

നം. ഇ5-1/2018

സാമൂഹ്യനീതി ഡയറക്ടറേറ്റ്,  
വികാസ് ഭവൻ, തിരുവനന്തപുരം.  
ഇ-മെയിൽ:swdkerala@gmail.com  
തീയതി. 18.12.2018.

**ഓഫീസ് ഉത്തരവ് നം.13/2018**

വിഷയം:- സാമൂഹ്യനീതി വകുപ്പ് - ജീവനക്കാര്യം - ചുമതലാ ക്രമീകരണം - ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പരാമർശം:- സ.ഉ (കൈ.)നം. 23/2018/സാ.നീ.വ തീയതി.07.10.2018.

സാമൂഹ്യനീതി ഡയറക്ടറേറ്റിന്റെ സുഗമമായ പ്രവർത്തനത്തിനും, ഫണ്ട് വിനിയോഗം, പദ്ധതി നിർവ്വഹണം എന്നിവ കാര്യക്ഷമമായി നിറവേറ്റുന്നതിനുമായി പരാമർശം പ്രകാരം സർക്കാർ കേഡർ സെക്രട്ടേറ്റ് നിശ്ചയിച്ച ഉത്തരവായിട്ടുണ്ട്. അതിന്റെ അടിസ്ഥാനത്തിൽ ഡയറക്ടറേറ്റിലെ സെക്ഷനുകളും സീറ്റുകളും പുനഃക്രമീകരിക്കേണ്ടതുണ്ട്.

ഈ സാഹചര്യത്തിൽ 01.01.2019 തീയതി മുതൽ അനുബന്ധം 1 - ൽ പറയും പ്രകാരം സാമൂഹ്യനീതി ഡയറക്ടറേറ്റിലെ വിവിധ സെക്ഷനുകൾ പുനഃക്രമീകരിച്ചും, ജീവനക്കാർക്ക് വിവിധ സീറ്റുകളിലെ ചുമതല പുനർവിന്യസിച്ചു നൽകിയും ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു. ബന്ധപ്പെട്ട സെക്ഷൻ ക്ലർക്കമാർ ഫയൽ കൈമാറ്റം 31.12.2018 നും പൂർത്തീകരിക്കേണ്ടതാണ്.

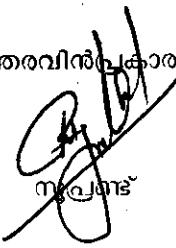
(ഒപ്പ്)

സാമൂഹ്യനീതി ഡയറക്ടർ

ബന്ധപ്പെട്ട ജീവനക്കാർക്ക്

പകർപ്പ്:-

1. എല്ലാ സെക്ഷൻ മേധാവികൾക്കും
2. എല്ലാ യൂണിറ്റ് തലവന്മാർക്കും
3. എല്ലാ മേഖലാ അസിസ്റ്റന്റ് ഡയറക്ടർമാർക്കും
4. എല്ലാ ജില്ലാ സാമൂഹ്യനീതി ഓഫീസർമാർക്കും
5. എല്ലാ സ്ഥാപന സൂപ്രണ്ടുമാർക്കും
6. എല്ലാ പ്രൊബേഷൻ ഓഫീസർമാർക്കും
7. വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിന്
8. നോട്ടീസ് ബോർഡിൽ പ്രദർശിപ്പിക്കുന്നതിന്
9. സ്റ്റോക്ക് ഫയൽ/സ്പെയർ.

ഉത്തരവിൻപ്രകാരം  
  
 നമ്പ്രണ്ട്

**Work Distribution Order****SOCIAL JUSTICE DEPARTMENT**

w.e.f 1st JANUARY 2019

**A SECTION (Accounts)**

A1.	1. Budget , Plan & Non-Plan Allotment, Re appropriation, Subject Committee , Additional Authorization, SDG, Surrender.
A2.	1. Reconciliation of Plan & Non Plan Expenditure-DORE Consolidation , appropriation of Accounts
	<b>File Routing Sn - SS - S.FO - DSJ</b>

**B SECTION (Bills)**

B1.	1. Cash & Cash Book, Establishment Pay Bills, Contingent Bills recoveries, House Building Advance,
B2.	1. SPARK, Salary bill, GPF, SLI, FBS, GIS
B3 (Temporary)	1. TA Bills, Salary Certificate, MCA. Medical Reimbursement.
	<b>File Routing Sn - SS - A.O - DSJ</b>

**C SECTION ( Probation and Transgenders Welfare )**

C1.	<ul style="list-style-type: none"> <li>1. Department &amp; Field Offices Vehicles</li> <li>1. Induction and Skill Development Training &amp; Capacity Building</li> <li>2. State Training Policy (STP)- IMG Trainings.</li> </ul>
C2	<ul style="list-style-type: none"> <li>1. Trans Gender Welfare &amp; Files related to TG Cell</li> <li>2. Inter caste Marriage ( Non-Plan)</li> </ul>

C3	<ol style="list-style-type: none"> <li>1. Probation of Offenders Act</li> <li>2. All schemes related to Ex-convicts and First Time Offenders</li> </ol>
<b>C ( TG Cell - Transgender Cell )</b> <b>Files of TG Cell shall be initiated in C2 section</b>	
Project Coordinator	Monitoring & Supervision of TG Cell
TG 1	Transgender Welfare Schemes & Beneficiary Monitoring , Helpline
TG2	TG New Proposals, Coordination with State boards and District committees
Office Attendant	Works to be allotted by Project Coordinator TG Cell

**D SECTION (Differently Abled )**

D1	<ol style="list-style-type: none"> <li>1. All individual beneficiary schemes for differently abled ( Plan and Non Plan ) – Swasraya , Pariraksha , Matrajyothi , Vidyajyothi, Vidyakiranam , Parinayam , Corpus fund , Scholarships , Readers Allowances</li> </ol>
D2.	<ol style="list-style-type: none"> <li>1. All welfare Institutions under SJD and their fund Transfers – KSSM , SIMC, KSHPWC, Commission rate of Disabilities ,NISH , NIPMER , VTC, Punarjani, Priya Home , All Asha Bhavan , HPH , HMDC, Pratyasha , Prateeksha , CHDC, RCI, VRC , Composite Regional Centre, Kozhikode, ICCONS , All Files related to Endosulphan Victim Rehabilitation.</li> </ol>
D3.	<ol style="list-style-type: none"> <li>1. All works related to RPWD Act 2016 &amp; Rules.</li> <li>2. Expert Committee &amp; Backlog Identification</li> <li>3. State policies for Differently Abled</li> <li>4. ICP</li> <li>5. Research &amp; Studies , Project consultations</li> </ol>
D4.	<ol style="list-style-type: none"> <li>1. All NGO Proposals – Athijeevanam Scheme</li> <li>2. Other proposals related to Disabilities Sector – Job Portal</li> <li>3. Psychosocial Rehabilitation Centres- Grand in aid to NGOs</li> <li>2. All mental health programmes IMHANS , NIMHANS</li> <li>3. Projects related to Blood Related Disorders</li> <li>4. EOI, RFP related to Disabilities Sector</li> </ol>

D5.	<ol style="list-style-type: none"> <li>1. Barrier free Kerala</li> <li>2. Accessible India Campaign</li> <li>3. All Proposal under Non Plan head</li> <li>4. SIPDA, DDRC ( Offline Proposals )</li> <li>5. CDMRP</li> </ol>
D6.	<ol style="list-style-type: none"> <li>1. All court cases Tapals</li> <li>2. All commissions related Tapals</li> <li>3. All Niyamasabha petitions related to Disabilities</li> <li>4. All supernumerary Appointment in Disabilities Sector</li> </ol>
D7	<p>All representations , Petitions , Grievances ( including CM Portal ) related to Disabilities sector</p> <p>All Miscellaneous Petitions related to Disabilities</p>
D – Special Cell	<p>Online Processing of DDRS, DRUGS , IPOP , ADIP , in E-ANUDAN</p> <p>All files related to National Trust Act</p> <p>SNAG , LLC NIRAMAYA Scheme</p>
<b>File Routing Sn- JS - AD(P) - ADSJ - DSJ</b>	

### **E SECTION (Establishment)**

E1	<ol style="list-style-type: none"> <li>1. Establishment matter of Superintendent Grade I/ Senior Superintendent, Deputy Superintendent Grade I/ District Social Justice Officer/ Regional Assistant Director/ Joint Director, Additional Director, Member Secretary OCB.</li> <li>2. Establishment matter of Probation Officer Grade I and Grade II</li> <li>3. Establishment matter of Junior Superintendent, HA, HC</li> </ol>
E2	<ol style="list-style-type: none"> <li>1. Establishment matters of Clerks, Senior Clerks and Clerk-Typists.</li> </ol>
E3	<ol style="list-style-type: none"> <li>1. Establishment matters of P.T Sweeper, Cook, Ayah, Attender, Clerical Attender, Male &amp;Female Attendant, Binder, Care mother Matron and Gardner</li> </ol>
E4.	<ol style="list-style-type: none"> <li>1. Establishment matters of Office Attendent, Watchman, and Watch women.</li> </ol>
E5.	<ol style="list-style-type: none"> <li>1. Disciplinary action &amp; Office administration of Directorate, Work Distribution of the SW Directorate.</li> <li>2. Internal Complaint Committee.</li> </ol>

E6	<ol style="list-style-type: none"> <li>1. Files related to pension and retirement benefits of incumbents of SJD retired on or before 31.12.2017</li> <li>2. Supervisory charge of all pension files of other establishment seats</li> <li>3. Establishment matters of Typists and Drivers</li> <li>4. Establishment matter of Superintendent Gr.II, VTC Supervisor, Social Scientist, Nutritionist, Superintendent Gr.III and CWI</li> </ol>
E9	<ol style="list-style-type: none"> <li>1. DPC, Spl Rule amendment, Seniority list, Bifurcation,</li> <li>2. E Vacancy, Administrative reforms, Monthly Business Statement, Malayalam Report, Staff Meeting.</li> </ol>
E Spl (Temporary)	Monitoring and evaluation of the Homes under SJD, Monitoring and evaluation of Supernumerary appointment of disabled persons within the department.
<b>File Routing Sn- JS - SS - AO - DSJ</b>	

### F SECTION (Housekeeping, IT, Store Purchase)

F1	<ol style="list-style-type: none"> <li>1. All Stationery and Printed forms.</li> <li>2. House-Keeping.</li> <li>3. All Purchases in Directorate &amp; Field Offices</li> <li>4. Remittance of Telephone and Electricity Bills</li> </ol>
F2	<ol style="list-style-type: none"> <li>1. I.T Cell</li> <li>2. Official Language Report.</li> <li>3. RTI Report &amp; RTI Tapal Distribution</li> <li>4. CMs Grievance Redressal Cell</li> <li>5. Miscellaneous Tapals and meeting files</li> </ol>
F3	<ol style="list-style-type: none"> <li>1. Record Room In charge</li> <li>2. Library</li> <li>3. Tsunami</li> <li>4. Green Protocol</li> <li>5. Monitoring of Court cases , Commission Replies, Niyamasabha Questions</li> </ol>
<b>File Routing Sn - JS - AD(P) - JDSJ - DSJ</b>	

## PC (PLANNING CELL)

PC1.	<ol style="list-style-type: none"> <li>1. IEC Activities of Department – Documentation and Publicity</li> <li>2. MPs conference &amp; Dist. Collector's Conference</li> <li>3. Monthly Review meeting &amp; report consolidation</li> <li>4. Annual Administration report</li> <li>5. All days Celebrations ( Disabilities and Old Age )</li> <li>6. Budget Speech &amp; Governor Address</li> <li>7. Schemes Specific LA questions , RTI Questions and Report ( To be Assigned by Assistant Director Planning )</li> <li>8. LSGD – CC Meeting files</li> <li>9. Consolidated reports of All state and central schemes</li> </ol>
PC2	<ol style="list-style-type: none"> <li>1. Plan Space &amp; Expenditure Monitoring</li> <li>2. Plan Scheme, Budget , Five Year Plan</li> <li>3. Working Group Meeting.</li> <li>4. Plan review meeting</li> <li>5. Scheme Monitoring.</li> <li>6. Annual Action Plan</li> </ol>
PC3	<ol style="list-style-type: none"> <li>1. State and National Awards</li> <li>2. Construction/ Maintenance in Directorate , Intuitions and Field Offices</li> <li>3. NGO Accreditation Process</li> <li>4. Research &amp; Studies</li> <li>5. Social Audit</li> <li>6. Help Desk in Districts</li> <li>7. New initiatives of Departments</li> <li>8. Coordination with Secretariat</li> </ol>
<b>File Routing Sn - JS - SS - AD ( P ) - JDSJ - DSJ</b>	

## A&M (AUDIT & MONITORING CELL)

AC.1	<ol style="list-style-type: none"> <li>1. Departmental Audit, AG's audit, Finance inspection wing's Audit – Thiruvananthapuram to Kottayam ( 5 Districts)</li> <li>2. PAC meeting, C&amp; AG Reports, General papers relating to Audit.</li> </ol>
AC.2	<ol style="list-style-type: none"> <li>1. Departmental Audit, AG's audit, Finance inspection wing's Audit in Idukki to Kasargod ( 9 Districts)</li> <li>2. Monitoring the functioning of all Schemes in the Department.</li> </ol>
<b>File Routing Sn- SS - SFO - DSJ</b>	

## G SECTION (Old Age & Senior Citizens Welfare)

G1.	<ol style="list-style-type: none"> <li>1. Ente Koode</li> <li>2. Age Friendly Grama Panchayath,</li> <li>3. Financial assistance to destitute, etc</li> <li>4. Miscellaneous petitions and representations related to Senior Citizens</li> <li>5. Follow up action on Justice Ramachandran Nair Committee</li> <li>6. Rehabilitation works of Kerala Floods 2018</li> </ol>
G2.	<ol style="list-style-type: none"> <li>1. All subject related to Old Age Homes including social Audit</li> <li>2. All complaints and representations received from Old Age Homes Inmates ( Except Establishment )</li> <li>3. NGO Project related to old age homes</li> <li>4. Dementia Centres</li> <li>5. NIMHANS Psycho Social Care in Old Age Homes</li> <li>6. Second Innings Project</li> </ol>
G3	<ol style="list-style-type: none"> <li>1. All individual Schemes under Sayamprabha – Mandahasam , Vayomadhuram , Vayoamrutham , Vayomithram Project</li> <li>2. Implementation of Old Age Private Institutions registration</li> <li>3. Old Age policy</li> <li>4. PRANAM Act 2017</li> <li>5. Homeless Registration Act</li> <li>6. Vayosangamam</li> <li>7. De Addiction</li> </ol>
G4	<ol style="list-style-type: none"> <li>1. Implementations of Kerala Maintenance &amp; Welfare of Parents &amp; Senior Citizens Act 2007 &amp; Rule 2009.</li> <li>2. Projects received from Tribunals</li> <li>3. Sayamprabha &amp; Model Sayamprabha Homes</li> <li>4. The Street Light Project ( Terivu Vilicham )</li> <li>5. All Court Cases and Different Commissions</li> <li>6. All files related to Vayojana Commission, Vayogana state &amp; district Council</li> </ol>
G – Special Cell	<ol style="list-style-type: none"> <li>1. Papers related to Technical Assistants &amp; Coordination with Tribunals</li> <li>2. Monthly Report Compilation of Maintenance &amp; Appellate Tribunals</li> <li>3. Training &amp; Meetings of Technical Assistants</li> </ol>
<b>File Routing Sn - JS - SS - AD(G) - JDSJ - DSJ</b>	

## DRIVERS DUTY

Sl.No	Designation	Vehicle Number
1	Driver 1	KL01AW7934
2	Driver 2	KL01AY95
3	Driver 3	KL01AG4565
4	Driver 4	KL01431
5	Driver 5	Vacant. Vehicle is transferred to Palakkad

## Control & Supervision of Sections

Sl.No	Sections	Controlling Officer	Supervisory Officer
1	A	Sr F.O	Senior Superintendent ( A&B)
2	B	A.O	Senior Superintendent ( A&B)
3	C	AD(G)	Junior Superintendent ( C)
4	D	AD ( P )	Junior Superintendent 1 ( D ) - D1 to D4 Junior Superintendent 2 ( D ) - D5 to D7
5	E	A.O	Senior Superintendent ( E ) & Junior Superintendent( E)
6	F	AD ( P )	Junior Superintendent ( F)
7	G	AD(G)	Senior Superintendent (G)
8	PC	AD ( P )	Senior Superintendent (PC A&M) & Junior Superintendent (PC)
9	A&M	Sr F.O	Senior Superintendent ( PC . A&M )



### FC (FAIR COPY)

Designation	Duties
Fair Copy Superintendent	Section Head
Typist- 1	Typing Works
Typist- 2	Typing Works
Typist-3	Typing Works
Typist-4	Typing Works
Typist-5	Typing Works
Typist-6	Typing Works
Clerical Attender	Despatch
Attender	Tapal distribution including RTI
Office Attendant- 1	Director's OA
Office Attendant-2	Tapal distribution and local delivery
Office Attendant- 3	Front Office and scanning of Tapals
Office Attendant- 4	A, B sections
Office Attendant- 5	C&F Sections
Office Attendant- 6	D section
Office Attendant- 7	E Section
Office Attendant- 8,	G, PC , F , AM Sections
Office Attendant 9,10.11	As and When Allotted by Admin Officer
Binder	Assistance in Record Room

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2	B	A.O	Senior Superintendent ( A&B)
3	C	AD(G)	Junior Superintendent ( C)
4	D	AD ( P )	Junior Superintendent 1( D) - D1 to D4 Junior Superintendent 2( D) - D5 to D7
5	E	A.O	Senior Superintendent ( E) & Junior Superintendent( E)
6	F	AD ( P )	Junior Superintendent ( F)
7	G	AD(G)	Senior Superintendent (G)
8	PC	AD ( P )	Senior Superintendent (PC A&M) & Junior Superintendent (PC)
9	A&M	Sr F.O	Senior Superintendent ( PC , A&M )
10	FC	A.O	Fair Copy Superintendent

  
For Director of Social Justice