



സാമൂഹ്യനീതി ഡയറക്ടറേറ്റ്,
വികാസ് ഭവൻ, തിരുവനന്തപുരം
തീയതി : 10-10-2023
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വിഷയം:- സാമൂഹ്യനിതി വകുപ്പ് - ഡയറക്ടറേറ്റ് - ജീവനക്കാര്യം - ചുമതലക്രമീകരണം - പുതുക്കിയ ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

സൂചന:- സാമൂഹ്യനീതി വകുപ്പ് ഡയറക്ടറുടെ 10/08/2021 ലെ SJD/1/2023-E5 നമ്പർ ഫയൽ പ്രകാരമുള്ള നമ്പർ.18 ഓഫീസ് ഉത്തരവ്.

സാമൂഹ്യനീതി വകുപ്പ് ഡയറക്ടറേറ്റിൽ വിവിധ തസ്തികകളിൽ ജോലിനോക്കുന്ന എല്ലാ ജീവനക്കാരുടേയും ചുമതലകൾ ക്രമീകരിച്ച് സുചന പ്രകാരം ഉത്തരവ് പുറപ്പെടുവിച്ചിരുന്നു. പ്രസ്തുത ഉത്തരവ് പുറപ്പെടുവിച്ചതിന് ശേഷം നാളിതുവരെ എല്ലാ വിഭാഗങ്ങളിലുംപ്പെട്ട ജീവനക്കാരുടെ ചുമതലകൾ പുന:ക്രമീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിച്ചിട്ടില്ല.

ഈ സാഹചര്യത്തിൽ സാമൂഹ്യനീതി വകുപ്പ് ഡയറക്ടറേറ്റിൽ വിവിധ തസ്തികകളിൽ ജോലിനോക്കുന്ന ജീവനക്കാരുടെ ചുമതലകൾ പുനഃക്രമീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

1)Control & Supervision of Sections.

SL.No	Sections.	Supervisory Officer.	Controlling Officer.
1.	A.	Sr.Finance Officer	Senior Superintendent (A&B)
2.	B.	Administrative Officer.	Senior Superintendent (A&B)
3.	C	Assistant Director - 3	Junior Superintendent(C)
4.	D.	Joint Director	junior Superintendent (D), Senior Superintendent (D)
5.	E.	Administrative Officer.	Junior Superintendent (E) & Senior Superintendent (E)
6.	F.	Assistant Director - 2	Junior Superintendent (F)
7.	G.	Assistant Director - 1	Junior Superintendent (G) & Senior Superintendent (G)
8.	Planing Cell.	Assistant Director - 2	Junior Superintendent (P.C)
9.	Audit Cell	Sr.Finance Officer	Junior Superintendent (A.C)
10.	S.C	Law Officer	Senior Superintendent (D)
11.	R.P.W.D Cell	Joint Director	Junior Superintendent (RPWD&D)
12.	Fair Copy Section.	Administrative Officer.	Fair Copy Superintendent

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2.Designations & Officers Name.

Sl.No	Designation	Name Of Officer
1.	Director	Chetan Kumar Meena(IAS).
2.	Additional Director	Smt.JalaJa.S.
3.	Joint Director	Sri.Subhash.Kumar.K.V.
4	Assistant Director - 1	Smt.Preethy Vilson.
5.	Assistant Director - 2	Ashraf.KT.
6.	Assistant Director - 3	Sherief Shooja.
7.	Administrative Officer	Smt.Jisha T Joshua.
8.	Sr.Finance Officer.	Smt.Jayalakshmi.T.M.
9.	Law Officer.	Smt.Deepakrishnan.S.
10.	Senior Superintendent (A.B)	Sri.Pradeep.P.
11.	Senior Superintendent (E)	Sri.Harikumaran Nair.A.K.
12.	Senior Superintendent (D)	Sri.Jose Francis.
13.	Senior Superintendent (G)	Sri.Harikumar.R.S.
14.	Junior Superintendent (D)	Deepa.B.K
15.	Junior Superintendent (E)	Sri.Rajesh.D.L
16.	Junior Superintendent (P.C) & (A&M)	Sri.Ajilal.S
17.	Junior Superintendent (F)	Sri.Binesh.G
18.	Junior Superintendent (C)	Smt.Rejani.T
19.	Junior Superintendent (RPWD)	Smt.Deepa.B.K
20.	Fair Copy Superintendent	Smt.Sasikala
21.	Junior Superintendent (G)	Smt.Bindu.U.S

Arrangements Of Section.A Section(Accounts)

Unit Officer :Jayalakshmi.TM,Senior Finance Officer

Senior Superintendent: Pradeep.P

A1	1. Budget, Plan & Non-Plan Allotment, Re appropriation. Subject Committee.Additional Authorization, SDG, Surrender.	Shiji Aman Clerk
A2	2.Reconciliation of Plan & Non Plan Expenditure-DORE Consolidation, appropriation of Accounts,P.F.M.S.	Sruthimol.R Clerk
Office Attendant- Sibin Sam S		
File Routing Sn-SS-S.FO - DSJ		

B Section(Bill)

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Unit Officer :Jisha T Joshua, Administrative Officer.

Senior Superintendent: Pradeep P.

B1	Cash & Cash Book, Establishment Pay Bills, Contingent Bills recoveries, MCA, Medical Reimbursement.	Sreekumar.G
B2	SPARK. Salary bill, GPF, SLI, FBS, GIS 2. TA Bills, Salary Certificate, House Building Advance, TDS Filing, Motor Cycle Advance.	Manikandan.VR
Office Attendant: Tibin RM.		
File Routing Sn-SS-A.O-DSJ		

C Section (Probation and Transgenders Welfare

Unit Officer : Sherief Shooja, Assistant Director-3

Junior Superintendent: Rejani T

C1	1.Probation(Judicial & Executive. 2.Monthly review of MSR. 3.Aftercare programme (including all schemes). 4.Probation Home. 5.Victim Rehabilitation Programme. 6.Nervazhi. 7.Psycho Social Programme. 8.Rehabilitation of Mentally ill Prisoners. 9.Skill Development Programme of first offenders/ex-convicts/victims and probationers.	Jyolsna T Chandran Senior Clerk
C2	1,Ongoing Scheme for Transgenders. 2.Gender Sensitization Programme. 3.T.G Fest. 4.Sakalyam - Vocational &Skill development Programmes. 5.Overseas Scholarship formulation Scheme. 6.T.G State Rules. 7.T.G Policy updation,Formulation, Standard of care and Protocol for T.G Health. 8.New Scheme for T.G.	Seena.S Senior Clerk
C3	1.Trans Gender Cell & Helpline. 2. Inter caste Marriage. 3.T.G State Justice board and Dist.communication. 4.KSWDC self employment Scheme. 5.Shelter Home Scheme. 6.Miscellaneous of Subjected related to T.G. 7.Crisis Intervention Center.	Jyothilekshmi.R Senior Clerk.

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Office Attendant - Deepuraj.M
File Routing - Sn - JS- AD(3) - ADSJ - SFO (Fund related files) - DSJ.

TG Cell Transgender Cell.

Files of transgender cell shall be initiated in C Section

Project officer	Monitoring & Supervision of TG Cell.	Vacant
Project Assistant-1	Transgender Welfare Schemes& Beneficiary Monitoring Helpline.	Vacant
Project Assistant-2	T.G New Proposals, Coordination with state Boards and District Committees.	Vacant
Office Attendant	Works to be allotted by Project Coordinator T.G Cell.	Vacant

D SECTION (Differently Abled)

Unit Officer : Subhashkumar K.V, Joint Director.

Senior Superintendent : Jose Francis

Junior Superintendent : Deepa.B.K

D1	<ol style="list-style-type: none"> 1. All Individual Beneficiary schemes for PWDs through Suneethi. 2. Imprest Money, Sahachari, Shreshtam etc. 3. ICP. UDID and Disability Census Data Management 4. IEC Activities, Workshop, training related with D Section. 5. Distress Relief Fund. 6 Scheme for assistive devices 7.New plan projects, Govt address, budget speech and plan.coordination of D section. 8. Consolidation of schemes and programs 9. Snehayanam. 	<p>Dhanya T</p> <p>Senior Clerk</p>
D2	<ol style="list-style-type: none"> 1. All Welfare institution under SJD in disability Section. 2. Functioning of other agencies under SJD (KSSM, NISH, NIPMR,KSHPW etc). 3. File related with other agencies implementing Projects in disability Section (ICCONS, SIMC, CRL, VRC etc). 4. Projects for skill development and employment of PWDs 5. NIDAS Project. 6. Punarjani and Pratheeksha Scheme. 7. Identification of Land for rehabilitation of PWDs. 8. Monitoring of Welfare Institutions. 9. Projects with IMHANS, NIMHANS. 	<p>Manoj.C</p> <p>Senior Clerk</p>
	<ol style="list-style-type: none"> 1. Implementation of RPWD Acts, Rules. 	

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D3	<p>2 Submission of Proposal under RPWD Act.</p> <p>3. State Advisory Committee and Central Advisory Board on Disability.</p> <p>4. Expert Committee and functions of disability research and guidelines.</p> <p>5. Research and Studies. Project Consultations.</p> <p>6. Designated authorities and assessment of Persons of High Support need.</p> <p>7. Seema Girija Lal Case of Hon'SC regarding the implementation of RPWD Act.</p> <p>8. Implementation of State Policy for Persons with Disabilities.</p>	<p>Dhanya.T.A</p> <p>Senior Clerk</p>
D4	<p>1.Psychosocial Rehabilitation Scheme</p> <p>2 Prachodanam Project.</p> <p>3.Athijeevanam Project.</p> <p>4. Prathyasha Project.</p> <p>5 Half way homes & Home again Projects (Recovery facilitation project)</p>	<p>Jincy V Joy</p> <p>Senior Clerk</p>
D5	<p>1. Barrier free kerala.</p> <p>2. Accessible India Campaign.</p> <p>3.Non Plan head schemes (including readers allowance) in D Section.</p> <p>4.SPDA, DORCA, COMRP 5. Functioning of BFCC</p> <p>6Implementation of Harmonised Guidelines of accessibility.</p> <p>7. At Com Of GOI in disability sector.</p> <p>8 Subject related to asistive technology & asistive devices.</p> <p>9 PWD friendly LSGIs.</p>	<p>Saranya.M.S</p> <p>Senior Clerk</p>
D6	<p>1 AI Court cases with D Sector.</p> <p>2.At correspondences related with statutory commission (D Sector).</p> <p>3.AI Petitions related with Niyamasabha Samithi(D Sector).</p> <p>4.AI supernumerary appointments and Monitoring.</p> <p>5.Commissionarate of Disability including Annual Report approval</p>	<p>Athira.V</p> <p>Clerk</p>
D7	<p>1.AI representations, petitions, Grivences (including CM portal) related to disability sector.</p> <p>2.Commissionarate of Disabilities including annual report, RCI Approval.</p> <p>3.AI miscellaneous petitions related to Disabilities.</p>	<p>Deepti Elizabeth</p> <p>Varkey.</p>
	<p>1. All fies related with National Trust Act, SNAC, LLC, Niramaya Scheme.</p> <p>2. RV. Endosulphan Rehabilitation Village</p> <p>3. Sahajeevaram Help Desk</p>	<p>P.Sureshan</p>

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SC3	<p>4 Online tracking of National Trust activities in the State.</p> <p>5. Disability Day celebration. Awareness and sensitization programmes.</p> <p>6 new initiatives in disability sector.</p> <p>7. Monitoring & Tech support for LSGI plan projects in Disability sector.</p>	State Project Co-ordinator.
RPWD1	<p>1.Registration of Institutions under RPWD Act (Tvm to Ekm).</p> <p>2.Appeals & Rep. received regarding RPWD registration (Tvm to Ekm).</p> <p>3. RCI Application (Tvm to Ekm).</p> <p>4. Court cases regarding RPWD registration. (Tvm to Ekm).</p> <p>5. Renewal of registration (Tvm to Ekm).</p>	<p>Sheeja.T.P</p> <p>Senior Clerk</p>
RPWD2	<p>1 Registration of Institutions under RPWD Act (Tsr Ksgd) Ksgd).</p> <p>2 Appeals and Representations regarding RPWD Act(Tsr-</p> <p>3. Al Petitions related with RPWD registration (Tsr-Ksgd)</p> <p>4. Renewal of registration (Tsr- Ksgd),</p> <p>5. Court cases regarding RPWD registration (Tsr-Ksgd)</p>	<p>Medha.PR</p> <p>Clerk</p>
RPWD3	<p>1 Implementation of State fund and Schemes under State fund.</p> <p>2. Maintaining Data Base of Institutions working for PWDs and registered organizations for PWDs.</p> <p>3. Project for Branding and sale of products made by PWDs.</p> <p>4. Technical Support for SHGs for PWDs.</p> <p>5. Processing of applications/petition on high support needs and district wise data management.</p> <p>6. Kalolsavam for PWDs.</p>	<p>Vishakhan V.G</p> <p>Senior Grade Typist</p>
Office Attendant- Deepuraj.M		
File Routing RPWD1,RPWD2,RPWD3,D5,D7-JS-JD - SFO (Fund related files) - ADSJ - DSJ.		
D1,D2,D3,D4,D6, Spl Cell- SS-JD - SFO (Fund related files)ADSJ - DSJ.		

SUIT CELL

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Unit Officer: Law Officer.

Senior Superintendent: Jose Francis

SC1	1. Monitoring and consolidation of all court cases and suit register & follow up of all court cases 2. All tapals received from Law Department. 3. Miscellaneous tapals relating to court cases. 4. Individual case Plan Call centre	Vijithra.v.s
Office Attendant- Deepuraj.M		
File Routing Sn- SS(D) - LO - DSJ		

E SECTION (Establishment)

Unit Officer: Jisha T Joshua, Administrative Officer.

Senior Superintendent: Hari Kumaran Nair A K.

Junior Superintendent: Rajesh D.L

E1	1. Establishment matters of Additional Director, Joint Director, Assistant Director, District Social Justice Officer 2. Establishment matters of Finance Officer, Law Officer and Administrative Head Officer. Accountant 3. Establishment matters of Probation Officer Grade 1, Senior Superintendent, and Superintendent Grade 1 4. Establishment matters of Probation Officer Grade II, Junior Superintendent. 5. Establishment matters of Superintendent Grade II, VTC Supervisor, Social Scientist and Superintendent Grade III, Establishment matters of OCB. Confidential Assistants	Sri. Mohamed Jafin.M.S Clerk.
E2	1. Establishment matters of H A., Clerks, Senior Clerks and Clerk-Typists 2. Establishment matters of Typists	Vinod.B.L Senior Clerk
E3	1. Establishment matters of Part Time Tailoring Instructor. Part Time Sweeper, Cook, Ayah, Attender, Clerical Attender, Male & Female Attendant,, Care mother Matron Grade 1 Staff Nurse and House Master 2. Establishment matters of Special Teacher Nursery Teacher, Social Educational Assistant, Senior Instructor Instructor-Book Binding Instructor Tailoring and Embroidery Instructor Leather Works Instructor Plastic Works Instructor Pottery & Mat Weaving, House Master Printing	Fredy Jacob L.D Typist
E4	1. Establishment matters of Drivers, Office Attendant, Watchman, Watch	Sree Siva Vijay

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	women and Binder.	Clerk
E5	1. Disciplinary action. 2. Office administration of Directorate & Work Distribution of the Directorate.	Vinodkumar.V Senior Clerk
E6	1.DPC, Spl Rule amendment, Seniority list. 2.E Vacancy, Administrative reforms, Monthly Business Statement, Malayalam Report,Pending Files,CMO Portal, Miscellaneous Files	Sreekumar.B Senior Clerk
E7	E7 All Contract Appointments, Right to Service.	Bindu.S Senior Clerk
Office Attendant- Sibin Sam.S		
File Routing Sn-SS-A.O-DSJ		

F SECTION (Housekeeping, IT, Store Purchase, Vehicles, Trainings.)

Unit Officer Ashraf.KT. Assistant Director-2

Junior Superintendent - Binesh.G

F1	1. All Stationery and Printed forms. 2. House Keeping 3. All Purchases in Directorate& Field Offices 4. Remittance of Telephone and Electricity Bills.	Sreejith.S Senior Clerk
F2	1. IT Cell and E-Office 2. Official Language Report. 3. RTI Report & RTI Tapal Distribution & Maintenance of Register. 4. CMs Grievance Redressal Cell 5. Miscellaneous Tapals and meeting files 6. Staff Meeting of Social Justice Directorate.	Mithra Chandran Clerk Typist
F3	1. Record Room In charge. 2. Library 3. Department & Field Offices Vehicles 4. Monitoring of Court cases, Commission Replies, 5.Niyamasabha Questions.	Divya.L Senior Grade Typist
F4	1.Induction and Skill Development Training & Capacity Building, State Training Policy(STP)-IMG Trainings. 2.Tsunami. 3.Internal Committee (Posh Act) 4. Green Protocol	Ambili.CP Senior Grade Typist
Office Attendant - Deepuraj.M		
File Routing Sn- JS- AD2 - ADSJ - SFO (Fund related files)- DSJ		

G SECTION (Old Age & Senior Citizens Welfare)

Unit Officer:Preethy Wilson,Assistant Director-1

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Senior Superintendent: Harikumar RS

Junior Superintendent: Binesh G

G1	<ol style="list-style-type: none"> 1.Age Friendly Grama Panchayath. 2.Miscellaneous petitions and representations related to Senior Citizens. 3.Follow up action on Justice Ramachandran Nair Committee 4.Cort cases related to elderly. 5.Niyamasabha samiti petitions & Maintenance of Register. 6.Maintaning suit register of elderly. 7.CMO portal monthly report. 8.Miscellaneous RTI related to Senior Citizens. 9.LA 10.Budget Consolidation. 	<p>Jisha J.V Clerk Typist.</p>
G2	<ol style="list-style-type: none"> 1. All subject related to Old Age Homes including social Audit. 2. All complaints and representations received from Old Age Homes Inmates (Except Establishment). 3.NGO Project related to old age homes, Beeran Committee. 4. Dementia Centres. 5. NIMHANS Psycho Social Care in Old Age Homes. 6. Second Innings Project. 7. O.C.B related files. 8,Rehabilitation of destitutes, General Hospital 9th ward. 9.Implementation of old age private Institution registration. 10,Retirement Homes. 	<p>Sreeraj.S.S Senior Clerk</p>
G3	<ol style="list-style-type: none"> 1. All individual Schemes under Sayamprabha - Mandahasam, Vayomadhuram, Vayoamrutham, Vayomithram Project, Vayoraksha,Vayosanthwanam. 2. Implementation of Old Age Private Institution registration. 3. Old Age policy. 4. PRANAM Act 2017. 5. Homeless Registration Act. 6. Vayosangamam. 7.State resource Centre for senior citizens. 8.Durbala jana Vibhagam Project. 	<p>Don P John Clerk</p>
	<ol style="list-style-type: none"> 1. Implementations of Kerala Maintenance & Welfare of Parents & Senior Citizens Act 2007 & Rule 2009. 2. Projects received from Tribunals. 	

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G4	3. Sayamprabha & Model Sayamprabha Homes. 4. The Street Light Project (Theruvu Velicham) 5. All Court Cases and Different Commissions. 6. All files related to Vayojana Commission, Vayogana state & district Council. 7. Senior Citizens Award.	Kishore SJ Senior Clerk
G5	1.Beggary Prevention Bill 2009. 2.National Helpline. 3.National action plan for senior citizens(NAPSrc). 4.National active plan for Drug Demand Reduction (NAPDDR) State & Central Schemes). 5.De Addiction. 6.Vayoposhanam. 7.E-anudhanam Portal. 8.Vayojana Survey.	Rency.A Senior Clerk
G Special Cell		
SC2	1..Vayojana Call Centre. 2.Papers related to Technical Assistants &Coordination with Tribunals. 3.Monthly report Compilation of Maintenance & Appellate. 4.Training & Meetings of technical Assistants. 5.Complaints related to maintenance tribunal. 6.Regulation of home based care services for elderly.	Chithra.K State Coordinator
Office Attendant - Tibin RM		
File Routing Sn-JS-SS-AD1-ADSJ-SFO(Fund related Files)DSJ		

PC Section (PLANING CELL)

Unit Officer: Ashraf.KT, Assistant Director-2.

junior Superintendent: Ajilal.

PC1	1.CM 100 Days programme. 2.MPS conference & Dist.Collector's Conference. 3.RTI Questions and Reports. 4.LSGD-CC Meeting files. 5.Consolidated reports of All state and central schemes Research & Studies. 6.6 th Finance Commission. 7.Coordination with Secretariat. 8.CS Meeting. 9.Abolishing unnecessary Certificate.	Vidya K.V Senior Clerk
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	10.Adhar linking of Schemes. 11.Suneethi Portal & Suneethi Magazine 12.ARC. 13.Covid related Implementation. 14.Asad- ki-Amruth. 15.Regulatory Compliance. 16.Care Providers Salary. 17.E- danam, Sugamyam.	
PC2	1.Plan Space & Expenditure Monitoring. 2.Plan Scheme, Budget, Five Year Plan. 3.Working Group Meeting. 4.Plan review meeting. 5.Scheme Monitoring. 6.Annual Action Plan. 7.Budget Speech & Governor Address. 8.Planguide lines preparation. 9.Monthly Review meeting & report consolidation 10.Formulation of new Schemes & Programmes.	Jitha.J Senior Clerk
PC3	1.L.E.C Activities of Department - Documentation and Publicity. 2.All days Celebrations (Disabilities and Old Age). 3.State and National Awards. 4.Construction/Maintenance in Directorate, Institutions and Field Offices. 5.NGO Accreditation Process Annual Administration report. 6.Medical Outreach. 7.HLFPPT. 8.Schemes Specific LA questions. 9.Social Audit. 10.Act, Rules, Policies, Revision Perspective Planing. 11.Barrier free of Welfare Institution under SJD.	Safira S Senior Clerk
PC4	Keraleeyam.	Don P John Clerk(Additional Charge)
PC5	Keraleeyam.	Jitha.J Senior Clerk(Additional Charge)
PC6	Keraleeyam.	Vishakhan.V.G Senior Grade Typist(Additional Charge)

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Office Attendant- Sibin Sam.S

File Routing -Sn-JS-AD-SFO(Fund related files)ADSJ-DSJ

A&M (AUDIT & MONITORING CELL)

Unit Officer:Jaya kakshmi , Senior Finance Officer

Junior Superintendent:-Ajilal.S

AC1	1. Departmental Audit, AG's audit, Finance inspection wing's Audit- Thiruvananthapuram to Kottayam (5 Districts) 2. PAC meeting, C& AG Reports, General papers relating to Audit.	Krishnakumar.MS Senior Clerk
AC2	1. Departmental Audit, AG's audit, Finance inspection wing's Audit in Idukki to Kasargod (9 Districts) 2. Monitoring the functioning of all Schemes in the Department.	Kannan T.R Senior Clerk
Office Attendant- Sibin sam S		
File Routing -Sn-JS-SFO-DSJ		

Confidential Assistant&Office Attendant.

Confidential Assistant 1	Directors CA	Majidabeevi S
Confidential Assistant 2	Additional Directors CA	Saranya.S
Office Attendant	Directors OA	Vidhyasajan.S

FC (FAIR COPY)

Unit Officer:Jisha T Joshua, Administrative Officer

Fair Copy Superintendent: Sasikala

FC1	CRU,Daiarising, Service book related Works,E-mail,Closed file updatation, WebsitePublishing,File Migration.	Shamikumar.K UD Typist.
FC2	Tapal Inward, Tapal Distribution	Binu.B Office Attendant
FC3	Messenger, local delivery, Despatch.	Amalraj.AL Office Attendant
FC4	Tapal (including tapals obtained through G-mail)	Neethu.R.N Office Attendant
FC5	Tapal Daiarising.	Shubha.S Office Attendant
Binder	Assistance in Record Room.	Senson.S Binder Grade I
OA1	Reception.	Gireesh.G
Watchman	Night Watchman	Abhijith.N

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Drivers Duty

Name	Designation	Vehicle Number
Anilkumar.T	Driver Senior Grade	KL01-AW7934
Ajikumar.G	Driver Grade-1	KL01-AY95
Jibinkumar.T	Driver Grade II	KL01-CV1932
Sarath.	Driver grade II	KL01-AG4565

Part Time Sweeper

USHA.C.

കേരളീയം 2023 ന്റെ അധിക ചുമതല നൽകിയിട്ടുള്ള ജീവനക്കാർ ചുമതലകൾ പൂർണ്ണ ചുമതല നൽകിയിട്ടുള്ള സ്റ്റാഫുകളിലെ ചുമതലകളും നിർവ്വഹിക്കേണ്ടതാണ്.

ചേതൻകുമാർ മീന(IAS)

സാമൂഹ്യനീതി വകുപ്പ് ഡയറക്ടർ

എല്ലാ ജീവനക്കാർക്കും.

പകർപ്പ്.

1)വെബ്സൈറ്റ് പ്രസിദ്ധീകരണത്തിന്.

2)ഡയറക്ടറുടെ സി.എ

3)സ്റ്റോക്ക് ഫയൽ/സ്നെയർ.

മനോജ് പ്രകാശ്.

മുദ്ര