

Roles and Responsibilities of Officers of Principal Directorate LSGD.

Sl. No.	Designation	Duties and Responsibilities	Name	Phone Numbers	Allotted Space
1	Principal Director	<i>Head of the Integrated LSG Department. Administration of the department. Appointment Authority for the categories constituted at state and district level (As per Special Rules). Transfer and posting of all state service officers (first Gazetted Post). All establishment matters of state service staff of LSGD. Meeting with the officials of State and Central Governments. Providing support to the state Government in policy matters and policy making.</i>			
2	<i>Confidential Assistant to Principal Director</i>	The Confidential Assistant is responsible to assist the officer in efficient and successful discharge of his duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Handle all the D.O. letters received by the officer. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour programme and tour diary, T.A. Note, IT Calculation Statement etc. on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his notice.	Suma S	9037708109	
3	<i>Office Attendant 1</i>	Assist Principal Director and Confidential Assistant to discharge their official duties. Any other duties assigned by the Principal Director.	Anilkumar R	9446493690	
4	<i>Office Attendant 2</i>	Assist Principal Director and Confidential Assistant to discharge their official duties. Any other duties assigned by the Principal Director.	Vijayakumar S	9961572353	
5	Senior Admn Officer	<i>Liaison with Government, Supervision of the functions of GEA, GEB, Front Office and Despatch Sections of Principal Directorate. Approver of files and communications to government except policy matters. All other duties entrusted by the head of office in time.</i>	Muhammed Ansari	9447218027	
6	<i>Confidential Assistant to Senior Admn Officer</i>	The Confidential Assistant is responsible to assist the officer in efficient and successful discharge of his duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour programme and tour diary, T.A. Note, IT Calculation Statement etc. on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his notice.	Teena V	9037208082	
7	<i>Office Attendant</i>	Assist Senior Administrative Officer to discharge his/her official duties.	Vacant		
8	Administrative Assistant(GE)	<i>Supervision of the functions of GEA Section. Verification of the files of GEA section. Approver of all communications to District Offices. All other duties entrusted by the Principal Director.</i>	G Sreekumar	7306764873	

4 th Floor

9	Senior Supdt. GEA (Seniority)	<i>Distribution of tapals to each seats, Verification of the files of the clerks of GEA Section, Supervision of the staff of GEA Section, Maintenance of Attendance Register, CL Register, Movement register, Inspectin of PR. PIO of the section. All other duties entrusted by the head of office in time.</i>	Manoj V S	9497878194	4 th Floor
10	PD LSGD GEA 1	<i>Seniority of all state service officers. Seniority list of all new entrants to state service. (Prepare seniority lists, gradation lists as per special rules in time and furnish the same to departmental establishment sections concerned as and when required).</i>	Aneeta S S	7994862273	
11	PD LSGD GEA 2	<i>Seniority of Assistant Secretary (HG), Asst. Secretary, Junior Supdt (HG), Junior Supdts. (Prepare seniority lists, gradation lists as per special rules in time and furnish the same to departmental establishment sections concerned as and when required).</i>	Sheejakumari G	9656615655	
12	PD LSGD GEA 3	<i>Seniority of Head Clerks, Head Accountants, Senior Clerks, Clerks.(Prepare seniority lists, gradation lists as per special rules in time and furnish the same to departmental establishment sections concerned as and when required).</i>	Sithara U (i/c)	9847602507	
13	PD LSGD GEA 4	<i>Seniority of all other categories (Prepare seniority lists, gradation lists as per special rules in time and furnish the same to departmental establishment sections concerned as and when required).</i>	Sithara U	9847602507	
14	Typist GEA	All typing works of GEA Section. Check the e-mails of the section and forward the same to the seats concerned.	Sandhya Raj	8606886608	
15	Office Attendant	Assist Administrative Assistant, GEA Section SS and Clerks to discharge their official duties. Any other duties assigned by the Principal Director.	vacant		
16	Administrative Officer	<i>Supervision of the functions of GEB Section, Visitors' Help Desk, Front Office and Despatch Section of Principal Directorate. Ensure the proper function of Visitors' Help desk, Front office and despatch sections. Nodal Officer of RTI in the Principal Directorate. Ensure the proper handling of RTI applications and communications. Appellate Authority of RTI Act of General Establishment Wing. All other duties entrusted by the head of office in time.</i>	Binu S K	9446968118	5 th Floor
17	Junior Supdt. GEB (General)	<i>Distribution of tapals to each seats, Verification of the files of the clerks of GEB Section, Supervision of the staff of GEB Section and Mechanic, Maintenance of Attendance Register, Attendance of drivers and PTS, CL Register, Movement register, Inspectin of PR. PIO of the section. All other duties entrusted by the head of office in time.</i>	Bhagat M	9946065014	Cellar Floor

18	<i>PD LSGD GEB 1</i>	House keeping- Estate committee, proper maintenace of the office building of Principal Directorate, Repairs, periodical maintenace, wiring, plumbing, fittings, lifts, parking space, waste management and disposal, Cleaning dirve. General subjects on the functioning of Principal directorate. Arts and Sports meet of the employees of LSGD. All other duties assignd by the Principal Director.	Alex T	9446540225
19	<i>PD LSGD GEB 2</i>	Vehicles- Allotment of vehicles to officers, issue indent, repair, insurance, tax, Mileage test, , Log books, Keeping of all records of vehicles, maintanance, purchase and auction of vehicles in the department. Celebration of various days like (viz. Independence Day, Republic Day, Martyers day, Womens' day, Anty terrorist day etc). All other duties assigned by the Principal Director.	Harikumar R V	8921798622
20	<i>PD LSGD GEB 3</i>	Store and Stationery, Purchase of stationery items including electronics items (Computers, Printers, Scanners, Photocopier etc.). Issue of store and stationery items to the sections. Issue of Government Calendar, Diaries, Thaddeshakam guide etc. Auction and sale old and unusable artciles as per guidelines. scientific/ Intellectual restructure of administration. All other duties assigned by the Principal Director.	Shijilal S	8921096277
21	<i>PD LSGD GEB 4</i>	Virtual Class room, Swaraj hall and other confereces halls inculding Video conference hall, Melas, Fairs. All papers and communications related to LSG Day Celebration, Swaraj Trophy, National Panchayat Day, proposal for the sanction of award amount. Malayalam Official language- periodical report of the official language etc. Celebration of Malayalam week. Permission to spend own fund. International Book Festival at Kerala Legislative Assembly. Clerical support to IT wing. (The files in IT subjects shall be forwarded to System Administrator). All other duties assigned by the head of office.	Renju E S	9745328664
22	<i>Typist GEB</i>	All typing works of GEB Section. Check the e-mails of the section and forward the same to the seats concerned.	Ajithakumari S	9645744672
23	<i>Mechanic</i>	Provide support to general section. All other duties entrusted by the head of office in time.	Sony Gomaz	9846034294
24	<i>Office Attendant</i>	Assist GEB Section JS and Clerks to discharge their official duties. Any other duties assigned by the Principal Director.	Vacant	
DEPARTMENTAL ESTABLISHMENT				
25	Additional Director Estt & Admn.	<i>Establishment and Administration. All establishment matters of the subordinate service staff of LSGD. Probation, promotion and Time Bound Higher Grade, Deputation, issue of NOC and all related establishment matters. Transfer and posting of all non gazetted employees of LSGD. Seniority related Court cases. Sanction of Casual Leave to Assistant Directors, Senior Supdts/ Junior Supdts, Sanction of all kinds of leave not exceeding 4 months to all non Gazetted Officers in the Department, Approver of all communications to Government except in policy matters. Supervision of the DEA, DEB, DEC, DED, DEE Sections. Appellate authority of RTI of Establishment wing of Principal Directorate. All other duties assigned by the Principal Director in time.</i>	M P Ajithkumar	9447872703

Cellar Floor

Ground Floor

26	<i>Confidential Assistant to Additional Director</i>	The Confidential Assistant is responsible to assist the officer in efficient and successful discharge of his duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Handle all the D.O. letters received by the officer. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour programme and tour diary, T.A. Note, IT Calculations Statement etc. on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his notice.	Geethamma	9497633778	Ground Floor
27	<i>Office Attendant</i>	Assist Additional Director DEA and CA to AdD DE to discharge their official duties. Any other duties assigned by the Principal Director.	Reji D B	8606060645	
28	Assistant Director (DE 1)	<i>Supervision of DEA, DEB, DEC, DED, Sections. Approver of all communications upto district offices. Verification of the files of above sections and onward transmission to Additional Director /Principal Director. All other duties assigned by the Principal Director.</i>	C K Durgadas	9447622462	4th Floor
29	Senior Supdt. DEA	<i>Distribution of tapals to each seats, Supervision of the staff of DEA Section, Verification of the files of the clerks of DEA Section. Maintenance of Attendance Register, CL Register, Cash Declaration Register, Movement register etc., Inspectin of PR. PIO of the Section. All other duties entrusted by Principal director in time.</i>	Shyam Kumar K U	9447321092	Cellar Floor
30	<i>PD LSGD DEA 1</i>	<i>Establishment matters of Principal Director, Directors LSGD Rural and Urban, Addl. Directors, Joint Directors, Deputy Directors, JD (Health), Corporation Secretary/Addl. Secretary, Asst. Directors, Accounts Officers, IVOs and TB Specialist, State Communication Officer, System Administrator, Librarian Gr. I and Cultural Officer, Clean City Managers. Higher DPC. (Estt. Includes Appointment, Regularisation, Probation, promotion, transfer, Leave- HPL, CML, LWA. Deputation, NOC, communication with AG etc).</i>	Remya Mohan	8113915179	
31	<i>PD LSGD DEA 2</i>	<i>Establishment matters of Senior Secretary LSGI, Secretary LSGI. (Includes Appointment, Regularisation, Probation, Seniority list, TBHG, Higher Grade, promotion, Temporary and Permanent text exemption. Leave- HPL, CML, LWA, NOC, communication with AG etc). (7 districts- TVM to Ernakulam). (A 2 shall prepare queue list for trasfer and posting with the help of A3 Section).</i>	Sreenath V C	9446301023	
32	<i>PD LSGD DEA 3</i>	<i>Establishment matters of Senior Secretary LSGI, Secretary LSGI, (Includes Appointment, Regularisation, Probation, TBHG, Higher Grade, promotion, Temporary and Permanent text exemption. Leave- HPL, CML, LWA, NOC, communication with AG etc). 7 districts Thrissur to Kasargod districts. (A 3 shall provide assistance to A 2 to prepare queue list for trasfer and posting).</i>	Subash R	9746839861	
33	<i>PD LSGD DEA 4</i>	<i>Establishment matters of Asst. Engineers (Includes Appointment, Regularisation, Probation, TBHG, Higher Grade, promotion, transfer, Leave- HPL, CML, LWA, NOC, communication with AG etc).</i>	Dileep C	9633927206	

34	PD LSGD DEA 5	<i>Establishment matters Engineering staff (Asst. Exe. Engineer, Executive Engineer, Supdt. Engineer and Chief Engineer), State Service officers of LSGD Planning, Public Health Officers Gr. I, II and III, Medical Officers (Modern Medicine, Ayurveda, Homoeopathy), Veterinary Surgeon, Dental Surgeon, Clean City Managers. (Includes Appointment, Service regularisation, Probation, transfer, TBHG, Higher Grade, promotion, Leave- HPL, CML, LWA, NOC, communication with AG etc).</i>	Binoy N S	8547298544
35	Typist DEA	All typing works of DEA Section. Check the e-mails of the section and forward the same to the seats concerned.	Shini	8848779628
36	Office Attendant	Assist Asst. Director E & A 1, Sr. Supdt. DEA and Section staff to discharge their official duties. Any other duties assigned by the Principal Director.	Sajitha S E	9496776176
37	Junior Supdt. DEB	<i>Distribution of tapals to each section, Verification of the files of the clerks of B Section. Supervision of the staff of B Section, Maintenance of Attendance Register, CL Register, Movement register, Inspection of PR. PIO of the section, All other duties entrusted by the head of office in time.</i>	Unnikrishnan R	9745205676
38	PD LSGD DEB 1	<i>All establishment matters of Asst. Secretary (HG), Junior Supdt (HG), Asst. Secretary/Junior Supdt., of 7 districts (TVM to Eranakulam) and ASOs. (Includes Appointment, Regularisation, Probation, Transfer, TBHG, promotion, Lower DPC, Leave- HPL, CML, LWA. Deputation, NOC, etc). B 1 Section shall prepare the common seniority list for transfer of the officers.</i>	Shibu B	9746968100
39	PD LSGD DEB 2	<i>All establishment matters of Asst. Secretary (HG) Junior Supdt (HG), Asst. Secretary/Junior Supdt. of 7 districts (Thrissur to Kasargod) and Lecturers of all districts (all categories). (Includes Appointment, Regularisation, Probation, Transfer, TBHG, promotion, Leave- HPL, CML, LWA. Deputation, NOC, etc). B 2 Section shall provide assistant to B 1 section to prepare the common seniority list for promotion, transfer of the officers.</i>	Vinodkumar M S	9995689989
40	PD LSGD DEB 3	<i>Establishment matters of Head Clerk/Senior Extension Officer (General Extension Officer, Extension Officer (Housing), Extension Officer (WW), Cashier, Accountant, Revenue Inspector of MCS, Manager Relief Settlement, (MCS) Includes Appointment, Regularisation, Probation, Seniority list, promotion, transfer TBHG, promotion, Leave- HPL, CML, LWA. Deputation, NOC, etc) of 7 Districts (TVM to EKM). B 3 Section shall prepare the common seniority list, promotion, transfer of the officers.</i>	SUKESH KUMAR	9633975029
41	PD LSGD DEB 4	<i>Establishment matters of Head Clerk/Senior Extension Officer (General Extension Officer, Extension Officer (Housing), Extension Officer (WW), Cashier, Accountant, Revenue Inspector of MCS, Manager Relief Settlement MCS) Includes Appointment, Regularisation, Probation, Seniority list, promotion, TBHG, promotion, Leave- HPL, CML, LWA. Deputation, NOC, etc) of 7 Districts (Thrissur to Kasargod). B 4 Section shall provide assistant to B3 section to prepare the common seniority list for transfer of the officers.</i>	VINOD KUMAR G	9656393841

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42	PD LSGD DEB 5	<i>Establishment matters Senior Public Health Inspector Gr. I, Senior Public Health Inspector Gr. II, Public Health Inspector Gr. II, Senior Public Health Promotor/Junior Public Health Nurse Gr. I, Senior Nurse, Jr. Public Health Nurse Gr. II/Public Health Promotor, Pharmacist, Nurse, Compounder. (Includes Appointment, Regularisation, Probation, Seniority list, promotion, transfer TBHG, promotion, Leave- HPL, CML, LWA. Deputation, NOC, etc).</i>	VINESH	9400959120
43	Typist DEB	All typing works of DEB Section. Check the e-mails of the section and forward the same to the seats concerned.	SAHAD	9048250930
44	Office Attendant	Assist Junior Supdt. DEB and Section staff to discharge their official duties. Any other duties assigned by the Principal Director.	VACANT	
45	Junior Supdt. DEC	<i>Distribution of tapals to each seats. Verification of the files of the clerks of DEC Section. Supervision of the staff of DEC Section, Maintenance of Attendance Register, CL Register, Movement register, Inspectin of PR. PIO of the section. All other duties entrusted by the head of office in time.</i>	VIJAYA KUMAR A	9447058390
46	PD LSGD DEC 1	<i>Establishment matters Senior Clerks and Extension Officer Gr. I (Village Extension Officer Gr. I, Chief Cashier, Store keeper, Poor home manager Gr.I, Market Supervisor, Steward, Superintendent SMSM Satrom) (Includes Appointment, Regularisation, Probation, Transfer, promotion, Temporary and Permanent text exemption. Higher Grade, Leave- HPL, CML, LWA. Deputation, Deployment, NOC etc.) (7 district TVM to EKM). C 1 Section shall prepare the common seniority list for the transfer of the officers.</i>	SHANA S RAJ	9048846064
47	PD LSGD DEC 2	<i>Establishment matters Senior Clerks and Extension Officer Gr. I (Village Extension Officer Gr. I, Chief Cashier, Store keeper, Poor home manager Gr.I, Market Supervisor, Steward, Superintendent SMSM Satrom) (Includes Appointment, Regularisation, Probation, promotion, Temporary and Permanent text exemption. Higher Grade, Leave- HPL, CML, LWA. Deputation, Deployment, NOC etc.) (7 district TSR to KSD). C 2 Section shall provide assistance to C 1 section to prepare the common seniority list for the transfer of the officers.</i>	ANU S S	9746122075
48	PD LSGD DEC 3	<i>Establishment matters of Clerks (VEO Gr. II, Store keeper, Asst. cashier Shrof, Begger home Supdt, Poor home manager Gr. II, Asst. Steward, Asst. Supdt. SMSM Satrom, Checkpost Inspector and bus stand Supdt). (Includes Appointment, Regularisation, Probation, promotion, Higher Grade, Leave- HPL, CML, LWA. Deputation, Deployment, NOC transfer etc.) (7 district TVM to EKM). C 3 Section shall prepare the common seniority list for the transfer of the officers.</i>	REMYA C P	9497399553
49	PD LSGD DEC 4	<i>Establishment matters of Clerks (VEO Gr. II, Store keeper, Asst. cashier Shrof, Begger home Supdt, Poor home manager Gr. II, Asst. Steward, Asst. Supdt. SMSM Satrom, Checkpost Inspector and bus stand Supdt). (Includes Appointment, Regularisation, Probation, promotion, Higher Grade, Leave- HPL, CML, LWA. Deputation, Deployment, NOC transfer etc.) (7 district TSR to KSD). C 4 Section shall provide assistance to C 3 section to prepare the common seniority list for the transfer of the officers.</i>	JAYAESH H	9400300590
50	UD Typist DEC	All typing works of DEC Section. Check the e-mails of the section and forward the same to the seats concerned.	PINKY	9539489251

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51	Office Attendant	Assist Junior Supdt. DEC and Section staff to discharge their official duties. Any other duties assigned by the Principal Director.	SHALINI V G	8075799743
52	Junior Supdt. DED	Distribution of tapals to each seats. Verification of the files of the clerks of DED Section. Supervision of the staff of DED Section, Maintenance of Attendance Register, CL Register, Movement register, Inspectin of PR. PIO of the section. All other duties entrusted by the head of office in time.	Remya V R	9495243190
53	PD LSGD DED 1	All matters regarding the implementation of new State common Special rules (i.e, matters regarding any amendments, complaints, anomalies if any, etc.). Nodal seat of Generl transfer of Principal Directorate. Issuance of notification, publication of guide lines, draft list, final lists etc. Any other duties assigned by the Principal Director.	ARJUN S L	9745603765
54	PD LSGD DED 2	All matters regarding the implementation of new Subordinate common Special rules related to Junionr Supdt. (HG), Junior supdt., Asst. Secretary (HG), Asst. Secretary and equated posts, and other posts not mentioned in D3 and D 4 Sections. (i.e, matters regarding any amendments, complaints, anomalies if any, etc.), Issue of common/general orders related to the department. Any other duties assigned by the Principal Director.	BIJU S	9495807012
55	PD LSGD DED 3	All matters regarding the implementation of new Subordinate Common Special rules related to Head Clerk, Head Accountant, equated posts and Senior Clerks, (i.e, matters regarding any amendments, complaints, anomalies if any, etc). Nodal seat of RTI in the Principal Directorate. RTI appeal proceedings etc. All other duties entrusted by the Principal Director. Any other duties assigned by the Principal Director.	SANJAYAN V S	9847273916
56	PD LSGD DED 4	All matters regarding the implementation of new Subordinate Common Special rules related to Clerks, other equated posts, complaints from the staff of erstwhile Kerala Municipal Common Service. (i.e, matters regarding any amendments, complaints, anomalies if any, etc.). Any other duties assigned by the Principal Director.	MINU THAMPI	9497382656 8075460120
57	Typist DED	All typing works of DED Section. Check the e-mails of the section and forward the same to the seats concerned.	DIVYA P S	9745394289
58	Office Attendant	Assist Junior Supdt. DED and Section staff to discharge their official duties. Any other duties assigned by the Principal Director.	VACANT	
59	Junior Supdt. DEE	Distribution of tapals to each section, Verification of the files of the clerks of DEE Section Supervision of the staff of DEE Section, Maintenance of Attendance Register, CL Register, Movement register, Inspectin of PR. PIO of the section. All other duties assigned by the head of office in time.	Shoobi V S	9961620273
60	PD LSGD DEE 1	All establishment matters of Overseers Gr. I and II. (Includes Appointment, Regularisation, Probation, Transfer, Seniority list, promotion, Higher Grade, Leave- HPL, CML, LWA. Deputation, NOC, transfer etc.). Any other duties assigned by the Principal Director.	BIBIN S	9995109992

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61	PD LSGD DEE 2	All establishment matters of Overseers Gr. III. (Includes Appointment, Regularisation, Probation, Seniority list, promotion, Transfer, Higher Grade, Leave- HPL, CML, LWA. Deputation, NOC, transfer etc.). Any other duties assigned by the Principal Director.	Lisha Kuruvila	9446730557
62	PD LSGD DEE 3	All establishment matters of staff of Electricity wing of Thrissur Corporation, Draftsman/ Town Planning Surveyor Gr. I and II, Tracer of LSGD Planning, other Miscellaneous categories (Includes Appointment, Regularisation, Probation, Seniority list, promotion, Transfer, Higher Grade, Leave- HPL, CML, LWA. Deputation, NOC, transfer etc. Any other duties assigned by the Principal Director.	VINEETHA V THOMAS	9496645568
63	PD LSGD DEE 4	All Establishment matters of FCS, C.A.s, Typists, Librarians (all grades). (includes appointment, service regularisation, probation, seniority list, promotion, higher grade, leave, Deputation, NOC, transfer etc.). Creation of new posts (all categories) in the department. Any other duties assigned by the Principal Director.	AMBILI J S	9567300290
64	PD LSGD DEE 5	All Establishment matters of Drivers (all grades), (includes appointment, service regularisation, probation, seniority list, promotion, higher grade, leave, Deputation, NOC, transfer etc.). Common subjects, issues of the employees of erstwhile Municipal Common Service etc. Any other duties assigned by the Principal Director.	UMESH S S	9746407161
65	Typist DEE	All typing works of DEE Section. Check the e-mails of the section and forward the same to the seats concerned.	VEENA RANI S V	9497153618
66	Office Attendant	Assist Junior Supdt. DEE and Section and staff to discharge their official duties. Any other duties assigned by the Principal Director.	BINDHU O	9645004695
67	Junior Supdt. DEF	Distribution of tapals to each section, Verification of the files of the clerks of F Section Supervision of the staff of F Section, Maintenance of Attendance Register, CL Register, Movement register, Inspectin of PR, PIO of the section. All other duties entrusted by the head of office in time.	S A LATHA	9995171872
68	PD LSGD DEF 1	All matters related to Compassionate Employment Scheme. (He/she may deal all the existing files in 5 depts).	SHEEJA U S	9847254577
69	PD LSGD DEF 2	Establishment matters of Office Attendants (Includes Appointment, Regularisation, Probation, Seniority list, promotion, Higher Grade, Leave- HPL, CML, LWA. Deputation, NOC, transfer etc.) and all subjects related to Technical Assistants, Project Assistants, MGNREGS Staff, all contract/daily wages employees, establishment matters of deployed staff of 7 districts. (Thiruvananthapuram to Ernakulam)	SARITHA S	9895345450
70	PD LSGD DEF 3	Establishment matters of Office Attendants. (Includes Appointment, Regularisation, Probation, Seniority list, promotion, Higher Grade, Leave- HPL, CML, LWA. Deputation, NOC, transfer etc.) and all subjects related to Technical Assistants, Project Assistants, MGNREGS Staff, all contract/daily wages employees, establishment matters of deployed staff of 7 districts.(Thrissur to Kasargod).	AJAYAKUMAR L P	7403666793

4 th floor

1 st Floor

71	PD LSGD DEF 4	All establishment matters of contingent employees of Urban Local bodies. (including daily wages and contract). Any other duties assigned by the Principal Director.	ANEESH LAL V L	9656360630
72	PD LSGD DEF 5	All establishment matters of other class IV employees (Female Attendant, Lady Attender, Male Attender, Workshop Cleaner, Lady Assistant, Lorry Cleaner, Ayah, Duffaedar, Helper, X-Ray attender etc), Full Time and Part Time Sweepers of All offices and LSGIs. Any other duties assigned by the Principal Director.	RESHMA R S	9747352164
73	Typist DEF	All typing works of DEF Section. Check the e-mails of the section and forward the same to the seats concerned.	RUVEENA R	9446385114
74	Office Attendant	Assist Junior Supdt. DEF and Section staff to discharge their official duties. Any other duties assigned by the Principal Director.	VACANT	
75	Joint Director (E & A)	Supervision of the functions of DEF, Internal Establishment and Account Sections and Record Room of Principal Directorate. Vacancy reporting, Admission of new employees in Principal Directorate, Service Regularisation, Probation, Time Bound Higher Grade and all related establishment matters. Allotment of Section and seat. Relieve employees on transfer. Overall administration charge of Principal Directorate. All other duties assigned by the Principal Director.	G KRISHNA KUMAR	9895324375
76	Confidential Assistant to Joint Director	The Confidential Assistant is responsible to assist the officer in efficient and successful discharge of his duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour programme and tour diary on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his notice.	RAJI R	9744499576
77	Office Attendant	Assist Joint Director (E & A) and CA to J D (E&A) to discharge their official duties.	NISHA K WILSON	9895137808
78	Asst. Director DE 2	Supervision of the DEE, DEF and DEG section and Internal Establishment Section. Approver of all reminders to the District offices. Assist joint Director to discharge his official duties. All other duties entrusted by the head of office in time.	JAYACHANDRAN K P	9495311587
79	Junior Supdt. DEG	Distribution of tapals to each seats. Verification of the files of the clerks of DEG Section Supervision of the staff of DEG Section, Maintenance of Attendance Register, CL Register, Movement register, Inspectin of PR. PIO of the section. All other duties entrusted by the head of office in time.	RAJESH V K	9446166470
80	PD LSGD DEG1	Medisep, Medical Reimbursement of all wings. (7 districts). Applications, complaints, Interest free Medical advance, allotment of funds, regularisation of advance etc.). Any other duties assigned by the Principal Director.	ANINA MORIS	8129213130

1 st Floor

4 th Floor

81	PD LSGD DEG2	Medisep, Medical Reimbursement of all wings. (7 districts). Applications, complaints, Interest free Medical advance, allotment of funds, regularisation of advance etc.).Any other duties assigned by the Principal Director.	MAHALEKSHMI V P	9495030672
82	PD LSGD DEG 3	All files and matters related to House Building Advance. Any other duties assigned by the Principal Director.	SHYNI MOLE K	9946176144
83	PD LSGD DE G 4	SC/ST/OBC monthly reports, Annual reports, All matters related to Special Recruitment in all categories (includes vacancy reporting, appointment etc) in Principal Directorate and department. Vacancy status report, Status report on staff position, periodical report on vacancies etc. Subjects related to Supernumerary posts. RTI, General papers related to establishment. Any other duties assigned by the Principal Director.	KALARENJINI V	9061813246
84	Typist DEG	All typing works of DEG Section. Check the e-mails of the section and forward the same to the seats concerned. Any other duties assigned by the Principal Director.	L. INDIRA	8547633457
85	Office Attendant	Assist Asst. Director (E & A 2), JS and staff of DEG to discharge their official duties. Any other duties assigned by the Principal Director.	VACANT	
86	Senior Supdt. IE.	Distribution of tapals to each section, Verification of the files of the clerks of IE Section. Supervision of the staff of IE Section, Maintenance of Attendance Register, CL Register, Movement register, Inspectin of PR, PIO of the section. All other duties assigned by the Principal Director in time.	STANLEY S K	9495628121
87	PD LSGD IE 1	Establishment of State Service Officers, Technical staff and State and subordinate Service officers from other Departments of Principal Directorate (Includes admission, Relieve, Communication with AG, Probation, Higher Grade, RTC, GE RRegister, Annual Property Statement, Deputation, Leave- HPL, CML, EL etc).Issue of office orders, staff meeting, other general subjects of principal directorate.	NABENDHU RAJ	9744527332
88	PD LSGD IE 2	Establishment of Senior Clerks/Clerks of Principal Directorate (Includes admission, Relieve, Probation, Higher Grade, Service Book, HQ Vacancy Reporting, Regularisation, Annual Property Statement, Deputation, Leave- HPL, CML, EL etc).	SHILPA T S	9496947840
89	PD LSGD IE 3	Establishment of Junior Supdt., Head Clerk/Accountant, CAs, Typists, Drivers, OAs, Binder, Record Keeper, Mechanic, PTS, Lift Operator, Electrician, Casual Sweepers, Daily wages employees of Principal Directorate (Includes HQ Vacancy Reporting, admission, Probation, Higher Grade, Relieve, Service Book, Regularisation, Annual Property Statement, Deputation, Relieve, etc).	VIJITHA	6282280320
90	Typist IE	All typing works of IE Section. Check the e-mails of the section and forward the same to the seats concerned.Any other duties assigned by the Principal Director.	SOUMYA B	9847416387
91	Office Attendant	Assist the Senior Supdt. and staff of IE to discharge their official duties. Any other duties assigned by the Principal Director.	AKSHAY SURESH	77363371889

92	Accounts Officer	<i>Act as Drawing and Disbursing Officer of Principal Directorate. Attest the entries in the Service Registers of the staff. Collection and remittance of IT, Profession Tax, filing of Qly statement of income tax, issue of form 16, issue of salary certificates, confirmation, LPC, Supervision of Accounts and Internal Estt. Sections. All other duties entrusted by the Principal Director in time.</i>	SHEEBA I	9446792499
93	Junior Supdt.	<i>Distribution of tapals to each section, Supervision of the staff of I E Section, Maintenance of Attendance Register, CL Register, Movement register, Inspectin of PR, PIO of he section. All other duties entrusted by the head of office in time.</i>	PRABEEN S	9544156094
94	PD LSGD AE 1 Head Accountant	<i>Drawal and Disbursement of Salary, Wages, TA, GPF TA, NRA, Closure, Refreshment charges, Office Expenses, Payment of POL Bills, Repair charges and other miscellaneous payments, Custodian of Treasury Bill Book, Cheque Books, Cash Books, Cheque Issue Registers and other valuables.</i>	MINI MOL R K	9446772756
95	PD LSGD AE 2	<i>SPARK, Salary and wages of all State Service Officers, Clerks and Confidentials Assistants of Principal Directorate. G-Spark. (Admission of employees in SPARK, Drawal of Salary, Issue of LPC and other related matters). Any other duties assigned by the Principal Director.</i>	PRAVEEN DAS Y	9020333489
96	PD LSGD AE 3	<i>Drawing and Disbursement of TA, Transfer TA. IT (includes collection, remittance, verification of IT Calculation statements, IT Anticipatory statements, filing of Qly Returns, Issue of Form 16 etc.). Payment of all other expenses like office expenses, Fuel charges, Repair charges,Any other duties assigned by the Principal Director.</i>	ANEESH C	9633945031
97	PD LSGD AE 4	<i>Drawal of HBA, GPF TA and NRA, KPEPF, KMCPF etc. (Processing of GPF TA, NRA Applns. of employees from other offices, above the limit of District Officer. Maintenace charges, Purchase bills, Reimbursement of allowances to the staff of Principal Directorate (Spectacle allowance, medical reimbursement and other allowances). Any other duties assigned by the Principal Director.</i>	ATHULYA K B	8593021869
98	PD LSGD AE 5	<i>SPARK, Salary and wages of all employees including daily wages (Except State Service officers, Clerks and Confidentials Assistants) of Principal Directorate. (Admission of employees in SPARK, Drawal of Salary, Issue of LPC and other related matters). Any other duties assigned by the Principal Director.</i>	ANAS A	9995734111
99	Typist AE	<i>All typing and spark related works of Accounts Section. Updation of entries in SPARK for the employees who were transferred from Non SPARK offices. Admission of new entrants in SPARK. Any other duties assigned by the Principal Director.</i>	SEBASTIAN JOHN J M	9746090976
100	Office Attendant	<i>Assist Accounts Officer and staff of Accounts Section. Treasury duty. Confidentials Assistants</i>	ANIL KUMAR M	9446493690
101	Front Office Supdt.1	<i>Charge Officer of Front Office. Receipt of tapals from messangers, sorting and marking of tapals to the sections concerned. Distribution of tapals to the staff of Front Office to make it as e-receipt. Supervision of the functions of staff of Front office. Any other duties assigned by the Principal Director.</i>	Sushama K K	8086462820

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G F

102	Front Office Supdt.2	Charge Officer of Front Office. Receipt of tapals from messangers, sorting and marking of tapals to the sections concerned. Distribution of tapals to the staff of Front Office to make it as e-receipt. Supervision of the functions of staff of Front office. Any other duties assigned by the Principal Director.	Vacant	
103	<i>PD LSGD T 1 FO</i>	Charge of tapal, creation of e receipts and distribution of the same in e-office. Any other duties assigned by the Principal Director.	Gilda R	8921264818
104	<i>PD LSGD T 2 FO</i>	Charge of tapal, creation of e receipts and distribution of the same in e-office. Any other duties assigned by the Principal Director.	Vacant	
105	<i>PD LSGD T 3 FO</i>	Charge of tapal, creation of e receipts and distribution of the same in e-office. Any other duties assigned by the Principal Director.	Prabhala P V	9778145651
106	<i>PD LSGD T 4 FO</i>	Charge of tapal, creation of e receipts and distribution of the same in e-office. Any other duties assigned by the Principal Director.	Vacant	
107	<i>PD LSGD T 5 FO</i>	Charge of tapal, creation of e receipts and distribution of the same in e-office. Any other duties assigned by the Principal Director.	Sajitha K O	8086463239
108	<i>PD LSGD T 6 FO</i>	Charge of tapal, creation of e receipts and distribution of the same in e-office. Any other duties assigned by the Principal Director.	Ajina P A	8606432602
109	<i>PD LSGD T 7 FO</i>	Charge of tapal, creation of e receipts and distribution of the same in e-office. Any other duties assigned by the Principal Director.	Bincy B Ansalam	9061484763
110	<i>PD LSGD T 8 FO</i>	Charge of tapal, creation of e receipts and distribution of the same in e-office. Any other duties assigned by the Principal Director.	Sindhu Rani V R	8129066756
111	<i>PD LSGD T 9 FO</i>	Charge of tapal, creation of e receipts and distribution of the same in e-office. Any other duties assigned by the Principal Director.	Hazeena Beevi P K	8301887277
112	<i>PD LSGD T 10 FO</i>	Charge of tapal, creation of e receipts and distribution of the same in e-office. Any other duties assigned by the Principal Director.	Sheeba Jasmine S	9495689326
113	<i>PD LSGD T 11 FO</i>	Charge of tapal, creation of e receipts and distribution of the same in e-office. Any other duties assigned by the Principal Director.	Siju	9495433079
114	<i>PD LSGD T 12 FO</i>	Charge of tapal, creation of e receipts and distribution of the same in e-office. Any other duties assigned by the Principal Director.	Sandhaya V S	9495518638
115	<i>OA 1 FO</i>	Assist Front office superintendents and staff to perform their official duties. Any other duties assigned by the Principal Director.	Sheeba P H	9562574342

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116	OA 2 FO	Assist Front office superintendents and staff to perform their official duties. Any other duties assigned by the Principal Director.	Aju R G	9447271724
117	OA 3 FO	Assist Front office superintendents and staff to perform their official duties. Any other duties assigned by the Principal Director.	Sumin S	8075043425
	Visitors' Help Desk			
118	Supintendent (FCS Visitos Helpdesk)	Provide assistance and guidance to the visitors of Principal Directorate. Help the visitors to accomplish the purpose of their visit. Maintain the visitors' register, record the details of all visitors in the visitors register. All other duties assigned by the Principal Director in time.	Shanthi S	8547134132
119	<i>Help Desk Assistant (Typist)</i>	Provide support to the Help Desk superintendent to perform his/her official duties. All other duties assigned by the Principal Director in time. Any other duties assigned by the Principal Director.	Ajay S	8086175455
	Despatch Section			
120	Supintendent FCS DES	In charge of Despatch Section. Supervision of the functions of the staff of Despatch Section. Ensure the proper despatch of all communications to the recipients concerned. Verification of Despatch cum Stamp Account Register in time. All other duties entrusted by Head of office from time to time.	K Geetha	9048636164
121	PD LSGD DES 1	Despatch of all communications to the offices/recipients concerned. Any other duties assigned by the Principal Director.	Abhijatha B	8075626737
122	PD LSGD DES 2	Despatch of all communications to the offices/recipients concerned. Maintenance of Despatch cum Stamp Account Register. Any other duties assigned by the Principal Director.	Ahammed Kutty Nelloly	9400464707
123	PD LSGD OA DES 1	Assist Despatch superintendent and staff to perform their official duties. Any other duties assigned by the Principal Director.	Thomson K James	9747777020
124	PD LSGD OA DES 2	Assist Despatch superintendent and staff to perform their official duties. Any other duties assigned by the Principal Director.	Savitha P M	9633290888
125	Addl. Director Vigilance (Chief Vigilance Officer)	Head of Vigilance and Good Governance wing of Principal Directorate. Supervision of the functions of Deputy Director Vigilance, VIG A, VIG B, VIG C, VIG D and VIG E sections. All Disciplinary proceedings against all staff of subordinate service. (includes Enquiry, Inspection, hearing, appeal etc.). Enquiry of complaints against the elected representatives of LSGIs. Approver of all communications except in policy matters. Appellate authority of RTI of Vigilance wing of Principal Directorate. Controlling officer of Internal Vigilance Officers. Monitor the duties of IVOs. Issue guidance to them to perform their official duties. All other duties assigned by the Principal Director in time.	G ANIL	8113911377 9447590682

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126	<i>Confidential Assistant to Additional Director (Vigilance)</i>	The Confidential Assistant is responsible to assist the officer in efficient and successful discharge of his duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour programme, tour diary, IT Calculation statement, file IT return etc. on receipt of instructions from the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his notice.	SREEKANTH R	94005889566	4 th Floor
127	Deputy Director-Vigilance	Supervision of VIG A, VIG B, VIG C, VIG D, VIG E sections. Verification of the files of Vigilance sections. Approver of all communications upto District Joint Directors. Assist the Additional Director to discharge his official duties.	G HARIKRISHNAN	9496040608	Cellar Floor
A SECTION					
128	Senior Superintendent (SS VIG -A)	Distribution of tapals to each seats. Supervision of the staff of VIG A Section. Verification of the files of the clerks of VIG A Section. Maintenance of Attendance Register, CL Register, Holiday Duty Register, Self Cash Declaration Register, Movement register, Inspectin of PR, PIO of the section. All other duties entrusted by the head of office in time.	AJITH S S	9496155213	Ground Floor
129	PD LSGD VIG A 1	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of Grama Panchayats and Block Panchayats in Thiruvananthapuram District.	AMBIKA S	7558903656	
130	PD LSGD VIG A 2	Vigilance matters and Disciplinary actions against the staff of Urban Local Bodies, DP and JD Office in Thiruvananthapuram District and Principal Directorate and complaints against Elected Representatives of ULBs and District Panchayat.	MAHALEKSHMI	9400093840	
131	PD LSGD VIG A 3	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of Grama Panchayats and Block Panchayats in Kollam District.	PRASEETHA DEVI	9400479092	
132	PD LSGD VIG A 4	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of Urban Local Bodies, DP and JD Office in Kollam District.	SUDHA S S	9746179435	
133	PD LSGD VIG A 5	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of GPs in Alappuzha District. (Except the GPs of Pattanakkad and Chengannur Blocks).	SINDHU T R	9544393892	
134	PD LSGD VIG A 6	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of GPs of Pattanakkad and Chengannur Blocks, Block Panchayaths, Urban Local Bodies, DP and JD Office in Alappuzha District.	SHIHABUDHEEN	9400580352	
135	<i>Typist VIG A</i>	All typing works of VIG A Section. Check the e-mails of the section and forward the same to the seats concerned. All other duties entrusted by Accounts Officer in time.	ARUN KUMAR R I	9074736097	

136	<i>Office Attendant</i>	Assist Senior Supdt and staff of VIG A and C Section. All other duties entrusted by Accounts Officer in time.	VACANT	
VIG B SECTION				
137	Junior Supdt. (JS VIG B)	Distribution of tapals to each seats. Supervision of the staff of VIG B Section. Verification of the files of the clerks of VIG B Section. Maintenance of Attendance Register, CL Register, Holiday Duty Register, Self Cash Declaration Register, Movement register, Inspectin of PR, PIO of the section. All other duties entrusted by the head of office in time.	JAIN P R	9946939858
138	PD LSGD VIG B 1	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of GPs in Pathanamthitta District. (Except the GPs of Ranni Block).	RAJITHA G	9744758373
139	PD LSGD VIG B 2	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of the GPs of Ranni Block, Block Panchayaths, Urban Local Bodies, DP and JD Office in Pathanamthitta District.	BINDHU T	9446292089
140	PD LSGD VIG B 3	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of GPs in Idukki District. (Except the GPs of Devikulam Block).	Kavitha P S	9020081120
141	PD LSGD VIG B 4	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of the GPs of Devikulam Block, Block Panchayaths, Urban Local Bodies, DP and JD Office in Idukki District.	SAJEEV C	9447176392
142	PD LSGD VIG B 5	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of GPs in Kottayam District .(Except the GPs of Uzhavur and Pambadi Blocks).	Lekshmi S	9895867622
143	PD LSGD VIG B 6	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of the GPs of Uzhavur and Pambadi Blocks, Block Panchayaths, Urban Local Bodies, DP and JD Office in Kottayam District.	RAJITHA G (i/c)	9744758373
144	<i>Typist VIG B</i>	All typing works of VIG B Section. Check the e-mails of the section and forward the same to the seats concerned. All other duties entrusted by Accounts Officer in time.	ASHA V	8921801281
145	<i>Office Attendant</i>	Assist Senior Supdt and staff of VIG B and D Sections. All other duties entrusted by Accounts Officer in time.	VACANT	
VIG C SECTION				
146	Junior Supdt. (JS VIG C)	Distribution of tapals to each section, Supervision of the staff of Vig. C Section, Verification of the files of the clerks of VIG C Section. Maintenance of Attendance Register, CL Register, Holiday Duty Register, Self Cash Declaration Register, Movement register, Inspectin of PR, PIO of the section. All other duties entrusted by the head of office in time.	BEENA JAYANTHAN	9400483425
147	PD LSGD VIG C 1	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of the GPs in Ernakulam District.	SOUMYA S	9946387819

148	PD LSGD VIG C 2	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of Block Panchayaths, Urban Local Bodies, DP and JD Office in Ernakulam District.	REKHA K L	9656931171
149	PD LSGD VIG C 3	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of GPs in Thrissur District. (Except the GPs of Chovvannur and Kodakara Block Panchayats).	SYAM J A	7012567722
150	PD LSGD VIG C 4	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of the Grama Panchayats of Chovvannur and Kodakara Block Panchayats, all Block Panchayaths, DP and JD Office in Thrissur District.	ABHINU G	9605895405
151	PD LSGD VIG C 5	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of Urban Local bodies and Electricity Wing of Thrissur Corporation in Thrissur District.	ANILKUMAR M S	9400490676
152	PD LSGD VIG C 6	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of GPs in Palakkad District. (Except the GPs of Ottappalam and Alathur Blocks).	VINEETHA CLEETUS	9387303132
153	<i>Typist VIG C</i>	All typing works of VIG C Section. Check the e-mails of the section and forward the same to the seats concerned.	BEEGUM BENAZER ILYAS	9495302192
154	<i>Office Attendant</i>	Assist Senior Supdt and staff of VIG C and E Sections. All other duties entrusted by Accounts Officer in time.	VACANT	
D SECTION				
155	Senior Supdt.	Distribution of tapals to each section, Supervision of the staff of Vig. D Section, Verification of the files of the clerks of VIG D Section. Maintenance of Attendance Register, CL Register, Holiday Duty Register, Self Cash Declaration Register, Movement register, Inspectin of PR, PIO of the section. All other duties entrusted by the head of office in time.	Ratheesh Kumar P V	9847740806
156	PD LSGD VIG D 1	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of the GPs of Ottappalam and Althur Blocks, Block Panchayaths, Urban Local Bodies, DP and JD Office in Palakkad District.	Subha Raj	9847232386
157	PD LSGD VIG D 2	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of the GPs Malappuram District. (Except the GPs of Nilambur Block).	Sherin H A	8907464946
158	PD LSGD VIG D 3	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of the GPs of Nilambur Block, Block Panchayaths, Urban Local Bodies, DP and JD Office in Malappuram District.	Vineeth W	7012549450
159	PD LSGD VIG D 4	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of GPs in Kozhikkode District.	Kumar B S	9895467070
160	PD LSGD VIG D 5	Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of Block Panchayaths, DP, Urban Local Bodies and JD Office in Kozhikkode District.	Vishnu Vijayan	8921966582

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161	Office Attendant	Assist Deputy Director (Vig) and Senior Supdt and staff of VIG D Section. All other duties entrusted by Accounts Officer in time.	Alex P Ashok	9745156751
E SECTION				
162	Junior Supdt.	Distribution of tapals to each section, Supervision of the staff of Vig. E Section, Verification of the files of the clerks of VIG A Section. Maintenance of Attendance Register, CL Register, Holiday Duty Register, Self Cash Declaration Register, Movement register, Inspectin of PR, PIO of the section. All other duties entrusted by the head of office in time.	K K Sajeev	7510101069
163	PD LSGD VIG E 1	Vigilance matters and Disciplinary actions against the staff and complaints against the Elected Representatives of all LSGIs in in Wayanad District.	Zain Zakariya	8075870428
164	PD LSGD VIG E 2	Vigilance matters and Disciplinary actions against the staff and complaints against the Elected Representatives of GPs in Kannur District.	Anitha S S	9746415643
165	PD LSGD VIG E 3	Vigilance matters and Disciplinary actions against the staff and complaints against the Elected Representatives of Block Panchayaths, Urban Local Bodies, DP and JD Office in Kannur District.	Sobin Sebastian	9744268418
166	PD LSGD VIG E 4	Vigilance matters and Disciplinary actions against the staff and complaints against the Elected Representatives of GPs in Kasargod District. Prohibition of corruption of public workers, Vigilance awareness programm, General and miscellaneous subjects of vigilance wing, Good Governance, status reports, Nodal seat of LA questions of vigilance wing etc.	Sibi Babu P B	9946024622
167	PD LSGD VIG E 5	Vigilance matters and Disciplinary actions against the staff and complaints against the Elected Representatives of All Block Panchayats, Urban Local bodies, District Panchayat and JD office in Kasargod District. Nodal seat of RTI Act of Vigilance Wing. RTI Appeal proceedings etc.	Vijayakumaran G	8113055647
168	System Administrator	Overall monitoring of the IT Activities of the Department-Conceptualize projects for implementation and undertake Government Process Re-engineering-Work in consultation with IT Department/IT Mission to address the difficulties with respect to define technical requirements, technical architecture and technical evaluation of proposals submitted by vendors- Creating balanced and legally tenable bidding and contract documents.- Defining strategy and implementation model for change management-Formulating and ensuring compliance with appropriate policies, guidelines and procedures on information security, data backup etc. issued from Government/ competent authorities.- Conduct training, gap analysis, impact assessment studies etc.-Contribute for the effective implementation of e-Governance initiatives of Government.- Act as the Torch bearers of Change Management.- Formulation of IT road map and annual planning of the Department.- Represent the Department in Regional / State / National and International e-Governance Forums/ Meetings etc.- Conduct	K G Sunil	9947971555
169	System Supervisor		Sajeev	9846823501
170	IT Expert 1		Jiju Krishnan	8921506484
171	IT Expert 2		Anoopa K Balan	8606797542
172	IT Expert 3		Neethu K P	9745187630
173	Senior Finance Officer (Finance Management and Inspection) (SFO -FI)		Supervision of the Finance Management and Inspection Section of Principal Directorate. Head of Internal Inspection wing of the department. Conduct random inspection at LSGIs and sub offices to ensure smooth and proper management of public fund. Liaison with Government related to all finance inspection matters of the department. Appellate authority of RTI of Finance Inspection wing of Principal Directorate. Approver of all communications to District offices and Government except in policy matters. All other duties assigned by the Principal Director.	Sabeeha P M

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2 nd Floor

174	Fiance Officer -1 (FO - FI 1)	Supervision of the Finance Management and Inspection Section 1. (TVM, ALP, KTM, TSR, MPM, WYD, KSD districts). Conduct Random inspection at subordinate offices and LSGIs, provide assistance and guidance to those offices to carry out their activities in a smooth way. Approver of all reminders to District offices. Prepare reports on the visit at sub offices/LSGIs. Ensure the proper function of the offices. All other duties assigned by the Principal Director.	Santhosh Kumar B	9447503991	2 nd Floor
175	Senior Supdt.	Distribution of tapals to each section, Supervision of the staff of FM A Section, Verification of the files of the clerks of FM A Section. Maintenance of Attendance Register, CL Register, Movement register, PIO of the Section, Inspectin of PR etc. All other duties assigned by the Principal Director.	Jayan C S	9447672110	
176	PD LSGD FM A 1	Internal inspection files of all LSGIs of Thiruvananthapuram and Alappuzha districts. Preparing report, collecting compliance reports, follow up action etc. All other duties assigned by the Principal Director.	Vishnu Das	8281644194	
177	PD LSGD FM A 2	Internal inspection files of all LSGIs of Kottayam and Thrissur districts. Preparing report, collecting compliance reports, follow up action etc. All other duties assigned by the Principal Director.	Remya P Nair	9072450324	
178	PD LSGD FM A 3	Internal inspection files of all LSGIs of Malappuram and Wayanad districts. Preparing report, collecting compliance reports, follow up action etc. All other duties assigned by the Principal Director.	Sreekala S (I/C)	8281709906	
179	PD LSGD FM A 4	Internal inspection files of all LSGIs of Kasargod district. Preparing report, collecting compliance reports, follow up action. General subjects, Nodal Seat of RTI Act. Appeal, hearing, complaints etc. All other duties assigned by the Principal Director.	Sreekala S	8281709906	
180	<i>Typist Finance Inspection</i>	All typing works of Finance Management an Inspection Section. Check the e-mails of the section and forward the same to the seats concerned. All other duties assigned by the Principal Director.	Sheela S	9287680719	
181	<i>Office Attendant</i>	Assist all the officers and staff of FM A Section. All other duties entrusted by head of office in time.	Surya C R	9645925135	
182	Fiance Officer -2 (FO - FI 2)	Supervision of the Finance Management and Inspection Section 2. (KLM,PTA, IDK, EKM, PLKD, KKD and KNR districts). Conduct Random inspection at subordinate offices and LSGIs, provide assistance and guidance to those offices to carry out their activities in a smooth way. Approver of all reminders to District offices. Prepare reports on the visit at sub offices/LSGIs. Ensure the proper function of the offices.	Fousiya N M	9048039590	
183	Junior Supdt.	Distribution of tapals to each section, supervision of the staff of FM B Section, Verification of the files of the clerks of FM B Section. Maintenance of Attendance Register, CL Register, Movement register, PIO of the Section, Inspectin of PR etc.	Shyna M N	7736711802	
184	PD LSGD FM B 1	Internal inspection files of all LSGIs of Kollam, Pathanamthitta districts. Preparing report, collecting compliance reports, follow up action etc. All other duties assigned by the Principal Director.	Sangeetha T G	8943904072	
185	PD LSGD FM B 2	Internal inspection files of all LSGIs of Idukki and Ernakulamm districts. Preparing report, collecting compliance reports, follow up action etc. All other duties assigned by the Principal Director.	Siju C S	9496548233	
186	PD LSGD FM B 3	Internal inspection files of all LSGIs of Palakkad and Kannur districts. Preparing report, collecting compliance reports, follow up action etc. All other duties assigned by the Principal Director.	Bindhu M	6238315896	

187	PD LSGD FM B 4	Internal inspection files of all LSGIs of Kozhikkode districts. Preparing report, collecting compliance reports, follow up action, General subjects, RTI Act. Finance management related miscellaneous papers. All other duties assigned by the Principal Director.	Nijo Nath	9496955631	2nd FLOOR
188	Office Attendant	Assist all the staff of Finance Management 2 Section. All other duties entrusted by head of office in time.	Vacant		
189	Senior Finance Officer (Finance Programme Expenditure)	Supervision of the Finance Programme Expenditure Section. Fund allocation, allotment, BIMS, BAMS, different types of Non plan offices expenses. reconciliation, surrender of savings, preparation of Non plan budgets of the department. All communications to Treasury and Finance department in finance related subjects. Approver of all communications to the District Offices and Government except in policy matters. Appellate authority of RTI Act of Finance (PE) wing of Principal Directorate. All other duties assigned by the Principal Director.	L Shobha	9446550186	4th Floor
190	Confidential Assistant to Senior Finance Officer	The Confidential Assistant is responsible to assist the officer in efficient and successful discharge of his duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour programme and tour diary on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his notice.	Vijitha T M	9747696010	
191	Senior Supdt. (SS PE)	Supervision of the functions of PE Section. Distribution of tapals to each seat. Verification of files of seats of FE Section. PIO of the Audit follow up wing. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, Any other duties assigned by the Head of the Office from time to time.	Manoj J	9447800606	3rd Floor
192	PD LSGD PE 1	Distribution of maintenance grants to LSGIs. Files connected with PAC, Appropriation Accounts. Monitoring of Maintenance Grants and related subjects., Railway Level Cross Maintenance Grant, KURDFC., World Bank, NABARD, ADB Schemes.Reply to LA Interpellations. Fund allotment to KSRRDA and Miscellaneous subjects.etc. All other duties assigned by the Principal Director.	Vacant		
193	PD LSGD PE 2	Subject Committee, Estimate Committee, Surrender of Savings, Additional authorisation, Supplementary demands, Central/ State Finance Commission Reports, SLBC Meetings, Ways and means, Maintenance of Railway level crossing, files related to the transfer of funds to Kerala Water Authority, Annual plan and working groups of each wings., General Purpose Grant of all LSGIs, BIMS, BAMS, Fund release to Kudumbashree (NULM, PMAY), Swach Bharath Mission Urban, Suchithwa Mission. Monthly business statement. All other duties assigned by the Principal Director.	Renjini G R	9497785048	
194	PD LSGD PE 3	Allotment of funds under various heads of accounts, Non Plan Budget preparation, Additional Authorisation, proposal for SDG, Development Fund to LSGIs, Allotment of funds for MR, proposal for surrender and savings, Reconciliation, repayment of loans availed under various schemes of - Urban wing. All other duties assigned by the Principal Director.	Bijulekha O S	9446752406	

195	PD LSGD PE 4	Allotment of funds under various heads of accounts, Non Plan Budget preparation, Additional Authorisation, proposal for SDG, Development Fund to LSGIs, Allotment of funds for MR, proposal for surrender and savings, Reconciliation, repayment of loans availed under various schemes of - LSGD Planning and LID and EW., Nodal seat of RTI. RTI appeal proceedings etc. All other duties assigned by the Principal Director.	Aiswarya H	8281376995	3 rd Floor
196	PD LSGD PE 5	Allotment of funds under various heads of accounts, Non Plan Budget preparation, Additional Authorisation, proposal for SDG, Development Fund to LSGIs, Allotment of funds for MR, proposal for surrender and savings, Reconciliation, repayment of loans availed under various schemes of - Rural wing. All other duties assigned by the Principal Director.	Jose Ninan	9746305310	
197	<i>Typist Programme Expenditure</i>	All typing works of Finance Programme Expenditure Section. Check the e-mails of the section and forward the same to the seats concerned. All other duties assigned by the Principal Director.	Mini M R	9562104561	
198	<i>Office Attendant</i>	Assist the officers and all the staff of Finance Programme Expenditure Section. All other duties entrusted by the head of office in time. All other duties assigned by the Principal Director.	Vacant		
199	Law officer -1 (LO -1)	Providing Legal advice, Court cases. Preparation of draft proposals inconnection with various acts. Providing Legal advice and assistance to the department. Perusal of statement of facts in the cases in which the department as respondent. Ensure the proper follow up of cases in which the Government and department as repondents, Providing legal advice to the Local Governments Insitutions of 8 Districts (Kasargod to Kottayam).	Subhash K	9496040607	
200	Law Officer 2 (LO -2)	Providing Legal advice, Court cases. Preparation of draft proposals inconnection with various acts. Providing Legal advice and assistance to the department.Perusal of statement of facts in the cases in which the department as respondent. Ensure the proper follow up of cases in which the Government and department as repondents, Providing legal advice to the Local Governments insitutions of 6 districts (Idukki to Thiruvananthapuram) and Principal Directorate. Appellate authority of RTI of Law wing of Principal Directorate.	Pushparajan K K	9446132033	
201	Junior Supdt.	Supervision of the functions of Law Section. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, PIO of the Secion. Any other duties assigned by the Head of the Office from time to time.	Vijaya C L	9447463970	1 st Floor
202	PD LSGD LL 1	All papers related to the cases at various courts, Tribunals, NGT. Collection of details, follow up actions. (Kasargod, Kannur, Wayanad, Kozhikkode and Malappuram districts).	Renjith R	9400184050	
203	PD LSGD LL 2	All papers related to the cases at various courts, Tribunals, NGT. Collection of details follow up actions. (Palakkad, Thrissur, Eranakulam, Kottayam and Idukki districts).	Rejikumar B	9446145282	

204	PD LSGD LL 3	All papers related to the cases at various courts, Tribunals, NGT. Collection of details follow up actions. (Pathanamthitta, Alappuzha, Kollam, Thiruvananthapuram districts and Principal Directorate). RTI and miscellaneous subjects of Law Section.	Subheesh S	9496925598	1 st Floor
205	<i>Typist Law Inspection</i>	All typing works of Legal Services and Litigation Section. Check the e-mails of the section and forward the same to the seats concerned.	Rejani P S	9497771487	
206	Director LSGD Rural	Assist the Principal Director in Establishment matters of the department. Monitoring the functions of Additional Director Central and State Schemes. (Including SLNA of PMKSY, PMU of RURBAN Mission and RGSA). Joint Director LSG Asset Management & Natural Resource Management with Statistical Planning, SDG & LSGIs. Communication and Public Relation, Joint Director GR, (Act and Rules, Election, elected representatives, Delimitation and Social Security Pension). Ensure the proper implementation of various schemes. All other duties entrusted by Principal Director and Government in time.			Ground Floor
207	<i>Confidential Assistant to Director LSGD Rural</i>	The Confidential Assistant is responsible to assist the Director LSGD Rural in efficient and successful discharge of his duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Handle all the D.O. letters received by the officer. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour programme and tour diary, T.A. Note, IT Calculation statement, filing of IT returns etc. on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his notice.	Priya R S	9446368975	
208	<i>Office Attendant</i>	Assist the Director LSGD Rural and Confidential Assistant to the Director to in official duties. All other duties assigned by the Principal Director.	Jyothi Lekshmi R V	9496388172	
209	Chief Registrar (JD - CR)	Chief Registrar of State- Birth and Death. All files and matters related to the registration of birth and death, meetings, complaints, cases related to civil registration etc. Routing of all files related to marriage to Director Rural LSGD. Supervision of the functions of CR Section. Appellate authority of RTI of Civil Registration wing of Principal Directorate. All other duties assigned by the Principal Director.	Thresiamma Antony	9847275974	Cellar Floor
210	Junior Supdt. (JS CR)	Distribution of tapals to each seats. Supervision of the staff of CR Section, Maintenance of Attendance Register, CL Register, Self Cash Declaration Register, Movement register, PIO of the section, Inspectin of PR etc. All other duties assigned by the Principal Director in time.	Santhosh Kumar K	9496813060	Ground Floor
211	PD LSGD CR 1	General Notifications, Orders, Circulars related to Birth, Death, Marriage Registrations, IEC activites related to Civil Registration, Meetings, and all matters related to Government., Tapals related to Civil Registration. All other duties assigned by the Principal Director.	Ramkumar V	9400558966	
212	PD LSGD CR 2	Applications and complaints related to Birth, Death and Marriage of TVM, KTM , TSR, KKD, KSD, KNR WYD districts. All other duties assigned by the Principal Director.	Chithra Parvathy	9074946533	

213	PD LSGD CR 3	Applications and complaints related to Birth, Death and Marriage of KLM, PTA, ALP, EKM, IDK, MLP and PLKD districts. All other duties assigned by the Principal Director.	Vinod P S	9447390689	Ground Floor
214	PD LSGD CR 4	Administration Report of the Department., Statistics, maintenance of registers, Annual reports, Data Bank of GPS, Census related subjects., Data collection of roads. RTI Act. All other duties assigned by the Principal Director.	Naidhi M J	9895018335	
215	Typist Civil Registration	All typing works of Civil Registration Section. Check the e-mails of the section and forward the same to the seats concerned. All other duties assigned by the Principal Director.	Sreeja V I	9497771436	
216	Office Attendant	Assist the Chief Registrar and other staff of the Civil Registration Wing. All other duties assigned by the Principal Director.	Deepa S	9447077444	
217	Deputy Director (DD- Revenue)	Supervision of the functions of Own Source Revenue Section of Principal directorate. Prepare proposals to help the LSGIs to enhance their own source revenue income. Find out new revenue sources. Ensure the proper collection of tax and fees in time. Tax and non tax revenues of LSGIs. All other subjects related to the revenue of LSGIs. Conduct timely review meetings to assess the progress. All other duties assigned by the Principal Director in time.	Sumesh K R	7907826133	
218	Junior Supdt. (JS Revenue)	Distribution of tapals to each seat. Supervision of the staff of Revenue Section, Verification of files of Revenue section. Maintenance of Attendance Register, Self Cash Declaration Register. CL Register, Movement register, PIO of the section, Inspectin of PR etc. All other duties assigned by the Principal Director in time.	Vacant		2 nd Floor
219	PD LSGD REV 1	All papers related to the Auction of buildings, trees, markets, shoping complex buildings, sand in all LSGIs. All related papers. All other duties assigned by the Principal Director.	Sandhya Sam S L	9400998337	
220	PD LSGD REV 2	All subjects and papers related to Property Tax, Service Tax, Library Cess etc. General subjects telated to the own source revenue of Local Governments. RTI Act. Appeals on RTI Act in Revenue Section. All other duties assigned by the Principal Director.	Anu Balachandran	7025801233	
221	PD LSGD REV 3	All papers related to License, Entertainment Tax, Tax on advertisement at public places, Cinema Cess, Registration of Paramedical Institutions, Legal matters related to Own Source Revenue of LSGIs.	Laiju Sekhar	9961738073	
222	PD LSGD REV 4	All subjects and communications related to Ease of doing business, Ferry Service, Advertisement Tax, Bus stands, Comfort stations etc. Complaints related to Revenue Section. All other duties assigned by the Principal Director.	Akhil R	7012709257	
223	Typist Revenue	All typing works of Revenue Section. Check the e-mails of the section and forward the same to the seats concerned.	Sheeja M J	9497454202	

224	Additional Director Central & State Schemes. (Add CSS)	Charge of officer of the implementation of all Central and State Sponsored Schemes through LSGD (includes Rural and Urban schemes). Ensure the proper implementation of various schemes, fund utilisation, prepare annual action plans, progress reports, periodical review of progress, submission of proposals to the authorities concerned. Supervision of the functions of PMKSY - SLNA, PMU Rurban Mission, C & SS A, B and C Sections and PMAY Cell. Approver of all communications to District offices and to Government except in policy matters. Appellate authority of RTI Act of Central And State Sponsored Schemes wing of Principal Directorate. All other duties assigned by the Principal Director.	G Anil (I/C)	8113911377 9447590682	4 th Floor
225	<i>Confidential Assistant to Addl. Director LSGD Rural</i>	The Confidential Assistant is responsible to assist the Addl. Director C & SS in efficient and successful discharge of his duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Handle all the D.O. letters received by the officer. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour programme and tour diary, T.A. Note, IT Calculation statement, filing of IT returns etc. on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his notice.	Subha P R	9400235323	
226	<i>Office Attendant</i>	Assist the Additional Director CSS and the CA in official duties. All other duties assigned by the Principal Director.	Vacant		
227	<i>State Level Nodal Agency of Pradhan Manthri Krishi Sinchayee Yojana.</i>				3 rd Floor
228	<i>PMU of Rurban Mission.</i>				
229	Senior Superintendent (SS - C & SS- A)	Distribution of tapals to each seats. Supervision of the staff of C & SS A Section. Maintenance of Attendance Register, CL Register, Self CASH Declaration Register. Movement register, PIO of the section, Inspector of PR etc. All other duties assigned by the Principal Director in time.	Sindhulekha P	9605631702	
230	PD LSGD C & SS A 1	Housing schemes, IAY, PMAY (G), PMAY (U), Preparation of proposals to MoRD, CA Audit, related LA, RS, LS questions, PMAY Cell, Appointment and salary of ITP and DEOs. All other duties assigned by the Principal Director in time. All other duties assigned by the Principal Director.	Amaldev S	9947450098	
231	PD LSGD C & SS A 2	Purchase (for Housing), Million well Scheme, Administrative Fund PMAY (G), Housing training and meetings, Mason training, Social Audit, PMAY (G), SGRY, NLM Visit, Visit of MoRD Team, AHADS, SAGY, MIS/PFMS technical issues. All other duties assigned by the Principal Director.	Desly L K	9945250527	
232	PD LSGD C & SS A 3	Complaints and representations on all Housing schemes (8 districts). (Thiruvananthapuram to Thrissur). Any other duties assigned by the Head of the Office from time to time. All other duties assigned by the Principal Director.	Abhirami P S	8136834255 8330864996	
233	PD LSGD C & SS A4	Complaints and representations on all Housing schemes (6 districts). (Palakkad to Kasargod). Sericulture-Implementation of sericulture- proposal for central share- progress reports etc. Any other duties assigned by the Head of the Office from time to time. All other duties assigned by the Principal Director.	Saiju O S	9995044716	

234	PD LSGD C & SS A5	All papers related to Missions like, Swach Bharath Mission, Haritha Keralam Mission, Information Kerala Mission, MGNREGA Missions, Navakeralam Mission etc. Communications with missions, co-ordination with Missions. Director Board/ Executive Committee meetings of KILA. Miscellaneous. SMART City Mission (TVM and KOCHI), KURDFC. All other duties assigned by the Principal Director.	Saiju O S (I/C)	9995044716
235	Typist C & SS A	All typing works of C & SS A Section. Check the e-mails of the section and forward the same to the seats concerned. All other duties assigned by the Principal Director.	Bindhu O S	9446257840
236	Office Attendant	Assist the officers and all the staff of C & SS A Section. All other duties entrusted by the head of office in time. All other duties assigned by the Principal Director.	Sbeeba V	8589918336
237	Junior Superintendent (JS C & SS-B)	Supervision of the functions of C & SS B Section. Verification of the files. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, Inspection of PR, PIO of the Section. All other duties assigned by the Principal Director.	M Sreekumar	9961971751
238	PD LSGD C & SS- B1	Processing of RIDF Projects in Kollam, Thiruvananthapuram and Alappuzha districts. Processing of reimbursement claims and release of funds of projects sanctioned to the above districts. Review meetings, progress reports, general papers on NABARD RIDF Scheme. All other duties assigned by the Principal Director in time.	Beena R B	9497692461
239	PD LSGD C & SS -B2	Processing of RIDF Projects in Kottapaym, Idukki, Thrissur, Kannur and Wayanad districts. Processing of reimbursement claims and release of funds of projects sanctioned to the above districts. All other duties assigned by the Principal Director in time.	Vacant	
240	PD LSGD C & SS- B3	Processing of RIDF Projects in Palakkad, Malappuram and Kasargod districts. Processing of reimbursement claims and release of funds of projects sanctioned to the above districts. Processing new proposals. All other duties assigned by the Principal Director in time.	Suresh N	9846699225
241	PD LSGD C & SS- B 4	Processing of RIDF Projects in Pathanamthitta, Ernakulam, Kozhikkode districts. Processing of reimbursement claims and release of funds of projects sanctioned to the above districts. E-tendering, allocation e-tendering login IDs to the Block Panchayat Secretaries. RTI Act. Appeal related to Right to Information Act in C&SS Section. All other duties assigned by the Principal Director in time.	Remya V R	9656070351
242	PD LSGD C & SS- B5	All papers and communications related to National RURBAN Mission. Pradhan Manthri Jan Vikas Karikram. Prepare proposals, periodical reports, statements, progress reports. General papers on RURBAN. All other duties assigned by the Principal Director in time.	Deepa Rani S	7012033796
243	Typist C & SS -B	All typing works of C & SS B Section. Check the e-mails of the section and forward the same to the seats concerned. All other duties assigned by the Principal Director.	Venugopal G	9544546555
244	Office Attendant	Assist the officers and all the staff of C & SS B Section. All other duties entrusted by the head of office in time.	Vacant	

3 rd Floor

245	Junior Superintendent (JS - C & SS-C)	Supervision of the functions of C & SS C Section. Verification of the files. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, PIO of the section, Inspection of PR. Any other duties assigned by the Head of the Office from time to time.	K V Gangadharan	9447444588
246	PD LSGD C & SS- C 1	All paers related to Local Economic Development, K Swift, K. Disc and Vathilppadi Sevanam. Meeting related to the schemes.All other duties assigned by the Principal Director in time.	Amaldev T S	7306246564
247	PD LSGD C & SS- C 2	All paers related to My Job My Pride, K- FONE and Subhiksha Keralam. Meeting related to the schemes. All other duties assigned by the Principal Director in time.	Vacant	
248	PD LSGD C & SS- C 3	All papers related to Navakeralam 2, Nilavu, Street lights, vidyakiranam and Vimukthi. Meeting related to the schemes. Nodal seat of RTI of the C & SS wing. RTI Appeal proceedings. All other duties assigned by the Principal Director in time.	Vacant	
249	PD LSGD C & SS- C 4	All paers related to Thelineerozhukum Keralam, 5 G Roll out related subjects, Suchithwa Sagaram, and other campaigns. Meeting related to the schemes. Complaints related to state schemes of 7 districts (Thiruvananthapuram to Ernakulam). All other duties assigned by the Principal Director in time.	Vishak V S (I/C)	8113910826
250	PD LSGD C & SS- C 5	Thozhilsabha, one LSGI one product, Jaljeevan Mission, General papers, meetings. Complaints related to state schemes of 7 districts (Thrissur to Kasargod). All other duties assigned by the Principal Director in time.	Vishak V S	8113910826
251	Typist C & SS - C	All typing works of C & SS C Section. Check the e-mails of the section and forward the same to the seats concerned.	vacant	
252	Office Attendant	Assist the officers and all the staff of C & SS C Section. All other duties entrusted by the head of office in time.	SHAHANAS A	9746781618
253	Joint Director (JD GR)	Supervision of the Act & Rules Section, Delimitation, Election and Elected representatives Section, Social Security Pension - DBT Cell of the Principal Directorate. Verification/Approval of the files of the sections. Approval of all communications to District offices and Government (except policy matters). Ensure the proper handling and speedy disposal of compalints/applications received from public. Assist Addl. Director (C & SS) to perform his official duties, Ensure the smooth functioning of DBT Cell. Supervision of the functioning of RGSA Cell. All other duties entrusted by the head of office in time. Appellate authority of RTI Act of GR wing of Principal Directorate.	JOSNA MOL S	6282443699
254	Confidential Assistant to Joint Director (GR)	The Confidential Assistant is responsible to assist the Joint Director (GR) in efficient and successful discharge of his/her duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Handle all the D.O. letters received by the officer. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour programme and tour diary, T.A. Note, IT Calculation statement, filing of IT returns etc. on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his/her notice.	JINCY VERONICKA FERNANDEZ A	9895263749

3 rd Floor

Cellar Floor

255	Office Attendant	Assist the Joint Director (GR) and confidential Assistant to perform their official duties. All other duties entrusted by the head of office in time. All other duties entrusted by the head of office in time.	JISHNU SURENDRAN	9496938204
256	RGSA Cell			
257	Senior Superintendent (SS - Act & Rules)	Supervision of the functions of Act & Rules Section. Distribution of tapals to each seat. Verification of the files. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, PIO of the section, Inspection of PR. Any other duties assigned by the Head of the Office from time to time.	V V RAJEEV	9447791524
258	PD LSGD AR 1	General subjects on KPBR, Sanketham Software, Complaints related to KPBR, Court Cases and LA Committees related to KPBR & KMBR, Bye-laws related to Gramapanchayats and Urban Local Bodies, Change of HQ/Name of Gramapanchayats/Block Panchayats/Urban Local Bodies in Thiruvananthapuram, Alappuzha, Idukki, Pathanamthitta Districts. All other duties entrusted by the head of office in time.	AJITH EDWARD	9747977975
259	PD LSGD AR 2	General subjects on KMBR, Complaints Related to KMBR, Change of HQ/Name of Grama panchayats/ Block Panchayats/Urban Local Bodies in all Districts to Bye-laws of Gramapanchayat's and Urban Local Bodies, Change of HQ/Name of Gramapanchayats/Block Panchayats/Urban Local Bodies related to Kollam, Kottayam, Ernakulam, Thrissur Districts. LA Committees related to KMBR. All other duties entrusted by the head of office in time.	NIKHI MOL P R	9562112258
260	PD LSGD AR 3	General subjects on RTI, Annual Reports on RTI, Right to Service Act, Appeal related to Right to Information Act in C Section Appeal related to Right to Service Act. Byelaws of Grama panchayats and Urban Local Bodies, Change of HQ/Name of Grama panchayats/Block Panchayats/Urban Local Bodies in Palakkad, Malappuram, Kasargod, Wayanad, Districts, Complaints related to RTI Act and Right to service Act. All other duties entrusted by the head of office in time.	SHIJI U	9495989128
261	PD LSGD AR 4	Bye –laws of Grama panchayats and Urban Local Bodies, Change of HQ/Name of Gramapanchayats/ Block Panchayats/Urban Local Bodies in Kozhikkode District, Kerala Municipality Act, and Rules. Allied Act and Rules, Other Acts and rules Kerala Paddy and Wetland Protection Act, Amendments remarks etc. related to different matters, Amendments etc. remarks, Legal action on illegal resolutions in Urban Local Bodies, Complaints related to illegal resolutions in Urban Local Bodies. All other duties entrusted by the head of office in time.	KP KISHORE KUMAR	9446029530
262	PD LSGD AR 5	Bye-laws of Grama panchayats and Urban Local Bodies, Change of HQ/Name of Gramapanchayats/Block Panchayats/Urban Local Bodies in Kannur District, other Act and Rules, Kerala Panchayat Raj Act and Rules, Allied Act and Rules, Amendments, Remarks, Sakarma Software, Legal Action on the illegal resolutions in Gramapanchayats court cases related to KPR Act and Rules. Complaints related to illegal resolutions. All other duties entrusted by the head of office in time.	ASHA L V	8848585380

Cellar Floor

274	PD LSGD SSP 1	All files related to NSAP, AG Audit, Verification of applications, Appeals, complaints from Idukki & Ernakulam Districts. RTI Applications. All other duties assigned by the Principal Director.	PAVITHRA R	9495824951
275	PD LSGD SSP 2	Files related to disbursement of SSP, Files related reconciliation, verification of applications, Appeals, Complaints from Alappuzha and Kasargode Districts. RTI Applications. All other duties assigned by the Principal Director.	RAJITH R S	9400184050
276	PD LSGD HC SSP	Head Accountant. Maintenance of all the accounts, cashbook & registers, subsidiary monthly reports related to Social Security Pensions – Monthly reconciliation statement. All other duties assigned by the Principal Director.	JALEESH T K	9961301304
277	PD LSGD SSP 3	Court cases, maintenance of suit Register, Verification of Applications, Appeals, RTI Applications, Complaints from Thiruvananthapuram & Pathanamthitta Districts. RTI questions. All other duties assigned by the Principal Director.	SANTHOSH RAJ S	8547204440
278	PD LSGD SSP T 1	E-mail checking, Verification of applications, appeals, complaints from Kottayam and Wayanad Districts . RTI Applications, All other duties assigned by the Principal Director.	VISHNU PRIYA V B	7994050254
279	PD LSGD SSP T 2	All communications to IKM related to SSP, Verification of applications, appeals, complaints from Kollam and Thrissur districts. RTI questions. All other duties assigned by the Principal Director.	LAVANYA MOHAN N M	8129988232
280	PD LSGD ASO 1	All communications to the Govt. Verification of application, appeals, complaints from Palakkad, Malappuram Districts. RTI Applications. All other duties assigned by the Principal Director.	SHEELA N	9495264963
281	PD LSGD ASO 2	LA Questions Verification of application, appeals, complaints from Kozhikkode & Kannur Districts. RTI Applications, All other duties assigned by the Principal Director.	BINDU S	8547138865
282	Office Attendant	Assist the Senior Supdt. and all the staff of SSP Section. All other duties entrusted by the head of office in time.	JAYASREE S	9947420396
283	Chief Officer (Chief Officer - PR)	All matters related to the publication of Panchayt Raj Masika and Gramabhoomi bi-monthly. Initiate follow up actions to start the single publication for the LSGD. Utilize the social media and new generation platforms to give publicity to the schemes and policies of LSGD. Create awareness about the services available from LSGIs. Appellate authority of RTI Act of Communication section of Principal Directorate. All other duties entrusted by the head of office in time.	SARITHA K P	9446176039
284	State Communication Officer (SCO - PR)	Provide assistance to the Chief Officer to perform his/her duties. Supervision of the functions of Communication Section. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, PIO of the Section. Any other duties assigned by the Head of the Office from time to time.	B M CHANDRAMOHAN	9446100920
285	Asst. Communication Officer (ACO -PR)	Checking, verifying the collected data and preparing draft for publication and related duties. Any other duties assigned by the Head of the Office from time to time.	SHIBU K K	9847235884

Ground Floor

Cellar &
6 th Floor

286	Communication Assistant 1 (CA 1 PR)	Collection of data, compilation and make the data for publication. Any other duties assigned by the Head of the Office from time to time.	JAYAPRAKASH K	9946311426
287	Communication Assistant 2(CA 2 PR)	Collection of data, compilation and make the data for publication. Any other duties assigned by the Head of the Office from time to time.	VACANT	
288	Fair Copy Supdt (FCS Proof)	Assist the State and Asst Communication officers to verify the proof. All other duties entrusted by the head of office in time.	V K DINESH	8921456139
289	PD LSGD PR 1	Collection of aannual subscription of the publication, making payments, maintenance of registers and bank passbook etc. Any other duties assigned by the Head of the Office from time to time.	SABARI NATH S	8281914410
290	PD LSGD PR 2	Issue of the publication to all subscribers in time and other related duties. Any other duties assigned by the Head of the Office from time to time.	RADHAKRISHNAN T S	8547716746
291	<i>Typist PR</i>	All typing works of Public Relation Section. Check the e-mails of the section and forward the same to the seats concerned.	Suja C R	9447892998
292	<i>Office Attendant</i>	Assist the officers and all the staff of Public Relation Section. All other duties entrusted by the head of office in time.	Noufal A	9656701272

Cellar & 6th Floor

293	Deputy Director (Empowerment) (DD - EMP)	Nodal officer of State Level Internal Complaints Committee, Ensure the formation and proper functioning of the committees at Principal Directorate and all subordinate offices including LSGIs. State level monitoring the functions of District Empowerment officers of district offices. Implementation of New schemes of women empowerment, Gender Centres, Gender equality. Old age homes of Block Panchayat, Pakalveedu. Providing assistance to prepare women development projects of LSGIs. Students Police Cadets. Extreme Poverty Identification Programme, Community Organizations, Liaison with Social Justice, Women and Child Development departments to co-ensure the proper implementation of the projects of LSGIs in women and child development. <i>Appellate authority of RTI Act of Empowerment section of Principal Directorate.</i> All other duties assigned by the Principal Director.	R Shyni	9447496237
294	Junior Superintendent (JS EMP)	Supervision of the functions of EMP Section. Distribution of Tapals. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, inspection of PR. PIO of the section. Any other duties assigned by the Head of the Office from time to time.	Sreelekha R	9496747351
295	PD LSGD EMP 1	Internal Complaints committee of Principal Directorate, JD offices and LSGIs. State level committee on Internal complaints. Functions of District Empowerment Officers. Gender Centres, Gender neutrality, Development of Women, Children, Transgenders etc. All LACcommittees with above subjects. Any other duties assigned by the Head of the Office from time to time.	Jaishow V	9633002683
296	PD LSGD EMP 2	All files and matters related to Extreme Poverty Identification Programme. Social Security Programmes- Monthly meeting of district level officers. Buds school, Anganvadies- Differently abled- transgender etc. Councils on Women, Children and differently abled. RTI and miscellaneous subjects of Empowerment section. Any other duties assigned by the Head of the Office from time to time.	Dalakumari P	9946866791

3rd Floor

					3 rd Floor
297	PD LSGD EMP 3	Old age homes, Pakalveedu. Welfare of fishermen-Councils. Minority Welfare Commission. Liaison with Other department which conducting the welfare programmes of women, children, transgenders and weaker sections, all other related subjects. All LACommittees with above subjects. Any other duties assigned by the Head of the Office from time to time.	Sreekala V S	9496649870	
298	PD LSGD EMP 4	New schemes of women empowerment, files related to students police cadets, Jagratha Samithi, awareness among students, atrocities against women and children, Vimukthi. Atrocities against SC/ST community. All LACommittees with above subjects. Any other duties assigned by the Head of the Office from time to time.	M S Radhika	9497005758	
299	Office Attendant	Assist the officers and all the staff of Empowerment Section. All other duties entrusted by the head of office in time.	Vacant		
300	Deputy Director (Empowerment) Training, Capacity Development. (DD - CD)	Nodal officer of State level Training, Capacity Development and Human Resource Development of the department. Liaison with KILA, NIRD, IMG and other training institutions. Assessment of Training Needs. Prepare training syllabus and modules in consultation with subject experts and higher officials of the department. Ensure that all newly appointed employees shall get trained within 6 months of appointment. Ensure that all employees getting regular referresher training in a rotation basis. Training of elected representatives, SHG members and beneficiaries of various schemes etc. Appellate authority of RTI Act of Training and Capacity Development section of Principal Directorate.	Ratnakaran V V	9400533153	5 th Floor
301	Asst. Director (AD - CD)	Supervision of the functions of Training & CD Section. Co-ordinate the training programm of the department . Verification of the files of Training & CD Section. Provide support to the Deputy Director to perform his official duties. All other duties entrusted by the head of office in time.	S Jayakrishnan	9495630642	
302	Head Clerk (HC - CD)	Supervision of the functions of Training and CD Section. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, PIO of the section. Any other duties assigned by the Head of the Office from time to time.	Yasmin Y	9446360066	
303	PD LSGD CD 1	All matters related with training needs of new integrated department, communication with KILA and other training agencies. Preparation of training syllabus, calender, Refresher training schedule etc. Training to elected representatives, beneficiaries of various schemes etc. All other duties assigned by the PrincipalDirector.	Binukumar B A	9846489388	
304	PD LSGD CD 2	Collection of the details of newly recruited staff monthly and depute them for induction training. Also ensure each newly recruited staff must get first phase induction training within 6 six months of appointment. RTI and general papers of CD Section. All other duties assigned by the PrincipalDirector.	Darsana V S	9446505938	
305	PD LSGD CD 3	All papers related to training on various subjects like Training on GST, Capacity Development of Technical Officers from LSGD Planning and LID & EW. Training on various soft wares, training on preparation of Statement of facts. Training on e-office, other subjects. Training for capacity building (Plan). All general papres related to capacity development and training. All other duties assigned by the PrincipalDirector.	Anto Vijayan	8590046620 7293057959	

306	Office Attendant	Assist the officers and all the staff of Training and Capacity Development Section. All other duties entrusted by the head of office in time.	Anu Priya J T	8086378437	
307	Director LSGD Urban	Monitoring the functions of the IT and e-Governance wing, Additional Director Decentralised Planning, Joint Director Public Health & Environment, Waste Management. Deputy Directors of Training and Capacity Development, Empowerment and Own Source Revenue. Ensure the proper implementation of decentralised projects of LSGIs, periodical review and monitoring. All other duties entrusted by Principal Director and Government in time.			1 st Floor
308	<i>Confidential Assistant to Director LSGD Urban</i>	The Confidential Assistant is responsible to assist the Director LSGD Urban in efficient and successful discharge of his duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Handle all the D.O. letters received by the officer. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour programme and tour diary, T.A. Note, IT Calculation statement, filing of IT returns etc. on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mail of the officer and bring the same to his notice.	Sreelekha S R	9947110681	
309	Office Attendant	Assist the Director LSGD Urban and CA to Director LSGD Urban to perform their official duties. All other duties entrusted by the head of office in time.	Aruni Balan	9061564689	
310	State Public Health & Environment Officer (Joint Director-SPHEO)	Monitor all the health activities of the LSGIs by way of collecting monthly statements from LSGIs and consolidate and submit report to the Principal Director and Government. She will also be the enquiry officer with respect to the health activities in the LSGIs. Bio diversity, Social forestry. Watershed management Acts, Data Bank, EIA Notification. Waste management, NGT, Solid and liquid waste management. Public Health Administration- Technical advice to Principal Director in Public Health. Conduct Inspections in LSGIs in order to examine and assess the various public activities and also inspect the offices and other establishments under the purview of the health section of LSGIs. Conduct enquiry on issues and subjects related to public health matters and also inspect the premises and place in question in LSGIs and will give direction to the Secretaries of LSGIs on specific issues of public health nature. Supervision of ABC programme. Overall supervision family welfare programme. National health programme. Suchitwa Mission and Haritha Kerala Mission related activities in LSGIs. Appellate authority of RTI Act of Public Health & Environment wing of Principal Directorate.	Dr.Ummusalma	9447494342	1 st Floor
311	SWAG Cell				
312	Asst. Director (AD - PH)	Supervision of the Public Health Section. Assist the SPHEO to perform his/her official duties. Charge of Waste Management, NGT, solid and liquid waste management, Public Health Administration. Help the Joint Director in inspection duties. Prepare inspection reports, follow up actions, compliance report. ABC Programme etc. All other duties entrusted by the head of office in time.	Krishnamohan P	9562721414	1 st Floor
313	Head Clerk- Health	Supervision of the duties of clerks in Health Section. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, PIO of the section. Any other duties assigned by the Head of the Office from time to time.	Kaleshkumar V S	9946313659	

337	PD LSGD PEN B 5	All files and papers related to NPS of the employees of Panchayath of 6 districts (PLKD to KSD), general subjects, etc. Any other duties assigned by the Head of the Office from time to time.	Sheeja N	9605152441
338	PD LSGD PEN B 6	All files related to the pension of the state service officers of Urban Affairs Wing, LSGD Planning Wing and LID & EW. All files and registers related pension, Court cases etc. Any other duties assigned by the Head of the Office from time to time.	Deepa R	8592036645
339	PD LSGD PEN B 7	All files related to the pension of the state service officers of Rural Development Wing. RTI. All files and registers related pension, Court cases. General and miscellaneous papers related to Pension. LA Questions on pension. Any other duties assigned by the Head of the Office from time to time.	Lekshmi P	8086117731
340	<i>Typist - Pension B</i>	All typing works of Pension B Section. Check the e-mails of the section and forward the same to the seats concerned. All other duties entrusted by the head of office in time.	Vijayalekshmi	9496103724
341	<i>Office Attendant</i>	Assist the officers and all the staff of Pension B Section. All other duties entrusted by the head of office in time.	Vacant	
342	Provident Fund Officer (PFO- CPF)	Verification of all files related to all types PF advances and Closure, Allocation of new PF Account Number and other allied matters of KMCPF. PIO of the section. Approver of all reminders to District offices and ULBs.	P A Mini	9497783587
343	Junior Supdt.- 1	Distribution of tapals to each section, Supervision of the staff PF 5, PF 6, PF 7, PF 8, PF 10, PF 12 and PF 13 Sections. Maintenance of Attendance Register, CL Register, Cash declaration register, Movement register, Inspector of PR, PIO of the section etc. All other duties entrusted by the head of office in time.	M R Bachu	9349199099
344	Junior Supdt.- 2	Distribution of tapals to each section, Supervision of the staff PF 1, PF 2, PF 3, PF4, PF 9 and PF 11 Sections. Maintenance of Attendance Register, CL Register, Cash declaration register, Movement register, Inspector of PR, PIO of the section etc. All other duties entrusted by the head of office in time.	K D Manjumol	8547208805
345	PD LSGD CPF 1	PF Admission of Regular and Contingent employees, Closure and Advance of employees in Thrissur Electricity Wing and Palai ITC staff.	Neethu Raj N S	9744758373
346	PD LSGD CPF 2	Accounts, Allotment of funds, Statement distribution, Cash Book, DD Register. General and miscellaneous papers on PF. RTI of PF sections.	Sini T	8281877918
347	PD LSGD CPF 3	Closure and Advance of regular employees, PF Account number 1 to 1000, 6701 to 6750, 7051 to 7100, 7251 to 7450, 8451 to 8751, 12351 to 12450, 13053 to 13148, 13756 to 13855, 14459 to continuing.	Sini T (I/C)	8281877918
348	PD LSGD CPF 4	Closure and Advance of regular employees, PF Account number 1001 to 2000, 6751 to 6800, 7101 to 7150, 7451 to 7650, 8752 to 9900, 12451 to 12550, 13149 to 13250, 13856 to 13955.	Rinku Mohan	8075681134
349	PD LSGD CPF 5	Closure and Advance of regular employees, PF Account number 2001 to 2900, 6801 to 6850, 7151 to 7200, 7651 to 7850, 10001 to 10050, 10401 to 11000, 12551 to 12650, 13251 to 13352, 13956 to 14055.	Shyla S (I/C)	9744244380

363	PD LSGD KPF 1	All PF matters of Employees in Kannur district. (Maintenance of Registers), RTI.	Vinodkumar R	9495525856
364	PD LSGD KPF 2	All PF matters of Employees in Malappuram district. (Maintenance of Registers), ISO.	Krishnakumar A N	8281016120
365	PD LSGD KPF 3	All PF matters of Employees in Kottayam and Kasargod districts. (Maintenance of Registers).	Sandhya P Nair	9495074398
366	PD LSGD KPF 4	All PF matters of Employees in Thiruvananthapuram district. (Maintenance of Registers), Miscellaneous subjects other than KPEPF.	Gireesh L	9747066613
367	PD LSGD KPF 5	All PF matters of Employees in Thrissur district. (Maintenance of Registers, suit register.	Geetha S	9539265840
368	PD LSGD KPF 6	All PF matters of Employees in Kollam and Wayanad districts, miscellaneous subjects related to KPEPF. (Maintenance of Registers).	Smitha Murali	6282227112
369	<i>Office Attendant</i>	Assist the officers and all the staff of KPF Section. All other duties entrusted by the head of office in time.	Selvaraj	9633252973
370	Junior Supdt.	Distribution of tapals to each section, Supervision of the staff PF Section, Maintenance of Attendance Register, CL Register, Movement register, Inspectin of PR etc.	Preetha S Nair	9947299609
371	PD LSGD KPF 7	All PF matters of Employees in Kozhikkode district. (Maintenance of Registers)	Manju S	9544749235
372	PD LSGD KPF 8	All PF matters of Employees in Ernakulam district. Accounts with Accountant General , communication of IKM.	Dharsana T V	7592091881
373	PD LSGD KPF 9	All PF matters of Employees in Idukki and Pathanamtitta districts. (Maintenance of Registers), maintenace computers of PF section and its communication.	Vineesh C	6282859746
374	PD LSGD KPF 10	All PF matters of Employees in Alappuzha district. (Maintenance of Registers), e-mail checking.	Ashna B	9349369395
375	PD LSGD KPF 11	All PF matters of Employees in Palakkad district. (Maintenance of Registers).	Bindhu Gopal	9496547293
376	Typist	All typing works of KPF Section. Check the e-mails of the section and forward the same to the seats concerned.		
377	<i>Office Attendant</i>	Assist the officers and all the staff of KPF Section. All other duties entrusted by the head of office in time.	Nizamudheen	9895224848

Ground Floor

378	Additional Director (Decentralised Planning) (Add DPL)	Supervision and approval of files of PD LSGD DP Section. Five year/yearly plans, Formation, implementation and monitoring. DPC, Co-Ordination committee, Plan monitoring cell. Plan Budget, administration reports. Libraries, continuing education programmes. Financial management, Tax-fees revision, Collection of tax and fees. Good governance. Social security schemes. Local Self Government Day, Sutharya Keralam, Legal Service Society and other grievance redressal systems. National Savings Scheme, File Adalath, Jana samparka paripadi. Various Regulatory committees. Road Safety Authorities. Committees on cutting of trees. utilisation of Plan funds- upkeep of registers- Special Purpose Vehicles. Public-Private Participatory Projects. Sustainable Development Goals. Happiness Index. MLA/MP Funds. Social Audit System. <i>Appellate authority of RTI Act of Decentralised Planning wing of Principal Directorate.</i>	Balaraj	9447653725	4 th Floor
379	<i>Confidential Assistant to Addl. Director (DPL)</i>	The Confidential Assistant is responsible to assist the Addl. Director (DPL) in efficient and successful discharge of his/her duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Handle all the D.O. letters received by the officer. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour programme and tour diary, T.A. Note, IT Calculation statement, filing of IT returns etc. on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his/her notice.	Vacant		
380	<i>Office Attendant</i>	Assist the Additional Director DPL and his/her Confidential Assistant to perform their official duties. All other duties entrusted by the head of office in time.	Vishnu S S	9645859399	
381	Senior Supdt. DPL A	Supervision of the function of DPL A section. Distribution of tapals to each seats. Verification of the files DPL A Section. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, Inspection of PR, PIO of the section. Any other duties assigned by the Head of the Office from time to time.	Gopakumar M	9847042452	6 th Floor
382	PD LSGD DPL A 1	Decentralised Planning- Plan formation- (Grama sabha)- Progress reports- Various committees related to development activities (including Co-Ordination Committee) - Plan Fund distribution- fund utilisation- collection of details of annual projects of GPs- Development projects- Utilisation of development fund- Dealing of applications for the sanctions from Government- Plan monitoring Cell. Any other duties assigned by the Head of the Office from time to time.	Subhash Prasad	9633670087	
383	PD LSGD DPL A 2	Various meetings related to planning.- Backward classes welfare committees- SC/ST Welfare committees- Meetings of HoDs/District Collectors'- complaints on drinking water projects 7 districts (TVM to EKM)- Sports and Youth welfare- play grounds- Keralotsavam. Any other duties assigned by the Head of the Office from time to time.	Subhash Prasad (I/C)	9633670087	
384	PD LSGD DPL A 3	District Planning Council- Assets/liabilities- submission of Finance Commission Performance Grant proposal- KLGSDP - RKI- accreditation of NGOs.Health Projects. Any other duties assigned by the Head of the Office from time to time.	Rahana M	9995443559	
385	PD LSGD DPL A 4	SIDCO, BPL Survey, Total literacy programme- Unemployment wages- MP/MLA LADS- Childrens park-Agri- employment schemes- papers on agri products- Paddy cultivation at barron lands- SMAF. Any other duties assigned by the Head of the Office from time to time.	Preetha Rani G P	9446359799	

386	PD LSGD DPL A 5	Subjects related to Administrative reforms- front office management, IMPACT Kerala,KIIFB, ANERT, Power, Financial assistance, fund sanction related cremation ground and slaughter house. Any other duties assigned by the Head of the Office from time to time.	Smitha L	9947345671
387	PD LSGD DPL A 6	Decentralised Planning- complaints on development projects of 7 district (TVM to EKM)- complaints on the selection of beneficiaries,- Diary Development- Animal husbandry- complaints on the annual projects. Any other duties assigned by the Head of the Office from time to time.	Praveen Raj	9400621028
388	<i>Typist - DPL A</i>	All typing works of DPL wing. Check the e-mails of the section and forward the same to the seats concerned. Any other duties assigned by the Head of the Office from time to time.	Reshma A S	9496476249
389	<i>Office Attendant</i>	Assist the officers and all the staff of KPF Section. All other duties entrusted by the head of office in time.	Seenamol M P	9746142273
390	Senior Supdt. DPL B	Supervision of the function of DPL B section. Distribution of tapals to each seats. Verification of the files DPL B Section. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, Inspection of PR, PIO of the section. Any other duties assigned by the Head of the Office from time to time.	Asha T R	9061889000 9349889000
391	PD LSGD DPL B 1	Decentralised Planning- complaints on development projects of 7 district (TSR to KSD)- Cultural centres- Dharma sthapanangal- Monthly business statement of J Section- complaints on drinking water projects (7 districts)	Adharsh B S	9447857782
392	PD LSGD DPL B 2	Virtual IT cadre- e- literacy- computer Suraksha- Innovation start up, computerisation at state offices and district offices- e-governance and computerisation, issue of Sulekha username and password at GPS. All other duties assigned by the Principal Director.	Sini V S	9526249847
393	PD LSGD DPL B 3	All files on digitization- complaints regarding gramasabha- maintenance and moitoring of asset register - guest labourers- LA committees on the welfare of senior citizen and paravasis. Virtual DDO code- Propoasals and meetings regarding tourism. Any other duties assigned by the Head of the Office from time to time.	Sini V S (I/C)	9526249847
394	PD LSGD DPL B 4	SGSY Special Projects- SUBHICSHA- SLBC/ SLBC sub committee/IRDp/SGSY complaints- DRDA Admn Scheme- Appointment of Chartered Accountants- NRLM Fund release - RSETI- NN BOMP- Virtual DDO Code- K FON. Any other duties assigned by the Head of the Office from time to time.	Deepa K S	9495615127
395	PD LSGD DPL B 5	Files related to KERAMS, FPNC, Internal complaints committee, Janakeeya Hotel, Block Information Centres, Destination Challenge, Nodal seat of RTI and LA questions of Decentralised Planning wing. Any other duties assigned by the Head of the Office from time to time.	Anas K N	9037686446
396	<i>Office Attendant</i>	Assist the officers and all the staff of DPL B Section. All other duties entrusted by the head of office in time.	Vacant	

6 th Floor

397	Junior Supdt. DPL C	Supervision of the function of DPL C section. Distribution of tapals to each seats. Verification of the files DPL C Section. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, Inspection of PR, PIO of the section. Any other duties assigned by the Head of the Office from time to time.	John A Decruz	9446428040
398	PD LSGD DPL C 1	Mission antyodaya- Files related to Janakeeyasoothranam (TVM to EKM districts), BRGF, Block Plan and Maintenane Grant-Sanction or Ratification of projects of Block Panchayats- ISO Certification. 15th Finance Commission Grant- Tied and untied-Health Grand- e-Gram Swaraj-Block Resource Centre. Any other duties assigned by the Head of the Office from time to time.	Deepa S T	9496749134
399	PD LSGD DPL C 2	Papers related to Janakiyasoothranam (Thrissur to Kasargod) awards on VEGA- SIGN- Assistance to Nilath Ezhuthu Aasaan, Developent Authorities (TRIDA, GCDA), KSIDC-Fund release, General papers related to Block Panchayat. Monthly business statement. All other duties assigned by the Principal Director.	Remya C P (I/C)	9497399553
400	PD LSGD DPL C 3	Various housing schemes- LIFE Mission, EMS Housing Scheme. Any other duties assigned by the Head of the Office from time to time.	Remya C P	9497399553
401	PD LSGD DPL C 4	All subjects related to the Guest Labourers, Miscellaneous subjects of Decentralised Planning, General complaints on Decentralised Planning, Libraries, Cultural Centres, Charitable institutions. All subjects assigned by theh Principal Director.	Babu K	9645814358
402	PD LSGD DPL C 5	Fund release to KILA, KILA CHRD, Other institutions of KILA, Sports Councils of LSGIs, 100 days programme of State Government. City finance Portal- Finance Commission Grants. Papers related to BSNL. Million plus cities, non millian plus cities.(Urban agglomeration). Any other duties assigned by the Head of the Office from time to time.	Saju S T	9048868482
403	<i>Typist - DPL C</i>	All typing works of DPL wing. Check the e-mails of the section and forward the same to the seats concerned. Any other duties assigned by the Head of the Office from time to time.	Mini T	9645631813
404	<i>Office Attendant</i>	Assist the officers and all the staff of DPL C Section. All other duties entrusted by the head of office in time.		
405	Junior Supdt. DPL D	Supervision of the function of DPL D section. Distribution of tapals to each seats. Verification of the files DPL D Section. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, Inspection of PR, PIO of the section. Any other duties assigned by the Head of the Office from time to time.	C P Sabu	9447208263
406	PD LSGD DPL D 1	Implementation of all Urban Housing Shcemes, Fund utilisation of the schemes, Preparation of annual action plan, implementation, monitoring, progress report, fund utilisation, utilization certificate, all other related matters of the schemes. all related matters of the above. Asset Register, miscellaneous items. Any other duties assigned by the Head of the Office from time to time.	Y Anush	9446409985 9747098540

6 th Floor

407	PD LSGD DPL D 2	All papers on CSS like AMRUT, Smart City, JNNURM, KLGSDP, LA Interpellation related to Decentralized Planning, Plan Space, Implementation of state schemes and new schemes, National Level conferences, Municipalika, Action Taken Report, Governors Speech, District Collectors' Conference, Chief Secretary/Dept Head meeting, MP Conference. Any other duties assigned by the Head of the Office from time to time.	Vishnu Satheesh S J	9745450551	6 th Floor
408	PD LSGD DPL D 3	Loans of Urban Local bodies , matters relating to public works, Reports of Roads and lanes in Urban Local Bodies. Paper relating to extra ordinary expenditure by ULBs, schemes AUEGS, NULM, Kudumbashree, Any other duties assigned by the Head of the Office from time to time	Avinash Arun Jyothi	9061791014	
409	PD LSGD DPL D 4	Development Projects of Urban Local Bodies, matters related to Co-ordination committee, allotment of funds, Finance commission Grants (Health Grant) and activities, Janakeeyasoothranam, DDO code for implementing officers, GPDPA Grant, KLGSDP. Any other duties assigned by the Head of the Office from time to time	Gokul S	9400651878	
410	PD LSGD DPL D 5	Implementation of KLGSDP, all matters, communications. Saksharatha Mission, Implementation, monitoring, progress reports, Aadhaar Notification. Loka Kerala Sabha, all subjects related to Pravasis, LA Committees on plan. Welfare committees, LA Committees of SC/ST, Backward classes and related subjects. Any other duties assigned by the Head of the Office from time to time.	Sudevan S	9746171296	
411	Office Attendant	Assist the officers and all the staff of DPL D Section. All other duties entrusted by the head of office in time.	Sreeja O S	9446092753	
412	Joint Director Statistical Planning	Nodal Officer of LA in Principal Directorate. Supervision and approval of files of PD LSGD Planning Section. Monitor the functions of RGSA PMU, Supervision and monitoring the functions of Statistical Cell and PD LSGD Development Sections. Prepare the Non Plan Budget of the department, Conduct various types of surveys. Data collection. Provide assistance to Additional Director (Decentralised Planning) in his official duties. Monitor the implementation of various development schemes and projects of state Government. Approver of the plan projects of District Panchayat. Charge officer of the IT wing of Principal Directorate. All other duties assigned by the Principal Director.	K Harikumar	9947264804 7907479173	1 st Floor
413	<i>Confidential Assistant to Joint Director (Planning)</i>	The Confidential Assistant is responsible to assist the Joint Director (Planning) in efficient and successful discharge of his/her duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Handle all the D.O. letters received by the officer. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour programme and tour diary, T.A. Note, IT Calculation statement, filing of IT returns etc. on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his/her notice.	Roshni R Shaji	9562602902	
414	Office Attendant	Assist the Joint Director (SPL and his/her CA) and other staff of Planning wing. All other duties entrusted by the head of office in time.	Vacant		

415	Dy. Director (Stati)	Supervision of the statistics cell of Rural wing. Preparation of all reports to State and Central Governments, Plan budgets of all schemes. Collection, Compliation and analysis of data for planning. Assist the Additional Directors DPL and C & SS to prepare proposals and reports in their wing. Preparation of Administration reports, annual performance reports, other progress reports, prepare reports related to the review meeting of CM and CS, Governor's address. Plann space updation, Annual Plan proposal, Status report of CMO Portal at state level, Prepare database of the assets of LSGIs, Conduct surveys and collection of data of various schemes implemented to Rural LSGIs. Plan monitoring. Comparison and analysis of of progress of plan implementation. Duties related to Sulekha software. All works related to MPs conference. Any other duties assigned by the Principal Director.	Divya G	9496727983
416	Asst. Director (Stati)	Supervision of the statistics cell of Rural wing. Assist the Depputy Director (Stati) to perform his/her official duties. Administration reports, annual performace reports, other progress reports etc. All other duties entrusted by Principal Director.	Prabhakumari P	9446060526
417	Research Assistant 1	Assist Dy Director and Asst. Director to perform their official duties. Supervision of the functions of Statistical Assistants 1 and 2. Assist the Stati assistants to prepare the reports to higher authorities. All other duties assigned by the Principal Director.	Anilkumar A	9446411515
418	Statistical Asst. 1	Prepare the Action Taken Report on the decisions of the meeting chaired by the Chief Minister. Reports to the meeting of Minister for LSGI. LA Questions, Report to budget speech and Governors address, arrangement for the monthly meeting and prepare its minutes, Meeting of MPs, Azadi kaa Amrut mahotosav, Visit of National Level Monitor, Estimate Committee, Public Accounts Committee, Parliamentary Standing Committee etc.	Ratheesh S	7736526050
419	Statistical Asst. 2	Prepare action taken report on the minutes of the meeting of Chief Secretary, meeting of District Collectors, Prepare Action Taken report on the meeting of Principal Secretary/Secretary LSGI, files related to flood, regional meeting of Block/Grama Panchayath Secretaries. NITI Ayog, SDG, files related to the training and meeting of Extension Officer (P &M), communication to Directorate of Economics and Statistics., Public Accounts Committee, PFMS,E-LAMS.	Ajayakumar C	9037918191
420	Research Assistant 2	Assist Dy Director and Asst. Director to perform their official duties. Supervision of the functions of Statistical Assistants 3, 4 and 5. Preparation of all reports to State and Central Governments, Plan budgets of rural wing. Collection of data of various schemes implemented to Rural LSGIs. Other duties entrusted by Principal Director.	Lishamol L B	9744591363
421	Statistical Asst. 3	Prepare monthly progress report, update plan space, quarterly report of Special Development Initiatives, Monthly report to SC/ST Department, 20 point programme of Prime Minister, Annual Plan Proposal, Annual Performance report, Subject Committee report, Economic review, report to State Planning Board, Monthly report of the schemes of RDD, Report to AG, power point presentation. Administration report, report of RURBAN, Report of PMAY (G) an Minority welfare, 15 point programme, BIS.	Reji Chandran	9446431728
422	Statistical Asst. 4	Preparation of Plan budget of the department, Five Year Plan Budget, Subject Committee matters related to budget. Sustainable Development Goals (SDG).Weekly Plan progress report-monthly business statement- RTI annual report- road statistics- district wise plan progress report .	Rajin V	9497692100

1 st Floor

423	Statistical Asst. 5	Annual Administration report- Data collection and updation of solid waste management, slaughter house, markets and crematorium. Annual reports of major housing schemes. Annual report of solid waste management- Report of Economics and Statistics. Data collection and generation for Urban Affairs and Economics and Statistics Department.	Harikumar G	9745872733
424	Research Assistant 3	Assist Dy Director and Asst. Director to perform their official duties. Provide support to Statistical Assistants to collect and compile data, prepare reports, statements, Plan budgets etc. Also support them to conduct meetings, prepare minutes, conduct surveys data compilation etc.	Honey Lal S G	9847563634
425	Statistical Asst. 6	Preparation of monthly progress reports (both physical and financial) of all plan schemes and furnishing the same to Government (Planning Wing)., Preparation of Weekly/Monthly Progress report Finance, non plan schemes, Daily updation of Plann Space.	Balu Pavithran I G	9447522355
426	Statistical Asst. 7	Preparation of Administration Report, Monthly Business statement, surrender of statement of plan funds, conducting monthly plan review meeting and minutes, works related to various surveys conducted by planning wing. Prepare data base of the employees of the department. Monthly Vacancy position statement. Prepare a database about the department, offices, LSGIs etc. and update the same in time.	Kiran P R	9747861126
427	Statistical Asst. 8	LA interpellation of planning wing and Nodal seat of LA questions in the Principal Directorate. preparation of report on annual micro level statement on plan schemes and furnishing the same to Government, Reconciliation of plan schemes, ATR on building application, creation of statistical abstract of lay out and updating proforma, framing official language report, report of vigilance cases, Right to Service, Right to Service Act report,	Shibu C	99467002675
428	Junior Superintendent (Statistical Planning)	Supervision of the function of SPL section. Distribution of tapals to each seats. Verification of the files SPL Section. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, Inspection of PR, PIO of the section. Any other duties assigned by the Head of the Office from time to time.	Yamuna P K	9567264236
429	PD LSGD SPL 1	All papers related to the Progress report of all schemes (including Central and State Schemes). Status report of decentralised planning. Prepare periodical progress reports of the implementation of decentralised plan. Percentage of progress, progress comparison, analysis etc. All other papers related to the review of implementation of schemes. All other duties assigned by the Joint Director (SPL).	Nishavijay M	9495257172
430	PD LSGD SPL 2	All papers related to the assets of local bodies. Creation of a database contain the details of all assets of LSGIs. (eg. Roads, buildings, Water Supply Schemes, Anganvadiies, bus stations, Purambokku, Lands. etc. etc). Asset Management. All other duties assigned by the Principal Director in time.	Sajeev K	9544413101
431	PD LSGD SPL 3	All papers related to Sulekha software and related duties. Communications related to plan budget. LA questions. All other duties assigned by the Principal Director in time.	Binu Rajan	9745449236
432	PD LSGD SPL 4	All papers related to MPs conference, Meeting of Chief Minster, meeting of Chief Secretary, Meeting of HoDs and District Collectors, Disaster Management, Draught related matters etc. All subject related to flood. All other duties assigned by the Principal Director in time.	Dhanya S M	7907137291

1 st Floor

433	Office Attendant	Assist the officers and all the staff of Planning Section. All other duties entrusted by the head of office in time.	Vacant		
434	Senior Finance Officer (Audit Monitoring)	Supervision of Audit monitoring wing of Principal Directorate. All papers related to Performance Audit, Local Fund Audit, C & AG (Audit), L A Committee Reports etc. Liaison with Government, LA Committee, Audit agencies, entry and exit meetings, speedy disposal of audit paras. Providing guidance to the subordinate offices to handle the audit paras. Provide assistance and support to the Local Governments to clear their doubts in audit matters, also help them to solve audit remarks if any on request. Approver of all communications to Government except policy matters. Appellate authority of RTI Act of Audit Monitoring wing of Principal Directorate.	Pushpaja M G	9496040606	Cellar Floor
435	Admn. Officer (Audit monitoring)	Supervision of the function and verification of the files of Audit Section. Approval of letters and reminders to the district offices and LSGIs. All other duties assigned by the Principal Director.	Prashanth G S	9995013167	Ground Floor
436	Senior Supdt. (Audit Monitoring)	Supervision of the function of Audit Monitoring A section. Distribution of tapals to each seats. Verification of the files of Audit Monitoring A section. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, Inspection of PR, PIO of the section. Any other duties assigned by the Head of the Office from time to time.	Ram Mohan Roy T R (On leave)	9895137673	
437	PD LSGD AM 1	All files related to Kerala State Audit Department, Consolidated audit report, LA Committee, all general subjects related to audit of Rural (Panchayat). All other duties assigned by the head of office in time.	Vacant		
438	PD LSGD AM 2	All files related to Kerala State Audit Department, Consolidated audit report, LA Committee, all general subjects related to audit of Urban Local bodies, Block Panchayats and District Panchayats. All other duties assigned by the head of office in time.	Anila Jsamine	9895345450	
439	PD LSGD AM 3	All file related to Accounts certification of LF Audit, details of Charge, surcharge, Revenue recovery. Ratification of audit objections. Ensure the timely submission of AFS to Kerala State Audit Department. District Audit Monitoring Committee. All other duties assigned by the head of office in time.	Ragesh R	9400071736	
440	PD LSGD AM 4	All papers related to the audit of CAG at GPs. Consolidated audit report of CAG. LA Committee reports. Cases related to audit, Suit register and follow up (Panchayat). All other duties assigned by the head of office in time.	Vacant		Cellar Floor

441	<i>Office Attendant</i>	Assist the Senior Finance Officer, Administrative Officer and all other officers of Audit monitoring wing. All other duties entrusted by the head of office in time.	Vigi R S	9048558129
442	Junior Supdt.	Supervision of the function of Audit Monitoring B section. Distribution of tapals to each seats. Verification of the files of Audit Monitoring B section. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, Inspection of PR, PIO of the section. Any other duties assigned by the Head of the Office from time to time.	Kumari Suja T S	8547354984
443	PD LSGD AM 5	Papers related to Local Fund Audit report, Consolidated report on Local Fund Audit. Reports of Local Fund Accounts Committee, Reports on Store purchase, audit papers at KERAMS, FPNC, PAD (K). Consolidated report of C& AG audit of ULBs, Block Panchayats and District Panchayats of 6 districts. (Trivandrum to Kottayam). All other duties assigned by the head of office in time.	Chidambaram S	8921034961
444	PD LSGD AM 6	Papers related to Local Fund Audit Report, Consolidated report on Local Fund Audit. Report on Local Fund Accounts Committee, Reports on Store purchase. Consolidated report of C& AG audit of ULBs, Block Panchayats and District Panchayats of 8 districts (Eranakulam to Kasargod). All other duties assigned by the head of office in time.	Dhanya Nair	7012291712
445	PD LSGD AM 7	All files related to the inspection report of Finance inspection wing at Grama panchayats. Store purchase audit, all subjects related to performance audit and social audit. Sankhya support cell, all files related to the audit of CAG at DP and district offices. All other duties assigned by the head of office in time.	Neethu K P	9745187630
446	PD LGD AM 8	All papers related to AG audit, Internal Audit, monitoring of CAG Audits. LA committees. Consolidated reports. (CTP and LID EW). All other duties assigned by the Senior Finance Officer (Audit Monitoring). All other subjects assigned by the Principapl Director. All other duties assigned by the head of office in time.	Suresh R S	9446777037
447	<i>Typist Audit Monitoring</i>	All typing works of Audit monitoring Section. Check the e-mails of the section and forward the same to the seats concerned. All other duties assigned by the head of office in time.	Vacant	

Cellar Floor

448	<i>Chief Town Planner General</i>	<p>Matters related to the Kerala Town and Country Planning Act and rules thereunder, their Amendments and clarifications; Cases in various courts & legal institutions pertaining to matters related to KTCP act and plans prepared there under.</p> <p>Matters related to building rules under the Kerala Municipality Act and Kerala Panchayat Raj Act, their amendments and clarifications;Matters related to Legislations pertaining to Spatial Planning and related subjects;Urban Development Reform Schemes, Cases in the various courts & legal institutions pertaining to matters related to approvals from LSGD Planning.</p> <p>Joint Secretary of State Town and Country Planning Committee, Matters related to preparation of Spatial Perspective Plan for the state;Render advise and technical assistance to Government in matter pertaining to spatial development in the state.</p> <p>Approval of layout and usage of plot as per prevailing Building Rules, concurrence as per plans under KT&CP Act, Recommendation as Convener of committee for approval of large scale projects as per Building Rules, Member of monitoring committee of regularization of unauthorized constructions; Modification/Dispensation from provisions of Master Plans/DTP Schemes, Site appraisal of various projects, Single window clearance board etc. Member Secretary of Art& Heritage Commission.</p> <p>CRZ Notification. All subjects related to CRZ notification.</p> <p>Research and Development in aspects of Human settlement- Planning and Development. Formulation of policies, strategies, norms, standards and guidelines pertaining to settlement planning and related subjects, quality improvement program on spatial planning for the technical staff.</p> <p>Matters related to Preparation of various reports including Annual Plans, Working Group Proposals, Governor's speech, Economic Review, recommendations on Technical interpretation under Plans prepared etc., Formulation and Implementation of State Plan schemes for LSGD Planning, Member of various committees as per the direction of the Government.</p> <p>Assign and distribute works among the subordinates in general wing. Establishment and administration as per special rules/G.O pertaining to all technical officers of LSGD Planning. Liaison with Principal Director and Government on Technical matters (Spatial Planning).All other duties assigned by the Government and Principal Director.</p>	Pramod Kumar C P		
449	<i>Confidential Assistant to Chief Town Planner (General)</i>	<p>The Confidential Assistant is responsible to assist the Chief Town Planner (General) in efficient and successful discharge of his/her duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Handle all the D.O. letters received by the officer. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour program and tour diary, T.A. Note, IT Calculation statement, filing of IT returns etc., on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his/her notice.</p>	Sreekala S	9400854116	
450	<i>Office Attendant</i>	<p>Assist the Chief Town Planner and Confidential Assistant to Chief Town planner in all official duties. All other duties entrusted by the head of office in time.</p>	Manu Krishnan M	9544018465	

2 nd Floor

451	<i>Addl. Chief Town Planner (R & E)</i>	Matters related to Co-ordination and convening of the Art & Heritage Commission, Legislations pertaining to Spatial Planning and related subjects; Urban Development Reform Schemes, Supervision of Technical Audit of all offices under LSGD Planning, Formulation and monitoring of State Plan Schemes of LSGD Planning. Matters related to the preparation of Risk Informed Master Plans. Nodal officer of IBPMS, K-SWIFT&DLI4, Nodal officer for CMO Portal, Nodal officer for the implementation of Malayalam as official language in LSGD Planning, Appellate authority under Right To Information Act and Right to Service act. Act, Assisting the Chief Town Planner in policy matters. Internal vigilance officer of LSGD Planning, Preparation of Administrative Report, Any other work assigned by the Principal Director and Chief Town Planner.	Rajesh P N	9447793387
452	<i>Confidential Assistant to Addl. Chief Town Planner</i>	The Confidential Assistant is responsible to assist the Addl. Chief Town Planner in efficient and successful discharge of his/her duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Handle all the D.O. letters received by the officer. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour program and tour diary, T.A. Note, IT Calculation statement, filing of IT returns etc. on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his/her notice.	Vacant	
453	<i>Office Attendant</i>	Assist the Addl. Chief Town Planner and CA to Addl. Chief Town planner in all official duties. All other duties entrusted by the head of office in time.	Pushpalatha	9497454749
454	<i>Sr. Town Planner (TCP- STP 1)</i>	Matters related to Building Rules under the Kerala Municipality Act and Kerala Panchayat Raj Act, their amendments and clarifications, Supervision of matters related to the functions of Art & Heritage committee,	Baiju K	9495731821
455	<i>Sr. Town Planner (TCP- STP 2)</i>	Matters related to the Kerala Town and Country Planning Act and rules there under, their preparation, amendments and clarifications; Preparation of Spatial Perspective Plan for the State. Assisting the Chief Town	Masoom M A	9446311008
456	<i>Confidential Assistant to Senior Town Planner</i>	The Confidential Assistant is responsible to assist the Senior Town Planners in efficient and successful discharge of his/her duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour program and tour diary, T.A. Note, IT Calculation statement, filing of IT returns etc. on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his/her notice.	Vacant	
	<i>Town Planner -1</i>	Matters related to Coordination and convening of the Art & Heritage Commission, Legislations pertaining to Spatial planning and related subjects; Works related to Urban Development Reform Schemes.		

457	(TCP - TP1)	Assisting Additional Chief Town Planner in the formulationand monitoring of all State Plan Scheme in LSGD Planning, Works related to risk informed master plans,IBPMS, KSWIFT& DLI4, Assisting the Additional Chief Town Planner in the preparation of the Administrative Report andTechnical Audit of all offices under LSGD Planning, Internal Vigilance matters of LSGD Planning and other policy matters on Spatial Planning.Any other work assigned by the Chief Town Planner and the Additional Chief Town Planner.	Famitha Yoosuf M	9400275071
458	Town Planner-2 (TCP - TP2)	Works related to building rules under the Kerala Municipality Act and Kerala Panchayat Raj Act, their amendments and clarifications, Technical Audit of Seven Districts assigned by the Chief Town Planner, Works	Vacant	
459	Town Planner (TCP - TP3)	Works related to the convening of agenda & minutes of Art & Heritage committee meetings, Verification of scrutiny report of applications to be placed before Art & Heritage committee ,Works related to the formulation	Rahana H	9946417887
460	Town Planner (TCP - TP 4)	Works related to the Kerala Town and Country Planning Act and rules there under, their preparation, amendments and clarifications; Works related to the preparation of Spatial Perspective Plan for the state;	Vacant	
461	Town Planner (TCP - TP-5)	Verification and recommendation on applications processed by Assistant Town Planners 3 &4 for layout and usage of plot as per prevailing Building Rules, large scale projects as per Building Rules, concurrence as per plans	Vacant	
462	Dy. Town Planner- (TCP - DyTP 1)	Rendering assistance to Town Planner(1) on works related to the Coordination and convening of the Art & Heritage commission ,Legislations pertaining to Spatial planning and related subjects;CMO Portal ,Urban Development Reform Schemes,formulation of all State Plan Scheme in LSGD Planning,preparation of the Administrative Report and Technical Audit of all offices under LSGD Planning. Rendering assistance to Town Planner(1) on Works related to risk informed master plans, IBPMS, KSWIFT & DLI4 and Internal Vigilance matters of LSGD Planning.Any other work assigned by the Chief Town Planner, Additional Chief Town Planner and Town Planner 1	Kumari Swapana	9447593790
463	Dy. Town Planner- (TCP - DyTP2)	Rendering assistance to Town Planner(2) on works related to building rules under the Kerala Municipality Act and Kerala Panchayat Raj Act, their amendments and clarifications , Technical Audit of Seven Districts assigned	Manju A K	9495834656
464	Dy. Town Planner- (TCP - DyTP 3)	Rendering assistance to Town Planner(4) Works related to the Kerala Town and Country Planning Act and rules there under, their preparation, amendments and clarifications; Assisting Town Planner (4) in the Works related to the preparation of Spatial Perspective Plan for the state, Centrally Sponsored Schemes, Technical audit of districts assigned by the Chief Town Planner, ASPIO of RTI	Preeja Padmanabhan	9446448959
465	Dy. Town Planner- (TCP - DyTP 4)	Assisting Town Planner (4) in works related to Research and Development in aspects of Human settlement-Planning and Development. Formulation of policies, strategies, norms, standards and guidelines pertaining to	Vacant	
466	Asst. Town Planner (TCP - ATP-1)	Monitoring of all State Plan Scheme in LSGD Planning,Technical Audit of all offices under LSGD Planning. Works related to the Coordination and convening of the Art & Heritage commission, implementation of Malayalam as	Sunitha Kumari S	9995702699

467	<i>Asst. Town Planner (TCP - ATP-2)</i>	Rendering assistance to Town Planner 3 in the works related to the convening of agenda & minutes of Art & Heritage committee meetings, Scrutiny of report & Plans, report drafting of building application files for placing	Libina Das	9745156586
468	<i>Asst. Town Planner (TCP - ATP-3)</i>	Scrutiny of applications for layout and usage of plot as per prevailing Building Rules, large scale projects as per Building Rules, concurrence as per plans under KT&CP Act, Modification/Dispensation from provisions of Master	Geochan Antony	7356686551
469	<i>Asst. Town Planner (TCP - ATP- 4)</i>	Scrutiny of applications for layout and usage of plot as per prevailing Building Rules, large scale projects as per Building Rules, concurrence as per plans under KT&CP Act, Modification/Dispensation from provisions of Master	Ajay S	7760189342
470	<i>D Man/TPS Gr. I (D Man-1)</i>	Supporting Deputy Town Planners 3 and 4 in the data collection/compilation/analysis for the preparation of Spatial Perspective Plan for the State, R & D Works ,Training and Capacity Building.	Nithin S S	8893199744
471	<i>D Man/TPS Gr. I (D Man-2)</i>	Rendering assistance to the Assistant Town Planner 2 in the scrutiny of applications received for placing before the Art & heritage Committee, in charge of Technical Library and Technical store.	Sajith Kumar K	9745889125
472	<i>D Man/TPS Gr. I (D Man-3)</i>	Rendering assistance to Assistant Town Planner 3 in the Scrutiny of applications for layout and usage of plot as per prevailing Building Rules, large scale projects as per Building Rules, concurrence as per plans under KT&CP	Ansa Latheef	8943295345
473	<i>D Man/TPS Gr. I (D Man-4)</i>	Rendering assistance to Assistant Town Planner 3 in the Scrutiny of applications for layout and usage of plot as per prevailing Building Rules, large scale projects as per Building Rules, concurrence as per plans under KT&CP	Swaroop P	9496428558
474	<i>Tracer</i>	Scanning of maps, preparation and tracking of field measurement book sheets from village offices,. Enlargement or reduction of various maps. Maintenance of a register for the usage of tracing paper. Maintaining a work diary for record works attended. Attending to any other works assigned by Deputy Town Planner 3 and 4.	Vacant	
475	<i>Office Attendant</i>	Assist the officers in all official duties. All other duties entrusted by the head of office in time.	Ajikumar T	9947547510
<p>Head of the Planning Cell of LSGD Planning</p> <p>Formulation and Implementation of State Plan schemes: (1) 'Scheme of preparation of Master Plans and Detailed Town Plans, (2) Preparation of Spatial Perspective Plan for the District, (3) Geographical Information System and Aerial Mapping and (4) Support scheme for sub scheme under AMRUT 2.0.</p> <p>Matters related to Preparation of various Plans under the Kerala Town and Country Planning Act -Perspective Plan for Districts, Master Plans, Detailed Town Planning Schemes, Spatial Plan for special areas.</p> <p>Matters related to revision/ variation/ revocation of Master Plans and Detailed Town Planning Schemes, Spatial Perspective Plan for Districts.</p>				

2 nd & 3 rd Floor

3 rd Floor

476	<i>Chief Town Planner (Planning)</i>	<p>Guiding and rendering advice on the planning activities in the State through the above Plans; Monitoring the works of District units of the LSGD Planning on the above Plans.</p> <p>Give technical recommendation on plans prepared and submitted to Government for publication, sanction, time extension on various activities and matters related thereto.</p> <p>State level Nodal officer for the preparation of plans under sub schemes of Centrally Sponsored Schemes: AMRUT 1.0 and 2.0: (1) Formulation of GIS based Master Plans (2) preparation of Local Area Plan and Town Planning Schemes etc.</p> <p>Preparation of guidelines, toolkits etc. as part of preparation of Spatial Perspective Plan for Districts, Master Plans and Detailed Town Planning Schemes including coordinating and facilitating conduct of necessary studies in connection with the same.</p> <p>Providing technical advice to Government in matters related thereto; Render Technical advice, guidance and support to the District Planning Committees, Metropolitan Planning Committees, Development Authorities, Joint Planning Committees and Local Self Government Institutions in exercising the functions assigned to them under the KT&CP Act for the preparation of various plans and matters related to spatial planning and related subjects.</p> <p>Assign, distribute and delegate works and other duties to officers and staff under Chief Town Planner (Planning); Act as member of various committees as per the direction of the Government.</p> <p>Other duties assigned by the Government and Principal Director.</p>	Prashanth H	
477	<i>Confidential Assistant to Chief Town Planner (Planning)</i>	<p>The Confidential Assistant is responsible to assist the Chief Town Planner (Planning) in efficient and successful discharge of his/her duties and responsibilities. Handle all the confidential papers/files/reports with utmost care and responsibility. Handle all the D.O. letters received by the officer. Facilitation of all official meetings of the officer with higher officers and subordinate officers. Prepare the tour program and tour diary, T.A. Note, IT Calculation statement, filing of IT returns etc. on receipt of instructions of the officer. Deal with the visitors of the officer in most courteous manner and allow them to meet the officer after obtaining his/her permission. Check the official e-mails of the officer and bring the same to his/her notice. Any other duty entrusted by the Chief Town Planner (Planning).</p>	Vacant	
478	<i>Office Attendant</i>	<p>Assist the Chief Town Planner (Planning) and CA to Chief Town Planner (Planning) in all official duties. All other duties entrusted by the Chief Town Planner (Planning).</p>	Manoj S	9495482866
479	<i>Sr. Town Planner Planning (TCP- STP PLG)</i>	<p>Coordination and supervision of all works done by various divisions under Chief Town Planner (Planning); Continuous review and monitoring of works for the preparation of Plans under the State Plans and Centrally Sponsored Schemes handled by the Chief Town Planner (Planning), Rendering necessary technical</p>	Ajaykumar S	9446916878
480	<i>Town Planner (TCP- TP PLG 1)</i>	<p>Assist and render recommendations to Senior Town Planner (Planning) in carrying out Planning works pertaining to the Districts assigned by the Chief Town Planner (Planning), liaisoning with and guiding District offices in</p>	Vacant	

3 rd Floor

2 nd & 3 rd Floor

481	Town Planner (TCP- TP PLG 2)	Overall Coordination of State Schemes and/or Centrally Sponsored scheme assigned by the Chief Town Planner (Planning), Technical Assistant to Chief Town Planner (Planning); Assist and render recommendations to Senior	Asha Ajaygosh	9497003151
482	Town Planner (TCP- TP PLG 3)	Overall Coordination of State Schemes and/or Centrally Sponsored scheme assigned by the Chief Town Planner (Planning). Assist and render recommendations to Senior Town Planner(Planning) in carrying out Planning works	Isha P A	9846247448
483	Town Planner (TCP- TP PLG 4)	Overall Coordination of State Schemes and/or Centrally Sponsored scheme assigned by the Chief Town Planner (Planning). Assist and render recommendations to Senior Town Planner (Planning) in carrying out Planning works	Mitze Thomas	9446282500
484	Dy. Town Planner (TCP-DTP PLG 1)	Supporting Town Planner concerned on planning and related works; Supervise all planning works w.r.t. districts allotted and guide supporting staff; Evolving methodology for the preparation of Master Plans, Detailed Town	Denzil Fernandaz	9895917007
485	Dy. Town Planner (TCP-DTP PLG 2)	Supporting Town Planner concerned on planning and related works; Supervise all planning works w.r.t. districts allotted and guide supporting staff; Evolving methodology for the preparation of Master Plans, Detailed Town	Sruthy Ashok	8891634014
486	Dy. Town Planner (TCP-DTP PLG 3)	Supporting Town Planner concerned on planning and related works; Supervise all planning works w.r.t. districts allotted and guide supporting staff; Evolving methodology for the preparation of Master Plans, Detailed Town	Sindhu Rani P V	9495721647
487	Dy. Town Planner (TCP-DTP PLG 4)	Supporting Town Planner (TP PLG 2) on planning and related works. Supervise all planning works w.r.t. districts allotted and guide supporting staff. Evolving methodology for the preparation of Master Plans, Detailed Town	Raji S S	9947817002
488	Asst. Town Planner (TCP - ATP PLG 1)	Assist Deputy Town Planner concerned. Reporting the physical achievements of all planning works to Deputy Town Planner based on detailed analysis; Attend to any other works assigned by Deputy Town Planner and Town	Raji K S	9446416615
489	Asst. Town Planner (TCP - ATP PLG 2)	Assist Deputy Town Planner concerned. Reporting the physical achievements of all planning works to Deputy Town Planner based on detailed analysis; Attend to any other works assigned by Deputy Town Planner and Town	Jalajakumari M	8089734588
490	Asst. Town Planner (TCP - ATP PLG 3)	Assist the Town Planner (TP PLG 2) on Technical assistance to CTP(Planning) and Town Planner concerned on works related to sub schemes under AMRUT 2.0; Reporting the physical achievements of works to the Town	Akhil P R	9951834636
491	Asst. Town Planner (TCP - ATP PLG 4)	Assist Deputy Town Planner concerned. Reporting the physical achievements of all planning works to Deputy Town Planner based on detailed analysis; Attend to any other works assigned by Deputy Town Planner and Town	Abhi J Milan	7907433035
492	D Man/TPS Gr. I (TCP-TPS PLG 1)	Supporting Assistant Town Planners in their respective Planning division, Scanning and digitalization of maps. Verification of various schedules and estimates related to preparation of Town Planning Schemes. Vetting of	Sajeena A J	9744061237
493	D Man/TPS Gr. II (TCP-TPS PLG 2)	Supporting Asst. Town Planners in their respective Planning division, Scanning and digitalization of maps. Verification of various schedules and estimates related to preparation of Town Planning Schemes. Vetting of	Vishnu V	8714283515
494	D Man/TPS Gr. II (TCP-TPS PLG 3)	Supporting Asst. Town Planners; Scanning and digitalization of maps. Verification of various schedules and estimates related to preparation of Town Planning Schemes. Vetting of Data in connection with planning works.	Sherly Das J	8891462132

495	D Man/TPS Gr. II (TCP-TPS PLG 4)	Supporting Asst. Town Planners, Scanning and digitalization of maps. Verification of various schedules and estimates related to preparation of Town Planning Schemes. Vetting of Data in connection with planning works.	Vani M K	8138876276
496	D Man/TPS Gr. II (TCP-TPS PLG 5)-	Supporting Asst. Town Planners, Scanning and digitalization of maps. Verification of various schedules and estimates related to preparation of Town Planning Schemes. Vetting of Data in connection with planning works.	Sreelekshmi J S	9526061495
497	D Man/TPS Gr. II (TCP-TPS PLG 6)	Supporting Asst. Town, Scanning and digitalization of maps. Verification of various schedules and estimates related to preparation of Town Planning Schemes. Vetting of Data in connection with planning works.	Abdulla Faizy	8281043960
498	Junior Supdt. PLG A	Supervision of the section. Distribution of tapal to each seat. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, Inspection of PR, PIO of the Section. Any other duties assigned by the Head of the Office from time to time.	Sreekala Varma U	9446087091
499	PD LSGD PLG A 1	All files related to lay out approval for building construction, Concurrence from Art and Heritage Commission, Meeting related to Building Application/ Building construction, XA Committee, Representations & Petition related to Building Application, Clarification from district officer, Petition through Government. Idukki, Palakkad, Malappuram and Thrissur districts.	Suresh Kumar M T	9495155679
500	PD LSGD PLG A 2	Files related to lay out approval for building construction, Concurrence from Art and Heritage Commission, Meeting related to Building Application/ Building construction, XA Committee, Representations & Petition related to Building Application, Clarification from district officer, Petition through Government of Kollam, Kottayam, Alappuzha, Pathanamthitta and Ernakulam districts.	Unnikrishnan K K	9495553335
501	PD LSGD PLG A 3	Files related to lay out approval for building construction, Concurrence from Art and Heritage Commission, Meeting related to Building Application/ Building construction, XA Committee, Representations & Petition related to Building Application, Clarification from district officer, Petition through Government of Kozhikkode, Kasargod and Wayanad districts.	Sandhya P T	6238096434
502	PD LSGD PLG A 4	Files related to lay out approval for building construction, Concurrence from Art and Heritage Commission, Meeting related to Building Application/ Building construction, XA Committee, Representations & Petition related to Building Application, Clarification from district officer, Petition through Government of Thiruvananthapuram and Kannur districts.	Ushakumari I	9495374466
503	Office Attendant	Assist the Junior Superintendent and staff of Planning A section. All other duties assigned by the Principal Director.	Asha B S	9567781150
504	Junior Supdt. PLG B	Supervision of the section. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, Any other duties assigned by the Head of the Office from time to time.	Vijayasree O	8547043473
505	PD LSGD PLG B 1	All case files related to Technical matters related to Town and country planning. GIS, GIS mapping, RTI. All other duties assigned by the Principal Director.	Santhosh K G	9645462134
506	PD LSGD PLG B 2	All files related to building rules- meetings- petitions against unauthorised construction - Chief Ministers Public Grievance Cell. CRZ Notification etc. All other duties assigned by the Principal Director.	Anoopa K Balan	8590046620

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507	PD LSGD PLG B 3	AMRUT- RURBAN Mission- AMRUT Fund- Master Plann fund- GIS aerial mappin fund- LDP-IDDP Fund- PFMS- NATPAC-KILA- Co-Ordination files related to the Master Plans of 14 districts. All other duties assigned by the Principal Director.	Mercy Kuruvila	8281706353
508	PD LSGD PLG B 4	master plans of all districts-DTP Schemes of all districts- Complaints on Master plans and DTP Schemes- Variations on Master plans and DTP Schemes- District Plan preparation- Sustainable development goals- Parking policy in corporations- XA, IX A committees of Municipality and Panchayath- SMART City Kochi- Internet Mapp SErver, MIS- SUIS - Solid Waste management- complaints on unauthorised construction- Infopark- FAR IT policy- Kerala Metropolitan Transport Authority Bill- Risk Informed Master Plan- Conservation and Development of Paddy field and watershed in Corporations- Kerala Town and Courty Planning Ordinance.	Rajeesh R	9539035550
509	Typist	All typing works of Planning wing. Check the e-mails of the section and forward the same to the seats concerned. Any other duties assigned by the Head of the Office from time to time. All other duties assigned by the Principal Director.	Sreeja J	9447890886
510	Office Attendant	Assist the Junior Superintendent and staff of Planning A section. All other duties assigned by the Principal Director.	Vacant	
511	Deputy Director Stati PLG	<ol style="list-style-type: none"> 1. Supervision of the stat cell of LSGD Planning wing. (Collection and compilation of data for the planning works. Preparation of administration reports- preparation of annual performance report- preparation of various progress reports- works related the CM and CS monthly meeting. Works related to Governor's address- preparation of statistical reports useful to the department based on secondary and primary data as and when needed. Conducting surveys of interest and preparation of the reports as and when need arose. Works related to Flat Survey, Socio Economic survey, Preparation of town directory- prepare results framework document. (RFD) Works related to plan space updation. Annual plan proposal - consolidation of the status of CMO portal petitions at state level. Derive and suggest new ideas to promote statistical activities that will be useful to the department.Preparation various reports) 2. Keep continuous contacts with each and every section of LSGD Planning and co-ordinate statistical works. 3. Assist CTP (Planning) and CTP in Statistical Works. 4. Conducting training on statistical methodology to officers involved in surveys with the help of CD Section. 5. Any other works assigned by Principal Director. 	Maya S	9995349084
512	Research Officer	Supervision of all technical works of the division. Perform duties and responsibilities in the absence of DD. Provide assistance to the DD to perform his/her official duties. Monitoring the progress of all reports prepared in the section. Give proper directions and instructions to sections whenever required. Preparation of various reports using primary or secondary data. Scrutiny of town directory. Supervisethe works related to various surveys.(Schedule preparation Pilot study , scrutiny of data, Table generation etc). Give support to Deputy Director to prepare reports of different surveys conducted. Any other special work entrusted time to time. Maintaining casual leave register. All other works assigned by the Principal Director.	Latha S	9447966312

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513	Research Asst. PLG	Immediate supervision of Stat Cell. Perform duties and responsibilities in the absence of DD & RO. Provide assistance to the DD and AD to perform their official duties. Preparation of tables for various reports using primary or secondary data. Scrutiny of town directory. Works related to survey.(works like Schedule preparation ,Pilot study , scrutiny of data , etc). Maintaining registers, stationaries, books,reports and journals of the cell. Scrutiny of data in connection with the surveys entrusted. Any other special work entrusted time to time. All other works assigned by the Principal Director.	Shajikumar A A	9446066972
514	Stati Asst. PLG-1	Works related to plan space updation. Annual plan proposal. preparation of annual performance report. Works related to Flat Survey. Scrutiny of data in connection with the surveys entrusted. Answering of LA interpellations in connection with plan implementation. Data collection, compilation of working group proposal, SDG. Preparation of financial and physical progress report. Any other special work entrusted time to time. Any other works assigned by Principal Director.	Rajeef Sait	8921639865
515	Stati Asst. PLG -2	Works related to Governor's address-. Preparation of statistical reports useful to the department based on secondary sources of data as and when needed. Consolidation of the status of CMO portal petitions at state level. Preparation of Town Directory (assigned centers). Preparation of Quarterly Progress Report on the working of LSGD Planning. Survey for statistical data regarding the preparation of Master Plans. Works related to socio-economic survey. Works related to other surveys entrusted. Any other special work entrusted time to time. Any other works assigned by Principal Director	Shini R S	9037716766
516	Stati Asst. PLG - 3	Collection and compilation of data for the planning works. Preparation of administration reports. Preparation of various progress reports- works related the CM and CS monthly meeting. Works related to Flat Survey. Answering of LA interpellations in connection with statistical reports. Preparation of various progress reports- works related the CM and CS monthly meeting. Furnishing data/reports required for the preparation of Economic Review. Preparation of Annual Report on Master Plans,Development Plans and Detailed Town. Planning Schemes (Statistical Abstract). Preparation of Town Directory(assigned centers). Works related to other surveys entrusted. Any other special work entrusted time to time. Any other works assigned by Principal Director	Raj Mohan	9645329751

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517	Chief Engineer	<p>Ensure that policies of Government in regard to development program are implemented in a timely manner. plan, organize and co-ordinate works based on budget allocations. Advise government on all technical matters under his control through the Chief Engineer. Administration & Designs or those referred by the government. Give timely instructions and guidance to subordinate officers on various matters.</p> <p>Issue approval for publishing the information on the website (WINGS) relating to his wing.</p> <p>Inspect major work sites and works which require his guidance or instruction, record the comments in the work spot order book and circulate the inspection note to all concerned for follow up action. Have a proper assessment of the requirements of essential items of stores and to have them procured, stocked and distributed according to necessity. Allot funds under various heads as per budget allocation to the various divisions. Ensure that works being tendered has sufficient fund allocation.</p> <p>Exercise administrative, financial and technical powers delegated to him. See that the rules regarding accounting and financial control at various levels are properly enforced.</p> <p>Prepare details for answering legislative assembly questions, submissions and budget speech for the Government. Have a system of monitoring the progress of work and the appropriate corrective steps wherever required. Before the commencement of a financial year, the Chief Engineers shall prepare a programme on all ongoing works and submit to Government. The Chief Engineer shall, without waiting for any notice or call from Public Accounts Committee/Committee on Public Undertakings, submit explanatory notes on paragraphs and reviews included in Audit Reports, C & A G Reports indicating the action taken or proposed to be taken. This may be done within a period of two months of publication/presentation of reports in the Legislature. Submit monthly statements showing progress of clearance of audit objections to the Administrative Department of the Secretariat and take necessary steps to clear such objections before the close of the Financial year. Designate a senior officer for ensuring prompt attention to audit objections and inspection reports. Periodically review and monitor the quality control system.</p> <p>Accord sanction for investigation estimates according to powers delegated. Review progress of works in half yearly conferences. His observations shall be recorded in the minutes, which shall be forwarded to all subordinate officers. Allocate the maintenance fund to each Division at the start of every financial year by</p>	Sandeep K G (In Charge)	
518	Office Attendant	Assist the Chief Engineer to perform his/her official duties. All other duties assigned by the Chief Engineer.	Jithin A G	9037247525
519	Deputy Chief Engineer	Verification of all files to be submitted to Chief Engineer except MLS-LAC-ADS. Provide assistance to the Principal Director to discharge his/her official duties. Sanction of casual leave to Executive Engineers. Perform the day to day duties of Chief Engineer in his absence. Approver of all communication to sub offices. All other duties assigned by the Principal Director and Chief engineer.	Beena A	9447159862
520	Office Attendant	Assist the Deputy Chief Engineer to perform his/her official duties. All other duties assigned by the Chief Engineer.	Hima V M	8129040089

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521	Executive Engineer - 1	Verification of all technical files and onward transmission to Deputy Chief Engineer. Assist the Principal Director in the Vigilance matters of the Engineering staff of Kozhikkode, Kannur, Wayanad and Kasargod districts. State level co-ordination of training to the staff of LID & EW. Review the progress of the implementation of projects at LSGIs. Sanction of casual leave to Assistant Executive Engineers. Attend the meeting of Technical Committees in which Chief Engineer as a member. (with permission of Chief Engineer). Act as the state level co-ordinator of Revenue Recovery proceedings of LID & EW. Verification of MLA ADS files.	Murali R	9447801863
522	Executive Engineer -2	Assist the Principal Director in the Vigilance matters of the Engineering staff of 10 districts viz. Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki, Ernakulam, Thrissur, Palakkad and Malappuram. Scrutiny of estimates of RKI-PMU, AMRUT, IMPACT Kerala projects and onward transmission to Deputy Chief Engineer. All other duties assigned by the Chief Engineer.	Sundar Lal A R	7558856633
523	Asst. Exe. Engineer - 1	Supervision of the DB files of Kottayam, Idukki, Thrissur, Palakkad, Wayanad, Kannur and Kasargod districts and onward transmission to Executive Engineer. Act as the Assistant Public Information Officer of Technical subject of LID & EW. Prepare the reports on technical subjects for the meetings in which Chief Engineer as a member. Act as the convenor of IT Cell of LID EW (Web site and e-tender). Charge of co-ordination committee, disaster management, road mapping in LID & EW. Charge of CMLRRP, RKI. subjects related to work study. Sanction of Casual leave to Assistant Engineers and Overseers. All other duties assigned by the Chief Engineer.	Malini V K	9446537646
524	Asst. Exe. Engineer -2	Supervision of the DB files of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Ernakulam, Kozhikkode and Malappuram districts and onward transmission to Executive Engineer. Charge of PRICE software, PRICE 3 implementation, e-M Book, Updation of PRICE. Checking of e-mails that contains technical subjects and initiate actions. IBPMS, Building Permit etc. AMRUT, General education, anganvadies, LIFE Mission, Care Home, KILA/KIIFB, IMPact Kerala, Haritha Keralam, Suchithwa Mission etc. Review the Plan progress of LSGIs and prepare reports and act as the co-ordinator. Charge of Tools an Plans, vehicles. Office maintenance. Sanction of casual leave to Assistant Engineers and overseers. All other duties assigned by the Chief Engineer.	Reshmi R S	9447143121
525	Asst. Engineer- HD 1	Charge of General file, Training on technical saubjects by KILA & IMG. IBPMS/Building permit, Office maintenance. Supervision of the technial files of Ernakulam, Iduki and Thrissur districts. Scrutiny of estimates of RKI-PMU. Charge of work study and RTi in LID & EW. All other Duties assigned by theChief Engineer/Principal Director.	Muhammed Shafeeq E	9446337450
526	Asst. Engineer-HD 2	Review meeting of subordinate officers, PRICE, KILA/KIIFB, Anganvadies, Funds of General Education, Care Home, subjects related to labour contract societies. Supervision of the technical files of Kottayam, Kozhikkode and Malappuram districts. All other Duties assigned by theChief Engineer/Principal Director.	Soorya	9495579826
527	Asst. Engineer- HD 3	Charge of CMLRRP, Legislative Committees, LIFE projects, subjects related to acredited agencies. Supervision of the technical files of Kollam, Thiruvananthapuram and Pathanamthitta districts. All other Duties assigned by theChief Engineer/Principal Director.	Anish S Nair	9400447174

528	Asst. Engineer- HD 4	Charge of RKI, Technical meeting of AMRUT and KSUDP, Haritha Kerala Mission, Suchithwa Mission, Impact Kerala, Supervision of the technical files of Wayanad, Kannur and Kasargod districts. All other Duties assigned by theChief Engineer/Principal Director.	Jithuraj R	8129601020
529	Asst. Engineer- HD 5	Charge of co-ordination committee, subjects related to Information Technology, Supervision of the technical files of Palakkad and Alappuzha district. Charge of Road Mapping, ROW, (Sugama Portal), charge of vehicles, Tools and Plants (including purchase, maintenance of Stock register). Disaster Management Plan Monitoring (LSGI).All other Duties assigned by theChief Engineer/Principal Director.	Arun S Pillai	7012472750
530	First Gr. Overseer- DB 1	Charge of technical files (Government orders/circulars), Prepare reports on general files to submit to the Government. Charge of technical files of Thiruvananthapuram district. Files of Fitness Certificates, Work study, Vehicles etc. All other Duties assigned by theChief Engineer/Principal Director.	Sunil Kumar N	9447523117
531	First Gr. Overseer-DB 2	Charge of the technical files of Alappuzha and Eranakulam districts. KILA/KIIFB, General education etc. All other Duties assigned by theChief Engineer/Principal Director.	Baiju E	9495290347
532	First Gr. Overseer- DB 3	Charge of the technical files of Kollam, Malappuram and Wayanad districts. Files of PRICE, PRICE login charge etc. All other Duties assigned by theChief Engineer/Principal Director.	Asha S	9995551338
533	First Gr. Overseer- DB 4	Charge of the technical files of Kozhikkode district. CMLRRP, RKI etc. All other Duties assigned by theChief Engineer/Principal Director.	Sheeja T R	9567784999
534	First Gr. Overseer- DB 5	Charge of the technical files of Kannur, Palakkad districts. AMRUT, Haritha Keralam, Suchithwa Mission, Impact Kerla, CO-ordination committee, files of IT related subjects (IKM, For the People etc). Stock ofTools and plants, Disaster management and road mapping etc. All other Duties assigned by theChief Engineer/Principal Director.	Arun S V	9847624885
535	First Gr. Overseer- DB 6	Charge of the technical files of Idukim Kottayam and Pathanamthitta districts. Files of Care home etc. All other Duties assigned by theChief Engineer/Principal Director.	Vishnu Jyothi J L	9744373478
536	First Gr. Overseer- DB 7	Charge of technical files of Thrissur and Kasargod districts. Files related to Life Mission etc. All other Duties assigned by theChief Engineer/Principal Director.	Ajithakumari L	9447565511
537	Office Attendant	Assist the staff of DB section to perform their official duties. All other duties assigned by the Chief Engineer.	Vacant	
538	Junior Superintendent (JS -EW)	Supervision of the function of EW section. Distribution of tapals to each seats. Verification of the files of EW section. Keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, Inspection of PR, PIO of the section. Any other duties assigned by the Head of the Office from time to time.	Shanavas M	9633656128
539	PD LSGD EW 1	Pre-auditing of all work bill under MLA ADS, CMLRRP, Budget funds etc., Technical Sanction, Road cutting permission, Road safety Authority 2 districts. (TVM and Kasargod). All other works related to works. All other duties assigned by the Chief Engineer.	Divya T Nair	9048337567

540	<i>PD LSGD EW 2</i>	Pre-auditing of all work bill under MLA ADS, CMLRRP, Budget funds etc., Technical Sanction, Road cutting permission, Road safety Authority 2 districts. (Kollam and Wayanad). Sugma Portal, All other works related to works. All other duties assigned by the Chief Engineer.	Sankar S S	9846296460
541	<i>PD LSGD EW 3</i>	Pre-auditing of all work bill under MLA ADS, CMLRRP, Budget funds etc., Technical Sanction, Road cutting permission, Road safety Authority 2 districts. (Pathanamthitta and Ernakulam). All other works related to works. All other duties assigned by the Chief Engineer.	Vishnu Satheesh S G	9745450551
542	<i>PD LSGD EW 4</i>	Pre-auditing of all work bill under MLA ADS, CMLRRP, Budget funds etc., Technical Sanction, Road cutting permission, Road safety Authority 2 districts. (Idukki and Malappuram). All other works related to works. All other duties assigned by the Chief Engineer.	Anand A	9074224747
543	<i>PD LSGD EW 5</i>	Pre-auditing of all work bill under MLA ADS, CMLRRP, Budget funds etc., Technical Sanction, Road cutting permission, Road safety Authority 2 districts. (Kannur and Thrissur). All other works related to works. All other duties assigned by the Chief Engineer.	Praveen B	9645006764
544	<i>PD LSGD EW 6</i>	Pre-auditing of all work bill under MLA ADS, CMLRRP, Budget funds etc., Technical Sanction, Road cutting permission, Road safety Authority 2 districts. (Kottayam and Palakkad). All other works related to works. All other duties assigned by the Chief Engineer.	Rajmohan V	9400593280
545	<i>PD LSGD EW 7</i>	Pre-auditing of all work bill under MLA ADS, CMLRRP, Budget funds etc., Technical Sanction, Road cutting permission, Road safety Authority 2 districts. (Alappuzha and Kozhikkode). All other works related to works. All other duties assigned by the Chief Engineer.	Shaijukumar P	9446150815
546	<i>Typist EW</i>	All typing works of EW Section. Check the e-mails of the section and forward the same to the seats concerned.	Sangeetha S	9645345816
547	<i>Office Attendant</i>	Assist the staff of EW Section in their official duties. All other duties entrusted by the head of office in time.	Vacant	

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