



തദ്ദേശസ്വയംഭരണ വകുപ്പ് അഡീഷണൽ ഡയറക്ടറുടെ നടപടിക്രമം

(ഹാജർ : എം.പി.അജിത്കുമാർ)

സംഗ്രഹം

വിഷയം : തദ്ദേശസ്വയംഭരണ വകുപ്പ് - പ്രിൻസിപ്പൽ ഡയറക്ടറേറ്റ്-ജീവനക്കാരുടെ Roles &Responsibilitiesൽ ഭേദഗതികൾ വരുത്തി ഉത്തരവാകുന്നു.

ഉത്തരവ് നമ്പർ LSGD/PD/5213/2023-IE1 തീയതി:26-10-2023

- പരാമർശം: 1) പ്രിൻസിപ്പൽ ഡയറക്ടറുടെ 04.10.2023-ലെ LSGD/DD/5213/2023/ IE1 നമ്പർ ഉത്തരവ്.
2) അഡീഷണൽ ഡയറക്ടറുടെ 18.10.2023 ലെ LSGD/PD/5213/2023-IE1 നമ്പർ ഉത്തരവ്.

ഉത്തരവ്

മേൽ പരാമർശിത ഉത്തരവുകൾ പ്രകാരം പ്രിൻസിപ്പൽ ഡയറക്ടറേറ്റിലെ സെക്ഷനുകൾ പുന:ക്രമീകരിച്ച് ഉത്തരവായിട്ടുള്ളതാണ്.ടി സാഹചര്യത്തിൽ ജീവനക്കാരുടെ Roles &Responsibilitiesൽ ചുവടെപ്പറയും വിധം ഭേദഗതികൾ വരുത്തി ഉത്തരവാകുന്നു.

പ്രവർത്തനം അവസാനിപ്പിച്ച C&SS-C സെക്ഷൻ, സീറ്റുകളായ C&SS-B2, DPL-B4, DPLD2, കൂടാതെ സീറ്റുകൾ സംയോജിപ്പിച്ച C&SS-A2&A3, DPLC3&C4 എന്നിവിടങ്ങളിൽ കൈകാര്യം ചെയ്തിരുന്ന വിഷയങ്ങൾ കോളം നമ്പർ 3 ൽ പരാമർശിച്ചിരിക്കുന്ന സീറ്റുകളിലേക്ക് മാറ്റി ഉത്തരവാകുന്നു.

1)	2)	3)
നിലവിലെ സീറ്റ്	നിലവിലെ റോൾസ്	നിലവിലെ റോൾസ് ഏത് സീറ്റ്/സെക്ഷനിലേക്ക് മാറ്റുന്നു.
C& SS-C1	All papers related to Local Economic Development, K-Swift, K-Disc, Vathilppadi Sevanam	1. Local Economic Development- DPLA3 2. K-Swift-Revenue -3 3. K-Disc- DPL-A1 4. Vathilppadi Sevanam-C&SS -A2
C& SS-C2	All papers related to My job My Pride, Special Packages, Subhishakeralam, SDG, K-Fon	1. My Job My Pride-DPLA -4 2. Subhishakeralam- DPLA-4 3. SDG- SA4 4. K-fon- GEB 3
	All papers related to Navakeralam 2, Nilavu, Street Lights, Vidyakiranam,	1. Navakeralam-DPL A1

C& SS-C3	Vimukthi, Nodal Seat of RTI of the C& SS	2. Nilavu, Street Lights-DPL B3 3. വിദ്യാകിരണം- DPLA-3 4. വിമുക്തി- EMP-4 5. RTI Nodal Seat-C&SS A 1
C& SS-C4	All papers related to Thelineeru ozhukum Navakeralam, 5 G Roll out related subjects, Suchitwa Sagaram& other campaigns, Implementation of State Plan, Plan formation Release of funds to KILA & other institutions, SFC Grants, complaints related to State Schemes of 7 District (TVM to EKM)	1. തെളിനീരൊഴുക്കം നവ കേരളം- SWAG-2 2. 5 G Roll out related subjects – DPLB2 3. Suchithwa Sagaram & other campaigns-SWAG -2 4. State Plan +Plan formation-SPL-1 5. Release of funds to KILA and other Institution C&SA-5 6. SFC Grants – DPL A-3 7. Complaints related to State Schemes of 7 Districts- 8. Block Information Centre- C&SSA2 (അതത് പദ്ധതികൾ ചെയ്യുന്ന സീറ്റ്)
C& SS-C5	Thozhil sabha, One LSGI One Product, Jala jeevan Mission, General Papers meetings, Complaints related to State Schemes of 7 District (Thrissur to Kasaragod)	1. Thozhil Saha DPLA-4 2. One LSGI One Product-DPLA-5 3. Jalajeevan Mission-C&SS B-5 4. Complaints related to state schemes-(അതത് പദ്ധതികൾ ചെയ്യുന്ന സീറ്റ്)
C&SS A3	Complaints and representation on all Housing schemes (8 Dist). Any other duties assigned by the Head of the office from time to time.	മുഴുവൻ ചുമതലകളും C&SS A2- ന് നൽകുന്നു.
DPL B4	SGSY Special Projects-Subhiksha-SLBC, IRDP/SGSY complaints, NRLM fund release, RSETI, NN BOMP, Virtual DDO Code	1. Virtual DDO Code-DPLB-2 2. SPSY Special Project, SLBC, IRDP, SGSY- C&SS B5

		3. Subiksha Keralam- DPL A4
DPL B5	KERAMS, fpnc, Janakeeya Hotel, Block Information Centre, Destination challenge, Petition Committee, File Adalath, Nodal Seat of RTI & LA Question of DPL Wing, Identify with package	4. RSETI, NN-BOMP - C&SS A-1 1. File Adalath- IE-1 2. മറ്റു വിഷയങ്ങൾ DPL B5
DPL C4	Fish farming & Agriculture, Miscellaneous subject of decentralized planning, drinking water projects, Libraries, charitable institution, Kasaragod Package, complaints on LIFE(KZD Dist)	DPL C-4 നിർവ്വഹിച്ചിരുന്ന മുഴുവൻ ചുമതലകളും DPL- C2 സെക്ഷൻ നൽകുന്നു. (C2 സെക്ഷനുകളിൽ നിലവിലുള്ള കൂടാതെ)
DPL D2	KLGS DP, implementation of state schemes, Governor's speech, National level conference, Attappadi package	DPL-D5
C&SS B-2		C&SS B-2 സെക്ഷൻ കൈകാര്യം ചെയ്തിരുന്ന മുഴുവൻ ഫയലുകളും C&SS B-1- സെക്ഷനിലേക്ക് നൽകുന്നു.

കൂടാതെ നിലവിലെ റോൾസിൽ ഉൾപ്പെടാത്ത വിഷയങ്ങൾ ചുവടെ കോളത്തിൽ

പരാമർശിക്കും പ്രകാരം സെക്ഷനുകൾക്ക് നൽകി ഉത്തരവാകുന്നു

ക്രമ നം	Role	Section /Seat
1	കുടുംബശ്രീ (റൂറൽ)	DPL A5
2	SFC (Report) (Decentralised Planning- മാധ്യമ ബന്ധപ്പെട്ടത്)	DPL A3
3	Decentralised plan complaints (Block)	DPL C1
4	Decentralised plan complaints (DP's)	DPL C5
5	Decentralised plan complaints (Urban)	DPL D1
6	Kudumbasree (Urban)	DPL D3
7	ശബരിമല തീർത്ഥാടനവുമായി ബന്ധപ്പെട്ട വിഷയങ്ങൾ (മാലിന്യസംസ്കരണം ഒഴികെ)	DPL A
8	PFMS related subjects	PE

എസ്റ്റാബ്ലിഷ്മെന്റ് സെക്ഷനിൽ പുതിയതായി രൂപീകരിച്ച DEH സെക്ഷന്റെ ചുമതലകൾ പരാമർശം 2 ഉത്തരവ് പ്രകാരം നിശ്ചയിച്ച് നൽകിയിരുന്നു. ആയതിൽ ചുവടെപ്പറയും വിധം ഭേദകതികൾ വരുത്തി ഉത്തരവാകുന്നു. കൂടാതെ DEA, DEB, DEC, DEE സെക്ഷന്റെ ചുമതലകൾ ചുവടെ കോളത്തിൽ പരാമർശിക്കും പ്രകാരം പുന:രൂപീകരിച്ച് ഉത്തരവാകുന്നു.

Sl.No	Designation	Duties and Responsibilities
1	DEH 1	Higher and Lower DPC
2	DEH 2	Probation declaration of all category of gazetted officers.
3	DEH 3	Ratio Higher Grade promotion of all categories Probation declaration of Public Health Inspector-Gr-2, Public Health Inspector Gr-1, Senior Public Health Inspector-Gr-2, Senior Public Health Inspector Gr-1 Pharmacist.
4	DEH 4	Charge allowance of all category of gazetted officers. Junior Senior anomaly of all category of all Gazetted officer, Assistant Secretary (HG)/JS(HG). Time Bound Higher Grade of all Gazetted Officers. Senior Clerk & VEO Grade-I Higher Grade, deployment (TVPM to EKM). Higher Grade, Deployment (TSR to KSGD) Clerk and VEO Grade-II Higher Grade deployment (TVPM to EKM). Clerk and VEO Grade-II , Higher Grade, deployment (TSR to KSGD).
5	DEA 1	Promotion, Transfer & Posting, Leave (HPL, LWA, CML, LTC) of Additional Directors, Joint Directors, Deputy Directors, Assistant Directors/ Internal Vigilance Officers (Except O/o Principal Director) Right To Information Assistant State Public Information Officer & RTI Nodal seat of DEA Section, SPARK Login of Ex. Panchayat Department, Miscellaneous Subject Nodal Seat. Court cases , RTI, LA Interpellations, CMO portal, Appeal to Government and Other Statutory Bodies related to above subjects.
6	DEA 2	Appointment, Promotion & Posting of Secretary LSGI, PSC Verification, Police Verification, Regularisation, Vacancy Reporting of Secretary LSGI, Communication with AG.Court cases , RTI, LA Interpellations, CMO portal, Appeal to Government and Other Statutory Bodies related to above subjects.
7	DEA 3	Transfer & Posting of Secretary LSGI, Inter transferability related

		matters, Communication with AG, Voluntary Retirement Scheme. Court cases , RTI, LA Interpellations, CMO portal, Appeal to Government and Other Statutory Bodies related to above subjects.
8	DEA 4	Appointment, Promotion, Transfer & Posting of Assistant Engineer, Vacancy Reporting. Court cases , RTI, LA Interpellations, CMO portal, Appeal to Government and Other Statutory Bodies related to above subjects.
9	DEA 5	Appointment, Transfer & Posting, Promotion of LID&EW staffs (Chief Engineer, Superintending Engineer, Executive Engineer, Asst.Exe.Engineer), State Service Officers of LSGD Planning, Public Health Officers Grade I, II & III, Medical officers (Modern medicine, Ayurveda, Homoeopathy), Veterinary Surgeon, Dental surgeon, Clean City Manager, Deputation NOC & Certificate of officiation. Court cases , RTI, LA Interpellations, CMO portal, Appeal to Government and Other Statutory Bodies related to above subjects.
10	DEA 6	PSC Verification, Police Verification, Regularization & Leave of Assistant Engineers. Deputation NOC & Certificate of officiation of All category Gazetted officers (except Chief Engineer, Superintending Engineer, Executive Engineer, Asst.Exe.Engineer, State Service Officers of LSGD Planning, Public Health Officers Grade I, II & III, Medical officers (Modern medicine, Ayurveda, Homoeopathy), Veterinary Surgeon, Dental surgeon, Clean City Manager) Court cases, RTI, LA Interpellations, CMO portal, Appeal to Government and Other Statutory Bodies related to above subjects.
11	DEB 1	Establishment matters of Asst.Secretary (HG)/Junior Supt.(HG),RO GR.2, Asst.Secretary/junior Supt,ASO's, equivalent posts of all districts(includes appointment, regularisation, transfer, TBHG Promotion, Court cases relating transfer and promotion, Regular vacancy monitoring of above categories and keeping incumbency register.
12	DEB 2	Establishment matters of Asst.Secretary (HG)/Junior Supt.(HG), RO GR.2, Asst.Secretary/junior Supt,ASO's, equivalent posts of all

		districts (includes leave, deputation, noc). Probation Declaration of above category except ASO's (7 districts TVM-EKM) Court cases except transfer and promotion. Establishment matters of Lecturers. (includes appointment, regularisation, transfer, TBHG Promotion, Court cases relating transfer and promotion, leave, deputation, noc Senior junior anomaly, Regular vacancy monitoring of above categories and keeping incumbency register.
13	DEB 3	Establishment matters of Head clerk/Senior extension officer (General Extension Officer, extension officer, Cashier, Accountant, Revenue Inspector of MCS, Manager Relief Settlement (includes appointment, regularisation, transfer, TBHG Promotion, Court cases relating transfer and promotion, deputation, Senior junior anomaly, Regular vacancy monitoring of above categories and keeping incumbency register.
14	DEB 4	Establishment matters of Head clerk/Senior extension officer (General Extension Officer, extension officer, Cashier, Accountant, Revenue Inspector of MCS, Manager Relief Settlement (includes NOC, leave (HPL, CML, LWA), Ratio promotion, Probation declaration of 7 districts (TvpM-Ernakulam). Court cases except transfer and promotion.
15	DEB 5	Establishment matters of Senior Public Health Inspector Gr.1, Senior Public Health Inspector Gr.2, Public Health Inspector Gr.1, Public Health Inspector Gr.2, public health promoter, pharmacist (includes Appointment, Regularisation, promotion, transfer TBHG Promotion, Leave-HPL, CML, LWA, Deputation, NOC etc). Regular vacancy monitoring of above categories and keeping incumbency register.
16	DEB 6	Probation declaration of Asst. Secretary (HG)/Junior Supt. (HG), RO GR.2, Asst. Secretary/Junior Supt, equivalent posts of seven districts (Thrissur-Kasargodu) Head clerk/Senior extension officer (General Extension Officer, extension officer, Cashier, Accountant, Revenue Inspector of MCS, Manager Relief Settlement 7 districts (Thrissur-Kasargodu) and establishment matters of JPHN Gr1 & 2 Of all districts (includes appointment, regularisation, probation, promotion, transfer, TBHG promotion, leave-HPL CML, LWA deputation, noc etc.

		Regular vacancy monitoring of above categories and keeping incumbency register Of JPHN.
17	DEC 1	Establishment matters Senior Clerks and Village Extension Officer Gr. I (Chief Cashier, Store keeper, Poor home manager Gr.I, Market Supervisor, Steward, Superintendent SMSM Satrom) (Includes Regularisation, Probation, Temporary and Permanent text exemption. Higher Grade, Leave- HPL, CML, LWA. Deputation, NOC etc.) (7 district TVM to EKM).
18	DEC 2	Establishment matters Senior Clerks and Village Extension Officer Gr. I (Chief Cashier, Store keeper, Poor home manager Gr.I, Market Supervisor, Steward, Superintendent SMSM Satrom) (Includes Regularisation, Probation, Temporary and Permanent text exemption. Higher Grade, Leave- HPL, CML, LWA. Deputation, NOC, etc.) (7 district TSR to KSD).
19	DEC 3	Establishment matters of Clerks and Village Extension Officer 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 Regularisation, Probation, Higher Grade, Leave- HPL, CML, LWA. Deputation, NOC, etc.) (7 district TVM to EKM). All Establisment matters of Clerk Typist
20	DEC 4	Establishment matters of Clerks and Village Extension Officer 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 Regularisation, Probation, Higher Grade, Leave- HPL, CML, LWA.Deputation, NOC etc.) (7 district TSR to KSD).
21	DEC 5	Establishment matters of State Level Promotions, transfers, appointments/allotment (Compassionate employment scheme) of (clerks/Village Extension Officer Gr.II), Asst. Public information officer under RTI etc. (C5 section shall prepare the common seniority list for

		the transfer of the officers).
22	DEE 1	All establishment matters of Overseers Gr. I. (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.
23	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.
24	DEE 3	All establishment matters of staff of Electricity wing of Thrissur Corporation, Draftsman/ Town Planning Surveyor Gr. I and II, Tracer of LSGD Planning, other Miscellaneous categories (Includes Appointment, Regularisation, Probation, Seniority list, promotion, Transfer, Higher Grade, Leave- HPL, CML, LWA. Deputation, NOC, transfer etc. Any other duties assigned by the Principal Director.
25	DEE 4	All Establishment matters of FCS, C.As, Librarians (all grade). (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.
26	DEE 5	All Establishment matters of Drivers (all grades), (includes appointment, service regularisation, probation, seniority list, promotion, higher grade, leave, Deputation, NOC, transfer etc.). Common subjects, issues of the employees of erstwhile Municipal Common Service etc. Any other duties assigned by the Principal Director.
26	DEE 6	All Establishment matters of Typists (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).

27	DEE 7	All establishment matters of Overseer Grade-II (includes appointment, regularization, probation, transfer, seniority list, promotion, Higher Grade, Leave-HPL, CML, LWA, Deputation, NOC etc). Service verification and Police verification of Third Grade Overseer and any other duties assigned by the Principal Director.

പെൻഷൻ ഓഫീസറുടെ ശിപാർശപ്രകാരം പെൻഷൻ സെക്ഷനിലെ Roles/Responsibilities-ൽ ഭേദഗതി വരുത്തി ഉത്തരവാകുന്നു.

35	PEN A 1	Pension papers related to Kozhikkode, Vadakara, Koyilandy, Ponnani, Neeleshwaram, Ramanattukara, Feroke, Mukkam, Koduvally, Payyoli, Perinthalmanna, Malappuram, Manjeri, Tirur, Kasargod, Kanhangad ULBs.
36	PEN A 2	Pension papers related to Kochi, Angamali, Kothamangalam, Aluva, Perumbavoor, Thrippunithura, North Paravur, Moovattupuzha, Elur, Thrikkakkara, Maradu, Kalamassery, Piravom, Koothattukulam ULBS.
37	PEN A 3	Pension papers related to Thiruvananthapuram, Varkala, Attingal, Nedumangad, Neyyattinkara, Vaikom, Pala, Kottayam, Changanassery, Ettumanoor, Earattupetta, Pathanamthitta, Adoor, Pandalam, Thiruvalla ULBS.
38	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.
39	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 ,Kannur, Thalassery, Koothuparamba, Payyannur, Mattannur, Thalipparamba, Aanthur, Panur, Iritty, Sreekantapupram, Nilambur, Kottakkal, Kondotty, Valanchery, Parappanangadi, Tanur, Tirurangadi ULBs. Office procedure of pension.
40	PEN A 6	Pension Account of the staff of Municipal Common Service. All other duties entrusted by the head of office in time.
41	PEN A 7	All files and papers related to the NPS.

പുതിയ Roles &Responsibilities-പ്രകാരം ഫയലുകൾ യഥാവിധി ബന്ധപ്പെട്ട സെക്ഷനുകളിലേക്ക് മൈഗ്രേറ്റ് ചെയ്ത് നൽകേണ്ടതാണ്. സെക്ഷൻ സൂപ്രണ്ടുമാരും ബന്ധപ്പെട്ട ക്ലർക്കുമാരും ആയതിൽ ശ്രദ്ധ ചെലുത്തേണ്ടതാണ്.

**M P AJITHKUMAR
ADDITIONAL DIRECTOR**

- പകർപ്പ്:
1. എല്ലാ ജീവനക്കാർക്കും(ഇ-ഓഫീസ് ലോഗിൻ മുഖേനെ)
 2. എല്ലാ സെക്ഷൻ സൂപ്രണ്ടുമാർക്കും
 3. കരുതൽ ഫയൽ / ഓഫീസ് കോപ്പി