



സാമൂഹ്യനീതി ഡയറക്ടറേറ്റ്,
 വികാസ് ഭവൻ, തിരുവനന്തപുരം
 തീയതി : 10/08/2021
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ഓഫീസ് ഉത്തരവ് നം.18

**വിഷയം:- സാമൂഹ്യനീതി വകുപ്പ് - ഡയറക്ടറേറ്റ് - ജീവനക്കാര്യം-
 ചുമതലക്രമീകരണം- പുതുക്കിയ ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.**

പരാമർശം: സാമൂഹ്യനീതി ഡയറക്ടറുടെ 15.02.2020 ലെ ഓഫീസ് ഉത്തരവ് നം.04/2020 ഉം തുടർന്നുള്ള ഓഫീസ് ഉത്തരവുകളും.

സാമൂഹ്യനീതി ഡയറക്ടറേറ്റിലെ സി സെക്ഷനിലെ C1 , C2 സീറ്റുകൾ യോജിപ്പിച്ച് C1 സീറ്റാക്കിയും പ്ലാനിംഗ് സെല്ലിലെ PC3 ,PC4 സീറ്റുകൾ യോജിപ്പിച്ച് PC3 സീറ്റാക്കിയും പ്ലാനിംഗ് സെൽ സീനിയർ സൂപ്രണ്ടിന്റെ സേവനം ജി സെക്ഷനിലേക്ക് മാറ്റിയും പരാമർശിത ഓഫീസ് ഉത്തരവ് ചുവടെ പറയും പ്രകാരം പുതുക്കി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു:

Work Distribution Order

1.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-3	Junior Superintendent (C) & Probation Officer Grade II(C)
4	D	AD-2	Senior Superintendent (D) Junior Superintendent (D)
5	E	A.O	Senior Superintendent (E) & Junior Superintendent(E)
6	F	AD -3	Junior Superintendent (F)
7	G	AD-1	Junior Superintendent (G) & Senior Superintendent (G)
8	PC	AD -1	Junior Superintendent (PC)
9	A&M	Sr F.O	Senior Superintendent (A&M)
10	SC	L.O	Senior Superintendent (D) Junior Superintendent (D).
11	RPWD CELL	AD-2	Junior Superintendent (D)
12	FC	A.O	Fair Copy Superintendent

2.Designations &Officer's Name -

S.N	Designation	Name of Officer
1.	Director	M Anjana IAS
2.	Additional Director	Smt.Jalaja S Joint Director(i/c)
3.	Joint Director	Smt.Jalaja S
4.	Senior Finance Officer	Sri.Anil Kumar G
5.	Administrative Officer	Smt. Geetha.K
6.	Law Officer	Smt.Jalaja S Joint Director(i/c)
7.	Asst.Director-1	Smt .Preethy Wilson.
8.	Asst.Director -2	Sri.Pavithran Thycandi
9.	Asst.Director -3	Sri Subhash Kumar K V
10.	Senior Superintendent (A&B)	Sri. Pradeep.P
11.	Senior Superintendent (E)	Sri. Harikumaran Nair A K
12.	Senior Superintendent (D)	Sri.M Mohammad Nazar.
13.	Senior Superintendent (G)	Sri.Harikumar R S
14.	Junior Superintendent (G)	Sri.Jayesh Kumar.
15.	Junior Superintendent (C &RPWD)	Sri.Jyothish C S
16.	Junior Superintendent (D)	Smt.Sindhu M P
17.	Junior Superintendent (E)	Sri. Prakash Kumar R K
18.	Junior Superintendent (F)	Sri.Jose Francis
19.	Junior Superintendent (PC)	Sri. Ajilal S
20.	Probation Officer Grade II	Smt.Sabeena Beegum S
21.	Fair Copy Superintendent	Smt.Sasikala G

3.Arrangements of Sections.**A SECTION (Accounts)****Unit Officer : G Anilkumar ,Senior Finance Officer****Senior Superintendent:Pradeep P.**

A1.	1. Budget , Plan &Non-Plan Allotment, Re appropriation, Subject Committee , Additional Authorization, SDG, Surrender. 2. Reconciliation of Plan & Non Plan Expenditure-DORE Consolidation , appropriation of Accounts 3. PFMS	Lijin George. Senior Clerk.
Office Attendant –Sibin Sam S		
File Routing Sn - SS – S.FO - DSJ		

B SECTION (Bills)**Unit Officer :Geetha K , Administrative Officer****Senior Superintendent:Pradeep P**

B1	1. Cash & Cash Book, Establishment Pay Bills, Contingent Bills recoveries, House Building Advance, MCA. Medical Reimbursement.	Sreekumar G Senior Clerk
B2	1. SPARK, Salary bill, GPF, SLI, FBS, GIS 2. TA Bills, Salary Certificate	Manikanton V R Clerk.
Office Attendant – Tibin RM		
File Routing Sn – SS – A.O – DSJ		

C SECTION (Probation and Transgenders Welfare .)**Unit Officer :Subhash Kumar K V, Assistant Director-3****Junior Superintendent:Jyothish C S****Probation Officer Grade II-Sabeena Beegum S**

C1.	1.Probation(Judicial &Executive) 2.Monthly review of MSR 3.Aftercare programme (including all schemes) 4.Probation Home 5.Victim Rehabilitation Programmes 6.Nervazhi 7..Psycho Social Programme 8.Rehabilitation of Mentally ill Prisoners 9.Skill Development Programme of first offenders/ex convicts/victims and probationers.	Shamla R Senior Clerk
C2	1.Induction and Skill Development Training & Capacity Building , State Training Policy(STP)-IMG Trainings. 2.Department & Field Offices Vehicles 3.Internal Committee (Posh Act)	Shamla R Senior Clerk (Addl.Charge)
C3	1.Trans Gender Welfare (Act, Schemes and programmes) 2.Inter caste Marriage.	Safira Senior Clerk.
Office Attendant –Deenu Rai M		

C2 – JS (RPWD .section) – AD (3)– JD –SFO(Fund related files)–DSJ		
C (TG Cell - Transgender Cell)		
Files of TG Cell shall be initiated in C section		
Project Officer	Monitoring & Supervision of TG Cell	Syama S Prabha
Project Assistant-I	Transgender Welfare Schemes & Beneficiary Monitoring , Helpline	Shakhya
Project Assistant-2	TG New Proposals, Coordination with State boards and District committees	Krishna Vardhan
Office Attendant	Works to be allotted by Project Coordinator TG Cell	Vishnu K Sasi.

D SECTION (Differently Abled)

Unit Officer :Pavithran Thykandi ,Assistant Director-2

Senior Superintendent:Mohammad Nazar M

Junior Superintendent :Sindhu M P

D1	1.All individual beneficiary schemes for differently abled (Plan and Non Plan) – Swasraya , Pariraksha , Matrujyothi , Vidyajyothi, Vidyakiranam , Parinayam,, Scholarships, Imprest Money, Sahachari,Vijayamrutham, Sreshtam , Distribution of Assistive Devices.	Jincy V Joy Senior Clerk.
D2.	<ol style="list-style-type: none"> 1. All welfare Institutions under SJD and their fund Transfers – KSSM , SIMC, KSHPCW,NISH , NIPMER , VTC, Punarjani, Priya Home , All Asha Bhavan , HPH , HMDC, Pratyasha Bhavan, Prateeksha Bhavan , CHDC, VRC , Composite Regional Centre, Kozhikode, ICCONS ,. 2. All Files related to Endosulphan Victim Rehabilitation, 3. Karmapadham , 4. New Plan Proposals in Disability Sector. 5. Monitoring of welfare institutions 	Manoj C Senior Clerk.
D3.	<ol style="list-style-type: none"> 1. All works related to RPWD Act 2016 & Rules 2. Expert Committee & Backlog Identification 3. State policies for Differently Abled 4. ICP 5. Research & Studies , Project consultations 6. EOIRFP related to Disabilities Sctor. 	Sreeraj S S Senior Clerk.
D4.	<ol style="list-style-type: none"> 1. All NGO Proposals – Athijeevanam Scheme 2. Psychosocial Rehabilitation Centres- Grand in aid to NGOs 	Seena S