

**OFFICE ORDER No. 1/12(5) Dated: 6-7-2012**

**A SECTION (Accounts) Funds Distribution Budget**  
**UNIT OFFICER:- F.O (Smt. Sreelatha Sukumaran)**

**Sr.Superintendent : Sri. S. Sulfikar → 8281999150**

A1.	Plan Allotment. Reappropriation, Subject Committee: Note, Additional Authorization, SDG, Surrender
A2.	Files Regarding A.G Audit, Meeting regarding AG Audit & its Note. Dept Audit, General Tapal regarding Audit
A3.	Non-Plan allotment. PAC report. Additional Authorization & Reappropriation (Non Plan)
A4.	Reconciliation of Plan Expenditure- ICDS only DORE consolidation
A5.	Reconciliation of NonPlan & Plan Expenditure Excluding ICDS
DORE Consolidation, appropriation of E/c(NP)	

File Routing Section : JS FO → DSW →

JS → Junior Supdt. →

FO → Finance officer → Smt. Geetha →

DSW → HoD. → Smt. Anupama. T.V → 9447171437

**B SECTION (Bill)****UNIT OFFICER:- A.O** (Smt. Preetha)**Sr. Superintendent :** Shri. Sulphicker - 8281999150

B1.	Cash & Cash Book, HBA recoveries, Contingent Bills etc. Salary recoveries
B2.	Establishment Bills, NLC, MCA, Marriage TA Bills etc.
B3.	Medical Reimbursement, GPF, SLI, FBS, GIS etc.

File Routing Section → SS → AO → DSW

**C SECTION : Stationary/ House keeping, Training & Vehicle****Unit Officer: Asst. Director: AD** (Smt. Sundari → 8281999-060)**Jr. Superintendent :** Smt. Shreeja → 8281999270**(Tapal Section included under the supervision of C-Section Unit Officer and Junior Superintendent)**

C2.	Educational Assistance to Children of Women Prisoners and mothers prisoner, Victim rehabilitation, Financial Assistance, Financial Assistance to Probationer- Ex-convict, Ex-pupils, Ex-inmates, Induction training to newly appointed Probation Officers Gr.II, State Training Policy (STP), Skill Development Training of officers of the Department
C3.	Vehicles- Repairs & Maintenance of the Hiring of vehicles, Purchase of Vehicle etc.

File Routing Section → JS → AD → FO → DSW

## D SECTION

Unit Officer :- Assistant Director - Smt. Talaja S → 8281999320 .  
Superintendent : Sri. P. Pradeep 8281999190 (official mobile)

D.1	Staff Meeting, Executive Committee Meeting, Meeting conducted by other departments, Administration Reports, Monitoring of Applications submitted under RTI Act.
D.2	Stationery, House keeping (Directorate & Annex), Forms and Registers, Purchase relating to Directorate, Local Purchase (Stationery Articles), L.A, Miscellaneous

## E SECTION (Establishment)

UNIT OFFICER:- Administrative Officer -

*Smt. Preetha*

Estt. Superintendent : *Shri. Sabu*

Jr. Superintendent : 1) *B. Sankar* 2) *Ajith Kumar*

*Shri. Syam Sankar → 8281999300*

E1.	Establishment matters regarding Programme Officers/ Child Development Project Officers.
E2.	Files relating to the Pension benefits & retirement benefits 7 Districts (Typm to EKM)
E3.	Transfer and Posting of Supervisors, PSC and Other appointments.
E4.	Establishment matters & PSC Posting of LDC / UDC/ Clerk-Typist.
E5.	Disciplinary action & Office administration of Directorate, SPMU, Work Distribution of the SW Directorate & Annex and Vigilance.
E6.	Establishment matter regarding Class IV employees (Peons, Watchman, Watchwomen)
E7.	Transfer & Posing relating to Junior Superintendent, ACDPO Superintendent Gr.II, VTC Supervisor, Social Scientist, Nutritionist, Superintendent Gr.III, HA, HC, CWI etc. Spl Rule Increment, Grade Promotion, Declaration of Probation JS, ACDPO, VTC (Supervisor), Supdt. Gr.III, Supdt.II, HA
E8.	Establishment matters relating to Caretaker(Male & Female), Typists, Driver, Matron and staff in the J.J. Institution in the Dept.
E9.	Gradation Cell & DPC matters
E10.	Class IV employees (P.T Sweeper, Cook, Ayah, Attender, Clerical Attender, Male & Female Attendant, Scavanger, Binder)
E11.	Establishment matter regarding RDPOs/ Women Protection Officers Superintendent Grade I/ Senior Superintendent, Deputy Superintendent Grade I/ District Social Welfare officer, Regional Assistant Director, Joint Director, Additional Director.

E12.	Establishment matters regarding Supervisors (Grade) Miscellaneous matter related with Estt.
E.13	File relating to Pension benefits and retirement benefits 7 districts. Trissur, Malappuram, Palakkad, Kozhikkode, Kannur, Waynad, Kasargode
	File Routing Section → JS.1 E1, E2, E3, E4, E6, E7, E12 JS.2 E5, E8, E9, E10, E11
	File Routing JS.1 & JS2 → SS → AO DSW

## F SECTION (Planning)

Add Director: Sri. **Surendra Kumar**

Sr. Superintendent & Planning Officer: **Shri. Pradeep**

Junior Superintendent: **Shri. Pradeep**

Unit Officer: Smt. **JALAJALS** Assistant Director.

	Plan Scheme, Budget, Plan Progress Report, Budget Speech, Monthly Review meeting etc. <b>Plan Space</b>	<i>Shalu.</i>
	Protection of Women from Domestic Violence, Womens Welfare Institution	<i>Renu</i>
F3.	Integrated Women Development Programmes, Files relating to Aids Control Society, Scheme for women Headed families, widow re-marriage etc. Dowry Prohibition Act, Flagship Programme on Finishing School, Women Development Programmes, Files on legislature committees on welfare of women, Children to the handicapped etc.	<i>Vinod</i>
F4.	TRP, MGP, Cancer Suraksha, Hunger Free city, KSSM, TRP reconciliation, TRP Audit, Tour Programmes of DSWO's, PO's, Watching of MPs conference & Dist. Collector's Conference, Intercaste Marriage	<i>Bonds</i>
	Construction of Social Welfare Offices / Institutions. (File routed through Engineer)	<i>Aggi Kumar</i>
	File Routing (1) Section → JS → SS → AD(7) → JD → FO/AO → DSW (2) Section → JS → SS → AD(1) → JD → DSW	

**G SECTION (Grant-in-Aid)**

Smt. JALAJA S

**UNIT OFFICER:- (I) Assistant Director : S. S. Sundaraman, AG,**

**Superintendent :- (Superintendent Gr.II)**

*Shri. Sree Kumar*

G1.	Central Govt. Grant in aid: Deen Dayan Disabled Rehabilitation Scheme, Working Women's Hostel, SWADHAR, Ujwala Etc.
G3.	Integrated Programme for Older Persons Prevention of Alchaholism and Drug abuse.
G4.	Old Age Policy, file relating to Govt. Old Age Home, Implementations of Kerala Maintenance & Welfare of Parents & Senior Citizens Act 2007 & Rule 2009.
File Routing: Section → JS → AD → DSW	

## H SECTION (Physically Handicapped)

UNIT OFFICER:-

Smt. <sup>C. SUNDARI</sup> Assistant Director

Superintendent :

Sri. <sup>Stephen</sup> Junior Superintendent

H1.	Physically Handicapped Scholarship, Financial assistance to Blind advocates, PWD registration, PWD Act, National Trust Act, Early detection Prevention and Intervention of disability. Care homes (NGO Sector) Grand –in-Aid, SIPDA, making public buildings barrier free, IAPC, CIMR- Educational Curriculum, Sutharya Keralam, World Handicapped Day, State Initiative on Dimensia, Special Schools, Rehabilitation of Paraplegia – Palium India, Aswasakiranam.
H2.	VTC Thiruvananthapuram, Kozhikkode, Vocational Rehabilitation Centre for the differently abled person Wayanad, Marriage assistance to PH Girls and daughters of PH, Disability certificates (ID) Card, Handicapped Distress Relief Fund, Financial assistance to Endosulphan victims, World Handicapped Day, National Association for blind, Kerala Federation for Blind, NISH, Commissionerate of Persons with disabilities, Handicapped persons Welfare Corporation, Files related to KSSM, Sruthi Tharangam.
H3.	Welfare Institutions for Handicapped, Asha Bhavan, HMDC, Pratheeksha Bhavan, Prathyasa Bhavan, State and National Awards, Comprehensive Mental Health Programme, Autism, Mentally Challenged.
H4.	Appointment of Physically handicapped and complaints, Ops & WPCs related to it, Backlog appointment and



representations and complaints related to it. Files related to Ops & WPCs, Expert Committee for the appointment of Class I & Class II, Composite Regional Centre, Kozhikkode. All Complaints and Grievances related to physically handicapped from Chief Minister's Office of the minister for social justice representations submitted by handicapped welfare associations, Psychosocial rehabilitation centres.

**File Routing Section → JS → AD → DSW**

## AUDIT SECTION

Unit Officer :- *Geetha*  
Smt. Geetha, Finance Officer  
Superintendent : Sri. S. Rajeev Kumar (Senior Superintendent)

AC.1	Files related to Departmental audit in sub offices from Thiruvananthapuram to Ernakulam
AC.2	Files related to Departmental audit in sub offices from Thrissur to Kasargode

## IT & R & D SECTION

Unit Officer :- *Smt. C Sundari*  
Superintendent : *Smt. Sreeja S*

IT & R&D	Online Support for SPARK (DMU) Online Support for Computer Maintenance , System Administration , Website Updating, Spark ,Employees data verification in spark, IGNOPAS Pensioners data updating to Centre Govt., Modernization of Department, Department Computerization E-Governance Project Preparation Anganwadi Welfare fund and Pension Computerization, Anganwadi Resource Centre PeMI, Scheme Monitoring, Innovative project Preparation SWD WEBSITE, Kerala women website
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**Sr.Superintendent : Sri. S. Sulfikar → 8281999150**

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**Junior Superintendent: ...**

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14.	TRP, MGP, Cancer Suraksha, Hunger Free city, KSSM, TRP reconciliation, TRP Audit, Tour Programmes of DSWO's, PO's, Watching of MPs conference & Dist. Collector's Conference, Intercaste Marriage
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*Shalu.*

*Rinys*

*Vinod*

*Bonds*

*Agji Kumar*



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Smt. JALAJA S

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**Superintendent :- Sri. Subodhramani (Superintendent Gr.II)**

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H2.	VTC Thiruvananthapuram. Kozhikkode. Vocational Rehabilitation Centre for the differently abled person Wayanad. Marriage assistance to PH Girls and daughters of PH. Disability certificates (ID) Card. Handicapped Distress Relief Fund. Financial assistance to Endosulphan victims. World Handicapped Day. National Association for blind. Kerala Federation for Blind. NISH. Commissionerate of Persons with disabilities. Handicapped persons Welfare Corporation. Files related to KSSM. Sruthi Tharangam.
H3.	Welfare Institutions for Handicapped. Asha Bhavan. HMDC. Pratheeksha Bhavan. Prathyasa Bhavan. State and National Awards. Comprehensive Mental Health Programme. Autism. Mentally Challenged.
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Smt. Geetha Sankaran, Finance Officer  
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