

പൊതു നിർദ്ദേശങ്ങൾ

- 1) ഓരോ സെക്ഷനും കൈകാര്യം ചെയ്യുന്ന വിഷയവുമായി ബന്ധപ്പെട്ടുവരുന്ന വിവരാവകാശം, സേവനാവകാശം, മനുഷ്യാവകാശ കമ്മീഷൻ, ബാലാവകാശ കമ്മീഷൻ, ലോകായുക്ത എന്നീ വിഷയങ്ങൾ അതാത് സെക്ഷനുകളിൽ തന്നെ നടപടി സ്വീകരിക്കേണ്ടതാണ്.
- 2) ഓരോ സെക്ഷനും കൈകാര്യം ചെയ്യുന്ന വിഷയങ്ങൾക്കുപുറമെ വർക്ക് ഡിസ്ക്രിബ്യൂഷനിൽ പ്രതിപാദിച്ചിട്ടില്ലാത്ത സമാനസ്വഭാവമുള്ള തപാലുകൾക്കുടി സ്വീകരിച്ച് നടപടി സ്വീകരിക്കേണ്ടതാണ്.
- 3) നന്നിലധികം വിഷയങ്ങൾ ഒരേ അപേക്ഷയിൽ പ്രതിപാദിച്ചിട്ടുണ്ടെങ്കിൽ അപേക്ഷയിലെ ആദ്യ വിഷയം കൈകാര്യം ചെയ്യുന്ന സെക്ഷനിൽ തപാൽ സ്വീകരിച്ച് തുടർനടപടി സ്വീകരിക്കേണ്ടതാണ്.

A SECTION

Unit Officer : Addl.A.A
Controlling Officer : Sr.A.O

A(1) Seat

1. General papers relating to appointment of teachers and transfer of teachers. All papers relating to Departmental High School teachers (Except Lang. Teachers which are not specifically allotted to any other seat in A Section)
2. Complaints regarding transfer, promotion and request for transfer of High School Assistants (core subjects).
3. Inter District Transfer of all categories of teachers on compassionate grounds and online Inter District Transfer.
4. Memorandum from Govt.High School Teacher's Association and petition from HSA core subjects.
5. LA interpellation relating to the above subject.

A(2) Seat

1. All correspondence relating to Higher Secondary and Vocational Higher Secondary Education including Lebba Committee file.
2. Establishment matter relating to HM of primary school (Graduate & Non graduate)
3. LA interpellation relating to above subject.
4. Pre-primary Nursery Schools (except specialist teachers).
5. Preparing of seniority list, transfer & posting of IME
6. Transfer and postings and all other correspondence of MRS teachers.
7. Miscellaneous work which are not allotted to any other seat

A(3) Seat

1. Complaints regarding Transfer, Promotion and request for transfer of High School Assistants (Language Teachers) Deputation of Non-Gazetted categories of teaching staff of Govt. (except primary teachers)
2. All establishment matters relating to HSA(languages) in High School and Training Schools and general papers relating to the said category other than those specifically allotted to other sections.
3. All matters relating to the promotion of qualified PD Teachers and Junior Language teachers as HSA. Complaints and general instructions relating to Language Teachers.

4. Request for revisit, memorandum of Govt. Teachers Association and petition from HSA Language.
5. All OP and LA interpellation cases relating to the above subjects.

A(4) Seat

1. Employment of Dependents of all Govt. Employees dying in harness in all districts, revenue districts and OP files thereon.
2. LA interpellation cases relating to above subjects.

A(5) Seat

1. All establishment matters relating to P.D Teachers of Govt. Schools including online general transfer and all establishment matters of PD Teachers of Fisheries schools, Harijan Welfare Schools,
2. Representations and Demands of associations of Govt. Primary school teachers and other miscellaneous petitions.
3. All papers relating to departmental primary teachers which are not specifically allotted to any other seat.
4. All OP and LA interpellation cases relating to the above subjects.

A(6) Seat

1. All establishment matters relating to junior Language teacher's Special teachers and Craft teachers in LP/UP Schools and UP Sections attached to HS and Special teachers of High Schools.
2. Matters relating to NDS Instructors/Youth Welfare Officers.
3. Deputation of foreign service, leave for employment etc of all PD teachers and specialist teachers and Haj Deputation.
4. All OP and LA interpellation cases relating to the above subjects.
5. Periodicals relating to vacancy position of all categories (Pdl. No. assigned as per order No. O&M(2)/70915/91) subjects relating to the inspection and checking of transfer and posting and reporting of vacancies to the PSC in all DDEs.

AUDIT SECTION

Unit Officer : A.O(Audit)

Controlling Officer : Sr. F.O

AW(a1)Seat

Thiruvananthapuram District, Pareeksha Bhavan and General correspondence of Audit.

AW(a2) Seat

Malappuram & Kottayam Revenue Districts.

AW(a3) Seat

Kannur & Kasargod Revenue Districts.

AW(a4) Seat

Kollam & Pathanamthitta Revenue Districts.

AW(b1) Seat

Alappuzha & Wayanad Revenue Districts.

AW(b2) Seat

Ernakulam & Idukki Revenue Districts.

AW(b3) Seat

Thrissur & Palakkad Revenue Districts.

AW(b4) Seat

Kozhikode and AG's Audit/inspections in DPI's Office.

AW(C1) Seat

Accountant General IR relating to Thiruvananthapuram, Kollam, Kottayam, Ernakulam, Thrissur, Palakkad & Malappuram Districts.

AW(C2) Seat

Accountant General' IR relating to Pathanamthitta, Alappuzha, Idukki, Kozhikode, Wayanad, Kannur, Kasargode and conduct of audit in Text Book Office.

AW(C3) Seat

Finance inspection files relating to Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki and Ernakulam Districts.

AW(C4) Seat

Finance inspection files relating to Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasargod districts.

BUDGET SECTION

Unit Officer : Sr. F.O

B (1) Seat

Preparation of Budget estimate, Allotment of Plan funds, General correspondence relating to Budget, Supplementary grant, Re-appropriation proposal of all heads of account, Proposals to additional authorization, Final grant proposals.

B (2) Seat

Subject Committee, Public Accounts Committee, Appropriation of accounts, Apex committee, Audit Monitoring Committee, Committee meeting, Reply of audit objection etc. Committee on petitions. Preparation of subject committee notes.

B (3) Seat

Write Off, Refund of revenue and miscellaneous items, appropriation accounts, Allotment of funds on all Non-Plan Heads.

C SECTION

Unit Officer : A.A (General)
Controlling Officer : Sr. A.O

C(1) Seat

- 1) All kinds of leave and increment of L.D Clerks and L.D Typists, LD compilers and Class IV employees including Drivers.
- 2) Maintenance of Service-Books of the above employees and admission of GPF, SLI and FBS.
- 3) General papers on group insurance SLI and FBS.
- 4) Pension contributions to be remitted in the case of employees joined other institutions.
- 5) Promotion of last grade employees by transfer (10%)

C(2) Seat

- 1) All establishment matters relating to Confidential Assistants, Attenders, Drivers, Class IV employees, Contingent Employees and Statistical staff.
- 2) Representation and Demands of service Associations (Government) of the above categories of employees.
- 3) Disciplinary action against Attenders, Drivers, Class IV Employees, Contingent Employees and Statistics Section of the Directorate.
- 4) Establishment of Work Experience section.

C(3) Seat

- 1) All the matters relating to appointments, transfers, postings, promotion, regularization and other service matters of L.D Clerks, typists and Fair Copy Superintendents of this Directorate.
- 2) Disciplinary action against L.D Clerks, UD Clerks, Typists and Fair Copy Superintendents of this Directorate.
- 3) Transfer & Posting of employees in the Head Quarters unit.
- 4) Posting of employees on daily wages/contract basis.

C(4) Seat

1. Maintenance of Service Books and sanction of leave and increments of Junior Superintendents, Head Clerks, UD Compilers, Research Assistants, Senior Grade & UD Typists, Confidential Assistants, Attenders and other NGO's of any category not assigned to C1 Seat.
2. All kinds of leave increments of Non- Gazetted staff in the Work Experience Section.
3. Maintenance of Service Book of the Non-Gazetted staff in the Work Experience section.

C(5) Seat

1. All establishment matters of UD Clerks, Head Clerks and Junior Superintendents (ie. Transfers, postings) miscellaneous items of Ministerial establishment not assigned to any of the other in C Section.
2. Amendments of KSR.
3. Disciplinary not against Head Clerks and Junior Superintendents of this Directorate.
4. Transfer and posting in office of the CGTE.
5. Establishment of Store keeper in DTBDS.
6. Declaration of Probation of Junior Superintendents.

D SECTION

Unit Officer : A.A(General)

Controlling Officer : Sr. A.O

D(1) Seat

1. Establishment matters (surrender of Earned leave, and all other kinds of leave) of Gazetted Officers of Ministerial wing, Research Officer and above officers of Statistics wing and that of officers on deputation from other departments.
2. Establishment matters relating to Gazetted Officers from Ministerial wing.
3. Preparation of seniority list of Gazetted officers (Ministerial)
4. Probation of Gazetted Officers in the Ministerial wing.
5. Reliving of Gazetted Officers selected for in-service course/training.

D(2) Seat

1. Probation of HM/AEO's
2. Issue of NOC to all Gazetted Officers for obtaining Passport
3. All Miscellaneous papers of D Section.

D(3) Seat

1. Establishment matters including leave sanction of District Educational Officers and above.
2. Establishment Register of DEO/DDE/JD/ADPI.
3. Amendment of Kerala Subordinate Service Rules.
4. Amendment and clarification in Kerala State Service Manual Special Rules relating to all State Service.
5. Preparation of seniority list of DEO/DDE/JD/ADPI.
6. Probation of the DEO's, DDE's JD, Additional Director's.

D(4) Seat

1. Re-organization of the Department.
2. Delegation of powers..
3. Creation of posts in the Department (all categories and continuance sanction of all Temporary posts) including RMSA Schools.
4. Maintenance of registers of Temporary & Permanent posts.
5. Preparation of Seniority list of HM/AEO.
6. Issue of officiating certificate relating to all Gazetted category.
7. Out of turn promotion to the Employees of Minority Languages.
8. Preparation of list for promotion to the cadre of Assistant Super Check. Officer.
9. Issue of NOC (except passport) relating to all gazette officers (except DIET staff)

D(5) Seat

1. Establishment matters related to Headmaster/AEO's and Headmasters of Special schools.
2. Maintenance of Establishment Register of Headmaster/AEO
3. Higher grade of HM/AEO

D(6) seat

1. C.R verification related with probation of Academic and Ministerial Branch
2. DPC

D(7) Seat

1. Files relating to former SIET
2. Establishment matters of IED cell
3. Establishment matters of District Centres of English (DCE)
4. Establishment matters DIETs
5. Establishment of ED, IT@School and system Manager etc.
6. Issue of NOC relating to DIET staff (Except passport)

DESPATCH SECTION

Unit Officer : **Personal Assistant (General)**
Controlling Officer : **Senior Administrative Officer**

Des(1) Seat

1. Despatch of letters and other communications to the School Managers, other miscellaneous communications and RTI act 2005 communications.
2. Despatch of letters and other communications to the Deputy Directors and District Educational Officers.

Des(2) Seat

Despatch of letters and other communications to the AEO's;

Des(3) Seat

Despatch of letters and other communications by Registered post, letters to Headmasters, Speed Post.

Enquiry

Enquiry consist of one Superintendent

1. To assist Public Relations Officer in receiving the visitors of the Directorate.
2. To maintain visitors register and issue pass to visitors
3. Distribution of tapals relating to LA interpellation and follow up action.

ET SECTION

Unit Officer : AA (Purchase)
Controlling Officer : ADPI (General)

ET(1) Seat

All matters relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes, surrender of schools, change of management etc. in Kollam, Kottarakkara and Punalur Educational Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

ET(2) Seat

All matters relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes, surrender of schools, change of management etc. in Kottayam, Pala and Kaduthuruthy Educational Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

ET(3) Seat

All matters relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes, surrender of schools, change of management etc. in Pathanamthitta, Thiruvalla and Kanjirappally Educational Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

ET(4) Seat

All Matters cases relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes, surrender of schools, change of management etc. in Attingal, Neyyattinkara and Thiruvananthapuram Educational Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

All General papers relating to the above districts not assigned to any other seats in ET Section. Appeal of appointments of staff and change of Management of Anglo Indian Schools in the above districts.

EC SECTION

Unit Officer : PRO

Controlling Officer : ADPI (General)

EC(1) Seat

All matters relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes, surrender of schools, change of management etc. in Kuttanad, Cherthala, Mavelikkara and Alappuzha Educational Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

EC(2) Seat

All matters relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes, surrender of schools, change of management etc. in Kothamangalam, Thodupuzha and Kattappana Educational Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

EC(3) Seat

All matters relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes, surrender of schools, change of management etc. in Ernakulam and Muvattupuzha Educational Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

EC(4) Seat

All matters relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes, surrender of schools, change of management etc. in Thrissur and Aluva Educational Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

All general papers relating to the above districts not assigned to any other seats in EC Section. Appeal of appointments of staff and change of Management of Anglo Indian Schools in the above districts.

EC(5) Seat

All matters relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes, surrender of schools, change of management etc. in Chavakkad and Irinjalakuda Educational Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

EM SECTION

Unit Officer : Addl. Ad. Asst.
Controlling Officer : ADPI (General)

EM(1) Seat

All matters cases relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes, surrender of schools, change of management etc. in Palakkad, Ottappalam Educational Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

EM(2) Seat

All matters relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes, surrender of schools, change of management etc. in Malappuram and Tirur Educational Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

EM(3) Seat

All matters relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes, surrender of schools, change of management etc. in Vadakara, Thamarassery and Wandoor Educational Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

EM(4) Seat

All matters relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes, surrender of schools, change of management etc. in Kannur, Thalassery and Kozhikode Educational Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

EM(5) Seat

All Matters relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes, surrender of schools, change of management etc. in Kasaragode, Kanhangad and Wayanad Educational Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

All general papers relating to the above districts not assigned to any other seats in EM Section. Appeal of appointment of staff, change of Management of Anglo Indian Schools in the above districts.

F SECTION

Unit Officer : PA (General)

Controlling Officer : ADPI (Academic)

F(1) Seat

1. All matters relating to Aided and unaided LP/UP and surrender of schools, change of Management etc relating to Thiruvananthapuram Revenue District, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

2. Individual representation of Teachers (Primary) and OP cases of the Teachers of the above districts.

3. 51 A claims (appeal)

F(2) Seat

1. All matters relating to Aided and unaided LP/UP in Thrissur Revenue district. General papers not assigned to any other seat in the section & OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

2. 51 A claims (appeal)

F(3) Seat

1. All matters relating to Aided and unaided LP/UP in Pathanamthitta, Alappuzha, Revenue District & OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

2. 51 A claims (appeal)

F(4) Seat

1. All matters relating to Aided and unaided LP/UP in Kollam, Idukki Revenue District. OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc. Approval and review of seniority list of teachers under Corporate Management,

2. Approval of seniority of non teaching staff and promotion of LD Clerks of aided schools in whole state.

3 51 A claims (appeal)

F(5) Seat

1. All matters relating to Aided and unaided LP/UP and surrender of schools, change of Management etc relating to Kottayam & Ernakulam Revenue Districts, OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.
2. Appeal of appointment of staff and change of Management of Anglo Indian Schools in the above districts.
3. 51 A claims (appeal)

FAIR COPY SECTION

Unit Officer : A.A (General)

Controlling Officer : Sr. A.O

All typing work in the Directorate.

G SECTION

Unit Officer : PA (Employment)

Controlling Officer : ADPI (Academic)

G(1) Seat

All matters relating to aided and unaided LP/UP and surrender of schools, change of Management etc. in Palakkad & Kasargode Revenue Districts. OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

51 A claims (appeal)

G(2) Seat

All matters relating to aided and unaided LP/UP and surrender of schools, change of Management etc. in Malappuram Revenue District. OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

51 A claims (appeal)

G(3) Seat

All matters relating to aided and unaided LP/UP and surrender of schools, change of Management etc. in Kozhikode and Wayanad revenue district. OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc.

51 A claims (appeal)

G(4) Seat

All matters relating to aided and unaided LP/UP and surrender of schools, change of Management etc. in Kannur Revenue District. OP cases therein and minority status, maintenance grant, repairs, compound walls, urinals, play ground, land acquisition etc and appeal of appointment of staff and change of Management of Anglo Indian Schools in the above districts.

51 A claims (appeal)

H SECTION

Unit Officer : Project Officer
Controlling Officer : ADPI (General)

H(1) Seat

1. Admission, transfer, removal and promotion of pupils
2. School parliaments, Parent Teachers Association
3. Correction of date of birth of pupils.
4. RTE implementation, School calendar preparation
5. WP(C), RTI 2005 and clarification from sub offices related with above matters
6. Submission and proposal to Government for Government orders in the above matters
7. Amendment to KER on the subject dealt with the section
8. General Correspondence relating to Aided School teachers conversion of part time to full time.
9. Rules relating to maintenance grant
10. Stamp duty on petition-instructions
11. Premedical measures of state guard to the teachers and students.

H(2) Seat

1. General papers relating to service conditions and qualifications of regular teachers and Headmasters.
2. General papers of fixation of staff in Aided schools
3. Amendment and clarification to KER on the subject dealt with
4. Correspondence relating to Supernumerary and protected teachers of Aided schools.
5. Teachers package
6. Recognition of Association and disposal of representations of Associations of regular teachers, Managers and Headmasters.
7. Individual and joined representation of teachers and teachers Associations (Aided) before and after dharma/strike, individual representation of teachers relating to qualification.

8. Rules relating to special fees and utilization of accumulated balance of all schools.
9. Levy of fees in schools such as tuition fee, admission fee etc.

H(3) Seat

1. General papers connected with service conditions, qualification of language teachers and non-teaching staff.
2. Recognition of Association and disposal of representations of Association of Language teachers and Non-teaching staff.
3. General papers relating to academic matters referred to by Government and sub officers like SCERT, Commissioner for Govt. Examinations etc.
4. Amendment and clarification to KER on the above items.
5. Introduction of Malayalam as official language.
6. Individual representation of teachers relating to qualification (Primary sections).
7. Permission of special fee utilization
8. Equivalency certificate
9. Duty leave to all teachers relating to the participation in the state conference of teachers organizations.
10. WP(C), RTI 2005 and clarification from sub offices related with above matters
11. Submission and proposal to Government for Government orders in the above matters.
12. Amendment to KER on the subject dealt with the section.

H(4) Seat

1. General papers relating to service conditions, qualification of special and craft teachers.
2. Papers relating to Central Educational Advisory Board, Kendriya Vidyalaya, Navodaya schools and Sainik Schools
3. Paper related to admission to Sainik school students(except scholarship & grant-in-aid)
4. Calendar change
5. School uniforms
6. WP(C)'s, RTI-2005 and clarification from sub-offices related with above matters.

7. Submission and proposal to Government for Government orders in the above matters.
8. Amendment to KER in the subject dealt with the section.
9. Attendance, Holiday and Vocation.
10. Recognition of Associations and disposal of representations of special teachers and Craft teachers (Aided).
11. Follow up action on the recommendation of the State Education Advisory Board (Items not related to SCERT)
12. Duty leave to all teachers.
13. Remuneration to University Exam duty.
14. Petitions and memorandum of recognized Associations, Specialist teachers and craft teachers of Aided schools.
15. Miscellaneous papers relating to KER, qualification and method of appointment of aided school teachers etc. not allotted to any other seats in H Section.
16. Work relating to literacy.

H(5) Seat

1. RTI Act 2005
2. Clarifications from sub offices and all sections in this office.
3. Writ petition from 01.01.2015
4. Admission for boys, girls in girls & boys school respectively
5. Pooling of specialist teachers

IED SECTION

Unit Officer : **DD (IED)**
Controlling Officer : **ADPI (Academic)**

IED Section consist of one Clerk

1. Educational and financial assistance and allowance for equipments to children with special needs studying in general schools (as per the guidelines issued by Central Government)
2. Admission of CWSN in general schools, improvement of (i) barrier free environment (b) Resource Room/Resource Centre (iii) Adapted toilets in general schools, providing service of specially trained teachers to assist these children in schools.
3. Sanction of examination concessions to disabled students appearing for examinations conducted by Pareeksha Bhavan like SSLC, TTC, A level, KGTE etc.
4. Action taken for implementing persons with Disabilities (PwD) Act, National Trust Act, Rehabilitation Council of India (RCI) Act.
5. Training programmes conducted for General Teachers, Special Teachers, Educational Officers, Head Masters etc, on IED programme, Learning Disability and Autism.
6. Co-ordination of IEDC with SSA, SIEMAT, ICCoNS, Handicapped, Welfare Corporation, Local self Government Institutions.
7. Printing of braille text books.

II. Quality Education for Challenged Children - Under this programme.

- a) Training programme to teachers on Learning Disability & Autism.
- b) Medical camp for children with autism & Learning Disability are dealt by IED sections.

J SECTION

Unit Officer	}	Sr. F.O
Controlling Officer		

J(1) Seat

Reconciliation of receipts in respect of Thiruvananthapuram and Kollam revenue districts and correspondence with AG.

J(2) Seat

Reconciliation of receipts in respect of Malappuram, Kannur, Kasaragode revenue districts and correspondence with BG Section and compliance of un-reconciled statement of expenditure.

J(3) Seat

Reconciliation of receipts in respect of Ernakulam, Kozhikode & Wayanad revenue districts and correspondence of state-wise expenditure.

J(4) Seat

Reconciliation of receipts in respect of Alappuzha, Kottayam & Palakkad revenue districts and furnishing business statement.

J(5) Seat

Reconciliation of receipts in respect of Pathanamthitta, Idukki & Thrissur revenue districts and preparing tour programme.

K SECTION

Unit Officer : Account Officer (K)
Controlling Officer : Sr. F.O

K(1) Seat

Cash Transactions

K(2) Seat

Over all charges of all works relating to the preparation of monthly pay bills and arrear pay bills, maintenance of pay bill registers, preparation of budget estimates, issue of LPCs.

K(3) Seat

1. Maintenance of Personal Register. General correspondence, Maintenance of pay bill registers, issue of pay drawn particulars. To assist for preparation of monthly pay bills & preparation of arrear bills based on the pay drawn particulars received from other officers.

2. Preparation of arrear bills, preparation of monthly expenditure statement, maintenance of absentee register, collection of absentees statement from all sections in this office. Reconciliation of treasury figures and to assist K2 seat in the preparation of monthly pay bills and arrear pay bills.

3. Preparation of arrear bills, calculation of excess payment, preparation of monthly pay bills of NM Section, Tech, IED.

4. Preparation of pay bills and arrear bills in respect of the Gazetted Officers of the directorate.

5. Preparation and remittance of professional tax.

K(4) Seat

Sanctioning of GPF, NRA and preparation of GPF bills. Maintenance of GPF bill register. Verification of GPF credit particulars/details of GPF, maintenance of pass book in respect of GPF, LIC, SLI and Group Insurance. closure of GPF, Issue of salary/NGO certificate, NLC in connection with the application for loan etc and connected subjects. All other works which are not entrusted to other section in K.

K(5) Seat

Preparation of contingent bills. Reply to the Audit objections. Preparation of grant-in-aid bills. Counter signature of bill, preparation of HBA bills, MCA, Cycle advance and Medical reimbursement bills etc.

K(6) Seat

TA bills of the establishment of this office, Counter signature of TA bills in respect of the Gazetted Officers in this office and all Deputy Directors, Fidelity insurance scheme, complaints regarding the non-payment of TA to the employees in the Department, Income Tax (IT), LTC, change of treasury and bill book.

K(7) Seat

Maintenance of accounts of FBS of the staff of the office including Gazetted Officers, closures and payment of Group Insurance Scheme. SLI, issue of NLC in respect of the retired employees of this office. All complaints regarding the non-payment of FBS in this state, closures of FBS account in respect of the employees in this office. Settlement of GIS of all employees.

LAW SECTION

Law Section will consist of the Law Officer assisted by Superintendent, one clerk, and Confidential Assistant.

Duties

- 1) Maintenance of OP Register
- 2) Receipt of tapals related with all court cases
- 3) Distribution of OPs to concerned sections
- 4) vetting/verification of statement of facts
- 5) Follow up action of files related with court cases.

L SECTION

Unit Officer : Finance Officer II, AO(K)
Controlling Officer : Senior Finance Officer

L(1) Seat

1. Advance on House Construction. Release of security documents in all districts
2. Safe custody of security documents in the staff of DPI Office, text book office, Pareeksha Bhavan, DIET and Joint loans.
3. Recovery of all loans and advance and annual reconciliation.
4. Fire accident
5. All OP and LA interpellation cases relating to the above subjects.

L(2) Seat

1. Fixation of rent of private building taken on rent for Govt. purposes.
2. Shifting of Department Officers.
3. Payment of rent including arrears.
4. Transportation charges for shifting departmental properties.
5. Property tax, building tax, electricity charges, water charges, marriage loan etc.
6. All miscellaneous papers on the subjects dealt within the section.
7. All OP and LA interpellation cases relating to the above subjects.
8. Theft/mis-appropriation cases in Government properties.
9. Countersignature of utilization certificate of HBA.

L(3) Seat

1. General Provident Fund-all loans, advances of Government Schools and offices in all districts and closure cases in deputy directors and DIET principals.
2. All OP and LA interpellation cases relating to the above subjects.

L(4) Seat

1. All matters relating to house building advances (including joint loan belonging to two departments) in all districts.
2. House building advance, MCA (Death cases) and cases of write off
3. Second mortgage of HBA
4. Installation of telephone at office and schools.
5. Lending of school building.
6. All OP and LA interpellation cases relating to the above subjects.

M SECTION

Unit Officer : DD (Employment)
Controlling Officer : ADPI(Academic)

M(1) Seat

1. Matters relating to the registration and recognition of schools for mentally challenged children.
2. Grant-in-aid in Central Government and State Government.
3. Correspondence with the voluntary organization for the handicapped within the state and outside the state and all papers related with general NGOs.
4. Utilization of fund of improvement of facilities in existing special schools for handicapped (including purchase and supply of articles to the special schools).

M(2) Seat

1. Language Teachers Training (Mal, Arabic, Urdu, Sanskrit, Tamil, Kannada, Hindi)
2. TTC Selection.
3. B.Ed selection-Department quota.
4. Subsistence allowance.
5. Improvement of TTI
6. Requests for starting new training schools.
7. All complaints regarding SSLC Examinations.

M(3) Seat

1. Libraries
2. Local Library Authority
3. Bharat Scouts & Guides
4. Election, Census and exhibitions.
5. Health Education Programme
6. Yoga Culture Programme

7. Papers relating to court attachment and other recoveries of all employees other than in the Directorate including Gazetted Officers.
8. Sanction of conveyance allowance of physically handicapped employees working in the Education Department. Operation of Kerala Students Welfare Fund.
9. Sale of flags, TB seals, Children's day flag etc.

M(4) Seat

1. Red Cross
2. All celebrations in offices and institutions
3. Vanchipoor fund
4. Students strike and agitation
5. Matters related to SSA
6. Other miscellaneous matters not assigned to any other sections in the Directorate.
7. NCC/Student Police

M(5) Seat

1. All matters relating to the private schools for physically challenged children in the state.
2. Administration of flag day fund for the welfare of the handicapped.
3. Group Personal Accident Insurance Scheme for school children.
4. Matters relating to State Institute for Mentally Challenged children (SIMC), Pangappara.
5. All natural calamities-relief-reconstruction.
6. All matters relating to Government Special Schools for physically challenged children.

N SECTION

Nodal Officer	:	PA (Employment)
Unit Officer	:	DDE (Employment)
Controlling Officer	:	ADPI (Academic)

N(1) Seat

1. Papers related with grant in aid to Sainik Schools/National Defence Academy (NDA) etc.
2. Muslim/Nadar, Anglo Indian & OBC Scholarships/LSS/USS.
3. All national scholarships
4. Endowment

N(2) Seat

1. Premetric-Scholarship for minority communities.
2. Special Recruitment of SC/ST.
3. Establishment of the contract and daily wages staff.
4. Complaints, repair works of the electronic machines in N Section.

N(3) Seat

1. N.M.M.S Scholarship
2. Linguistic Minority
3. Pure Sanskrit Scholarship
4. Incentive to SC/ST girls for Secondary Education.
5. Matters relating to disposal of craft articles and other unserviceable articles
Kuthakapattom auction sale of Government properties.
6. Complaint received from students of SC/ST categories.
7. All other scholarships and complaints/matters/papers related with all
scholarships in the state

NEP SECTION

Unit Officer : Project Officer
Controlling Officer : ADPI (General)

NEP(1) Seat

1. IDMI (Infrastructure Development for Minority Institutions)
2. SPQEM (Scheme for Providing Quality Education in Madrassas)
3. MGLC (Multi Grade Learning Centre)

NEP(2) Seat

1. DIET (District Institute of Education & Training) and it's audit files.
2. OBB Scheme (Operation Black Board Scheme)-Residual Works
3. Audit files
4. ISE (Information Science Education) Residual Works
5. Honorarium-PT Urdu
6. Block Institute of Teacher Education

NEP(3) Seat

1. IT@School - correspondence with IT @ school and IT Mission
2. ICT in Schools (Information & Communication Technology in Schools)
3. AIP (Area Intensive Programme-Old scheme)
4. Cyber crimes

NM SECTION

Unit Officer : Senior Administrative Assistant (NM)

Controlling Officer : ADPI (General)

(All the tapals related with NM Section should be received and distributed by
Superintendent NM(A) Section)

NM(A)

NM(A)1 Seat

1. General Correspondence related with Central allotment
2. Continuing Noon Meal Programme.
3. All works related with computerization of NM programme
4. Preparation of AWP&B at State level and District level
5. Sending quarterly statement and utilization to Central Government
6. Reallocation of MDM Rice to district
7. File related with Audit of AG
8. File related with PA
9. Conduct state level monitoring committee
10. Collect roll strength and feeding strength
11. Providing and replacement of Kitchen devices
12. Construction of Kitchen cum store

NM(A)2 Seat

1. Revising the cooking cost and wages to cooks
2. All matters related with cook cum helpers, giving training to cooks
3. Establishment of NM staff on daily wages and contract basis and issuance of salary
4. Giving training to various staff of Noon meal programme related with maintenance of records and accounts
5. Payment of Telephone charges and Net charges of NM Section and DPI
6. Distribution of TA to all NM staff, NFS and NMO
7. Purchase of Computer/Printer to the O/o DPI/DD/AEO

8. Purchase and distribution of stationery through MME
9. Distribution of wages to Data Entry Operators in AEOs/DDEds
10. Distribution of wages to daily wages drivers and fuel charges in DDEdn office/DPI
11. Installation of Biogas plant and LPG connection in school
12. Construction of Centralized Kitchen and study the possibility of supply of MDM meals through Kudumbasree/NGOs
13. Inclusion of Pre-Primary in MDM scheme and keep check book & check register
14. Inclusion of new schools to MDM scheme
15. Distribution of tapal, keeping register of letters from higher office
16. Collect Telephone numbers of all officials of Govt/FCI/KSCSC/Directorate/ DDE/DEO/NFS/AEO/NMO/Section Clerk.

NM(A)3 Seat

1. General correspondence related with State Allotment
2. Maintenance of Cash Book and pass book related with state allotment
3. Distribution of funds to all HM's and AEO's
4. Maintenance of PD account
5. Lifting, supply and payment of MDM Rice
6. Distribution of Special Rice
7. Releasing of funds to MGLC, Wages to cooks, KSCSC/Milma
8. Monthly progress report (state fund)
9. Prepare all kinds of forms and registers for the use of MDM programme and printing

NM(B)

NM(B)1 Seat

1. Verification and passing of bills received from the civil supplies related to the Noon meal programme year wise in separate with MDM Rice and Special Rice

2. All matters related with health details of children, issue health card and measurement of height, weight, BMI (Body Mass Index) report the distribution of Iron Folic Acid etc.
3. Correspondence to Govt. press and Supply of stationery received from SP & T Section
4. Collect the details of inspection of DDEdn/NFS/AEO/NMO and verify their performance. Approve their tentative programme and sought out their grievances
5. Prepare monthly business, absentee and maintenance of CL Register and maintain all staff details
6. LA interpellation
7. Prepare Administration Report
8. Prepare details for MPs and Collectors conference
9. Conduct the file adalath for the settlement of long pending files related with pensionary claims and issue of liability/non-liability against all Rtd. officers
10. Formation of Noon meal grievance cell. Issue of toll free number, maintenance of complaint register and action taken report.
11. Correspondence with Food safety commission and its report, food safety registration etc.
12. Saansad Adarsh Gram Yojana (SAGY)
13. Report of the commission for protection of child rights, Chief Minister's redressal forum, Human Rights Commission, all petitions related with Right to Information Act.

NM(B)2 Seat

Files related with all pending inspection report/audit/petitions and casual report (Food poison, fallant after taking noon meal) related to the implementation of MDM Scheme in Palakkad, Kollam, Pathanamthitta, Ernakulam, Thrissur, Kannur, Wayanad.

NM(B)3 Seat

Files related with all pending inspection report/audit/petitions and casual report (Food poison, fallant after taking noon meal) related to the implementation of MDM Scheme in Thiruvananthapuram, Idukki, Kasaragod, Malappuram, Kottayam, Alappuzha, Kozhikode.

NS SECTION

Unit Officer : DDE (Employment)

Controlling Officer : ADPI (General)

NS(1) Seat

1. All matters of unaided schools regarding opening and recognition.
2. Notification of pre-primary school teachers training course and matters relating to Nursery schools.

NS(2) Seat

1. All matters relating to uneconomic schools.
2. Deployment of teachers and non teaching staff of Govt. and Aided schools.
3. Closure of schools (aided/Govt) under.

NS(3) Seat

1. All matters relating to opening/upgradation of Govt. and Aided schools.
2. Issue of "No objection Certificate" to CBSE/ICSE Schools.
3. Sessional and shift system (All aided and departmental schools)
4. All matters relating to Govt. Model Schools.

NS(4) Seat

1. Exemption from minimum strength.
2. Exemption from site, building etc.
3. Sanction of English and Tamil medium classes.
4. Bifurcation of schools (Government & Aided)
5. Amalgamation of schools (Government & Aided)
6. Other miscellaneous items.
7. Change in name of School.

O & M SECTION

Unit Officer : AA (General)

Controlling Officer : Sr. A.O

O &M(1) Seat

1. Work study
2. Office organization
3. Discipline in the office
4. Collection and review of monthly business statement
5. Inspection in directorate
6. General papers
7. Issue of Office Orders
8. Strike and Dharna

O&M(2) Seat

1. IMG training/Indian Institute of Public Administration
2. Review of Business Statement from sub offices
3. Permission for publication of books.
4. Permission for contesting in society elections, participating in AIR/Doordarshan and other connected papers.
5. Permission for purchase/sale of movable or immovable properties
6. Marking of returned tapals received from PA (General)
7. General communication, correspondence on Right to Information Act 2005 replies to the General communication from the State Information Commission, Govt. etc.
8. Correspondance related with Right to Service Act 2012

O&M(3) Seat

1. O & M Inspection in Sub Offices of north zone (7 districts)
2. Tentative tour programme of all Deputy Directors and DIET Principals of North zone (7 distircts).

O&M(4) Seat

1. O&M Inspection in sub offices of south zone(7 Districts)
2. Tentative tour programme of Deputy Directors and DIET Principals of south zone (7 districts).
3. Preparing Tentative O&M inspection programme of sub offices.

PENSION SECTION

Unit Officer : F.O II
Controlling Officer : Sr. F.O

PA

PA(1) Seat

1. Settling of pensionary claims in respect of all gazetted and non-gazetted officers in the Directorate, SCERT/SIET, TBO, DIET and Pension relating to Pareekshabhavan (Gazetted Officers only)
2. All correspondence with Govt, Accountant General, High Court of Kerala etc. relating to the pension cases of all Gazetted Officers in the Directorate.
3. Proceedings of last salary bills in respect of Senior Superintendent in the Directorate
4. Complaint petitions regarding the non receipt of pensionary claims, delay in settlement of pensionary claims etc in respect of all Gazetted and Non-gazetted officers of the above offices.
5. Proceedings of proposals for condonation of break in service in respect of all departmental staff and aided school of the above districts.
6. Review on fixation of liabilities done by the DDEs in respect of Gazetted and Non-gazetted employees of the districts mentioned above.
7. General Issues

PA(2) Seat

1. Processing and settlement of pensionary claims and last pay bills, NLC in respect of all Gazetted Officers, Senior Lectures and Principals of DIETs of Alappuzha, Idukki and Pathanamthitta revenue districts.
2. Proceedings of proposals for condonation of break in service in respect of all departmental staff and Aided school staff of the above districts.
3. Review on fixation of liabilities done by the DDEs in respect of Gazetted and Non-gazetted employees of the districts mentioned above.
4. OP cases - all correspondence with Government, Accountant General, High Court of Kerala, Sub Offices, Other states etc relating to pension cases of Gazetted and Non-gazetted Officers (teaching and non-teaching) of the above districts.
5. Complaint petitions regarding the non receipt of pensionary claims, delay in settlement of pensionary claims etc in respect of all Gazetted and Non-gazetted officers of the above districts.
6. General correspondence, LA, Pension verification

PA(3) seat

1. Processing and settlement of pensionary claims and last pay bills, NLC in respect of all Gazetted officers, Senior Lecturers and Principals of DIET of Kozhikode and Kannur revenue districts.
2. Proceedings of proposals for condonation of break in service in respect of all departmental staff and aided school staff of the above districts.
3. Review on fixation of liabilities done by the DDE's in respect of Gazetted and Non-gazetted employees of the districts mentioned above.
4. OP cases-all correspondence with Government, Accountant general, High Court of Kerala, Sub offices, other states etc relating to pension cases of Gazetted and non-gazetted officers (teachers and non teaching) of the above districts.
5. Complaint petitions regarding the non receipt of pensionary claims, delay in settlement of pensionary claims etc in respect of all Gazetted and Non-gazetted officers of the above districts.
6. General correspondence, LA, Pension verification

PB

PB(1) Seat

1. Proceedings and settlement of pensionary claims and last pay bills, NLC in respect of all Gazetted Officers, Senior Lectures and Principals of DIET of Kottayam and Ernakulam revenue districts.
2. Proceedings of proposals for condonation of break in service in respect of all department staff and aided school staff of the above districts.
3. Review on fixation of liabilities done by the DDE's in respect of Gazetted and Non-gazetted employees of the districts mentioned above.
4. OP cases-all correspondence with Government, Accountant General, High Court of Kerala, Sub Offices, other states etc. Relating to pension cases of Gazetted and Non-Gazetted officers (teaching and non teaching) of the above districts.
5. Complaint petitions regarding the non receipt of pensionary claims, delay in settlement of pensioner claims etc in respect of all Gazetted and Non-gazetted officers of the above districts.
6. General correspondence, LA, Pension verification.

PB(2) Seat

1. Proceedings and settlement of pensionary claims and last pay bills, NLC in respect of all Gazetted Officers, Senior Lecturers and Principals of DIETs of Thrissur and Kollam revenue districts.
2. Proceedings of proposals for condonation of break in service in respect of all department staff and aided school staff of the above districts.
3. Review on fixation of liabilities done by the DDEs in respect of Gazetted and Non-gazetted employees of the districts mentioned above.
4. OP cases-all correspondence with Government, Accountant General, High Court of Kerala, Sub offices, Other states etc relating to pension cases of Gazetted and Non-gazetted officers (teaching and non-teaching) of the above districts.
5. Complaint petitions regarding the non receipt of pensionary claims, delay in settlement of pensionary claims etc in respect of all Gazetted and Non-gazetted officers of the above districts.
6. General correspondence, LA, Pension verification

PB(3) Seat

1. Proceedings and settlement of pensionary claims and last pay bills, NLC in respect of all Gazetted Officers, Senior Lecturers and Principals of DIET of Palakkad, Malappuram and Wayanad revenue districts.
2. Proceedings of proposals for condonation of break in service in respect of all department staff and aided school staff of the above districts.
3. Review on fixation of liabilities done by the DDEs in respect of Gazetted and Non-gazetted employees of the districts mentioned above.
4. OP cases-all correspondence with Government, Accountant General, High Court of Kerala, Sub offices, other states etc relating to pension cases of Gazetted and Non-gazetted officers (teachers and non teaching) of the above districts.
5. Complaint petitions regarding the non receipt of pensionary claims, delay in settlement of pensionary claims etc in respect of all Gazetted and Non-gazetted officers of the above districts.
6. General correspondence, LA, Pension verification

PB(4) Seat

1. Settling of pensionary claims in respect of all Gazetted officers in Thiruvananthapuram and Kasaragode revenue districts.
2. Proceedings of proposals for condonation of break in service in respect of all departmental staff and aided school staff of the above districts.
3. Review on fixation of liabilities done by the DDEs in respect of Gazetted and Non-gazetted employees of the districts mentioned above.
4. OP cases-all correspondence with Government, Accountant General, High Court of Kerala, Sub offices, other states etc relating to pension cases of Gazetted and Non-gazetted officers (teachers and non teaching) of the above districts.
5. Complaint petitions regarding the non receipt of pensionary claims, delay in settlement of pensioner claims etc in respect of all Gazetted and Non-gazetted officers of the above districts.
6. General correspondence, LA, Pension verification

PF SECTION

Unit Officer : A.O (PF)

Controlling Officer : Sr. F.O

PF(1) Seat

1. All matters relating to PF except accounts.
2. Preparation of calendar for PF.
3. Progress/assessment of work in district unit.
4. Arrangement of procedure of PF.
5. Instruction to district unit.
6. Budget preparation of PF.
7. All OP files and consumer forum cases in all districts.
8. +2 transfer of Account of all District.
9. NRA, TA, cancellation & conversion of account in Wayanad and Kasargode Districts.

PF(2) Seat

1. NRA, TA, cancellation & conversion of account in Alapuzha, Kottayam, Ernakulam, Thrissur, Palakad, Malapuram and Kozhikode districts.
2. Collection of suspense/R.B and clearance.

PF(3) Seat

1. State audit
2. AG audit
3. Collection of annual A/c
4. NRA, TA, cancellation & conversion of account in Thiruvananthapuram, Kollam, Pathanamthitta, Idukki and Kannur districts.
5. Credit card/closure/interest of PF
6. GPF, TPF, CPF, MDBPF
7. The items not related in other section.

PLANNING SECTION

Unit Officer : C.P.O

Controlling Officer : ADPI (General)

PL(1) Seat

1. Annual Plan Preparation
2. Plan schemes & Centrally sponsored scheme
3. Pooled fund (SCP/TSP)
4. Monitoring of all schemes
5. Monthly plan progress report
6. Budget speech
7. SUCCESS
8. Plan Space updation (internet programme)
9. Pl an approval of District Panchayath

PL(2) Seat

1. All matters related with Sanskrit Education
2. Up gradation of Laboratories & Libraries (Twelfth Finance Commission)
3. Suchithwa mission
4. Lead school
5. Regional Institute of English in South India, Bangalore
6. Regional Institute of Education, Mysore
7. District Centre for English
8. State Institute of Educational Technology
9. Financial assistance to International School of Dravidian Linguistics
10. Financial assistance to Vanchi poor fund
11. Financial assistance to Kerala Children's Film Society
12. Finance Commission Award
13. Rashtrya Madyamik Siksha Abhiyan (RMSA)
14. NABARD assisted RIDF

PL(3) Seat

1. Kerala State Education Advisory Board
2. Gifted children programme
3. Financial assistance to Excel in arts
4. Heritage school
5. Audit of Accounts (Planning Section)
6. Inspire
7. Prism project

QIP SECTION

Unit Officer : DDE (QIP)

Controlling Officer : ADPI (Academic)

QIP(1) Seat

1. Conduct of conferences of DDEs, DEOs, AEOs, Text Book Officers, Principal, DIET etc. convened by the Director of Public Instruction and preparation of its minutes.
2. Works related to training to newly promoted HM/AEO's. Training to DDEs, DEO's, AEO's.
3. Work related to evaluation. Conducting workshops of teacher training. Seminars on evaluation.
4. Work related to the programme of QEPR - Process of Adoption of schools below the percentage of pass, below state average and other related activities to increase the percentage of pass.
5. Need assessment and need based training.
6. Consolidation of all report of QIP schemes and forwarding monthly progress report.
7. State level monitoring.
8. Creative workshop for text book.
9. National curriculum frame work/syllabus.
10. Regional seminar on curriculum.
11. Grading
12. Correspondence to RMSA, SSA, SIEMAT, CGE, TBO and SIET on academic matters.
13. Preparation and printing of question papers for terminal and annual examination in Std. I to X
14. Conducting of monitoring committee.
15. ISM Programme
16. New National Education Policy (NEP)
17. ORG Programme
18. Preparation of Plan Proposal.

QIP(2) Seat

1. On Site Support (OSS Training)
2. Heritage of Schools - writing of history
3. NEUPA Training
4. Work related to training implementation. Teachers training. Mass teachers training.
5. Subject council scheme of work.
6. Monitoring of academic programmes, adopted schools, IT@school, subject councils, infrastructure facilities including laboratory, library, school club activities etc.
7. State level activities related to Prathibha Sangamam.
8. MLL in Std.IX (Std X in the next year)
9. Tsunami rehabilitation programme
10. Centenary completed schools
11. Safe Campus/Clean Campus
12. Permission for displaying tele-films in schools.
13. Right to Education Act (related with Balavakasa Commission).
14. ASAP Programme

R SECTION

Unit Officer : Account Officer (K)
Controlling Officer : Sr. F.O

R(1) Seat

1. General Papers relating to Pay Commission/Pay revision, fixation of pay, re-option to pay scales etc.
2. General papers on non cadre promotion of teachers & non-teaching staff of both departmental and aided schools and other offices.
3. Papers relating to fixation of pay due to pay revision. Non-cadre promotion of departmental and aided school teachers and non teaching staff and other NGOs, papers related with investigation sanction, pre-audit bill, Medical reimbursement, interest free medical advance, special allowance and time barred arrear claims in DPI office, Pathanamthitta & Idukki districts.

R(2) Seat

Papers relating to fixation of pay due to pay revision. Non-cadre promotion of departmental and aided school teachers and non teaching staff and other NGOs, papers related with investigation sanction, pre-audit bill, Medical reimbursement, interest free medical advance, special allowance and time barred arrear claims in Thrissur & Ernakulam districts.

R(3) Seat

Papers relating to fixation of pay due to pay revision. Non-cadre promotion of departmental and aided school teachers and non teaching staff and other NGOs, papers related with investigation sanction, pre-audit bill, Medical reimbursement, interest free medical advance, special allowance and time barred arrear claims in Malappuram & Wayanad districts.

R(4) Seat

Papers relating to fixation of pay due to pay revision. Non-cadre promotion of departmental and aided school teachers and non teaching staff and other NGOs, papers related with investigation sanction, pre-audit bill, Medical reimbursement, interest free medical advance, special allowance and time barred arrear claims in Kannur & Kasaragod districts.

R(5) Seat

Papers relating to fixation of pay due to pay revision. Non-cadre promotion of departmental and aided school teachers and non teaching staff and other NGOs, papers related with investigation sanction, pre-audit bill, Medical reimbursement, interest free medical advance, special allowance and time barred arrear claims in Kozhikode & Kollam districts.

R(6) Seat

, Papers relating to fixation of pay due to pay revision. Non-cadre promotion of departmental and aided school teachers and non teaching staff and other NGOs, papers related with investigation sanction, pre-audit bill, Medical reimbursement, interest free medical advance, special allowance and time barred arrear claims in Thiruvananthapuram & Kottayam districts.

R(7) Seat

Papers relating to fixation of pay due to pay revision. Non-cadre promotion of departmental and aided school teachers and non teaching staff and other NGOs, papers related with investigation sanction, pre-audit bill, Medical reimbursement, interest free medical advance, special allowance and time barred arrear claims in Palakkad & Alapuzha districts.

RA SECTION

Unit Officer : Joint Director (Academic)

RA(1) Seat

Revision appeals on fixation of staff in aided schools in Thiruvananthapuram, Alappuzha and Palakkad, general correspondence and periodicals etc.

RA(2) Seat

Revision appeals on fixation of staff in aided schools in Kottayam, Idukki, Ernakulam and Thrissur.

RA(3) Seat

Revision appeals on fixation of staff in aided schools in Malappuram, Wayanad and Kannur.

RA(4) Seat

Revision appeals on fixation of staff in aided schools in Kozhikode, Kollam, Kasaragod and Pathanamthitta.

STATISTICS SECTION

Unit Officer : Assistant Director
Controlling Officer : Joint Director (Stat)

S(1) Seat

1. Preparation and updation of school list under state syllabus.
2. Infrastructure facilities in schools.
3. Details of Management wise list of schools.
4. Details of schools having shift/sessional system.
5. Details of schools working as per muslim calander.
6. Details of English/Tamil/Kannada medium schools.
7. Details schools where in Arabic/Urudu/Sanskrit is taught.
8. Details of uneconomic Schools.
9. Details of Schools have minority status.
10. Details of Minority Management schools.

S(2) Seat

Preparation of administration report, School calendar, guide books, collection and compilation of drop out of students, address of educational authority, Publication of statistical data, LA interpellation, details on repeaters, 15th July statistics of teachers, thrown out teachers, protected teachers.

S(3) Seat

1. Collection and consolidation of numerical data on the educational institution of about 3321 Nos. viz. LP, HS, HSS, CHSS, THS, THSS, TTI, VTX, Government & Private Industrial Weaving, Tailoring & Garment making centre.
2. Collection and consolidation of numerical data on the educational institution of about 3321 Nos. viz. ITI, Schools for the handicapped, Commercial Institute, Industrial schools, ITC, Anglo Indian Schools.
3. Collection and consolidation of numerical data on the educational institution of about 3321 Nos. viz. Physical Education, CBSE & ICSE Kendreeya Vidyalaya, Jawahar Navodaya, Ploytechnic, Pre-primary schools, Nursing Schools, Music & Fine Arts Schools, colleges.
4. Collection and consolidation of numerical data on the educational institution of about 3321 Nos. viz. Institute of National Importance, Roll strength of students on 6th working day, Roll strength of students in HSS & VHSS, details of students learning minority languages.

S(4) Seat

1. Examination results, preparation of ES series reports to Government of India, selected educational statistics reports to Government of India, selected information of institutions to Government of India, Financial data of all the Educational institutions from where numerical data is collecting.
2. Miscellaneous papers, collection of statistics pertaining to children and school at elementary stag.

SUPERCHECK CELL

Unit officer : Asst. Supercheck officer
Controlling officer : Dy.Secretary (supercheck officer)

SC(1) Seat

1. To assist the Suprecheck Officer while conducting surprise inspection in schools and office in connection with Supercheck inspections.
2. Papers relating to Supercheck inspections in Trivandrum, Pathanamthitta districts.
3. Scrutiny of staff fixation files in AEO's , DEO's in Trivandrum, Pathanamthitta districts.
4. Sanctioning the LWA of employees in Educational Offices(DDE,DEO,AEO) , Government Schools based on the Rule KSR App. XII A and C.
5. Forwarding the LWA application to Government except KSR App.XII A & C

SC(2) Seat

1. To assist the Supercheck Officer while conducting surprise inspection in schools and officer in connection with Supercheck inspections.
2. Papers relating to Supercheck inspections in Kollam, Alappuzha and Kottayam districts.
3. Scrutiny of staff fixation files in AEO's and DEO's in Kollam, Alappuzha and Kottayam districts.
4. Scrutiny of staff fixation appeal files in the DEO's.
5. Papers related to Supercheck inspections in Kozhikode region.
6. Sanctioning the LWA of employees in Aided Schools in Trivandrum, Alappuzha, Kottayam, Malappuram, and Kannur districts.

SC(3) Seat

1. To assist the Supercheck Officer while conducting surprise inspection in schools and officer in connection with Supercheck inspections.
2. Papers relating to Supercheck inspections in Ernakulam and Idukki districts.
3. Scrutiny of staff fixation files to AEO's and DEO's in Ernakulam and Idukki districts.
4. Scrutiny of staff fixation and appeal files in the office of the Dy.Director of Education.
5. Sanctioning the LWA of employees in Aided Schools in Kasaragod, Kozhikode, Palakkad, Trissur, Pathanamthitta , Kollam ,Ernakulam, Wayanad and Idukki districts.

SENIORITY SECTION

Unit Officer : Addl. A.A
Controlling Officer : Sr. A.O

SY(1) Seat

- 1) General correspondence and OPs pertaining the seniority of Ministerial staff.
- 2) Preparation and finalization of the seniority list of LD Clerks, UD Clerks, Head Clerks, Junior Superintendents, Peons, Typists, Confidential Assistants and Drivers.

SY(2) Seat

- 1) General correspondence and OPs pertaining the seniority of Teaching Staff.
- 2) Seniority lists of High School Assistants and Gazetted establishment (Teaching staff)

SPORTS SECTION

Unit Officer : Deputy Director (Sports)
Controlling Officer : ADPI (Academic)

Sports (1) Seat

1. All papers relating to development of Physical Education in school.
2. Complaints & Petitions, maintaining athletic fund.
3. Grace marks.
4. Papers relating to Plan Fund, Budget etc. relating to Sports.
5. Conducting of State games & Zonal games.
6. Participation of various teams for National/International meets.
7. Verification of Sports Certificate.

Sports (2) Seat

1. All papers relating to Sports schools.
2. Conduct of sports school/summer camp selection.
3. Conduct of summer sports coaching camp.
4. Conduct of Subroto Cup Football tournament.
5. Conduct of J.N Hockey Tournament.
6. Conduct of State Aquatic Meet.
7. Conduct of State Athletic meet.
8. Files relating to releasing of pocket money to sports school students and kit allowance to physical education teachers of the ArRW.
9. Files related to Total Physical Fitness Programme.

SP SECTION

Unit Officer : AA (Purchase)
Controlling Officer : Sr. F.O

SP(1) Seat

1. Modernization of Offices in Education Department (DPI, DDE, Text Book)
2. Purchase/Supply of Computer, Printer, UPS, Photocopier etc. to directorate and sub offices.
3. Purchase of Tonner of Printers and photocopiers.
4. Purchase and supply of uniform cloths to the school children.
5. Erection and maintenance of net working facilities/Wi-Fi etc.
6. Maintaining stock registers of computers, printers, photocopiers, tonner, lap tops, UPS etc. of this office.
7. Servicing of computers, printers, photocopiers, tonner, lap tops, UPS and net working facilities etc. of this office.
8. Purchase of educational films to the departmental school

T SECTION

Unit Officer : PA (General)
Controlling Officer : Sr. A.O

T(1) Seat

1. All matters relating to stationary and printed forms, printing and supply of forms, registers etc to sub offices and institution of Education Department.
2. All correspondence relating to the above subjects.
3. Matters relating to the binding of books and registers of Director of Public Instruction.
4. Maintenance of prescribed stock registers of all stocks & stores handled in T1 seat.
5. Sale of answer sheet and waste paper.
6. Purchase and issue of reference books for Directorate. Maintenance of stock register and issue register of books.
7. DPI's office building and its premises-maintenance

T(2) Seat

1. Manufacture/Supply of furniture for Departmental schools (LPS, UPS & HS) through PTA.
2. Administrative sanction for manufacture and repair of furniture to sub offices.
3. Auction sale of use-fruits in DPI's office compound.
4. Purchase of furniture, iron safe and other equipments-miscellaneous, stores, uniform etc for the Directorate.
5. Maintenance of prescribed stock registers of all stocks & stores of DPI office (not mentioned in SP and T1 seat)
6. Matters relating to campus management including PBX, Telephone system, Watch & ward, security etc.
7. All papers relating rate contract for various articles and GO's relating to amendments to store purchase rules.
8. Purchase/Supply of office furniture to all sub offices.
9. Purchase/ Supply of lab articles and equipments to the departmental schools.
10. Purchase and supply of library books to departmental schools.
11. Purchase, maintenance and repairs of all vehicles under this department.

TAPAL SECTION

Unit Officer : **Personal Assistant (General)**
Controlling Officer : **Senior Administrative Officer**

Tapal(1) : Registration of O.Ps, DDs, Cheques and fax messages in separate registers, Call book distribution.

Tapal(2) : Marking of sections in letters from Government, Accountant General and D.O letters. Registration of RTI Act 2005 applications.

Tapal(3) : Sorting and registration of Government letters and D.O letters in separate registers and marking of ordinary tapals.

Tapal(4) : Registration of all tapals (Ordinary/registered letters, couriers and Service Books.

Note : **During urgency all the works/duties mentioned in tapal section should be done in all the four seats as per the directions issued by Tapal Superintendent/PA(General) time to time.**

VIGILANCE SECTION

Unit Officer : AA (Purchase)
Controlling Officer : ADPI (General)

(All the Tapals related with Vigilance Section should be received & distributed by
Superintendent Vigilance (B) Section)

Vigilance (A)

VA(1) Seat

All complaints, grievances etc not involving in disciplinary action at Director's level relating to Kollam, Alappuzha, Ernakulam, Thrissur and Malappuram districts.

VA(2) Seat

1. All complaints, grievances etc not involving in disciplinary action at Director's level relating to Thiruvananthapuram, Kottayam, Idukki, and Pathanamthitta districts.
2. Periodicals (a) Half yearly statement of misappropriation cases and follow up action (b) Quarterly statement of disciplinary cases involving major penalties.

VA(3) Seat

1. All complaints, grievances etc not involving in disciplinary action at Director's level relating to Palakkad, Kozhikode, Wayanad, Kannur and Kasaragod districts.
2. Collection, custody, scrutiny of property returns and all general periodicals (a) Monthly statement vigilance cases (b) Collection & filing of property return relating to all Gazetted Officers in the Department & NGOs in this office.

Vigilance (B)

VB(4) Seat

1. Disciplinary action against all gazetted & NGOs in the Department both teaching and non teaching in Thiruvananthapuram, Kollam, Alappuzha, Pathanamthitta, Idukki, Ernakulam, Kottayam districts.
2. Appeal and revision petition on the above cases.
3. Punishment register.

VB(5) Seat

1. Disciplinary action against all teaching and non-teaching staff of aided schools and vigilance cases.
2. Appeal petition against the disciplinary action taken by the Deputy Director of Education filed by the staff of aided schools, revision petition & OP cases thereon.
3. General papers relating to Vigilance cases, amendments to rules and manual etc.
4. Periodicals (a) Monthly statement of suspension (b) Punishment register.

VB(6) Seat

1. Disciplinary action against all gazetted & NGOs in the Department both teaching and non teaching in Thrissur, Palakkad, Kozhikode, Wayanad, Kannur, Mallappuram, Kasaragode districts.
2. Appeal and revision petition on the above cases.
3. Punishment register

W SECTION

Unit Officer : ELO
Controlling Officer : ADPI (General)

W(1) Seat

All papers including complaints related with the construction, maintenance, repairs of Govt. school buildings, compound wall, urinals, hostels, play grounds, land acquisition etc relating to the Kasaragode, Wayanad, Kannur, Kozhikode and Malappuram revenue districts.

W(2) Seat

All papers including complaints related with the construction, maintenance, repairs of Govt. school buildings, compound wall, urinals, hostels, play grounds, land acquisition etc relating to the Thiruvananthapuram, Kollam and Pathanamthitta revenue districts.

W(3) Seat

1. All papers including complaints related with the construction, maintenance, repairs of Govt. school buildings, compound wall, urinals, hostels, play grounds, land acquisition etc relating to the Kottayam, Alappuzha, Idukki, Ernakulam, Thrissur and Palakkad revenue districts.
2. Matters relating to land such as acquisitions demarcation of boundaries, encroachment, transfer of land to all categories of Government schools (LP/UP/High and training schools and all Govt. Offices)
3. General papers relating to construction, maintenance, permission for cutting of trees in Govt. properties and works not assigned to any other seat in W.
4. Preparation of priority list of construction of building review of progress report of construction buildings.
5. Papers relating to new scheme for construction of the building such as natural calamity, relief scheme, girls education, RLE, OP etc.
6. General papers relating to annual maintenance and repairs of school buildings, hostels etc and their progress reports.
7. Papers relating to electrification and water connection of school buildings/Offices and student hostels in all districts.
8. OP regarding works related to all Schools including training schools and all Govt. offices/DIET.
9. Local Area Development Schemes (LAD) (MLA/MP's Fund).
10. Comprehensive Education Programme of MLA's (അതിർത്തിപദ്ധതി).
11. Jalamani

WORK EXPERIENCE SECTION

Unit Officer : **Special Officer**
Controlling Officer : **ADPI (Academic)**

1. Conducts in service courses for imparting training in pre-vocational subjects, conducts training programme in SUPW, Electronic products and pre-vocational subjects.
2. Conducts sub-districts, education districts and state level work experience fair including on the spot competition and the work experience exhibition every year.
3. CCRT training programmes
4. Inspection and monitoring of work experience activities in schools including production cum sale centres and engineering scheme schools.

Y SECTION

Unit Officer : PRO

Controlling Officer : ADPI (Academic and General)

Y(1) Seat

1. Science, Mathematics, Social Science club activities
2. National Science Seminar
3. State level CV Raman essay competition
4. State level investigatory project
5. State level Sreenivasa Ramanujan paper presentation
6. State level news reading competition
7. State level mock parliament
8. State level talent search examination
9. National Children's Science Congress
10. State science fair, Mathematics fair, Social science fair
11. Southern India Science Fair & Science Drama festival
12. Jawaharlal Nehru National Science Exhibition
13. Sasthra Poshini Model labs
14. Grace marks

Y(2) Seat

1. School Kalolsavam including Special School Kalolsavam
2. State awards and National awards to teachers and other awards
3. Selection of best school (LP, UP and Secondary schools).
4. Other celebrations
5. Matters relating to Public relations
6. Collection of festival funds

Allocation of Seats in Sections

Sanctioned post of clerks : 161

Section	No, of seats
A	6
AW(A)	4
AW(B)	4
AW(C)	4
B (BUDGET)	3
C	5
D	7
DESPATCH	3
ET	4
EC	5
EM	5
F	5
G	4
H	5
IED	1
J	5
K	7
LAW	1
L	4
M	5
N	3
NEP	3
NM(A)	3
NM(B)	3
NS	4
O&M	4
P(A)	3
P(B)	4
PF (GENERAL)	3
PL	3
QIP	2
R	7
RA	4
SC	3
SECRET	1
SY	2
SPORTS	2
SP	1

T	2
TAPAL	4
VIGILANCE(A)	3
VIGILANCE(B)	3
W	3
Y	2
VIDYARANGAM	2
Total	161