



ഭരണഭാഷ - മാതൃഭാഷ

No.LSGD/PD/13499/2023-A2.

പ്രിൻസിപ്പൽ ഡയറക്ടറേറ്റ്,
തദ്ദേശസ്വയംഭരണ വകുപ്പ്
സ്വരാജ് ഭവൻ, നന്തൻകോട്,
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തീയതി: 05-05-2023

പ്രേഷകൻ
പ്രിൻസിപ്പൽ ഡയറക്ടർ

സീകർത്താവ്
എല്ലാ വിഭാഗ മേധാവികൾക്കും.
സർ,

വിഷയം: ത.സ്വ.ഭ.വ.-പ്രിൻസിപ്പൽ ഡയറക്ടറേറ്റ് -വിവിധ ഉദ്യോഗസ്ഥരുടെയും സീറ്റുകളിലെയും
ചുമതലകൾ അന്തിമമാക്കിയത് - സംബന്ധിച്ച്

സൂചന : 1. 814/2022/A-2/PD LSGD നമ്പർ ഉത്തരവ് തീയതി 21.12.2022.

സൂചന ഉത്തരവിലേക്ക് ശ്രദ്ധ ക്ഷണിക്കുന്നു. അത് പ്രകാരം പ്രിൻസിപ്പൽ ഡയറക്ടറേറ്റിലെ വിവിധ ഉദ്യോഗസ്ഥരുടെയും സീറ്റുകളിലെയും ചുമതലകൾ അന്തിമമാക്കിയത് ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു. ഈ ഉത്തരവിൽ എന്തെങ്കിലും കൂട്ടിച്ചേർക്കലുകളോ മാറ്റങ്ങളോ ഉണ്ടെങ്കിൽ, അവ ഇന്റർണൽ എസ്റ്റാബ്ലിഷ്മെന്റ് സെക്ഷനിൽ ബന്ധപ്പെട്ടു ചെയ്യേണ്ടതാണെന്ന് അറിയിക്കുന്നു.

വിശ്വസ്തയോടെ,

M.G. RAJAMANICKAM IAS
PRINCIPAL DIRECTOR

- പകർപ്പ്
1. എല്ലാ വിഭാഗ മേധാവികൾക്കും.
 2. എല്ലാ അഡീഷണൽ ഡയറക്ടർമാർക്കും.
 3. എല്ലാ ജോയിന്റ് ഡയറക്ടർമാർക്കും.
 4. എല്ലാ ജീവനക്കാർക്കും.
 5. ഫയൽ /കരുതൽ ഫയൽ.

Roles and Responsibilities of Officers of Principal Directorate LSGD.

| Sl. No. | Designation | Duties and Responsibilities |
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| 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. |
| 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. |
| 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. |
| 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> |

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| 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. |
| 7 | <i>Office Attendant</i> | Assist Senior Administrative Officer to discharge his/her official duties. |
| 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> |
| 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> |
| 10 | <i>PD LSGD GEA 1</i> | <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> |
| 11 | <i>PD LSGD GEA 2</i> | <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> |
| 12 | <i>PD LSGD GEA 3</i> | <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> |
| 13 | <i>PD LSGD GEA 4</i> | <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> |

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| 14 | <i>Typist GEA</i> | All typing works of GEA Section. Check the e-mails of the section and forward the same to the seats concerned. |
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| 15 | <i>Office Attendant</i> | Assist Administrative Assistant, GEA Section SS and Clerks to discharge their official duties. Any other duties assigned by the Principal Director. |
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| 16 | Administrative Officer | <i>Supervision of the functions of GEB Section, Visitors' Help Desk, Front Office, Record Room 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> |
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| 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> |
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| 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. Papers related to Petitions committee. All other duties assignend by the Principal Director. |
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| 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. |
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| 20 | PD LSGD GEB 3 | 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. |
| 21 | PD LSGD GEB 4 | 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. 3-literacy, Clerical support to IT wing. Permission to spend own fund. Permissive sanction. International Book Festival at Kerala Legislative Assembly. visit of VIPs. All other duties assigned by the head of office. |
| 22 | Typist GEB | All typing works of GEB Section. Check the e-mails of the section and forward the same to the seats concerned. |
| 23 | Mechanic | Provide support to General section. All other duties entrusted by the head of office in time. |
| 24 | Office Attendant | Assist GEB Section JS and Clerks to discharge their official duties. Any other duties assigned by the Principal Director. |
| 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> |

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| 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. |
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| 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. |
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| 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> |
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| 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> |
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| 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, LTC, Deputation, NOC, communication with AG etc).</i> |
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| 31 | PD LSGD DEA 2 | <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, LTC, Deputation, NOC, communication with AG etc). (7 districts- TVM to Ernakulam). (A 2 shall prepare queue list for transfer and posting with the help of A3 Section).</i> |
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| 32 | PD LSGD DEA 3 | <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, LTC, Deputation, NOC, communication with AG etc). 7 districts Thrissur to Kasargod districts. (A 3 shall provide assistance to A 2 to prepare queue list for transfer and posting).</i> |
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| 33 | PD LSGD DEA 4 | <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> |
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| 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, LTC, Deputation, NOC, communication with AG etc).</i> |
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| 35 | Typist DEA | All typing works of DEA Section. Check the e-mails of the section and forward the same to the seats concerned. |
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| 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. |
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| 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> |

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| 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> |
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| 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> |
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| 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> |
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| 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> |
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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> |
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| 43 | <i>Typist DEB</i> | All typing works of DEB Section. Check the e-mails of the section and forward the same to the seats concerned. |
| 44 | <i>Office Attendant</i> | Assist Junior Supdt. DEB and Section staff to discharge their official duties. Any other duties assigned by the Principal Director. |
| 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> |
| 46 | <i>PD LSGD DEC 1</i> | <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. 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> |
| 47 | <i>PD LSGD DEC 2</i> | <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, LWA. Deputation, NOC, Deployment, 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> |
| 48 | <i>PD LSGD DEC 3</i> | <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. LWA, Deputation, NOC, Deployment, transfer etc.) (7 district TVM to EKM). C 3 Section shall prepare the common seniority list for the transfer of the officers.</i> |

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| 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> |
| 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. |
| 51 | Office Attendant | Assist Junior Supdt. DEC and Section staff to discharge their official duties. Any other duties assigned by the Principal Director. |
| 52 | Junior Supdt. DED | <i>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.</i> |
| 53 | PD LSGD DED 1 | <i>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.</i> |
| 54 | PD LSGD DED 2 | <i>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, Vacancy reporting. Any other duties assigned by the Principal Director.</i> |

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| 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 of establishment wing. etc. All other duties entrusted by the Principal Director. Any other duties assigned by the Principal Director. |
| 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.). Nodal seat of LA questions in the establishment wing. Any other duties assigned by the Principal Director. |
| 57 | Typist DED | All typing works of DED Section. Check the e-mails of the section and forward the same to the seats concerned. |
| 58 | Office Attendant | Assist Junior Supdt. DED and Section staff to discharge their official duties. Any other duties assigned by the Principal Director. |
| 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. |
| 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. |
| 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. |

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| 62 | PD LSGD DEE 3 | <i>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.</i> |
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| 63 | PD LSGD DEE 4 | <i>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.</i> |
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| 64 | PD LSGD DEE 5 | <i>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.</i> |
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| 65 | Typist DEE | All typing works of DEE Section. Check the e-mails of the section and forward the same to the seats concerned. |
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| 66 | Office Attendant | Assist Junior Supdt. DEE and Section and staff to discharge their official duties. Any other duties assigned by the Principal Director. |
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| 67 | Junior Supdt. DEF | <i>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.</i> |
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| 68 | PD LSGD DEF 1 | <i>All matters related to Compassionate Employment Scheme. (He/she may deal all the existing files in 5 depts).</i> |
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| 69 | PD LSGD DEF 2 | <i>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)</i> |
| 70 | PD LSGD DEF 3 | <i>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).</i> |
| 71 | PD LSGD DEF 4 | <i>All establishment matters of contingent employees of Urban Local bodies. (including daily wages and contract). Any other duties assigned by the Principal Director.</i> |
| 72 | PD LSGD DEF 5 | <i>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), Part Time Librarians. Full Time and Part Time Sweepers of All offices and LSGIs. Any other duties assigned by the Principal Director.</i> |
| 73 | Typist DEF | All typing works of DEF Section. Check the e-mails of the section and forward the same to the seats concerned. |
| 74 | Office Attendant | Assist Junior Supdt. DEF and Section staff to discharge their official duties. Any other duties assigned by the Principal Director. |
| 75 | Joint Director (E & A) | <i>Supervision of the functions of DEF, DEG, 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.</i> |

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| 76 | <i>Confidential Assistant to Joint 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. 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. |
| 77 | <i>Office Attendant</i> | Assist Joint Director (E & A) and CA to J D (E&A) to discharge their official duties. |
| 78 | Asst. Director DE 2 | <i>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.</i> |
| 79 | Junior Supdt. DEG | <i>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.</i> |
| 80 | <i>PD LSGD DEG1</i> | <i>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.</i> |
| 81 | <i>PD LSGD DEG2</i> | <i>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.</i> |
| 82 | <i>PD LSGD DEG 3</i> | <i>All files and matters related to House Building Advance. Any other duties assigned by the Principal Director.</i> |

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| 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. |
| 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. |
| 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. |
| 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. |
| 87 | PD LSGD IE 1 | Establishment of State Service Officers of Principal Directorate (Includes admission, Relieve, Communication with AG, Probation, Higher Grade, RTC, GE Register, Annual Property Statement, Deputation, Leave- HPL, CML, EL, LTC etc). Issue of office orders, staff meeting. All other duties assigned by the Principal Director in time. |
| 88 | PD LSGD IE 2 | Establishment of Technical staff (State and subordinate service), State and subordinate service officer from other departments in the Principal Directorate. (Includes admission, Relieve, Communication with AG, Probation, Higher Grade, RTC, GE Register, Service Book, Annual Property Statement, Deputation, Leave- HPL, CML, EL, LTC etc). Establishment of clerks of Prinipal Directorate (includes Admission, Relieve, Probation, Higher Grade, Service Book, HQ vacancy reporting, regularisation, Annual property statement, deputation, Leave- HPL, CML, EL, LTC etc). All other duties assigned by the Principal Director in time. |

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| 89 | PD LSGD IE 3 | <i>Establishment of Junior Supdt., Head Clerk/Accountant, CAs, Typists, Drivers, OAs, Binder, Record Keeper, Mechanic, Night watchman, 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, Leave- HPL, CML, EL, LTC etc).All other duties assigned by the Principal Director in time.</i> |
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| | PD LSGD IE 4 | <i>Establishment of Senior Clerks of Principal directorate (includes admission, Relieve, Probation, Higher Grade, Service Book, Regularisation, Annual Property Statement, Deputation, Leave- HPL, CML, EL, LTC etc). Establishment of Daily wages employees of Principal Directorate. Other general establishment subjects of principal directorate. All other duties assigned by the Principal Director in time.</i> |
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| 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. |
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| 91 | Office Attendant | Assist the Senior Supdt. and staff of IE to discharge their official duties. Any other duties assigned by the Principal Director. |
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| 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> |
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| 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> |
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| 94 | PD LSGD AE 1 Head Accountant | <i>Drawal and Disbursemennt 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> |
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| 95 | PD LSGD AE2 | 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. |
| 96 | PD LSGD AE 3 | 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. |
| 97 | PD LSGD AE 4 | 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. |
| 98 | PD LSGD AE 5 | 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. |
| 99 | Typist AE | 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. |
| 100 | Office Attendant | Assist Accounts Officer and staff of Accounts Section. Treasury duty. Confidentials Assistants |
| 101 | Front Office Supdt.1 | 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. |

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| 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. |
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| 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. |
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| 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. |
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| 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. |
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| 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. |
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| 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. |
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| 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. |
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| 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. |
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| 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. |
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| 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. |

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| 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. |
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| 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. |
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| 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. |
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| 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. |
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| 116 | <i>OA 2 FO</i> | Assist Front office superintendents and staff to perform their official duties. Any other duties assigned by the Principal Director. |
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| 117 | <i>OA 3 FO</i> | Assist Front office superintendents and staff to perform their official duties. Any other duties assigned by the Principal Director. |
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| | <i>Visitors' Help Desk</i> | |
| 118 | <i>Supreintendent (FCS Visitos Helpdesk)</i> | Provide assistance and guidance to the visitors of Principal Directorate. Help the visitors to accomplish the purpose of their visit. Maintain the visitors' rgister, record the details of all visitors in the visitors register. All other duties assigned by the Principal Director in time. |
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| 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. |
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| | <i>Despatch Section</i> | |

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| 120 | Supreintendent 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. |
| 121 | PD LSGD DES 1 | Depatch of all communications to the offices/recipients concerned. Any other duties assigned by the Principal Director. |
| 122 | PD LSGD DES 2 | Depatch of all communications to the offices/recipients concerned. Maintenance of Despatch cum Stamp Account Register. Any other duties assigned by the Principal Director. |
| 123 | <i>PD LSGD OA DES 1</i> | Assist Despatch superintendent and staff to perform their official duties. Any other duties assigned by the Principal Director. |
| 124 | <i>PD LSGD OA DES 2</i> | Assist Despatch superintendent and staff to perform their official duties. Any other duties assigned by the Principal Director. |

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| 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. |
| 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. |

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| 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. |
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VIG A SECTION

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| 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. |
| 129 | PD LSGD VIG A 1 | All Complaints, Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of Grama Panchayats and Block Panchayats in Thiruvananthapuram District. |

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| 130 | PD LSGD VIG A 2 | All Complaints, 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. |
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| 131 | PD LSGD VIG A 3 | All Complaints, Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of Grama Panchayats and Block Panchayats in Kollam District. |
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| 132 | PD LSGD VIG A 4 | All Complaints, Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of Urban Local Bodies, DP and JD Office in Kollam District. |
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| 133 | PD LSGD VIG A 5 | All Complaints, 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). |
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| 134 | PD LSGD VIG A 6 | All Complaints, 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. |
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| 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. |
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| 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. |
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VIG B SECTION

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| 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. |
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| 138 | PD LSGD VIG B 1 | All Complaints, Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of GPs in Pathanamthitta District. (Except the GPs of Ranni Block). |
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| 139 | PD LSGD VIG B 2 | All Complaints, 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. |
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| 140 | PD LSGD VIG B 3 | All Complaints, Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of GPs in Idukki District. (Except the GPs of Devikulam Block). |
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| 141 | PD LSGD VIG B 4 | All Complaints, 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. |
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| 142 | PD LSGD VIG B 5 | All Complaints, 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). |
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| 143 | PD LSGD VIG B 6 | All Complaints, 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. |
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| 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. |
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| 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. |
| 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. |
| 147 | PD LSGD VIG C 1 | All Complaints, Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of the GPs in Ernakulam District. |
| 148 | PD LSGD VIG C 2 | All Complaints, 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. |
| 149 | PD LSGD VIG C 3 | All Complaints, 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). |
| 150 | PD LSGD VIG C 4 | All Complaints, 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. Safe Custody of the Physical copy of Annual Property Statements of State Service Officers of all Wings. |
| 151 | PD LSGD VIG C 5 | All Complaints, 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. |
| 152 | PD LSGD VIG C 6 | All Complaints, 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). |
| 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. |

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| 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. |
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VIG D SECTION

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| 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. |
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| 156 | PD LSGD VIG D 1 | All Complaints, 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. |
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| 157 | PD LSGD VIG D 2 | All Complaints, Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of the GPs Malappuram District. (Except the GPs of Nilambur Block). |
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| 158 | PD LSGD VIG D 3 | All Complaints, 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. |
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| 159 | PD LSGD VIG D 4 | All Complaints, Vigilance matters and Disciplinary actions against the staff and complaints against Elected Representatives of GPs in Kozhikkode District. |
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| 160 | PD LSGD VIG D 5 | All Complaints, 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. |
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| 161 | <i>Office Attendant</i> | Assist Deputy Director (Vig) and Senior Supdt and staff of VIG D Section. All other duties entrusted by Accounts Officer in time. |
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VIG E SECTION

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| 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. |
| 163 | PD LSGD VIG E 1 | All Complaints, Vigilance matters and Disciplinary actions against the staff and complaints against the Elected Representatives of all LSGIs in in Wayanad District. |
| 164 | PD LSGD VIG E 2 | All Complaints, Vigilance matters and Disciplinary actions against the staff and complaints against the Elected Representatives of GPs in Kannur District. |
| 165 | PD LSGD VIG E 3 | All Complaints, 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. |
| 166 | PD LSGD VIG E 4 | All Complaints, 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. |
| 167 | PD LSGD VIG E 5 | All Complaints, 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. |
| 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 |
| 169 | System Supervisor | |
| 170 | IT Expert 1 | |
| 171 | IT Expert 2 | |
| 172 | IT Expert 3 | |
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| 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. |
| 174 | Finance 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. |
| 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, Inspection of PR etc. All other duties assigned by the Principal Director. |
| 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. |
| 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. |
| 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. |
| 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. |
| 180 | <i>Typist Finance Inspection</i> | All typing works of Finance Management and 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. |

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| 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. |
| 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. |
| 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. |
| 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. |
| 185 | PD LSGD FM B 2 | Internal inspection files of all LSGIs of Idukki and Eranakulamm districts. Preparing report, collecting compliance reports, follow up action etc. All other duties assigned by the Principal Director. |
| 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. |
| 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. |
| 188 | <i>Office Attendant</i> | Assist all the staff of Finance Management 2 Section. All other duties entrusted by head of office in time. |

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| 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. Issue of advice in all financial matters of all the sections of Principal Directorate. All other duties assigned by the Principal Director. |
| 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. All other duties assigned by the Principal Director. |
| 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. |
| 192 | PD LSGD PE 1 | Distribution of maintenance grants to LSGIs. Files connected with PAC, Appropriation Accounts. 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. |
| 193 | PD LSGD PE 2 | Subject Committee, Estimate Committee, Surrender of Savings, Additional authorisation, Supplementary demands, SLBC Meetings, Ways and means, Maintenance of Railway level crossing, files related to the transfer of funds to Kerala Water Authority and public taps. 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. |

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| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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). |

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| 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. |
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| 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. |
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| 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). |
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| 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). |
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| 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. |
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| 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. |
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| 206 | Director LSGD Rural | Assist the Principal Director in Establishment matters of the department. Monitoring the functions of Additional Director Central and State Schemes. (Incuding 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. |

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| 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. |
| 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. |
| 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. |
| 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, Inspector of PR etc. All other duties assigned by the Principal Director in time. |
| 211 | PD LSGD CR 1 | General Notifications, Orders, Circulars related to Birth, Death, Marriage Registrations, IEC activities related to Civil Registration, Meetings, and all matters related to Government., Tapals related to Civil Registration. All other duties assigned by the Principal Director. |
| 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. |
| 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. |

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| 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. |
| 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. |
| 216 | Office Attendant | Assist the Chief Registrar and other staff of the Civil Registration Wing. All other duties assigned by the Principal Director. |
| 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. |
| 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. |
| 219 | PD LSGD REV 1 | All papers related to the Auction of buildings of LSGIs, trees, markets, shopping complex buildings, sand mining in all LSGIs. All related papers. All other duties assigned by the Principal Director. |
| 220 | PD LSGD REV 2 | All subjects and papers related to Profession Tax, Property Tax, Service Tax, Library Cess etc. General subjects telated to the own source revenue of Local Governments. Sanchaya Software. RTI Act. Appeals on RTI Act in Revenue Section. All other duties assigned by the Principal Director. |
| 221 | PD LSGD REV 3 | All papers related to License, Tax of mobile towers, Tax on advertisement at public places, Cinema Cess, Registration of Paramedical Institutions, Legal matters related to Own Source Revenue of LSGIs. |

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| 222 | PD LSGD REV 4 | All subjects and communications related to Ease of doing business, Ferry Service, Advertisement Tax, Bus stands, Comfort stations, Entertainment Tax, Parking fee etc. Complaints related to Revenue Section. All other duties assigned by the Principal Director. |
| 223 | Typist Revenue | All typing works of Revenue Section. Check the e-mails of the section and forward the same to the seats concerned. |
| 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. |
| 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. |
| 226 | <i>Office Attendant</i> | Assist the Additional Director CSS and the CA in official duties. All other duties assigned by the Principal Director. |
| 227 | <i>State Level Nodal Agency of Pradhan Manthri Krishi Sinchayee Yojana.</i> | |
| 228 | <i>PMU of Rurban Mission.</i> | |

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| 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. |
| 230 | PD LSGD C & SS A 1 | Housing schemes, IAY, PMAY (G), PMAY (U), Pradhan Manthri Jeevan Jyothi Beema Yojana, Pradhan Manthri Suraksha Beema Yojana. National Urban Digital Mission (NUDM). 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. |
| 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, SNA Accounts, MIS/PFMS technical issues. All other duties assigned by the Principal Director. |
| 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. |
| 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. Central Finance Commission Grant, High level monitoring Committee. Any other duties assigned by the Head of the Office from time to time. |
| 234 | PD LSGD C & SS A5 | All papers related to Missions like, Swach Bharath Mission, Haritha Keralam Mission, Information Kerala Mission, MGNREGA Mission, Navakeralam Mission etc. Communications with missions, co-ordination with Missions. KSRRDA, SWAMITWA. Pradhan Manthri Jan Vikas Karikram. Director Board/ Executive Committee meetings of KILA. Miscellaneous. KURDFC. All other duties assigned by the Principal Director. |
| 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. |
| 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. |

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| 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. |
| 238 | PD LSGD C & SS- B1 | All papers on CSS like AMRUT, Smart City, JNNURM. Processing of RIDF Projects in Kollam, Thiruvananthauram 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. |
| 239 | PD LSGD C & SS -B2 | Processing of RIDF Projects in Kottayam, 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. |
| 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. Nodal seat of LA questions of C & SS wing. All other duties assigned by the Principal Director in time. |
| 241 | PD LSGD C & SS- B 4 | Processing of RIDF Projects in Pathanamthitta, Eranakulam, 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. DRDA Admn fund. RTI Act. Appeal related to Right to Information Act in C&SS Section. All other duties assigned by the Principal Director in time. |
| 242 | PD LSGD C & SS- B5 | All papers and communications related to National RURBAN Mission. Prepare proposals, periodical reports, statements, progress reports. General papers on RURBAN. All other duties assigned by the Principal Director in time. |
| 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. |
| 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. |

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| 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. |
| 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. |
| 247 | PD LSGD C & SS- C 2 | All paers related to My Job My Pride, Special packages (Kuttanad, Edamalakkudi etc) and Subhiksha Keralam. Sustainable Development Goals. Meeting related to the schemes, K FON. All other duties assigned by the Principal Director in time. |
| 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. |
| 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. Implementation of state plan. Plan formation etc. Release of funds to KILA and other institutions. State Finance Commission Grants. Complaints related to state schemes of 7 districts (Thiruvananthapuram to Eranakulam). All other duties assigned by the Principal Director in time. |
| 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. |
| 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. |
| 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. |

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| 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 complaints/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. |
| 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. |
| 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. |
| 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. |

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| 258 | PD LSGD AR 1 | General subjects on Kerala Panchayat Building Rules. General subjects Kerala Municipality Building Rules , IBPMS, Sanketham Court cases related to Kerala Panchayat Building Rules, Court cases related to Kerala Municipality Building Rules, Complaints before the Legislative Committees and other complaints related to Building Permit,Completion and Numbering. File Adalat- Building permit, Completion & Numbering. By-laws of Gramapanchayats/ Block Pancahayats/ District Panchayats - Thiruvananthapuram & Idukki Districts All other duties assigned by the Principal Director. |
| 259 | PD LSGD AR 2 | Change of Headquarters/Name of Gramapanchayats/Block Panchayats and District Panchayats in all Districts, Change of Headquarters/name of Municipalities and Corporations in all Districts, By-laws of Gramapanchayats/ Block Pancahayats/ District Panchayats - Kollam, Alappuzha, Kottayam, Ernakulam & Thrissur Districts, Transfer of land vested by local bodies to other departments, All other duties assigned by the Principal Director. |
| 260 | PD LSGD AR 3 | General subjects on Right to Information Act related to Acts & Rules section, Appeal related to Right to Information Act and Right to Service Act related to Acts & Rules section, Pattayam-Devesting of land vested by Local bodies. By-laws of Gramapanchayats/Block Pancahayats/ District Panchayats in Pathanamthitta, Palakkad, Malappuram, Wayanad & Kasaragod Districts, All other duties assigned by the Principal Director.All other duties assigned by the Principal Director. |
| 261 | PD LSGD AR 4 | By-laws of Municipalities & Corporations, Allied Acts Act & Rules, Paddy and Wetland Act, Other Act and Rules, Legal proceedings on illegal resolutions in Gramapanchayats/Block Panchayats/District Panchayat, Municipalities and Corporations, Other matters related to illegal resolutions in Legal proceedings on the illegal resolutions in Gramapanchayats/Block Panchayats/District Panchayats, All other duties assigned by the Principal Director. |
| 262 | PD LSGD AR 5 | Kerala Panchayat Raj Act & Rules - Amendments, Clarifications, Directions, Guidelines etc. Kerala Municipality Act & Rules – Amendments, Clarifications, Directions, Guidelines etc. Court cases related to Kerala Municipality Act - legal issues related to Act and Rules, Court Cases related to Kerala Panchayat Raj Act- legal issues related to Act and Rules, Sakarma software, By-laws of Gramapanchayats/Block Pancahayats/ District Panchayats in Kozhikkod & Kannur Districts, All other duties assigned by the Principal Director. |

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| 263 | <i>Typist AR</i> | All typing works of Act & Rules 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. |
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| 264 | <i>Office Attendant</i> | Assist the officers and all the staff of Act & Rules Section. All other duties entrusted by the head of office in time. All other duties entrusted by the head of office in time. |
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| 265 | Junior Superintendent (JS - E & ER) | Supervision of the functions of E & ER 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. |
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| 266 | PD LSGD E & ER 1 | All papers related to the General Election/Bye Election to Local Self Government Insitutions. Election of Chairman/ Chair person, President, Vice President, Mayor, Deputy Mayor, Standing Committee chairpersons etc. Collect the details of aforesaid dignitaries in LSGIs. Collection of details of property of District Panchayat members. Fixation of members of three tier panchayats- Division of grama panchayats- formation of new LSGIs. All other duties assigned by the Principal Director. |
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| 267 | PD LSGD E & ER 2 | All General subjects related to LSGIs, Formation and delimitation of Local bodies. Seva Gramam, Grama Kendram, Associations of the heads of LSGIs. Tour of elected representatives, ID Cards ,KREWS. etc. Medical reimbursement claim of the members of LSGIs. All other duties assigned by the Principal Director. |
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| 268 | PD LSGD E & ER 3 | Nodal Seat of CMO Portal, all complaints recived through CMO Portal, For the People, related general subjects. Payment of fees to advocates. Applications related to Government sanction to pay fees to advocates. All matters related to transferred institutions. All other duties assinged by the Principal Director. |
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| 269 | PD LSGD E & ER 4 | All matters related to the revenue recovery of all LSGIs. Sanction of login for revenue recovery. All papers related to Left Wing Extremists. Citizen Charter. Akshaya Services and General complaints of 7 districts. (Thiruvananthapuram to Ernakulam). All other duties assigned by the Principal Director. |
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| 270 | PD LSGD E & ER 5 | Complaints on Gramasabhas. Committee on Government assurance. Road safety awareness. Akshaya Services and General complaints including of 7 districts (Thrissur to Kasargod). All other duties assigned by the Principal Director. |
| 271 | <i>Typist AR</i> | All typing works of E & ER 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. |
| 272 | <i>Office Attendant</i> | Assist the officers and all the staff of E &ER Section. All other duties entrusted by the head of office in time. |
| 273 | Senior Superintendent Social Security Pension (SS- SSP-DBT) | Supervision of the section and keeping and Maintaining of Casual Leave Register, Holiday Duty Register, Attendance Register, Cash Declaration Register, Movement Register, DBT Register, Inspection of PR, PIO of the Section. Any other duties assigned by the Head of the Office from time to time. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |

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| 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. |
| 280 | PD LSGD ASO 1 | All communications to the Govt. Verification of application, appeals, complaints from Palakkadd, Malappuram Districts. RTI Applications. All other duties assigned by the Principal Director. |
| 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. |
| 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. |
| 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. <i>Appellate authority of RTI Act of Communication section of Principal Directorate.</i> All other duties entrusted by the head of office in time. |
| 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. |
| 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. |
| 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. |

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| 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. |
| 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. |
| 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. |
| 290 | PD LSGD PR 2 | Issue of the pupblication to all subscribers in time and other related duties. Any other duties assigned by the Head of the Office from time to time. |

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| 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. |
| 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. |

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| 293 | Deputy Director (Empowerment) (DD - EMP) | <p>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. Extreme Poverty Eradication Programme. 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.</p> <p><i>Appellate authority of RTI Act of Empowerment section of Principal Directorate. All other duties assigned by the Principal Director.</i></p> |
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| 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. |
| 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, Buds School etc. All LACommittees with above subjects. Any other duties assigned by the Head of the Office from time to time. |
| 296 | PD LSGD EMP 2 | All files and matters related to Extreme Poverty Identification Programme. BPL Survey. Social Security Programmes- Monthly meeting of district level officers. RTI. Any other duties assigned by the Head of the Office from time to time. |
| 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, Anganvadies, Anganwadi workers, helpers. All other related subjects. All LACommittees with above subjects. Miscellaneous subjects of Empowerment section. Any other duties assigned by the Head of the Office from time to time. |
| 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. Differently abled- transgender etc. Councils on Women, Children and differently abled. Any other duties assigned by the Head of the Office from time to time. |
| 299 | Office Attendant | Assist the officers and all the staff of Empowerment Section. All other duties entrusted by the head of office in time. |

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| 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 refresher training in a rotation basis. Training of elected representatives, SHG members and beneficiaries of various schemes etc. <i>Appellate authority of RTI Act of Training and Capacity Development section of Principal Directorate.</i> |
| 301 | Asst. Director (AD - CD) | Supervision of the functions of Training & CD Section. Co-ordinate the training programme 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. |
| 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. |
| 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, calendar, Refresher training schedule etc. Training to elected representatives, beneficiaries of various schemes etc. All other duties assigned by the Principal Director. |
| 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 Principal Director. |
| 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 papers related to capacity development and training. All other duties assigned by the Principal Director. |
| 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. |

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| 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. |
| 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. |
| 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. |
| 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. |

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| 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. |
| 313 | Head Clerk- Health | Suprvision 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. |
| 314 | PD LSGD PH 1 | All papers related to NGT cases, SWM, LWM, Waste Management, War room, WTE, Biomining, STP, FSTP, Swachh Survekshan & GFC Ranking, Haritha Karma Sena, MCF, RRF, meetings related to NGT and Sanitation matters. All other duties entrusted by the Head of Office. |
| 315 | PD LSGD PH 2 | All papers related to health, NRHM, NUHM, Ardram, Pulse Polio, Bio diversity, Data Bank, EIA notification, crematorium, ABC programme and implementation of ABC Rules. All papers related to the appointment of casual/ contract/daily wages staff of NRHM and NUHM. SPCA. All other duties entrusted by the Head of office. |
| 316 | PD LSGD PH 3 | All papers relates to LA Committees on environment protection and other LA Committees including subject committees. Slaughter house, meat stall, hotel inspection. RTI and LA interpellation. All other duties entrusted by the head of office. |
| 317 | PD LSGD PH 4 | All papers related to water bodies, canals, ponds, Thelineerozhukum Nava Keralam, issues of wild boars, World Bank Projects, Impact Kerala, Clean Kerala Company Ltd. All other duties entrusted by Head of office. |
| 318 | PD LSGD PH 5 | All papers related to Pre-monsoon cleaning. Pachathuruth, Quarries, Arogya Jagratha, Justice Sirijagan Committee Report, Palliative care. Plastic Ban of all LSGIs and Conservaton of nature. Asha workers. All other duties entrusted by the head of office. |

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| 319 | <i>Typist PH</i> | All typing works of Public Health 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. |
| 320 | Finance Officer (Pension & PF) | Supervision of the Finance Pension and Provident Fund wing of Principal Directorate. All matters related to Kerala Municipal Pension Fund etc. Monitoring the collection of amount towards pension funds. Allotment of funds, upkeep of individual accounts, issuance of annual credit slips, allotment of accounts to new entrants, closure of accounts etc. Sanctioning all types PF advances and Closure, Allocation of new PF Account Number and other allied matters of KMCPF and KPEPF. All other duties assigned by Principal Director in time. Approver of all communications to Government except policy matters. <i>Appellate authority of RTI Act of Pension and Provident Fund wing of Principal Directorate.</i> |
| 321 | Pension Officer | All matters related to Pension and NPS of Municipal common service. PIO of the section. Verification of the files of Pension Sections 1 to 9. |
| 322 | Senior Supdt. Pension | Suprvision of the duties of clerks in Pension 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. |
| 323 | PD LSGD PEN A 1 | Pension papers related to Kozhikkode, Vadakara, Koyilandy, Ponnani, Neeleshwaram, Ramanattukara, Feroke, Mukkam, Koduvally, Payyoli, Perinthalmanna, Malappuram, Manjeri, Tirur, Kasargod, Kanhangad ULBs. |
| 324 | PD LSGD PEN A 2 | Pension papers related to Kochi, Angamali, Kothamangalam, Aluva, Perumbavoor, Thrippunithura, North Paravur, Moovattupuzha, Elur, Thrikkakkara, Maradu, Kalamassery, Piravom, Koothattukulam ULBS. |
| 325 | PD LSGD PEN A 3 | Pension papers related to Thiruvananthapuram, Varkala, Attingal, Nedumangad, Neyyattinkara, Vaikom, Pala, Kottayam, Changanassery, Ettumanoor, Earattupetta, Pathanamthitta, Adoor, Pandalam, Thiruvalla ULBS. |
| 326 | PD LSGD PEN A 4 | Pension papers related to Thrissur, Thrissur Corpn Electricity wing, Kodungallur, Chavakkad, Guruvayoor, Kunnamkulam, Irinjalakkuda, chalakkudi, Shornnur, Ottappalam, Mannarkkad, Pattambi, Cherppulassery, Palakkad, Chittur Thathamangalam and Vadakkanchery ULBS. |

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| 327 | PD LSGD PEN A 5 | Pension papers related to Kollam, Punalur, South Paravur, Cherthala, Alappuzha, Kayamkulam, Mavelikkara, Chengannur, Harippad, Thodupuzha, Kattappana, Kalpetta, Mananthavady, Sulthan Bathery, Karunagappally, Kottarakkara ULBS. |
| 328 | PD LSGD PEN A 6 | Pension papers related to Kannur, Thalassery, Koothuparamba, Payyannur, Mattannur, Thalipparamba, Aanthur, Panur, Iritty, Sreekantapupram, Nilambur, Kottakkal, Kondotty, Valanchery, Parappanangadi, Tanur, Tirurangadi ULBs. Office procedure of pension. |
| 329 | PD LSGD PEN A 7 | All files and papers related to the NPS and Pension Account of the staff of Municipal Common Service. All other duties entrusted by the head of office in time. |
| 330 | <i>Typist - Pension A</i> | All typing works of Pension A 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. |
| 331 | <i>Office Attendant</i> | Assist the officers and all the staff of Pension A Section. All other duties entrusted by the head of office in time. All other duties entrusted by the head of office in time. |
| 332 | Junior Supdt. (JS PEN B) | Suprvision of the duties of clerks in Pension 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. |
| 333 | PD LSGD PEN B 1 | Pension of the state Service Officers of Panchayat of 8 Districts (TVM to TSR), All files and registers related pension, Court cases. |
| 334 | PD LSGD PEN B 2 | Pension of the state Service Officers of Panchayat of 6 districts (PLKD to KSD) and general subjects of pension. All files and registers related pension, Court cases. All files related to the pension contribution of the employees of Grama panchayats. |
| 335 | PD LSGD PEN B 3 | NPS- Files related to NPS in respect of employees who were enrolled under NPS. All cash transactions related to NPS and maintainance of online data of NPS. Any other duties assigned by the Head of the Office from time to time. |

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| 336 | PD LSGD PEN B 4 | All files and papers related to NPS of the employees of Panchayath of 8 districts (TVM to TSR). Any other duties assigned by the Head of the Office from time to time. |
| 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. |
| 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. |
| 339 | PD LSGD PEN B 7 | All files related to the pension of the state service officers of Rural Development Wing and Principal Directorate. 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. |
| 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. |
| 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. |
| 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. |
| 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, Inspectin of PR, PIO of the section etc. All other duties entrusted by the head of office in time. |
| 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, Inspectin of PR, PIO of the section etc. All other duties entrusted by the head of office in time. |

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| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 350 | PD LSGD CPF 6 | Closure and Advance of regular employees, PF Account number 2901 to 3800, 6851 to 6900, 7201 to 7250, 7851 to 8050, 10051 to 10100, 11000 to 11400, 12651 to 12750, 13353 to 13453, 14056 to 14157. |
| 351 | PD LSGD CPF 7 | Closure and Advance of regular employees, PF Account number 3801 to 4700, 6901 to 6950, 8051 to 8250, 9901 to 10000, 11401 to 11650, 12751 to 12850, 13454 to 13554, 14158 to 14256. |
| 352 | PD LSGD CPF 8 | Closure and Advance of regular employees, PF Account number 4701 to 5600, 6951 to 7000, 8251 to 8350, 10101 to 10250, 11650 to 12000, 12851 to 12949, 13555 to 13654, 14257 to 14356. |
| 353 | PD LSGD CPF 9 | Closure and Advance of regular employees, PF Account number 5601 to 6700, 7001 to 7050, 8351 to 8450, 10251 to 10400, 12000 to 12250, 12950 to 13052, 13655 to 13755, 14357 to 14458. |
| 354 | PD LSGD CPF 10 | Closure and advances of contingent employees of ULBs. (TVM and KLM Districts). |
| 355 | PD LSGD CPF 11 | Closure and advances of contingent employees of ULBs. (EKM, Idukki and Kottayam districts). |
| 356 | PD LSGD CPF 12 | Closure and advances of contingent employees of ULBs. (Alappuzha, Malappuram, Thrissur and Palakkad districts). |

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| 357 | PD LSGD CPF 13 | Closure and advances of contingent employees of ULBs. (Pathanamthitta, Kannur, Wayanad, Kozhikkode and Kasargod districts). |
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| | | All Sections shall maintain PF Closure Register, Allotment Register, Cash book, Treasury Movement Register, Personal Register. |
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| 358 | <i>Typist - Pension</i> | All typing works of CPF Section. Check the e-mails of the section and forward the same to the seats concerned. |
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| 359 | <i>Office Attendant-1</i> | Assist the officers and all the staff of CPF Section. All other duties entrusted by the head of office in time. |
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| 360 | <i>Office Attendant-2</i> | Assist the officers and all the staff of CPF Section. All other duties entrusted by the head of office in time. |
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| 361 | Accounts Officer (KPEPF) | Supervision of the functions of KPEPF Section. Sanctioning all types PF advances and Closure, Allotment of new PF Account Number and other allied matters of KPEPF. Verification of all files related to KPEPF. Approver of reminders to district offices. All other duties assigned by Principal Director in time. |
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| 362 | Senior Supdt. (SS - KPEPF) | Distribution of tapals to each section, Supervision of the staff PF Section, Maintenance of Attendance Register, CL Register, Cash Declaration Register, Movement register, Inspector of PR, PIO of the section etc. All other duties assigned by Principal Director in time. |
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| 363 | PD LSGD KPF 1 | All PF matters of Employees in Kannur district. (Maintenance of Registers), RTI. |
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| 364 | PD LSGD KPF 2 | All PF matters of Employees in Malappuram district. (Maintenance of Registers), ISO. |
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| 365 | PD LSGD KPF 3 | All PF matters of Employees in Kottayam and Kasargod districts. (Maintenance of Registers). |
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| 366 | PD LSGD KPF 4 | All PF matters of Employees in Thiruvananthapuram district. (Maintenance of Registers), Miscellaneous subjects other than KPEPF. |
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| 367 | PD LSGD KPF 5 | All PF matters of Employees in Thrissur district. (Maintenance of Registers, suit register. |
| 368 | PD LSGD KPF 6 | All PF matters of Employees in Kollam and Wayanad districts, miscellaneous subjects related to KPEPF. (Maintenance of Registers). |
| 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. |
| 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. |
| 371 | PD LSGD KPF 7 | All PF matters of Employees in Kozhikkode district. (Maintenance of Registers) |
| 372 | PD LSGD KPF 8 | All PF matters of Employees in Ernakulam district. Accounts with Accountant General , communication of IKM. |
| 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. |
| 374 | PD LSGD KPF 10 | All PF matters of Employees in Alappuzha district. (Maintenance of Registers), e-mail checking. |
| 375 | PD LSGD KPF 11 | All PF matters of Employees in Palakkad district. (Maintenance of Registers). |
| 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. |

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| 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. Appellate authority of RTI Act of Decentralised Planning wing of Principal Directorate. |
| 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. |
| 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. |
| 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. |
| 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. |

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| 383 | PD LSGD DPL A 2 | Various meetings related to planning.- Welfare committees, LA Committees of SC/ST, Backward classes and related subjects (7 districts. TVM -EKM). Complaints on drinking water projects - Sports and Youth welfare- play grounds- Keralotsavam. Health Grant (GP s & DP). Monitoring of Maintenance Grant. Any other duties assigned by the Head of the Office from time to time. |
| 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. Complaints related to LIFE of Kannur, Wayanad and Kasargod districts. Primary education projects. Any other duties assigned by the Head of the Office from time to time. |
| 385 | PD LSGD DPL A 4 | SIDCO, Total literacy programme and continuing education- Unemployment wages- Vizhinham project. 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. |
| 386 | PD LSGD DPL A 5 | Subjects related to Administrative reforms- front office management, Citizen facilitation centre, IMPACT Kerala, ANERT, Power, Financial assistance, Election Manifesto of the Govrnment. Anniversary of Govt. 100 days programme (Rural and Urban). Fund sanction related cremation ground and slaughter house. Any other duties assigned by the Head of the Office from time to time. |
| 387 | PD LSGD DPL A 6 | Decentralised Planning- complaints on development projects of 7 district (TVM to EKM) of GPs- complaints on the selection of beneficiaries,- Diary Development- Annimal husbandry- complaints on the annual projects. Street taps. Any other duties assigned by the Head of the Office from time to time. |
| 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. |
| 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. |
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| 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. |
| 391 | PD LSGD DPL B 1 | Decentralised Planning- complaints on development projects of 7 district (TSR to KSD) of GPs- Cultural centres- Dharma sthapanangal- Monthly business statement of DPL B Section- complaints on drinking water projects (7 districts) |
| 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. ILGMS, Sugama Portal Dash Board Monitoring. Clerical support to IT wing. (The files in IT subjets shall be forwarded to System Administrator). All other duties assigned by the Principal Director. |
| 393 | PD LSGD DPL B 3 | All files on digitilization- complaints regarding gramasabha- guest labourers- LA committees on the welfare of senior citizen and paravasis. Complaints related to LIFE of Malappuram district. Proposals and meetings regarding tourism. Any other duties assigned by the Head of the Office from time to time. |
| 394 | PD LSGD DPL B 4 | SGSY Special Projects- SUBHICSHA- SLBC/ SLBC sub committee/IRDP/SGSY complaints- Appointment of Chartered Accountants- NRLM Fund release - RSETI- NN BOMP- Virtual DDO Code. Any other duties assigned by the Head of the Office from time to time. |
| 395 | PD LSGD DPL B 5 | Files related to KERAMS, FPNC, Janakeeya Hotel, Block Information Centres, Destination Challenge, Petitions Committee, File adalath, Nodal seat of RTI and LA questions of Decentralised Planning wing. Idamalakkudi package. Any other duties assigned by the Head of the Office from time to time. |
| 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. |
| 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. |

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| 398 | PD LSGD DPL C 1 | Mission antyodaya- Files related to Janakeeyasoothranam BPs and DPs, BRGF, Maintenane Grant- Sanction or Ratification of projects of Block Panchayats- ISO Certification. 15th Finance Commission Grant- Tied and untied, e-Gram Swaraj-Block Resource Centre. Gap fund. Any other duties assigned by the Head of the Office from time to time. |
| 399 | PD LSGD DPL C 2 | Awards on VEGA- SiGN- Assistance to Nilath Ezhuthu Aasaan, Developent Authorities (TRIDA, GCDA), KSIDC-Fund release, General papers related to Block Panchayat. Monthly meeting of Joint Directors. Complaints on LIFE of Palakkad district. SLEC. Monthly business statement. All other duties assigned by the Principal Director. |
| 400 | PD LSGD DPL C 3 | Various housing schemes- LIFE Mission, EMS Housing Scheme. District/ Taluk Development Councils. Complaints on LIFE of Thiruvananthapuram to Thrissur districts. Any other duties assigned by the Head of the Office from time to time. |
| 401 | PD LSGD DPL C 4 | All subjects related to the Fish farming and agriculture, Miscellaneous subjects of Decentralised Planning, Drinking water projects, Libraries, Charitable institutions. Kasargod Package. Complaints on LIFE of Kozhikkode district. All subjects assigned by theh Principal Director. |
| 402 | PD LSGD DPL C 5 | Idukki package. Sports Councils of LSGIs, 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. |
| 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. |
| 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. |

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| 406 | PD LSGD DPL D 1 | Implementation of all Urban Housing Schemes, 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. Decentralised Planning of Urban Local bodies. (Plan formation- (ward sabha)- Progress reports- Various committees related to development activities. Plan Fund distribution- fund utilisation- collection of details of annual projects of ULBs. Development projects- Utilisation of development fund). Miscellaneous items. Any other duties assigned by the Head of the Office from time to time. |
| 407 | PD LSGD DPL D 2 | KLGS DP, LA Interpellation related to Decentralized Planning, Implementation of state schemes and new schemes, National Level conferences, Municipalika, Action Taken Report, Governors Speech. Attappadi package. Any other duties assigned by the Head of the Office from time to time. |
| 408 | PD LSGD DPL D 3 | Loans of Urban Local bodies , Kuttanad package. Paper relating to extra ordinary expenditure by ULBs, schemes AUEGS, NULM. Any other duties assigned by the Head of the Office from time to time |
| 409 | PD LSGD DPL D 4 | Development Projects of Urban Local Bodies, matters related to Co-ordination committee, Finance commission Grants (Health Grant Urban) and activities, Janakeeyasoothranam, GPDPA Grant, KLGS DP. Any other duties assigned by the Head of the Office from time to time |
| 410 | PD LSGD DPL D 5 | Implementation of KLGS DP, 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 (7 districts TSR-KSD). Any other duties assigned by the Head of the Office from time to time. |
| 411 | <i>Office Attendant</i> | Assist the officers and all the staff of DPL D Section. All other duties entrusted by the head of office in time. |

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| 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 the 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. |
| 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. |
| 414 | <i>Office Attendant</i> | 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. |
| 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. |
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| 416 | Asst. Director (Stati) | Supervision of the statistics cell of Rural wing. Assist the Deputy Director (Stati) to perform his/her official duties. Administration reports, annual performance reports, other progress reports etc. All other duties entrusted by Principal Director. |
| 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. Distribution of tapals to Statistical Assistants. Assist the Stati assistants to prepare the reports to higher authorities. All other duties assigned by the Principal Director. |
| 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. |
| 419 | Statistical Asst. 2 | Nodal seat of LA Questions of Statistical wing. 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. |
| 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. |
| 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. |

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| 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 . |
| 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. |
| 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. |
| 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. |
| 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. |
| 427 | Statistical Asst. 8 | LA interpellation of planning wing. 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, |
| 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. |

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| 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). |
| 430 | PD LSGD SPL 2 | All papers related to the Maintenance and moitoring of asset register - (eg. Roads, buildings, Water Supply Schemes, Anganvadies, bus stations, Purambokku, Land. etc. etc). Asset Management. Demolition of buildings for LSGIs. Encroachment of Purambok. Annual Plan working Group. All other duties assigned by the Principal Director in time. |
| 431 | PD LSGD SPL 3 | All papers related to Sulekha software and related duties. Communications related to plan budget. Nodal seat of LA questions of Principal Directorate. Papers related to Assurance Committee. All other duties assigned by the Principal Director in time. |
| 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. |

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| 433 | <i>Office Attendant</i> | Assist the officers and all the staff of Planning Section. All other duties entrusted by the head of office in time. |
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| 434 | Senior Finance Officer (Audit Monitoring) | Supervision of Audit monitoring wing of Principal Directorate. All papers related to Perfomance 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. |
| 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. |

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| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |

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| 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. |
| 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. |
| 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 Principal Director. All other duties assigned by the head of office in time. |
| 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. |
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| 448 | Chief Town Planner General | <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, Training and capacity building on spatial planning, 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, distribute and delegate works and other duties to officers and staff under Chief Town Planner (General).</p> <p>Establishment and administration as per special rules/G.O pertaining to all technical officers of LSGD Planning. Liaison</p> |
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| 449 | <i>Confidential Assistant to Chief Town Planner (General)</i> | 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. |
| 450 | <i>Office Attendant</i> | 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. |
| 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. |
| 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. |

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| 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. |
| 454 | <i>Sr. Town Planner (TCP- STP 1)</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 |
| 455 | <i>Sr. Town Planner (TCP- STP 2)</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, |
| 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. |
| 457 | <i>Town Planner -1 (TCP - TP1)</i> | 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; 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, Training and Capacity building- quality improvement program on spatial planning for the technical staff, Preparation of budget proposals for plan schemes – Research and Development , Training and Capacity building, e –Governance initiatives, Centrally Sponsored Schemes, Conducting Seminars, Workshops etc. Technical audit of Seven districts assigned by the Chief Town Planner, Any other work assigned by the Chief Town Planner and the Senior Town Planner. |
| 458 | <i>Town Planner-2</i> | Works related to building rules under the Kerala Municipality Act and Kerala Panchayat Raj Act, their |

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| 450 | (TCP - TP2) | amendments and clarifications, Technical Audit of Seven Districts assigned by the Chief Town Planner, Works |
| 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 |
| 460 | Town Planner (TCP - TP 4) | 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. Assisting |
| 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 |
| 462 | Dy. Town Planner- (TCP - DyTP 1) | 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 settlement planning and related subjects, Training and Capacity building- quality improvement program on spatial planning for the technical staff, e –Governance initiatives Conducting Seminars, Workshops etc. Preparation of budget proposals for plan schemes – Research and Development Training and Capacity building. |
| 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 |
| 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, |
| 465 | Dy. Town Planner- (TCP - DyTP 4) | 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 |

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| 466 | <i>Asst. Town Planner (TCP - ATP-1)</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 Plans/DTP Schemes, Site appraisal of various projects, Single window clearance board, other matters |
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| 467 | <i>Asst. Town Planner (TCP - ATP-2)</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 Plans/DTP Schemes, Site appraisal of various projects, Single window clearance board, other matters |
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| 468 | <i>Asst. Town Planner (TCP - ATP-3)</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 before Art & Heritage committee , Works related to the formulation and implementation of State Plan Scheme |
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| 469 | <i>Asst. Town Planner (TCP - ATP- 4)</i> | 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 official language in LSGD Planning. Any other work assigned by the Chief Town Planner , Additional Chief Town |
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| 470 | <i>D Man/TPS Gr. I (D Man-1)</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. |
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| 471 | <i>D Man/TPS Gr. I (D Man-2)</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 |
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| 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 |
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| 473 | <i>D Man/TPS Gr. I (D Man-4)</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. |
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| 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. |
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| 475 | <i>Office Attendant</i> | Assist the officers in all official duties. All other duties entrusted by the head of office in time. |
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| 476 | <i>Chief Town Planner (Planning)</i> | <p><u>Head of the Planning Cell of LSGD Planning</u></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> <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> |

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| | | <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> |
| 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> |
| 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> |
| 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> |

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| 480 | <i>Town Planner (TCP- TP PLG 1)</i> | 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 |
| 481 | <i>Town Planner (TCP- TP PLG 2)</i> | 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 |
| 482 | <i>Town Planner (TCP- TP PLG 3)</i> | 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 |
| 483 | <i>Town Planner (TCP- TP PLG 4)</i> | 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 |
| 484 | <i>Dy. Town Planner (TCP-DTP PLG 1)</i> | 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 |
| 485 | <i>Dy. Town Planner (TCP-DTP PLG 2)</i> | 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 |
| 486 | <i>Dy. Town Planner (TCP-DTP PLG 3)</i> | 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 |
| 487 | <i>Dy. Town Planner (TCP-DTP PLG 4)</i> | 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 |
| 488 | <i>Asst. Town Planner (TCP - ATP PLG 1)</i> | 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 Planner; Vetting of data from districts and other sources; vetting of maps for plan preparation. |
| | <i>Asst. Town Planner</i> | 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 |

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| 489 | (TCP - ATP PLG 2) | Town Planner; Vetting of data from districts and other sources; vetting of maps for plan preparation. |
| 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 Planner; Preparation of minutes of the meetings; Attend to any other works assigned by the Town Planner and |
| 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 Planner; Vetting of data from districts and other sources; vetting of maps for plan preparation. |
| 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 |
| 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 |
| 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. |
| 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. |
| 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. |
| 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. |

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| 498 | Junior Supdt. PLG A | Supervision of PLG A 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. |
| 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. |
| 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. |
| 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. |
| 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. RTI. All other duties assigned by the Principal Director. |
| 503 | Office Attendant | Assist the Junior Superintendent and staff of Planning A section. All other duties assigned by the Principal Director. |
| 504 | Junior Supdt. PLG B | Supervision of PLG B 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. |

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| 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. |
| 506 | PD LSGD PLG B 2 | All files related to building rules- meetings- All technical matters on unauthorised construction - Chief Ministers Public Grievance Cell. CRZ Notification etc. LA questions. All other duties assigned by the Principal Director. |
| 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. |
| 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- SUIIS - 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. |
| 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. |
| 510 | Office Attendant | Assist the Junior Superintendent and staff of Planning A section. All other duties assigned by the Principal Director. |

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| 511 | Deputy Director Stati PLG | <p>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)</p> <p>2. Keep continuous contacts with each and every section of LSGD Planning and co-ordinate statistical works.</p> <p>3. Assist CTP (Planning) and CTP in Statistical Works.</p> <p>4. Conducting training on statistical methodology to officers involved in surveys with the help of CD Section.</p> <p>5. Any other works assigned by Principal Director.</p> |
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| 512 | Research Officer Stati PLG | <p>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. Supervise the 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.</p> |
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| 513 | Research Asst. PLG | <p>Immediate supervision of Stat Cell. Perform duties and responsibilities in the absence of DD & RO. Provide assistance to the DD to perform his/her 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.</p> |
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| 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. Subject Committee. Any other special work entrusted time to time. Any other works assigned by Principal Director. |
| 515 | Stati Asst. PIG -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. Economic survey. Works related to other surveys entrusted. Any other special work entrusted time to time. Any other works assigned by Principal Director |
| 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 |
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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. Issue approval for publishing the information on the website (WINGS) relating to his wing. 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. Exercise administrative, financial and technical powers delegated to him. See that the rules regarding accounting and financial control at various levels are properly enforced. 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. 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> |
| 518 | Office Attendant | Assist the Chief Engineer to perform his/her official duties. All other duties assigned by the Chief Engineer. |

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| 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. Appellate Authority of RTI in the LID & EW. All other duties assigned by the Principal Director and Chief engineer. |
| 520 | Office Attendant | Assist the Deputy Chief Engineer to perform his/her official duties. All other duties assigned by the Chief Engineer. |
| 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. |
| 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. |
| 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. |

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| 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. |
| 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 in LID & EW. PIO of the Engineering wing. All other Duties assigned by theChief Engineer/Principal Director. |
| 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. |
| 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. |
| 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. |
| 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. |

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| 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. Nodal seat of RTI. All other Duties assigned by the Chief Engineer/Principal Director. |
| 531 | First Gr. Overseer-DB 2 | Charge of the technical files of Alappuzha and Ernakulam districts. KILA/KIIFB, General education etc. All other Duties assigned by the Chief Engineer/Principal Director. |
| 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 the Chief Engineer/Principal Director. |
| 533 | First Gr. Overseer- DB 4 | Charge of the technical files of Kozhikkode district. CMLRRP, RKI etc. All other Duties assigned by the Chief Engineer/Principal Director. |
| 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 of Tools and plants, Disaster management and road mapping etc. All other Duties assigned by the Chief Engineer/Principal Director. |
| 535 | First Gr. Overseer- DB 6 | Charge of the technical files of Idukki, Kottayam and Pathanamthitta districts. Files of Care home etc. All other Duties assigned by the Chief Engineer/Principal Director. |
| 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 the Chief Engineer/Principal Director. |
| 537 | Office Attendant | Assist the staff of DB section to perform their official duties. All other duties assigned by the Chief Engineer. |
| 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. |

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| 539 | <i>PD LSGD EW 1</i> | 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |

