovation of the theatre (Plan Scheme) including constructions and electronic installations for cultural programmes and shows, installations as part of establishing the premises as cultural hub, landscaping and beautification of Theatre campus, over all maintenance of the theatre and premises, Annual Maintenance Contracts with concerned agencies for Generator, HVAC System, Lift, Projector, UPS, etc. Outsourcing agencies to hire services of cleaning & security personnel and hospitality staff to keep the theatre premises clean & secure and for maintaining quality standards etc.
- Purchase and maintenance of Camera, photographic equipments, Lens and allied equipments, Hard disks, scan adapters and purchase of software for photo editing etc. For Directorate and for all districts, selection of contract Photographers and formation of photographers panel in districts, allotment of wages for contract photographers and Purchase of photographs, Lamination of photos and photo publicity, State award for photography selection process and distribution of awards, fund allotment to districts, project of photo digitalisation, Photo archiving project of photographers, documentation and its expenses in districts
- Purchase and distribution of Stationery items for the Department and their bill payment.
- Toner purchase and refilling for all printers in the Department and their bill payment. Payment of Bills to M/s. Anuj Computers, M/s. Cyber King, M/s. E Squares, etc.
- Paper related to Social media under the plan scheme setting up of Govt. Website and mail server and Special PR Campaign. Payment of Bills to Empanelled Agencies

E3

- Release of payment for the broadcasting of Janapadam through AIR, payment of remuneration of sound artist, video editors for the production of Janapadam
- Formation of Cable TV Monitoring Committee , Papers from Central Govt. Petitions related papers.
- Papers/Petitions from various Commissions. General papers related to meetings.
  Fact Check: Formation of fact check, Payment towards C-DIT.
- Dealing with the papers related to Office Expenditures.
- CMO Portal
  Consolidation of status of files regarding the petitions
  Convening meeting for CMO portal
  Dealing the petitions received through CMO portal
- MP's Conference

Governor's meeting

- Consolidation of RTI Annual Report
  General RTI Applications
  Consolidation of LA Questions:
  Allocation of duty for officials to Legislative Assembly.
  Procedure for the issue of official papers, Distribution of LA Questions.
  Papers related to PRD, Papers on Legislative Committee

Information and Public Relations(F) Department

Phone No. 0471-2518634
Email : prdfdepartment@gmail.com

F1

- Disbursing Payments to Dailies towards Tender/ Non Tender Advertisement Charges
- Electronic media Advertisement and allied expenses
- Miscellaneous papers related to this department.

F2

- Publishing of Look Out Notice
- Publishing of Show Cause Notice, Termination Order, Disciplinary Action Notice etc.,
- Passing of Advertisement Bills for ROs released from F3 seat,
- Transferring Passed Bills to F1 seat for payment

F3

- Publishing of Tender/ Quotation/ Auction Notices of all Govt. Departments in News papers
- Passing of bills released from F2 seat for payment.

F4

- Publishing various Notifications, Notices, Expression of interest, Adoption, Confiscation of Vehicle etc. in Dailies
- Passing of advertisement bills released from F4 seat. Payment of display advertisement bills.

Information and Public Relations(G) Department

Phone No. 0471 2518174
Email :prdgsection@gmail.com

G1

- Publication of e- tender advertisements received from NIC (online).Verification of voucher copies and passing of bills to be forwarded to I&PR (F)section for payment.

G2

- Advertisement of Tender/e-auctions of Govt. Departments (Malappuram, Kasaragod,Thrissur, Idukki, Ernakulam & Kollam districts) (via AdMIR software)

and giving it to different newspapers for publication as per rotation list and also to Web &New media for publishing in Govt. website, Verification of voucher copies and passing of bills to be forwarded to I&PR (F) section for payment

G3

- Advertisement of Tenders/e-auctions of Govt.Departments (Alappuzha, wayanad, Kannur, Palakkad & Kozhikode districts) (via AdMIR software) and giving it to different newspapers for publication as per rotation list and also to Web & New media for publishing in Govt. website, Verification of voucher copies and passing of bills to be forwarded to I&PR (F) section for payment.

G4

- Advertisement of Tenders/e-auctions of Govt.Departments (Thiruvananthapuram, Pathanamthitta & Kottayam districts) (via AdMIR software) and giving it to different newspapers for publication as per rotation list and also to Web & New media for publishing in Govt. website, Verification of voucher copies and passing of bills to be forwarded to I&PR (F) section for payment.

Information and Public Relations(H) Department

Phone No. 0471 2517351

Email : iandprdhsection@gmail.com

H1

- Processing Journalist Pension/ Dependent Pension applications and take steps for payment of pension
- Take steps to provide membership in Journalist Pension Scheme
- Processing applications for reinstatement of membership for those who have defaulted for more than six months.
- Payment of monthly pension to pensioners-Take steps to pay pension arrears to pensioners
- Procedures for procuring life certificates from pensioners every year
- Re adressal of grievances related to Journalist Membership, Pension, Dependent Pension and Disability Journalist Pension - Proceedings regarding High Court cases
- Take action regarding membership and pension application of journalist staff working in New Delhi
- Take steps to hold sub-committee meeting and pension management committee meeting every year
- Preparation of budget proposal.-Respond to requests received under the RTI Act, Act on applications received through CMO portal.

H2

- Process non-journalist pension applications and take steps to grant pension
- Take steps to provide membership in Non-Journalist Pension Scheme

- Process applications for reinstatement of membership for those who have defaulted for more than six months
- Pay monthly pension to pensioners - Pay pension arrears to pensioners
- Procedures for procuring life certificates from pensioners every year – Re adressal of grievances of pensioners
- Proceedings in respect of High Court cases
- Crediting the amount to the director's TSB account by paying demand drafts related to the allowance of non-journalist employees working in New Delhi to the treasury (those who are not included online)
- Take steps to hold sub-committee meeting and pension management committee meeting every year
  - Prepare budget proposal.
  -Respond to requests received under the RTI Act

26.Labour and skills Department

Labour (A) Department
Ph.No. 0471-2518556
e mail - laboura6@gmail.com

A1

- Matters relating to Industrial disputes of 5 districts – Pathanamthitta, Alappuzha, Kottayam, Ernakulam & Idukki coming under Industrial Dispute Act 1947, Papers relating to the issue of "No objection certificates" for installation of stone crusher units under the above five (5) Districts.

A2

- Matters relating to Industrial disputes of 7 districts - Thrissur, Palakkad, Malappuram, Kozhikode, Kannur, Wayanad & Kasaragod coming under Industrial Dispute Act 1947, Papers relating to monthly reports of Labour Courts and Industrial Tribunals, Papers relating to amendments and modification under Industrial Disputes Act and remarks based on Industrial Disputes Act Rules, Papers relating to the issue of "No objection certificates" for installation of stone crusher unit under the above seven (7) Districts, Declaring the Industries as Public Utility Service, Miscellaneous papers in the section

A3

- Matters relating to Industrial disputes of 2 districts-Thiruvananthapuram & Kollam coming under Industrial Dispute Act 1947, Appeal under Section 8(5) of the Kerala Motor Transport Workers Welfare Fund Act, 1985; Appeal under Section 8(5) of the Kerala Toddy Workers Welfare Fund Act ,1969; Papers relating to the issue of "No objection certificates" for installation of stone crusher unit under the above two (2) Districts.

Labour (B) Department

Ph.No. 0471-2518409
e mail- labourb.kerala@gmail.com

B1

- Kerala Toddy Workers Welfare Fund Act and Schemes [except appeal under section 8 (5) of the Act], Kerala Toddy Workers Welfare Fund Board, Unorganized Workers Social Security Act, 2008 (Central Act), Kerala Unorganized Workers Social Security Rules, Kerala Unorganized Workers Social Security Board, Kerala Unorganized Workers Social Security Scheme, Kerala Unorganized Workers (Retired) Pension Scheme. General issues relating to workers in unorganized sector who are not members of the Kerala Unorganized Workers Social Security Board, Unorganised Workers Act and Rules.

B2

- All papers relating to the Factories and Boilers Department, Factories Act, Kerala Factories Rules, Kerala Factories (Welfare Officers) Rules, Indian Boiler Act and Rules, Indian Boiler Regulations, Kerala Boilers Attendant Rules, Kerala Boiler Operation Engineers Rules, Kerala Dangerous Machines Regulations Act, All papers relating to the Kerala Institute of Welding & Research and Miscellaneous subjects of the section.

B3

- Kerala Labour Welfare Fund Board, Kerala Labour Welfare Fund Act and Rules, Papers related to exemption under Section 87, 88 and 91 (A) of Employees State Insurance Act (1948)

Labour (C) Department

Ph.No. 0471-2517168
e mail - labourckerala@gmail.com

C1

- Establishment Papers [Except Interest Free Medical Advance, Medical Re-reimbursement, Leave, Compassionate Employment, Disciplinary action] of Industrial Training Department & Government ITIs, Administration Report of Industrial Training Department

C2

- Papers relating to the Inspection reports of the Industrial Training Department from Stores Purchase and Finance Departments, Purchase of equipments for the Department of Training, Miscellaneous papers in respect of Training Department, Papers relating to private Industrial Training Centers, Training of Industrial Training Institutes and their Associations, Certificate holders of Industrial Training Institutes and their Apprenticeship Act and Rules, there under. Petition in respect of NTC / STC

C3

- Centrally Sponsored Scheme of Upgradation of ITIs into CoE, Administrative Sanction for Minor Works in Government ITIs, Starting of New ITIs, Post creations in ITDs, Upgradation of ITIs & Conversion of Trades, Continuous Sanction of Temporary posts in ITD, Vocational Training Improvement Programme of the Government of India, Rent of ITI Building & Hostels etc. All papers relating to Kerala Academy for Skills Excellence [KASE] & Kerala State Institute of Design [KSID]

C4

- Interest Free Medical Advance, Medical Re-reimbursement, Leave, Compassionate Employment, Disciplinary action relating to the Staff of Industrial Training Department. Additional Authorization, Appropriation, Supplementary Demand Grand, Non Tax Revenues etc relating to Industrial Training Department, Inspection Report of Accountant General and Audit Objection in respect of Industrial Training Department, Papers relating to PAC, Subject Committee, Miscellaneous papers of Labour & Skills (C) Department.

Labour (D) Department
Ph.No. 0471-2518097
e mail- labour.kerala@gmail.com

D1

- CMO portal, Ease of doing business , Reduction of compliance burden, Kerala State Logistic Action Plan, Schemes and papers of Bhavanam Foundation Kerala, Payment of Gratuity Act, Kerala Bamboo, Kattuvally and Pandanus Leaf Workers Welfare Fund Act and Rules /Board, Kerala Beedi and Cigar Workers Welfare Fund Act and Rules / Board. Income support Scheme, Bonus guidelines for Public Sector Undertakings, Labour Minister's meeting, Labour Secretary's meeting.

D2

- Code on Social Security, Occupational Safety Health and Working conditions Code , Subjects related to Labour Code , Papers related to online service and monthly report of online service, Governor's Address, Action on Administrative Reforms Commission, 100 days programme, Life mission, Miscellaneous complaints related to employment sector, Plantation Workers Relief Fund, Subjects related to plantation labourers and its state wide meetings, Consolidated works except subjects dealing in other sections, Plantation Labour Act and Rules,Weekly, Fortnightly & Monthly report of Lock out, Lay off Retrenchment, Office orders related to Labour & Skills Department, Miscellaneous papers of the Labour & Skills Department.

D3

- Establishment papers of Labour Commissionerate and Staff of Labour Department working in Industrial Tribunals and Labour Courts, Administration Report of Labour Department, Purchase & repair of vehicles, Clarification in establishment matters of non gazetted officers, Sanctioning of funds through Re-appropriation &

Additional authorization for establishment matters, Administrative Sanction for plan Schemes related to establishment matters, DPC (Higher) in respect of and above the District Labour Officers, DPC (Lower), Re-deployment of Officers to LSGD, Inspection reports & Public Accounts Committee Report related to establishment matters, Transfer and Postings of District Labour Officers & above, Purchase of furnitures, Rent of buildings, Medical reimbursement claims and time barred T.A bills Continuance sanction of posts in respect of Labour Department.

Labour (E) Department
Ph.No. 0471-2518998
labouredepartment@gmail.com

E1

- All papers relating to - Minimum Wages, Minimum Wages Act 1948 and Rules, Payment of Wages Act & Rules, Recommendations of Wage Board, Formation of Wage Board, Formation of Minimum Wages Committees, Minimum Wages Advisory Board, Wage Protection Scheme, Wage Code Rules

E2

- All papers relating to - The Contract Labour (Regulation & Abolition) Act & Rules, Industrial Relations Committee/Board, State Advisory Contract Labour Board, Inter-state migrant Workmen (Regulation of Work and Conditions of Service), Employees Provident Fund and Miscellaneous Provisions Act, 1952, Exemption from EPF & Miscellaneous Provisions Act, Enactment of all Welfare Fund Bills, The Kerala Small Plantations Workers Welfare Fund Board/Scheme, Aawas - Health Insurance Scheme for Migrant Workers, Consolidation and Miscellaneous papers of the section

E3

- All papers relating to - The Equal Remuneration Act and Rules, The Sales Promotion of Employees (conditions of Service) Act & Rules, The Trade Union Act & Rules, The Motor Transport Workers Act & Rules, The Kerala Recognition of Trade Unions Act & Rules, Maternity Benefit Act and Rules, Industrial Employment (Standing Orders) Act &Rules, Working Journalists and other News Papers Employees (Condition of Service and Miscellaneous Provisions) Act and Rules, Working Journalists (Fixation of Rates of Wages) Act, The Child Labour (Prohibition & regulation), Act & Rules, Schemes and Regulations, The Kerala Payment of Subsistence Allowances Act & Rules, The Kerala Motor Transport Workers (Payment of Fair Wages) Act, The Kerala Industrial Establishment (National and Festival Holidays) Act & Rules, ILO Papers Exemption from Kerala Shops & Commercial Establishment Act, The Kerala Shops & Commercial Establishment Act and Rule, The Employees Compensation Act and Rules, Papers on Child Labour, Grant-in aid Schemes - Project, Proposals, The Bonded Labourer System (Abolition) Act 1976, The Kerala Jewellery Workers Welfare Fund Board, The Kerala Jewellery Workers Welfare Fund Act, Rules & Scheme, Industrial Relations Code.

Labour (F) Department

Ph.No. 0471-2517142
e mail- labour.kerala@gmail.com

F1

- Establishment of Gazetted Officers (Administrative Cadre, Alopathy, Ayurveda, Homoeo Department Medical Officers) of Insurance Medical Services Department, Fixation of rent of ESI Dispensaries, Purchase of Medicines and Equipments, ESIC Share to Insurance Medical Services Department, Budget Proposals and Empanelment of Private/Government Hospitals.

F2

- Establishment of Ministerial Staff and Non Gazetted Officers of Insurance Medical Services Department, Administration Report, Starting up/Upgradation of ESI Dispensaries & Setting up of Homoeo/Ayurveda Units, PAC/ Subject Committee, Audit Report, Land acquisition.

F3

- ESI Scheme Implementation in new Geological areas, Request of employees/Management for ESI Benefit, Renovation of ESI owned buildings, Shifting of Dispensaries, Cases/ Anomalies of Staff in ESIC absorbed hospitals, Complaints of IPs regarding Medical Advance, reimbursement, lack of facilities etc., Re- constitution of ESIC Regional Board, State Executive Committee, Miscellaneous papers.

Labour (G) Department

Ph.No. 0471-2518995
e mail - labourgdepartment@gmail.com

G1

- Employment assistance- Wayanad, Kannur, Kasaragod, Kozhikode Establishment papers of National Employment Service (Kerala), Papers relating to rent, telephone and vehicles of employment department

G2

- Employment assistance- Alapuzha, Kottayam, Idukki, Ernakulam, Thrissur, Palakkad, Malappuram, Papers relating to ODEPC, KILE, CNV act, Registration, seniority, renewal of employment registration, Unemployment Scheme under National Employment Service (Kerala) Department.

G3

- Employment assistance - Thiruvananthapuram, Kollam & Pathanamthitta, Establishment papers of Presiding Officers of Industrial Tribunals and Labour Courts and Miscellaneous papers of the section, Self Employment Scheme under National Employment Service (Kerala) Department.

Labour (H) Department

Ph.No. 0471-2518884
e mail - lbrh8884@gmail.com

H1

- Papers relating to the Establishment, Act/Rule/Scheme of the Kerala Tailoring Workers Welfare Fund Board, Kerala Agricultural Workers Welfare Fund Board and Kerala Handloom Workers Welfare Fund Board, Papers relating to the Tree Climbing Workers Welfare Scheme, Papers relating to the issues of the labourers that are not included in the above welfare schemes but are similar, Miscellaneous L.A. Interpellation in the section.

H2

- Papers relating to the establishment, Act/Rule/Scheme of the Kerala Motor Transport Workers Welfare Fund Board, Papers relating to the Kerala Autorickshaw Workers Welfare Fund Scheme, Kerala Automobile Workshop Workers Welfare Fund Scheme

H3

- Papers relating to the Establishment, Act/Rule/Scheme of the Kerala Headload Workers Welfare Board,Wage rate of Headload Workers, Dissemination of Kerala Headload Workers Welfare Scheme, Miscellaneous papers in the section.

Labour (J) Department

Ph.No. 0471-2518494
e mail - labourjdepartment @gmail.com

J1

- Papers related to Kerala Building and other Construction Workers Welfare Board, Deputation matters of Kerala Building and other Construction Workers Welfare Board, Establishment matters of Kerala Building and other Construction Workers Welfare Board, Building and other Construction Workers Welfare Cess Act, Building and other Construction Workers (Regulations of Employment and Conditions of Service) Act and Rules, MP's Conference, Collector's Conference, problems of workers in the respective categories but falling outside the purview of the above Welfare Fund Boards, Papers related to CHIAK.

J2

- Papers related to Kerala Cashew Workers Relief and Welfare Fund Board, Establishment matters of Kerala Cashew Workers Relief and Welfare Fund Board, Kerala Cashew Workers Relief and Welfare Act and Scheme, Common Papers relating to Welfare Fund Boards, Plan Review meetings, Budget Speech, Convening Department Working Group meetings Consolidation of budget proposals submitted by HODs., Labour Policy, Chief Secretary's Monthly Conference with Secretaries, Miscellaneous Papers related to section.

J3

- Papers related to Kerala Shops & Commercial Establishments Workers' Welfare Fund Board and Kerala Abkari Workers' Welfare Fund Board. Papers related to similar category Workers but does not come within the purview of the above boards. Papers related to Rehabilitation plantations Limited and REPCO Bank.

Labour (PS) Department
Ph.No. 0471-2518349
e mail - labourpsdept@gmail.com

PS

- Consolidation of L.A. Interpellations, Monitoring and follow up action of Assurances, Draft para/Audit para related to Various Legislative Committees, Consolidation of monthly business statements.

27.Law Department

Administration- I
Ph.No.8043
e mail - lawadm1dept@gmail.com

- All Estt. matters relating to Gazetted Officers of and above the rank of Under Secretary, pertaining to the preparation and maintenance of various registers, D.P.C.(Higher), Nominating officers to various Boards, Funds, Committees, etc.
- All Estt. matters relating to the Section Officers, Senior Kannada Translator, Senior Tamil Translator, Office Superintendents, Personal Assistants and Confidential Assistants. DPC (Lower), Appointment of Reporters in the ILR (Kerala Series) and Administration of ILR.
- Administration of Official Language (Legislative) Commission., Accountant General Audit and Miscellaneous work of the Law (Administration-I) Department.

Administration-II
Ph.No.8864
admn2lawdept@gmail.com

- Estt. Matters of Duffedars, Clerical Assistants, Attenders and Office Attendants and Holiday Duty postings
- Estt. Matters of Legal Assistants Grade II, Tamil & Kannada Translators and preparation and maintenance of various registers. matter related to Staff Meeting in the Law Department
- Estt. Matters of Legal Assistants Grade – I and Assistant Legal Officers, HBA.

- Estt. Matters of Typists, Binders, Roneo Operators, Drivers, Scrutiny and Sanctioning of Medical Reimbursement claims, Journey sanction, Matters relating to the representation of SC/ST in the Law Department, Miscellaneous matters of Law (Administration-II) Department,

Accounts
Ph.No.7015
e mail - ddolaw2016@gmail.com

- GPF, GIS, SLI, FBS, Personal Accident Scheme of all Officers and T.A. Bills and Maintenance of necessary Registers and other miscellaneous jobs related to Medical Reimbursement Bills of all Officers.
- Preparation of Salary Bill for Non-Gazetted Officers, LPC , NLC. LTC Bills, Surrender Bills, Issue of Salary Certificate, Maintenance of relevant registers, Updating and keeping details of Officers in SPARK and related works.
- Preparation of Salary Bill, L.P.C., NLP.C. , L.T.C. Bills, Surrender Bills, Issue of Salary Certificate for Section Officer and Higher Officers, Maintenance of relevant Registers, Updation and Maintenance of Details of those Officers in SPARK, Income Tax Statement of all Officers of Law Department and TDS. Various other works of the Law (Accounts) Department, Reconciliation, Purchase of electronic items in the Law Department and related works.
- Cash, telephone bills, fuel, payment and other contingency expenses, repair and maintenance of office vehicles, budget, reconciliation and Maintenance of vehicle records.

Inspection
Ph.No.8863
e mail - lawinspectiondeptkerala@gmail.com

- Appointment of Advocate General, Additional Advocates General etc and Government Law Officers in the High Court, Standing Counsel and Panel Counsel in the Supreme Court and the Law Officers at the District and Sub Court centers and Administration of the Advocate General.
- Payment of fee to Advocate General, Additional Advocates General, Director General of Prosecution, Special Government Pleaders, Public Prosecutors, Government Pleaders, Standing Counsel and Panel Counsel. Medical Reimbursement in the Office of the Advocate General
- Miscellaneous works relating to the office of Government Law Officers, Reciprocal arrangement for the conduct of cases with other States, giving Advice on appointment of Special Public Prosecutor, Appointment of Government Advocates in Munsiff Court Centers Advice on Fixation of Fee of Special Government Pleaders/Prosecutors, Other miscellaneous work of Law (Inspection) Department
- Actions against Government Law Officers, Administration of the Kerala Government Law Officers (Appointment and Conditions of Service) and Conduct of Cases, Rules, Complaints, Disciplinary Action etc against Government Law

Officers, Inspection of Offices and Registers of Government Law Officers and Follow up action. Advocate General's Office Budget and its related matters, purchase of computer, furniture, vehicle, etc. and grant of administrative sanction

Suit -I
Ph.No.8027
e mail - lawsuit1department@gmail.com

- Handling of all cases in which the Law Secretary is a party, Advice on pending litigation matters and on scope for appeal, revision etc on files from Home and Power Departments
- Advice on pending litigation matters and scope for appeal, revision etc on files from Revenue, Information Technology, Food & Civil Supplies, Consumer Affairs, Personnel & Administrative Reforms, Personnel & Administrative Reforms (Official Language) and Finance Departments
- Advice on pending litigation matters and on scope for appeal, revision etc on files from General Administration, Industries & Commerce, Vigilance, Scheduled Castes/Scheduled Tribes Development, Backward Classes Development, Cultural Affairs and Housing Departments.

Suit - II
Ph.No.7452
e mail - lawsuitdept@gmail.com

- Advice on pending litigation matters and on scope for appeal, revision etc on files from Co-operation, Transport and Local Self Government Departments.
- Advice on pending litigation matters and on scope for appeal, revision etc on files from Higher Education, Taxes, Forest & Wild life, Science & Technology, Coastal Shipping and Inland Navigation and Election Departments.
- Advice on pending litigation matters and on scope for appeal, revision etc on files from Public Works, Water Resources, Planning & Economic Affairs, Animal Husbandry, Dairy Development, Environment and Agriculture Departments

Suit -III
Ph.No.8246
e mail - lawsuit3dept@gmail.com

- Advice on pending litigation matters and on scope for appeal, revision etc on files from General Education, Store Purchase, NORKA, and Information & Public Relation Departments.
- Advice on pending litigation matters and on scope for appeal, revision etc on files from Social Justice, Health & Family Welfare, Labour & Rehabilitation, Fisheries, Sports & Youth Affairs and Parliamentary Affairs Departments and those not specifically allotted to any other seat.

Library
Ph.No.8392
e mail - lawlibrary8392@gmail.com

- General Administration of the Library, Purchase of Books and e-materials, Subscription of Journals, Maintenance of Stock-Registers, Periodicals and Payment thereof, Arrangement and sending of Journals to Government Press for Binding, Reference Services, updating of Telephone Directory of Law Department, Subjects relating to the implementation of the decision of Inter State Council, Work distribution, Meeting with Chief Secretary and Secretaries, meeting with Chief Minister and Secretaries

Monitoring Cell
Ph.No.8858
lawmonitoringcell@gmail.com

- Monitoring of Government cases coming under the District Collectorates, Controlling the Head of Account 2014-00-114-98, 2014-00-103-96-(02)-28 Government Pleader Offices and Public Prosecutors Fee.
- Printing and distribution of registers, doc sheets, etc., to Law Officers, distribution of Law Journal to Law Officers, Monitoring of Government cases in the Heads of Departments and other Miscellaneous Works, Appointment of drivers of pleaders and distribution of computers and printers in all the fourteen districts and inspection in all the directorates as part of the effective implementation of the State Litigation Policy

Nodal
Ph.No.7299
e mail - so.nodal.law@kerala.gov.in

- Project implementation, Project of Modernization of Law Department and Court Cases Monitoring Solution for Law Offices (CCMS), E-Governance initiatives in Law Department and Convening of Monitoring Committee & Department Technical Committee in the Law Department and related work.
- Website Management of Law Department, Training and preparation of course syllabus and matters incidental thereto, Content updating in respect of Law Department in the Kerala State Web Portal, Liaison with Legal Assistants engaged in CCMS Projects and matters connected with Online filing of Property Returns.

Leg-Publication
Ph.No.8410
e mail - lawlegpublication@gmail.com

- Publication of Annual Volumes of Acts and Ordinances, preparation and publication of Annual List of Enactments in Kerala, Correspondence with other States, Maintenance of Registers containing the dates on which the Acts came into force, Updation of Folders of Central Enactments alphabetically A to K.
- Re-publication of the Acts of Central Government, offering State views on Law Commission Reports, Bills of Central Government and other legislative matters to the Central Government on files received from the Government of India or any Other Central Entity, Obtaining Acts and Ordinances from other States on reciprocal basis, Handling of Government of India Gazette, Updation of Folders of Central Enactments alphabetically L to S
- Preparation of Kerala Codes and the periodical revision thereof, Reprinting of State Enactments, Updation of Folders of Central Enactments alphabetically T to Z and Offering views on Law Commission Reports, Bills of Central Government and other legislative matters to the Central Government on files received from the Departments in the Kerala Government Secretariat
- Maintenance and Distribution of folder volumes of Central Acts and State Acts, Updation of Folders of all State Enactments, Handling of State Gazette and Preparation and Publication of Index of the Statutory Rules and Notifications.

Parliamentary
Ph.No. 7185
e mail - lawply7185@gmail.com

- Papers connected with the Kerala Legislative Assembly, Lok Sabha & Rajya Sabha, Consolidation of Questions and Supplying answers, Works relating to Right to Information Act 2005 and Internal Audit of Law Department. Action Taken Report on the Scrutiny of Demands for Grants (Subject Committee XIV - Internal Affairs), Annual Performance Report to the Legislative Assembly, Action Taken Statement on the Report of the Public Accounts Committee and Provision of Action Taken Statements on the recommendations of various Legislative Committees.

Unified Special Cell
Ph.No.8085
e mail - lawspecialcell@gmail.com

- Scrutiny and Translation of Rules under the Kerala Panchayat Raj Act and the Kerala Municipality Act, Translation and Opinion on such Rules, Translation works of Legislation (C) Section received as per the orders of the Additional Secretary of that Branch. Administration of the Law Reforms Commission, matters

relaed to the Legislative Training Institute and departmental training related to it, and the preparation of the annual report of the Law Department and submitting it to the Legislative Assembly.

KLBF
Ph.No.8048
e mail- lawklbf123@gmail.com

- Accounts, Keeping of Registers, Vouchers, Cheque Books, Preparation of Budget and Treasury Accounts, Inspection of Appellate Authorities and Tribunals and follow up actions etc relating to the Kerala Legal Benefit Fund.
- Administration of Advocates' Welfare Fund and Advocate Clerks' Welfare Fund, Meetings and allied matters, Annual Administration Reports of Welfare Funds.

Conveyancing Cell
Ph.No.8498
e mail - lawconveydept@gmail.com

- Scrutiny of deeds, Conveyancing documents, opinion matters relating to stamp duty and registration of documents from Higher Education, Coastal Shipping and Inland Navigation, Environment, Finance, Fisheries & Ports, Forest & Wild Life, General Administration, Home, Labour & Rehabilitation, Law, Local Self Government, NORKA, Parliamentary Affairs, Public Works, Revenue, Sports and Youth Affairs, Stores Purchase, Taxes, Transport, Vigilance and Water Resources Departments
- Scrutiny of deeds, Conveyancing documents, opinion matters relating to stamp duty and registration of documents from General Education, Industries & Commerce, Agriculture, Animal Husbandry, Dairy Development, Consumer Affairs, Co-operation, Information Technology, Cultural Affairs, Election, Health & Family Welfare, Power, Personnel & Administrative Reforms, Housing, Food & Civil Supplies, Consumer Affairs, P&ARD (Official Language), Scheduled Caste/ Scheduled Tribes Development, Backward Classes, Information & Public Relations, Planning & Economic Affairs, Social Justice, Tourism and Science & Technology Departments.

Official Language - Publication Cell
Ph.No.7066
e mail - lawolpc@gmail.com

- Translation of important judgments of the Supreme Court, High Court, Enactments not so far translated, Notifications, Government Orders and Publication of Niyama Dhwani.
- Administration of Advocates Acts, Translation of judgment, Collection of the details of Acts already translated and all other Miscellaneous Works Administration of Advocates Act, Translation of important judgments of Supreme Court and High Court and Enactments not so far translated, Collection of details of

Acts already translated, Meeting on Official Language, Meeting on Court Language to be made in Malayalam, Organizing Programme for Promotion of Official Language, RTI applications relating to Niyama Dhwani and Assembly Questions. Various other works

Legislation - A
Ph.No.8044
e mail - lawlega@gmail.com

- Main and Subordinate Legislation including translation from Malayalam to English and vice versa of Finance, Election , Tourism and Taxes (G) Departments and miscellaneous works of Legislation – A. Section
- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Taxes (except Taxes (G) Dept.) and Store Purchase Departments.

Legislation - B
Ph.No.8702
e mail - legbdept@gmail.com

- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of General Administration, Personnel & Administrative Reforms, Personnel and Administrative Reforms (Official Language), Scheduled Castes/Scheduled Tribes Development, Backward Classes Development and Revenue (Devaswom) Departments
- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Revenue (except Devaswom) Departments.

Legislation - C
Ph.No.8417
e mail-lawlegcdept@gmail.com

- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Local Self Government Department (except those relating to Panchayat Raj Act)
- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Labour & Rehabilitation Department
- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Local Self Government relating to Panchayat Raj Act and Industries and Commerce Departments.

Legislation -D
Ph.No.8738
e mail - lawlegd@gmail.com

- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Housing and Cultural Affairs Departments, Unification of Laws, Repeal and Savings of Enactments and Miscellaneous.
- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Transport, General Education and Sports & Youth Affairs Departments.

Legislation - E
Ph.No.7337
e mail - lawlegedept@gmail.com

- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Home and Information & Public Relation Departments.
- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Food & Civil Supplies, Consumer Affairs and Vigilance Departments.

Legislation-F
Ph.No.7204
e mail - lawlegfdeptkerala@gmail.com

- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Law, Public Works and Power Departments.
- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Water Resources, Science & Technology and Environment Departments.

Legislation - G
Ph.No.8821
e mail - lawleggdept@gmail.com

- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Forest &Wild Life and Planning & Economic Affairs Departments.
- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Higher Education Department.

Legislation - H
Ph.No.8084
e mail - lawleghdept@gmail.com

- Main and Subordinate Legislation including Translation from Malayalam to English and vice versa of Health & Family Welfare, Social Justice and Non Resident Keralites Affairs Departments.

- Main and Subordinate Legislation including translation from Malayalam to English and vice versa of Co-operation Department.

Legislation - I
Ph.No.7338
e mail - lawlegidept@gmail.com

- Main and Subordinate Legislation including translation from Malayalam to English and vice versa of Fisheries & Ports and Coastal Shipping & Inland Navigation Departments and Department not Specifically allotted to any Sections
- Main and Subordinate Legislation including translation from Malayalam to English and vice versa of Agriculture, Animal Husbandry, Dairy Development, Parliamentary Affairs and Information Technology Departments.

Tamil Translation
Ph.No.7327

- Translation from Malayalam/ English to Tamil and vice versa.

Kannada Translation
Ph.No.8793
e mail – lawkannada2024@gmail.com

- Translation from Malayalam/ English to Kannada and vice versa.

Opinion - D
Ph.No. 8990
e mail - lawdepartmentopiniond@gmail.com

- Offering Legal Advice on files from Public Works, Housing, Fisheries & Ports, Coastal Shipping & Inland Navigation and Taxes Departments.
- Offering Legal Advice on files from Agriculture, Animal Husbandry, Dairy Development, Forest & Wild life, Food & Civil Supplies, Consumer Affairs, and Co-operation Departments.
- Offering Legal Advice on files from Planning and Economic Affairs, Science & Technology, Social Justice, Women and Child Development Department and Local Self Government Departments.

Opinion - E
Ph.No.8619
e mail - lawopinionedept@gmail.com

- Offering Legal Advice on files from Personnel & Administrative Reforms, Personnel & Administrative Reforms (Official Language), Law, Home and Vigilance Departments and Scrutiny of Prosecution Sanction.
- Offering Legal Advice on files from Cultural Affairs, Scheduled Castes/Scheduled Tribes Development, Backward Classes Development, Non-Resident Keralites Affairs Departments and Administration and Opinion of Personal Laws.

- Offering Legal Advice on files from General Administration and files relating to Withdrawal of Prosecution.

Opinion - F
Ph.No.7304
e mail - so.opf.law@gmail.com

- Offering Legal Advice on files from General Education, Higher Education, Labour & Rehabilitation, Sports & Youth Affairs Departments and works relating to the Sports Appellate Authority.
- Offering Legal Advice on files from Health & Family Welfare, Power, Environment, Election, Information & Public Relations, Stores Purchase and Parliamentary Affairs.
- Offering Legal Advice on files from Tourism, Transport, Information Technology, Water Resources, and Finance Departments.

Opinion - G
Ph.No.8353
e mail - lawopiniong@gmail.com

- Offering Legal Advice on files from Revenue (Spl.Cell), (Revenue-N) and Industries & Commerce Departments and Department not Specifically alloted to any Section.
- Offering Legal Advice on files from Revenue Department (except Revenue N & Special Cell) and on matters coming under the Companies Act, Administration of Kerala Court Fees and Suit Valuation Act.

Law H
Ph.No.8380
e mail – lawhdept@gmail.com

- Administration of Kerala State Legal Services Authority, (Except Audit of KeLSA)
- Appointment, Disciplinary action and Extension of Area of Practice of Notaries, Verification of Annual Returns of Notaries and Publication of List of Notaries. Audit of KeLSA
- Renewal and Re-appointment of Notaries. Inspection of office and Registers of Notaries, Administration of Kerala State Human Rights Commission, Action Taken Reports on the Recommendations of State Human Rights Commission.

Records
Ph.No.8881

- Receipt, Distribution and Keeping of disposals and records.

Office Section Tappal
Ph.No.8390

- Receiving and Distribution of Tappal, Despatch, Distribution and Maintenance of furniture, Supply of Stationeries and other articles, Office accommodation and Binding.

Office (Translation)
Ph.No.7158

- Consolidation and furnishing of Monthly Business Statement to P&ARD, Supply of Stationeries and other articles to Legislation, Tamil Translation and Kannada Translation Wings, Statement on the Official Language.

28. Local Self Government Department

Local Self Government (Accountability-A) Department
Ph No. 2518151
E mail : lsgaadept@gmail.com

Broad Objective : AG Audit, KSAD (related to Block & District Panchayats)- Interface-Audit Online- AIMS, Performance Audit, Reforms of Audit

AA1

- Follow up action on the audit of Grama Panchayats by Accountant General.
- All papers on Audit Monitoring Committee,Nodal work on matters taken up with Government of India - Audit Monitoring Committee,
- Follow up action on the audit of District Panchayat by Local Fund Audit Director (Thrissur to Kasaragod)
- Miscellaneous papers in the section.

AA2

- Follow up action on the audit of Block &District Panchayats by Accountant General.
- Reforms in Finance and Accounting System and training on them.
- Furnishing of remarks sought by other departments in Secretariat and Head of Departments on matters of transferred Subject and institutions.
- All papers relating to Local Fund Accounts Committee (Block Panchayat)
- Audit Online, AIMS

AA3

- DLFA Audit report (Thiruvananthapuram to Ernakulam)
- Follow up action on Accountant General Audit (Municipality and Corporation)
- Inspection of office of HODs under LSGD on performance audit.

AA4

- Matters related to Performance Audit, Special Audit and enquiry in respect of Corporations, Municipalities and Grama Panchayats of Idukki, Alappuzha, Malappuram, Kannur and its follow up actions.
- Papers related to training of Performance Audit Teams.
- Operation of fund provided under Head of Account '2251-00-090-97-SPAA', Performance Audit Authority and State Performance Audit Officer.
- General matters related to Performance Audit including issue of common instructions/circulars
- Matters related to Performance Audit in Block /District Panchayats including conduct of Special Audit and enquiry and follow up action on the reports
- Publication of Annual Performance Audit Report
- Sanctioning of TA of Performance Audit and Regional Performance Audit Teams.
- Matters related to Performance Audit, Special Audit and enquiry in respect of Districts other than Idukki, Alappuzha, Malappuram, Kannur and its follow up actions.

Local Self Government (Accountability-B) Department

Phone 2518907

E mail : lsgdab1@gmail.com

Broad Objective:KSAD (related to Grama Panchayat & Municipal Corporation) – Interface - Audit Commission - All papers related to the inspection conducted by Finance Inspection Wing & Store Purchase Inspection.

AB1

- All papers related to the audit conducted by Director and Deputy Directors of Local Fund Audit and Local Fund Accounts Committee and follow up action of the reports in respect of Grama Panchayaths, Municipalities and Corporations of Thiruvananthapuram, Kollam, Alapuzha, Pathanamthitta, Kottayam Districts and Municipalities and Corporations of Malappuram, Wayanad, Kozhikode, Kannur and Kasaragod Districts.

AB2

- All papers related to the inspection conducted by Finance Inspection Wing and follow up action of the reports.
- All papers related to the audit conducted by Director and Deputy Directors of Local Fund Audit and Local Fund Accounts Committee and follow up action of the reports in respect of Grama Panchayaths of Malappuram, Wayanad, Kozhikode, Kannur and Kasaragod Districts.

- Miscellaneous papers in the section.

AB3

- All papers related to Store Purchase Inspection and follow up action of the reports.
- All papers related to the audit conducted by Director and Deputy Directors of Local Fund Audit and Local Fund Accounts Committee and follow up action of the reports in respect of Grama Panchayaths, Municipalities and Corporations of Idukki, Ernakulam, Thrissur and Palakkad Districts.
- All papers related to Audit of other institutions/Departments under LSGD.

Local Self Government (Development-A) Department

Ph No.251 7022
E mail : lsgdadepartment@gmail.com

Broad Objective : Decentralized Plan – SCSP/TSP/WCP/Child Development Plan, Co-ordination Committee, Gramasabha, Plan Process, DPC, Acreditation of technical support agencies, SLBC.

DA1

- Convening of Co-ordination Committee Meeting.
- Issue of Clarifications/Circulars/Guidelines and orders on Decentralisation including planning, implementation, monitoring and evaluation.
- Follow up action on the decisions of Co-ordination Committee Meetings.
- Issue of guidelines for the implementation of various schemes to be implemented by the Local Self Governments.
- Meetings on Decentralisation.

DA2

- District Planning Committees
- All papers relating to Decentralised Planning in the Grama Panchayats.
- Appeals against DPC decisions in respect of schemes which require Government approval.
- Accreditation of technical support agencies
- Development Packages - Kasaragod Development Package, Idukki -Wayanad Package, Idamalakkudy Integrated projects etc.
- Human-Animal Conflict

DA3

- Policy and guidelines pertaining to CFC Grants interface with LSG annual plans including urban agglomeration.
- Miscellaneous papers of the Section.
- Papers received from the various Legislative Committees related to Grama Panchayats dealt within the section.
- All papers relating to Grama Sabhas.
- SLBC.

- SCSP/TSP/WCP/Child Development Plans

Local Self Government (Development-B) Department
Ph No.2518083
E mail : dbdeptlsg@gmail.com

Broad Objective : Local infrastructure, Transferred institutions and Community assets

DB1

All papers related to

- Subjects relating to IMPACT KERALA.
- Slaughter house
- Community assets – markets, shopping complex, bus stands, shelters, stalls, community halls, Play grounds
- Panchayat and ULB office buildings – construction and maintenance
- Papers relating to Maintenance of Swaraj Bhavan.
- All matters relating to transferred Institutions (other than establishment matters of schools, palliative care, health functionaries)
- Asset Register/mapping all LSGs

DB2

All papers related to

- MLA Community Development Schemes.
- Papers related to Asset Development of MPs, MLAs and Local Development Schemes.
- Common subjects related to Local Infrastructure & Engineering Wing, LSGD.
- Road Safety
- Quality monitoring of works of LSG Institutions
- Subject related to Works.
- All matters relating to LSG Roads (including naming of Roads) and Bridges other than CMLRRP.
- Hydel Projects of all LSG Institutions.
- Matters related to vehicles in LSGs including purchase.

DB3

- Papers related to Street lights in LSGs.
- Burial grounds
- Papers relating to schools and establishment of teachers under PRIs. (vide O.O. No.04/2010/LSGD dtd.06.02.2010)
- Papers relating to Anganwadis
- Establishment papers of Palliative Care Workers, NRHM, ASHA Workers etc.

- Fixation of rent of buildings taken on rent for the office use of all LSG Institutions and Departments coming under Local Self Government Department and the granting rent for institutions (such as ITI/Maveli Store etc.) functioning for development of Panchayats/Municipalities within Panchayat
- Miscellaneous papers in the Section.

Local Self Government (Development - C) Department

Ph No.2518687
E mail : lsgdcdept@gmail.com

Broad Objective:Central and State Urban Schemes (Other than NULM/Livelyhood Schemes), Disaster Manangement and Climate action, Watershed and Water Resources.

DC1

- Climate Action, Biodiversity Register, Natural Resource Management (excluding ferry rights, sand mining, dredging etc)
- Covid and Zoonotic diseases related matters
- Papers relating to state and centrally sponsored schemes of urban LSG, , AMRUT (general), AMRUT1, AMRUT2.0 (water supply) (other than LWM)
- Plan schemes of LSGD Planning.
- Jal Jeevan Mission, All papers relating to water supply schemes of all LSG Institutions.
- Disaster management

DC2

- Centrally sponsored Urban Development schemes of Kudumbasree (NULM, SvaNidhi etc)
- Vyttila Mobility Hub & Kozhikode Mobility Hub.
- CRDP
- Smart City Projects
- Plan Schemes relating to Development Authorities.
- All State plans schemes for urban development /affairs.
- Water supply during water scarcity.
- Miscellaneous papers of the section.

Local Self Government (Development-D) Department

Ph.No.2517013
E mail : lsgdddepartment@gmail.com

Broad Objective : Central and State Rural Schemes (other than Housing, NULM)

DD1

- Prime Minister Gram Sadak Yojana (PMGSY)
- Integrated Watershed Management Programme (IWMP)
- NABARD RIDF
- PMKSY

- NRLM

DD2

- All papers related to Mahatma Gandhi National Employment Guarantee Scheme, Social Audit society.
- Ayyankali Urban Employment Guarantee Act
- Subjects related to Kerala Employment Guarantee Workers Welfare Board.
- Amrit Sarovar.

DD3

- Papers related to Trade fair and tournaments.
- Socio Economic Caste Census (SECC)
- Antyodaya scheme/survey
- Shyama Prasad Mukherji National Rurban Mission (SPMNRuM)
- Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY)
- District Development Co-ordination and Monitoring Committee (DISHA)
- Saansad Adarsh Gram Yojana (SAGY)
- Residual CSS - MKSP, SGSY etc
- Miscellaneous papers in the Section.

Local Self Government (Development- E) Department
Ph No.2517421
E mail : dedeptlsg@gmail.com

Broad Objective : All Housing Schemes , PMAY-U, R, LIFE, EMS, Functioning and projects of LSGs

DE1

- Housing schemes of LSG Institutions.
- Indira Awas Yojana (residual).
- Pradhan Manthri Awas Yojana (PMAY-U,R).
- EMS housing scheme.

DE2

- Projects proposed by 3 tier Panchayats and ULBs
- Complaints and vigilance cases regarding functioning of committees/structures created by LSGIs

DE3

- All papers pertaining to LIFE Mission.

Local Self Government (Waste Management) Department
PH No.2517427
E mail : lsgdwmdepartment@gmail.com

Broad Objective : Solid and Liquid Waste Management

WM1

- Solid Waste Management Policy.
- Suchitwa keralam -Suchitwa Padavi (Review meetings and its follow - up)
- Waste to Energy Projects (All matters)
- Solid Waste Management, monitoring and its review by CS,ACS and agencies like CMC,SLMC etc.
- Kerala Solid Waste Management Project (World Bank Project) & Administration.
- C&D waste Management and its review by CS, ACS and agencies like CMC, SLMC etc
- All NGT and HC cases on the above
- Legislative Assembly Committee papers related to Solid, C&D waste Management, KSWMP, Waste to Energy projects.

WM2

- All matters relating to Liquid Waste Management Policy.
- Establishment of STPs/FSTPs etc. in the State
- NGT cases OA No.673/18 and 395/13 and other NGT cases and court cases relating to liquid Waste Management, monitoring and its review by CS, ACS and agencies like CMC, SLMC etc.
- Coastal and marine Pollution - Implementation of Action Plan
- All matters relating to Suchitwa Mission (except establishment matters) including Swatch Bharat Mission (Urban & Rural) .
- Remediation of legacy waste dumpsites
- Bio Medical Waste management and related matters including allotment of land (NGT and other court cases, monitoring and its review by CS, ACS and agencies like CMC, SLMC etc.)
- Domestic Hazardous waste and management
- Sanitary Landfill and allocation of land.
- Legislative Assembly Committee papers related to liquid, Bio medical waste management, FSTP, STP
- Mechanisation of drain/manhole work; implementation of MS Act 2013

WM3

- All papers relating to Haritha Kerala Mission and Haritha Karma Sena.
- Plastic Waste Management Policy including NGT Cases and Review by C.S, ACS and agencies like CMC, SLMC etc.
- Pre Monsoon Cleaning , Public health emergencies and precautions

- Slaughter Waste Management Policy including Chicken rendering units.
- Extended Producers Responsibility (EPR) and related matters.
- All matters relating to Clean Kerala Company (except establishment matters) (Total Sanitation Mission).
- All matters relating to Waste Management not specifically allotted.
- Legislative Assembly Committee papers related to plastic waste and rendering units.
- Proposal on waste management by NGOs, private agencies and public petitions.
- Consolidation including all periodical review meetings in the section and miscellaneous papers in the section.

Local Self Government (Establishment-Panchayat-A) Department
PH No.2517029
E mail : lsgdepa777@gmail.com

Broad Objective : Establishment matters pertaining to GPs and Dist. Panchayaths

EPA1

- Establishment of Junior Bill Collectors, Clerks, Senior Clerks/Accountants Head Clerks of the Panchayat Departments including that of District Panchayat (Except the subject of Compassionate Employment of dependent of the staff and Medical Claims of the staff dealt with the seat.)
- Creation of Supernumerary posts and allied matters.
- Papers relating to Kerala Legislative Samithi (Miscellaneous nature)

EPA2

Establishment matters of :-

- Employees of Panchayat Department such as Office Attendant, Drivers, Sanitary Inspectors, Librarians etc
- All Part time and Full time contingent employees in District and Grama Panchayats Viz..Part time /Full time Sweeper, Scavenger, Night Watchman, Water Meter Reader, Pump Operator, Pound Keeper, Ferryman, Casual Labourers, Attender, Nursery School Ayah, Siren Operator, Engine Operator.
- Creation of Supernumerary posts and allied matters.
- Monitoring OPs/WPCs of all establishment sections.

EPA3

- Compassionate Employment of dependants of the staff from Part Time Sweepers to Head Clerks in the Panchayat Department.
- Medical claims of the staff up to and including Head Clerks in the Panchayat Department, IFMA & Medisep.
- Miscellaneous papers of the section

- Miscellaneous papers of LSGD which are not defined and assigned to any other section (Except Kerala Legislative Samithi)

Local Self Government (Establishment-Panchayat-B) Department
PH No.2518845
E mail : lsgdepb@gmail.com

Broad Objective : Establishment matters

EPB1

- Establishment matters of Assistant Directors, Deputy Directors, Joint Directors, Administrative Assistants, Senior Superintendents, Junior Superintendents of Panchayat Department.
- Establishment papers of Panchayat Secretaries.
- Establishment matters of District Panchayat Secretaries and Finance Officers of District Panchayats.
- Compassionate Employment of dependent of the staff dealt with in the seat.
- Miscellaneous papers in the Section

EPB2

- Disciplinary Proceedings against all staff of the Department of Panchayat working in Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam districts including follow up action in Vigilance cases and enquiries, court cases & Petitions received from Lokayukta, Human rights Commission and other commissions on disciplinary proceedings issues

EPB 3

- Disciplinary proceedings against all staff of the Department of Panchayat working in Malappuram, Kozhikode, Kannur, Kasaragod and Wayanad Districts including follow up action in Vigilance cases and enquiries, court cases & Petitions received from Lokayukta, Human rights Commission and other commissions on disciplinary proceedings issues

EPB 4

- Disciplinary Proceedings against all staff of the Department of Panchayat working in Thrissur, Palakkad, Idukki and Ernakulam districts including follow up action in Vigilance cases and enquiries, court cases & Petitions received from Lokayukta, Human Rights Commission and other commissions on disciplinary proceedings issues.
- General papers on disciplinary matters of the Panchayat Department.

Local Self Government (Establishment-Rural Development-A) Department

Ph.No. 2517005

E mail : lsgeradept@gmail.com

Broad Objective: Establishment matters, including Establishment coordination, Visits and hospitality, Department Integration

ERA1

- Deployment of Ministerial Staff in LSGIs.
- Establishment of Ministerial Staff of Block Panchayats (Clerk, Senior Clerk, Head Clerk).
- Organisational set up, Work Distribution and file routing in all Sections in LSGD at Secretariat Level - Review, Modification etc.
- Liaison Work on Visits of Foreign as well as Indian Delegates.
- Miscellaneous Papers relating to the Section.

ERA2

- Establishment Papers of Block Development Officers, Joint Block Development Officers.
- LSGD Integration

ERA3

- Establishment Papers of Assistant Development Commissioners, Deputy Development Commissioners, Joint Development Commissioners, Additional Development Commissioners, Assistant Project Officers Etc.
- Compassionate Employment Assistance to all Categories relating to the Section.
- General Miscellaneous Papers in the Department with Establishment nature (eg: biometrics, PSC rank lists, General Deputation intimations etc)

Local Self Government (Establishment-Rural Development-B) Department

Ph No.2518145

E mail : lsgderb@gmail.com

Broad Objective: Establishment matters, Administration Report

ERB1

- All papers related to the Disciplinary action against the staff of Rural Development Department in respect of Thrissur, Palakkad, Malappuram, Wayanad, Kannur, Kozhikode and Kasaragod Districts.
- Formulation/Amendment of Special Rules for staff in Rural Development Department.
- Miscellaneous papers in the section.

ERB2

- Establishment papers relating to Drivers, Class IV Employees, Ministerial Service (Typists of all categories, Junior Superintendents, Senior Superintendents), Casual Labourers of Rural Development Department.
- Establishment papers of Village Extension Officer, LVEO, Extension Officer (WW), GEO, Extension Officer (Housing) Gr.I, Extension Officer (P&M), Assistant Sericulture Officers & Drivers who were deployed from SERIFED to Rural Development Department.
- Administration Report of LSGD.

ERB3

- All papers related to the Disciplinary Action against the staff of Rural Development Department in respect of Thiruvananthapuram, Kollam, Alappuzha, Kottayam, Idukki, Pathanamthitta and Ernakulam Districts.
- Establishment papers of District Women Welfare Officers, Co-ordination (DWRA, W&CP), GT&EO, Residuary work of Functional Literacy Project.

Local Self Government (Establishment-Urban) Department

Ph No.2517103
E mail : lsgdeu@gmail.com

Broad Objective: Establishment matters

EU1

- Establishment matters of all Gazetted Offices of Director of Urban Affairs (Municipal Secretary Gr.I, Gr.II, Gr.III, Corporation Secretary, Joint Director, Health Officers, Lady Medical Officers) and higher level officers of Municipal Common Service.
- Compassionate Employment Assistance in Municipalities, Corporations and Directorate of Municipal Administration.

EU2

- Establishment matters relating to all Non-gazetted staff of Municipal Common Service.

EU3

- Establishment matters relating to all Last Grade Servants, Drivers, Contingent Workers, CLR Workers of all the Municipalities and Corporations.
- Pension papers relating to retired hands in Municipal Common Service.

EU4

- Disciplinary action / Vigilance cases initiated against all officers in Municipal Common service.
- Miscellaneous papers of the section.

Local Self Government (Engineering Wing A) Department

Ph No.2517079
E mail : lsgdew2017@gmail.com

Broad Objective: Regulatory administrative matters of Engineering wing

EWA1

- Disciplinary actions relating to all Ministerial staff and Technical staff (ie., Overseers, Assistant Engineers) of LSGD Engineering Wing in Thiruvananthapuram, Kollam, Pathanamthitta, Kottayam and Alappuzha Districts.

EWA2

- Disciplinary action related to all Ministerial staff and Technical staff of LSGD Engineering Wing in Malappuram, Kozhikode, Kannur, Wayanad and Kasaragod Districts.

EWA3

- Disciplinary action related to all Ministerial staff and Technical staff of LSGD Engineering Wing in Idukki, Ernakulam, Thrissur, Palakkad Districts.
- Miscellaneous papers in Section.

Posts in General

Technical- Chief Engineer, Superintending Engineer, Assistant Executive Engineer, Executive Engineer,Assistant Engineer, Overseer Grade I, Overseer Grade II, Overseer Grade III.

Ministerial- PTS, OA, Clerk, Senior Clerk, Head Clerk, Junior Superintendent, Senior Superintendent, Administrative Assistant.

Local Self Government (Engineering Wing B) Department

Ph No.2517451
E mail : lsgdewbdept@gmail.com

Broad Objective: Establishment matters of Engineering and Planning Wings

EWB1

- Establishment matters of Technical Staff of and above the cadre of Assistant Engineer of LSG Engineering Wing, Deputation, Special Rules, Appointments, Career Advancement Scheme, Deployment, Leave, Court cases relating to the above subjects.
- Deputation of Engineers to PMURKI,Vyttila Mobility Hub, Impact Kerala etc.

EWB2

- Compassionate Employment of dependence of Staff in Engineering wing.
- Medical Reimbursement including IFMA.
- Complaints regarding Transfer and Posting upto the cadre of Assistant Engineer.
- LA Interpellations.
- Joining time extension.
- Miscellaneous Petitions regarding Establishment
- Establishment papers of PTS, OA, Clerk, Senior Clerk, Head Clerk, Junior Superintendent, Senior Superintendent, Administrative Assistant, Overseer Grade I, Grade-II and Grade-III.
- Court Cases on the above Subjects.
- Miscellaneous papers in the Section.
- Extension of probation of all staff of LSG Engineering Wing.

EWB3

- Establishment and Disciplinary matters of Planning Wing (Town and Country).
- Papers relating to the vigilance wing of Town Planning including its budget and vehicle.
- Fitness Certificate of School Building.
- All subjects related to Electricity wing of Thrissur Corporation.

Local Self Government (Priority Projects) Department
Phone 2518879
E mail : lsgdprioritypprojects@gmail.com

Broad Objective : Priority Projects

PP1

- Monthly Review of Priority Projects.
- KIIFB Projects of LSGD
- Subjects relating to Re-Build Kerala Initiative.
- Vathilpadi sevanam
- Palliative Care

PP2

- CMLRRP
- CM Priority Projects
- NILAVU

Local Self Government (Institution- A) Department.
Phone 2517147
E mail : sectionofficeria@gmail.com

Broad Objective: Establishment and Programmes of Institutions under LSGD

IA1

- All papers related to Kudumbashree establishment and functioning
- All programme matters of Kudumbashree (other than CSS)
- Executive Committee (EC) and Governing Body (GB) of Kudumbashree

IA2

All papers relating to

- Kerala State Rural Development Board (defunct)
- All Establishment papers related to Clean Kerala Company Limited
- KURDFC
- Monitoring of OPs/WPs of all institutional sections
- All establishment papers related to Suchitwa Mission.

IA3

All papers related to

- Residuary work of defunct Development Authorities like Valluvanad Infrastructure Development Authority, Thrissur Development Authority, Kollam Development Authority.
- Greater Cochin Development Authority
- Goshree Island Development Authority
- Vision Varkala Infrastructure Development Corporation Ltd.(VIVID)
- LSG Tribunal
- Keralotsavam
- Functioning of LSG sports councils

IA4

- All papers related to Thiruvananthapuram Development Authority (TRIDA) & Calicut Development Authority (CDA)
- Miscellaneous papers of the section including General and Miscellaneous papers of institutional nature and Consolidation of LA Interpellations.
- LSG Ombudsman

Local Self Government (Institution-B) Department

Ph No.2518611
E mail : lsgibdept@gmail.com

Broad Objective: Institutions under LSGD

IB1

- All matters including establishment of RIB, FP & NC.
- All matters including Establishment of PAD (K).
- Matters including establishment relating to Kerala Rural Employment and Welfare Society (KREWS).
- Residuary papers relating to DRDAs and matters of Poverty Alleviation Units.
- Establishment papers of Kerala Real Estate Regulatory Authority, Kerala Real Estate Appellate Tribunal.
- All complaints related to flats, apartments.
- Various requests of CREDAI related to RERA.
- Re-deployment of DRDAs (District Rural Development Agencies) (Including establishment matters)
- Establishment matters of Technical Assistants and Accountant cum IT Experts.
- RERA Policy matters

IB2

- All matters including Establishment matters of KILA, SIRD, ETCs, KERAMS. [RGSA]
- All types of trainings, Workshops, Study Tours imparted to officials and elected members.
- Miscellaneous papers in the section.
- All papers relating to Attappady Hills Area Development Society (AHADS) including establishment matters.
- Policy matters, Plan Schemes of KILA.

Local Self Government (e-Governance) Department

Ph No .2518969
E mail : soegdept@gmail.com

Broad Objective : Digital Governance

eG1

- All papers relating to Information Kerala Mission including software development.
- ILGMS
- Ease of Doing Business (digital interface)
- Citizen portal (digital interface)
- Adhar linked unified registry
- E-Gram Swaraj

eG2

- Road cutting permission & Right of way
- Sugama portal
- GIS mapping
- IBPMS
- SPARK integration
- Digitalisation of establishment matters – general transfers etc
- All matters relating to ISO Certification
- Website management
- C S meetings
- Co- ordination Committee meeting
- Cases related to Vigilance case/Finance Inspection/Finance Commission
- Miscellaneous papers connected with e Governance
- 4G & 5G

Local Self Government (Financial Matters) Department
Ph No.2518627
E mail : lsgdfm@gmail.com

Broad Objective: Budget and financial matters of LSGs

FM 1

- Non Plan Grant to Local Self Government Institutions
- Plan Fund allocation to all Local Self Government Institutions
- Monthly Expenditure Statement
- Budget Papers of Tribunal for Local Self Government Institutions
- Budget papers relating to Municipal Administration Department and Municipalities
- Budget papers of Town and Country Planning Department.
- Papers pertaining to the departmental working group for AS and Special Working Groups.

FM2

- Plan review of all departments under LSGD.
- Budget papers of Panchayat Department
- Opening of Accounts in Banks
- Subject Committee, PAC
- Permissive sanctions to Local Governments
- CS Meeting of Secretaries coordination
- Follow up action on the recommendations in Sen Committee Report.
- SFC recommendations follow up action

FM3

- Papers relating to Central Finance Commission Grants to LSGs -fund management and administration/ operationalisation of grants (not including issue of policy guidelines)
- Papers relating to Budget of Rural Development Department
- Own source revenue of LSGs and utilisation
- Viability gap funding to LSGs
- Miscellaneous papers of the Section
- Welfare Pension Schemes under all LSGs, NSAP

Local Self Government (Election Matters) Department

Ph No.2518753
E mail : emlsgdkerala@gmail.com

Broad Objective: Election Matters

EM1

- No Confidence Motion.
- Request on change of reservation in LSG Institutions.
- Dissolution of LSG Institutions.
- Issuance/surrender of Identity Card to elected members of all LSG Institutions.
- Resignation of Members.
- Conduct of elections and related papers.
- Swearing of Members.
- Complaints on irregularity in elections of LSG Institutions.
- RGSA

EM2

- Establishment/Complaints/allegations against elected members of all LSG Institutions - District/Block/Grama Panchayat.
- OP/WP (General) relating to election of elected members.
- Election to Municipalities and Corporations.
- De linking of Panchayats from Municipalities.
- Creation of new Municipalities.
- Delimitation cases and Delimitation Commission.
- Establishment of/complaints, allegations, against elected Councilors, Standing Committee Members, Mayor and Chairman.
- Medical Aid to elected representatives of LSG Institutions.
- Election Commission – Estt., Election Issues, General
- Sanction for official tour of elected members

EM3

- Bifurcation of Panchayats.
- Delimitation of wards in Panchayats, Municipalities and Corporations.
- Change of name and naming of LSG Institutions
- Change of Headquarters of LSG Institutions
- Monitoring of OPs/WPs of Election and Finance Sections
- Incentives and Awards to Local Self Government Institutions.
- Renumbering of existing houses consequent to delimitation of wards and for preparation of voters list.
- Miscellaneous papers of the section.

Local Self Government (Regulatory-A) Department
Phone :2518688
E mail : lsgdra2017@gmail.com

Broad Objective: Building Rules

RA1. For the districts of Alappuzha and Pathanamthitta

- All papers relating to the construction of buildings with regard to the Kerala Municipality Building Rules 1999, Kerala Panchayat Building Rules, Kerala Municipality Act 1994, Kerala Panchayat Raj Act 1994,
- CRZ Notification.
- regularization of unauthorized construction.
- complaints regarding constructions in violation of KM Act, KMBR, Kerala Panchayat Raj Act etc.,
- enquiry reports of STP (Vig.), action against illegal construction in paddy or wet land etc..
- Permit for mobile towers. (vide O.O. No.3/2015/LSGD dtd.17.06.2015)
- KSCZMA
- Demolition of Buildings

RA2. For the District of Thiruvananthapuram:

- All papers relating to the construction of buildings with regard to the Kerala Municipality Building Rules 1999, Kerala Panchayat Building Rules, Kerala Municipality Act 1994, Kerala Panchayat Raj Act 1994
- CRZ Notification
- regularization of unauthorized construction,
- complaints regarding constructions in violation of KM Act, KMBR, Kerala Panchayat Raj Act etc.
- enquiry reports of STP (Vig.), action against illegal construction in paddy or wet land etc.
- Permit for mobile towers. (vide O.O. No.3/2015/LSGD dtd.17.06.2015)

- Demolition of Buildings

RA3. For Kollam, Kottayam and Idukki districts:

- All papers relating to the construction of buildings with regard to the Kerala Municipality Building Rules 1999, Kerala Panchayat Building Rules, Kerala Municipality Act 1994, Kerala Panchayat Raj Act 1994,
- CRZ Notification,
- regularization of unauthorized construction,
- complaints regarding constructions in violation of KM Act, KMBR, Kerala Panchayat Raj Act etc.,
- enquiry reports of STP (Vig.), action against illegal construction in paddy or wet land etc..
- Permit for mobile towers. (vide O.O. No.3/2015/LSGD dtd.17.06.2015)
- Demolition of Buildings

Local Self Government (Regulatory-B) Department
Phone :2518663
E mail : lsgdrbdept@gmail.com

Broad Objective: Building Rules

RB1 For the districts of Ernakulam and Palakkad -

- All papers relating to the construction of buildings with regard to the Kerala Municipality Building Rules 1999, Kerala Panchayat Building Rules, Kerala Municipality Act 1994, Kerala Panchayat Raj Act 1994,
- CRZ Notification,
- regularization of unauthorized construction,
- complaints regarding constructions in violation of KM Act, KMBR, Kerala Panchayat Raj Act etc.
- enquiry reports of STP (Vig.), action against illegal construction in paddy or wet land etc.
- Permit for mobile towers. (vide O.O. No.3/2015/LSGD dtd.17.06.2015)
- Demolition of Buildings

RB2. For the districts of Thrissur, Kannur and Kasaragod

- All papers relating to the construction of buildings with regard to the Kerala Municipality Building Rules 1999, Kerala Panchayat Building Rules, Kerala Municipality Act 1994, Kerala Panchayat Raj Act 1994
- CRZ Notification
- regularization of unauthorized construction
- complaints regarding constructions in violation of KM Act, KMBR, Kerala Panchayat Raj Act etc.

- enquiry reports of STP (Vig.), action against illegal construction in paddy or wet land etc.
- Permit for mobile towers. (vide O.O. No.3/2015/LSGD dtd.17.06.2015)
- Demolition of Buildings
- Miscellaneous papers of the Section.

RB3. For the districts of Wayanad, Malappuram and Kozhikode

- All papers relating to the construction of buildings with regard to the Kerala Municipality Building Rules 1999, Kerala Panchayat Building Rules, Kerala Municipality Act 1994, Kerala Panchayat Raj Act 1994
- CRZ Notification
- regularization of unauthorized construction
- complaints regarding constructions in violation of KM Act, KMBR, Kerala Panchayat Raj Act etc.
- enquiry reports of STP (Vig.), action against illegal construction in paddy or wet land etc.
- Permit for mobile towers. (vide O.O. No.3/2015/LSGD dtd.17.06.2015)
- Demolition of Buildings

Local Self Government (Regulatory-C) Department
Phone :2518630
E mail : lsgdrc15@gmail.com

Broad Objective: Rules and Regulatory Guidelines, Own source revenue generation of LSGs through taxation, licenses etc

RC1

- Entertainment tax of LSG Institutions including exemption, complaint etc.
- Fishing rights.
- Removal of sand from rivers.
- Erection of statues and memorials, advertisement boards and hoardings.
- Papers relating to parking fees, other taxes, levies, license fee etc. (exemption, complaints etc.).
- Papers relating to Stray dogs (ABC programme)

RC2

- Papers on Building/Property tax, profession tax and advertisement tax of Local Governments including exemption, complaint etc.
- Tax evasion cases (Prevention).
- Papers related to Rent, Auction, Cess etc.

- Ferries.
- Petitions against removal of bunks.
- Own source revenue generation of LSGs through taxation etc

RC3

- Licenses under D&O factories and Trade Rules and other Licenses.
- Registration of marriages.
- Prevention of Food adulteration.
- Single Window Clearance
- Matters/Complaints regarding use of loud speakers, fire works and cutting of trees/branches which are likely to be dangerous to human life, health or property. (vide O.O. No.26/2010/LSGD dtd.07.07.2010)
- Miscellaneous papers of the section.

Local Self Government (Regulatory-D) Department
Ph No.2517030
E mail : lsgrd7030@gmail.com

Broad Objective: Legislation: Kerala Panchayat Raj ,Municipalities Act, Town and Country Planning Act and Rules

RD1

- Kerala Panchayat Raj Act, 1994
- Framing/Amendment of Rules under the KPR Act.
- Issuance of clarifications under KPR Act and Rules.

RD2

- Act and Rules relating to Municipalities and Corporations.
- Bye-laws of Corporations and Municipalities.
- Building Rules-KMBR and KPBR
- Town Planning Act and preparation and approval of Town Planning schemes under Town Planning Act.
- Issuance of clarifications under the above Acts and Rules.

RD3

- General nature WPs/OPs connected with Kerala Panchayat Raj Act and Rules and Municipalities Act and Rules.
- Papers relating to SFC recommendations in respect of KPR Act and Municipalities Act
- Birth and Death Registration.
- Act and Rules common to Local Bodies.
- Miscellaneous papers of the section and General/Miscellaneous papers of regulatory nature.

Local Self Government (Regulatory -E) Department

Ph No.2518874
E mail : lsgd.reso@gmail.com

Broad Objective: Land Acquisition and Assignment

RE1

- Land acquisition by various LSG Institutions and Development Authorities & Assignment of land and river Porambokes of LSG Institutions in Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam Districts.
- Land purchase by LSG
- Transfer of land to and from LSGs
- Eviction of encroachments.
- Preservation of lands of LSGs
- Take over of roads of LSG Institutions by PWD

RE2

- Land acquisition by various LSG Institutions and Development Authorities &Assignment of land and river Porambokes of LSG Institutions in Idukki, Ernakulam, Thrissur, Palakkad Districts.
- Land purchase by LSG
- Transfer of land to and from LSGs
- Preservation of lands of LSGs
- Removal of encroachments.
- Miscellaneous papers of the section.

RE3

- Land acquisition by various LSG Institutions and Development Authorities & Assignment of land and river Porambokes of LSG Institutions in Malappuram, Kozhikode, Wayanad, Kannur, Kasaragod Districts.
- Land purchase by LSG
- Transfer of land to and from LSGs
- Preservation of lands of LSGs
- Removal of encroachments.

Local Self Government (Parliament) Department

Ph No.2517123
E mail : lsgpsdept@gmail.com

Broad Objective: Coordination of Assembly and Parliament matters, RTI

PS1

- Follow up action on Assembly questions and entrusting answers to Assembly.
- Follow up action of Lok Sabha and Rajya Sabha questions.

- Assurance of the Ministers on the floor of the Assembly (Co-ordination and follow up action)
- Monitoring of L.A Assurances and Legislature Committee recommendations.
- Co-ordination of details to be furnished to all Legislative Committee except Subject Committee and their follow up action.
- Papers on Right to Information Act.
- Fortnightly report on important orders.
- Miscellaneous papers of the Section

PS2

- Monthly Business Statement.
- Convening of Staff meeting and meetings with Heads of Department.
- Papers on all Conferences-meetings with Heads of Department.
- Papers on all Conferences - meetings of M.Ps., Collector's Conference etc.
- All Meetings/Conferences held outside the State involving participation of Senior Officers from Secretariat or Head of Departments (simple file work)
- Nodal work on matters taken up with Government of India, M.Ps' Conference, C.S's Conference, Ministers' Conference, Secretaries Conference, Chief Minister's Conference.
- Consolidation work of the Department including L.A. answers to be consolidated from the Department.
- Exhibitions and tournaments.

Local Self Government (Office Section-1) Department

Ph No.2518152
E mail : lsgdos1@gmail.com

Broad Objective : Receipt and distribution of Tappals, Scanning diarizing and uploading of Tappals.

- Office Superintendent - Receipt and Distribution of Tappals.
- Office Assistant 1 - Uploading of Tappals related to AA, AB, DA, DB, DC , DD, DE, WM, PS Sections.
- Office Assistant 2 - Uploading of Tappals related to EPA, EPB, ERA,ERB, EU,RE, EWA, EWB, Priority project sections.
- Office Assistant 3 - Uploading of Tappals related to RA, RB, RC, RD, EM, FM, IA, IB, e Governance Sections.
- Office Attendant 1 - Scanning of Tappals related to PS, RD, ERA, ERB, EU, RE, EPA, EPB Sections.
- Office Attendant 2 - Scanning of Tappals related to RB, FM, DB, DE, WM, EWA, EWB, Priority, Projects Sections.

- Office Attendant 3 - Scanning of Tappals related to EM, DD, AA, AB,WM, IA, IB, e Governance Sections
- Clerical Assistant - Scanning of Tappals related to DA, DC, RA, RC Sections

Local Self Government (Office Section-2) Department

Ph No.2518624
E mail : mayasarovaram2021@gmail.com

Broad Objective : Despatch work, Binding and transfer of disposals to Records Section, Issue of Stationery

Office Superintendent - Collecting Stationery items,Cover,Distribution of stationary items to all sections, Despatch related works.

Office Attendant 1 - Local delivery of posts to GAD Office Section, AG etc. Registered and Speed Post

Office Attendant 2 - Local delivery of posts to GAD Office Section, AG etc. Registered and Speed Post.

Attender 1 - Transferring of binded disposals of EPA EPB, ERA,ERB, EU, RE, IB, IA, e Governance Sections to Record Section.

Attender 2 - Transferring of binded disposals of AA, AB, DA, DB, DC, DD, DE, WM, Sections to Record Section.

Attender 3 - Transferring of binded disposals of EWA, EWB, Priority projects, FM, EM, RA, RB, RC, RD, PS Sections to Record Section.

Clerical Assistant 1 - Despatch work of DC, DD, EPA, EPB, ERA, EWA, EWB Sections.

Clerical Assistant 2 - Despatch work of ERB, EU, RE, IA, IB, e Governance, FM Sections.

Clerical Assistant 3 - Despatch work of, AA, AB, DA, DB, Priority projects, WM Sections

Clerical Assistant 4 - Despatch work of EM, RA, RB, RC, RD, PS, DE Sections.

Binder 1 - Binding disposals of FM, EM, RA, RB, RC, RD, PS, EWB, Priority projects Sections.

Binder 2 - Binding disposals of AB, AC, DA, DB, DC, DD, DE, WM, e Governance Sections.

Binder 3 - Binding disposals of EPA, EPB, ERA, ERB, EU, RE, IA, IB, EWA Sections

29. Minority Welfare Department

Ph No.2517018, 7019
E mail : mwdkerala@gmail.com

MW 1

- All papers related to the Sachar Commission report on Minorities.
- All papers in connection with the Minorities except that of Linguistic Minorities in the State.
- Establishment matters of Minority Welfare Directorate
- Scholarships - CA/ICWA/CS Courses, Career Guidance Programme. Prof. Joseph Mundassery, C.H. Muhammed Koya, Fee-reimbursement for Civil Service Students. Dr. APJ Abdul Kalam, Mother Theresa Scholarship, Urdu Scholarship, etc.
- Coaching Centre for Minority Youth.
- All papers related to Paloli Committee recommendations.
- Establishment of Minority Research Institute.
- Constitution of Department of Minorities.
- Establishment matters of Kerala State Minorities Development Finance Corporation (KSMDFC)
- Establishment matters of Madrassa Teachers Welfare Fund Board

MW2

- Papers related to the Prime Minister's New 15 Point Programme.
- Papers related to Minority Concentration district
- Papers related to MSDP (Multi Sectoral Development Programme)/ PMJVK
- Imbichibava Housing Scheme for Divorced/Widowed Ladies of Minority Community.
- Reimbursement of fee for the BPL Minority Students who are studying for 1 year/2 year courses in Government affiliated Private industrial Training Institutes.
- Drinking Water Scheme for Minorities.
- Different Central Government Projects related to Minorities
- Establishment matters of Haj & Haj Pilgrimage

MW 3

- Establishment matters of Kerala State Commission for Minorities (KSCM)
- Papers relating to Central Minority Commission.
- All papers relating to Niyamasabha Samithi
- Miscellaneous papers

30.Non-Resident Keralaites' Affairs Department

NORKA (A) DEPARTMENT
Ph.No. 2518182
E-mail ID:-norkadept@gmail.com

Al

- Payment of gratuity/compensations from abroad.
- All papers related to KNRKWB.
- Assistance in accidents/ deaths abroad.
- Santhwana - Kottayam, Malappuram, Wayanad & Kasaragod districts and all papers related to this scheme.
- Pravasi Housing Scheme.
- Pravasi Dividend Scheme.
- Assistance to Pravasi Sanghams.

A2

- Repatriation of Mortal remains
- Pravasi Bhadratha.
- Papers related to General Amnesty.
- Skill Upgradation of prospective migrants.
- Pravasi Legal Assistance Scheme.
- All papers related to OKIHL
- All papers related to Loka Kerala Sabha.
- Loka Kerala Kendram.
- Director's Scholarship Scheme.
- Global Cultural Festival.
- Overseas Employers' Conference.
- Research on returned migrants.
- Norka Department Project for Returned Emigrants (NDPREM).
- Santhwana - Thiruvananthapuram & Alappuzha district.
- Survey on creation of database of migrants.

A3

- Tracing of missed persons abroad
- Emergency evacuation from abroad.
- Assistance to persons trapped in foreign countries.
- Assistance for repatriation in case of difficulties with sponsors.
- Miscellaneous papers of the Section.
- All other issues faced by NRKs abroad.
- Release from jails abroad.
- Santhwana - Kannur and Idukki Districts.

- Emergency Repatriation, Norka Assisted Body Repatriation Scheme and Emergency Ambulance Service.

NORKA (B) DEPARTMENT
Ph.No.2518096
E-mail ID:- sobnorka@gmail.com.

B1

- NRK Business Facilitation Centre
- War compensation.
- Matters related to NRKs from Pathanamthitta and Alappuzha districts
- Participation of Government representatives in Overseas Conventions.
- Matters related to Keralites in other States and problems faced by them.
- Conventions/Meets organized by NORKA.
- Papers related to Budget and Treasury Transactions.
- Purchase of Office car, maintenance, posting of driver and his wages.
- Santhwana - Kollam and Pathanamthitta districts.
- Papers related to Inspection Reports, Audit Reports, C&AG Reports, PAC and PUC Reports etc.
- All Papers related to Legislative Committees pertaining to the Section.

B2

- Parliament papers of the Department
- Upkeep of equipments and procurement of stationery.
- Matters connected with Non Resident Keralites in Palakkad, Wayanad, Kozhikode, Malappuram, Kannur and Kasaragod districts.
- Papers related to Certificate Attestation.
- Miscellaneous papers of the Department.
- Job Portal
- Santhwana - Kozhikode district.
- All papers related to NRI(K) Commission.
- Know India Programme.
- Honorarium and other Allowances to the Officer on Special Duty (External Co-operation)

B3

- Establishment papers of NORKA – ROOTS.
- Papers related to NRKs from Thiruvananthapuram, Kollam, Kottayam, Ernakulam, Idukki and Thrissur districts.
- Matters related to air travel of NRKs.
- All matters related to verification of Visas and Emigration and complaints against Recruiting Agencies.
- NORKA Cell at New Delhi.
- Awareness campaign on illegal recruitment and visa check including PDOP.

- 24 hours Helpline/Call centre.
- All papers related to Pravasi Bharathiya Divas.
- Papers related to NORKA Centre Building.
- Santhwana - Thrissur, Palakkad and Ernakulam Districts.
- Strengthening of NORKA Roots Head Quarters and Satellite Offices.
- All papers related to Foreign Recruitment.

31.Parliamentary Affairs Department

Parliamentary Affairs (A) Department

Ph. No. 251 8020

e Mail : parliamentaryaffairsdeptkerala@gmail.com

A1

- Miscellaneous papers of the Department, Monthly business statement, files relating to the Monthly conference of secretaries with Chief Secretary.
- Follow-up action of Legislative Assembly questions asked to Ministers of Parliamentary Affairs Department.
- Operation of Head of Account 2052-00-090-86-34-PAD
- Papers relating to Summoning and prorogation of the State Legislature.

A2

- The Payment of Salaries and Allowances Act, 1951 (Act, XIV of 1951) and its amendments.
- Kerala Payment of pension of Members of Legislature Act, 1976 (Act 46 of 1976) and its amendments.
- Rules framed under the above Acts and its amendments.
- Release of Grant-in-aid and establishment work of Institute of Parliamentary Affairs.
- Papers relating to the vehicle in this department and vehicle used by Secretary.

Parliamentary Affairs (B) Department

Ph. No. 2518986

e Mail : parliamentaryaffairsdeptkerala@gmail.com

B1

- Government stand on Private Members Bills and Resolutions.
- Assurance implementation Desk.
- Follow-up action on the Committee Reports on Committee on Petitions, PAC, PUC, Estimate Committee, Subordinate Legislation, Committee on Welfare of

Youth and Youth Affairs, Committee on Welfare of Other Backward Classes, Committee on Official Languages, Committee on Welfare of Senior Citizens, PMBR and Assurance.

- Miscellaneous papers of the section.

B2

- Follow up action on the committee reports on subject committee, Committee on Welfare of Scheduled Caste/Scheduled Tribe, Local Fund Accounts, Committee on Papers Laid on Table, Committee on Welfare of Women, Teens genders, Children and Differently-abled, Committee on Environment, Committee on Welfare of Non resident Keralites, Committee on Welfare of Fishermen and Allied Workers, other Miscellaneous committee.
- Interpellation and related issues from Lok Sabha and Rajya Sabha.
- Matters relating to the visit of Kerala for study by the Lok Sabha and Rajya Sabha committee members.
- Monthly business statement of the section.

32.Personnel and Administrative Reforms Department

Personnel & Administrative Reforms (AR1) Department
Phone Extn. 8532
e mail - soar12017@gmail.com

- Administrative Reforms and Administrative Research Works
- O&M Study and Job Evaluation
- Simplification of Administrative Procedures and practices
- Inspections in the assigned Offices of the Heads of Departments.
- Research in Personnel Administration and Man power planning.
- Papers dealing with RTI Act connected with work study reports

Personnel & Administrative Reforms (AR 2) Department
Phone Extn. 8532
e mail - pardar2section@gmail.com

- Administrative Reforms and Administrative Research Works
- O&M Study and Job Evaluation
- Simplification of Administrative Procedures and practices
- Inspections in the assigned Office of the Heads of Departments
- Research in Personnel Administration and Man power planning.
- Papers dealing with RTI Act connected with work study reports

Personnel & Administrative Reforms (AR 3) Department

Phone Extn. 7027

e mail - sectionofficerar3@gmail.com

- Administrative Reforms and Administrative Research Works
- O&M Study and Job Evaluation
- Simplification of Administrative Procedures and practices
- Inspections in the assigned Offices of the Heads of Departments
- Research in Personnel Administration and Man power planning.
- Papers dealing with RTI Act connected with work study reports

Personnel & Administrative Reforms (AR 4) Department

Phone Extn. 7233

e mail - sectionofficerar4@gmail.com

- Administrative Reforms and Administrative Research Works
- O&M Study and Job Evaluation
- Simplification of Administrative Procedures and practices
- Inspections in the assigned Offices of the Heads of Departments
- Research in Personnel Administration and Man power planning.
- Papers dealing with RTI Act connected with work study reports

Personnel & Administrative Reforms (AR 5) Department

Phone Extn. 7031

e mail - pardarfive@gmail.com

- Administrative Reforms and Administrative Research Works
- O&M Study and Job Evaluation
- Simplification of Administrative Procedures and practices
- Inspections in the assigned Offices of the Heads of Departments
- Research in Personnel Administration and Man power planning.
- Papers dealing with RTI Act connected with work study reports

Personnel & Administrative Reforms (AR 6) Department

Phone Extn. 8363

e mail - ar6section@gmail.com

- Administrative Reforms and Administrative Research Works
- O&M Study and Job Evaluation
- Simplification of Administrative Procedures and practices
- Inspections in the assigned Offices of the Heads of Departments.
- Research in Personnel Administration and Man power planning.
- Papers related to assigning work study & organizing work-study evaluation meetings
- Maintaining Assignment Register
- Charge of Maintaining the Library for Work Study/Inspection Reports

- LA Interpellation pertaining to work study report
- Miscellaneous papers of AR (1-9) Sections
- Papers dealing with RTI Act connected with work study reports

Personnel & Administrative Reforms (AR 7) Department
Phone : Extn: 8047
e mail - workstudyar7@gmail.com

- Administrative Reforms and Administrative Research Works
- O&M Study and Job Evaluation
- Simplification of Administrative Procedures and practices
- Inspections in the assigned Offices of the Heads of Departments
- Research in Personnel Administration and Man power planning.
- Papers dealing with RTI Act connected with work study reports

Personnel & Administrative Reforms (AR 8) Department
Phone : Extn: 8047
e mail - pandardar8@gmail.com

- Administrative Reforms and Administrative Research Works
- O&M Study and Job Evaluation
- Simplification of Administrative Procedures and practices
- Inspections in the assigned Offices of the Heads of Departments
- Research in Personnel Administration and Man power planning.
- Papers dealing with RTI Act connected with work study reports

Personnel & Administrative Reforms (AR 9) Department
Phone : Extn: 8970
e mail - ar9pard@gmail.com

- Administrative Reforms and Administrative Research Works
- O&M Study and Job Evaluation
- Simplification of Administrative Procedures and practices
- Inspections in the assigned Offices of the Heads of Departments
- Research in Personnel Administration and Man power planning.
- Papers dealing with RTI Act connected with work study reports

Personnel & Administrative Reforms (General) Department
Ph. No. 7075
E mail - pandardar12@gmail.com

General-1

- Implementation and follow up action of the recommendations in the Kerala Administrative Reforms Commission (1-13) Reports and related papers

- Kerala Public Right to Service Act, 2025 and papers related to it, including RTI applications, CMO portal, LA Interpellation, etc

General-2

- Appointment of the Chairman, Judicial / Administrative Members of Kerala Administrative Tribunal and related papers thereon from Govt of India.
- Deputation and related matters of Deputy Registrar (Finance/Administration) and Court Officer/Section Officer in the Kerala Administrative Tribunal.
- Re-appointment of CA/PA/PS to the Chairman and Members of the KAT
- Budget , Plan Working Group, Subject Committee, etc of the KAT
- RTI applications, CMO Portal, LA Interpellation and Court cases thereon

General-3

- Report on Special Development activities – Consolidation
- General Guidelines for Govt Offices
- Consolidation works on subjects not specifically assigned for any other sections of the P&ARD.
- Miscellaneous papers of the department
- General Circulars
- Work Distribution.
- Establishment matters of Office Section

Personnel & Administrative Reforms (Training-A) Department

Ph. No.8856

E mail - ar11pard@gmail.com

Training A1

- Conducting training programmes under CEAS (Centre for Excellence in Administrative skills) for the staff of General Administration Department.
- Preparation of Budget.
- Chief Minister's Award for Innovations in Public Policy.
- Prime Minister's Award for excellence in Public Administration.

Training A2

- Papers related to IT including e-office.
- Work-related to Department vehicles-in P&ARD.
- Miscellaneous papers of the section.
- Maintenance of ledger and settlement of accounts.

Personnel & Administrative Reforms (Training -B) Department

Ph. No.8629
E mail - trainingb8629@gmail.com

Training B1

- Foreign programme of training/Fellowship/Assistantship/Awards for Higher studies, Research and study Tour/Visitorship/Conference/Seminars/Workshops for Government employees.
- Sponsoring of Government officials and Officials of Public sector Undertakings/Statutory/Autonomous Bodies/Institutions set up under the committee on Science & Technology for training and Workshop at National/Foreign level institutions.
- General transfer norms for Government employees.
- Miscellaneous papers of the section

Training B2

- Monthly Business Statement Review and Consolidation of Secretariat Departments and Heads of Departments.
- Actions relating to CS's Monthly Meeting with Secretaries.
- Matters relating to IMG: Establishment, Training and Plan Progress Report for the Plan Review Meeting, All papers related to Good Governance and setting up of Centre for Good Governance.

Personnel & Administrative Reforms (Rules A) Section

Ph. No. 7032
E mail - pardrules@gmail.com

Rules - A1

- Departmental Promotion Committee
- Amendment of KS&SSR
- Reservation in Public Service
- Special Rules for Drivers in various Departments
- Special Rules for Sergeant
- General Subordinate Service Special Rules
- Special Rules for other Miscellaneous Posts
- Public Services (Raising of Upper Age Limit for Appointment) Rules
- Public Services (Date of determination of Age for eligibility for Appointment) Rules

Rules A2

- Special Rules for Kerala Last Grade Service
- Special Rules for Kerala Part-time Contingent Service

- Kerala Government Secretariat Instructions

Rules A3

- Advice on the Appointment of the dependents of Government Servants dying in harness
- Ministerial Subordinate Service Special Rules
- General Service Rules
- Miscellaneous papers of the Section

Personnel & Administrative Reforms (Rules B) Section

Ph. No. 8508

E mail - pardadvicec@gmail.com

Rules B1

- Matters relating to Provisional Appointment (General) & Regularization
- Recruitment Rules & Principles, KPSC(Additional Functions as respects certain corporations & Companies Act 1970) and Rules
- Consolidation of details of Provisional hands engaged in Various HOD's PSU's, Autonomous bodies, Government Secretariat etc.
- Amendment of Kerala Govt Servants Conduct Rules, 1960.
- Granting of Recognition to service organisations
- Filing of Property returns

Rules B2

- Rules under Compassionate Employment Scheme.
- Conditions on preparations and maintenance of Confidential Reports.
- Amendment of KCS(CC&A) rules 1960 etc.
- Departmental tests

Rule B3

- General conditions on Inter District transfer
- General conditions on Inter Departmental transfer other than Last Grade Servants.
- General orders on correction of Date of Birth
- General conditions on Joining Time Extension for PSC candidates to Govt Service.

Personnel & Administrative Reforms (Rules C) Department

Ph. No. 7034

e mail - pareforms@gmail.com

Rules C1

- PSC Consultation Regulations, 1957
- Papers related with PWD Reservation
- Kerala Secretariat Office Manual (KSOM), Manual of Office Procedure (MOP)
- Recognition of Qualfication
- Economically Weak Section (EWS) Reservation

- Miscellaneous Papers of the section

Rules C2

- All Papers related with petitions from PSC rank holders and candidates for appointment in categories other than common category posts inclucing LA Interpellations and Court cases thereon
- Reporting of vacancies in categories other than common category posts inclucing LA Interpellations and Court cases thereon
- Transiation cell

Rules C3

- All Papers related with petitions from PSC rank holders/candidates for appointment in common categories of posts viz., LDC, LD Typists, C.A & Class IV including LA Interpellations and Court cases thereon
- Reporting of vacancies in common categories of posts viz., LDC, LD Typists, C.A. & Class IV inclucing LA Interpellations and Court cases thereon
- Monthly Consolidation of vacancies reported/anticipated to KPSC by various HOD's, PSU's, Autonomous bodies etc

Personnel & Administrative Reforms (Advice A) Department
Phone : Extn: 8460
e mail - adviceadepartment@gmail.com

Advice A-1

- Advice on service matters (KS&SSR, KCS (CC&A) Rules, Government servants Conduct Rules, KPSC (consultation) Regulation referred to by the Administrative Departments of the Secretariat, mainly related to the Departments coming under the Public Services Act excluding Ministerial service. Advice on Last Grade Service, General Service Special Rules in all Departments in the Secretariat, vetting of draft notification for formulation/amendment of Special Rules of the above Departments.
- The above subjects relating to Departments such as Secretariat Service, Administrative Secretariat, Law, Finance and Legislature Secretariat, Social Justice, Governors Secretariat, Advocate General Office, SC/ST Development Department, Co-operation Service, Animal Husbandry Service, Local Fund Service, Labour service, Survey & Land Records Service, Fire Force Service, Information & Public Relation, Police Service, Jail Service, Factories & Boilers Service, Devaswoms, Science and Technology Service, Dairy Development Department, State Insurance Department, Vigilance Department, Government owned companies and Corporations, Backward Classes Development Services, Public Service Commission (Members & office) general advice on KPSC (Consultation & Regulations), Kerala Administrative Service, Kerala House.

Advice - A2

- The above subjects relating to Departments such as Agriculture Service, Civil Service(Executive) Civil Supplies Department, Excise Service, Motor Vehicle

Service, Last Grade Service, Port Service, Revenue Service, Treasury Service,Water Transport Service, Legal Metrology Service, General Service Rules, Sales Tax Service, Mining & Geology, Industries Service.

Advice-A3

- The above subjects relating to Departments such as Fisheries Service, Forest Service, Health Service, Public Health Service, Medical Education Service, Medical College, Ayush, Ayurveda Colleges, Drugs Control Service, Statistics Service, Tourism Service, Homoeo Colleges, Registration Department, Housing Department, Power Department (Insurance Medical Service), Planning Board, Land Use Board, Economics and Statistics, Environment Service, Food Safety Service.

Personnel & Administrative Reforms (Advice B) Department

Phone : Extn: 7033

e mail - advicebdepartment@gmail.com

Advice- B1

- Advice on Service matters relating to all posts coming under the Ministerial Subordinate Service - Revenue, Industries, Tourism, Sports & Youth Affairs, Judiciary, Power, Labour, Fisheries, Planning & Economic Affairs, Taxes, Social Justice, Vigilance, Co-operation and Cases relating to the Junior Accountants in the Treasury Department.

Advice -B2

- Advice on Service matters relating to : PWD, LSGD, Ground Water, Irrigation, ITI, Survey and Land Records, PSU, Boards and Corporation, Autonomous Bodies

Advice -B3

- Advice on service matters relating to : General Education, Higher Education, Technical Education, Collegiate Education, Common Pool Library Service, Cultural Affairs, Government Press, Kerala Grandhasala Sangham, Printing & Stationery and Animal Husbandry Department.

Personnel & Administrative Reforms (PS) Department

Phone Extn : 8197

e mail – pspard@gmail.com

- Papers relating to Legislative Assembly including Miscellaneous LA Interpellations/Assuarances, Various Legislative Committees
- Delegation of Powers
- Right to Information Act -2005
- Monthly Staff Meeting
- Maintaining Library in the Department

Personnel & Administrative Reforms (Official Language) Department

Phone Extn : 8792

e mail – pardold@gmail.com

OL 1 Seat

- Legislative Estimates Committee
- Subject Committee.
- Treasury Accounts.
- Works related to Cash Book, Budget Allocation Monitoring System (BAMS), and Budget Information Monitoring System (BIMS).
- Budget Estimates.
- Allocation of funds.
- Audit files.
- Training programs/Official Language awareness programs for all categories of employees regarding Official Language and Malayalam Computing.
- Establishment of vehicles.
- Salary of Driver.
- Office Stationery.
- Matters regarding the powers of officers.
- Service matters of departmental employees and office infrastructure.
- Inspection-related matters regarding the implementation of government orders/circulars to use Malayalam as the Official Language in Thrissur, Palakkad, Malappuram, Kozhikode, Kannur, Wayanad and Kasaragod districts.
- Scrutiny of translations.
- Legislative Committee on Official Language.
- RTI, CMO Portal applications and Legislative Assembly questions.
- Special duties assigned by the Secretary or Additional/Joint/Deputy Secretaries.

OL 2 Seat

- Evaluation and compilation of language translation progress at various levels.
- Review of minutes from Departmental and Coordination Committee meetings regarding the Official Language.
- High-level, State-level, Departmental and District-level committee meetings regarding the Official Language.
- Software and e-file related matters.
- Formation of a website for the Official Language Department.
- Scrutiny of translations.
- RTI, CMO Portal applications, and Legislative Assembly questions.
- Instructions and recommendations of the Legislative Committee on Official Language.
- Special duties assigned by the Secretary or Additional/Joint/Deputy Secretaries.

OL 3 Seat

- Coordination of translation procedures for codes, manuals, and rules.
- State and District level Official Language Awards.
- Matters regarding the Malayalam Language Act.
- Meetings of the Chief Secretary and other Secretaries.
- Complaints regarding the Malayalam language received from public
- Scrutiny of translations.
- Right to Service (RTS) applications.
- Legislative Committee on Official Language.
- Subjects regarding the operation of the Display Board.
- RTI, CMO Portal applications, and Legislative Assembly questions.
- Miscellaneous papers.
- Special duties assigned by the Secretary or Additional/Joint/Deputy Secretaries.

OL 4 Seat

- Malayalam Day and Official Language Week celebrations
- Legislative Committee on Official Language.
- Functioning of the Translation Cell in the P&ARD.
- Library maintenance: Maintaining the book register, recording the name and designation of officers borrowing books, ensuring books are returned within one month and updated in the register.
- Matters relating to Book Publication and Editorial Board
- Implementation of Malayalam as the court language
- Script reform and preparation of Style Manuals.
- Inspection-related matters regarding the implementation of Malayalam as the Official Language in Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki, and Ernakulam districts.
- Expert Advisory Committee on Language.
- Scrutiny of translations.
- Making websites of various departments bilingual.
- RTI, CMO Portal applications, and Legislative Assembly questions.
- Special duties assigned by the Secretary or Additional/Joint/Deputy Secretaries.

ADMINISTRATIVE VIGILANCE CELL-AVC-1

Phone Extn-8928

e mail - soavc16@gmail.com

AVC - 1

- Agriculture, Animal Husbandry, Archaeology, Archives, Civil Supplies Department, Diary Department, Fire Force, Advocate General, Kerala Public Service Commission, Local Fund Audit, Ground Water, Hydrographic, Factories and Boilers, Country and Town Planning, NCC, Housing, Raj Bhavan, Consolidation of RI Act and miscellaneous papers.

PSU/Corporation/Board

- Kerala Financial Corportion, Kerala Agro Machinery Corporation Ltd, Kerala Agro Industries Corporation Ltd, Kerala Livestock Development Board Ltd, Meat Products of India Ltd., Oil Palm India Ltd, The Plantation Corporation of Kerala Ltd., Rehabilitation Plantation Ltd., State Farming corporation of Kerala Ltd., Kerala State Horticulture Products Development Corporation Ltd., Kerala Feeds Limited, Aralam Farming Corporation (Kerala) Ltd, Kerala State Civil Supplies Coporation Ltd, Kerala State Ex- servicemen Development & Rehabilitation Corporation, Kerala State Housing Board, Indian Institute of Information Technology and Management Kerala, Vazhakulam Agro and Fruit Processing Company Ltd, Kerala State Coconut Development Corporation Ltd, Bekal Resorts Development Corporation Ltd, Kerala State Power and Infrastructure Finance Corporation Ltd, Kerala State Poultry Development Corporation Ltd.

ADMINISTRATIVE VIGILANCE CELL-AVC-II

Phone Extn-7097

e mail - avigilance2@gmail.com

AVC-II

- Police, Vigilance and Anti-corruption Bureau, Excise, Forest, Secretariat (Administration, Finance, Law Legislature), Prisons & Corruptional Service, Panchayat, Urban Affairs Department, LSG (Engineering Wing), LSG Tribunal, Rural Development, Co-operation, Social Justice, Vigilance Tribunal, NORKA, Chemical Lab

PSU/Corporation/Board

- Kerala Stare Warehousing Corporation, Kerala Police Housing and Construction Corporation Limited, Malabar Distilleries Ltd, Forest Industries (Travancore) Limited, Kerala Forest Development Corporation Ltd, Kerala Sate Beverages (M&M) Corporation Ltd, Kerala State Handicapped Persons Welfare Corporation Limited, Kerala State Women's Development Corporation Ltd, Norka Recruits, Overseas Development and Employment Promotion Consultants Ltd, Kerala State Rural Development Board, Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd RUTRONIX, Various Development Authorities, Kerala State Road Transport Corporation, Kerala State Development Corporation for Christian Converts from S.C & RC. Ltd, Kerala Solvent. Extraction Ltd, Kerala State Co-operative Textile Federation Ltd, Malabar Co-operative Textiles Ltd. (MALCOTEX), Steel Complex Ltd, The Priyadarshini Co-operative Spinning Mills Ltd, Kerala State Co-operative Federation for Fisheries Development Ltd. (Malsyafed), Kerala State Housing Board, State Institutes of Languages, Kerala Sports Council, Vakal Board, Institute of Child Literature (Balasahithya institutes)

ADMINISTRATIVE VIGILANCE CELL- AVC-III

Phone Extn-7093

e mail – avc3pard@gmail.com

AVC III

- Revenue (All line Departments like Land Use Board including Devaswom), Survey and Land Records, Indian Systems of Medicine, Homeopathy, Naturopathy, Judiciary, Enquiry Commission and Special Judge, Drug Control, Economic and Statistics, Food Safety, Coir Development, Election, Health University, Electronics and Information Technology and Papers related to Audit.

PSU/Corporation/Board

- Kerala State IT Infrastructure Ltd, Kerala Land Development Corporation Ltd, Kerala State Electronics Development Corporation Ltd, Kerala Medical Services Corporation Ltd, Kerala Pharmacy Medical Dental Council, Kerala Health Research and Welfare Society (KHRWS), Kerala State Handloom Development Corporation Ltd, Kerala Khadi & Village Industries Board, Kerala State Cashew Development Corporation Ltd, Kerala Artisans Development Corporation Ltd, Kerala State Development Corporation for SC & ST Ltd, Kerala State Palmyrah Products Development and Workers Welfare Corporation Ltd, Kerala Shipping & Inland Navigtion Corporation Ltd, Kerala Hitech Industsries Ltd, Kerala Soaps & Oil Ltd, Kerala State Industrial Products Trading Corporation Ltd, Keltron Crystals Ltd, Keltron Magnetics Limited, Keltron Resisters Ltd, Keltron Power Devices Ltd, Keltron Rectifiers Ltd, Keltron Counters Ltd, Keltron Electro Ceramics Ltd, Keltron Component Complex Ltd.

ADMINISTRATIVE VIGILANCE CELL AVC-IV

Phone:- Extn: 8893

e mail – avcfour@gmail.com

AVC -IV

- Directorate of Public Institution, Higher Secondary Education, Vocational Higher Secondary Education, Directorate of Technical Education, Universities (Except Health University), Irrigation (Water Resources), Motor Vehicles, PWD, University Appellate Tribunal, Backward Community Development, Environment, Science & Technology Department, Hand-loom, Water Transport, Minority Welfare.

PSU/Corporation/Board

- Kerala Transport Development Finance Corporation Ltd, Roads and Bridges Development Corporation of Kerala Ltd, Kerala irrigation infrastructure Development Corporation Ltd, Kerala State Construction Corporation Ltd, Kerala State Coir Corporation Ltd, Kerala School Teachers & Non Teachers Staff Welfare Corporation Ltd, Kerala State Backward Classes Development Corporation Ltd, Kerala State Coastal Area Development Corporation Ltd, Kerala State Maritime Development Corporation Ltd, Kerala State Electricity Board Ltd, Kerala Water Authority, Kerala State Minorities Development Finance Corporation Ltd, Kerala

State Welfare Corporation for forward Communities Ltd, LBS Institute of Technology for Women, State Library Council, SCERT

ADMINISTRATIVE VIGILANCE CELL-V

Phone Extn-7216

e mail – avcfive@gmail.com

AVC-V

- Directorate of Health Services, Directorate of Medical Education, National Saving Department, Legal Metrology, Mining and Geology, Museum and Zoo, Soil Conservation, Tourism, Labour, Industrial Training, Labour Court, I&PRD, Culture, Power, Taxes (GST) and Consolidation of LA Interpellations.

PSU/Corporation/Board

- Kerala Tourism Development Corporation Ltd, Kerala State Drugs and Pharmaceuticals Ltd, Kerala State Film Development Corporation Ltd, Kerala Tourism Infrastructure Ltd, Kerala State Financial Enterprises Ltd, Kerala Academy for skills Excellence, Technopark, Infopark, Tourist Resorts (Kerala) Ltd, Kerala Sahithya Sangeetha Academic etc, Kerala Film Academy, Trivandrum Spinning Mills Ltd, Kerala State Saliciters Chemicals Ltd, The Metropolitan Engineering Company Ltd, Kerala Construction Components Limited, Scooters Kerala Ltd, Kerala Garments Limited, Kerala State Wood Industries Ltd, Travancore Plywood Industries Ltd, Kerala State Detergents and Chemicals Ltd, Astral Watches Limited, Trivandrum Rubber Works Ltd, Kerala Urban and Rural Development Finance Corporation Ltd, The Pharmaceutical Corporation (IM) Kerala Ltd. (Oushadhi)

ADMINISTRATIVE VIGILANCE CELL-VI

Phone Extn-7094

e mail – pardavc6@gmail.com

AVC-VI

- SC/ST, KIRTADS, Registration, Sports and Youth Affairs, State Lotteries, Fisheries, Ports, Printing, Stationery, Electrical Inspectorate, State Insurance, Sainik Welfare, Industries and Commerce, Industrial Tribunal, State Central Library, State Planning Board, Treasury

PSU/Corporation/Board

- Kerala State Industrial Development Corporation Limited, Kerala State Industrial Enterprises Ltd, Kerala Small Industries Development Corporation Ltd, (SIDCO), Kerala Industrial Infrastructure Development Corporation (KINFRA), Vizhinjam International Seaport Ltd., The Kerala Ceramics Limited, Kerala Clays and Ceramic Products Ltd, Kerala Minerals and Metals Ltd., Malabar Cements Limited, Travancore Cements Ltd., Travancore Cochin Chemicals Ltd., Travancore Titanium Products Ltd., Kerala State Mineral Development Corporation Ltd., Travancore Sugars & Chemicals Ltd., Kerala Electrical and

Allied Engineering Company Ltd, United Electrical Industries Ltd., Traco Cable Company Ltd, Transformers and Electricals Kerala Ltd., The Metal Industries Ltd., SAIL SCL Kerala Ltd., Steel industrials Kerala Ltd., Kerala Automobiles Ltd., Steel and Industrial Forgings Ltd., Autokast Limited, Kerala State Textile Corporation Ltd., Sitaram Textiles Ltd., Foam Mattings (India) Limited, Handicrafts Development Corporation of Kerala Ltd., The Kerala State Bamboo Corporation Ltd.

Personnel &Administrative Reforms (OS) Department
Phone Extn : 8870

- Receipt and Distribution of Physical Tapal, Intra, Inter & Files
- Scanning
- Uploading and Diarizing of Tappals
- Distribution of Physical Tapal
- Issue Stationery
- Despatch work
- Binding
- Transfer of disposal to Records Section

33.Planning & Economic Affairs Department

Planning & Economic Affairs (A) Department
Phone No: 0471 2518367
E-mail ID: planningadepartment@gmail.com

A1

- Formulation of Annual Plan and Five Year Plans.
- Examination of Schemes, Projects to be included in plans.
- Integration of Physical, Economic, Social and Environmental Planning.
- Budget and related papers regarding plan fund received from Finance Department.
- Kasaragod Development Package.
- Idukki Development Package
- Wayanad Development Package
- Rendering advice on State Plan Schemes (proposals from other departments)
- Meetings of the Board and Sub Committees of Kerala Gramin Bank.
- Approval of circulatory Agenda note of Kerala Gramin Bank.

A2

- Rendering advice on State Plan Schemes of Departments in Secretariat except those allotted to A-1 seat.
- Kuttanad Vikasana Ekopana Council
- Working Group meeting of Planning and Economic Affairs Department.
- Administrative Sanction Committee meeting for different departments, Asset maintenance fund meeting of Finance Department
- Major Infrastructural Development projects and fund allocation.
- Miscellaneous papers relating to the section

Planning & Economic Affairs (B) Department
Phone No: 0471 2518626
E-mail ID: planningb@gmail.com

B1

- All Establishment matters of Gazetted & Non- Gazetted employees, plan & schemes of Kerala State Remote Sensing and Environment Centre (KSREC), Grant in Aid matters of Kerala State Remote sensing & Environment Centre (KSREC).
- All establishment and non establishment matters of Kerala State Statistical Commission.
- All establishment and non establishment matters of State Academy on Statistical Administration (SASA).
- Plan and Schemes, Centrally Sponsored Schemes of Economics and Statistics Department
- All Establishment matters of Gazetted & Non- Gazetted employees, plan & schemes of Land Use Department.
- Audit and Accounts of Land Use Department and Kerala State Remote sensing & Environment Centre etc

B2

- All Establishment matters of Kerala State Planning Board.
- Appointment, fixation of terms and conditions of Vice Chair Person, Members and Part time members of State Planning Board
- Special rules of State Planning Board.
- Schemes relating to Kerala State Planning Board.

B3

- All Establishment & Non establishment papers relating to the Gazetted Officers of Economics and Statistics Department
- Special Rules of Economics & Statistics Department.
- All Consolidated reports & LA Questions related to the section

Planning & Economic Affairs (D) Department

Phone No: 0471 2518303
E-mail ID: planningddept@gmail.com

D1

- Establishment papers related to Vision Varkala Infrastructure Development (VIVID) Corporation Ltd.
- Miscellaneous papers of the Planning and Economic Affairs Department
- Consolidation of Monthly Business Statement of Planning and Economic Affairs Department
- Papers relating to Chief Secretary's monthly meeting with Secretaries.
- Monitoring of the various electronic portals of the Department
- Papers related to Collector's Conference
- Papers related M.P's Conference
- Miscellaneous Meetings

D2

- Establishment matters relating to Non-Gazetted Staff of Economics and Statistics Department.
- Compassionate Employment Scheme pertaining to Department of Economics and Statistics.
- Papers related to the Medical reimbursement claims of Non Gazetted Staff of Economics and Statistics Department
- Fixation of rent of the buildings of the Department of Economics and Statistics.
- Establishment papers related to Kerala Development Innovation & Strategic Council (K-DISC)

Planning & Economic Affairs (P) Department

Phone No: 0471 2518854
E-mail ID: planningpdepartment@gmail.com

P1

- Monitoring of L.A Interpellations
- L.A Assurance/ Leg.Committee /Subject Committee, PAC, Consolidation of L.A. Interpellation etc.
- Papers relating to Audit Monitoring Committee and Apex Committee.
- Papers relating to Right to Information Act including consolidation
- Papers related to Governor's Address and Budget Speech
- Papers related to petitions received from public regarding bank loans (Districts– Palakkad, Malappuram, Kozhikode, Wayanad, Kannur & Kasaragod)

Research Officer (P-RO)

- Fixation of Non plan grant to Universities
- All Papers related to Centre for Development Studies (CDS)

- All papers relating to State Level Bankers' Committee (SLBC) meeting.
- Papers related to petitions received from public regarding bank loans (Districts- Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Ernakulam, Idukki & Thrissur)

Planning & Economic Affairs (BPE) Department
Phone No: 0471 2518504
E-mail ID: planningbpedepartment@gmail.com

BPE-1

- Rendering advice on matters relating to State PSUs coming under the administrative control of Industries Department.
- Classification of PSUs coming under the administrative control of Industries Department only
- Scrutinize all new investment proposals and make appropriate recommendations of Government.
- Taking operational problems relating to Production, Finance, Marketing, Personnel etc.
- Recruitment and management of Personnel including maintenance of a common management cadre, appointments of key managerial posts, wage and bonus settlement
- Monitoring performance and taking corrective measures
- Advice on all matters relating to disinvestment.
- Maintenance of office car and related matters.
- Monthly Business Statement of the section and related matters.
- General papers requiring advice coming from Industries Dept.

BPE- 2

- Rendering advice on matter relating to State PSUs coming under the administrative control of all other Departments except Industries Department.
- Classification of PSUs coming under the administrative control of all other Departments except Industries Department.
- Scrutinize all new investment proposals and make appropriate recommendations of Government.
- Taking operational problems relating to Production, Finance, Marketing, Personnel etc.
- Recruitment and Management of Personnel including maintenance of a common management cadre, appointments of key managerial posts, wage and bonus settlements.
- Monitoring performance and taking corrective measures and enhancement of human resource development.
- Advice on all matters relating to disinvestments.

- Carry out such other functions as are entrusted the BPE by Government from time to time
- Works related to publication of review report
- Matters relating to the appointment of BPE Director an related matters.
- General papers requiring advice coming all other Departments except Industries Department
- Papers related to Plan and Non Plan fund
- Recommendations from Legislative Committees related to Plan and Non Plan fund.

BPE-3

- Preparation of Annual Review Report of representation of SCs/STs in State PSUs
- Preparation of panel for appointment of Chief Executives and Functional Directors in State PSUs.
- Holding Annual Review Committee meeting to review the representation of SCs/STs in State PSUs under the Chairmanship of Chief Minister, and follow up action.
- Advice to Administrative Departments regarding the representation of SCs/STs in all PSUs.
- Maintenance of PESB Website and related matters
- All miscellaneous and general papers relating to Public Sector Undertakings except papers related to advisory seats.

34.Power Department

Power (A) Department
Phone: 0471-8240
e mail - powerasection@gmail.com

A1

- Electricity Tariff revision including Tariff of Licensees and slab system.
- Complaints on current charges, excessive billing, wrong meter reading.
- Appeal of K.S.E.B./Consumers over the order of CEI on excessive billing and wrong meter reading.
- Energy Audit.
- Establishment matters relating to K.S.E.B.
- State Electricity Regulatory Commission (all papers including Subject Committee).

- K.P.S.C. (Additional Functions) Act and Rules.
- Indian Electricity Act and Rules.
- Theft of Power.
- Energy Management Centre - all papers.
- Energy conservation and safety week.
- Energy Conservation Act.
- Court Cases, Inspection reports, LA interpellations, Draft Paras, C&AG reports on the above subjects
- Papers on Leg. Committees on the above subjects.

A2 Seat

- Establishment papers relating to staff and workers of KSEB except those allotted to A1 seat.
- Pay Revision/Long term Settlement in K.S.E.B.
- Approval of creation of additional Posts in K.S.E.B.
- Papers relating to Vigilance Enquiry against Board Officers.
- Payment of compensation to dependants of those who died in Electrical accidents.
- Establishment matters of those working in K.S.E.B. on deputation/working arrangement/on other duty/in addition to the cadre of Government Departments of other institutions (including L.A. Staff).
- Constitution of K.S.E.B. and appointment of Members.
- K.S.E.B. Rules.
- Training and foreign Tour of Board Officers/Members.
- Prosecution sanction against Board Officials in connection with Electrical accident.
- Review of SC/ST representation in K.S.E.B.
- Kerala Power Finance Corporation (all papers)
- Suits, Inspection reports, Draft paras, C&AG reports and LA interpellations on the above subjects
- Papers on Legislative Committees on the above subjects

A3 Seat

- Establishment papers relating to Electrical Inspectorate Department.
- Meter Testing Lab.
- Annual Administration Report of Electrical Inspectorate Department.
- Convening of Departmental Promotion Committee, Departmental Purchase Committee and Working Group of Electrical Inspectorate Department.
- Release of Grant/Fund, Budget papers including Subject Committee, Supplementary Demands and Surrender of funds relating to Electrical Inspectorate Department and Energy Management Centre.
- Cinema Regulation Rules and orders.

- UNIDO Projects.
- Miscellaneous papers.
- Suits, Inspection Reports, Draft paras, C& AG Reports and L.A. Interpellations relating to Electrical Inspectorate Department.
- Papers on Leg. Committees on the above subjects.

Power (B) Department
Phone: 0471- 8677
e mail - powerbdepartment@gmail.com

B1

- Gas based Power Projects and LNG Terminal at Kochi.
- Coal based and Diesel based Power Projects.
- All Hydro Electric Projects.
- Private participation in Power Generation.
- Wheeling of Power (except by Consumers/Licensees).
- Malabar Cancer Centre - all papers.
- Government Guarantee to Power Projects in cases where Power Purchase Agreements were signed with K.S.E.B.
- Land Acquistion and payment of compensation for the lands acquired for generation projects, NTPC and M.C.C.
- Training programme conducted by NTPC/Power Management Institute.
- GIM Projects.
- Investment Promotion Board.
- Suits, Inspection Reports, Draft Paras, C&AG Reports and LA interpellations on the above subjects.
- Papers on Legislative Committees on the above subjects.
- Transgrid 2.0 Project

B2

- Papers relating to K.S.E.B. Quarters, buildings etc.
- Electrical accidents.
- Price preference policy of the K.S.E.B.
- Inter State River Disputes relating to the use of water in power projects.
- Maintenance of Power Projects.
- Setting up of Power Projects outside Kerala.
- Nuclear Power Projects.
- Eviction of encroachers on Project lands.
- Issuance of Pattayam of land holders in project areas.
- Dam safety.

- Miscellaneous papers relating to Projects.
- Construction/Maintanance/Flood damages to check dams, approach roads and bridges of
  all Power Projects.
- Customs clearance for materials sparesparts imported for Power Projects.
- Suits, Inspection reports, Draft paras, C& AG reports and LA interpellations on the above subjects
- Papers on Legislative Committees on the above subjects.

B3

- Minimum guarantee, Consumer Contribution and Service connection charges.
- Electricity Connection and line extension including request for new connections and complaint.
- Electric connections to SSI Units.
- Formation, upgradation, abolition and shifting of Sub Engineers Offices, Asst. Engineers Offices,Section Office and Major sections.
- Request for NOC for getting electric connection from Pondichery, Tamil Nadu etc.
- Purchase of Energy Meters.
- Shifting of Electric Lines including transformers and Electric Posts.
- Electricity Connection under S. 27 of Indian Electricity Act.
- Consumer protection Council cases.
- Miscellaneous papers of the section including monthly business statement.
- Suits, Inspection Reports, Draft paras, C & A G. Reports and L.A. Interpellation on the above subjects.
- Papers on Legislative Committee on the above subjects.

Power (C) Department
Phone: 0471-2517038
e mail - power.c@kerala.gov.in

C1

- Financial Matters, Plan papers, Loan, guarantees, external and internal aids and resources of K.S.E.B.
- Budget papers of K.S.E.B. including papers on Subject Committee.
- Payment of Electricity dues/cost of power to Central utilities and private producers.
- M.G.P. in power Department.
- Licencees and sanctionees before constitution of K.S.E.B.
- Rural Electrification.
- Electrification of Tribal Colonies.
- Kutirjyothi.
- Prime Minister's Gramodaya Yojana (PMGY).

- Accelerated power Development Reforms Programme (APDRP).
- Performance Report of K.S.E.B.
- Power Policy.
- Suits, Inspection Reports, Draft paras, C&AG Reports and L.A. Interpellation on the above subjects.
- Papers on Legislative Committee on the above subjects.
- Electricity Mobility

C2

- Inter state Sale of Power.
- Quality Control Order.
- Transmission and Distribution losses.
- Electricity Duty and Electricity Surcharge - Act and Rules
- Exemption/Waiver of Electricity Duty and Electricity Surcharge.
- Power cut, load shedding, Peak load restrictions and uninterrupted supply of power.
- Drawal of Central share of Electricity.
- Constitutions of Consultative Council and Local Advisory Committee of the K.S.E.B.
- Rental charges of Meters.
- Hydel Tourism except GIM projects.
- Wheeling of Power by consumers and Licensees.
- Cess collection for water used by K. S. E. B./ private producers for generation of Electricity from Reservoirs.
- Installation of Power Generators in Industries at times of Power failure.
- Licenses and sanctions under Indian Electricity Act and Rules.
- Papers relating to Power Distribution by Thrissur Corporation.
- Annual Accounts and Annual Report of K.S.E.B.
- Revamped and Result Linked Distribution Sector Scheme (RDSS) launched by GoI.
- Suits, Inspection Reports, Draft paras, C& AG Reports and L.A. lnterpellation on the above subjects.
- Papers on Legislative Committee on the above subjects.

C3

- Installation of Transformers and low voltage problems.
- Land Acquisition and tree cutting for K.S.E.B. - payment of compensation (except those relating to generation project sites).
- Setting up of Sub-Stations.
- Tenders/Purchases (except Energy Meters) in K.S.E.B.
- Sales Tax and Entry Tax and Excise Duty.

- Constitution of Kerala State Electricity Licensing Board, K.S.E.L.B. Rules, Wireman, Supervisory permits etc.
- Complaints on Street lighting.
- Encroachment of lands owned by K. S. E. B. (Except Project land).
- Allotment of Electric posts/poles for use of Cable T.V. Operators.
- Complaints of contractors on various payments by K.S.E.B.
- Negotiated purchase of land by K.S.E.B.
- Railway Electrificaticn.
- Miscellaneous papers of the section.
- Miscellaneous papers of Power Department.
- Suits, Inspection Reports, Draft paras, C&AG Reports and L.A. Interpellations on the above subjects.
- Papers on Legislature Committees on the above subjects.

Power (PS) Department
Phone:0471- 2518243
e mail - powerpssection@gmail.com

PS1

- Lok Sabha/Rajya Sabha questions relating to Power Department.
- Monitoring of L.A. Interpellations.
- Monitoring of work relating to Legislative Committees.
- Monitoring of C&AG Reports.
- Power Ministers Conference, M.P's Conference and Collectors Conferences
- Audit Committee.
- Audit Monitoring Committee.
- Chief Secretary's Conference with Secretaries.
- Staff Conference of Power Department.
- Monthly Business Statement of Power Department.
- Meetings convened by Chief Minister, Ministers and Secretary.
- Papers relating to Meeting and Conferences not specifically allotted to any other Sections.
- Consolidations and furnishing of replies to L.A. Interpellations received from other Departments in Secretariat.
- Right to Information Act 2005
- Power generation from Non-Conventional Energy sources other than Solar/Wind implemented by ANERT, EMC and KSEBL.

PS2

- All papers relating to the Establishment and financial matters of ANERT.
- Non-conventional Energy Projects implemented by EMC/ANERT.

35. PROGRAMME IMPLEMENTATION, EVALUATION & MONITORING DEPARTMENT

Phone: 8231
e mail - piemdkerala@gmail.com

PIEM-1

- Monitoring & Evaluation of all state Plan Schemes including RIDF & Major Infrastructure Development Projects, Special Component Plan and Tribal Sub Plan, Central Sector Schemes and Centrally Sponsored Schemes.
- Coordination, monitoring and liaising with Central Ministries for Central Assistance.
- Review of the physical and financial progress of Plan Schemes, Projects and Programmes in the State.
- Identifying new Central Sector/CSS in Union Budget 2024-25
- Implementation and Monitoring of Member of Parliament Local Area Development Scheme (MPLADS) in the State.

PIEM-2

- Monitoring & Evaluation of all infrastructure projects (PPP & non- PPP) including priority projects.
- All digital modes of monitoring of Plan Schemes, projects and Programmes including those of the Government of India.
- Priority projects of the Hon'ble Chief Minister, 100 days programme, Develpomental goals of govt. and other programmes related projects announced by the Government.
- Externally Aided Projects (EAPs)
- Appointment and Transfer of Project Co-Ordinator's, Junior Resource Persons and Executive Assistants.
- 18 months Programme

PIEM-3

- Monitoring of all Missions in Nava Keralam Karma Padhathi -II and Missions of similar types announced by the Government.

- Accounts & Establishment matters related to Nava Keralam Karma Padhathi -II
- Monthly Business Statement, Progress on Official language
- GoI-GEF-UNDP-IHMRL Project
- Monitoring of RRM of Hon.CM
- LA Interpellations, Lok Sabha/ Rajya Sabha questions, Maintenance of LA Interpellation Register
- Monitoring of all Projects marked under Navakerala sadass

PIEM-4

- Implementation and Monitoring of Sustainable Development Goals (SDGs).
- Preparation of analytical reports of interests such as SDG India Index, and related reports of NITI Aayog.
- Co-ordination, implementation and monitoring of all NITI Aayog initiatives.
- Preparation of analytical reports of interests based on India Innovation Index, Health Index, Composite Water Management Index, School Education Quality Index, Export Preparedness Index. Gender Index and other reports of NITI Aayog.
- All papers from NITI Aayog and Central Ministries pertaining to subjects other than projects, Centrally Sponsored Schemes & Central Sector Schemes dealt in other seats.
- All works relates to All India level CS Conference
- Works relates to the Governing Council meeting of NITI Aayog.

PIEM-5

- All Accounts & Establishment matters related to DDC's
- Monitoring implementation of Aspirational Districts Programme and Aspirational Blocks Programme
- Twenty-point programme
- Design and incorporation of state-of-the- art methods and processes into the planning, implementation, evaluation and monitoring systems of departments, government agencies and district offices. Preparation of performance indices of various departments, government agencies and district offices based on the effectiveness of programme and project implementation.
- Inducting professional management services and resources for programme and project implementation.
- Designing incentives for encouraging performances in programme and project implementation of departments, government agencies and district offices.
- Files relating to the Seminar committee, Keraleeyam.
- Application of RTI Act.
- Assistant State Public Information officer under RTI

Statistical Assistant Gr.I (PIEM-6)

- Accounts & Establishment matters related to all Statistical staff,
- Accounts & Establishment matters related to Daily wages staff
- Accounts & Establishment matters related project monitoring (Project Co-ordinators, Junior Resource Persons, Executive Assistants etc.) except the item No.5 of PIEM-2
- Maintenance of Department vehicles
- Maintenance of Office (maintenance of office furniture, computer, printer, ups, photocopier/scanner, Air-conditioner, Telephone, Internet etc.)
- Purchase Office Equipment's.
- Generation of establishment and other contingent bills and submission of the same to the Treasury.
- Preparation of Monthly Expenditure Report
- Fund Distribution to District Development Council/District Planning committee and Monitoring through District Development Commissioners.
- Preparation of Budget Estimates.

Project Co-ordinator 1

- Monitoring and coordination of major infrastructure projects and programmes with emphasis on high valued projects under the directions of the reporting officer towards comprehensive fulfillment of the overall objectives of the department in an effective and time bound manner.
- Coordination and mission mode implementation of specified projects as well as specific tasks entrusted by CMO under the direction of the reporting officials and preparation of status updates as required.
- Impart a professional and project managerial approach in undertaking the said functions to improve the quality and proactiveness in implementing development projects with emphasis on infrastructure projects.
- Liasoning with GoK's administrative departments, implementing agencies, district administrations as well as external stakeholders in GoI, funding institutions, SPVs, consultants etc towards positive completion of the above tasks.
- Study the possibility of improving the Centrally Sponsored and Central sector scheme implementation in Kerala.
- Monitoring & Evaluation of Kerala budget 2022-23 speech announcements for CM's Review.
- Evaluation & Monitoring of CM's Priority Projects
- Monitoring & Coordination of Central Sector Projects
- Monitoring & Evaluation of Development Goals of the Govt.
- Identifying the Schemes of Union Budget 2024-25 which are suitable for the State.

Project Co-ordinator 2

- Monitoring and coordination of major infrastructure projects and programmes with emphasis on high valued projects under the directions of the reporting officer towards comprehensive fulfillment of the overall objectives of the department in an effective and time bound manner.
- Coordination and mission mode implementation of specified projects as well as specific tasks entrusted by CMO under the direction of the reporting officials and preparation of status updates as required.
- Impart a professional and project managerial approach in undertaking the said functions to improve the quality and proactiveness in implementing development projects with emphasis on infrastructure projects.
- Liasoning with GoK's administrative departments, implementing agencies, district administrations as well as external stakeholders in GoI, funding institutions, SPVs, consultants etc towards positive completion of the above tasks.
- Study the possibility of improving the Centrally Sponsored and Central sector scheme implementation in Kerala.
- Monitoring & Evaluation of Kerala budget 2022-23 speech announcements for CM’s Review.
- Evaluation & Monitoring of CM’s Priority Projects
- Monitoring & Coordination of Central Sector Projects
- Monitoring & Evaluation of Development Goals of the Govt.
- Identifying the Schemes of Union Budget 2024-25 which are suitable for the State.

Project Co-ordinator 3

- Monitoring and coordination of major infrastructure projects and programmes with emphasis on high valued projects under the directions of the reporting officer towards comprehensive fulfillment of the overall objectives of the department in an effective and time bound manner.
- Coordination and mission mode implementation of specified projects as well as specific tasks entrusted by CMO under the direction of the reporting officials and preparation of status updates as required.
- Impart a professional and project managerial approach in undertaking the said functions to improve the quality and proactiveness in implementing development projects with emphasis on infrastructure projects.
- Liasoning with GoK's administrative departments, implementing agencies, district administrations as well as external stakeholders in GoI, funding institutions, SPVs, consultants etc towards positive completion of the above tasks.
- Study the possibility of improving the Centrally Sponsored and Central sector scheme implementation in Kerala.
- Monitoring & Evaluation of Kerala budget 2022-23 speech announcements for CM’s Review.

- Evaluation & Monitoring of CM's Priority Projects
- Monitoring & Coordination of Central Sector Projects
- Monitoring & Evaluation of Development Goals of the Govt.
- Identifying the Schemes of Union Budget 2024-25 which are suitable for the State.

Project Co-ordinator 4

- Monitoring and coordination of major infrastructure projects and programmes with emphasis on high valued projects under the directions of the reporting officer towards comprehensive fulfillment of the overall objectives of the department in an effective and time bound manner.
- Coordination and mission mode implementation of specified projects as well as specific tasks entrusted by CMO under the direction of the reporting officials and preparation of status updates as required.
- Impart a professional and project managerial approach in undertaking the said functions to improve the quality and proactiveness in implementing development projects with emphasis on infrastructure projects.
- Liasoning with GoK's administrative departments, implementing agencies, district administrations as well as external stakeholders in GoI, funding institutions, SPVs, consultants etc towards positive completion of the above tasks.
- Study the possibility of improving the Centrally Sponsored and Central sector scheme implementation in Kerala.
- Monitoring & Evaluation of Kerala budget 2022-23 speech announcements for CM's Review.
- Evaluation & Monitoring of CM's Priority Projects
- Monitoring & Coordination of Central Sector Projects
- Monitoring & Evaluation of Development Goals of the Govt.
- Identifying the Schemes of Union Budget 2024-25 which are suitable for the State.

Research Associate (Social) – Contract

- Shall assist in all activities related to the implementation and monitoring of SDGs, and technical matters related to NITI Aayog initiatives in the State.

Research Associate (Economic) -Contract

- Shall assist in all activities related to the implementation and monitoring of SDGs, and technical matters related to NITI Aayog initiatives in the State.

Research Associate (Environmental) – Contract

- Shall assist in all activities related to the implementation and monitoring of SDGs, and technical matters related to NITI Aayog initiatives in the State.

MIS Consultant MPLADS (Contract)

- Shall assist RO-1 in all technical works related to MPLADS.
- Shall also assist all ICT based works in the Department as and when needed.

Project Analyst (Contract)

- Shall assist in ICT related works of the ePMG, eSuvidha, eSamiksha, Pragati, 18 Months Programme,100 Days Portal and monitoring in other similar digital portals including adding users in portals, imparting training to users and reporting status of issue resolutions to Director/Joint Director
- Shall assist in all activities related to project monitoring
- Preparation Power Point Presentation for CSPCC meeting

36.Public Procurement Advisory Department

Public Procurement Advisory(A) Department
Phone.No. 8109
e mail – storespurchaseadepartment@gmail.com

Al

- Papers related to tender exemption by granting relaxation under Rule 9.23 of Stores Purchase Manual (SPM) for products mentioned in Group I, IV, VI, VII and X of Annexure 4 of Stores Purchase Manual, in respect of State Government Departmental Units/ State Public Sector Industries and Institutions which have been in production for more than five years.
- Price Fixation of products mentioned in Group I, IV, VI, VII and X of Annexure 4 of Stores Purchase Manual produced by the State Government Departmental Units/State Public Sector Industries and Institutions after considering the reasonableness of the cost & related matters.
- Papers related to granting exemption from payment of Tender Fee/Earnest Money Deposit /Performance Security etc related to MSME's and PSUs.
- Recommendations of Public Accounts Committee/Public Undertakings Committee Reports and their implementations.
- Remarks on Audit paras/Draft paras/C&AG Report/AG's Inspection Reports, based on Purchase of Goods by State Government Departmental Units/State Public Sector Industries and Institutions.
- Disposal of Surplus Stores as per provisions in Stores Purchase Manual.
- Miscellaneous Papers and Monthly Business Statement of the Section.
- Papers related to RTI Act, Suits, LA Committees and LA Interpellations on the subject matter allotted to the seat.

A2

- Papers related to Public Procurement of goods and services through Government e- Marketplace(GeM) - Its functionality and Implementation in various State Government Departmental Units, State Public Sector Industries and Institutions/Autonomous bodies etc.
- Data analysis and evaluation of GeM Monthly Report of the State received from Ministry of Commerce and Industry/ consolidation of details on GeM purchases made by the State Government Departmental Units/State Public Sector Industries and Institutions/Autonomous bodies etc.
- Amendment and updation of Stores Purchase Manual.
- Papers related to requests from Startups/ State Government Departmental Units/State Public Sector industries and Institutions/Autonomous bodies etc. for relaxation to provisions in Stores Purchase Manual for adoption of new procurement -methods other than those mentioned in the Stores Purchase Manual.
- Paper related to State Public procurement Policy.
- Papers related to RTI Act, Suits, LA Committees and LA Interpellations on the above subject matter.

A3

- Papers related to tender exemption of Stae Government Departmental Units/State Public Sector Industries and Institutions which have been in production for more than five years in the case of products mentioned in Group II, III, V, VII & IX of Annexure 4 of Stores Purchase Manual.
- Price Fixation of products mentioned in Group II , III, V, VII & IX of Annexure 4 of Stores Purchase Manual produced by the State Government Departmental Units/State Public Sector Industries and Institutions after considering the reasonableness of the cost & related matters for granting 9.23 relaxation.
- Remarks of Stores Purchase Department on matters related to provisions in para 9.22 benefit for manufacturcrs listed in Annexure 16 of Stores Purchase Manual.
- Cases for consideration under Global Tender Enquiry related papers.
- Papers related to Procurement of goods from Land Bordering Countries and Registration of bidders as per the Guidelines of Government of India.
- Papers related to RTI Act, Suits, LA Committees and LA interpellations on the above subject matter.
- Papers related to Blacklisting of manufacturers, suppliers, distributors, contractors involved in Government procurement for offenses or violations committed during competitive bidding.

Public Procurement Advisory(B) Department

Phone No. 8492
e mail - sospdb@gmail.com

B1

- Development, Updation and Maintenance of Official Website of Public Procurement Advisory Department
- Departmental Purchase Committee for procurement of items mentioned in Group I, Group II and Group III of Annexure 4 of stores Purchase Manual.
- Remarks of Stores Purchase Department on the purchases of items mentioned in Group I, Group II and Group III of Annexure 4 of Stores Purchase Manual (except on those provisions mentioned in para 9.22 and 9.23 of SPM)
- Inspection of Government offices/PSUs/Local self bodies/Government institutions /Autonomaus Bodies etc in Thiruvananthapuram, Kollam, Pathanamthitta and Alappuzha districts.
- Preparation of Annual Performance Report of Public Procurement Department.
- Preparation of Monthly Business Statement of the Section and further consolidation.

B2

- Remarks of Stores Purchase Department on the purchases of items mentioned in Group IV, Group V and Group VI of Stores Purchase Manual (except on those provisions mentioned in para 9.22 and 9.23 of SPM).
- Departmental Purchase Committee for procurement of items mentioned in Group IV, Group V and Group V1 of Annexture 4 of Stores Purchase Manual.
- Inspection of Government offices/PSUs/Local self bodies/Government institutions/ Autonomous Bodies etc. in Kottayam, Idukki, Ernakulam, Thrissur, Palakkad and Malappuram districts .
- Papers related to Committee on Official languages.

B3

- Departmental Purchase Committee of purchases of items mentioned in Group VII, Group VIII, Group IX and Group X of Annexure 4 of Stores Purchase Manual.
- Remarks of Stores Purchase Department on the purchases of items mentioned in Group VII, Group VIIl, Group IX and Group X of Annexure 4 of Stores Purchase Manual(except on those provisions mentioned in para 9.22 and 9.23 of SPM)
- Inspection of Government offices/PSUs/Local bodies/Government institutions/ Autonomous Bodies etc. in Kozhikode, Wayanad, Kannur and Kasaragod districts.
- Miscellaneous papers of Public Procurement Advisory Department.

Public Procurement Advisory(C) Department
Phone No. 8369
e mail - hedhso@gmail.com

C1

- Establishment papers of Gazetted Officers of Printing Department, Establishment papers of Technical Staff of Printing Department, OP files of Printing Department, General papers. Establishment papers relating to Printing Department. viz.. Audit objection, Draft para, reconciliation of Accounts, Appropriation Accounts, re-appropriation, Supplementary demands, Budget estimates, Annual plan, Expenditure Commission etc. Papers relating to Working Group and Audit Committee Special Rules of Kerala Government Presses, Service Papers relating to Legislature Commitee viz., PAC, Estimate Committee, subject Committees etc.

C2

- Establishment papers of Stationery Department both Gazetted and Non-Gazetted (Clerical) as well as Technical), Purchase of Stationery stores, Compassionate Employment Scheme of Stationery Department, Audit objection, Draft paras, Appropriation Accounts, Reconciliation of accounts, Supplementary demands, budget estimates, Annual plan, Expenditure Commission etc. relating to Stationery Department and papers relating to Working Group, Audit Committee of Stationery Department, General and Establishment papers of Stationery Department, Miscellaneous Papers of Stationery Department and Special Rules relating to Stationery Department, Papers of Legislative Committee relating to Stationery Department, Any other papers specifically allotted then and there to all seats C1,C2 and C3.

C3

- Establishment papers of NGOs (Clerical) of Printing Department, Establishment of new Presses in the State, purchase of machinery and spares for the machines and spares for the machines of Printing Department, Compassionate Employment Scheme of Printing Department, LA Interpellation of Printing Department, sanction for Printing of new forms and re printing of old forms. All papers relating to Kerala Books and Publications Society.

37.Public Works Department

Public Works (A) Department

Phone: 7139
e mail - pwadepartment@gmail.com

A1

- Establishment Matters of Executive Engineers/Deputy Director/Architect and above
- Departmental Promotion Committees Matters for all categories.
- All questions of policy in relation to establishment.
- All proposals for creation of posts in any category.
- Matters of re- organisation/redeployment of any category

A2
Establishment matters of

- Work Superintendents
- Drivers
- Roller Staff
- Mechanical Staff
- T.B. Staff
- Ferrymen
- General papers relating to Work establishment
- All cases of employment assistance under the Compassionate Employment scheme of all categories.

A3
Establishment matters of

- Non-gazetted Technical Staff. Except those mentioned under A2

Public Works (B) Department

Phone : 8705
e mail - pwdbdepartment123@gmail.com

B1
Establishment Matters of

- NMR/CLR/SLR workers
- Last Grade Employees and Part Time contingent Employees
- Establishment matters of KSCC Ltd.

B2
Establishment Matters of

- Assistant Engineers
- Gazetted and Non-Technical staff
- Non Gazetted non-technical staff except drivers

B3

Establishment matters of

- Assistant Exe. Engineers/Assistant Director
- Special rules of all categories
- All matters of training
- Kerala State Engineering Works Ltd.

Public Works (C) Department
Phone: 8935
e mail - pwdcdepartment123@gmail.com

C1

- Budget Matters
- Issue of Letter of Credit (Buildings/NH)
- Plan/ Non-Plan Implementation/Expenditure Statements
- Special Component Plan and Tribal Sub Plan.

C2

- Indian Roads Congress matters
- Public Address System
- Installation of Telephones
- Departmental Motor Vehicles Accident Cases
- Vehicles and tools repair
- Insurance
- Issue of Letter of Credit (Roads & Bridges)

C3

- All matters of co-ordination
- Periodical business
- Official language
- Staff meeting
- Administrative reports
- Residuary papers

Public Works (D) Department
Phone: 8172
e mail - sectionofficerpwdd@gmail.com

D1

- Bridges and approach roads - Investigation, Construction, Repair including
- bridges financed by NABARD
- Railway Over/under Bridges
- Railway safety works.

D2

- Kerala State Transport Project (KSTP)
- Central Road Fund Matters.
- All toll connection matters

D3

- National Highway matters
- Matters of Roads and Bridges Development Corporation of Kerala Ltd, (RBDCK)
- Roads in City Corporations

Public Works (E) Department

Phone: 8136

e mail - deptpwde@gmail.com

E1

- Papers relating to the Government Buildings (under the control of PWD) in the districts of Thiruvananthapuram, Kollam, Alappuzha, Kottayam, Pathanamthitta
- Government buildings outside the State.
- Ferries/Cinema theatre centage, scrutiny and inspection charges

E2

- Papers relating to Government buildings in the districts of Ernakulam, Idukki, Thrissur, Palakkad, Malappuram
- Fixation of rent of private buildings, Convening Rent Committee.

E3

- Papers relating to Government buildings in the districts of Kozhikode, Kannur, Wayanad, Kasaragod
- Government servants' quarters.
- Computer allied matters.

Public Works (F) Department

Phone: 8527

e mail - publicworksf@gmail.com

F1

- Follow up action on the Vigilance Reports received from the Vigilance Department/LSG Department and Directorate of Vigilance and Anti-curruption Bureau relating to Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki, Thrissur

F2

- Follow up action on Vigilance report relating to Kannur, Ernakulam, Palakkad, Kasaragod
- Proposal for disciplinary action required from CE (Admin), PWD
- Audit objections, Draft Paras and Audit paras

F3

- Follow up action on Vigilance reports in respect of Kozhikode, Wayanad, Malappuram
- Action on the inspection notes of Finance Inspection Wing
- Action on the enquiry reports of Chief Technical Examiner.
- Implementation of PAC and Estimate Committee recommendations in respect of cases dealt within the section

Public Works (G) Department

Phone: Extn.7173

e mail - keralapublicworks@gmail.com

G1

- Papers related to investigation, construction and maintenance of PWD/MDR roads in the districts of Alappuzha, Kottayam, Idukki, Wayanad
- According AS & SS to roads in these districts
- Papers related to KIIFB projects of these districts,
- KIIFB Nodal Section papers
- Coastal Highway

G2

- Papers related to inspection, construction and maintenance of PWD/MDR roads in the districts of Ernakulam, Pathanamthitta, Thrissur
- According AS & SS to roads in these districts
- Papers related to KIIFB projects of these districts
- Maintenance of Sabarimala Identified & Leading roads in Various Districts.

G3

- Papers related to inspection construction and maintenance of PWD/MDR roads in the districts of Thiruvananthapuram, Kollam, Malappuram.
- According AS & SS to roads in these districts
- Papers related to KIIFB projects of these districts
- Papers related to SLEC/HLC meeting
- Administrative sanction committees
- Miscellaneous papers of the Section.

Public Works (H) Department

Phone: 8470

e mail - pwdhdept@gmail.com

H1

- Policy reforms
- road policy
- Road Fund Act 2001, rules & notifications
- Road Fund Board matters

- Kerala Toll Act - 1963, Rules & Notifications
- Implementation of Highway Protection Act 1999
- DRIQ Board meetings and papers related to RICK, KMRL.

H2

- Resource mobilization for RBDCK & KSCC
- ISAP (Institutional Strengthening Action Plan) of KSTP
- Arbitration Cases and convening of Arbitration committee Meeting
- Matters relating to stores.

H3

- PWD Code and Manual - amendments, revision, advice
- Registration of contractors and other papers relating to contractors.
- delegation of powers.

Public Works (PS) Department
Phone: 8578
e mail - sopspwd@gmail.com

PS1

- Papers relating to construction and maintenance of roads of Palakkad District.
- Recommendations of PAC/PUC, Subject committees, Estimates committee.
- Committee on subordinate legislation, Committee on assurances and other Committees of Legislature.

PS2

- Papers relating to investigation, construction and maintenance of roads in the districts of Kasaragod, Kannur, Kozhikode.

38. Revenue Department

Revenue (A) Department
Ph.No.2517012
e mail - sorevenuea@gmail.com

A1

- Papers relating to Land Assignment, Transfer and Land Conservancy cases in Harrison related issues and Chengara Land issues.

A2

- Papers relating to Land Assignment, Transfer, Lease, Land Conservancy cases and Land Assignment Committee Constitution in Idukki District. Miscellaneous papers in the section .

A3

- Papers relating to Land Assignment, Transfer and Land Conservancy cases and Land Assignment Committee Constitution in Ernakulam District.

Revenue (B) Department
Ph.No. 2518207
e mail - sorevenueb@gmail.com

B1

- Papers relating to formulation of Kerala Land Acquisition Rules, Framing of State Rehabilitation policy, Framing of rules for Direct/ negotiated purchase. Papers relating to acquisition of land for Airport, Railway, IIT, Coast Guard, VSSC/ISRO, GAIL, BPCL/HPCL etc. Papers relating to Land acquisition for National Highways in the State, Issuance of general guidelines while proceeding with NH Act, 1956, papers relating to acquisition of land for KMRL, Issuance of guidance and advice for all land acquisition cases while proceeding with LARR Act, 2013. Papers on publishing of notification under Section 4(1) of Kerala Land Acquisition Act Papers relating to Rules on reconveyance of land under Kerala Land Acquisition Act. Settlement of LAR (Land Acquisition Reference) cases related to Ezhimala Naval Acadamy, Govt. of India Acquisition etc. Empanelment of SIA Unit, Acquisition of land for Kozhikode Light Metro, All suits & petitions in respect of land acquisition relating to the above papers.

B2

- Convening SLEC, HLC Meeting, All land Acquisition cases relating to State Government Departments in respect of Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod Districts. All suits & petitions in respect of land acquisition relating to the above Districts. Papers relating to Public Accounts Committee, Draft paras, Papers on Inspection Report and Audit Report of Accountant General, Miscellaneous papers of the Section, Settlement of LAR (Land Acquisition Reference) cases in respect of land acquisition relating to the above districts, IURWTS projects of Ernakulam district.

B3

- All land Acquisition cases relating to State Government Departments in respect of Thiruvananthapuram, Kollam, Alappuzha, Pathanamthitta, Idukki, Kottayam and Ernakulam Districts. All suits & petitions in respect of land acquisition relating to the above Districts, Acquisition of land for Thiruvananthapuram Light Metro, Settlement of LAR (Land Acquisition Reference) cases in respect of land acquisition relating to the above Districts. Creation of LA Units for NH (CALA) - continuance and abolition, Papers relating to creation of special Land Acquisition Units, its continuance and abolition

Revenue (C) Department
Ph.No. 2518105
e mail - revenuesoc@gmail.com

C1

- Establishment of Deputy Collectors, Establishment and Service matters of Tahsildars/Senior Superintendent, Movement of District Collectors, Liaison Officer and his Office at the Advocate General's Office (All Papers)

C2

- Establishment and Service matters of Deputy Tahasildars/Junior Superintendents and equivalent categories, Special Rules to the various posts in the Kerala Revenue Service and Revenue subordinate Service

C3

- Establisment/Service matters relating to all post under Revenue Ministerial Subordinate Service Viz. L.D.Clerks/Village Assistants including Special Village Assistants and Additional Village Assistants. Revenue Inspectors including Firka Revenue Inspectors and Special Revenue Inspectors, Head Clerks/Head Accountant and all other equivalent categories in the Land Revenue Department/Land Board, Papers of general nature related to Establishment in Revenue Department. Miscellaneous papers of the section.

Revenue (D-A) Department
Ph.No.2518963
e mail - revenued8963@gmail.com

D-A1

- Disciplinary cases against Revenue Officials of Kollam, Alappuzha and Pathanamthitta Districts.

D-A2

- Disciplinary cases against Revenue Officials of Ernakulam, Thrissur and Palakkad Districts

D-A3

- Disciplinary cases against Revenue Officials of Thiruvananthapuram, Kozhikode Districts

Revenue (D-B) Department
Ph.No.2517465
e mail - revenuedbd@gmail.com

D-B1

- Disciplinary cases against Revenue Officials of Idukki, Malappuram and Wayanad Districts

D-B2

- Disciplinary cases against Revenue Officials of Kasaragod, Kottayam and Kannur Districts

D-B3

- Papers of disciplinary proceedings relating to the Gazetted and Non-Gazetted officers of Survey and Land Records Department

Revenue (E) Department
Ph.No.2518815
e mail - sorevenuee@gmail.com

E1

- Establishment and service matters relating to Non-Gazetted Officers of Survey and Land Records Department (Excluding papers relating to disciplinary proceedings, T.A, D.A, Leave, P.C.A and arrear claims, Papers relating to Survey Training Schools, Papers on Special Rules on Survey and Land Records Department, Papers on Compassionate Employment Scheme in Survey and Land Records Department, Papers relating to Survey Training Programmes, Papers relating to Accountant General's Report on Survey and Land Records Department, Land Records Management, Torrence System, Miscellaneous papers of the section, Preparation of Administrative report of Survey and Land Records Department. Papers relating to Digitalisation of Land Records, SVAMITA Scheme, CORS Project, Plan Scheme, Integration of 'Land Records service Delivery System and Modernisation of Suvey Training Schools', Miscellaneous papers of the section.

E2

- Establishment and Service matters relating to Gazetted officers of Survey and Land Records Department, Papers on training of Gazetted officers of Survey and Land Records Department.

E3

- Papers relating to Digital Resurvey, Kerala Survey and Boundaries Act and Rules, Joint verification of Inter State Boundary between Kerala and adjoining States, Purchase of stones & Survey equipments for Survey and Land Records Department, Scheme of Re-survey of State, Papers relating to restricted maps, Transfer of Registry Acts and Rules, Bhoomi Keralam, Centrally Sponsored Scheme- DILRMP, Plan scheme of survey, forged documents, KLRMM.

Revenue (F) Department
Ph.No.2518480
e mail - revenuef8480@gmail.com

F1

- Formation/Delimitation of Districts/Taluks /Villages & Bifurcation of group villages
- Papers relating to Kerala State Waqf Board
- Free ration under CMDRF

- State Names Authority
- Inspection Reports of Finance Department
- Path disputes
- Inter State Boundary between Kerala and Adjoining State.

F2

- Construction of Revenue Buildings
- Hiring of private buildings for Revenue Department Offices and connected papers
- Budget of Revenue Department
- Appropriation Account
- Formation of Revenue Division Offices
- Computerization & e-Governance

Revenue (G) Department
Ph.No.2517162
e mail - revenueg7162@gmail.com

G1

- Papers relating to plantation tax, Paers relating to Basic Land Tax, Papers in Kerala Esheats and Forteitures Act & Rules, Papers on Kerala Public Accounts Act, Papers on Kerala Treasure Trove Act & Rules, papers relating to printing of Forms, Registers & Supply of stationery for the Offices under the Land Revenue Department & Land Board, Papers relating to purchase of furniture & other office equipments for the Offices under the Land Revenue Department & the Land Board, Papers relating to office procedure of Board of Revenue (LR), papers on General Administration of Land Revenue Department, Collectors conference, MP's Conference, Chief Secretaries meeting with Secretaries & other meetings.

G2

- Gathering of information and furnishing of consolodated replies relating to references receiving from other Departments other than LA Interpellation/Assurance, Papers relating to office procedure of the Revenue Department, Papers relating to Enemy Property Act, papers relating to Fair value, papers related to various Legislative Committees, Miscellaneous papers which do not relate to any other sections of Revenue Department, Miscellaneous papers of the section, Consolidation of Monthly Business Statement of Collectors.

G3

- Gathering of information and furnishing of consolidated replies relating to references receiving from other Departments other than LA Interpellation/Assurance, Papers relating to office procedure of the Revenue Department,Papers relating to various Legislature Committees, Miscellaneous papers which do not relate to any other sections of Revenue Department.

Revenue (H) Department
Ph.No.2518960
e mail - revenueh123@gmail.com

H1

- Issuing stay orders, installment, rescheduling Original Suits, Suit Notices relating to revenue recovery in Ernakulam, Palakkad, Kozhikode, Malappuram, Wayanad Districts
- WP(C)s and SLP(C) relating to revenue recovery.
- Revision Petition under Section 83(2) of Kerala Revenue Recovery Act.
- Distress Warrant – lifting of attachment and Re-conveyance of bought-in-land
- Answer to various Legislature Committees.
- Papers received from other Departments for advice and remarks on the provisions of the Kerala Revenue Recovery Act.

H2

- Issuing stay orders, installment, rescheduling Original Suits, Suit Notices relating to revenue recovery in Thiruvananthapuram, Alappuzha, Kottayam, Thrissur, Idukki Districts
- WP(C)s and SLP(C) relating to revenue recovery.
- Revision Petition under Section 83(2) of Kerala RevenueRecovery Act.
- Distress Warrant – lifting of attachment and Re-conveyance of bought-in-land
- Answer to various Legislature Committees.
- Papers received from other Departments for advice and remarks on the provisions of the Kerala Revenue Recovery Act.

H3

- Issuing stay orders, installment, rescheduling Original Suits, Suit Notices relating to revenue recovery in Kollam, Pathanamthitta, Kannur, Kasaragod Districts.
- WP(C)s and SLP(C) relating to revenue recovery.
- Revision Petition under Section 83(2) of Kerala Revenue Recovery Act.
- Distress Warrant – lifting of attachment and Re-conveyance of bought-in-land
- Answer to various Legislature Committees.
- Papers received from other Departments for advice and remarks on the provisions of the Kerala Revenue Recovery Act.
- Papers relating to KRR Act and Rules
- papers relating to DCB Statement in respect of RR
- General papers relating to RR
- Papers on Farmers Debt Relief
- Papers related to Audit Para and Draft Para, RR online
- Miscellaneous papers relating to section

Revenue (L) Department

Ph.No.2518696
e mail - revenuel8696@gmail.com

L1

- Papers relating to Land Assignment, Transfer, Lease, Land Conservancy cases and Land Assignment Committee Constitution in Palakkad and Malappuram Districts. Papers of general nature related to Land Assignment, Transfer, Lease and Land conservancy cases.

L2

- Papers relating to Land Assignment, Transfer, Lease, Land Conservancy cases and Land Assignment Committee Constitution in Kozhikode and Kannur Districts.

L3

- Papers relating to Land Assignment, Transfer, Lease, Land Conservancy cases and Land Assignment Committee
- Constitution and Regularization of forest land occupied prior to 01.01.1977-Special Rules 1993 in Thrissur and Wayanad Districts. Miscellaneous papers of the Section.

Revenue (M) Department

Ph.No.2517399
e mail - revenuem7399@gmail.com

M1

- Papers related to Land Assignment Transfer, Lease, Land Conservancy cases and Land Assignment Committee
- Constitution and Regularization of forest land occupied prior to 01.01.1977-Special Rules 1993 in Pathanamthitta and Kollam Districts.
- Miscellaneous papers of the section

M3

- Papers related to Land Assignment Transfer, Lease, Land Conservancy cases and Land Assignment Committee
- Constitution and Regularization of forest land occupied prior to 01.01.1977 -Special Rules 1993 in Kasaragod District.

Revenue (N) Department

Ph.No.2518241
e mail - revenuendept@gmail.com

N1

- Kerala Land Reforms Act and Rules.
- Miscellaneous papers in the Section.
- Kudikidappukar's Benefit Fund and Kudikidappukar's Housing Scheme.
- Agriculturist Rehabilitation fund
- Reconstitution of Taluk Land Board

- Reconstitution of Kerala Land Reforms Review Board.
- Papers related with the KLRC Bonds issued for compensation for excess lands.
- Recommendation of Subject committee. II (Land Tax & Devaswom)
- Rehabilitation & Welfare Schemes to ex- landlords.
- Amendment of KLR Act.
- All suits (In High court & in supreme court) under the KLR Act and papers related to the resumption of land under the KLR Act in respect of Thrissur, Malappuram, Kannur and Kasaragod districts.
- Petitions from the Public for surplus land, against eviction request for patta etc. in respect of above districts.
- All L.A interpellations except those related with the districts allotted to N2 & N3
- Request for exemption from ceiling provisions under section 81(3) and section 98 (A) of KLR Act, in respect of above districts.
- Issues related with the Patta/Purchase Certificate of surplus land by Land Tribunal & its appeal from the above districts.
- Petitions on surplus land before various Committees of KLA.
- Petition related with Ex- Jenmi Pension before the Committee for the welfare of elder persons of KLA.

N2

- Kerala Land Reforms Act and Rules.
- All suits (In High court & in Supreme Court) under the KLR. Act and papers related to the resumption of land under the KLR Act in respect of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Ernakulam District.
- Petitions from the Public for surplus land, against eviction request for patta etc. in respect of above districts.
- LA interpellation from the above districts.
- Request for exemption from ceiling provisions under section 81(3) and section 98 (A) of KLR Act, in respect of above districts.
- Issues related with the Patta/Purchase Certificate of surplus land by Land Tribunal & its appeal from the above districts.
- Petitions on surplus land before various Committees of KLA.

N3

- Kerala Land Reforms Act and Rules.
- All suits (In High court & in Supreme Court) under the KLR Act and papers related to the resumption of land under the KLR Act in respect of Palakkad, Kozhikode & Wayanad Districts.
- Petitions from the Public for surplus land, against eviction request for patta etc. in respect of above districts.
- LA interpellation from the above districts.

- Request for exemption from ceiling provisions under section 81(3) and section 98 (A) of KLR Act, in respect of above districts.
- Issues related with the Patta/Purchase Certificate of surplus land by Land Tribunal & its appeal from the above districts.
- Petitions on surplus land before various Committees of KLA.
- Petition and Court cases related with Karaima Kudiyan cases in Kozhikode District.

Revenue (PA) Department
Ph No : 8103
e mail – revenuepa8103@gmail.com

PA 1

- Arable forestland assignment rules, Papers relating to the issue of notification for assignment of arable forestlands and payment of advertisement charges, District Land Assignment Committee under the Arable Forest Land Assignment Rules, papers related to lands owned by the Government of Kerala outside the territorial limits of the State, All papers on vested Forest Land Assignment of those who encroached after 01.01.1977, Quarrying in Government Purampoku Land , Mining of Ordinary Soil, Miscellaneous papers of the Section.

PA2

- Papers relating to Kerala Protection of River Banks and Regulation of Removal of Sand Act & Rules, Utilization of River Management Fund, Sand Mining from Rivers in the State, Papers relating to transfer of Revenue Land to Municipalities and Corporations.

Revenue (PB) Department
Ph. No. 8201
e mail – revenuepbdepartment@gmail.com

PB1

- Papers relating to Kerala Conservation of Paddyland & Wetland Act and Rules in Pathanamthitta, Wayanad, Idukki, Kollam, Kasaragor and Kannur Districts.
- Amendment & Clarification and Papers in general nature related to Kerala Conservation of Paddyland & Wetland Act and Rules.

PB2

- Papers relating to Kerala Conservation of Paddyland & Wetland Act and Rules inErnakulam, Thrissur, Malappuram, Kozhikode, Palakkad, Thiruvananthapuram, Alappuzha and Kottayam Districts.
- Miscellaneous papers of the section.

Revenue (R) Department
Ph.No.2517132
e mail - revenuer2008@gmail.com

R1

- Papers relating to Regular and Interim annuity to Religious Charitable and Educational Institutions of Public nature under KLR Act in respect of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Ernakulam and Palakkad District, Papers relating to Plan Schemes on centrally sponsored schemes regarding Land Reforms, Papers relating to release of funds from Government of India for the assignees of surplus land under the Centrally Sponsored Scheme, Papers relating to Kanam Tenancy Act, Review of Fortnightly/monthly/quarterly progress report under the 20 point programme regarding financial assistance to the assignees of surplus land, Papers relating to Pattazhi Devaswom Lands (Vesting and Enfranchisement) Act 1961, Papers relating to legislation of the Oodupally lands (Enfranchisement) Bill, Kerala Scheduled Tribes (Restriction as Transfer of land and Restoration of Alienated Lands) Act, 1999.

R2

- Papers relating to monthly review of work of Land Tribunals under various sections of KLR Act, papers relating to Public Accounts committee, inspection reports, Draft Paras, Audit Report and Appropriation Accounts in respect of Land Board, papers on review of Quarterly statement of disposal of disciplinary cases relating to K.L.R.Act, papers relating to Kandukrishi Land Assignment Rules, Sreepandaravaka Lands (Vesting and Enfranchisement) Act, Service Inam Lands (Vesting & Enfranchisement) Act, Bhoodan and Gramdan Movement, Viruthy Rules, papers relating to Thiruppuvaram Payment (Abolition) Act, Miscellaneous papers of the section, All the miscellaneous papers connected with the Taluk land Board, Land Board, Appellate Authorities, Land Tribunals etc. other than the establishment matters of the personnel now dealt within Revenue 'C' or 'D' Section, Papers relating to Section 75(3) (Shifting of Kudikidappu) of K.L.R.Act and the suits thereunder, Papers of Defense personnel relating to Land assignment, Papers relating to the purchase of Kudikidappu right under Section 75 to 80 of the K.L.R.Act, Papers relating to Cardamom Hill Reserve Lands.

R3

- Papers relating to Regular and Interim annuity to religious, Charitable, Educational Institutions of Public nature under K.L.R.Act in respect of Thrissur, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod District, papers on Kannan Devan Hills (Resumption of Lands) Act and Rules 1977, Assignment of Surplus land at Mankulam and Muthikkad, papers related to supply of paddy and rice to the Travancore Palace (Extinguishments Rights and Liabilities) Bill 1976, Papers relating to the Kerala Stay of Eviction Proceedings Act, 1966 and 1968, Oodukkoor-Settlement Proclamation, Record of Rights Act 1968, Payment of

Jenmibhagom pension, Karathil Chilav and Arthappalisa, T.C.Edavagai Rights Acquisition Act, Sreepadam Lands Enforcement Act 1969.

Revenue (T) Department
Ph.No. 2518234
e mail - revenuetdepartment@gmail.com

T1

- Papers on employment assistance to dependents of Government servants Dying in harness in Land Revenue Department and Land Board, Establishment matters except leave in respect of Copyists, Drivers, Security, Watch & Ward Staff, Attenders, Last Grade Servants, Village field Assistant & P.T. Contingent employee of Land Revenue Department and Land Board

T2

- Papers relating to continuance sanction of posts of Land Board, Taluk Land Board, Appellate Authorities and Land Tribunals and Land Revenue Department, Administration report of Land Board, Arrear claims of Revenue Staff, requests/complaints received on the issue/non-issue of various certificates relates to Revenue Department, Miscellaneous papers of the section.

T3

- Deputation and leave of all categories of staff and officers in the land Revenue Department and land Board, including Establishment/Service matters relating to Typists (LD/UD/Supervisory and C.As) Establishment matters relating to the posts of UDCs/Village Officers including Special Village Officer and Additional Village Officer, Delegation of power.

Revenue (U) Department
Ph.No.2518104
e mail - revu32013@gmail.com

U1

- Papers relating to Land Assignment, Transfer, Lease Land Conservancy cases and Land Assignment Committee Constitution and Regularization of forest land occupied prior to 1.1.1977.-Special Rules 1993 in Thiruvananthapuram District. Papers relating to Amendment of Kerala Land Relinguishment Act and Rules

U3

- Papers relating to Kerala Land Conservancy Act and Rules, Kerala Land Assignment Act & Rules, Papers on advisory nature regarding above subjects, transfer of Land to Panchayaths, Miscellaneous papers of the Section.

U4

- Govt. land Assignment cases in Thiruvananthapuram District in r/o Central and State govt. establishments/ institutions/PSUs/Autonomous bodies/banks.

Revenue (SC) Department
Ph.No.2517180
e mail - sorevenuesc@gmail.com

SC1

- Papers relating to Solvency cases: Thiruvananthapuram, Kollam, Alappuzha, Pathanamthitta, Idukki, Kottayam and Ernakulam Districts
- Papers relating to KBT Act 1975 in Thiruvananthapuram, Kollam, Alappuzha, Pathanamthitta, Kottayam, Ernakulam Districts
- Miscellaneous papers of the section.
- Papers relating to Institute of Land & Disaster Management (ILDM)

SC2

- Papers relating to Solvency cases in Thrissur, Idukki, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod Districts.
- Papers relating to KBT Act 1975 in respect of Idukki, Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod District.
- Papers relating to Draft para, Audit Para, PAC recommendation

Revenue (DRF-A) Department
Ph.No.2518513
e mail - drfadepartment@gmail.com

DRF-A1

- Papers relating to Chief Minister's Distress Relief Fund of Thiruvananthapuram and General Papers of the Department.

DRF-A2

- Papers relating to Chief Minister's Distress Relief Fund of Kozhikode District and L A Interpellations

DRF-A3

- Papers relating to Chief Minister's Distress Relief Fund of Ernakulam Districts.

DRF-A5

- Papers relating to Chief Minister's Distress Relief Fund of Idukki and Pathanamthitta Districts.

Revenue (DRF-B) Department
Ph.No.2518487
e mail - drfbdept@gmail.com

DRF-B1

- Papers relating to Chief Minister's Distress Relief Fund of Malappuram & miscellaneous papers of the section

DRF-B2

- Papers relating to Chief Minister's Distress Relief Fund of Kasaragod & Thrissur.

DRF-B3

- Papers relating to Chief Minister's Distress Relief Fund of Kottayam and Palakkad Districts.

Revenue (DRF-C) Department
Ph.No.2517131
e mail - revenuedrfcdept@gmail.com

DRF-C1

- Papers relating to Chief Minister's Distress Relief Fund of Wayanad and Kannur and Miscellaneous papers of the section

DRF-C2

- Papers relating to Chief Minister's Distress Relief Fund of Kollam

DRF-A4

- Papers relating to Chief Minister's Distress Relief Fund of Alappuzha

Revenue (PS) Department
Ph.No.2518828
e mail - revenueps8828@gmail.com

PS-1

- Receipts, Distribution, Consolidation and follow up action of papers on Legislative Assembly interpellations/Assurance concerned to the Revenue Department, Liaison work between the Revenue Department and the Legislative Secretariat.
- Communicating and follow up action of papers relating to:-

(a) Public Accounts Committee
(b) Petition Committee
(c) Assurance Committee
(d) Subject Committee
(e) Estimates Committee
(f) Committee on subordinate Legislation
(g) Public Undertakings committee
(h) Scheduled Castes and Scheduled Tribe Committee of the State Legislature

- Watching over the disposal of papers relating to the Report of the Comptroller and Auditor General.
- RTI Miscellaneous application

Revenue (Devaswom) Department

Devaswom (A) Department
Ph.No. 0471-2518147
e mail - secretariatdevaswom@gmail.com

A1

- All Government papers related to Guruvayur Devaswom, All Papers related to Cochin Devaswom Board, Kerala Devaswom Recruitment Board and Papers related Sree Padmanabhaswamy Temple. Renovation of Ponds/Kavus/Altharas.

A2

- All papers related to Sabarimala including Sabarimala pilgrimage, Sabarimala Masterplan and Sabarimala Idathavalam, Subject Committee, Budget papers, Plan Fund.

A3

- All papers related to Travancore Devaswom Board except Sabarimala, Papers related to Navarathri, Attukal Ponkala, Karkidaka Vavu. Government files related to Koodalmanickam Devaswom

Devaswom (B) Department
Ph.No. 0471-2517374
e mail - devaswomb@gmail.com

B1

- Papers related to HR&CE department and Malabar Devaswom Board including establishment, disciplinary actions, petitions, audit papers, Court cases, review petitions and appeal petitions and welfare matters related to temple employees under Malabar Devaswom Board.

B2

- Papers related to Grants to HR&CE department as well as Malabar Devaswom Board, Devaswom Tribunal, Papers related to Private temples and all other miscellaneous papers of the Department.

39. Sainik Welfare Department

Ph.No.8644
e mail – gadsainikwelfare@gmail.com

SW1

- Papers related to Armed Forces Flag Day.
- All papers related to Kerala State Ex-servicemen Development and Rehabilitation Corporation (KEXCON).
- Miscellaneous Papers of the Section including LA interpellation.
- Papers relating to Sainik Seminars.
- Welfare Measures of Ex-servicemen/War Widows.
- Self Employment of Ex-servicemen
- Papers related to Committee on Official Language
- Papers related to Committee on papers laid on Table.
- Papers related to Right to Information Act 2005 and consolidation
- Papers related to CMO Portal.
- Papers related to Court Cases.
- Welfare papers related to Ex-CAPF Persons.

SW2

- All establishment papers relating to Sainik Welfare Department.
- Employment Assistance to dependents of Defence Personnel killed in action etc.
- Follow up action on the minutes of Civil Military Liaison Conference.
- Granting of Cash Award, Cash-in-lieu of land and Annuity to receipients of Gallantry/Non Gallantry Award Winners.
- Territorial Army Award.
- Granting of One Time Scholorship to Kerala Domicile Cadets who got admission to various Training Academies under Armed Forces.
- Follow up action on the minutes of Kendriya Sainik Board.

SW3

- Budget papers related to Directorate of Sainik Welfare.
- Scheme of Monthly Financial Assistance to IInd World War Veterans.
- Ex-gratia to dependents of Defence personnel killed/disabled in action etc.
- Reconstitution of Rajya Sainik Board and Zila Sainik Boards.
- Papers relating to Chief Minister's Sainik Welfare Fund.
- Papers relating to State Amalgamated Fund/State and District Military Benevolent Fund.
- Papers relating to Armed Forces Flag Day Fund
- Papers relating to counting of Military Service for purpose of Civil Pension.
- House Building Grant to Ex-servicemen/dependents of disabled/deceased jawans.
- Sainik Rest Houses and ECHS Polyclinics

- Annual Administration Report of Sainik Welfare
- War Memorial
- Office Stationery.
- Papers related to Right to Service Act 2012
- Papers related to Central pension of Ex-servicemen.
- All papers relating to Governor's address and Budget Speech, Annual Performance report of the SC Department. All papers relating to Budget Proposals of the Scheduled Castes Development Department, Result Framework Document (RFD), Miscellaneous papers of 'B' Section. Conduct of Departmental Working Group Meetings in respect of SCs. Proposal relating to Special Working Group in respect of Scheduled Castes Development Department. Co-ordination Committee Meeting of LSGD.

40. Scheduled Castes and Scheduled Tribes Development Department

SCSTD (A) Department
Ph No.2517134
E-mail – scstasect@gmail.com

A1

- Papers connected with Pre-Examination Training Centres (PETC), Industrial Training Institutes (ITI), Vocational Training Institutions, Model Residential Polytechnic Colleges, Institute for Civil Services Examination Training Society (ICSETS), Centre for Research and Education for Social Transformation (CREST), Production-cum-Training Centre (PTC), Computer Courses, Samridhi Kendras (except establishment matters). Medical Assistance for SCs in the districts of Thiruvananthapuram and Kollam.

A2

- All papers relating to educational concessions including Actual Boarding Lodging Charges for students residing at hostels except Pre-Metric and Post-Metric hostels to SC, General Orders relating to educational concession to SCs, Papers relating to educational concession to SCs in Self Financing Institutions, Parallel Colleges, Deemed Universities, Post-Metric Scholarships to SCs etc, E-payment regarding education concessions to Scs.

A3

- Papers relating to National Commission for SC's, Monitoring of Admission following principles of reservation in educational institutions for SCs, Miscellaneous papers of the SC Department of general nature such as Chief Secretary's meeting with Secretaries, MP's Conference, Collector's Conference, Core Committee meeting of Labour Department, SSA (PEDSK) etc., Publicity and Publication of Books, Cultural Programmes relating to SC. Papers relating to CyberSri, issues relating to starting of new institutions under SC Development and with the help of SC Department, Paper relating to Official Language. Administrative Reforms Commission, SLBC, Jala Nidhi, IT @ School, consolidation of petitions of general nature and state Nutrition Policy. Medical Assistance for SCs in Pathanamthitta, Idukki and Kottayam districts. Financial Assistance to Lawyers in SC Communities.

SCSTD (B) Department
Ph.No.2517149
E-mail – scstbdept@gmail.com

B1

- All papers relating to administration and acquisition of land in respect of SCDD & Corporations under the SCDD. All papers relating to Model Residential Schools, Sports Schools, Post Metric Hostels/Pre-Metric Hostels/Pre-Metric schools in respect of SCs except establishment matters. All papers relating to the welfare measures in respect of unwed mothers. Constituting Interview Board and deputation of Government nominees for appointment of Teachers in Model Residential Schools under contract basis and fixing of remuneration of contract Teachers.

B2

- All papers relating to Governor's address and Budget Speech, Annual Performance report of the SC Department. All papers relating to Budget Proposals of the Scheduled Castes Development Department, Result Framework Document (RFD), Miscellaneous papers of 'B' Section. Conduct of Departmental Working Group Meetings in respect of SCs. Proposal relating to Special Working Group in respect of Scheduled Castes Development Department. Co-ordination Committee Meeting of LSGD.

B3

- All papers including scrutiny of Project Proposals for getting Central Assistance of SC Department. All papers relating to Government of India including release of funds and corrective measures of proposals submitted and monitoring release of funds towards following subjects viz. all Centrally Sponsored Schemes, SCA to SCP and SCA to TSP, ACA, Fund release under Article 275 (i) of Constitution, Scholarship, NGOs Grant-in-aid. Coaching & Allied Scheme (CSS), Book Bank Scheme, Up gradation of merit of students (100%) (CSS), 20 point Programme of

SC. All papers relating to SC/ST Federation and SC/ST Co-operative Societies featured under SC/ST Federation. All papers relating to loan write off.

SCSTD (C) Department
Ph.No.2518016
e mail - E-mail – scstcdept@gmail.com

C1

- Establishment papers and disciplinary actions of all Gazetted Officers in Scheduled Castes Development Department. All papers relating to Kerala State Development Corporation for SC and ST including establishment matters of employees. PUC, Draft paras/Audit paras, Inspections in the offices of Scheduled Castes Development Department, annual administration reports. Papers relating to L.A.Committees/meeting, papers relating to finance inspection/vigilance enquiry reports and C&AG Report. Rent and Rates (Electricity, Water, Phone etc. of Office Buildings of Scheduled Castes Development Department) Repairs and disposal of vehicles in Scheduled Castes Development Department. L.A. Interpellation of general nature. Miscellaneous paper of 'C' Section and Monthly Business Statement. Review report of Special recruitment of Scheduled Castes in Government Departments and PSUs

C2

- Establishment Papers and discipilinary actions of All non Gazetted Officers in Scheduled Castes Development Department. Special Rules of State Services and Subordinate Services of Scheduled Castes Development Departments. SC promoters and their service conditions. Papers relating to IHDP colonies, SC colonies, Housing Schemes for SCS including that of Colonies/ Sanketham, Schemes for the construction of houses for SCs. Scheme for allocation of land to landless SCs. Papers relating to Vijnjanavadies & Self Sufficient Villages.

SCSTD (D) Department
Ph.No.Ph No.2518114
E-mail – sodscstdd@gmail.com

D1

- Establishment papers of all Non-Gazetted Officers in Scheduled Tribes Development Department, All matters relating to Vehicles in Scheduled Tribes Development Department, Wayanad Health Society, Mobile Medical Units, Ayurvedic and Allopathic Dispensaries, Health Schemes, All on going Health Projects of Scheduled Tribes. Special food for work programme for the tribals in Wayanad District. Miscellaneous papers of General nature in respect of STDD.

D2

- Papers relating to the (i) Collective Farm, Vattachira, (ii) Attappady Co-operative Farming Society, (iii) Scheme for the Rehabilitation of Land-less tribals-papers on TRDM, implementation of Forest Rights Act and allied subjects. Aralam Farm

Company and papers relating to all settlements under TRDM, Comprehensive Health Insurance Scheme [FinancialAssistance to Hospitals (All the Districts)], Rubber cultivation in tribal areas. (Acquisition and administration of land in respect of STDD).

D3

- Establishment papers of all Gazetted Officers in the STDD, Review reports of special recruitment of STs in Government Department and Public Sector Undertakings, Rent & Rates (Electricity, Water, Telephone etc.) of Office Buildings under the STDD, Miscellaneous of 'D' Section. Paper relating to Priyadarshini Tea Estate, Pookot Dairy Project and Sugandhagiri Cardamom Project. SC/ST Co-operative Societies, Special Rules pertaining to both Gazetted and Non-Gazetted Officers.

SCSTD (E) Department
Ph No.2518074
E-mail – soscste@gmail.com

El

- Papers relating to the Developmental Activities / new schems in respect of ST colonies, medical assistance relating to IHDP Colonies of all Districts, the issues pertaining to the colonies and Housing Schemes for STs, All papers relating to MRSs/ Ashram Schools except establishment papers, all papers of pre primary, Post-metric and Pre-metric hostels

E2

- Papers relating to KIRTADS (Establishment), papers relating to National Commission for STs, State Commission for SCs/STs and similar issues, miscellaneous papers of the section. Medical assistance for the districts of Ernakulam, Thrissur, Palakkad, Wayanad and Kasaragod to STS. Scheduled Tribes Promoters. Health Promoters and their service conditions, Function and duties of promoters (restructuring), papers relating to ST surveys and allied matters. All papers relating to the Developmental Activities/new schemes in respect of ST Colonies, Pre Examination training centres and other training centres under STDD. Marriage Assistance and Inter caste marriage assistance to Scheduled Tribes.

SCSTD (F) Department
Ph No.2518613
E-mail – scstfdepartment@gmail.com

F1

- Palakkad Medical College, Medical Assistance to Scheduled Castes (Palakkad, Thrissur, Alappuzha, Ernakulam), State Advisory Committees of Scheduled Castes, Miscellaneous.

F2

- Marriage assistance to Scheduled Castes, Financial Assistance to Inter-Caste married couple involves Scheduled Castes, treatment Assistance to Scheduled Castes (Malappuram, Kozhikode, Wayanad, Kannur, Kasaragod), Employment Assistance to the dependents of victims in SC/ST Atrocities, Social Solidarity fortnight Temple Entry Proclamation.

F3

- Protection of Civil Rights Act, 1955, Implementation of SC/ST (POA) Act, 1989, Petitions from all Districts under PCR and POA Act, Paper related to NHRC. Amendment of SC/ST (POA) Act**,** and (POA) Rules.

SCSTD (G) Department
Ph No.2518091
E-mail – scstgdept@gmail.com

G1

- Inclusion/Exclusion of castes and communities in/from State Scheduled Castes and Scheduled Tribes List. Kerala Scheduled Castes and Scheduled Tribes (Regulation of issue of Community Certificate) Act, Rules and Amendments Issues of Scheduled Castes and Scheduled Tribes community Certificates. General papers/Writ Petitions relating to all the above subject. Miscellaneous papers of G Section, Reservation of SC in Government Department, Autonomous institutions etc, and allied papers, Household Oriented Micro Planning for Empowerment (HOME) for SCs.
- Caste status of Progenies of inter-caste married couple involving Scheduled Castes
- Rehabilitation of Vulnerable group among Scheduled Castes (Vetan, Nayadi, Kalladi, Arunthathiyar, Chakkliyan.)

G2

- Scrutiny Committee cases relating to all SC claims, converted Christians and Court cases connected with Proceedings of Scrutiny Committee in the above cases. Subsequent follow up action of the above cases at Government level. Examination of Revision Petition submitted before the Government under Act 11 of 1996 in the above claims.

G3

- Scrutiny Committee cases of all Scheduled Tribe claims. Court cases connected with Proceedings of Scrutiny committee in the above cases. Subsequent follow up action of the above cases at Government level. Examination of Revision Petitions submitted before the Government under Act 11 of 1996 in the above claims.

SCSTD (PM) Department
Ph No.2518936
E-mail – scstpm@gmail.com

PM1

- All papers including scrutiny of Project proposals for Central Assistance regarding ST Department, All papers related to Government of India, regarding ST Department including release of funds and corrective measures of proposals submitted and Monitoring release of funds towards the following subjects viz, All Centrally Sponsored Schemes, SCA to SCP and SCA to TSP, ACA, Fund release under Article 275 (1) of Constitution, NGO's Grant-in-aid, Budget Speech - ST Department, Papers relating the conduct of State Level Working Group meetings in respect of STDD including issuing G.O on all agenda items regarding ST Department, Special Working group of ST Department Plan review meetings of ST Department, MP's Conference regarding the matters of ST Department Gothrasarathy Project, Financial Assistance (on the death of single earner) to ST families Tribal plans, Audit Para, Draft Para, Niyamasabha Samithi regarding ST Department, Monitoring release of funds related to SCA to SCP, Grant in aid to voluntary organisations for the welfare of Sts, Papers related to KIRTADS (other than establishment matters) Vanabandhu Kalyan Yojana, Governors Address, Medical Assistance -TVM, KLM, PTA, KNR, KKD Districts Marriage Assistance (single earning) to ST families, Papers relating to Additional Authorization, Re-appropriation and letter of credit in respect of STDD, Scholarships, All papers relating to educational concessions, Overseas Scholarship, Coaching and allied schemes grants to ST students Gothravalsalyanidhi Project Papers related to PVTG's.

SCSTD (PS) Department
Ph No.2517008
E-mail – scstddps@gmail.com

PS1

- Consolidation and follow up action on Legislative Committee papers. LA/Lok Sabha and Rajya Sabha Question, LA Questions of the Departments like GA (Cordn.) Department, P and ARD, Finance Department etc., Monthly Business Statement and allied papers and staff meetings of the Department. All papers relating to the implementation of Right to Service Act, Right to Information Act etc.

41. Science and Technology Department

Phone No.0471 2517469
Email id – departmentsandt@gmail.com

A1

- Papers related to Jawaharlal Nehru Tropical Botanic Garden and Research Institute (JNTBGRI), Malabar Botanical Garden & Institute for Plant Sciences - MBGIPS, Centre for Science Technology and Entrepreneurship Development (C-STED) and Institute of Climate Changes Studies (ICCS).
- Store and Stock of Stationery Articles.
- Miscellaneous papers in the Department.
- LA Interpellation / Subject Committee/ Legislative Committees/ RTI's and other Miscellaneous works on allotted subject and consolidation of legislative committee related matters.
- All the papers relating to Science Park
- Miscellaneous papers related to Audit para and C&AG report.
- Papers related to Audit para, C&AG report on alloted subject.

A2

- Papers related to Kerala State Council for Science, Technology and Environment (KSCSTE), including Pay Revision and papers related to Special Rule of KSCSTE and R & D Institutions, Salim Ali Foundation and M.S.Swaminathan Foundation.
- Annual plan and Budget Estimate, fund release/Grant-in-Aid working group of all institutions under Science and Technology Department except IAV and Science Park.
- LA Interpellation /Subject Committee/ Legislative Committees/ RTI's andother Miscellaneous works on allotted subject.
- Global Science Festival.
- All papers related to Centre of Excellence in Microbiome
- Papers related to Audit Para, C&AG report on allotted subject.

A3

- All papers related to Institute of Advanced Virology including Annual plan and Budget Estimate, fund release, Kerala School of Mathematics (KsoM), Sophisticated Test and Instrumentation Centre (STIC), Integrated Rural Technology Centre (IRTC), Kerala Forest Research Institute (KFRI), National Transportation Planning and Research Centre (NATPAC), Centre – State Technology Partnership Institute (CSTPI), Sreenivasa Ramanujan Institute of Basic Sciences (SRIBS) & Centre for Water Resources Development and Management (CWRDM).
- Consolidation of LA Interpellation.
- Monthly Business Statement.
- Papers on Departmental Vehicles.
- LA Interpellation/ Subject Committee/ Legislative Committee / RTI's and other Miscellaneous works on allotted subject.
- All papers related to Centre of Excellence in Nutraceuticals.
- Papers related to Audit Para, C&AG report on allotted subject

42. SOCIAL JUSTICE DEPARTMENT

Social Justice (A) Department
Phone No.0471-2518540
Email id – socialjusticeadept@gmail.com

SJD- A1

- Papers related to Establishment matters of all officers under the Directorate and other sub offices under Social Justice Department.
- Papers related to Special Rule of Social Justice Department.
- Papers related to Inspection Reports, Audit Paras, Draft Paras, Comptroller & Auditor General Report (C&AG) prepared by the Principal Accountant General, Kerala and Local Audit Report prepared by State Local Fund Audit Department and Inspection Reports prepared by Vigilance Department and Finance Department in respect of Social Justice Department
- Papers related to Public Accounts Committee (PAC), Committee on Public Undertakings (PUC) in respect of Social Justice Department

SJD- A2

- Papers related to Composite Regional Centres.
- Papers related to Psycho Social Service Scheme coming under Social Justice Department
- Papers related to Mandahasam Scheme
- Papers related to Grant to Abhaya.
- Papers relating to National Institute of Speech & Hearing (NISH) including papers on fund release and Inspection Reports.
- Papers related to Scheme for Implementation of Persons with Disabilities Act (SIPDA), Accessible India Campaign and Barrier Free Kerala Implementation.
- Papers related to State Advisory Board on Disability & District Level Committee on Disability.
- Papers related to Asha Bhavans, Homes for the Intellectually challenged Children/ Mentally ill Persons and Papers relating to Psycho Social Rehabilitation.
- Papers relating to Budget and Annual Performance Report of Social Justice Department.
- Papers related to Administration Report of Social Justice Department.
- Papers related to Working Group Meeting in respect of Social Justice Department & its Subordinate Institutions. (Consolidation)
- Papers related to Plan review and Papers relating to Plan, Five Year Plan and Finance Commission etc. in respect of Social Justice
- Papers related to ADIP - (Centrally Sponsored Scheme for Assistance to Persons with Disabilities for Purchase/Fitting of Aids /Appliances)

SJD- A3

- Papers related to Vanchi Poor Home and its branches.
- Papers relating to Orphanage Control Board.
- Papers related to Transgender Policy.
- Papers related to Transgender Justice Board.
- Papers related to upcoming Homeless Act.
- Papers relating to Kerala State Handicapped Persons Welfare Corporation (KSHPWC).
- Papers related to NGO Accreditation.
- Papers relating to begging.
- Papers related to Endosulfan Victims / affected people. (including Financial assistance & Court Cases)
- Papers related to Endosulfan Rehabilitation Village & Buds Schools in Endosulfan Affected Areas
- Papers related to Subject Committee
- Papers related to Financial Assistance Scheme and Rehabilitation Scheme for the Convict, Ex-convicts and their families.
- Papers related to Nervazhi Project
- Papers related to Probation of Offenders Act, 1958.
- Papers related to Probation Service & Prisoners
- Papers related to Transit Home under Social Justice Department (Men & Women
- Miscellancous papers of the section.

Social Justicd (B) Department
Phone No. 0471-2517248
Email id – socialjusticebdept@gmail.com

SJD-B1

- Papers relating to employment, regularisation and service matters of persons with disabilities.
- Appointment and filling up of Backlog of Reserved vacancies of persons with disabilities.
- Papers relating to reservation & promotion of persons with disabilities in public service
- Marriage Assistance to persons with disabilities.

SJD-B2

- Vocational Training Centres (VTC) and care homes for persons with disabilities.
- National Trust Act and Rules implementation.
- Implementation of Rights of persons with Disabilities Act, 2016 and State Rules (Except Advisory Board).

- All Papers relating to State Commissioner for Persons with Disabilities Including IR and Fund Release
- Granting NOC for RCI approved courses and institutions and State Advisory Board on Disability.
- All general and miscellaneous papers of the section and petition relating to different abled persons.

SJD- B3

- All the papers relating to Identification of posts suitable for Persons with disabilities.
- All papers related to Expert Comittee and its meetings
- Implementation of Disability Certificate cum UDID for PWD.
- Papers related to the Rehabilitation of persons having Disability
- Schemes for starting vocational and rehabilitation centres for cured mentally ill persons.
- All papers related to Social Security Pension.

Social Justice (D) Department
Phone No. 0471-2517403
Email id – sjdcdept@gmail.com

SJD- C1

- NFBS
- Kerala Social Security Mission.
- Snehasanthwanam.
- Financial Assistance to the inter-caste married couple other then SC/ST.
- Distress Relief Fund for the Persons with Disabilities.
- Grant-in-Aid schemes under IPOP and Prevention of Alcoholism and substance (Drugs)
- Marriage Assistance to differently abled women and daughters of differently abled parents.
- Old Age Homes.
- All papers relating to State Institute on Disabilities (SID) and National Institute of Physical Medicine and Rehabilitation (NIPMR).
- Deen Dayal Disabled Rehabilitation Scheme.
- National Award for outstanding Sérvices in the field of Prevention of Alcoholism and substance (drugs) abuse.

SJD- C2

- Papers related to 5 Care providers.
- Aswasakiranam, Snehasparshanam, Hunger Free City Scheme, Cancer Suraksha Scheme, Thalolam, Vayomithram, Karunya Deposit Scheme, Payment Gateway etc.
- Old Age Policy, National Old Age Policy, Issues relating to Senior Citizens, Maintenance and Welfare of Senior Citizens Act and Rules etc.
- Cochlear Implantation Scheme.
- Vayomadhuram, Snehapoorvam, Samashwasam, Dhwani We Care.
- Vayojana Council, Vayoshreshta Samman.

SJD- C3

- Repair and purchase of vehicles of Social Justice Department.
- Construction and repairs of buildings of Social Justice Department.
- Fixation of Rent of office buildings of Social Justice Department.
- National and State Awards for the Differently abled and to those who are working in the field of Disability.
- Scholarships to the Different Abled students.
- Kuttanad Package
- National Action Plan for Drug Demand Reduction (NAPDDR).
- Miscellaneous papers of the section.
- Miscellaneous papers of the Social Justice Department.

43.SPORTS & YOUTH AFFAIRS DEPARTMENT

SPORTS & YOUTH AFFAIRS (A) DEPT.
Ph No. 7135
e mail – sportsakerala@gmail.com

A1

- All Papers including establishment matters related to Sports Kerala Foundation.
- All papers related to One play ground in one Panchayath and renovation of Play grounds including school grounds, Panchayath grounds and funding for sports clubs.
- All papers and allied papers of KIIFB projects including new proposals for KIIFB funding.
- Papers relating to Sports Authority of India, Trivandrum Golf Club.

- All papers relating to the above that comes under Administrative Sanction Committee.

A2

- All papers related to establishment of Kerala State Sports Council including release of funds to Kerala State Sports Council.
- Papers related to Sports quota appointment on special case basis
- Election and reconstitution of Kerala State Sports Council/District Sports Councils/ Grama Panchayath/Corporations/ Municipalities sports councils etc.
- Amendment of Sports Act/Sports Rule/Sports Policy/Reconstitution of Sports Appellate Tribunal
- Financial assistance to Sports personnel/Incentive Cash Award to medal to winners of National and Inter National Sports Meet/Championship/Representation from various sports associations.
- All papers related to Various stadia under the control of Kerala State Sports Council
- All papers relating to the above comes under the Administrative Sanction Committee.

A3

- All papers related to the Directorate of Sports and Youth Affairs/Rajeev Gandhi Sports Medicine Centre and Regional Offices of Directorate of Sports and Youth Attairs.
- Papers relating to Construction of Stadia projects funded directly from State Plan, MLA LAC- ADS in Trivandrum, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki and Ernakulam Districts.
- Papers relating to Innovative projects including Multi Sports Play Spaces, Maintenance of Play Fields, Play for Health, Swim 'N' Survive and Community Sports.
- All papers related to all martial arts forms and other rare sporting events including Kalaripayattu.
- Papers relating to GV Raja Sports School and Model Residential School and other sports schools.
- Plan proposals & all Budget papers of Sports (A) Section.
- All papers relating to the above comes under the Administrative Sanction Committee.

A4

- Papers relating to Construction of Stadia projects funded directly from State Plan, MIA LAC-ADS on Thrissur ,Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod Districts.
- Papers related to Kingdom of Netherlands & other Nations

- All papers related to Circus & Circus Pension/Old papers related to National Games Secretariat
- Papers relating to All Miscellaneous papers in Sports (A) Department/Consolidation of Monthly Business statement for Sports (A) section
- Papers relating to Construction of Stadia Projects under Ministry of Youth Affairs and Sports and Government of India schemes including Khelo India schemes.
- Papers relating to Sports persons with disabilities and Sports pension/Nomination of Central Award (Dhronacharya, Arjuna etc. Awards)
- All papers relating to the above comes under the Administrative Sanction Comnmittee.

SPORTS AND YOUTH AFFAIRS (B) DEPARTMENT

Ph No. 7247

e mail – soyouthaffairs@gmail.com

B1

- Papers related to Rajiv Gandhi Academy for Aviation Technology.
- Al papers relating to Kerala State Youth Welfare Board. (KSYWB)/Adventure programmes conducted by KSYWB and DSYA
- Audit Report of Kerala State Youth Welfare Board.
- Papers related to Adventure Academy.
- Establishment matters of Ex-NDS instructors/Central Govt. assisted Youth programmes/adolescence programmes of NPYAD- Central aid /National & state Youth Awards/Youth Exchange Programme/ Youth centres/Youth hostel/Nehru Yuva Kendra/Youth coordinators.
- Papers related to Rajiv Gandhi National Institute of Youth Development (RGNIYD).
- Miscellaneous LA Interpellations.

B2

- Papers related to Kerala State Youth Commission/Youth Policy
- Preparation of notes for Governor's Address, Budget speech, Consolidation of Monthly Business statement of the Sports & Youth Affairs Department.
- Budget proposal and Budget estimate of Sports and Youth Affairs.
- All Legislative Committee papers including Subject Committee and PAC Papers of Sports A & B Department (Excluding LA Questions of Sports (A) Department) (the action taken statement can be collected from the subordinate offices of Sports (A) Department. Additional information required, if any, can also be collected from Sports (A) Department.)
- Monthly conference of Chief Secretary /MP's Conference/Collectors conference.
- All miscellaneous papers of Sports & Youth Affairs Department (of miscellaneous nature like Official Language)

44.Taxes Department

Taxes (A) Department
Ph. No.2518495
Email- taxes.adept@gmail.com

A1

- FL 3, FL-4A, FL-7 & FL-11 licences and connected cases in Ernakulam & ldukki Districts
- Abkari dues including current years due
- Kist arrears
- OP's and WP(C)'s related to Abkari arrears
- Amnesty Scheme
- Miscellaneous papers of the Section
- FL 1 Shop - Shifting and Transfer

A2

- FL-3, FL-4A, FL-7 & FL-11 Iicences and connected cases except Ernakulam & ldukki Districts.
- Write off of Excise Revenue
- Papers relating to deputation of employees to KSBC
- Closing of Abkari shops on special occasions.

A3

- All papers relating to KSBC except deputation
- Papers relates to legislative Committees
- Papers related to FL-1 Shops other than sanction, location, shifting & Complaints

Taxes (B) Department
Ph. No.2518904
Email- taxesbsection@gmail.com

B1

- Amendments to Acts and Rules of Goods & Services Tax, Kerala General Sales Tax, Kerala Value Added Tax.
- Central Sales Tax
- Kerala tax on luxuries and tax on entry of goods in local areas
- Preparation of Finance Bill
- Central Sales Tax Appellate Tribunal, Empowered Committee Meeting.
- Tax Monitoring Cell Meeting
- Grievance Redressal Bureau Meeting

- Price Information Bureau Meeting
- Restructuring rate of tax on petrol, diesel
- Implementation of Goods & Service Tax (GST)
- Committees on RNR, Dual control, IGST etc.
- Subject Committee for Gold streaming

B2

- Amendments to Acts and Rules of Agricultural Income Tax
- e-Payment of commercial taxes
- All papers related to Computerisation of Commercial Taxes Department
- Papers related to stay on Revenue Recovery
- Allowing instalment facility on tax dues
- Waiver of interest in continuation of Revenue Recovery
- Inspection reports on inspection conducted by Finance Inspection Wing in the offices of Commercial Taxes Department
- Papers related to Amnesty Scheme.
- Papers related to KVATIS
- State Empowered Committee on General Sales Tax
- Section Miscellaneous papers.

B3

- Reduction/Exemption of Rate of Tax under Kerala General Sales Tax Act, Value Added Tax Act
- Refund of excess tax remitted under Kerala General Sales Tax & Kerala Value Added Tax
- Refund of input Tax credited under Value Added Tax.
- Waiver of interest on tax arrears.
- Papers related to work Contract Tax.
- Write off irrecoverable arrears of Tax.
- Papers related to Value Added Tax registration and connected papers.

Taxes (C) Department
Ph. No.2518887
Email- taxesc2013@gmail.com

C1

- Suits relating to KGST Act & to KVAT Act - Notices under Section 60 CPC of the Sales Tax Act.
- Papers relating to OPs/WPs/WAs/Sales Tax Revised Cases/STA before High Court/SLP (C)
- Papers relating to purchase, repairs, replacement of spare parts and condemnation of Vehicles of Commercial Taxes Department.

C2

- Draft Note, Draft Paras, C&AG Reports and PAC Reports on ST and AlT, KVAT, Luxuries Tax.

C3

- Papers relating to Accommodation and Construction of Sale Tax Offices and Tribunals.
- Papers relating to Enforcement of Sales Tax Acts and Rules, Shop inspection, Evasion of tax and Check posts, LAR cases of check posts.
- Papers relating to Gulati Institute of Finance and Taxation
- Papers relating to Chitties and Kuries Act and Rules - Central Chitty Fund Act, Instalment Schemes.
- Section Miscellaneous Papers
- LA Interpellations related to Tax revenue

Taxes (D) Department
Ph. No.2518205
Email- taxesd@gmail.com

D1

- Establishment matters from the cadre of Deputy Commissioner to Additional Commissioner in the State Goods and Services Tax Department.
- Disciplinary Action Against officers from the cadre of State Tax Officer to Additional Commissioners in the State Goods and Services Tax Department
- Consolidation of Papers relating to Tax Revenue, other than LA Interpellation.

D2

- Establishment matters related to Non Gazetted Officers of State Goods and Services Tax Department.
- Disciplinary Action against Non Gazetted Officers of State Goods and Services Tax Department.

D3

- Establishment matters of State Tax Officers in State Goods and Services Tax Department.
- Budget and Administration Report of State Goods and Services Tax Department & AIT/KVAT/STAT Appellate Tribunal.
- All Establishment matters of Traders Welfare Board.
- Miscellaneous papers of Taxes Department.
- MP's Conference & Collector's Conference.

Taxes (E) Department

Ph. No.2518302
Email- taxesedept@gmail.com

E1

- Establishment papers of Registration Department including vigilance disciplinary actions in the district of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, ldukki and Ernakulam.
- DPC (Lower) of Registration Department and Miscellaneous regarding Establishment matters of Registration Department.

E2

- Establishment papers of Registration Department including vigilance disciplinary actions in the district of Thrissur, Malappuram, Kozhikode, Palakkad, Wayanad, Kannur & Kasaragod.
- DPC of Registration Department.
- Medical Reimbursement.
- IFMA
- Compassionate Employment of Registration Department.
- DPC (Higher) and TA arrear claim of Registration Department

E3

- Jurisdiction of Sub Registry Offices
- Opening of new Sub Registry Offices
- Draft paras and RAG report in respect of Registered Documents
- Follow up action of C&AG Reports - PAC Report on appropriation
- Repair/maintenance of Vehicle and Building for Sub-Registry Offices and fixation of rent of Sub Registry Offices.
- Appeal petition in respect of Audit Objection raised by AG
- All papers relating to Welfare Fund Schemes in respect of Registration Dept.
- Shifting of Sub Registry Offices and matters relating to vendor license
- TA arrear claim of Registration Department
- Section Miscellaneous

Taxes (F) Department

Ph. No.2518699
Email- taxesfdept@gmail.com

F1

- Papers relating to Establishment matters of Excise Personnel other than Disciplinary cases.

F2

- Disciplinary actions against Excise officials including vigilance cases
- Compassionate employment scheme in Excise Department.
- Charge allowances.

- Grant of leave to Excise personnel

F3

- Confiscated retaining of vehicles in Excise Department.
- Budget & Administrative report of Excise Department.
- Complaint against Excise Personnel.
- Purchase of vehicles and furniture of Excise Department.
- Medical Reimbursement of Excise Officials

Taxes (G) Department
Ph. No. 2518196
Email- sogtaxes@gmail.com

G1

- Papers relating to formation of Abkari policy
- Ordinance and bills on Abkari Act and Rules and Amendment thereto
- Papers related to Subordinate Legislation committee, Subject Committee, Committee on the papers Laid on the Table
- Papers relating to Toddy Shop Licenses.
- Abkari Act/Rules related papers.
- WP(C)s related to Toddy Shops and Abkari Rules.
- Papers related to Toddy Board.

G2

- Papers related to Vimukthi Mission.
- Papers related to Spiritious preparation Rules.
- Transit and Transport permit, L3 License.
- Petitions of parambarya vaidhya Peoples committee (State, District, Taluk)
- Papers related Abkari crimes and illicit liquor and connected court cases.
- Review of Excise Enforcement Activities.
- Papers related to Travancore Sugars & Chemicals Ltd.
- Papers related to Malabar Distilleries Ltd.
- Papers related to Official Language.
- Monthly Business Statements.

G3

- Papers related to Public Accounts Committee Report, C&AG Report, Inspection Reports and Audit objections relating to Excise Department.
- Narcotic Drugs and Psychotropic Substances Act and connected papers.
- Construction of building for Excise Department, Fixation of rent for building hired by Excise Department.
- Papers related to Distilleries, Breweries and Wineries.
- Court cases related to the above subjects.
- Papers related to Disposal Committee, Narco Coordination Center
- Miscellaneous paper

H Section

Ph. No.2518589
Email- taxesh@gmail.com
taxes.h@kerala.gov.in

H1

- All matters related to State Lotteries Department.
- All matters related to Kerala Lottery Agents and Sellers Welfare Fund Board.

H2

- All matters related to The Kerala State Financial Enterprises Ltd
- All matters relating to Kerala Money Lenders Act
- State Level Co-ordination Committee of Non-Banking Financial Companies (NBFCs)
- State Level Bankers Committee Meetings
- Miscellaneous papers of the Section

Taxes (J) Department

Ph. No.2518829
Email- taxesjdept@gmail.com

J1

- Indian Stamp Act, 1899
- Indian Stamp Rules
- Kerala Stamp Act, 1959 except audit objection.
- Kerala Stamp Rules.
- Manufacture and sale of Stamp Rule, 1960.
- Stamp Duty, Registration Fee exemption, Papers related to Bogus Registration and connected papers in the district of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzla, Kottayam, Idukki and Ernakulam
- Papers related to Stamps.
- Fair Value of land.
- Impounded documents - fair value fixation of land.

J2

- Stamp duty, Registration Fee exemption, Papers related to Bogus Registration and connected papers in districts of Thrissur, Malappuram, Kozhikode, Palakkad, Wayanad, Kannur & Kasaragod
- All matters relating to the Indian Registration Act, 1908
- Registration Rules related papers.
- Travancore-cochin Literary, Scientific, and Charitable Societies Registration Act and related papers.
- Transfer of Property Act.
- All Matters relating to Companies Act & Non-Trading Companies Act.

J3

- Kerala Document Writer's License Rules, 1960

- Budget papers related Major head "2030- Stamps and Registration" Under valuation.
- Stamp depot- Scarcity of Stamps.
- Computerization of Registration Department
- Miscellaneous papers of Registration Department.

Taxes (PS) Department
Ph. No.2518972
Email- taxespsdepartment@gmail.com

- Public Accounts Commitee
- Petition Commitee.
- Assurance Committee
- Subject Commitee
- Estimate Committee
- Commitees on Subordinate Iegislation
- SC/ST Commitee
- Public Undertakings Commitee,
- Monitoring of L.A interpellation
- Consolidation work of Taxes Department,
- Papers relating to monthly Staff Meeting
- Papers related to Official language
- Monthly conference of Chief Secretary with Secretaries

45.Tourism Department

Tourism (A) Dept
0471 – 2518490
e mail - tourismadepartment@gmail.com

A1

- All Establishment papers of the Directorate of Tourism and its Subordinate offices
- Administrative Report of Tourism Department.
- Inspection of subordinate Offices.
- Kerala Tourism Workers Welfare Fund Board - Implementation of Kerala Tourism Employees' Welfare Fund Board Act 2021

A2

- All papers of Kerala House, New Delhi, Mumbai and Kanyakumari.
- Papers relating to Government lands outside the State.

- Implementation, review and issue of Administrative Sanction of Tourism Projects in respect of Thiruvananthapuram, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod Districts, including land acquisition for the above projects.
- Master Plan on Tourism.
- KIIFB Projects: Rejuvenation of Akkulam Lake, Comprehensive Development of Muzhuppilangadi - Dharmadam beach etc.
- International Convention Centre, Akkulam.
- Jatayu Earth Centre Tourism Project.
- Miyawaki (Urban forest) Programme.
- Allotment and maintenance of Kanakakkunnu Palace, Sooryakanthi Fair Ground, Nishagandhi Auditorium.
- Departmental Working Group Meeting.

A3

- All Centrally Sponsored Schemes (CSS).
- Implementation, review and issue of Administrative Sanction of Tourism Projects in respect of Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki, Ernakulam and Thrissur Districts, including land acquisition for the above projects.
- All papers on Directorate of Ecotourism, Thenmala Ecotourism Promotion Society (TEPS).
- All papers relating to District Tourism Promotion Councils (DTPC).
- Papers relating to House Boats and Back Water Tourism.
- Papers on the Task Force for Tourism and smart waterways under the mission of the President of India.
- Miscellaneous Papers of the Section.

Tourism (B) Dept
0471- 2518803
e mail - tourismbdept@gmail.com

B1

- All papers relating to Kerala Tourism Development Corporation Ltd., Kerala Tourism Infrastructure Limited, Bekal Resort Development Corporation including the PUC, Audit Reports and others
- Legislative Committee reports of the above companies
- Acquisition of land for the above companies
- Papers related to Kovalam Palace

B2

- All Act and Rules pertaining to Tourism Department
- Investment subsidy concessions to Tourism
- All Domestic Fair & Festivals Exhibition & Road Shows, Financial assistance for fairs and festivals
- Advertisement, Tourism publicity, Tourism Awards

- Declaration of special Tourism Zones/Destination
- Journey of officers within the country
- Tourism Advisory Committee
- Caravan policy

B3

- All papers on Kerala Institute of Tourism & Travel Studies (KITTS)
- All papers on Food Craft Institute (FCI)
- All papers on Kerala Institute of Hospitality Management (KIHM)
- All papers on State Institute of Hospitality Management (SIHM)
- Foreign Journeys of officials of the Tourism Department
- Training programmes of the officer of Tourism department
- Papers on Institute of Hotel management, Catering technology and applied nutrition (IHMCT)
- Classification of hotels in Kerala
- Tourism clubs
- Classification of restaurants in Kerala
- Miscellaneous papers of the section.

Tourism(C) Dept
0471 - 2517109
e mail - tourismcdept@gmail.com

C1

- All papers relating to Vazhiyoram Projects
- All papers relating to Guest houses and Yatri Nivases
- Repair, Purchase and maintenance of vehicles
- All papers related to clean destination campaigns and miscellaneous papers of the Department not allotted to any other seat/section

C2

- Tourism Road Projects
- CRZ Task Force
- All New Tourism Projects including Pilgrim Tourism, Village tourism, Farm Tourism, Heritage Tourism, Medical Tourism, Wild life Tourism, Ayurveda Tourism, Monsoon Tourism, Rail Tourism, Cruise Tourism, Heli Tourism, Cinema Tourism etc.,
- Non Plan Schemes
- Tourism Development Authorities
- Papers relating to Muziris Heritage Projects Ltd.
- Papers relating to Responsible Tourism Mission Society
- Papers relating to Adventure Tourism Promotion Society
- Papers relating to Green Tourism Circuit Society

- Papers relating to Institute for Studies in the Heritage of Coastal Kerala.

C3

- Preparation of Annual Plan
- Budget Estimates, Review & Monitoring of Plan Expenditure
- Budget Speech
- Governors Speech
- MP's Conference
- Consolidation of Monthly Business statement
- Monitoring and consolidation of LA Interpellation
- LA Assurances and Reports/Recommendations of all Legislature Committees
- Draft para, Audit para, Inspection Report etc.
- All miscellaneous Meetings.

46.Transport Department

TRANSPORT (A) DEPARTMENT
0471 2517014
email:sotransdepartment@gmail.com

A1

- Papers related to Budget, Loans, Grants, Institutional loans, Recommendations of the Committee on Public Undertakings, Draft Paras, Audit Paras and C&AG reports related to KSRTC. Construction of buildings, policy matters and MACT claims related to KSRTC, Papers related to Sri Chitra Thirunal College of Engineering. Establishment of higher official of KSRTC (AO to CMD)
- Miscellaneous papers of the section.

A2

- Papers related to KSRTC Bus routes, Bus stations, Bus Stops, Bus Depots and B.O.T Complexes. Issue of Pattayam to the land owned by the KSRTC. Land acquisition of KSRTC. Issuance of KSRTC passes. Recommendations of the Committees on the welfare of Women, Children and Handicapped related to KSRTC. Petitions Committee and other Legislative committees. Audit Paras related to the KSRTC. Papers related to LNG & CNG Pumps. LA Committees-Audit Reports, Modernisation of toilets under KSRTC, Charging Stations of KSRTC.
- All papers related to KTDFC.

A3

- Establishment papers of KSRTC including pension of erstwhile Transport Department, Appointment under Compassionate Employment Schemes in KSRTC, KSRTC Swift, Pay Revision & Pension of KSRTC.

TRANSPORT (B) DEPARTMENT

0471 2517186
email: transportb7186@gmail.com

B1

- Papers related to registration of Vehicles, Issue of Permits. Nationalization of routes, Students Concession, Fare Revision of Stage carriages, Fare revision of Autorickshaws and Taxis. Constitution and working of State Transport Authority and allied matters. Private Transport Service and related matters.

B2

- Papers related to Kerala Motor Vehicles Rules,1989. Motor Vehicles Act & Central Motor Vehicles Rules. Interstate Transport matters. National Permits. Reciprocal agreement with the States of Tamilnadu and Karnataka. Zonal permit and National permit.

B3

- Papers related to Motor Vehicles Taxation Act, 1976 and Motor Vehicles Taxation Rules, 1975. Taxation of Motor Vehicles in the State under the said Act & Rules. Annual Plan Schemes of Motor Vehicles Department and its review. Audit Para, C&AG Reports and reports of Public Accounts Committee. Miscellaneous Legislative Assembly interpellation & papers of the section.

TRANSPORT (C) DEPARTMENT

0471 2518632
email: sotransportc@gmail.com

C1

- All Establishment and Disciplinary cases of the following Districts Kasaragod, Kannur, Wayanad, Kozhikode and Malappuram, Medical Reimbursement & IFMA of the said districts, Compassionate Employment, Post creation in Motor Vehicles Department.

C2

- All Establishment and Disciplinary cases of the following Districts Palakkad, Thrissur, Ernakulam and Kottayam, Medical Reimbursement & IFMA of the said districts, DPC (Lower & Higher), Promotion and Transfer.

C3

- **A**ll Establishment and Disciplinary cases of the following Districts Idukki, Alappuzha, Pathanamthitta, Kollam, Thiruvananthapuram, Medical Reimbursement & IFMA of the said districts, Framing and amendment of Special Rules, Fixation and revision of rent of Regional Transport Offices,
- Miscellaneous papers of the Section.

TRANSPORT (D) DEPARTMENT

0471 2518698
email: transportd518698@gmail.com

D1

- All papers related to State Water Transport Department (General & Establishment papers),Works in the State Water Transport Department.

D2

- Papers related to Legislative Secretariat (Parliament Section), All papers related to Road Safety Authority.

D3

- Departmental Working Group Meeting, Plan review meeting, Papers related to meeting of Chief Secretary with Secretaries, Other Miscellaneous Meetings, Papers related to Post & Telegraphs. Miscellaneous papers of the Department.

TRANSPORT(E) DEPARTMENT

0471-2517474
email: sotransporte7474@gmail.com

E1

- Papers related to Railway except Railway over bridges and under bridges. Papers related to Suburban Rail Project, Konkan Railway Corporation Limited, Kerala Rail Development Corporation. Papers related to International Airports at Trivandrum and Kozhikode, Cochin International Airport Limited, Kannur International Airport Limited, Air strips

E2

- Kochi Metro Rail Ltd., Kochi Water Metro Ltd., Metro Projects in Thiruvananthapuram and Kozhikode districts, Kochi Metropolitan Transport Authority. Papers related to E-mobility, electric vehicles policy, Papers related to Alternative fuels like Hydrogen, CNG, LNG, Carbon Neutral Policy

47.Vigilance Department

VIGILANCE (A) DEPARTMENT
Ph. No. 8081
e mail – soavigdept@gmail.com

A1

- All India Services (IAS, IPS), Home Department (Police, Vigilance, Fire and Rescue Services, Jail etc)

A2

- Taxes Department (Kerala State Financial Enterprises, KSBC, Lotteries, Excise, Registration, Agricultural Income Tax, Commercial Taxes etc), Housing Department, Electronics and Information Technology Department.

A3

- Transport Department (Motor Vehicles, KSRTC, KMRL, Water Transport)

VIGILANCE (B) DEPARTMENT
Ph. No. 8022
e mail – vigilancebdept8@gmail.com

B1

- Printing and Stationery, Sports & Youth Affairs Department, Food, Civil Supplies Department, Consumer Affairs Department, Industries Department (Industries & Commerce, Mining and Geology etc), Stores Purchase Department.

B2

- Agriculture Department (Soil Conservation, Kerala State Coconut Development Corporation etc), Animal Husbandry Department, Dairy Development, Meat Products of India, Co- operation Department, Miscellaneous papers of the Section.

VIGILANCE (C) DEPARTMENT
Ph. No. 8350
e mail – vigilancecdept@gmail.com

C1

- All establishment papers relating to Vigilance and Anti- Corruption Bureau, Papers relating to allegations of corruption against General Education Department (Thrissur – Kasaragod)

C2

- Health & Family Welfare Department and Ayush Department (Health Services Department, Medical Education, Drugs Control, Indian Systems of Medicine, Ayurveda Colleges, Homeopathy, KHRWS etc), Fisheries & Ports Department (Fisheries Department, Port Department, Harbour Engineering Department, Matsyafed etc), General Education (Thiruvananthapuram - Ernakulam),

Environment Department (Kerala State Pollution Control Board), Miscellaneous papers.

C3

- All papers relating to Kerala Lok Ayukta, Vigilance Tribunal (Thiruvananthapuram, Kozhikode), EC & SJ (Thiruvananthapuram, Thrissur, Kozhikode, Muvattupuzha,Thalassery, Kottayam), Higher Education Department

VIGILANCE (D) DEPARTMENT

Ph. No. 8403

e mail – vigddept@kerala.gov.in

D1

- Allegations against the officials of Local Self Government Department (Grama Panchayath and District Panchayaths in Thiruvananthapuram, Idukki, Kozhikode, Malappuram), Finance Department (Local Fund Audit, Treasury, Kerala Financial Corporation, State Insurance), Labour Department (Factories and Boilers, Employment and Training, ESI), Planning and Economic Affairs Department, SC/ST Development Department and Miscellaneous Papers of the Section.

D2

- Allegations against the officials of Local Self Government Department (Grama Panchayath and District Panchayaths in Kannur, Wayanad and Kasaragod), Water Resources Department (Irrigation Department, Ground Water Department, Kerala Water Authority etc.), Power Department

D3

- Allegations against the officials of Local Self Government Department (Grama Panchayath and District Panchayaths in Kollam, Alappuzha, Kottayam, Pathanamthitta) and District Panchayath, Social Justice Department, Science and Technology Department, NORKA.

D4

- Allegations against the officials of Local Self Government Department (Grama Panchayath and District Panchayaths in Ernakulam, Palakkad & Thrissur), and Law Department

VIGILANCE (E) DEPARTMENT

Ph. No. 8196

e mail – sovigedept@gmail.com

E1

- Papers relating to allegations of corruption against Ministers, MPs, MLAs, Revenue Department (Thiruvananthapuram, Kollam, Pathanamthitta, Alapuzha)

E2

- Public Works Department, Survey & Land Records, Cultural Affairs Department

E3

- Suspension Review Committee, Chief Secretary's Committee, Local Self Government (Rural Development) Department, Personnel & Administrative Reforms Department, Revenue Department (Kottyam, Idukki) and IMG.

E4

- All India Service (IFS), Forest & Wildlife Department, Revenue Department (Kozhikode, Kannur, Kasaragod, Wayanad), Papers relating to allegations of corruption against Government Secretariat Staff including General Administration Department, Finance and Law Department, Legislature Secretariat.

E5

- Revenue Department (Ernakulam, Thrissur, Palakkad, Malappuram), Tourism Department, Information & Public Relations Department

VIGILANCE (F) DEPARTMENT
Ph. No. 7449
e mail – vigilancefdepartment@gmail.com

F1

- Local Self Government Department (Municipalities), Devaswom, Legal Metrology Department

F2

- Papers related to Wakf Board, Local Self Government Department (Corporations) and all other miscellaneous papers of the Department.

48.Water Resources Department

WATER RESOURCES (A) DEPARTMENT
Phone:- 04712518507
e mail - wradept@gmail.com

A1

- All establishment papers relating to Chief Engineer, Superintending Engineers, Executive Engineers, Assistant Executive Engineers and Assistant Engineers, processing pension papers relating to Chief Engineers, Deputation of Engineers to other Departments, Revision of Special Rules, Convening of Departmental Promotion Committee, Court cases on the above subjects, LA, Legislative Committee Reports on the above subjects. Additional Authorisation for the establishment matters of gazetted technical staff.

A2

- All establishment papers of Administrative Assistants, Divisional Accountants, Non-gazetted and non-technical staff (Ministerial) of the Department including

deputation, leave without allowances for taking up employment abroad/elsewhere, papers relating to HR, CLR, SLR and Workers, Last Grade and Contingent Staff of the Department. DPC (Ministerial-Higher) Inspection Reports and Audit Reports, LA, Legislative Committee Reports, Court cases, Vigilance Reports relating to the establishment matters dealt with in the seat. Disciplinary action files relating to ministerial staff of Irrigation Department. Additional authorization for the establishment matters of ministerial staff of Irrigation Department.

A3

- Creation of posts and continuance of temporary posts in Irrigation Department, shifting of offices, deployment of staff, fixation of headquarters, jurisdiction of offices, re-organisation of the Department. All establishment papers relating to technical non-gazetted staff, disciplinary action files relating to Overseers/Technical Non-gazetted Staff, except Kallada Irrigation Project, Court cases, L.A, Legislative Committee Reports, Vigilance Reports on the above subjects and miscellaneous papers of the section. Additional Authorisation for the establishment matters of non-gazetted technical staff.

WATER RESOURCES (WATER SUPPLY B) DEPARTMENT

Phone:- 0471 2518042

e mail -wrwsbdepartment@gmail.com

B1

- Establishment matters in respect of all Officers in the technical category of and above the rank of Assistant Engineer of Kerala Water Authority, except that of MD. Appointment, Promotion, Transfer and posting of all officers of and above the rank of Superintending Engineer of Kerala Water Authority, Disciplinary action in respect of all the officers of KWA pertaining to the districts of Thiruvananthapuram, Kollam, Alappuzha, Kottayam, Idukki, Pathanamthitta and Ernakulam. JICA (JBIC) schemes and all other externally aided water supply projects. All state water supply schemes (except LAC ADC Schemes) in the districts of Thiruvananthapuram, Kollam, Alappuzha. Inspection report, draft para, audit para in respect of the above schemes.

B2

- Disciplinary action in respect of all the officers of KWA pertaining to the districts of Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod, water charge, general papers on water supply from Government of India, all water supply schemes, except NABARD and JNNURM schemes, all the papers in respect of Jalanidhi and CCDU, including schemes, inspection report, draft para, audit para in repect of the above schemes.

B3

- Establishment matters in respect of all officers in the technical category below the rank of Assistant Engineer of KWA. Budget and fund release to KWA, papers on Subject Committee. All state water supply schemes (except LAC-ADS Schems) in the districts of Kottayam, ldukki, Pathanamthitta and Ernakulam. Inspection

report, draft para, audit para in respect of the above schemes. Miscellaneous papers of the section.

WATER RESOURCES (WATER SUPPLY C) DEPARTMENT

Phone:- 0471 2518773

e mail - wr.wsc.department@gmail.com

C1

- NABARD schemes, JNNURM schemes, LAC-ADS Schemes. Papers on all Legislative committee except Subject Committee. Drainage schemes, drought relief measures, tube wells and internally aided schemes (LIC/HUDCO) etc. Audit reports on general matters in respect of KWA.

C2

- Establishment matters in respect of all officers in the ministerial category in KWA. General papers on administrative matters in respect of KWA such as appointment of MD, members of authority etc, ACT, Rules relating to KWA

C3

- Petitions regarding drinking water sewerage. All state water supply schemes (except LAC ADS schemes) KIIFB & RKI water supply scheme in the districts of Thrissur, Palakkad, Malappuram Kozhikode, Wayanad, Kannur and Kasaragod. Inspection report, draft para, audit para in respect of these schemes. Administration report of KWA. Nodal section for Jal Jeevan Mission. Miscellaneous papers of the section.

WATER RESOURCES (G&P) DEPARTMENT

Phone:-0471 2517164

e mail - waterresourcesgandp@gmail.com

P1

- Budget and Plan papers relating to irrigation including Subject Committee (Demand XXXVIII), Minor Irrigation (Demand XXIX) and National Hydrology project of Ground Water Departments (Demand XXIX). General papers on Central Assistance in respect of State Plan and Centrally sponsored Schemes and other connected papers of GOI, progress of implementation of Plan Schemes, papers on regularization of excess expenditure/grants**.**

P2

- All papers relating to vehicles in the Irrigation Department. Chief Secretary's Conference with Secretaries, papers related to MP's Conference, Collector's Conference, Deputation of Engineers working in the Irrigation Department to various courses and seminars. General consolidation work of WRD except L.A Interpellation papers. Staff meeting & related matters. Papers on subject distribution in WRD. Papers on Right to hearing.

P3

- Allotment of Quarters of Irrigation Department and allied matters. Right to Service Act. Miscellaneous topics and papers of the section and of the Department not mentioned elsewhere. Hiring of private buildings and fixation of rent and allied

matters of WRD. Papers relating to Malayalam official language. Papers on Meetings of General nature.

WATER RESOURCES (GROUND WATER) DEPARTMENT

Phone:-0471 2518724
e mail - sogw2017@gmail.com

GW 1

- Papers on establishment matters of Director, Ground water Department
- Papers on establishment matters of technical staff coming under Branch I & III of Ground Water Department. (Both State and Subordinate)
- Papers on providing training to technical staff under branch I & III of Ground water Department.
- Dealing with court cases relating to the allotted subjects.
- Preparation of administration report of Ground water Department.

GW2

- Papers on disciplinary action in respect of technical staff of and above the rank of Assistant Engineer in Irrigation department except those of Kallada Irrigation Project.
- Dealing with appeals and revision petitions in connection with the disciplinary proceedings.
- Dealing with court cases relating to the allotted subjects.
- Dealing with KLA questions, petitions filed before various KLA Committees and KLA Committees' reports pertaining to the allotted subjects, in accordance with the provisions contained in the Rules of Procedure and Conduct of Business in the KLA.

GW3

- Papers on establishment matters of Branch IV & V of Ground Water Department (Both State and Subordinate)
- Papers on providing training to technical staff under branch IV & V of Ground Water Department
- Papers on establishment matters of casual labourer's (SLR, CLR, skilled/unskilled) of Ground Water Department
- Papers on Budget matters (D.G, SDG, reappropriation, additional authorization etc.) of Ground Water department.
- Implementation of State plan schemes and Centrally Sponsored schemes and conducting timely review meeting on progress of these schemes
- Papers relating to issue of Licenses to Mineral water plants in Public and Private sectors
- Dealing with the papers on ground water related matters received from Government of India, Central Ground Water Board and other agencies.
- Dealing with court cases relating to the allotted subjects.
- Framing and amendment of Acts and Rules.

GW4

- Papers on establishment matters coming under Branch-II (Engineering) Ground Water Department. (Both State and Subordinate)
- Papers on establishment matters of Ministerial staff of Ground water Department.
- Papers on providing training to technical staff coming under Branch II of Ground Water Department.
- C&AG audit report on State Finances concerning Ground water Department.
- Dealing with KLA questions, petitions filed before various KLA Committees and KLA Committees reports pertaining to the allotted subjects, in accordance with the provisions contained in the Rules of Procedure and Conduct of Business in the KLA.
- Miscellaneous papers of the section.
- Purchase and repair of vehicles owned by Ground water Department

WATER RESOURCES (IR) DEPARTMENT

Phone:-0471 2518475

e mail - waterirso@gmail.com

IR1

- All papers relating to Kallada Irrigation Project and related court cases of KIP including Accelerated Irrigation Benefit Programme (AIBP), papers of KIP, papers on canals related to Drip Irrigation, Major Irrigation System, general issues relating to Irrigation Projects, follow up action of Enquiry Commission Reports on Kallada Irrigation Project. Transfer of land belonging to Irrigation Department to other department/agencies and assignment of land. Tenders of all works dealt in the section.

IR2

- All papers on anti-sea erosion, flood control works, papers related to sand and silt, River, Kayal protection issues, encroachment/eviction from project areas.

IR3

- Disciplinary action related to Kallada Irigation Project works, Papers related to Vamanapuram Irrigation Project and Meenachil River Valley Project works, papers related to Kerala Engineering Research Institute and Irrigation Design and Research Board (IDRB) , Papers related to pollution in water bodies including NGT Cases, LAR cases related to KIP, VIP and PIP.

IR4

- Kuttanad Package, Thanneermukkam Project, Thottappally Spillway, Pamba Action Plan, Sasthamcotta Lake Protection, Pamba Irrigation Project and Miscellaneous papers of the section.

WATER RESOURCES (INTER STATE WATER CELL) DEPARTMENT

Phone No: 0471-2518916
e mail - interstatewatercell@gmail.com

ISWC1

- Papers relating Mullaperiyar/ periyar lease deed and connected papers, Papers of Peechi, Budget papers of ISWC department, Shembagavalli Anicut, Aralam, Chaliyar and other river basin projects, matters relating to Telephone, Photocopier & purchase of stationery relating to section and miscellaneous papers of the section (Office Order 1/2008 & 2/2008), Papers related to Dam Rehabilitation & Improvement Projects, Papers relating to River Basin Conservation and management and Integrated River Basin Plan for Pamba Basin, papers relating to Dam Safety Act 2021, State Committee on Dam Safety, State Dam Safety Organization, Issuance of NOC for fresh construction activities near Reservoirs.

ISWC2

- Papers relating to Cauvery Water, Pandiyar-Punnapuzha Cholathipuzha, etc, Parambikulam Aliyar Projects, Papers on Pamba-Achankovil Vaipar link project, Kanyamadagu Dam, Joint Water Regulation Board Meetings, Siruvani Drinking Water Supply Schemes, Investigation of projects having interstate aspect, Giriyar, Nellar, Payaswini, Shiriya River Projects, Chittar-Patanamkal Projects, Interstate issues relating to Neyyar Irrigation projects, Papers on NWDA, National Water Policy, Attapadi Valley Irrigation Projects, Pambar Basin Projects, Papers on Kabani Basin Schemes, Bhavani Basin Projects.

WATER RESOURCES (MAJOR PROJECTS) DEPARTMENT

PH: 0471 2517026
e mail - watermpso@gmail.com

MP1

- Papers related to Vazhani, Peechi, Cheerakuzhi, Chalakkudi, Thumpoormuzhi, Walayar, Malampuzha, Pothundi, Meenkara, Gayathri (Chulliyar) of Mangalam, Kuttanad Water Balance Study Project, Periyar Valley Irrigation Project, Moovattupuzha Irrigation Projects, AIBP papers relating to MVIP and general papers on AIBP, Bhutathankettu, Malankara.

MP2

- Papers relating to Karapuzha and Chimmony projects, Idamalayar Irrigation project, Kuttiyadi Irrigation Projects, Kuriyarkutty, Karappara Irrigation Project, Kakkadavu Irrigation Project & papers on Neyyar Dam except Inter-State issues. Munayam RCB, Enamakkal Project, Desiltation of Dams & Eris

MP3

- Collection of water cess, Pazhassi Irrigation Project, Projects in former Malabar area having no Inter-State aspects, RCB Thrithala, RCB Chamravattom, Kanhirappuzha Irrigation projects, papers related to Tourism Development

Programmes of all projects, Chitturpuzha Projects and miscellaneous papers of the section, Moolathara left canal.

WATER RESOURCES (MI) DEPARTMENT

Ph No. 0471-2518810

e mail - waterresources.mi@gmail.com

MI 1

- Minor Irrigation and Lift Irrigation works relating to the districts of Idukki, Pathanamthitta, Ernakulam, papers relating to canals of all minor irrigation projects including that of lift irrigation of the above districts. NOC for Mini Hydro Electric Projects of the above districts. General papers on minor irrigation. Papers related to Act and Rules in respect of Minor Irrigation & Lift Irrigation. Miscellaneous papers in the section. Matters related to conservation of wetland in the above districts. Papers relating to Minor Irrigation Census.

MI 2

- Minor Irrigation and Lift Irrigation works relating to the districts of Palakkad, Kozhikode, Malappuram, Kannur, Wayanad and Kasaragod, papers relating to canals of all minor irrigation projects including that of lift irrigation of the above districts, NOC for Mini Hydro Electric Projects of the above districts, progress reports of MI work. Papers relating to Minor Irrigation works under MIRPA. Matters related to conservation of wetland in the above districts.

MI 3

- Minor Irrigation and Lift Irrigation works relating to the districts of Thiruvananthapuram, Kollam, Kottayam, Thrissur and Alappuzha. Papers relating to canals and thodus of all Minor Irrigation projects including that of lift irrigation of the above districts, NOC for Mini Hydro Electric Projects of the above districts. All papers relating to Minor Irrigation Schemes under RIDF under NABARD (Co-ordination and implementation of various projects under NABARD RIDF scheme in WRD), Papers relating to 13th FCA under 'Water Bodies' (ponds), matters relating to conservation of wetland in the above districts.

Note :-

1. In case of schemes/projects/works dealt in other sections of WRD, the matter of NOC shall be attended by respective sections
2. Water Supply Schemes funded by any source, including NABARD shall be attended by the section dealing with the district concerned.

WATER RESOURCES (PS) DEPARTMENT

Ph No. 0471-2518965

e mail - sectionofficer.wrd.ps@gmail.com

PS1

- Monitoring the disposal and co-ordination of work relating to all Committees of the Legislature, collection of Legislative Assembly Interpellation/distribution among sections/watching submission of answers to the Secretary, Minister and

forwarding of answers to the Legislative Assembly, Consolidation of answers to L.A. Questions (miscellaneous) referred to from P&ARD, GA (Co-ordination) etc. except questions on Right to Service Act and Right to Hearing Act. Follow up action on Half Yearly statement of outstanding objections reported by the Accountant General (Inspection Report/Draft Para/C&AG's report/PAC report and other Legislative Committees including Official Language). Review of Monthly Business reports & follow up action. Papers relating to Audit Monitoring Committee & APEX Committee.

Note:

- Water Resources (PS) Department is the Nodal Section to deal with all papers received in the Water Resources Department under Right to Information Act, 2005 vide office order 1/2007.
- The Water Resources (Parliament) section will issue separate orders regarding redesignation of SPIO's & Appellate Authorities in respect of above section accordingly.
- LAC-ADS in respect of various schemes will be handled by respective sections only.
- Formulation Acts & Rules and Amendment to existing Acts & Rules in respect of schemes shall be done by the respective section where the schemes are handled.
- Meeting on subject specific issues will be handled by the respective sections.
- In view of movement of files to Finance Department only through e-office mode the LOC proposals may be processed and sent to Finance Dept from respective Sections on e-office mode itself.

49.WOMEN AND CHILD DEVELOPMENT DEPARTMENT

WCD&SJD(PS) Section
Phone No.0471-2517424
Email id – wcdpsdept@gmail.com

WCD -PS1

- All works in connection with Legislature of Social Justice Department , Women & Child Development Department.
- Consolidation works of reports of LA Committee of Social Justice Department and Women & Child Development Department.
- Consolidation works of monthly business statement of Social Justice Department and Women & Child Development Department.
- Administration Report of Women & Child Development Department
- Miscellaneous papers of the section.

- All miscellaneous papers of Women & Child Development Department.

WCD -PS2

- Chief Secretary's meeting with Secretaries of Social Justice and Women & Child Development Department.
- Governors Address of Social Justice and Women & Child Development Department.
- Papers related to Rebuild Kerala Initiative of Social Justice and Women & Child Development Department.
- Official Language progress of Social Justice and Women & Child Development Department.
- M.P's Conference, D.C's Conference of Social Justice and Women & Child Development Department.
- Papers related to ARC recommendations of Social Justice and Women & Child Development Department.
- Staff meeting of Women & Child Development and Social Justice Dept.

WCD- A-Section
Phone No. 0471-2518697
Email id – womanandchilda@gmail.com

WCD -A1

- Establishment matters of all officers (Gazetted) under the directorate and other Offices under Women and Child Development Department.
- Special Rules of Women & Child Development Department.
- Papers related to re organisation of the Department
- In Service training to the officers of the Women .& Child Development Department.
- Departmental Promotion Committee (Higher and Lower) of Womçn & Child Development Dept.
- Papers related to establishment matters of department staff of State Nirbhaya Cell.
- Papers related to MRC (Gazetted) in Women & Child Development Dept.

WCD- A2

- National Children's Award for exeptional Achievement.
- Rajiv Gandhi Manav Seva Award.
- National Award for Child Welfare.
- Establishment matters of Child Right Commission.
- Establishment matters of all officers of Women & Child Development (Non Gazetted).
- Papers related to MRC (Non gazetted) in Women & Child Development Dept.

WCD- A3

- NHFDC loan to KSWDC and KADC.
- Papers relating to Budget and Manual Report of Women & Child Development Dept.
- Audit paras, Draft paras, Inspectin Reports, PAC, PUC, Subject Committee papers etc. pertaining to Women & Child Development Department.
- Domestic Violence Act, Family Counselling and Counsellors
- All petitions relating to widows and the schemes of assistance to the remarriage of widows.
- Working Group Meeting of Women & Child Development Department.
- Plan Review and papers relating to Plan, Five Year Plan and Finance Commission etc.
- Miscellaneous papers of the section.

WCD- B Section
Phone No.0471-2517157
Email id – wcd.bsection@kerala.gov.in

WCD -B1

- All papers relating to ICDS projects including construction of ICDS and Anganwadi buildings.
- Supplementary Nutrition Programme.
- General ICDS.
- Poshan Abhiyan.
- Programme for Welfare and Development of Children (Action plan of Children).
- Nutrition Policy.
- Papers relating to World Food Programme and feeding centres.
- Beti Bachao Beti Patavo Scheme.
- SABLA, Matritwa Sahayoga Scheme.
- Scheme for Adolescent Girls (SAG).
- Pradhan Mantri Mathru Vandana Yojana (PMMVY).
- Anganwadi Workers and Helpers Welfare Fund Board.

WCD -B2

- Dowry Prohibition Act.
- Papers relating to Kerala Women's Commission.
- Constitution of Anganwadi Workers/Helpers Selection Committee.
- Papers relating to Anganwadi Workers and Helpers.
- Indecent representation of Women Act.
- Immoral Traffic in Women and Girls Act.
- Papers related to Gender Park.
- Miscellaneous papers of the section

WCD- B3

- Working Women's Hostel.
- Integrated Women Empowerment Programme.
- MahilaMandiram, Swadhar Greh, Rescue Home, Short Stay Home etc
- Grant-in-aid Schemes under STEP, UJJWALA, SWADHAR,
- Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act, 2013.
- Gender Advisory Board.
- Gender Policy& Women Policy.
- Nari Shakti Puraskar.
- One Stop Centre, One Day Home, Ente Koodu
- National Mission of Empowerment of Women (NMEW).
- Village convergence and Facilitation Service (VCFS).
- Victim Compensation Scheme, Aswasanidhi.
- Papers related to Nirbhaya scheme.
- Kerala State Women's Development Corporation.

WCD- C Section
Phone No 0471-2518805
E mail ID- wcdcdept@gmail.com

WCD- C1

- Integrated Child Protection Scheme (ICPS)
- Kishori Shakti Yojana.
- Prime Minister's 15 point programme.
- Tsunami Rehabilitation Programme.
- Vanitharatnam.
- Children's Home.
- After Care Home.
- Mittayi.
- Child Trafficking, Child Marrage Restraining Act.
- POCSO Act and related papers.

WCD- C2

- Juvenile Justice Act & Rules and its implementation
- Juvenile Homes.
- Childline & related institutions.
- Papers relating to Adoption, Founding Homes, CARA, Foster Care etc.
- Papers relating to Kerala State Council for Child Welfare.
- School Counsellors and Psycho Social Service including children and parents.
- Kerala State Social Welfare Board.

WCD -C3

- Papers related to women and child welfare programmes which are not allocated.
- Children's Institution Registration.
- Balika Samridhi Yojana.
- General Grant in aid schemes related to children.
- Issues relating to Child Labour and Child begging.
- Repair and purchase of vehicles of women & Child Development Dept.
- Construction and repairs of buildings of Women & Child Development Dept.
- Fixation of Rent of office buildings of Women & Child Development Dept.
- All consolidation work of the Dept.
- Miscellaneous papers of the section.
- Sree Chithra Poor Home.