

DEPARTMENT OF TECHNICAL EDUCATION, KERALA STATE

An Introduction

The co-ordinating committee of All India Council for Technical Education at its 18th meeting held on 15th January, 1954 made a recommendation that each State Directorate should have a separate unit of Technical Education headed by a Senior Officer with technical qualifications. Based on the recommendation, Government of India addressed all State Governments, vide Letter No.F.21-14/54/T.4 dated 30th October, 1954 (Appendix I) and suggested that in view of the importance of Technical Education and the developments which have already taken place in this field, each State should have a separate unit of Technical Education headed by a Senior Officer with technical qualifications, who would be responsible for the proper development and functioning of Technical Institutions. The Government of India have also suggested that this Officer may be associated with Boards of Studies in the University with a view to co-ordinating the non-University courses and their requirements vis-a-vis the University courses.

The Government of Travancore-Cochin examined the suggestion of the Government of India in consultation with the Director of Public Instruction and the Director of Industries and Commerce. In view of the vast developments envisaged in the field of Technical Education under the Second Five Year Plan, the Government considered it necessary that Director of Public Instruction should be given the assistance of a Technical expert. A Conference was held in the Chief Secretary's room in the Secretariat on 11th July, 1956 to consider the question of instituting a separate wing of Technical Education. (Appendix II). On the basis of this, Government created a post of Special Officer for Technical Education on Rs.500-800 under the State Director of Public Instruction. During the time, it was also found that some sort of Co-ordination of work of the Technical institutions under the Director of Public Instruction, the Director of Industries and Commerce and the University is necessary to avoid overlapping and consequent wastage. Government, therefore constituted a committee having the following officers to consider the matter and prepare a scheme for the co-ordination work in the Technical Education.

1. The Special Officer for Technical Education (Convenor)
2. The Director of Industries and Commerce.
3. The Joint Director of Industries and Commerce.
4. The Chief Engineer (P.W.D)
5. The Chief Engineer (Electricity)
6. The Dean, Faculty of Technology, University of Travancore.

Sri. M. Varada Rao, Superintendent, Polytechnic, Kalamassery was appointed as Special Officer for Technical Education on 31st October, 1956. (Appendix III & IV) During the time, Polytechnic, Kalamassery was under the control of the University of Travancore and Sri. Varada Rao's appointment was made as the University spared his services. Subsequently, vide Order ED(F)2-3891/57/EHD dated 4th September, 1957 (Appendix V) Government of Kerala created a Board of Technical Education and a separate Department of Technical Education in the State. By the same order Government created a post of Director of Technical Education on Rs.700-900 and appointed Sri. K.C. Chacko, Joint Director of Industries and Commerce as the first Director of Technical Education. Government also placed the following Technical Institutions of undergraduate level under the control of the Director of Technical Education.

1. The Polytechnic, Kalamassery
2. The Maharaja's Technological Institute, Thrissur
3. The School of Arts, Trivandrum and
4. The Institute of Textile Technology, Trivandrum

As per Order ED(F)2-20998/EHD dated 17th September, 1957, the Diploma course in Shorthand and Typewriting thereto conducted by the University was transferred to the control of the Director of Technical Education. The Engineering College, Trivandrum which was under the direct control of Government was also brought under the Department on 1-12-1958.

Now, there are 12 Engineering Colleges, 49 Polytechnic Colleges (including 7 Women's Polytechnic Colleges and I.P.T. & G.P.T.C, Shoranur) 3 Colleges of Fine Arts, 39 Technical High Schools, 17 Government Commercial Institutes, 42 Tailoring and Garment Making Training Centres and 4 Vocational Training Centres under this Department. This Department has two Regional Directorates at Kozhikode and Kothamangalam. The Department has a Curriculum Development Centre at Kalamassery. A Supervisory Development Centre is also functioning at Kalamassery. The Industry Institute Interaction Cell is functioning at the Directorate. The Examination Wing of the Department located in Thiruvananthapuram conducts Diploma and Certificate Level Examinations. With the humble beginning the department assumed significance in tune with the development in the technological scenario of the country.

All India Council for Technical Education (AICTE)

The All India Council for Technical Education (AICTE) was set up in November 1945 based on the recommendations of the Central Advisory Board of Education (CABE*) to stimulate, co-ordinate and control the provision of educational facilities and industrial development of the post war period. AICTE was given statutory powers by the AICTE Act of Parliament in 1987, with a view to the proper planning and co-ordinated development of Technical Education System throughout the Country. "Technical Education" in this context includes fields of Engineering and Technology, Architecture, Town Planning, Management, Pharmacy and Applied Arts & Crafts.

* Constituted in 1943.

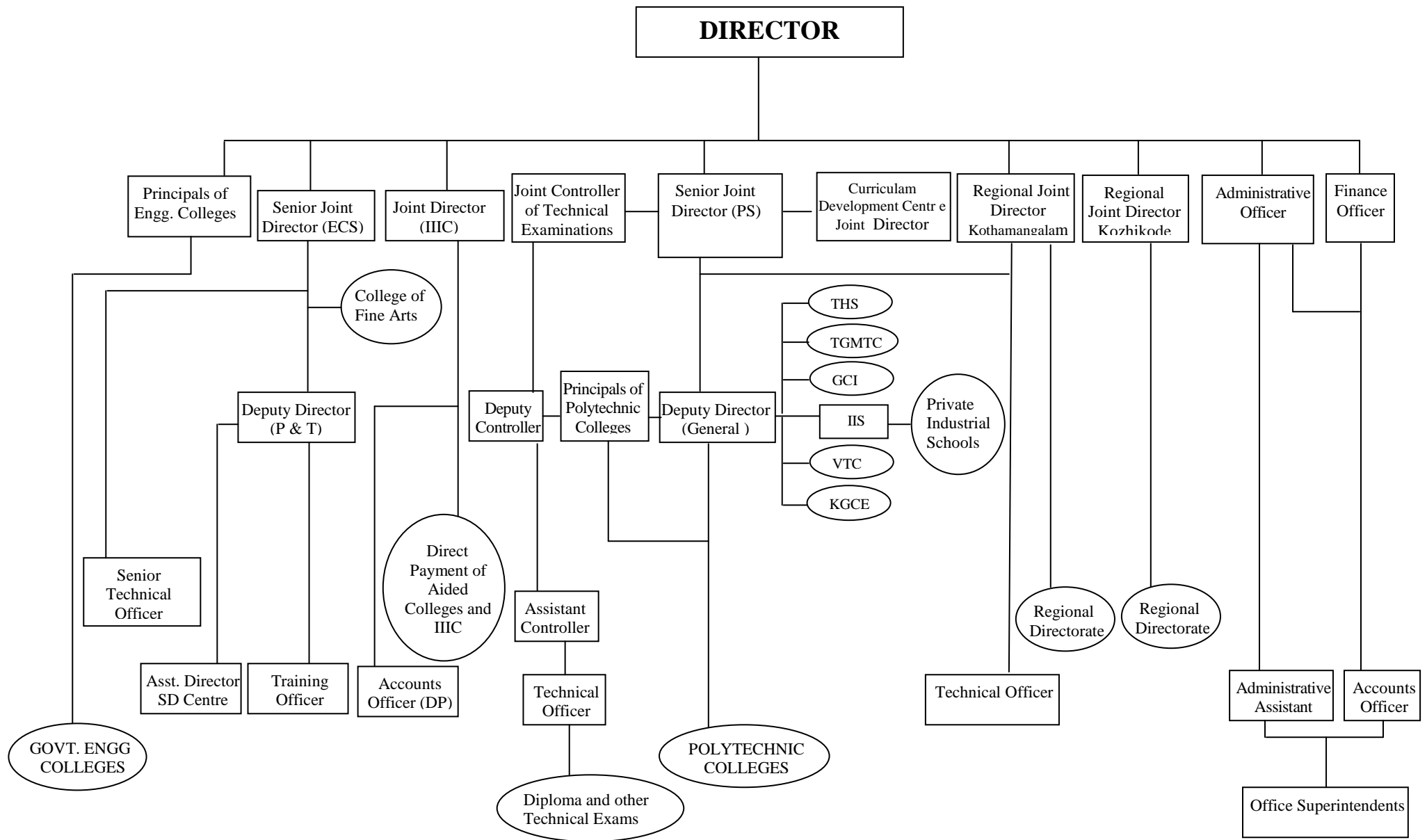
Definition of Technical Education

"Technical Education" means Programmes of Education, Research and Training in Engineering/Technology, Architecture, Town Planning, Management, Pharmacy and Applied Arts & Crafts, and such other Programmes or areas as the Central Government may, in consultation with the Council, by notification in the Official Gazette, declare.

Part of History- Letter dated 30-10-1954 from Government of India directing the States to form a separate unit of Technical Education.

Gazette dated 10-9-1957 notifying the creation of Department of Technical Education in the State.

ORGANISATION OF TECHNICAL EDUCATION DEPARTMENT



DIRECTORATE OF TECHNICAL EDUCATION TELEPHONE NUMBERS		
		Extension/ Intercom
General Phone	0471-2451741	
Director of Technical Education	0471-2451369	222
Fax	0471-2451369, 0471-2463733	
Senior Joint Director (ECS)	0471-2451747	202
Senior Joint Director (PS)	0471-2450528	111
Joint Director(IIC)	0471-2451747	203
Deputy Director (P&T)	0471-2451246	201
Deputy Director (General)	0471-2451246	219
Administrative Officer	0471-2451256	101
Finance Officer	0471-2452485	301
Project Officer/Senior Technical Officer	0471-2451741	304
Technical Officer	0471-2451741	208
Training Officer	0471-2451256	211
Administrative Assistant	0471-2451741	102
Accounts Officer (General)	0471-2451741	103
Accounts Officer (DP)	0471-2451741	210
Inspector of Industrial Schools	0471-2451741	209
CA to Director	0471-2451741	207
CA to SJD (ECS)	0471-2451741	202
CA to SJD (PS)	0471-2451741	111
CA to AO	0471-2451741	101
CA to FO	0471-2451741	301
Technical Education Quality Improvement Programme (TEQIP)		
SPFU(TEQIP) Director	0471-2451246 0471-2463877 (P)	333
SPFU(Finance Officer)	0471-2451246	302
SPFU Office	0471-2451246 0471-2463822(O)	317
Fax	0471-2463822	

Telephone Extension/ Intercom Numbers of Sections & Other Divisions		
Enquiry		104
Academic		308
Accounts		110
Audit Section (Engg. Colleges)		315
Audit Section (Polytechnics)		303
Direct Payment		204 & 205
Establishment A		106
Establishment B		109
Establishment C		108
Establishment D		107
Establishment G		218
Finance A		310
Finance B		318
Pension		314
Placement & Training & Engg. Admission (ACB Section)		213
Planning		309
Private Provident Fund (PPF)		312
Purchase		215
Fair Copy - Typing		305
Inward		306
Records & Despatch		307
Canteen		112
Computer Room		212
Conference Hall		206
Co-operative Society		105

DELEGATION OF POWERS TO VARIOUS OFFICERS IN TECHNICAL EDUCATION DEPARTMENT

GOVERNMENT OF KERALA

Abstract

Education – Technical – Delegation of powers to the various Officers in the Technical Education Department – orders – issued.

HIGHER EDUCATION (G) DEPARTMENT

G.O.(MS) No.157/83/H.Edn.

Dated, Trivandrum,25-7-1983

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- Read:-
1. G.O.(P) 24/74/H.Edn. Dated 12-1-1974.
 2. Correspondence resting with Director of Technical Education's Letter No.G1/56545/83 dt.25-3-1983.
 3. Minutes of the Empowered Committee which met on 27-12-1982.

ORDER

Government are pleased to delegate the powers as detailed in the appendix to this order to the following officers in the Technical Education Department in supersession of all the existing orders in this regard:-

1. Director of Technical Education .
2. Joint Director.
3. Controller of Technical Examinations.
4. Deputy Controller of Technical Examinations
5. Technical Assistant
6. Deputy Director
7. Administrative Officer.
8. Accounts Officer.
9. Principals (Engineering Colleges)
10. Administrative Assistant (Engg. Colleges)
11. Warden (Engineering College Hostels)
12. Principals (Polytechnics)
13. Superintendents of Junior Technical Schools /Principal, College of Fine Arts, Trivandrum/ Superintendent, Institute of Fine Arts, Trichur/ Principal, Government Commercial Institutes/ Superintendent, Ravi Varma Institute of Fine Arts, Mavelikkara.
14. Administrative Assistant in the office of the Director of Technical Education.

By Order of the Governor

U.Peermohammed Rawther
Under Secretary.

To

The Director of Technical Education
The Accountant General
The General Admn (SC) Dept. (Vide item 1145 dt.22-7-83)
The Personal and Administrative Reforms Departments
The Store Purchase Department.
The Higher Education G1, G3, J Departments
The S.F/ O.C

APPENDIX
DEPARTMENT OF TECHNICAL EDUCATION
DELEGATION OF POWERS TO VARIOUS OFFICERS

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
(1)	(2)	(3)	(4)

DIRECTOR OF TECHNICAL EDUCATION

- | | | |
|---|--|-----------|
| 1 | To appoint, promote and transfer Non – Gazetted Officers and to appoint, promote and transfer to lowest Gazetted post in each service in sanctioned posts and also to posts of Rs.750-1450 in the Technical Education State Service subject to P.S.C. Recruitment rules and other rules in force. | No Change |
| 2 | To sanction all kinds of leave except study leave, leave for study purpose, Hospital leave, leave to take up other employment, leave without allowances exceeding 120 days and special disability leave to officers both Gazetted and Non-gazetted for which the Director of Technical Education is the appointing authority. In all other cases, to sanction such leave where no substitutes are required and also to make additional charge arrangements in all cases and sanction charge allowance under Rule 53 (b) (ii) and (iii) of K.S.R. To detach officers from one office and fix another office as their headquarters as a working arrangement not exceeding six months depending of exigencies of service. | No Change |

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
3	To sanction vacation duty to officers of the Technical Education Department.	No Change	
4	To sanction payment of belated increment in respect of all officers whom he is competent to appoint.	No Change	
5	To create part-time posts of Sweepers paid from contingencies as per rules.	No Change	
6	To accord administrative sanction to convene works costing upto 3.0 lakhs subject to budget provision and on estimates prepared by the Chief Engineer.	To accord administrative sanction to works costing upto Rs.5.0 lakhs subject to budget provision and on estimates prepared by the Chief Engineer.	Enhancement of existing power.
7	To Convene and issue sanction to conferences of Departmental officers, Boards of Studies, Conferences in regard to admission and to sanction payment of T.A. including the officers of private Institutions.	No Change	
8	To depute officers of the Department to attend Conferences convened in the state and sanction T.A. for the purpose	No Change	
9	To sanction purchase of furniture from P.W.D. Workshops or any other Government Agency subject to budget provision and observance of store purchase Rules.	No Change	
10	To sanction purchase of books and journals, maps, charts, and other educational appliances subject to budget provision on the basis of quotation and to effect advance payment	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
11	To sanction advertisement charges upto Rs.1,000/- in each case subject to the budget provision and also to the condition that rates are approved by the Director of Public Relations.	No Change	
12	To award annual contract of conveyance of materials from Railway Station etc. to the Institutions under the Directorate of Technical Education subject to the condition that the contracts should be awarded after inviting quotation and to the lowest tenderer.	No Change	
13 (a)	To sanction disposal of unserviceable articles whose book value does not exceed Rs.5,000/- in each case as per rules.	To sanction disposal of unserviceable articles whose book value does not exceed Rs.20,000/- in each case as per rules.	Enhancement of Existing power
(b)	To sanction disposal of surplus store whose book value does not exceed Rs.1,000/- in each case.	No Change	
14	To sanction write off of irrecoverable arrears of revenue and other irrecoverable amounts not exceeding Rs.2,000/- in each case subject to a limit of Rs. 10,000/- per annum and subject to the rules in K.F.C.	No Change	
15	Disposal of condemned and dismantled buildings under the control of the Director of Technical Education when the book value does not exceed Rs. 25,000/- in each case and also to dispose of unnecessary and fallen or dead trees standing in the premises of the	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	office/Institutions subject to rules in P.W.D. Code.		
16	To sanction auction sale of usufructs of trees and lease for cultivation of premises of his office or sub offices/ institution.	No Change	
17	To sanction subject to provision under K.F.C. investigations of arrear claims by the A.G. to all officers and under contingencies which are not more than 5 years old. Note:- Time barred claims under Article 65 K.F.C are excluded.	No Change	
18	To sanction subject to budget provision maintenance and petty constructions and repair upto Rs.5,000/- in each case on a proper estimate.	To sanction subject to budget provision maintenance and petty construction and repair works upto Rs.20,000/- without reference to P.W.D.	Enhancement of existing power.
19	To incur non-recurring contingent expenditure upto Rs.1,000/- in each case subject to budget provision and subject to rules under K.F.C.	No Change	
20	To sanction local purchase of stationery in urgent and unforeseen cases upto the limit of Rs.200/- at a time subject to an annual limit of Rs. 1000/-.	To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 1,000/- at a time and subject to a maximum of Rs.5,000/-	Enhancement of existing power
21	To sanction shifting of an office/ institution from one building to another and hiring of private buildings the rent of which does not exceed Rs.300/-p.m. Subject to conditions laid down in G.O.(P) 400/58, dated 31-3-1958.	To sanction shifting of an office/institutions from one building to another and hiring of private buildings the rent of which does not exceed Rs.2.000/- per month subject to P.W.D. Certificate	Enhancement of existing power
22	To sanction distribution of	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	budget allotment under several items of expenditure subject to the rules in the Budget Manual.		
23	To sanction printing of forms, circulars, pamphlet, application forms, prospectus, syllabus etc. in Government Press. Note:- Printing of new forms and registers should have the approval of Government.	No Change	
24	To sanction destruction of old records as per rules.	No Change	
25	To incur all expenditure in connection with the conduct of Public Examinations in the department subject to the rates which may be approved by Government.	No Change	
26	To Sanction refund of Revenue as contained in the Book of Financial Powers vide Rule 41 to 43 K.F.C	No Change	
27	To sanction all cases of temporary withdrawals from the Provident Fund Deposits in normal cases and in cases requiring special sanction and non-refundable withdrawals from Provident Fund deposits subjects to the other conditions and limitations under the rules of the funds G.P.F.	No Change	
28	To award scholarships subject to budget provision according to rules approved by Government.	No Change	
29	To sanction educational tours of students of institutions under the D.T.E. subject to availability of budget provision and subject to rules formed by Government for the purpose.	No Change	
30	To sanction pay salaries and grants to Engineering Colleges and Polytechnics under the Grant-in-aid code approved by	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Government and salaries to the staff of the institutions as per rules framed by Government for the purpose.		
31	To accept or reject certificates issued by the Board of Education in other states for admission of candidates of educational institutions in this state under the Technical Education Department but not to public service.	No Change	
32	To cancel qualification certificates for tampering with entries in the certificates or for other reasons .	No Change	
33	To approve tour programme of Heads of institutions and other Gazetted officers in the Institutions in his own office and countersign their T.A. Bill.	No Change	
34	To accept endowment and prizes and approve rules therefore in respect of the institutions subject to rules in K.F.C. and K.T.C.	No Change	
35	To sanction the opening of new centres and cancellation of existing centres	No Change	
36	To appoint chief Examiners, Examiners as paper setters for the several public examinations under the Technical Education Department.	No Change	
37	To order reduction in emoluments upto 25% to persons appointed as Examiners, Chief Superintendents and Scrutiny Officers for irregularities in connection with the examinations.	No Change	
38	To sanction advance against examination contingent charges upto Rs.10,000/- at one time subject to provision in	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	the budget.		
39	To sanction holidays and vacation to the institutions under him keeping in mind the minimum number of working days the institutions are to work in an academic year.	No Change	
40	To condone the shortage of attendance of students upto 15% on the recommendation of the Heads of Institutions with a remittance of Rs.10/- in each case.	No Change	
41	To shift the existing telephone.	No Change	
42	To sanction repairs to motor vehicles in the department and to arrange for the payment of bills not exceeding Rs.2,000/- in each case subject to rules.	No Change	
43	To sanction all cases of medical expenses subjects to the conditions and limitations under the Government Servants Medical benefit rules.	No Change	
44	To appoint staff charged to Examination contingencies at the rates approved by Government.	No Change	
45	To place departmental buildings declared unsafe by the P.W.D. at the disposal of that department for being demolished .		
46	To place land required for construction of building etc. at the disposal of the P.W.D.	No Change	
47	To accord administrative sanction for purchase of equipments and laboratory accessories of non-recurring items not exceeding	To accord administrative sanction for purchase of equipments and laboratory accessories of non-recurring items	Enhancement of existing power

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Rs.30,000/- at a time subject to budget provision.	not exceeding Rs.2,00,000/- at a time subject to budget provision.	
48	To accord administrative sanction for recurring supplies required for the normal running of the Department subject to budget provision.	No Change	
49	To appoint Warden, Asst. Warden, Resident Tutor in the hostels attached to Engineering Colleges and Polytechnics.	No Change	
50	To sanction printing or reprinting priced Government Publications. NOTE:- The rules regarding pricing of Government Publications in Art.32 K.F.C. Vol.I should be followed.	No Change	
51	To draw advance upto Rs.5,000/- for each item for meeting the expenditure in any institution in his department relating to purchase and erection of machinery etc.	No Change	
52	To purchase subject to administrative sanction the equipments upto Rs.3,00,000/- as per rules in the Store Purchase Manual .	No Change	
53		To accord administrative sanction for purchase of furniture costing upto Rs.1 lakh.	New power
54	He may exercise all the powers of the subordinate officers in the department <u>JOINT DIRECTOR</u>	No Change	
1	To inspect institutions both Government and private under the Department of Technical Education as directed by the D.T.E. on the basis of general or specific orders.	No Change	
2	To sanction disposal of unserviceable articles whose	To sanction disposal of	Enhancement

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	book value does not exceed Rs.3000/- in each case and their disposal subject to annual limit of Rs.50,000/- per rules.	unserviceable articles whose book value does not exceed Rs.10,000/- subject to annual limit of Rs.1 lakh as per rules.	of existing power
3	To sanction subject to budget provision maintenance and petty construction and repair works upto Rs.5,000/- in each case on a proper estimate.	No Change	
4	To sanction printing of forms, circulars, pamphlets, application forms , prospectus, syllabi etc. in Government presses. NOTE: Printing of new forms and registers should have the approval of Government.	No Change	
5	Nil	To sanction subject to provision, maintenance and petty construction and repair works upto Rs.10,000/- in each case on a proper estimate.	Proposed for new power.
6	Nil	To sanction appointments, promotion and transfers of the non-gazetted officers to the sanctioned posts in the Department excluding the ministerial staff and last grade staff subject to Public Service Commission recruitment rules and orders in force from time to time	Proposed for new power.
7	Nil	To function as a Chairman of Public Examinations in the absence of the D.T.E.	Proposed for new power
8	Nil	To approve the tour programme and journey sanction of all the subordinate inspecting officers and to receive reports of academic inspection, stock verification, monitoring and Man Power Assessment.	Proposed for new power.

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
9	The Joint Director may also exercise all the powers of the Deputy Director under the specific orders of D.T.E.	No Change	

CONTROLLER OF TECHNICAL EXAMINATIONS

1	To sanction journeys within the State in respect of the Deputy Controller of Technical Examinations and to countersign his T.A. Bills.	No Change	
2	To sanction payment of remuneration and T.A. to the Examiners, arising in connection with the various public Examinations (Technical) at the rate approved by Government and sanctioned by competent authority.	No Change	
3	To sanction, subject to budget provision, advances against Examinations contingent charges, upto Rs.15,000/- (Rs. Fifteen thousand only) at a time.	No Change	
4	Nil	To function as Chairman of the Board of Technical Examinations.	To function as Chairman of the Board of Technical Examinations.
5	Nil	To convene or issue sanction to convene conferences of Departmental Officers in connection with the Examination and sanction payment of T.A. to the members of staff attending the conference .	To convene or issue sanction to convene conferences of Departmental Officers in connection with the Examination and sanction payment of T.A. to the members of staff attending the conference.
6	Nil	To appoint question paper setters for the Technical Examinations conducted by this Department in accordance with the Principles laid down by the Board of Technical	To appoint question paper setters for the Technical Examinations conducted by this Department in accordance with the Principles laid

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
		Examinations	down by the Board of Technical Examinations.
7	Nil	To function as appellate authority in respect of original orders imposing penalties on Chief Superintendents, Deputy Chief Superintendents, Assistant Chief Superintendents/ Additional Examiners/ Assistant Examiners, Tabulators and Supervisors and other persons engaged for the Examination work for irregularities in connection with the Examinations and to order reduction of emolument upto 100% and to debar the concerned Examiners from Examination duties and to recommend to the concerned Head of Departments to pursue further disciplinary action, if necessary.	To function as appellate authority in respect of original orders imposing penalties on Chief Superintendents/ Assistant Superintendents, Deputy Chief Superintendents, Chief/ Additional Examiners, Assistant Examiners, Tabulators and Supervisors and other persons engaged for the Examination work for irregularities in connection with the Examinations and to order reduction of emoluments upto 100% and to debar the concerned Examiners from Examination duties and to recommend to the concerned Heads of Departments to pursue further disciplinary action, if necessary.

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
8	Nil	To be appellate authority in respect of original orders imposing penalty on all Government employees engaged on Examination duty by the Deputy Controller of Technical Examination.	To be appellate authority in respect of original orders imposing penalty on all Government employees engaged on Examination duty by the Deputy Controller of Technical Examinations.
9	Nil	To be appellate authority in respect of original orders imposing penalty on candidates for malpractice's committed by them in all Examinations conducted by the Department.	To be appellate authority in respect of original orders imposing penalty on candidates for malpractice's committed by them in all Examinations conducted by the Department.
10	Nil	To initiate disciplinary proceedings and dispose of appeals as per Kerala Civil Services (Classification, Control and appeal) rules in respect of all employees of this Department.	To initiate disciplinary proceedings and dispose of appeals as per Kerala Civil Services (Classification, Control and appeal) rules in respect of all employees of this Department.
11	Nil	To make changes of languages and exemptions from study of regional language to candidates appearing for Examinations in exceptional cases.	To make changes of languages and exemption from study of regional language to candidates appearing for Examinations in exceptional cases.
12	Nil	To make changes under special circumstances in the date of public examinations already notified in Govt. Gazette.	To make changes under special circumstances in the date of public examinations already notified in Govt. Gazette.

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
13	Nil	To sanction correction of the date of birth of persons in respect of all genuine cases, if the certificate is issued by the controller.	To sanction correction of the date of birth of persons in respect of all genuine cases, if the certificate is issued by the controller.
14	Nil	To sanction write off of irrecoverable arrears of revenue subject to a limit of Rs.2,000/- in a year.	To sanction write off of irrecoverable arrears of revenue subject to a limit of Rs.2,000/- in a year.
15	Nil	To accept or reject certificates issued by the Board of Technical Education or other agencies or other States for admission of candidates for Examinations in this state.	To accept or reject certificates issued by the Board of Technical Education or other agencies or other states for admission of candidates for Examinations in this state.
16	Nil	To exercise all powers of the Deputy Controller of Technical Examinations.	To exercise all powers of the Deputy Controller of Technical Examinations.

DEPUTY CONTROLLER OF TECHNICAL EXAMINATIONS

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|---|---|-----------|
| 1 | To appoint based on approved norms temporary staff charged to contingencies, for public examination (Technical) purposes and to sanction payment of remuneration to them at the rates fixed by Government | No Change |
| 2 | To countersign T.A. Bills of the officers under him and also the non-officials, engaged in connection with the public Examinations (Technical). | No Change |
| 3 | To hire, subject to Budget provision motor vehicles of other Govt. Departments or from the K.S.R.T.C. or private agencies in connection with Public Examinations (Technical) | No Change |

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	and to meet the expenses from contingencies, subject to the condition that the hiring of motor vehicles from private agencies should be, after inviting quotations and observing the other formalities under the rules.		
4	To countersign contingent bills of the various Public Examinations (Technical) Centres.	No Change	
5	To appoint paper setters, Examiners, Chief Superintendents, Invigilators and other staff for the conduct of public Examinations (Technical) as per the norms fixed by Government.	No Change	
6	To sanction subject to budget provision advances against Examination contingent charges, upto Rs.10,000/- (Rupees Ten Thousand only) at a time.	No Change	
7	To sanction, subject to Budget provision local purchase of stationery articles, in urgent and unforeseen circumstances such as non-availability of the article with the controller of stationery upto a limit of Rs.1,000/- (Rupees one thousand only) in each case observing Stores Purchase Rules.	No Change	
8	To incur non-recurring contingent expenditure upto Rs.500/- (Rupees Five hundred only) in each case, subject to budget provision and subject to rules in Appendix IV of K.F.C. volume-II.	No Change	
9	To sanction, subject to budget provision printing of application forms, prospectus, forms, registers etc. required in	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	<p>connection with the Public Examination (Technical) subject to the condition that the printing should be got done in the Government presses . While ordering the printing of forms etc. with the Superintendent of Govt. presses care should be taken to see that sufficient number of copies are got in the first print itself. For printing of new forms and Registers, prior approval of Government should be obtained.</p>		
10	<p>To sanction journeys within the state in connection with Public Examinations (Technical) in respect of all employees working under him.</p>	No Change	
11	<p>To sanction advertisement charges upto Rs. 500/- (Rupees Five hundred only) in each case subject to budget provision and also subject to the condition that the rates are approved by the Director of Public Relations.</p>	No Change	
12	<p>To sanction as per rules, disposal of unserviceable articles the book value of which does not exceed Rs.500/- (Rupees Five hundred only) in each case, subject to an annual limit of Rs. 10,000/- (Rupees ten thousand only).</p>	No Change	
13	Nil	To function as Chairman, Board of Technical Examinations, in the absence of the Controller	To function as Chairman, Board of Technical Examinations, in the absence of the Controller .
14	Nil	To take disciplinary action against candidates for malpractice committed in all Examinations conducted by this	To take disciplinary action against candidates for malpractice committed in all Examinations

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
		Department.	conducted by this Department.
15	Nil	To take disciplinary action against all the persons engaged for the conduct of Examination and to order reduction in their emolument upto 50%	To take disciplinary action against all the persons engaged for the conduct of Examination and to order reduction in their emolument upto 50%.
16	Nil	To modify the Examination results if the mistakes are due to bonafide clerical error in the case of Examination conducted by this Department.	To modify the Examination results if the mistakes are due to bonafide clerical error in the case of Examination conducted by this Department.
17	Nil	To pass orders on the scrutiny and revaluation of valued answer scripts in respect of all Examinations conducted by the Department and to modify the Results if necessary.	To pass orders on the scrutiny and revaluation of valued answer scripts in respect of all Examinations conducted by the Department and to modify the Results if necessary.
18	NIL	To permit candidates for examination to change over from one language of study to another and grant exemption from study of regional languages in special cases in respect of examinations conducted by the department.	To permit candidates for examination to change over from one language of study to another and grant exemption from study of regional languages in special cases in respect of examinations conducted by the department.
19	NIL	To pass orders on the request for cancellation of candidature and to cancel candidature in	To pass orders on the request for cancellation of candidature and to

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
20	NIL	the case of irregular admissions to examinations. To order correction of entries including entries of date of birth in the records of all the institutions under the Technical Education Department including cases of clerical error.	cancel candidature in the case of irregular admissions to examinations. To order correction of entries including entries of date of birth in the records of all the institutions under the Technical Education Department including cases of clerical error
21	NIL	To appoint tabulators for the tabulation work relating to Public Examinations conducted by the Department at rates prescribed by Government.	To appoint tabulators for the tabulation work relating to Public Examinations conducted by the Department at rates prescribed by Government.
22	NIL	To cancel or suspend qualification certificates issued in respect of all Examinations for tampering with entries in certificates or for other reasons.	To cancel or suspend qualification certificates issued in respect of all Examinations for tampering with entries in certificates or for other reasons.
23	NIL	To sanction the opening of new Centres and cancellation of existing centres of Examination and centres for Centralised valuation conducted by the Department.	To sanction the opening of new Centres and cancellation of existing centres of Examination and centres for Centralised valuation conducted by the Department.
24	NIL	To sanction the purchase of stores and examinations materials not exceeding Rs.20,000/- at a time subject to budget	To sanction the purchase of stores and examination materials not exceeding Rs.20,000/- at a time

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
		provision and Stores Purchase Rules .	subject to budget provision and Stores Purchase Rules .
25	NIL	To sanction destruction of old records of the examination as per rules.	To sanction destruction of old records of the examination as per rules.
26	NIL	To sanction purchase of furniture from any Govt. Agency or from any Private Agency subject to budget provision and Store Purchase Rules.	To sanction purchase of furniture from any Govt. Agency or from any private Agency subject to budget provision and Store Purchase Rules.
27	NIL	To sign "for Controller of Technical Examinations, Kerala" in all fair copies of letters and orders of the Controller being addressed to Accountant General, Government and other Institutions.	To sign "for Controller of Technical Examinations, Kerala" in all fair copies of letters and orders of the Controller being addressed to Accountant General, Government and other Institutions.
28	NIL	To issue Certificates and Mark lists under his signature in respect of all Examinations conducted by the Department.	To issue Certificates and Mark lists under his signature in respect of all Examinations conducted by the Department.
29	NIL	To pass orders on the issue of duplicate Certificate and to sign all such duplicate Certificates.	To pass orders on the issue of duplicate Certificate and to sign all such duplicate Certificates
30	NIL	To Officiate as Convener to the Board of Technical Examination, Kerala.	To Officiate as Convener to the Board of Technical Examination, Kerala.
31	NIL	To supervise all arrangements for the proper conduct of all Examinations in consultation with the	To supervise all arrangements for the proper conduct of all Examinations in consultation with the

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
32	NIL	Principals of Polytechnics, Superintendents of Junior Technical Schools and Head of other Technical Institution and to inspect such arrangements. To condone delay in the remittance of Examination fee and in the submission of application for Examinations in deserving cases.	Principals of Polytechnics, Superintendents of Junior Technical Schools and Head of other Technical Institutions and to inspect such arrangements. To condone delay in the remittance of Examination fee and in the submission of application for Examinations in deserving cases.
33	NIL	To pass and make payment of remuneration bills of the Examiners according to the rates fixed by Government from time to time.	To pass and make payment of remuneration bills of the Examiners according to the rates fixed by Government from time to time.
34	NIL	To sanction casual leave to the Technical Assistant and other Gazetted officers and non-gazetted officers under him.	To sanction casual leave to the Technical Assistant and other Gazetted officers and non-gazetted officers under him.
35	NIL	To conduct surprise Inspection of the Examination centres and Verification of records connected with the Examination.	To conduct surprise Inspection of the Examination centres and Verification of records connected with the Examination.
36	NIL	To sanction purchase of books required for the Examination section.	To sanction purchase of books required for the Examination section.
37	NIL	To issue journey sanction to all officers conducting journey in connection with the Examination.	To issue journey sanction to all officers conducting journey in connection with the Examination

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
<u>TECHNICAL ASSISTANT:</u>			
1	NIL	To control the work in the office generally and to be in direct charge of the arrangements for the conduct of all Examinations.	To control the work in the office generally and to be in direct charge of the arrangements for the conduct of all Examinations.
2	NIL	To sanction Casual leave to all the non-Gazetted officers in the Examinations section.	To sanction Casual leave to all the non-Gazetted officers in the Examinations section.
3	NIL	To issue extracts of Marks as per rules.	
4	NIL	To take steps for the scrutiny and recording of marks of valued answer scripts of the Examination.	To take steps for the scrutiny and recording of marks of valued answer scripts of the Examination.
5	NIL	To forward indent for printed forms and stationery connected with the conduct of all Examinations and for the use of the office of the Controller of Technical Examinations.	To forward indent for printed forms and stationery connected with the conduct of all Examinations and for the use of the office of the Controller of Technical Examinations.
6	NIL	To assist the Deputy Controller for preparation of lists of paper setters/ Scrutiny Officers/ Chief/ Assistant Examiners, Chief/ Deputy Chief Superintendents, Asst. Superintendents, Tabulators, Supervisors and all other staff engaged for the examination work.	To assist the Deputy Controller for preparation of lists of paper setters/ Scrutiny Officers/ Chief/ Assistant Examiners, Chief/ Deputy Chief Superintendents, Assistant Superintendents, Tabulators, Supervisors and all other staff engaged for the examination

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
7	Nil	To control all the vehicles in the Examination Section.	work. To control all the vehicles in the Examination Section.
8	Nil	To arrange the printing, packing and forwarding of question papers to various centres of examinations and collection of answer books of all Examinations from various Centres.	To arrange the printing, packing and forwarding of question papers to various centres of examinations and collection of answer books of all Examinations from various Centres.
9	Nil	To arrange the valuation of the answer papers and be in charge of tabulation of marks.	To arrange the valuation of the answer papers and be in charge of tabulation of marks.
10	Nil	To arrange for the meeting of Board of Examinations in consultation with the Deputy Controller and Controller.	To arrange for the meeting of Board of Examinations in consultation with the Deputy Controller and Controller.
11	Nil	To assist the Deputy Controller in all technical and official matters in connection with the conduct of all examinations.	To assist the Deputy Controller in all technical and official matters in connection with the conduct of all examinations.

DEPUTY DIRECTOR

- | | | |
|---|---|-----------|
| 1 | To inspect institutions both Government and private under the Department of Technical Education as directed by the Director of Technical Education by general or specific orders. | No Change |
| 2 | To approve draft letters, orders, based on the orders passed by the Director of Technical Education to other Heads of | No Change |

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Departments and Offices and to Government and to sign for Director of Technical Education. Fair copies of such letters/orders.		
3	To authenticate and communicate fair copies of all sanctions accorded by Director of Technical Education to the Accountant General and communicate copies of such orders to Heads of Institutions.	No Change	
4	To function as Chairman of Public Examinations in the absence of the Director of Technical Education.	Delete	Joint Director is being assigned this power.
5	To review inspection reports sent by the special officer for commerce Education, Stock verification officer, Inspector of Industrial Schools, Inspector of Commercial Schools and Development officer.	To review inspection reports send by Vocational Training Organiser, Inspector of Industrial Schools and Development Officer.	Change in existing power.
6	To approve tour programmes of special officer for Commerce Education, Stock Verification Officer, Inspector of Industrial Schools, Inspector of Commercial Schools and Development officer and countersign their T.A. Bills.	To approve the tour programme of V.T.O. Inspector of Industrial Schools and Development Officer.	Change in existing power .
7	With regard to the J.T.S., Tailoring and Garment making Training Centres and Industrial Schools, the following powers will be exercised	No Change	
	(i) To take disciplinary action on candidates for the malpractice committed in the Examination.	No Change	
	(ii) To transfer students from one institutions to another.	No Change	This being allotted to Controller of Technical Examinations.
	(iii) To countersign contingent bills of the various public Examination Centres.	Delete	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	(iv) To sanction admission to pupils migrating from other States.	No Change	
	(v). To inspect the above Institutions.	No Change	
8	To sanction purchase of furniture, accessories and equipment and other stores subject to budget provision and Store Purchase Rules for amount not exceeding Rs.30,000/- at a time.	No Change	
9	To sanction purchase of furniture from P.W.D. Workshops or any other Government Agency subject to budget provision as per Store Purchase Rules.	No Change	
10	To sanction advertisement charges upto Rs.500/- in each case subject to budget provision and also subject to the condition that the rates are approved by the D.P.R.	No Change	
11	To sanction disposal of unserviceable articles the value of which does not exceed Rs.1,000/- in each case subject to an annual limit of Rs. 25,000/-	No Change	
12	To dispose of Craft articles produced in schools by auction.	No Change	
13	To sanction auction sale of standing trees when absolutely necessary and fallen and dead trees in the grounds under his control.	No Change	
14	To sanction auction sale of usufructs of trees and lease of premises of the schools.	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
15	To sanction maintenance, petty construction and repair for execution upto Rs.1,000/- in each case on proper estimate	No Change	
16	To incur non-recurring contingent expenditure upto Rs.500/- in each case subject to budget provision	No Change	
17	To sanction journey on duty of officers in J.T. Schools and Industrial Schools and Commercial Schools.	No Change	
18	With regard to Industrial Schools, Commercial Schools, Tailoring and Garment Making Training Centres, the following powers will be exercised.	No Change	
	1. To draw grant in aid bills of Industrial and Tailoring Schools.	No Change	
	2. To pass and countersign T.A. Bills of non-officials arising in connection with examinations of industrials and Tailoring Schools.	Delete	Dy. Controller of Examinations being given this power.
	3. To pass orders in the Scrutiny of valued answer scripts when difference is noted.	Delete	Dy. Controller of Examinations being given this power.
	4. To modify the examination results of the mistakes are due to bonafide errors.	Delete	Dy. Controller of Examinations being given this power.
	5. To pass orders on the issue of duplicate certificates in doubtful cases.	Delete	Dy. Controller of Examinations being given this power.
	6. To draw advance against sanctions for examination	Delete	Dy. Controller of Examinations

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	contingent charges upto 75% of the amount is competent to incur.		being given this power.
19	To accord recognition to Institutions conducting courses for KGT Examination in Commerce, Industrial subject and Engg. Subjects, subject to rules.	No Change	
20	The following powers will be exercised in regard to J.T.S		
	1. To sanction investigation of arrear claim in respect of those who he is competent to appoint which are not time barred claims.	Delete	D.D is not appointing authority
	2. To sanction increments and belated increments and their payment to those whom he is competent to appoint.	Delete	D.D is not appointing authority
	3. To sanction pre-audit of claims relating to grant-in-aid bills.	No Change	
	4. To issue administrative sanction for purchase of materials upto Rs.10,000/- at a time.	No Change	
	5. To sanction educational tours of students subject to availability of funds and the rules framed by Government.	No Change	
	6. To countersign all the bills in connection with the Direct payment to the staff of Private Engineering Colleges and Polytechnics	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	7. To draw scholarship bills to the various categories of students.	No Change	
	8. To pass and countersign grant-in-aid bills.	No Change	
	9. To review the audit reports conducted by the audit parties and inspection reports sent by the Stock Verification Officer.	No Change	
	10. To award contracts of materials from Railway station etc. to the Institution and vice-versa under the Department of Technical Education subject to condition that the contracts should be awarded after inviting quotations and to the lowest tenderer.		
21	To sanction purchase of books and journals, maps, charts and other educational appliances subject to budget provision on the basis of quotation and to effect advance payment wherever necessary. The advance payment should be in accordance with the rules in K.F.C.	No Change	
22	To prepare list of Chief Examiners, Examiners and paper setters for the several public examinations under the Technical Education Department excepting those of polytechnics and to appoint them.	Delete	Already delegated to Dy. Controller of Technical Examinations
23	To sanction advance against examination contingent charges upto Rs.10,000/- at one time subject to provisions in the budget	No Change	
24	To accord administrative sanction for purchase of equipment and laboratory accessories of non-recurring item not exceeding Rs.15,000/- at a time subject to budget provision and subject to Stores	To accord administrative sanction for purchase of equipment and laboratory accessories of non-recurring items not exceeding	Enhancement of existing power

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Purchase Rules.	Rs.30,000/- at a time for J.T.S and Polytechnics subject to budget provision and subject to Stores Purchase Rules	
25	NIL	To sanction disposal of unserviceable articles the value of which does not exceed Rs.5,000/- in each case subject to the annual limit of Rs.50,000/-	Proposed for new power.
26	NIL	To issue administrative sanction for purchase of materials upto Rs. 20,000/- at a time for J.T.S and Polytechnics.	Proposed for new power

ADMINISTRATIVE OFFICER

1	To sanction appointments, promotions and transfers of the non-gazetted officers to the sanctioned posts in the Department subject to public service recruitment rules and the orders in force from time to time.	To sanction appointments and transfers of the non-gazetted ministerial staffs and the last grade staff to sanctioned posts in the department subject to public service recruitment rules and the orders in force from time to time .	Joint Director has been assigned the powers in regard to teaching and workshop staff (non-gazetted).
2	To sanction leave other than study leave and special disability leave to those who he is competent to appoint and casual leave to non-gazetted ministerial officers.	No Change	
3	To sanction increments and belated increments to those who he is competent to appoint	No Change	
4	To organise sections in the Directorate of Technical Education and to administer the office as per provisions in the Manual of Office Procedure .	No Change	
5	To approve draft letters/orders based on the orders passed by	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Director of Technical Education to other Heads of Department and office and to Government on all matters except those relating to important and technical matters and to sign for D.T.E fair copies of such letters/orders		
6	To authenticate and communicate fair copies of all sanctions accorded by the Director of Technical Education to the Accountant General and communicate fair copies of such orders to Heads of subordinate institutions	No Change	
7	To dispose of all routine papers based on standing orders.	No Change	
8	To draw Establishment pay bills and T.A. Bills of the entire non-gazetted establishment including the Last Grade Servants and the contingent bills of the officer of the Director of Technical Education subject to the contingent bills being countersigned by the D.T.E.	No Change	
9	To countersign T.A. Bills, contingent bills of superintendents of J.T. Schools and school of arts and the Chief Lecturer and Superintendents, Diploma Course in Type writing and Shorthand.	No Change	
10	To sanction temporary withdrawals from P.F. Deposits by N.G.O of the department subject to the rules and regulations governing the fund in cases.	No Change	
11	To sanction purchase of stationery articles for the use of the office of the D.T.E In urgent and unforeseen cases when the articles are not available in the stationery stores upto the limit of Rs.50/- at a time subject to maximum of Rs.500/-	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
12	To sanction non-recurring contingent expenditure upto Rs.100/- in each case provided there is budget provision and subject to the general rules in K.F.C	No Change	
13	To sanction investigation of arrear claims excepting time-barred claims in respect of all those when he is competent to appoint which are not more than 5 years.	No Change	
14	To forward application for admission to P.F. from the non-gazetted members of staff of the office of the Director of Technical Education and countersign application for admission to state P.F.	No Change	
15	To draw bill for claims relating to purchase of stores for the office of the D.T.E.	No Change	
16	To sanction destruction of old records as per rules in the office of the D.T.E.	No Change	
17	To conduct inspection of the subordinate offices inclusive of O&M inspection	No Change	
18	To sanction auction of standing trees when absolutely necessary usufructs of trees and fallen and dead trees in the premises in the office of the Director of Technical Education	No Change	
<u>ACCOUNTS OFFICERS</u>			
1	To conduct and supervise the audit of the subordinate institutions and to forward audit reports	No Change	
2	To obtain and scrutinise the D.C.B. statements of the different institution under the D.T.E.	No Change	
3	To attend to the reconciliation of departmental accounts with the figures booked in the A.G.'s office.	Delete	This is now delegated to Financial Assistant.

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
4	Preparation of budget estimates relating to the department	Delete	This is now delegated to Financial Assistant.
5	Scrutiny of the distribution of budget allotment to subordinate offices.	Delete	This is now delegated to Financial Assistant.
6	To watch the progress of the departmental revenue and expenditure and to report to head of department irregularities or deviation.	Delete	This is now delegated to Financial Assistant.
7	To assess grants in respect of private Technical Institutions.	No Change	
8	To deal with proposals relating to the re-appropriation, re-allotment, supplementary grants and surrender of savings.	Delete	This is now delegated to Financial Assistant.
9	Verification of claims for pension and gratuity.	Delete	This is now delegated to Financial Assistant.
10	To conduct surprise inspection of accounts registers and cash balances in subordinates offices and in the head office.	No Change	
11	To scrutinise bills in respects of concession and scholarships to students.	No Change	
12	To arrange for the proper maintenance of accounts relating to loans sanctioned and/or disbursed by the department and to watch the prompt recovery of such loans.	Delete	This is now delegated to Financial Assistant.
13	To test audit the accounts of the institutions in respect of grant-in-aid.	No Change.	
14	Review of audit objection	No Change	
15	Scrutiny of cases involving-	Delete	This is now delegated to Financial Assistant.
	a) refund of revenue	Delete	This is now delegated to Financial Assistant
			This is now

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	b) abandonment of revenue	Delete	delegated to Financial Assistant
	c) enhancement of revenue	Delete	This is now delegated to Financial Assistant
	d) write off	Delete	This is now delegated to Financial Assistant
16	To scrutinise office bills and also proposals relating to purchase and works	Delete	This is now delegated to Financial Assistant
17	To advise the head of the Department on all matters relating to finance and accounts and application of fee rules, hostel rules and code rules.	Delete	This is now delegated to Financial Assistant
18	To watch the progress of expenditure under plan schemes.	Delete	This is now delegated to Financial Assistant.
19	To correspond with subordinate officer on all accounts and finance matters.	Delete	This is now delegated to Financial Assistant.
20	To sanction C/L to the staff working under him.	Delete	This is now delegated to Financial Assistant
21 a)	To draw Establishment pay bills, T.A. Bills, P.F. Bills, contingent bills and grant-in-aid bill of the Industrial Schools, Tailoring and Garment Making Training Centres and Tailoring Trade Schools.	Delete	This is now delegated to Superintendents of Junior Technical Schools, Principals of Polytechnics and Women's Polytechnics.
	b) To countersign T.A. Bill and contingent bills of the officers (Gazetted and Non-gazetted) of the JTS, School of Arts, Diploma Course in Typewriting and Shorthand, School of Painting, Mavelikara and other Industrial and Tailoring and Garment Making Training Centres and other Institutions of the category.	No Change	
	* The delegation of powers to		

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Accounts Officer is subject to the administrative control of the Financial Assistant.		
<u>PRINCIPALS (ENGINEERING COLLEGES)</u>			
1	To sanction all kinds of leave except study leave, special disability leave and leave without allowance exceeding four months to officers both Gazetted (upto and including lecturers) and non-gazetted cadre where substitute arrangements are not required.	No Change	
2	To sanction surrender of leave to all the members of the staff in the College subject to eligibility and as per rules in force.	No Change	
3	To sanction casual leave to all officers of the College.	No Change	
4	To sanction C/L to the members of the staff to attend meeting of duly constituted committees of Govt./Govt. Dept./Universities in Kerala in their capacity as members.	No Change	
5	To sanction vacation duty of officers below the rank of professors. In the case of professors prior sanction of the D.T.E will be obtained.	No Change	
6	To declare holidays on emergency situation for a maximum of 5 days at a time and to compensate such holidays.	No Change	
7	To organise sections in the office various departments and Workshop in consistence with relevant practice and orders.	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
8	To sanction distribution of budget allotment to the various department of the College.	No Change	
9	To sanction all cases of temporary withdrawals both in normal case and special cases from G.P.F deposits of the Gazetted and Non-gazetted officers in the College upto a monetary limit of Rs.1,000/- subject to other conditions and limitations of the rules of the Fund.	No Change	
10	To sanction investigation of arrear claims by the A.G in respect of all members and in respect of claims under contingencies which are not more than 3 years old.	No Change	
11	To sanction local purchase of articles required for the day to day working of the laboratory/Workshop subject to a limit of Rs.500/- in each case and subject to maximum limit of Rs.10,000/- per annum and subject to the Store Purchase Rules.	To sanction local purchase of articles required for the day to day working of the institution subject to a limit of Rs.1,000/- at a time to a maximum limit of Rs.20,000/- per annum subject to budget provision and Store Purchase Rules.	
12	To sanction disposal of unserviceable articles the book value of which does not exceed Rs.1,000/- in each case and subject to an annual limit of Rs.10,000/- as per rules.	No change	
13	To publish notice in the Gazette and to correspond direct with the Superintendents of Government Presses regarding all printing work connected with authorised forms and registers for the college subject to the condition that while sanctioning printing.	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Care should be taken to see that sufficient copies are got in the first print.		
14	To sanction printing of question papers at private presses subject to the conditions laid shown under the item 42 of appendix 4 of K.F.C. Vol. II.	No Change	
15	To sanction the lease of the usufructs in the institutional control and to give the institution compound on lease for cultivation subject to general orders of Government.	No Change	
16	To sanction all refunds of Revenue including fees or fines realised from the students subject to rules and regulations in this respect, observing rules in K.F.C. & K.T.C.	No Change	
17	To sanction the periodical renewal of uniforms, Belts and Badges to the Peons and other staff to whom supply of such articles has been sanctioned by Government.	No Change	
18	To sanction the endowed scholarship and medals and prizes, the award of which is vested with the Principal.	No Change	
19	To stop temporarily any scholarship/fee concession awarded to a student if his/her progress or conduct is unsatisfactory and report the matter to the D.T.E.	No Change	
20	To sanction educational tour of students and journey of officers to any place in Kerala escorting student competitors from the college in connection with the Athletic Tournaments/Educational tour and to make payment to them of the actual travelling and halting expenses	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	in connection with such journey expenditure being met from the budget provision and Athletic funds of the College respectively.		
21	To sanction journey of all officers under him to any place within the District where the Institution is situated.	No Change	
22	To countersign T.A. Bills of all officers under him subject to the condition that journey sanction is obtained for journey's outside the District.	No Change	
23	To sanction acceptance of work by the staff of the College in Co-operative Societies subject to rules and orders in the matter.	No Change	
24	To purchase articles of furniture and other equipments usually purchased from the Department of Industries and Commerce and materials for the College purchased from other Government Departments observing the Store Purchase Rules subject to budget provision.		
25	To purchase stationery articles locally in urgent and unforeseen cases subject to a limit of Rs.100/- at a time and subject to an annual limit of Rs.500/-	No change.	
26	To accord sanction for conveyance of materials to the Institution subject to observance of rules in this respect.	No Change	
27	To accord administrative sanction of purchase of items required for the institution, upto Rs.10,000/- at a time subject to availability of funds.	To accord administrative sanction for purchase of items required for the Institution upto Rs.50,000/- at a time, subject to Budget	Enhancement of existing powers.

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
28	To accord purchase sanction upto Rs.50,000/- at a time where administrative sanction exists, subject to Store Purchase Rules and Budget provision .	provision. To accord purchase sanction upto Rs.1,00,000/- at a time where all administrative sanction exists, subject to Store Purchase Rules and Budget provision .	Enhancement of existing powers.
29	To sanction non-recurring contingent expenditure upto a maximum of Rs.100/- in each case subject to rules in KFC.	No Change	
30	To correspond direct with the D.P.R. for publishing tender notices etc. in the News papers and to sanction advertisement charges upto Rs.500/- in each case at the rate approved by the D.P.R.	No Change	
31	To sanction Civil works upto Rs.5,000/- connected with the Institution subject to availability of funds.	No Change	
32	To sanction repairs and maintenance of tools, machinery workshop, equipment's and furniture etc. subject to a maximum of Rs.1,000/- at a time and subject to budget provision	To accord purchase sanction upto Rs.1,00,000/- at a time where all administrative sanction exists, subject to Store purchase Rules and Budget provision.	
33	To sanction reimbursement of the cost of medicines to the staff under his control subject to rules regarding the reimbursement.	To accord purchase sanction upto Rs.1,00,000/- at a time where all administrative sanction exists, subject to Store Purchase Rules and Budget provision.	

ADMINISTRATIVE ASSISTANTS (ENGINEERING COLLEGES):

1	To sanction all kinds of leave except study leave special disability leave and Leave without allowance exceeding four months to officers of the non-gazetted cadre when	No Change	
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Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	substitute arrangement is not necessary.		
2	To sanction surrender of leave to all non-gazetted officers subject to rules.	No Change	
3	To sanction casual leave to all Non-gazetted officers.	No Change	
4	To approve draft letters/orders based on the orders passed by the Principal of the college to the higher authorities on all matters except those involving policy question and important academic and financial matters and to sign for Principal in Fair copies of such letters/orders.	No Change	
5	To authenticate and communicate fair copies of all sanctions accorded by the Principal.	No Change	
6	To dispose of all routine papers based on Standing Orders.	No Change	
7	To forward applications for admission and closure of G.P.F. from N.G.O's of the College.	No Change	
8	To draw all establishment bills of the N.G.O.'s including part-time and contingent employees of the College.	No Change	
9	To draw the Establishment T.A. Bills of the non-gazetted officers of the College whose tour and tour diaries have been got approved by the Principal to issue the cash receipt in token of having received payment of money.	No Change	
10	To discharge the duties enjoined on the Head of office in respect of drawal and disbursement of all moneys and the maintenance of the cash book and connected subsidiary records as laid down in K.T.C and K.F.C. subject to the condition that the prior sanction of the Principal will be obtained in cases where the power is not	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	delegated to A.A. The sanction being accorded specifically or the vouchers being passed by the Principal in such cases.		
11	To sanction keeping withdrawals from G.P.F. Deposits by the N.G.O.'s upto a maximum of Rs.500/- in each case subject to rules and regulations governing the fund in ordinary and special cases.	No Change	
12	To sanction non-recurring contingent expenditure upto Rs.25/- in each cases subject to budget provision and rules in K.F.C.	No Change	
13	To sanction purchase of stationery articles for the use of the college in urgent and unforeseen cases when the articles are not available in the stationery Department upto a maximum limit of Rs.25/- at a time and subject to annual limit of Rs.300/-	No Change	

WARDEN (ENGINEERING COLLEGE HOSTEL)

1	To sanction all kinds of leave except study leave, special disability leave and leave without allowance in excess of four months to all the employees of the hostel when substitute arrangement is not necessary.		
2	To sanction temporary withdrawals from the G.P.F account of the hostel employees in ordinary and special cases upto a monetary limit of Rs.500/-	No Change	
3	To sanction the surrender leave and payment of leave salary to all the employees of the hostel subject to rules.	No Change	
4	To sanction petty purchase of articles required for the day to day working of the hostel upto a limit of Rs.20/- in each case subject to a maximum limit of Rs.200/- per	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	annum and subject to Stores Purchase Rules and availability of funds.		
5	To incur non-recurring contingent expenditure upto Rs.25/- at a time.	No Change	
6	To operate a P.D. Account in the District Treasury/State Bank of Travancore in the Engineering College, Trivandrum in the name of the Warden, Engineering College Hostel, Trivandrum, by depositing the collections relating.	No Change	
7	To discharge the functions of drawing and disbursing officer as conformed in K.T.C and K.F.C. in respect of the employees of the hostel to maintain cash books and subsidiary cash records as mentioned under the Rules.	No Change	

PRINCIPALS (POLYTECHNICS)

1	To sanction all kinds of leave except study leave, special disability leave and leave without allowances exceeding four months to officers both Gazetted and Non-gazetted cadre where substitute arrangements are not required.	No Change	
2	To sanction surrender of leave to all the members of the staff in the institution subject to eligibility and as per rules in force.	No Change	
3	To sanction casual leave of all officers of the Institution.	No Change	
4	To sanction extra casual leave/duty leave to the members of the staff to attend meeting of committees duly constituted in the capacity as Members.	No Change	
5	To sanction vacation duty of officers under the Principal.	No Change	
6	To sanction condonation of shortage of attendance of 15% to cover the 80% limit after realising the prescribed fee.	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
7	To declare holidays on emergency situations and to compensate such holidays.	No Change	
8	To organise sections in the various Departments and Workshops in the institution in consistence with the relevant provision and orders.	No Change	
9	To sanction distribution of Budget allotment to the various departments of the College.	No Change	
10	To sanction all cases of temporary withdrawals both in normal and special cases from the G.P.F. Deposits of the Gazetted and Non-gazetted officers of the Institution upto a monetary limit of Rs.1,000/- subject to other conditions and limitation of the fund.	No Change	
11	To sanction investigation of arrear claims of the officers under him by the A.G which are not more than 3 years old.	No Change	
12	To incur non-recurring contingent expenditure upto Rs.75/- in each case subject to budget provision and rules under KFC.	No Change	
13	To sanction purchase of books, maps and educational appliances subject to availability of funds and subject to observance of Stores Purchase Rules.	No Change	
14	To sanction disposal of unserviceable articles the book value of which does not exceed Rs.250/- in each cases subject to annual limit of Rs.2,000/- as per rules.	No change	
15	To public Notices in the Gazette and to correspond direct with the Superintendent of	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Government presses regarding all printing works connected with authorised forms and registers for the institution. Care should be taken to see that sufficient copies are got in the first instant.		
16	To sanction printing of question papers at private presses subject to the condition laid down in item 42 of Appendix 4 of KFC vol.II.	No Change	
17	To sanction the lease of the usufructs in the institutional control and to give the institution compound on lease for cultivation.	No Change	
18	To sanction the refund a revenue including fees or fines realised from students subject to rules and regulations in this respect.	No Change	
19	To sanction the periodical renewal of uniforms, belts and badges to the last grade servants (Peon) and other staff to whom supply of such articles has been sanctioned by Government.	No Change	
20	To stop any scholarship/fee concessions awarded to a student if his/her progress of conduct is unsatisfactory and report the matter to the Director of Technical Education.	No Change	
21	To sanction journey of officers to any place in Kerala Exporting students competitors from the Institution in connection with the Athletic Tournament and to make payment to them of the actual traveling and halting expenses in connection with such journey expenditure there on being met from the Athletic Fund of the institution.	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
22	To sanction journeys of all officers under him to places within the district where the Institution is situated for official purpose.	No Change	
23	T.A. Bills of all offices under him subject to the condition that journey sanctions are obtained for journeys if any performed outside the District.	No Change	
24	To purchase articles of furniture and survey equipment usually purchased from the Department of Industries and materials for the institution purchased from other Department as per the Stores Purchase Rules subject to budget provision.	No Change	
25	To purchases stationery articles locally in urgent and unforeseen cases subject to a limit of Rs.20/- at a time and subject to annual limit of Rs.100/-.	No Change	
26	To accord sanction for conveyance of materials to the institution if the rates quoted are reasonable and subject to observance of rules in this respect.	No Change	
27	To accord administrative sanction for purchase of items required for the institution upto Rs.2,500/- at a time subject to availability of funds.	To accord administrative sanction for purchase of items required for the institution upto Rs.25,000/- at a time subject to budget provision.	Enhancement of power.
28	To issue purchase sanction upto Rs.5,000/- where there is administrative sanction available from competent authority and budget provision.	To accord purchase sanction upto Rs.50,000/- at a time subject to budget provision and Store Purchase Rules.	Enhancement of power.
29	To correspond direct with the D.P.R. for publishing Tender Notice etc. in the leading Newspapers and to sanction	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	advertisement charges at the rates approved by the D.P.R. upto Rs.200/- in each case.		
30	To sanction civil works upto Rs.3,000/- connected with the institution subject to availability of funds.	No Change	
31	To sanction reimbursement of the cost of medicines to the staff under his control subject to rules regarding the reimbursement.	No Change	
32	To draw Establishment pay bills, T.A. Bills, Provident Fund Bills, Contingent Bills and Grant-in-aid bill of Industrial Schools, Tailoring and Garment Making Training Centres and Tailoring Trade Schools.	No Change	
33	To sanction repairs and maintenance of tools, Machinery, Workshop equipments, Furniture etc. subject to a maximum of Rs.750/- at a time subject to budget provision.	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Power:	Remarks
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SUPERINTENDENTS OF JUNIOR TECHNICAL SCHOOLS/ PRINCIPAL, COLLEGE OF FINE ARTS, TRIVANDRUM/ SUPERINTENDENTS, INSTITUTE OF FINE ARTS, TRICHUR/ PRINCIPAL, GOVERNMENT COMMERCIAL INSTITUTES/ SUPERINTENDENTS, RAVI VARMA INSTITUTE OF FINE ARTS, MAVELIKKARA

1	To sanction all kinds of leave except study leave, special disability leave and leave without allowances exceeding 4 months to all officers in the Institution were substitute arrangements are not necessary.	No Change	
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2	To sanction surrender of leave and payment of leave salary to all the staff in the Institution subject to eligibility and rules in force.	No Change
3	To sanction C/L to all officers of the Institution.	No Change
4	To sanction C/L duty leave to the members of the staff to attend meeting of duly constituted committees in the capacity as members.	No Change
5	To sanction vacation duty of N.G.O's in the Institution according to necessity.	No Change
6	To sanction condonation of attendance of 15% over and above the 80% limit after realising the prescribed fees from the concerned students.	No Change
7	To declare holidays on emergency situation and to compensate such holidays.	No Change
8	To originate section in the office, various departments and workshop in the Institution in accordance with existing standing orders and practice.	No Change
9	To sanction all cases of temporary withdrawals both in normal and special cases from the deposits of the staff in the institution upto Rs.500/- subject to other conditions and rules of the fund .	No Change

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
10	To sanction purchase of books maps and educational appliances subject to availability of funds and subject to observance of rules for purchase.	No Change	
11	To sanction disposal of unserviceable articles the book value of which does not exceed Rs.150/- in each case subject to annual limit of Rs.750/-	No Change	
12	To incur non-recurring contingent expenditure upto Rs.50/- in each case subject to	No Change	

	Budget provision and rules in the K.F.C.	
13	To publish notices in the Gazette and to correspond direct with the Superintendent of Government presses regarding all printing works connected with authorised forms and registers for the institutions subject to the condition that while sanctioning printing care should be taken to see that sufficient copies are got in the first instant.	No Change
14	To sanction printing of question papers at private presses subject to the condition laid down under the Item 42 Appendix 4 of the K.F.C. Vol.II	No Change
15	To sanction the lease of usufructs in the institutional control and to give the institution compound on lease for cultivation.	No Change
16	To sanction all refund of revenue including fees and fines collected from students subject to the Rules and Regulations in this respect.	No Change
17	To sanction the periodical renewal of uniforms, belts and badges to the Peons and other staff to whom supply of such articles has been sanctioned by Government.	No Change

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
18	To sanction journey of officers to any place in Kerala escorting students competitors from the Institution in connection with the Athletic tournament and to make payment to them of the actual traveling and halting expenses in connection with such journey, expenditure being met from the Athletic fund of the institution. Note:- Actual traveling expenses will be limited to the T.A admissible under rules.	No Change	

19	To sanction T.A. Bills of all officers under him subject to the condition that journey sanctions are obtained for journeys outside the district.	No Change	
20	To sanction purchase of furniture from government workshop and repair of furniture and equipments, upto a limit of Rs.250/- at a time subject to budget provision	No Change	
21	To accord administrative sanction for purchase of items required for the institution upto Rs.2,500/- at a time subject to availability of funds.	To accord administrative sanction for purchase of items required for the institution upto Rs.10,000/- at a time subject to budget provision.	Enhancement of existing power
22	To issue purchase sanction upto Rs.5,000/- where there is administrative sanction available from competent authority and subject to observance of Store Purchase Rules and availability of funds.	To accord purchase sanction upto Rs.25,000/- at a time subject to budget provision and Store Purchase Rules.	Enhancement of existing power.
23	To correspond direct with the DPR for publishing tender notice etc. in the Newspapers and to sanction advertisement charges at the rate approved by the D.P.R subject to a maximum of Rs.100/- in each case.	No change.	
24	To sanction civil works upto Rs.1000/- connected with the institution.	No Change	
25	To sanction repairs and maintenance of workshop equipment and furniture subject to a maximum of Rs.25/- per annum subject to Rules in K.F.C.	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
26	To sanction reimbursement of the cost of medicines to the staff under his control subject to rules regarding reimbursement.	No Change	
27	To draw Establishment pay bills, T.A. Bills, Provident Fund Bills, Cont. Bills and Grant-in-aid bill of Industrial Tailoring & Garment Making Training Centres and Tailoring Trade Schools. (Only to superintendent of	No Change	

Junior Technical Schools).

Special Delegation to the Principal, College of Fine Arts, Trivandrum.

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| 28 | To sanction purchase of still life models, and hire of life models for instruction to students and to sanction the charges for hire of life models at the prevailing rates, subject to budget provision. | No Change |
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ADMINISTRATIVE ASSISTANT IN THE OFFICE OF THE DIRECTOR OF TECHNICAL EDUCATION.

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|---|--|-----------|
| 1 | (a). To sanction all kinds of leave except study leave, special disability leave and leave without allowance exceeding four months to all class III and classes IV officers of the Directorate of Technical Education including those in the Vocational Training Centres, when substitute arrangements is not necessary. | No Change |
| | (b). To sanction surrender of leave and monetary benefit thereon to all class III and class IV officers of the Directorate of Technical Education including those in the Vocational Training Centres, subject to rules. | No Change |
| 2 | To approve draft letters, proceedings based on the orders passed by the Director of Technical Education/ Administrative officer/ Deputy Directors addressed to subordinates, except where policy question is involved and to sign “for Director of Technical Education” in fair copies of all communications. | No Change |

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
3	To authenticate and communicate fair copies of all sanctions accorded by the Director of Technical Education/ Administrative officer/ Deputy Directors to the Accountant General and communicate fair copies of such orders to head of subordinate institutions.	No Change	
4	To correspond with subordinate Institutions of the	No Change	

Department.

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|----|---|-----------|
| 5 | To dispose of routine paper based on standing orders as per the direction of the Director of Technical Education/ Administrative Officer. | No Change |
| 6 | To forward applications for admission and closure of G.P.F from the N.G.O's of the Directorate. | No Change |
| 7 | To sanction temporary withdrawal in normal cases from G.P.F. from the N.G.O's upto a maximum of Rs.500/- subject to the rules of the fund. | No Change |
| 8 | To sanction destruction of old records as per rules. | No Change |
| 9 | To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs.25/- in each case subject to an annual limit of Rs.200/- observing Store Purchase Rules. | No Change |
| 10 | To sanction advertisement charges upto Rs.100/- in each case subject to budget provision and also on condition that the rates are approved by the Director of Public Relations. | No Change |
| 11 | To sanction non-recurring contingent expenditure upto Rs.50/- in each case provided there is budget provisions and subject to general rules in the K.F.C. | No Change |

FINANCIAL POWERS

GOVERNMENT OF KERALA

Abstract

Delegation - Delegation of Financial powers to various officers in Technical Education Department - orders Issued.

FINANCE (EXPENDITURE -B) DEPARTMENT

Read:- 1. G.O.(MS) 157/83/H.E.dated: 25.7.1983.
2. Lr. No. EA2/31957/84/DTE,dt: 21.7.1984 from DTE, Trivandrum

ORDER

Government have delegated certain powers to various officers of the Technical Education Department in the G.O. read as 1st paper above. In the letter read as second paper above the Director of Technical Education has forwarded a proposal to enhance the power of the D.T.E and to delegate certain new powers to the Joint Director Regional Directorate of Technical Education, Accounts officer Engineering College, Thiruvananthapuram and Administrative Assistant, College of Fine Arts, Thiruvananthapuram . The Empowered Committee on Delegation of powers has examined the matter and made necessary recommendations.

2. Government have examined the recommendation of the empowered committee in detail and are pleased to delegate the financial powers to various officers of the Technical Education Department as detailed in the statement appended to this orders.

**By order of the Governor,
K.M.Chandrasekharan,**

Commissioner & Secretary (Finance)

To

The Accountant General (A&E)/(Audit) Trivandrum.
Director of Technical Education .
Joint Director, Regional Directorates of Technical Education.

APPENDIX

Delegation of Enhanced Financial powers to Various officers of Technical Education Department.

Sl. No	Existing delegation of powers as per G.O.(MS)157/83/HEdn. Dated : 25.7.1983.	Financial Powers
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1. DIRECTOR OF TECHNICAL EDUCATION

1	To sanction disposal of unserviceable articles whose book value does not exceed Rs.20,000/- in each case as per rules.	To sanction disposal of unserviceable articles whose book value does not exceed Rs.25,000/- in each case as per rules.
2	To sanction subject to budget provision maintenance and petty construction and repair works up to Rs.20,000/- without reference to Public Works Department.	To sanction subject to budget provision maintenance and petty construction and repair works up to Rs.1 lakh without reference to P.W.D.
3	To sanction repairs to motor vehicles in the department and to arrange for the payment of bills not exceeding to Rs.2,000/- in each case subject to rules.	To sanction repairs to motor vehicles in the department and to arrange for the payment of bills not exceeding to Rs.10,000/- in each case subject to rules.
4	To accord administrative sanction for purchase of equipments and laboratory accessories of non-recurring items not exceeding Rs.2,00,000/- at a time subject to budget provision.	To accord administrative sanction for purchase of equipment and laboratory accessories of non-recurring items not exceeding Rs.3 lakhs (Rupees three lakhs) at a time subject to budget provision.
5	To purchase subject to administrative sanction the equipment up to Rs.3,00,000/- as per rules in the Stores Purchase Manual.	To sanction purchase of equipment up to Rs. 5 lakhs at a time subject to administrative sanction as per rules in the Store Purchase Manual.
6	To draw advance up to Rs.5,000/- for each items for meeting the expenditure in any institution in his department relating to purchase and erection of machinery etc.	To draw advance up to Rs.25,000/- for each item for meeting the expenditure in any institutions under the department relating to purchase and erection of machinery, conduct of seminar, admission work etc.
7	New power	To sanction repair and maintenance of tools, Machinery, Workshops, equipment, furniture etc. limited to Rs.10,000/- at a time subject to budget provision.
8	New power	To enter into contract with for the annual maintenance of computer, plain paper copiers and other sophisticated electronic equipment up to Rs.25,000/- at a time.

2. JOINT DIRECTOR,

REGIONAL DIRECTORATE OF TECHNICAL EDUCATION

1	New power	To sanction disposal of unserviceable articles book value of which does not exceed Rs.10,000/- subject to an annual limit of Rs. One lakh as per rules.
2	New power	To sanction subject to budget provision maintenance and petty construction and repairs

- work upto Rs.10,000/- in each case on a proper estimate.
- 3 New power To dispose of Craft Articles produced in institution in public sanction subject to the limit of Rs.10,000/- at a time.
 - 4 New power To sanction auction sale of usufructs of trees and lease of premises of institution.
 - 5 New power To sanction pre-audit of claims relating to grant in aid bills.
 - 6 New power To sanction all cases of temporary withdrawal from GPF both in the normal case and in special cases of the head of Government Institution except Engineering Colleges of the Region and all categories of staff of Institution under Direct Payment.
 - 7 New power To sanction investigation of arrear claim by Accountant General in respect of all members under the region and also in respect of claim under contingencies which are not more than three years old.
 - 8 New power To sanction local purchase of articles required subject to a limit of Rs.1,000/- at a time and to a maximum limit of Rs.20,000/- per annum subject to budget provision and Store Purchase Manual.
 - 9 New power To sanction printing of question papers of Polytechnics, T.H.S. and Govt. Commercial Institute in Private printing presses subject to condition laid down under item 42 of articles 4 of K.F.C. Vol.II.
 - 10 New power To accord administrative sanction for purchase of Tools, equipment, laboratory articles, furniture and consumables required for institution under the Regional Directorate up to Rupees one lakh and purchase sanction up to Rupees one lakh subject to budget provision.
 - 11 New power To incur non-recurring contingent expenditure upto Rs.500/- in each case subject to budget provision.
 - 12 New power To countersign T.A.Bills of all the officers working under his office subject to the condition that journey sanction is obtained for journeys beyond this Region from DTE.
 - 13 New power To purchase stationery articles locally in urgent cases subject to limit of Rs.100/- at a

time and subject to an annual limit of Rs.1,000/-

- 14 New power To sanction re-imburement of the cost of medicines to the staff, including the staff of the Institution under Direct payment, in the Region subject to rules regarding re-imburement.
- 15 New power To sanction repairing of machinery, equipment, furniture and tool in the Govt. Institutions in the Region not exceeding Rs. 5,000/- in each case, subject to rules and subject to the availability of funds.
- 16 New power Drawal of advance of Rs. 5,000/- for meeting the expenditure relating to erection of machinery and admission work, conduct of seminars etc.
- 17 New power Administrative Sanction Rs. one lakh and Purchase Sanction Rs. One lakh.
- 18 New power Disposal of unserviceable articles Rs.20,000

3. ACCOUNTS OFFICER , ENGINEERING COLLEGE, THIRUVANANTHAPURAM

1. New power To monitor distribution of budget allotment to the various Department of Institution.
2. New power To sanction non-recurring expenditure not exceeding Rs. 25/- at a time in the absence of Administrative Assistant.

4. ADMINISTRATIVE ASSISTANT, COLLEGE OF FINE ARTS, THIRUVANANTHAPURAM.

- * New power To sanction purchase of stationery articles for the use of college in urgent and unforeseen cases when the articles are not available in the stationery department to a maximum limit of Rs.25/- at a time and subject to annual limit of Rs.300/-

GOVERNMENT OF KERALA

ABSTRACT

HIGHER EDUCATION – TECHNICAL – DELEGATION OF POWERS TO THE PRINCIPALS OF ENGINEERING COLLEGES – ORDERS ISSUED.

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HIGHER EDUCATION (G) DEPARTMENT

G.O. (MS) No.66/2000/H.Edn.

Dated, Thiruvananthapuram 2-5-2000.

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Read:- G.O. (MS) No.157/83/H.Edn. Dated 25-7-83.

ORDER

Government are pleased to revise the delegation of powers of the Principals of Engineering Colleges as follows:-

“To sanction all kinds of leave except study leave, special disability leave and leave without Allowance exceeding four months to officers both non-gazetted and gazetted cadre (upto and including professors) where substitute arrangements are not required”

(By order of the Governor)

**N. CHANDRASEKHARAN NAIR,
Principal Secretary to Government.**

To

The Director of Technical Education, Tvpm.
The Principals of All Engineering Colleges (Through D.T.E.)
The Accountant General (A&E) Kerala/(Audit), Kerala, Tvpm.
General Adm.(SC) Department (Vide item No.4362 dated 22-4-2000)
Stock File, O/C.

5. Enhancement of Delegation of Powers to the Heads of Department for repair and replacement of spare parts of the Department Vehicles

GOVERNMENT OF KERALA

Abstract

FINANCE DEPARTMENT-ENHANCEMENT OF DELEGATION OF POWERS TO THE HEADS OF DEPARTMENTS FOR REPAIRS AND REPLACEMENT OF SPARE PARTS OF DEPARTMENT VEHICLES-ORDERS ISSUED

FINANCE (EXPENDITURE-B) DEPARTMENT

G.O.(P) No.396/2003/Fin.

Dated, Thiruvananthapuram, 23rd July, 2003.

Read:- 1. G.O.(P) No. 496/97/Fin. Dated 17-4-1997.

2. Lr.No.CMU/K/2192/97 dated 29-10-2002 from the Chief Engineer, Mechanical.

3. U.O.(f) No.22690/ISWCI/D2/WRD from the Water Resources Department.

ORDER

As per the Government order read above the financial powers of Heads of Departments for sanctioning expenditure for repairs and replacement of spare parts in respect of departmental vehicles were enhanced to Rs.10,000/- in each case without any annual limit. In the letter read as 2nd paper above, the Chief Engineer, Mechanical has requested to enhance the existing powers as the cost of spare parts and labour charges have increased considerably.

2. Government have examined the proposal in detail and are pleased to order that the existing powers of Heads of Departments for sanctioning expenditure for repairs and replacement of spare parts in respect of departmental vehicles under their custody without consulting Assistant Executive Engineer (Mech) and insisting on essentiality certificate will be enhanced to Rs.15,000 in each case with an annual limit of Rs. 25,000 per vehicle subject to availability of budget provision.

By order of the Governor,
V.S.SENTHIL,
Secretary (Finance-Expenditure).

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A&E), Kerala, Thiruvananthapuram.

All Heads of Departments and Offices.

All Departments (All Sections) of the Secretariat.

The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with C.L.)

The Advocate General, Ernakulam (with C.L.)

The Registrar, University of Kerala/Kochi/Kozhikode/Mahatma Gandhi, Kottayam (with C.L.)

The Registrar, Kerala Agricultural University, Thrissur (with C.L.)

The Secretary, Kerala State Electricity Board, Thiruvananthapuram.

The Chief Engineer, Mechanical.

The General Manager, Kerala State Road Transport Corporation, Thiruvananthapuram (with C.L.)

The Secretary to Governor.

All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government.

The Private Secretary to Chief Minister and other Ministers.

The Private Secretary to Leader of Opposition and Government Chief Whip.

The Under Secretary to the Chief Secretary.

The Director of Public Relations, Thiruvananthapuram.

The Director of Public Instructions.

6. Delegation/Enhancement of Financial Powers of the Administrative Department of Secretariat and Heads of Departments on the basis of 3rd report of Kerala Administrative Reforms Committee

GOVERNMENT OF KERALA

Abstract

FINANCE DEPARTMENT-DELEGATION/ ENHANCEMENT OF FINANCIAL POWERS OF THE ADMINISTRATIVE DEPARTMENT OF THE SECRETARIAT AND HEADS OF DEPARTMENTS ON THE BASIS OF THIRD REPORT OF KERALA ADMINISTRATIVE REFORMS COMMITTEE-SANCTIONED-ORDERS ISSUED.

FINANCE (EXPENDITURE-B) DEPARTMENT

G.O. (MS) No.299/2002/Fin.

Dated, Thiruvananthapuram 15th May, 2002.

Read:- 1. G.O. (MS) No.7/97/P& ARD dated 26-5-1997.
2. G.O. (MS) No. 28/99/P&ARD dated 17-12-1999.

ORDER

As per the Government order read as 2nd paper above, Government have approved the recommendations contained in the 3rd report of the Kerala Administrative Reforms committee regarding financial reforms to Government. In the above order it was also ordered to issue orders enhancing the existing delegation of powers of the Administrative Department of the Secretariat and Heads of Departments.

Accordingly after examining the matter in detail Government are pleased to revise the financial powers of the Administrative Department of the Secretariat and Heads of Departments as detailed in the Annexure to this Government Order.

By order of the Governor,

V.S. SENTHIL,
Secretary (Finance- Expenditure).

To

All Principal Secretaries/Secretaries/Special Secretaries to Government.
All Departments in the Secretariat including law and Finance.
All District Collectors.
All Heads of Departments.
The Principal Accountant General (Audit) Thiruvananthapuram (with C.L.)
The Accountant General (A&E) , Thiruvananthapuram (with C.L.)
The Member Secretary, Kerala Administrative Reforms committee (with C.L.)
The Private Secretary to Chief Minister
The Private Secretary to all Ministers.
The Private Secretary to Leader of Opposition/Chief Whip.
The Additional Secretary to Chief Secretary.
The Director of Public Relations.
The Stock File/Office copy.

**DELEGATION OF FINANCIAL POWERS OF ADMINISTRATIVE
DEPARTMENTS OF SECRETARIAT**

<u>Item</u>	<u>Existing powers</u>	<u>Revised Powers</u>
1. Shifting of posts	The Education Department of the Secretariat may without previous consultation with the Finance Department sanction shifting of sanctioned posts of teachers from one institution to another according to necessity.	The Administrative Department of the Secretariat may without previous consultation of the Finance Department, sanction shifting of posts having the same duties and functions like the various grade of Clerks, Typists, Confidential Assistants etc. within the same unit of appointment.
2. Leave	The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction study leave and special disability leave according to the rules in the matter. Cases where relaxation of rules is required or where there is any doubt regarding the applicability or interpretation of the rules should be sanctioned in consultation with the Finance Department.	“The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction study leave, special disability leave, leave to take up other employment and leave without allowances to join the spouse according to the rules in the matter. Cases where relaxation of rules is required or where there is any doubt regarding the applicability or interpretation of the rules should be sanctioned in consultation with the Finance Department”
3. Deputation for Training	The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction all cases of deputation of officers for training in respect of schemes the details of which have been	The Administrative Department may without previous consultation with the Finance Department sanction all cases of deputation of Officers for training, within India for a period not exceeding one month subject

Item

Existing powers

Revised Powers

sanctioned by the Finance Department before provision is included for the purpose in the Budget.

to the restrictions on economy measures imposed by Government from time to time and subject to the following conditions:-

- (i) The deputation of Officers for training is under any scheme approved by the Government in consultation with the Finance Department.
- (ii) There is specific provision for the training in the budget.
- (iii) The training is a professional one for the upgradation of the skills of the officers in the department.

4. Deputation to Foreign Service

The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction all cases of deputation to Foreign Service and extension of the period of foreign service subject to the following conditions:-

- (a) The deputation allowance should be limited to 20% of the pay in the post held under Government.
- (b) The deputation should be in accordance with the standard terms and conditions prescribed in the K.S.Rs.
- (c) The extension of the period of deputation should be on the same terms and conditions as originally sanctioned.

The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction all cases of deputation to Foreign Service and extension of the period of foreign service which are ordered in accordance with the standard terms of deputation in the KSR. However all cases involving variation in the terms or emoluments of deputation and relaxation of rules must be ordered only in consultation with Finance Department.

5. Permanent Advance

The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction permanent advance limited to a maximum of Rs.1,000/- in each case. The orders will be issued

The existing delegation in para 12 may be recast as follows:- 12. The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction

<u>Item</u>	<u>Existing powers</u>	<u>Revised Powers</u>
	on recommendation of the Accountant General in conformity with Article 95 of the K.F.C. Volume I.	permanent advances limited to a maximum of Rs.5,000/- in each case. The orders will be issued on the Recommendation of Accountant General in conformity with Article 95 of the K.F.C. volume I
6. Reimbursement of medical Expenses	The Health and Labour Department of the Secretariat may without previous consultation with the Finance Department sanction the reimbursement of medical expenses to the insured employees covered by the E.S.I. Scheme upto Rs.500 in each case.	The Labour and Rehabilitation Department of the Secretariat may without previous consultation with the Finance Department sanction the reimbursement of medical expenses to the insured employees covered by the E.S.I. Scheme upto Rs.10,000/- in each case.
7. Hiring of Private Buildings	The Departments of the Administrative Secretariat may without previous consultation with the Finance Department sanction hiring of private buildings, without monetary limit on production of the rent and non-availability certificate from the Public Works Departments.	The Departments of the Administrative Secretariat may without previous consultation with the Finance Department sanction hiring of private buildings without monetary limit, on production of the rent and non-availability certificates from the Public Works Departments. The Administrative Departments may without prior consultation with the Finance Department, also sanction hiring of private buildings without insisting on the rent and non-availability certificate from PWD subject to an upper limit of Rs.15,000 p.m.
8. Disposal of unserviceable articles		The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction the disposal of all unserviceable articles upto a limit of

<u>Item</u>	<u>Existing powers</u>	<u>Revised Powers</u>
9. Expenditure on works	The Administrative Departments of the Secretariat may without previous consultation with the Finance Department accord administrative sanction to any work provided that the estimate amount does not exceed Rs.30 lakhs [vide G.O.(P)667/2000/Fin. dated 22-3-2000].	Rs. 20,000 in each case without any annual limit subject to the provision in Articles 154-157 of the KFC volume I. The Administrative Departments of the secretariat may without previous consultation with the Finance Department accord administrative sanction to any work provided that the estimate amount does not exceed Rs.25 lakhs.
10. Maintenance Estimate of water supply & Drainage Schemes	The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction maintenance estimates of water supply and sanitary installation upto Rs. 12,000 in each case provided that; the maintenance cost of water supply and sanitary installation does not exceed 2% of the capital cost and subject to the usual conditions.	The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction maintenance estimates of water supply and sanitary installation upto Rs.50,000 (Rupees fifty thousand only) in each case provided that; the maintenance cost of water supply and sanitary installation does not exceed 10% of the capital cost and subject to the usual conditions.
11. Annual maintenance of Government buildings		The Administrative Department of the Secretariat may without consultation with the Finance Department sanction maintenance estimates not exceeding Rs. 1,00,000 in each case provided the estimate does not exceed 10% of the capital cost of the building.
12. Purchase of stores other than for works	The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction expenditure which does not	The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction expenditure which does not

<u>Item</u>	<u>Existing powers</u>	<u>Revised Powers</u>
13. Addition	<p>exceed Rs. 2,00,000 in respect of purchase of stores other than for works subject to budget provision being available and Store Rules being observed.</p> <p>Nil</p>	<p>exceed Rs. 10 lakhs in respect of purchase of stores other than for works subject to budget provision being available and Store Purchase Rules being observed.</p> <p>Satisfaction of decrees and other payment ordered by the courts. Now the cases against Government are on the increase. Very often the decree and judgment is received without much time for its satisfaction. Therefore, the Administrative Department are empowered to sanction payment on the orders of the courts without prior consultation with the Finance Department subject to the limit of Rs. 10 lakh provided that there is no scope for appeal or revision or special leave petition.</p>

ANNEXURE II

DELEGATION OF FINANCIAL POWERS TO HEADS OF DEPARTMENTS

<u>Item</u>	<u>Existing Powers</u>	<u>Revised powers</u>
1. Ceremonial function	To incur expenditure for each ceremonial function upto Rs.100	Rs.1,500
2. Disposal in auction	Rs.15,000	Rs.50,000
3. Petty expenses	Rs.50	Rs.1,000
4. Petty Construction, repair and maintenance	Upto Rs.4,000 in each case without reference to PWD	Rs.25,000
5. Contingencies- Non-recurring	Rs.1,500	Rs.10,000
6. Printing	Rs.2,000 (In emergent cases printing work may be entrusted to Private Presses without reference to SGP not exceeding Rs.50 to annual limit of Rs.500)	Rs.20,000 (Rs.50 to 500 at a time subject to an annual limit of Rs.5,000)
7. Purchase: (i) Stationery (ii) Stores	Rs.150 Rs.1 lakh, Rs.50,000. Rs.5,000 according to grouping in Appendix II	Rs.1,000 Rs. 2lakhs, Rs.1 lakh Rs.10,000 respectively.
8. Renting of Private Buildings	Upto Rs.300 in each case	Rs.2,500 per month in each case
9. Works: (i) Major Heads of Departments (ii) Minor Heads of Departments (iii) C.E. (PWD & Irrigation)	Rs.3 lakhs Upto Rs.2 lakhs Rs.15 lakhs	Rs.7.50 lakhs Rs.. 5 lakhs Rs. 15 lakhs (This limit may remain for the present)
10. Write off	Upto Rs.5,000 in each case subject to an annual limit of Rs.25,000	Rs.10,000 in each case with annual limit of Rs.50,000 (Powers now being exercised by DHS & CCF may remain unchanged.)

PURCHASE POWERS

1. Purchase of Furniture from Govt. Sources

GOVERNMENT OF KEALA

Abstract

Economy – Economy in Expenditure – Austerity Measures – Purchase of furniture from Government sources – Modifications – Orders issued.

FINANCE (SS) DEPARTMENT

G.O.(P) NO. 179/2004/Fin.

Dated, Thiruvananthapuram, 06-04-2004.

Read:- 1. G.O.(P) No.769/87/Fin. Dated 28-09-1987
2. G.O.(P) No.668/2003/Fin dated 19.12.2003

ORDER

As per the Government order 2nd cited, the Director of Collegiate Education and the Director of Public Instructions were empowered to purchase necessary furniture for Government Schools and Colleges from within the respective budget provision, subject to the rules and procedures laid down in the Stores Purchase Manual.

Further to the above, Government are pleased to order that the Director of Technical Education also will be empowered to purchase necessary furniture for the educational institutions under his control subject to availability of necessary budget provision and observance of rules and procedures laid down in the Store Purchase Manual.

**By Order of the Governor,
V.S.SENTHIL**

SECRETARY (FINANCE EXPENDITURE)

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
The Accountant General (A&E) Kerala, Thiruvananthapuram.
The Principal Secretary, Higher Education Department.
The Director of Treasuries, Thiruvananthapuram
The Director of Technical Education, Thiruvananthapuram
The Stock File/Office Copy.

**2. Enhancement of delegation of powers to the Heads of Department and
Administrative Department of Secretariat for Purchase of Stores Amendment
to Stores Purchase Manual**

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE (A) DEPARTMENT

G.O.(MS) No.08/2003/SPD

Dated, Thiruvananthapuram: 17.11.2003

Read:- 1. G.O.(P) No.355/2003/Fin. Dated 01.07.2003.

ORDER

As per Government Order read above, Govt. have enhanced the financial powers for the purchase of Stores by the Heads of Departments classified as Group-I, Group-II and Group-III as per Appendix XXII of the Stores Purchase Manual to Rs. 10 lakhs , Rs.3 lakhs and Rs.30,000/- respectively and also enhanced the delegation of powers of the Administrative Departments from the existing limit of Rs.10 lakhs to Rs. 20 lakhs, subject to the budget provision and observance of Stores Purchase Manual.

2. It has become necessary while making amendments in the relevant paras in the Stores Purchase Manual/amend certain other provisions. As per the existing para 96 of Stores Purchase Manual, Group-I officers means officers who purchase Stores usually above Rs.25 lakhs/per year. Group-II officers mean officers usually purchase stores between Rs.3 lakhs and Rs.25 lakhs every year and Group-III officers who purchase stores upto three lakhs every year. Government have examined the matter in detail. In pursuance of the orders read above, the following amendments are issued to para 96 of the Stores Purchase Manual.

AMENDMENTS

Para-96

- Group-I: Head of Departments who usually purchase stores above Rs.75 lakhs every year.
- Group-II: Heads of Departments who usually purchase stores worth between Rs. 10 lakhs and Rs. 75 lakhs every year.
- Group-III : Heads of Departments who usually purchase stores worth upto Rs.10 lakhs every year.

3. As per paras 99 and 100 of Stores Purchase Manual, Departmental Purchase Committee will be empowered to sanction purchase upto Rs.4 lakhs. For the purchases between Rs.4 lakhs and Rs.6 lakhs the orders of the concerned Minister will be taken and for purchase between Rs.6 lakhs and Rs.10 lakhs the orders of the Minister-in-charge of the Stores Purchase Departments also have to be taken. Purchases above Rs.10 lakhs are resumed to be considered by the Departmental Purchase Committee who would submit the concerned file with their recommendations to the Minister concerned and the Minister-in-charge of Stores Purchase Department through Secretary, Finance. The following amendments to the existing provisions of para 99 and 100 of Stores Purchase Manual are issued .

AMENDMENTS

“Para – 99:- All purchase proposals which do not fall within the powers of the head of the Department, will be considered by the appropriate Departmental Purchase Committee. The factual accuracy of the materials placed before the committee and the observance of the Rules in undertaking the various steps before bringing the proposals before the committee will be the sole responsibility of the Head of the Departments. The committee will scrutinize the proposals and take appropriate decision or make appropriate recommendations. The Departmental Purchase Committee will be empowered to sanction purchase upto Rs.13 (Thirteen) lakhs in value. In case of purchase costing upto Rs.20 (Twenty) lakhs and Rs.30 (Thirty) lakhs, the orders of the Minister-in-charge of the Stores Purchase Department will also be taken. In all these cases the sanction will be issued as a Government order from the concerned Administrative Department of the Secretariat. Any variation in the original sanction will require further reference to the Departmental Purchase Committee which made the original Decision/recommendation of purchase sanction. The sanction for the purchase should show the actual specifications quoted in the tender.

Para 100: Purchase proposals exceeding Rs.30 (Thirty) lakhs will also be considered by the Departmental Purchase Committee, which should submit the concerned files with their recommendations to the Minister concerned and the Minister-in-charge of the Stores Purchase Department through the Finance Secretary”.

4. Consequent on the above amendments and due to the enhancement of financial powers, the following amendments on the constitution of Departmental Purchase Committee are also issued.

AMENDMENTS

Para – 98

Departmental Purchase Committee:

- | | |
|---|--|
| 1. Purchase above:
Rs.30 lakhs | 1. Concerned Secretary to Government (Chairman & Convenor)
2. Secretary, Stores Purchase Department
3. Secretary, Finance Department
4. Concerned Head of Department |
| 2. Purchase between:
Rs.20 lakhs and
Rs. 30 lakhs | 1. Concerned Secretary to Government (Chairman & Convenor)
2. Concerned Head of Department
3. Joint Secretary, Deputy Secretary (Finance) (Nominated by Finance Secretary)
4. Joint Secretary, Stores Purchase Department. |
| 3. Purchase between
Rs. 13 lakhs and
Rs. 20 lakhs | 1. Concerned Secretary to Government (Chairman & Convener)
2. Concerned Head of Department.
3. Deputy Secretary/ Under Secretary (Finance)
(Nominated by Finance Secretary)
4. Deputy Secretary/Under Secretary/Stores Purchase Department |

4. Purchase between
Rs.10 lakhs and
Rs. 13 lakhs

1. Concerned Secretary to Government (Chairman & Convener)
2. Concerned Head of Department
3. Deputy Secretary/ Under Secretary (Finance)
(Nominated by Finance Secretary)
4. Under Secretary, Stores Purchase Department .

By order of the Governor

SUDHA PILLAI
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Principal Accountant General (Audit), Kerala, TVPM.
The Accountant General (A&E), Kerala, Thiruvananthapuram
All Secretaries/All Depts.(All Section) of the Secretariat.
All Heads of Departments & Office.
All Public Sector undertakings/Autonomous Bodies.
The Secretary, Kerala Public Service Commission (With C/L)
The Advocate General, Ernakulam (With C/L)
The Stock File.

3. Enhancement of delegation of Purchase Powers to the Departmental Purchase Committee – Amendment to Para 98, 99 and 100 of Stores Purchase Manual Orders

GOVERNMENT OF KERALA

Abstract

Stores Purchase Department -Enhancement of delegation of purchase powers to the Departmental Purchase Committee – Amendment to paras 98, 99 and 100 of Stores Purchase Manual - orders issued.

STORES PURCHASE (A) DEPARTMENT

G.O. (MS) No.10/2004/SPD

Dated, Thiruvananthapuram: 28.9.2004.

Read:- 1. G.O.(MS) No.8/2003/SPD dated 17-11-2003.

ORDER

As per para 98 of Stores Purchase Manual as amended in G.O.(MS) No.8/2003/SPD dated 17.11.2003, for purchases costing above Rs.30 lakh the Departmental Purchase Committee (DPC) is constituted as shown below:

1. Concerned Secretary to Government (Chairman & Convenor)
2. Secretary, Stores Purchase Department.
3. Secretary, Finance Department.
4. Concerned Head of Department.

2. About 36 Departments in the Secretariat are convening Departmental Purchase Committees frequently. In many cases, the amount of purchases involved is more than Rs.30 lakh. As per the existing rules, in such purchases, the Secretary, Stores Purchase Department (who is also Principal Secretary, Finance) as well as Secretary, Finance Department should participate in the D.P.C. During the last quarter of every financial year, they will have to attend at least three Departmental Purchase Committees per day. Since this is impractical, the Principal Secretary, Stores Purchase Department who is also holding the charge of Principal Secretary (Finance) as well as the Secretary, Finance Expenditure need to be able to nominate persons to the D.P.C. when required.

3. The D.P.C. System is intended essentially to eliminate delays in circulating files to the Finance Department and then the Stores Purchase Department. Detailed examination in the file in the Administrative Department is also to be done away with. Moreover, the orders of the D.P.C. have to be circulated, in most cases, to higher authorities. It is therefore necessary that the concerned Secretary of the Department himself chairs the D.P.C. and does not delegate the power further to Additional Secretary/Joint Secretary/ Deputy Secretary/Under Secretary, etc. in the Secretariat.

4. As per para 98 of Stores Purchase Manual as amended in Govt. Order read above, the D.P.C. is classified into 4 groups, based on the amount of purchase. Government feel that the above classification has to be limited to 3, so as to simplify the procedure and to enable speedy implementation of purchase formalities.

5. In the above circumstances, Government have decided that the provisions of paras 98, 99 and 100 of the Stores Purchase Manual (as already amended in the Government order read above) need to be further amended as detailed in the subsequent paragraphs.

6. The new Para 98, introduced vide G.O. (Ms) No.8/2003/SPD dated 17.11.2003 will be replaced with the following:

"98. Departmental Purchase Committee:

(1) The Departmental Purchase Committee are Constituted as follows:-

- | | | |
|-----|--|---|
| (a) | Purchase above
Rs. 30 lakh : | 1. Concerned Secretary to Govt. (Chairman & Convenor) |
| | | 2. Secretary, Stores Purchase Dept. or his nominee not below the rank of Joint Secretary. |
| | | 3. Secretary, Finance Department or his nominee not below the rank of Joint Secretary |
| | | 4. Concerned Head of the Department. |
| (b) | Purchase between
Rs.20 lakh and
Rs. 30 lakh | 1. Concerned Secretary to Govt. (Chairman & Convenor) |
| | | 2. Concerned Head of the Dept. |
| | | 3. Joint Secretary/Deputy Secretary, (Finance Dept.)
(Nominated by Finance Secretary) |
| | | 4. Additional Secretary/Joint Secretary, Stores Purchase Department. |
| (c) | Purchase between
Rs. 10 lakh and
Rs. 20 lakh | 1. Concerned Secretary to Govt.(Chairman & Convenor) |
| | | 2. Concerned Head of the Dept. |
| | | 3. Deputy Secretary/ Under Secretary (Finance Dept.)
(Nominated by Finance Secretary). |
| | | 4. Deputy Secretary / Under Secretary, Stores Purchase Department. |

(2). The D.P.C, should be chaired by the concerned Secretary of the Administrative Department himself and his power cannot be delegated to the Additional Secretary/Joint Secretary/ Deputy Secretary/Under Secretary etc.

7. The new para 99, introduced vide G.O.(MS) No.8/2003/SPD dated 17.11.2003. will be replaced with the following:

“Para 99: All purchases proposals which do not fall within the powers of the Heads of the Department will be considered by the appropriate Departmental Purchase Committee. The factual accuracy of the materials placed before the Committee and the observances of the rules in undertaking the various steps before bringing the proposals before the Committee will be the sole responsibility of the Head of the Department. The Committee will scrutinize the proposals and take appropriate decision or make appropriate recommendations. The Departmental Purchase Committee will be empowered to sanction purchase upto Rs.20 lakh in value. In case of purchase above Rs.20 lakh (twenty lakh) and upto Rs.30 lakh (thirty lakh), the orders of the concerned Minister will be taken in all these cases the sanction will be issued as a Government Order from the concerned Administrative Department of the Secretariat. Any variation in the original sanction will require further reference to the Departmental Purchase Committee which made the original decision/recommendation of purchase sanction. The sanction for the purchase should show the actual specifications quoted in the tender”.

8. The new para 100, introduced vide G.O.(MS) 8/2003/SPD dated 17.11.2003, will be replaced with the following:

“Para 100: Purchase proposals exceeding Rs.30 lakh will also be considered by the D.P.C. who will submit the file with their recommendations to the Minister concerned and the Minister-in-charge of the Stores Purchase Department, through the Principal Secretary, Stores Purchase Department”

By order of the Governor

**K. JOSE CYRIAC
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A&E), Kerala, Thiruvananthapuram.

All Secretaries/All Departments (All Sections) of the Secretariat.

All Heads of Departments and Officers.

All Public Sector Undertakings/Autonomous Bodies.

The Secretary, Kerala Public Service Commission (with C/L)

The Advocate General, Ernakulam (with C/L).

The Stock File, O/C.

VI. ALLOCATION OF WORK AMONG DIRECTOR, JOINT DIRECTORS AND OTHER OFFICERS IN THE DIRECTORATE

GOVERNMENT OF KERALA

Abstract

Technical Education Department – Directorate of Technical Education-Re-organisation and Re-allocation of work among Director, Joint Directors and other officers in the Directorate ordered – Revised orders issued.

HIGHER EDUCATION (G) DEPARTMENT

G.O.(MS)No.82/94/HEdn.

Dated: Thiruvananthapuram, 10.5.1994.

Read:- 1. G.O.(MS) 157/83/HEdn. Dated 25.7.1983.
2. G.O.(MS)No.111/90/HEdn. Dated 8.5.1990
3. G.O.(MS)No.54/94/HEdn. Dated 4.4.1994.

ORDER

In order to stream the administration in the Technical Education Department, the Government have decided to re-organise the pattern of deployment of officers in the Directorate and re-allocate the work further among the Director, Joint Directors, Deputy Directors and other Officers. At present senior positions held by persons from the Engineering College Stream and Polytechnic Stream in the Directorate are as follows:-

Engineering College Stream

1. Director of Technical Education
2. Joint Director (Planning)
3. Joint Director (Placement & Training)
4. Professor (Direct Payment)
5. Deputy Director (Placement and Training)

Polytechnic Stream

1. Joint Director
(Academic Inspection Wing)
2. Deputy Director (General)

The following re-allocation of subjects among the Director of Technical Education, Joint Directors and other officers in the Directorate of Technical Education is ordered. These changes will take effect from 1.6.1994

1. Director of Technical Education

The Director of Technical Education shall be in charge of all matters pertaining to the Government Engineering College and Private Engineering Colleges and College of Fine Arts under the Department. All establishment matters relating to lecturer and above in the Engineering Colleges and College of Fine Arts shall be submitted to him. He shall be the member of Syndicate, Academic council etc. of Universities in which the Director of Technical Education is an ex-officio member. He shall be in charge of over all Planning and Administration of Technical Education in the State relating to Engineering Colleges and Colleges of Fine Arts. Regarding Polytechnics all establishment matters relating to the Principals in the Polytechnics and above such as transfers and postings, disciplinary cases, involve policy decision of Government which have implications over and above those of Polytechnics and affect Technical Education as a whole

etc. and proposals for funds shall also be submitted to him by the Senior Joint Director (Polytechnic Stream) before proposals on these are sent to Government.

Director of Technical Education shall have the following powers in respect of matters relating to Engineering Colleges both Government and Aided.

1. To appoint, promote and transfer non-gazetted ministerial officers and to appoint promote and transfer officers among the lowest ministerial gazetted posts in services. Lecturers in Engineering Colleges and Colleges of Fine Arts subject to P.S.C. recruitment rules and other rules in force.
2. To sanction all kinds of leave except study leave, leave for study purposes, hospital leave, leave to take up other employment, leave without allowances exceeding 120 days and special disability leave to officers both Gazetted and Non-gazetted for which the Director of Technical Education is the appointing authority. In all other to sanction such leave where no substitutes are required and also to make additional charge arrangements in all cases and sanction charge allowance under Rule 53(b) (ii) and (iii) of K.S.R. To detach officers from one office and fix another office as their Headquarters on working arrangement not exceeding six months depending on exigencies of service
3. To sanction vacation duty of officers in the Engineering Colleges and College of Fine Arts.
4. To sanction payment of belated increment in respect of all ministerial officers and officers in the Engineering Colleges, C.F.A. whom he is competent to appoint.
5. To accord administrative sanction for works costing upto Rs.5 lakhs pertaining to Engineering Colleges subject to Budget provision and on estimates prepared by the Chief Engineer.
6. To convene and issue sanction for conferences of department officers, Boards of study, Conference in regard to admission and to sanction payment of T.A. including the officers of Private institutions in respect of Engineering Colleges.
7. To depute officers of the department to attend conferences convened in the State and sanction T.A. for the purpose in respect of Engineering Colleges.
8. To sanction purchase of furniture from P.W.D. Workshops or any other Government Agency subject to budget provision and observance of Store Purchase Rules in respect of Engineering Colleges and C.F.A.
9. To sanction purchase of books and journals, maps, charts and other educational appliances subject to budget provision on the basis rotation and effect advance payment in respect of Engineering Colleges.
10. To sanction advertisement charges upto Rs.1,000/- in each case subject to the budget provision and also to the condition that the rates are approved by the Director of Public Relations.
11. To award annual contract of conveyance of materials from Railway Station etc. to the institution under the Directorate of Technical Education subject to the condition that the contracts should be awarded after inviting quotations and to the lowest tenderer.
12. (a). To sanction disposal of unserviceable articles whose book value does not exceed Rs.20,000/- in each case in respect of Engineering Colleges.
(b). To sanction disposal of surplus store whose book value does not exceed Rs.1,000/- in each case in respect Engineering Colleges.

13. To sanction write off of irrecoverable arrears of revenue and other irrecoverable amounts not exceeding Rs.2,000/- in each case subject to a limit of Rs.10,000/- per annum and subject to the rules in K.F.C.
14. Disposal of condemned and dismantled building under the control of the Director of Technical Education, when the book value does not exceed Rs.25,000/- in each case and also to dispose of unnecessary and felled or dead trees standing in the premises of the Directorate and Engineering Colleges only.
15. To sanction auction sale of usufructs of trees and lease for cultivation of premises of Directorate and Engineering Colleges only.
16. To sanction subject to provision under K.F.C. investigations of arrear claims by the Accountant General to all officers in the Engineering Colleges and under contingencies which are not more than 5 years old.

Note:- Time barred claims under Article 65 K.F.C. are excluded.

17. To sanction, subject to budget provision, maintenance and petty construction and repair works upto Rs.20,000/- without reference to P.W.D. in respect of Engineering Colleges, C.F.A.
18. To incur non-recurring contingent expenditure upto Rs.1,000/- in each case subject to budget provision and subject to rules under K.F.C.
19. To sanction local purchase of stationery in urgent and unforeseen cases upto the limit of Rs.200/- at a time subject to an annual limit of Rs.1,000/- .
20. To sanction shifting of an office/institution from one building to another and hiring of private buildings the rent of which does not exceed Rs.2,000/- p.m. subject to conditions laid down in G.O.(P) No.400/56. dt.31.3.1956.
21. To sanction distribution of Budget allotment under several items of expenditure subject to the rules in the Budget Manual in respect of Engineering Colleges.
22. To sanction printing of forms, circulars, pamphlets, application forms, prospectus, syllabus etc. in respect of Engineering Colleges in Government presses.
23. To sanction destruction of old records as per rules.
24. To sanction refund of revenue as contained in the book of financial powers vide Rules 41 to 43 of K.F.C. in respect of Engineering Colleges.
25. To sanction all cases of temporary withdrawals from the provident fund deposits in normal cases in respect of Gazetted officers in the Ministerial side and officers in the Engineering Colleges and in cases requiring special sanction and Non-refundable withdrawals from P.F. Deposits subject to other conditions and limitations under rules of the funds G.P.F.
26. To award scholarships to the students in the Engineering Colleges subject to the rules approved by Government.
27. To sanction education tours of Engineering students subject to availability of budget provision and subject rules framed by Government for the purpose.
28. To sanction pay and salaries and grants to Engineering Colleges under Grant-in-aid code approved by Government as per rules framed by Government for the purpose.
29. To cancel qualification certificates for tampering with entries with certificates or for other reasons in respect of Engineering College Students.

30. To approve tour program of the Head of the Engineering College and other gazetted officers in the Directorate and countersign their T.A. Bills.
 31. To accept endowment prizes and approved rules therefore in respect of Engineering College subject to rules in K.F.C and K.T.C.
 32. To sanction holidays and vacation in the Engineering Colleges keeping in mind the minimum number of working days the institutions are to work in an academic year.
 33. To condone the shortage of attendance to Engineering College students to 15% on recommendation of the Principal of the College.
 34. To shift the existing telephone in the Directorate.
 35. To sanction repairs to Motor vehicles in the Engineering Colleges and in the Directorate and to arrange for the payment of bills not exceeding Rs.2,000/- in each case subject to rules.
 36. To sanction all cases of Medical expenses in respect of all ministerial staff and the staff in the Engineering Colleges and in the Directorate subject to the conditions and limitations under the Government servants medical benefit rules.
 37. To appoint staff to attend to examination contingencies at the rates approved by Government in respect of Engineering Colleges.
 38. To place Engineering College building declared unsafe by the P.W.D. at the disposal of that department for being demolished.
 39. To place land required for construction of Engineering College building at the disposal of the P.W.D.
 40. To accord administrative sanction for purchase of equipment and laboratory accessories of non-recurring items not exceeding Rs.2 lakhs at a time subject to Budget provision in respect of Engineering Colleges.
 41. To accord administrative sanction for recurring supplies required for Engineering Colleges subject to budget provision.
 42. To appoint Warden, Assistant Warden, Resident Tutor in the hostels attached to Engineering Colleges.
 43. To sanction printing or reprinting of priced Government publications.
- Note:-** The rules regarding pricing of Government publications in Art.32 K.F.C. Vol.I should be followed:
44. To draw advance upto Rs.5,000/- for each item for meeting the expenditure in the Engineering Colleges relating to purchase and erection of machinery etc.
 45. To purchase subject to administrative sanction equipment upto Rs.3 lakh for Engineering Colleges and Directorate as per rules in the Store Purchase Manual.
 46. To accord administrative sanction for purchase of furniture costing upto Rs.1 lakh in the Engineering Colleges and for the Directorate.
 47. He may exercise all the powers of the subordinate officers in the Directorate and head of Institutions other than Polytechnic, Technical High School etc.

Joint Director (Placement & Training) will be re-designated as Senior Joint Director (Engineering Colleges Stream). Sri. T.Oommen, Joint Director in charge of Director of Technical Education will be the Senior Joint Director (Engineering Colleges Stream) in addition to his duties as D.T.E. in charge.

From 1.6.1994 the post of Joint Director (Planning) in the Directorate will be shifted to Kalamassery will be re-designated as Joint Director, Industry Institute Interaction Cell. Joint Director (III C) will report to the Director (Technical Education). The post of

Joint Director (CDC) (Polytechnic stream) at present at Kalamassery will be shifted to the Directorate to make possible better co-ordination with other agencies implementing the World Bank Assisted Technical Education Project (WBATEP). Joint Director (Curriculum Development Cell) will circulate files relating to the subject dealt by him to the Senior Joint Director (Polytechnic Stream).

Senior Joint Director (Polytechnic Stream)

The Joint Director (AIW) shall be re-designated as Senior Joint Director (Polytechnic Stream).

The Senior Joint Director (Polytechnic Stream) shall be in charge of all matters relating to Polytechnics (Government and Government aided), Technical High Schools, and all other institutions except Engineering Colleges and Colleges of Fine Arts. He will be in charge of over all Planning and Administration of Polytechnics, Technical High Schools and all other institutions, except Engineering Colleges and Colleges of Fine Arts.

All establishment matters relating to the institutions mentioned above such as appointments, transfers, postings, sanction of leave etc. and also financial matters relating to officers and subordinates working in the Polytechnic wing of the Directorate excluding Principals shall be under his charge. He shall exercise all powers in respect of such posts for which he is appointing authority as per rules. He shall also be the Controller of Technical Examination and he shall also be holding all ex-officio positions so far held by the Director of Technical Education in the matter of Polytechnics and institutions other than Engineering Colleges and College of Fine Arts. He shall have the following powers in respect of matters relating to Polytechnics, Technical High Schools etc. except Engineering Colleges and College of Fine Arts.

1. To appoint, promote and transfer non-gazetted officers and to appoint promote and transfer personnel to lowest gazetted post in each service in sanctioned posts in respect of Polytechnics, Technical High Schools etc. except Engineering Colleges and College of Fine Arts subject to P.S.C. recruitment rules and other rules in force.
2. To sanction all kinds of leave except study leave, leave for study purpose, hospital leave, leave to take up other employment, leave without allowances exceeding 120 days and special disability leave to officers both gazetted and non-gazetted for which Joint Director of Technical Education is the appointing authority. In all other cases to sanction such leave when no substitute are required and also to make additional charge arrangements in all cases and sanction charge allowance under rule 53(b) (ii) and (iii) of K.S.R. To detach officers from one office and fix another office as their Head quarters as a working arrangement not exceeding six months depending on exigencies of Service.
3. To sanction vacation duty to officers of Technical Education Department except Engineering Colleges, College of Fine Arts and those officers who come under the jurisdiction of the D.T.E.
4. To sanction payment of belated increment in respect of all officers in the institutions except Engineering Colleges and College of Fine Arts to whom he is competent to appoint.
5. To accord administrative sanction to convene works costing upto Rs.5 lakhs pertaining to institutions other than Engineering Colleges and College of Fine Arts subject to budget provision and on estimate prepared by the Chief Engineer.
6. To accord sanction to convene conferences of departmental officers, board of studies conference in regard to admissions of polytechnics and to sanction payment of T.A.

including the officers of private institutions other than Engineering colleges and College of Fine Arts.

7. To depute officers of the department to attend conferences convened in the state and sanction T.A. for the purpose in respect of officers excluding Engineering Colleges and College of Fine Arts.
8. To sanction purchase of furniture from P.W.D. Workshops or any other government agency for the use of institutions other than Engineering Colleges and College of Fine Arts subject to budget provision and observance of Stores Purchase Rules.
9. To sanction purchase of books and journals, maps, charts and other educational appliances to the institutions other than Engineering Colleges and College of Fine Arts subject to budget provision on the basis of quotation and to effect advance payment.
10. To sanction advertisement charges upto Rs.1000/- in each case subject to the budget provision and also to the condition that the rates are approved by the Director of Public Relations, on the matters relating to institutions other than Engineering Colleges.
11. To award annual contract of conveyance of materials from Railway station etc. to the institutions other than Engineering Colleges/ College of Fine Arts under the Directorate of Technical Education subject to the condition that the contract should be awarded after inviting quotation and to the lowest tenderer.
12. To sanction disposal of unserviceable articles whose book value does not exceed Rs.20,000/- in each case as per rules.
13. To sanction disposal of surplus stores relating to institutions other than Engineering Colleges and C.F.A. whose book value does not exceed Rs.1000/- in each case.
14. To sanction write off of irrecoverable arrears of revenue and other irrecoverable amounts not exceeding Rs.2,000/- in each case subject to a limit of Rs.10,000/- per annum and subject to rules in K.F.C. for the matters relating to institutions other than Engineering Colleges/ College of Fine Arts.
15. Disposal of condemned and dismantle buildings under the control of Joint Director of Technical Education when the book value does not exceed Rs.25,000/- in each case and also to dispose of unnecessary and fallen or dead trees standing in the premises of the office/ institutions other than Engineering colleges/ C.F.A, subject to rules in P.W.D. Code.
16. To sanction auction sales of usufructs of trees and lease for cultivation of premises of his office or sub offices/ institutions excluding Engineering Colleges/College of Fine Arts.
17. To sanction subject to provision under K.F.C, investigations of arrear claims to all officers excluding the officers of the Engineering Colleges and College of Fine Arts under contingencies which are not more than five years old.
Note:- Time barred claims under article 65 K.F.C, are excluded.
18. To sanction subject to budget provision, maintenance and petty constructions and repair works relating to institutions other than Engineering Colleges and College of Fine Arts upto Rs. 20,000/- without reference to P.W.D.
19. To incur non-recurring contingent expenditure for the institutions other than Engineering Colleges/ C.F.A. upto Rs.1,000/- in each case subject to budget provision and subject to rules under K.F.C.

20. To sanction local purchase of stationery in urgent and unforeseen cases for the use of institutions other than Engg. Colleges and College of Fine Arts upto a limit of Rs.1,000/- at a time and subject to a maximum of Rs.5,000/-
21. To sanction of shifting an office or institutions excluding Engg. Colleges and College of Fine Arts from one building to another and hiring of private buildings, the rent of which does not exceed Rs.2,000/- per month, subject to P.W.D. Certificate.
22. To sanction distribution of budget allotment under several items of expenditure relating to institutions other than Engg. Colleges and College of Fine Arts subject to the rules in the Budget Manual.
23. To sanction printing of forms, circulars, pamphlets, applications, forms, prospectus syllabi etc. relating to institutions other than Engineering Colleges and College of Fine arts in Government Presses.

Note:- Printing of new forms and registers should have the approval of Government.

24. To sanction destruction of old records relating to the institutions other than Engg. Colleges and College of Fine Arts as per rules.
25. To incur all expenditure in connection with the conduct of Public Examinations relating to all institutions other than Engg. Colleges and College of Fine Arts in the department subject to the rates which may be approved by Government.
26. To sanction refund of revenue in respect of all institutions others than Engg. Colleges and College of Fine Arts as contained in the book of Financial powers vide rules 41 to 43 K.F.C.
27. To sanction all cases of temporary withdrawals from the provident fund deposits in normal cases and in cases requiring special sanction and Non-Refundable withdrawals from Provident Funds deposit subject to the other conditions and limitations under the rules of the funds of G.P.F. for the staff of institutions other than Engg. Colleges and College of Fine Arts.
28. To award scholarships to the students of institutions other than Engg. Colleges and College of Fine Arts subject to budget provision & according to rules approved by Government.
29. To sanction educational tours of students of institutions other than Engg. Colleges and College of Fine Arts subject to availability of budget provision and subject to rules framed by Govt. for the purpose.
30. To sanction pay salaries and grants to Polytechnics under the grant-in-aid code approved by Govt. and salaries to the staff of the institutions as per rules framed by Govt. for the purpose.
31. To accept or reject certificates issued by the Boards of Education in other States for admission of candidates to educational institutions other than Engg. Colleges and College of Fine Arts in the state but not to public service.
32. To cancel qualification certificates for tampering with entries in the certificates or for other reasons.
33. To approve tour program of heads of institutions other than Engg. Colleges and College of Fine Arts and other gazetted officers in the institution and countersign their T.A. Bills.
34. To accept endowment and prizes and approve rules therefore in respect of the insituations other than Engg. Colleges and College of Fine Arts subject to rules in K.F.C. and K.T.C.

35. To sanction the opening of new centres and cancellation of existing centres.
 36. To appoint chief examiners, examiners as paper setters for the several public examinations conducted by the Department of Technical Education.
 37. To order reduction in emoluments upto 25% to persons appointed as examiners, Chief Superintendents and Scrutiny officers for irregularities in connection with the examination.
 38. To sanction advances against examinations for the institutions other than Engg. Colleges and College of Fine Arts contingent charges upto Rs.10,000/- at one time subject to provision in the budget.
 39. To sanction holidays and vacation to the institutions other than Engg. Colleges and College of Fine Arts keeping in mind the minimum number of working days in the institutions are to work in an academic year.
 40. To condone the shortage of attendance of students of institutions other than Engineering Colleges and College of Fine Arts upto 15% on the recommendation of the heads of institution with the remittance of Rs.10/- in each case.
 41. To shift the existing telephone of institutions other than Engineering Colleges, and College of Fine Arts.
 42. To sanction repairs to Motor Vehicles in the institutions other than Engg Colleges and to arrange for the payment of bills not exceeding Rs.2,000/- in each case subject to rules.
 43. To sanction medical expenses of the staff of the institutions other than Engineering Colleges and College of Fine Arts subject to the conditions and limitations under the Government servants Medical Benefit Rules.
 44. To appoint staff for the institutions other than Engg. Colleges and College of Fine Arts charged to Examination contingencies at the rates approved by the Government.
 45. To place buildings of institutions other than Engg. Colleges and College of Fine Arts declared unsafe by the P.W.D. at the disposal of that department for being demolished.
 46. To place land required for instruction of buildings for institutions other than Engg. Colleges at the disposal of the P.W.D.
 47. To accord administrative sanction for the purchase of equipment and laboratory accessories of non-recurring items for the use of institutions other than Engineering Colleges and College of Fine Arts not exceeding Rs.2,00,000/- at a time subject to budget provision.
 48. To accord administrative sanction for recurring supplies required for the normal running of the institutions other than Engg. Colleges and College of Fine Arts subject to budget provision.
 49. To appoint Warden, Assistant Warden, resident tutor in the hostel attached to Polytechnics.
 50. To sanction printing or re-printing of priced publications for the institutions other than Engg. Colleges and C.F.A.
- Note:-** The rules regarding pricing of Government publications in article 32 K.F.C. Vol. I be followed.
51. To draw advance upto Rs.5,000/- for each item meeting the expenditure in any institutions other than Engg. Colleges and College of Fine Arts relating purchase and erection of machinery etc.

52. To purchase for institutions other than Engg. Colleges and College of Fine Arts subject to administrative sanction, equipment upto Rs.3,00,000/- as per rules in the Store Purchase Manual.
53. To accord administrative sanction for purchase of furniture costing upto Rs.1 lakh for use in the institutions other than Engg. Colleges.
54. To inspect institutions both the Govt. and Aided under the Department of Technical Education other than Engineering Colleges and College of Fine Arts.
55. To function as a chairman of public examinations conducted by the Department.
56. The Senior Joint Director may also exercise powers of the Deputy Director and other officers in the Directorate and heads of the institutions other than Engineering Colleges and C.F.A. in the State.

Senior Joint Director (Engineering College Stream)

He will be in charge of the matters relating planning and purchase matters relating to all Engineering Colleges in the State and College of Fine Arts in charge of the admission and allocation of such candidates in the Engineering Entrance Examinations, to the various Engineering Colleges in the state. He shall monitor the Plan schemes in the Engineering Colleges and College of Fine Arts. The Senior Joint Director (Engineering College Stream) shall have the following powers in respect of matters relating to Engineering Colleges both Government and Private:

1. He shall be in charge of the Training programs of the staff members in the Engineering Colleges. He shall also conduct demand survey of the Engineers in the various fields of Engineering and technology in the conventional and emerging areas and submit proposals to D.T.E. for new programs in the Engineering Colleges.
2. To inspect institutions both Government and Private under the Department of Technical Education as directed by the D.T.E. on the basis of general or specific orders.
3. To sanction disposal of unserviceable articles whose book value does not exceed Rs.3,000/- in each case and their disposal subject to annual limit of Rs.50,000/- per rules.
4. To sanction subject to budget provision, maintenance and petty construction and repair works upto Rs.5,000/- in each case on a proper estimate.
5. To sanction printing of forms, circulars, pamphlets, application forms, prospectus, syllabi etc. in Government presses.

Note:- Printing of new forms and registers should have the approval of Government

6. To sanction subject to budget provision, maintenance and petty construction and repair works upto Rs.10,000/- in each case on a proper estimate.
7. To sanction appointments, promotion and transfers of the non-gazetted officers to the sanctioned posts in the Department excluding the ministerial staff and last grade staff subject to Public Service Commission recruitment rules and orders in force from time to time.
8. To function as a chairman of Public Examinations in the absence of the D.T.E.
9. To approve the tour program and journey sanction of all the subordinate inspecting officers and to receive report of academic inspection, stock verification, Monitoring and Man power Assessment.
10. To formulate Plan schemes in the department and monitor appraise and evaluate the same.

11. To sanction appointments, promotions and transfers in respect of Tradesman and Trade Instructors to the sanctioned posts subject to the P.S.C. recruitment rules and orders in force from time to time.
12. To sanction appointments, promotions and transfers of Non-gazetted officers except ministerial and Last Grade officers in the Commercial Institutes, TGMT centres to the sanctioned posts subject to P.S.C. recruitment rules and orders from time to time.
13. Selection of candidates for sponsoring for short-term and long-term courses in respect of Engineering Colleges.
14. To collect details and data for legislative committee Meetings.
15. The monitoring of SEP and TSP programs in respect of all institutions under the Department.
16. To incur all expenditure in connection with the conduct of Public Examinations in the department, subject to the rates which may be approved by Government.
17. To accept or reject certificates issued by the Boards of Education in other States for admission of candidates of educational institutions in this State under the Technical Education Department but not to Public Service.
18. To sanction the opening of new centres and cancellation of existing centres.
19. To appoint Chief Examiners, Examiners as paper setters for the several public examinations under the Technical Education Department.
20. To order reduction in emoluments upto 25% to persons appointed as Examiners, Chief Superintendents and Scrutiny officers for irregularities in connection with the examinations.
21. To sanction advances against examination contingent charges upto Rs.10,000/- at one time subject to the provision in the budget.

Joint Director (Curriculum Development Centre) (Polytechnic Stream)

Joint Director (Curriculum Development Centre) shall conduct the academic inspection of all Polytechnics, Women's Polytechnics, Technical High Schools, Government Commercial Institutes, T.G.M.T. Centres, Institute of Fine Arts etc.

He shall be in charge of preparation, revision and updating of syllabi and curriculum for the Diploma and certificate courses under the department.

He shall be in charge of the training programs of the faculty and support staff in the institutions, other than Engineering Colleges and Colleges of Fine Arts.

He shall make a survey of the man power needs in the Industries and community and design programs and submit proposals to the Joint Director (Polytechnic Stream) to meet these demands in the emerging areas of engineering and technology from time to time.

Professor (Direct Payment)/ Engineering College Stream

Professor (Direct Payment) will be in charge of the Direct Payment system relating to the T.K.M. College of Engg. He shall be responsible for the proper implementation of the Direct Payment Agreement and for the approval, regularization etc. of the appointments in the Private Engineering Colleges of the State. He shall conduct the academic inspection in the Engineering Colleges and College of Fine Arts in the state.

Deputy Director (General)/(Polytechnic Stream)

The Deputy Director (General) will be in charge of the academic and purchase matters relating to Polytechnics and Institutions other than Engineering Colleges in the State. He shall be in charge of the Admissions to the Polytechnics and Women's Polytechnics in the State.

Deputy Director (Placement & Training)

He shall be in charge of the placement of graduate apprentices in Industries and be the liaison officer of the Department for the Industry Institute Interaction.

**Assistant Director (Supervisory Development Centre)
(Polytechnic Stream).**

Assistant Director, shall be in charge of the placement of diploma apprentices in Industries and shall submit proposals and reports to the Joint Director (Curriculum Development Centre) for approval. He shall conduct training programs at the certificate level and short term non-formal programs for personnel from Industries under the guidance and approval of the Joint Director (Curriculum Development Centre).

The following officers working in the Directorate will deal with matters relating to Engineering Colleges as well as Polytechnics and shall submit the files, wherever necessary to the higher officers as detailed below.

- | | |
|-------------------------------|--|
| 1. Administrative officer | (To the Director of Technical Education in respect |
| 2. Finance Officer | of Engineering Colleges and Colleges of Fine Arts |
| 3. Stock verification officer | and to Senior Joint Director (Polytechnic Stream) |
| 4. Senior Technical Officer | in respect of Polytechnics and Institutions other |
| 5. Technical Officer | than Engineering Colleges and Colleges of |
| 6. Training Officer | Fine Arts) |

The duties and powers of other officers ordered in the Government order read first paper above shall be the same.

(By Order of the Governor)

**SUDHA PILLAI,
SECRETARY TO GOVERNMENT**

To

The Director of Tech. Education, Thiruvananthapuram.
The Accountant General, Kerala
The General Administration (SC) Dept.
The P& ARD Department
The Stores Purchase Dept.
The Finance Dept.
The Higher Edn. G.J & D Depts.
S.F.

Office of the

OFFICE ORDER

Sub:- Directorate of Technical Education – Re- organisation and reallocation of work among Director, Joint Directors and other officers – Reg.

Ref:- G.O.Ms.No.82/94/H.Edn. dt. 10-5-1994.

In order to streamline the administration in the Department of Technical Education. Govt. has decided to re-organise the pattern of deployment of officers and reallocate the work among the Director, Joint Directors, Deputy Directors and other officers.

Accordingly the powers have been delegated as follows:-

Director of Technical Education.

The Director shall be in charge of all matters pertaining to the Govt. Engg. Colleges, Private Engg. Colleges and College of Fine Arts under the Department. He shall be in charge of overall planning and administration of Technical Education in the State relating to Engineering Colleges and College of Fine Arts.

Senior Joint Director (Polytechnic Stream).

The Joint Director (AIW) has been redesignated as senior Joint Director (Polytechnic Stream). He shall be in charge of all matters relating to Polytechnics (Govt. and Private aided) Technical High Schools and all other institutions except Engg. Colleges and College of Fine Arts. He will be in charge of over all planning and administration of Polytechnics, Technical High Schools and all other institutions except Engg. Colleges and College of Fine Arts. He shall be the Controller of Technical Examinations. All establishment matters relating to the institutions mentioned above and also financial matters relating to officers and subordinates working in the Polytechnics wing excluding the Principals shall be under his charge. But all establishment matters relating to the Principals of Polytechnics and above and proposals for funds shall also be submitted to the Director by the Senior Joint Director (P.S.) before they are sent to Government.

Senior Joint Director (Engg. College Stream).

The Joint Director (P&T) will be designated as Senior Joint Director (Engg. College Stream). He will be in charge of the matters relating to the planning and purchase relating to all Engg. Colleges in the State and College of Fine Arts. Establishment matters relating to Tradesman and Trade Instructor and Non. Gazetted Officers (except Ministerial and last Grade), the Commercial Institutes, T.G.M.T. Centres.

Joint Director (Curriculum Development Centre).

The post of Joint Director at Kalamassery is shifted to the Directorate to make better Co-ordination with officiating agencies implementing the WBATEP. He will conduct the academic inspection of all Polytechnics, Women's Polytechnics, Technical High Schools, Govt. Commercial Institutes, T.G.M.T. Centers, Institute of Fine Arts etc. He will be in charge of training programs of the Faculty and support staff in the institute other than Engg. Colleges and College of Fine Arts. He will be in charge of preparation, revision and updating of syllabi curriculum for the Diploma and certificate courses under the Department.

Professor (Direct Payment).

Professor D.P will be in charge of Direct payment system relating to T.K.M. College of Engg. He shall conduct the academic inspection in the Engg. Colleges and College of Fine Arts in the State.

Deputy Director (General).

The Deputy Director (General) will be in charge of academic and purchase matters relating to Polytechnics and institutions other than Engg. Colleges in the State. He will be in charge of admission to Polytechnics and Women's Polytechnic in the State.

Deputy Director (Placement & Training).

Deputy Director (P&T) shall be in charge of placing of graduate apprentices in the Industries and be the Liaison officer of the Department for the Industry Institute Interaction.

Administrative Officer, Finance Officer, Stock Verification officer, Senior Technical Officer and Training officer who are working in the Directorate will deal with the matters related to the Engg. Colleges as well as Polytechnics and shall submit the files wherever necessary to the higher officers

The concerned sections will submit the files to the respective controlling officers to whom the powers have been delegated as above.

A detailed order regarding the work to be attended by each section and the controlling officers to whom the files should be submitted will be issued separately.

**Sd/-
(Prof. T. Oommen)**

**DIRECTOR OF TECHNICAL EDUCATION
IN CHARGE.**

To

All controlling officers in the Directorate.
The Superintendent of all Sections.
S.F. & O.C

No.EA2/13755/94

OFFICE ORDER

Sub:- Education – Technical – Directorate – Establishment – allocation of staff and office to Joint Director (IIC) – orders – issued .
Ref:- 1. G.O.MS. 82/94/H.Edn. Dt: 10-5-94.
2. G.O.Rt.914/94/H.Edn. Dt:2-6-94.

In pursuance of the Government orders referred above the following orders are issued.

1. Joint Director (IIC) Kalamassery will occupy the office of SDC Kalamassery. The staff attached to the Supervisory Development Centres except Assistant Training officer is put under the control of Joint Director IIC.
2. Assistant Director, SDC will occupy the office of Curriculum Development Centre.
3. Joint Director Curriculum Development Centre will move over to the Directorate and occupy the room allotted originally to Joint Director (Planning). The staff in AIW Section is brought to the control of the Joint Director (Curriculum Development Center)
4. Joint Director, (IIC) Kalamassery is the Drawing officer of the staff of the office of the Joint Director, (IIC) subject to the approval of Government
5. The Treasury transactions being done by Joint Director, Curriculum Development Center will be transferred to Trivandrum in anticipation of Government sanction.
6. Joint Director, IIC will act as the Nodal Officer for Industry Inter-action for both streams with the approval of Government.
7. The Treasury transactions being done in the name of Assistant Director, Supervisory Development Center will be transferred to Joint Director, (IIC) subject to approval of Government.

Sd/-
DIRECTOR OF TECHNICAL EDUCATION

To
The officers concerned.
All officers in the Directorate.

No.EA2/13735/94.

OFFICE ORDER

Sub:- Education – Technical – Directorate – delegation of powers to the Deputy Director (General) – guidelines issued.

Ref:- G.O.(MS) No.82/94/H.Edn. Dated 10-5-1994.

In the order referred above it is inter-alia ordered that the Deputy Director (General) will be in charge of the Academic and Purchase matters relating to Polytechnics and Institutions other than Engineering Colleges in the State. It is also ordered that he shall be in charge of the admission to Polytechnics and Women's Polytechnics. The order speculates only the area in which he is put in charge of the delegation of powers to the Deputy Director in the above areas are not specified. As such the powers delegated to Deputy Director (General) in the previous orders of delegation will remain stand uneffected so far as the areas specified in the order read above. Deputy Director (General) (Polytechnic Stream) will exercise his powers accordingly.

**Sd/-
(PROF.T.OOMMEN)
DIRECTOR OF TECHNICA EDUCATION
IN CHARGE.**

To

All Controlling Officers.
All Sections in the Directorate.

a. Duties and Responsibilities of Workshop/ Lab Staff

GOVERNMENT OF KERALA

Abstract

Education – Technical – Duties and responsibilities of Workshop and Laboratory Staff of various Institutions fixed – Orders- issued.

HIGHER EDUCATION (G) DEPARTMENT

G.O.(Rt) No. 769/82/H.Edn.

Dated, Thiruvananthapuram, 04.05.1982

Read:- Correspondence resting with Director of Technical Education's Letter
No. E5/4926/81/DTE, Dated 02.01.1982.

ORDER

As recommended by the Director of Technical Education in his letter read above Government are pleased to fix the duties and responsibilities of the workshop staff of various institutions under Technical Education Department as in the statement affixed.

By Order of the Governor,

Sd/-

V. PEERMOHAMMED RAWTHER

Under Secretary

To

The Director of Technical Education

The S/F

I. Workshop Foreman

1. Overall charges of all the activities in the workshops shall be responsibilities to assign to various workshop staff as per the rules.
2. Ensuring the most effective utilisation of equipment, men, materials and time in the shop.
3. Keeping watch of the progress of students by periodical checks.
4. To arrange for the fabrication of special items as required for project work, this work of a students and faculty members.
5. Test check of evaluation done by Instructors.
6. Periodical checking up of equipment and arranging timely maintenance.
7. Finalization and consolidation of sessional marks in respect of workshop classes.
8. Watching the consumption of consumables.
9. Consolidation of the annual requirements of consumables tolls etc. in the various sections.
10. Planning the modernisation of shops in turn with changing trends in technology.
11. Making alternate arrangement of work in the absence of subordinate staff.
12. Arranging practical tests periodically.
13. Arranging the display of standard models.
14. Preparations of log books in respect of machines.
15. Publication and other connected work in respect of purchase of stores.

II. Workshop Instructor Grade-I/Grade II

1. Charge of the concerned section.
2. Charge of plant, Machinery and furniture.
3. Charge of consumables.
4. Maintenance and upkeep of plant and equipments with the assistance of the supporting staff.
5. Instructing the students.
6. Valuation of models and maintenance of mark register.
7. Marking of students attendance.
8. Maintenance of store registers and indent books in respect of items in the section.
9. The consumption of consumable items in the section.
10. Preparation of the list of consumable and other items to be purchased for the section.
11. Any other departmental work as directed by the Workshop Foreman.

II. Trade Instructor Grade -I/Grade II

1. Charge of hand tools if the number of skilled assistance in a section is more than one tools commonly used will be kept in a separate locker under the joint responsibility of all the skilled assistance. The remaining item will be kept by the senior most hand (The Workshop Superintendent, foreman with the help of the concerned workshop instructor shall give the charges of hand tools to the skilled assistance).
2. Maintenance of subsidiary registers in respect of items under his charge.

3. Demonstration of the various operations, proper methods of handling tools etc. to the students as directed by the Instructor.
4. Preparation of in advertisement operation by students, which may damage equipment.
5. Help the students in the correct handing of tools and operation sequences.
6. Preparation of work pieces.
7. Moulding and sharpening of special tools.
8. Numbering of models.
9. Servicing and repairs of machines in the section as directed by the Instructor.
10. Any other departmental work as per direction from the superiors.

IV. Tradesman

1. Assisting the Trade Instructor in the distribution and collection of tools work pieces etc.
2. Handing the sharpening of tools in the time so as to ensure full utilisation of shop hours by the students.
3. Distributing cleaning material, chalk etc. to the students.
4. Cutting of work pieces and related work.
5. Taking delivery conveyance loading unloading etc. of materials required for use of Lab/workshop between store and other Department in the Institution.
6. Cleaning and lubrication of tools and machines assisting the maintenance and repairs of equipment's tools and accessories in the Institution.
7. Opening and closing of the shop/laboratories ensuring security setting the shop/laboratories for work as directed.
8. Co-operating with other attendance in heavy work requiring group effort.
9. Attending any Department work of sundry nature in the institution as per direction from the superiors.

b. Distribution of Works in the Sections.

Directorate of Technical Education, Distribution of Works in the Sections.

The work distribution among various sections in the Directorate and the details pertaining to Superintendent/Clerks of each Seat/Section are given below. Matters dealt with each Section Clerks are noted against their seat names:

ESTABLISHMENT (EA) SECTION

Superintendent (Inter com. No. 106)

1. EA1:

Establishment matters of Assistant Professors, Deputy Director (P & T), Professors, Joint Directors (ECS), Principals of Engineering Colleges and Director of Technical Education.

2. EA2:

General Matters, L.A. Interpellation, Official language, Special recruitment, Major Disciplinary Actions etc.

3. EA3:

Internal Establishment of DTE's office, Placement of Engineering College Teachers.

4. EA4:

Establishment matters of Lecturers in Engineering Colleges, Deputy Director (General), Joint Director Polytechnic Stream and Principals of Polytechnics, Workshop Superintendent of Engineering Colleges, Computer Operator and System Analyst in Engineering Colleges, Fine Arts Experts in Engineering Colleges.

ED SECTION

Superintendent (Inter com. No. 107)

1. ED1:

Establishment matters of Clerks, Head Clerks, Junior Superintendents, Senior Superintendents, Accounts Officers and A.A. under the Directorate.

2. ED2:

Establishment matters of Typist, Non Technical Attender, Confidential Assistant, Matron, Full time/Part time, Gardener, Contingent employees, Librarian etc.

3. ED3:

Establishment matters of Peon, Watchman, Drivers, Sergeant, Cook etc.

EC SECTION

Superintendent (Inter com. No. 108)

1. EC2:

Establishment matters of Lecturers, Head of Section in Mechanical Engineering, Polymer, Commerce of Polytechnics and Women's Polytechnics, Superintendent of Technical High Schools and Assistant Director/Technical Officers from Mech., College of Fine Arts (Lecturers) and above etc.

2. EC3:

Establishment matters of Assistant Lecturers, Workshop Foreman, Engineering Instructors, Technical High School and Polytechnic.

3. EC4:

Establishment matters of Demonstrator, Workshop Instructor of Technical High Schools and Polytechnics except Mech.

4. EC5:

Establishment matters of Lecturers, Head of Section of Polytechnics except Mech., Polymer and Commerce and Assistant Directors/Technical officers except Mechanical Engineering etc.

EB SECTION

Superintendent (Inter. Com. No.109)

1. EB1:

TGMT, GCI Instructor, WPT, CFA, Non Gazatted staff, Tradesman/ Trade Instructor (Textile, Printing)

2. EB2:

Trade Instructor in Engineering Colleges, Polytechnics and Technical High Schools (Except Textile and Printing)

3. EB3:

Establishment matters of Tradesman in Engineering Colleges, Polytechnics and Technical High Schools, (Except textile and Printing)

4. EB4:

Establishment matters of Workshop Instructor/ Demonstrator in Mechanical, Draftsman I & II in Mechanical, Technical High Schools and Polytechnics.

EG SECTION

Superintendent (Inter com. No. 218)

1. EG1:

DPC and Gradation of Lecturers in Polytechnics.

2. EG2:

Gradation/DPC entire Gazatted post in Engineering Colleges, CFA, THS entire Gazatted posts except Lecturers in Polytechnics.

3. EG3:

Gradation of entire Non Gazatted posts in Technical Education Department. DPC Gazatted ministerial posts.

ACCOUNTS SECTION

Superintendent (Inter Com No. 110)

1. A1 : Cash
2. A2 : Establishment Bill, NLC etc.
3. A3 & A6 : TA, Reconciliation, FBS, Group Insurance, Contingent Bill
4. A5 : Provident Fund Matters
5. A7 : Medical Reimbursement, Grant-in-aid of Tailoring Schools.

PURCHASE SECTION

Superintendent (Inter Com. No. 215)

1. D1:

Purchase matters of DTE's Office, RDTE's, JCTE, SDC, CDC Engineering Colleges Kottayam & Kannur, Matters dealing with Govt. quarters etc.

2. D2:

Purchase matters of Polytechnics.

3. D3:

Purchase matters of Engineering Colleges except Kottayam and Kannur and Technical High Schools.

4. D4:

Land Acquisitions, Construction of Building for Institutions etc.

PLACEMENT AND TRAINING, ENGINEERING ADMISSION (P & T AND ACB)

Superintendent (Inter Com. No. 213)

1. ACB1:

Admission of part time B.Tech. Counselling of MCA, BFA, MFA . Admission of Government of India nominees, Reciprocal quota complaint of Engineering Students related to admission matters including Self Finance Colleges.

2. ACB2:

Lateral entry admission matters, Registration matters of Apprentice Trainees.

3. T2:

Placement of Apprentice Trainees in Government Institutions under the DTE, Payment of Stipend to the trainees, Admission to the Fire safety Course, Liaison Work with the Board of Apprentice Trainee, Chennai, liaison work with the industries for the placement of trainees and other Government organizations. Registration of Diploma holders, B.Tech, B.Pharm and Library Science.

ACADEMIC SECTION

Superintendent (Inter Com. No.308)

1. C1:

Academic matters with Technical High Schools, syllabus preparation of Polytechnic, Admission and self financing courses.

2. C2:

Academic matters with polytechnic, Refund of Tuition Fee of Engineering College (Government and aided) Academic matters of ICTE.

3. C3:

Recognition of Private Industrial Schools, Admission of TGMT Centres.

4. C4:

Recognition of KGCE Courses, Admission to GCI , Recognition to PSC approval for Various Course.

5. C5:

Sanctioning of Vacation duty of Engineering Colleges and Polytechnics, sanctioning of education tours for Engineering Colleges and Polytechnic, conducting Union election to Polytechnics, conducting arts and athletic meet to polytechnics.

PLANNING SECTION

Superintendent (Inter Com. No.309)

1. L1:

Post Creation, State level committee for granting AICTE approval for diploma institutions (Government and aided) Starting new courses increase in intake/additional courses, Extension of AICTE approval.

2. L2:

QIP Deputation of Engineering College Teachers for Ph. D/M.Tech. Sponsorship, Bond Recovery from defaulters, short term courses of Teachers of Engineering Colleges, Polytechnic Teachers deputed for higher studies. Under WBATEP, one time 3 year B.Tech, IMG Training.

3. L4:

Formulation of 5 year plan and annual plan for this department, Planning and monitoring of schemes , plan progress report, Matters relating to subject committee, Estimates committee, finance commission, welfare of minorities. Preparation of admission report, Centrally sponsored schemes, Community Polytechnic, DCA of all institution, SCP/TSP, SPFU etc.

FINANCE (B) SECTION

Superintendent (Inter Com. No. 303)

1. B1:

All works on loans and advances sanctioned by Government, Documents releasing, interest calculation of loans etc.

2. B2 & B3:

All inspection reports of AG, FIW and SPOD relating to Government Engineering Colleges, RDTE, IIIC, SDC, Placement and Training, DTE's office, CFA. All inspection reports of AG, FIW and SPOD relating to GCI, THS and WPT, Draft paras, Audit committee and apex committee meeting.

FINANCE (A) SECTION

Superintendent (Inter Com. No. 310)

1. Fin. A1:
Preparation of Budget estimates and allied matters, Re-
appropriation, Regularisation of excess expenditure etc.
2. Fin A2:
Allotment of funds, Clearance, P.D. Accounts etc.
3. Fin A3
Reconciliation of expenditure
4. Fin.A4:
Reconciliation of expenditure
5. Fin.A5:
Collection and compilation of datas, preparation of expenditure statement etc.

PRIVATE PROVIDENT FUND (PPF) SECTION

Superintendent (Inter Com No. 312)

1. PPF1:
PF matters SSM Polytechnics, Thirur, NSS Engineering College, Palakkad, Carmel Polytechnic, Alappuzha.
2. PPF3:
TKM College of Engineering Kollam., SN Polytechnic Kottiyam
3. PPF4:
MA College Kothamangalam, Thyagaraja Polytechnic, Alagappanagar, Thrissur, Swami Nithyananda Polytechnic, Kanhangad, NSS Polytechnic, Pandalam.

AUDIT (POLYTECHNIC AU SECTION)

Superintendent (Inter com. No. 303)

1. AU1:
Departmental audit of Polytechnics and Technical High Schools of Southern Region and all Private Aided Polytechnics.
2. AU2:
Departmental Audit of Polytechnics and Technical High Schools of Southern Region and all Private Aided Polytechnics
3. AU3:
Departmental Audit of Polytechnics and Technical High Schools of Southern Region and all Private Aided Polytechnics

PENSION SECTION

Superintendent (Inter Com. No. 314)

1. P1:
Pension matters of all staff of Government Engineering Colleges.
2. P2:
Pension matters of all Government Polytechnic Staff.
3. P3:
Pension matters of all Technical High Schools staff, DTE, Aided Engineering Colleges and Polytechnics.

AUDIT SECTION (ENGINEERING COLLEGES)

Superintendent (Inter Com. No 315)

1. AUC1:
Departmental audit in all government and aided Engineering Colleges.
2. AUC2:
Departmental Audit in all Government and aided Engineering Colleges.
3. AUC3:
Departmental Audit in all Government and aided Engineering Colleges.

DIRECT PAYMENT SECTION

Superintendents (Inter Com. Nos. 204 & 205)

1. DP1:
Sanction of Grant-in-aid of aided Polytechnic and Engineering Colleges.
2. DP2:
Establishment matters of TKM College of Engineering Kollam and MA College of Engineering, Kothamangalam
3. DP3:
Placement connected with AICTE and UGC Schemes in respect of aided Engineering College, Kollam and salary bill of TKM Engineering College, Kollam
4. DP4:
Establishment, Purchase, Academic and all other matters of Food Craft Institutes, TA bills of TKM Engineering College, Kollam and audit objections of all aided Engineering Colleges and Food Craft Institutes. Establishment matters of NSS College of Engineering, Palakkad.

5. DP5:

All Establishment matters, Verification of salary bill and other bills of SN Polytechnic Kottiyam. Issue of clarification for the establishment matters of Thyagaraja Polytechnic, Alagapa Nagar, Thrissur.

6. DP6:

All Establishment matters, verification of Salary Bills and other bills of Carmel Polytechnic College, Alappuzha, N.S.S. Polytechnic College, Pandalam, Issue of clarification for Establishment matters of Swami Nithyananda Polytechnic College, Kanhangad, Kasaragod.

FAIR COPY SECTION

Superintendent (Inward) (Inter Com No. 306)

Superintendent (Records and Despatch) (Inter Com No. 307)

Superintendent (Typing) (Inter Com No. 305)

TRAINING OFFICER

Inter Com No. 211 - Placement and Training of graduate and Technician Apprentice, Computerisation of DTE Office.

TECHNICAL OFFICER

Senior Technical officer (Inter Com No. 304):

Nodal Officer of Legislative Assembly Interpellation. Nodal Officer of Malayalam/official language. Preparation of Plan Budget/ Note Preparation of Subject Committee Meeting/Scrutinize the plan Progress report.

Technical Officer (Inter Com No. 208):

Nodal Officer of Purchase to Polytechnics/THS/DTE's Office. Nodal Officer of Maintenance of works and cleaning of premises at DTE. Distribution of Log Books, Attendance Register etc.

Inspector of Industrial Schools (Inter Com.No. 209):

Inspection of Industrial School and TGMT Centres.

Various Inter – Com Nos.

1.	DTE	-	222
2.	CA to DTE	-	207
3.	SJD (ECS)	-	202

4.	JD(III C)	-	203
5.	JD (PS)	-	111
6.	AO	-	101
7.	AA	-	102
8.	Accounts Officer	-	103
9.	Accounts officer	-	210
	Direct Payment		
10.	Enquiry Counter	-	100
11.	Conference Hall	-	206
12.	Computer Room	-	212

VII. പ്രധാന പ്രവർത്തനങ്ങൾ

- എ. പൊതു-സ്വകാര്യ മേഖലയിൽ സാങ്കേതിക വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ വഴി ഡോക്ടറേറ്റ്, ബിരുദാനന്തര കോഴ്സുകൾ, ബിരുദ കോഴ്സുകൾ, ഡിപ്ലോമ കോഴ്സുകൾ, സർട്ടിഫിക്കറ്റ് കോഴ്സുകൾ എന്നിവ നടത്തി സാങ്കേതിക വിദ്യയ്ക്ക് ഉറർജ്ജം പകരുന്നു.
- ബി. ഗ്രാന്റ്-ഇൻ-എയ്ഡ് സ്ഥാപനങ്ങൾക്ക് ചട്ടങ്ങൾക്ക് വിധേയമായി ഗ്രാന്റ് നൽകുന്നു.
- സി. എയ്ഡഡ് എഞ്ചിനീയറിംഗ് കോളേജുകളുടെയും പോളിടെക്നിക്കുകളുടെയും പ്രവർത്തനങ്ങളുടെ മേൽനോട്ടം വഹിക്കുന്നു.
- ഡി. സ്വകാര്യ എയ്ഡഡ് എൻജിനീയറിംഗ് കോളേജുകൾക്കും പോളിടെക്നിക്കുകൾക്കും ശമ്പളവും ഗ്രാന്റും നൽകുന്നു.
- ഇ. സ്വകാര്യ ഇൻഡസ്ട്രിയൽ/എൻജിനീയറിംഗ് വിദ്യാലയങ്ങൾക്ക് സർക്കാർ അനുമതിയോടുകൂടി സർട്ടിഫിക്കറ്റ് കോഴ്സുകൾ നടത്താൻ അംഗീകാരം നൽകുന്നു.
- എഫ്. എൻജിനീയറിംഗ് ഡിപ്ലോമ/PGDCA സർട്ടിഫിക്കറ്റ് തലത്തിലുള്ള പരീക്ഷകൾ നടത്തുന്നു.
- ജി. എൻജിനീയറിംഗിലും കമ്മേഴ്സ്യൽ പ്രാക്ടീസിലും ഡിഗ്രി/ഡിപ്ലോമ മുതലായ പരീക്ഷകളിൽ വിജയിച്ച വിദ്യാർത്ഥികളെ വിവിധ സർക്കാർ/അർദ്ധ സർക്കാർ വ്യവസായ സ്ഥാപനങ്ങളിൽ സ്റ്റൈപ്പന്റോടുകൂടിയ അപ്രന്റീസ്ഷിപ്പ് പരിശീലനത്തിന് തിരഞ്ഞെടുക്കുന്നു.
- എച്ച്. അദ്ധ്യാപകർക്ക് വേണ്ട ഹ്രസ്വകാല കോഴ്സുകൾ നടപ്പാക്കുകയും ISTE, QIP മുഖേന നടത്തുന്ന കോഴ്സുകൾക്ക് അവരെ തിരഞ്ഞെടുക്കുകയും ചെയ്യുന്നു.
- ഐ. എൻജിനീയറിംഗ് കോളേജുകൾ, പോളിടെക്നിക്കുകൾ മുതലായ സ്ഥാപനങ്ങൾ പുതുതായി തുടങ്ങുന്നതിനുള്ള പദ്ധതിയൊരുക്കി കാലാനുസൃതമായ കോഴ്സുകൾ ആരംഭിക്കാനുള്ള അനുമതി നൽകുന്നു.

VIII. വിവിധ സാങ്കേതിക സ്ഥാപനങ്ങൾ

സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പിന്റെ നിയന്ത്രണത്തിൽ 169 സർക്കാർ സ്ഥാപനങ്ങളും ഒമ്പത് എയ്ഡഡ് സ്വകാര്യ സ്ഥാപനങ്ങളും പ്രവർത്തിച്ചു വരുന്നു. അംഗീകാരം നൽകുന്നതുവഴി നാനൂറോളം അംഗീകൃത വ്യവസായ സ്കൂളുകളും, ഇരുന്നൂറ്റുമുപ്പത്തെട്ടോളം സ്വകാര്യ എൻജിനീയറിംഗ് സ്ഥാപനങ്ങളും, ശാസ്ത്ര സാങ്കേതിക മ്യൂസിയം, ലാൽബഹദൂർ ശാസ്ത്രീ ശാസ്ത്ര സാങ്കേതിക കേന്ദ്രം, ഐ.എച്ച്. ആർ.ഡി, ആഡിയോ വിഷ്വൽ ആന്റ് റിപ്രോഗ്രാഫിക് സെന്റർ എന്നീ സ്വയംഭരണ സ്ഥാപനങ്ങളും ഈ വകുപ്പുമായി ബന്ധപ്പെട്ടു പ്രവർത്തിച്ചു വരുന്നു.

IX. വിവിധ സ്ഥാപനങ്ങളിലെ പരിശീലന സൗകര്യങ്ങൾ

എ) എൻജിനീയറിംഗ് കോളേജുകൾ

കേരളത്തിൽ സർക്കാർ മേഖലയിൽ ഒൻപതും സ്വകാര്യ മേഖലയിൽ മൂന്നും എയ്ഡഡ് എൻജിനീയറിംഗ് കോളേജുകൾ നിലവിലുണ്ട്. (Annexure1,1(a)). ഈ കോളേജുകളിൽ 4192 വിദ്യാർത്ഥികൾക്ക് ഡിഗ്രി തലത്തിൽ പ്രവേശനം നൽകുന്നു. കൂടാതെ ഓരോ ബ്രാഞ്ചിലും 10% സീറ്റുകൾ ലാറ്ററൽ എൻട്രി പ്രകാരം ഡിപ്ലോമ പാസ്സായ വിദ്യാർത്ഥികൾക്കും പ്രവേശനം നൽകുന്നു. (ഉന്നത വിജയം കരസ്ഥമാക്കിയ ഡിപ്ലോമക്കാർക്ക് രണ്ടാം വർഷ/3-ാം സെമസ്റ്റർ എൻജിനീയറിംഗ് ഡിഗ്രി കോഴ്സിലേയ്ക്ക് നേരിട്ട് പ്രവേശനം നൽകുന്ന പദ്ധതിയാണ് "ലാറ്ററൽ എൻട്രി" സ്കീം. ഇതു പ്രകാരം 10% അധിക സീറ്റുകൾ, 3-ാം സെമസ്റ്ററിലേയ്ക്ക്, ഈ സ്കീം അനുവദിച്ചിട്ടുള്ള കോളേജുകളിൽ G.O.(Ms)No.156/2002/H.Edn. dated 13.11.2002 പ്രകാരം സർക്കാർ അനുവദിച്ചിരിക്കുന്നു.)

എൻജിനീയറിംഗ് ബിരുദ കോഴ്സുകൾ (Annexure 1(b))

1. സിവിൽ എഞ്ചിനീയറിംഗ്
2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ്
3. ഇലക്ട്രിക്കൽ ആന്റ് ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ്
4. അപ്ലൈഡ് ഇലക്ട്രോണിക്സ് ആന്റ് ഇൻസ്ട്രുമെന്റേഷൻ എഞ്ചിനീയറിംഗ്
5. കമ്പ്യൂട്ടർ സയൻസ് ആന്റ് എഞ്ചിനീയറിംഗ്
6. ഇലക്ട്രോണിക്സ് ആന്റ് കമ്മ്യൂണിക്കേഷൻ എഞ്ചിനീയറിംഗ്
7. കെമിക്കൽ എഞ്ചിനീയറിംഗ്
8. ആർക്കിടെക്ചർ
9. ഇൻഡസ്ട്രിയൽ എഞ്ചിനീയറിംഗ്
10. പ്രൊഡക്ഷൻ എഞ്ചിനീയറിംഗ്
11. ഇൻസ്ട്രുമെന്റേഷൻ ആന്റ് കൺട്രോൾ എഞ്ചിനീയറിംഗ്
12. മെക്കാനിക്കൽ (പ്രൊഡക്ഷൻ)
13. ഇൻഫർമേഷൻ ടെക്നോളജി

ബിരുദാനന്തര പഠന സൗകര്യങ്ങൾ

(I). **എം.ടെക്:-** തിരുവനന്തപുരം, തൃശ്ശൂർ, കോട്ടയം എന്നിവിടങ്ങളിലെ സർക്കാർ എഞ്ചിനീയറിംഗ് കോളേജുകളിലും, കൊല്ലം ടി.കെ.എം എഞ്ചിനീയറിംഗ് കോളേജിലും ബിരുദാനന്തര പഠനത്തിന് സൗകര്യമുണ്ട്. സിവിൽ, മെക്കാനിക്കൽ, ഇലക്ട്രിക്കൽ, ഇലക്ട്രോണിക്സ് ആന്റ് കമ്മ്യൂണിക്കേഷൻ, കെമിക്കൽ, ആർക്കിടെക്ചർ എന്നീ എഞ്ചിനീയറിംഗ് ശാഖകളിലെ നൂതന ഇലക്ടീവ് വിഷയങ്ങളിൽ പഠനം നടത്താനുള്ള സൗകര്യങ്ങൾ ലഭ്യമാണ്. ഇപ്പറഞ്ഞ സ്ഥാപനങ്ങളിൽ ആകെ 268 പേർക്ക് പ്രവേശനം നൽകുന്നു. (Annexure 2)

(II). **എം.സി.എ:-** മാസ്റ്റർ ഓഫ് കമ്പ്യൂട്ടർ ഓപ്പറേഷനിൽ മൂന്നു വർഷക്കാലത്തെ പഠനമുള്ള ബിരുദാനന്തര കോഴ്സുകൾ കോളേജ് ഓഫ് എൻജിനീയറിംഗ് തിരുവനന്തപുരം, തൃശ്ശൂർ, കോട്ടയം, കൊല്ലം, കോതമംഗലം എന്നീ എഞ്ചിനീയറിംഗ് കോളേജുകളിൽ നടത്തുന്നു. മുപ്പത് വിദ്യാർത്ഥികൾക്ക് വീതം ഓരോ സ്ഥാപനത്തിലും പ്രവേശനം നൽകുന്നു. (Annexure 2(a))

(III). **എം.ബി.എ:-** തിരുവനന്തപുരം കോളേജ് ഓഫ് എൻജിനീയറിംഗിൽ സ്വാശ്രയാടിസ്ഥാനത്തിൽ എം.ബി.എ കോഴ്സ് നടത്തുന്നുണ്ട്. 40 വിദ്യാർത്ഥികൾക്കാണ് പ്രവേശനം നൽകുന്നത്.

(IV) **ഗവേഷണം:-** കോളേജ് ഓഫ് എൻജിനീയറിംഗ് തിരുവനന്തപുരം, തൃശ്ശൂർ എഞ്ചിനീയറിംഗ് കോളേജ് എന്നിവിടങ്ങളിൽ ഗവേഷണത്തിനുള്ള സൗകര്യങ്ങളുണ്ട്. വിവിധ മേഖലകളിൽ പാർട്ട് ടൈം ഗവേഷണത്തിനുള്ള കേന്ദ്രങ്ങളായി ഈ എഞ്ചിനീയറിംഗ് കോളേജുകളെ കേരള, കാലിക്കറ്റ് യൂണിവേഴ്സിറ്റികൾ അംഗീകരിച്ചിട്ടുണ്ട്.

പാർട്ട് ടൈം കോഴ്സുകൾ (സായാഹ്ന കോഴ്സുകൾ)

1. പാർട്ട് ടൈം ബിരുദാനന്തര കോഴ്സുകൾ

സിവിൽ, മെക്കാനിക്കൽ, ഇലക്ട്രിക്കൽ, ഇലക്ട്രോണിക്സ് ആന്റ് കമ്പ്യൂട്ടറേഷൻ എന്നീ ശാഖകളിൽ ആറു സെമസ്റ്ററുകൾ ദൈർഘ്യമുള്ള പാർട്ട്-ടൈം ബിരുദാനന്തര കോഴ്സുകൾ തിരുവനന്തപുരം കോളേജ് ഓഫ് എൻജിനീയറിംഗിൽ നടത്തുന്നു. ഓരോ ശാഖയിലും 10 പേർക്കു വീതമാണ് പ്രവേശനം. (Annexure 3).

2. പാർട്ട് ടൈം എം.ബി.എ കോഴ്സ്

കോളേജ് ഓഫ് എൻജിനീയറിംഗ് തിരുവനന്തപുരം, കൊല്ലം ടി.കെ.എം എന്നീ എൻജിനീയറിംഗ് കോളേജുകളിൽ മാസ്റ്റർ ഓഫ് ബിസിനസ് അഡ്മിനിസ്ട്രേഷൻ എന്ന ബിരുദാനന്തര കോഴ്സ് നടത്തുന്നു. മുപ്പതു പേർക്ക് ഓരോ കോളേജിലും പ്രവേശനം നൽകുന്നു. ആറു സെമസ്റ്ററുകളാണ് കോഴ്സിന്റെ ദൈർഘ്യം.

3. സായാഹ്ന ബിരുദ കോഴ്സുകൾ

എൻജിനീയറിംഗ് ഡിപ്ലോമാധാരികളായ ഉദ്യോഗസ്ഥർക്ക് ബിരുദതല ഉപരിപഠനത്തിന് കോളേജ് ഓഫ് എൻജിനീയറിംഗ് തിരുവനന്തപുരം, കൊല്ലം, തൃശ്ശൂർ, കണ്ണൂർ എന്നിവിടങ്ങളിലെ എൻജിനീയറിംഗ് കോളേജുകളിൽ സൗകര്യം ഉണ്ട്. ഈ കോഴ്സിന്റെ ദൈർഘ്യം നാലു വർഷമാണ്. സിവിൽ, മെക്കാനിക്കൽ, ഇലക്ട്രിക്കൽ ആന്റ് ഇലക്ട്രോണിക്സ്, ഇലക്ട്രോണിക്സ് ആന്റ് കമ്പ്യൂട്ടറേഷൻ എൻജിനീയറിംഗ്, കെമിക്കൽ, കമ്പ്യൂട്ടർ എന്നീ ശാഖകളിൽ ആകെ 785 വിദ്യാർത്ഥികൾക്ക് പ്രവേശനം നൽകുന്നു. (Annexure 4)

ബി. പോളിടെക്നിക്ക് കോളേജുകൾ

1. പോളിടെക്നിക്ക് കോളേജുകൾ

സർക്കാർ തലത്തിൽ 35 പോളിടെക്നിക്ക് കോളേജുകളും 7 വനിതാ പോളിടെക്നിക്ക് കോളേജുകളും ഒരു ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് പ്രിന്റിംഗ് ടെക്നോളജി ആന്റ് ഗവ. പോളിടെക്നിക്ക് കോളേജും ഉണ്ട്. സ്വകാര്യ മേഖലയിലെ ആറ് എയ്ഡഡ് പോളിടെക്നിക്ക് കോളേജുകൾ ഉൾപ്പെടെ സംസ്ഥാനത്ത് ആകെ 49 പോളിടെക്നിക്ക് കോളേജുകൾ പ്രവർത്തിക്കുന്നു. (Annexure 5)

2. ഡിപ്ലോമാ കോഴ്സുകൾ

- 1) സിവിൽ
- 2) മെക്കാനിക്കൽ
- 3) ഇലക്ട്രിക്കൽ
- 4) ഇലക്ട്രോണിക്സ്
- 5) ആട്ടോമൊബൈൽ
- 6) ടെക്സ്റ്റൈൽ ടെക്നോളജി
- 7) പോളിമർ ടെക്നോളജി
- 8) ഇൻസ്ട്രുമെന്റ് ടെക്നോളജി

- 9) കെമിക്കൽ
- 10) ടൂൾ ആന്റ് ഡൈ എൻജിനീയറിംഗ്
- 11) കമ്പ്യൂട്ടർ എൻജിനീയറിംഗ്
- 12) ഇലക്ട്രോണിക്സ് ആന്റ് കമ്മ്യൂണിക്കേഷൻസ്
- 13) ഇലക്ട്രോണിക്സ് പ്രൊഡക്ഷൻ ടെക്നോളജി
- 14) ആർക്കിടെക്ചർ എൻജിനീയറിംഗ്
- 15) കമ്പ്യൂട്ടർ ഹാർഡ്‌വെയർ മെയിന്റനൻസ്
- 16) വുഡ് ആന്റ് പേപ്പർ ടെക്നോളജി
- 17) ഇലക്ട്രോണിക്സ് ആന്റ് ഏവിയോണിക്സ്
- 18) ഇലക്ട്രോണിക്സ് ആന്റ് ഇൻസ്ട്രുമെന്റേഷൻ
- 19) കമ്പ്യൂട്ടർ ആപ്ലിക്കേഷൻ ആന്റ് ബിസിനസ് മാനേജ്മെന്റ്
- 20) പ്രിന്റിംഗ് ടെക്നോളജി
- 21) കമ്മേഴ്സ്യൽ പ്രാക്ടീസ്
- 22) ഇൻഫർമേഷൻ ടെക്നോളജി

എന്നീ ശാഖകളിൽ കോഴ്സുകൾ നടത്തുന്നു. സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പിന്റെ കീഴിലുള്ള സ്ഥാപനങ്ങളിൽ 9660 വിദ്യാർത്ഥികൾക്ക് പ്രതിവർഷം പ്രവേശനം നൽകുന്നു. (Annexure 5(a) 5(b) 5(c))

3. സായാഹ്ന ഡിപ്ലോമ കോഴ്സുകൾ

ഉദ്യോഗസ്ഥരായ ട്രേഡ് സർട്ടിഫിക്കറ്റ് ധാരികൾക്ക് തിരുവനന്തപുരം, കോട്ടയം, കളമശ്ശേരി, തൃശ്ശൂർ, കോഴിക്കോട്, പാലക്കാട്, കണ്ണൂർ എന്നിവിടങ്ങളിലെ പോളിടെക്നിക്ക് കോളേജുകളിൽ സിവിൽ, മെക്കാനിക്കൽ, ഇലക്ട്രിക്കൽ, ഇലക്ട്രോണിക്സ്, കമ്പ്യൂട്ടർ എന്നീ എൻജിനീയറിംഗ് ശാഖകളിൽ സായാഹ്ന ഡിപ്ലോമ കോഴ്സിന് പഠന സൗകര്യം ഉണ്ട്. നാലു വർഷമാണ് കോഴ്സിന്റെ ദൈർഘ്യം. ആകെ 1400 പേർക്ക് പ്രതിവർഷം പ്രവേശനം നൽകിവരുന്നു. (Annexure 6)

4. സർട്ടിഫിക്കറ്റ് കോഴ്സുകൾ

തിരുവനന്തപുരം സെൻട്രൽ പോളിടെക്നിക്കിലും കണ്ണൂർ ഗവൺമെന്റ് പോളിടെക്നിക്കിലും 2 കൊല്ലത്തെ ടെക്സ്റ്റൈൽ ടെക്നോളജി സർട്ടിഫിക്കറ്റ് കോഴ്സുകൾ നടത്തി, മുപ്പത് പേർക്കു വീതം പ്രവേശനം നൽകുന്നു. 8-ാം ക്ലാസ് പാസ്സായവർക്കാണ് പ്രവേശനം. എസ്.എസ്.എൽ.സി പൂർത്തിയായവർക്ക് മുൻഗണന നൽകുന്നു. കൂടാതെ തിരുവനന്തപുരം സെൻട്രൽ പോളിടെക്നിക്കിൽ ഒരു വർഷം ദൈർഘ്യമുള്ള കമ്പോസിംഗ് ആന്റ് പ്രിന്റിംഗ്, വീവിംഗ് എന്നീ കോഴ്സുകളും 2 വർഷം ദൈർഘ്യമുള്ള റാട്ടൺ മേക്കിംഗ് കോഴ്സും നടത്തുന്നു. കമ്പോസിംഗ് ആന്റ് പ്രിന്റിംഗ് കോഴ്സിന് 30 കുട്ടികൾക്കും വീവിംഗ്, റാട്ടൺ മേക്കിംഗ് എന്നിവയ്ക്ക് 12 കുട്ടികൾക്ക് വീതവും പഠിക്കുവാനുള്ള സൗകര്യങ്ങളുണ്ട്. മുകളിൽ പറഞ്ഞ യോഗ്യതയൊന്നാണ് ഇതിനും ബാധകമാക്കിയിട്ടുള്ളത്.

ഒരു വർഷത്തെ കോഴ്സായ ഫൈബർ റീ ഇൻഫോഴ്സ്മെന്റ് ഇൻ പ്ലാസ്റ്റിക് എന്ന കോഴ്സും തിരുവനന്തപുരം സെൻട്രൽ പോളിടെക്നിക്ക് നടത്തുന്നുണ്ട്. 20 പേർക്കാണ് പ്രവേശനം. മെഷിൻഷോപ്പ്, ഫിറ്റിംഗ്, പാറ്റേൺമേക്കിംഗ്, മോൾഡിംഗ്, മെഷിനിസ്റ്റ്, കാർപെന്റർ എന്നീ വിഷയങ്ങളിൽ ടി.എച്ച്.എസ്.എൽ.സി അഥവാ ഐ.റ്റി.ഐ സർട്ടിഫിക്കറ്റ് ഉള്ളവർക്കാണ് പ്രവേശനം.

3. സാങ്കേതിക വിദ്യാഭ്യാസം സെക്കണ്ടറി സ്കൂൾ തലത്തിൽ

സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പിന്റെ കീഴിൽ സംസ്ഥാനത്ത് 39 ടെക്നിക്കൽ ഹൈസ്കൂളുകൾ സർക്കാർ മേഖലയിൽ പ്രവർത്തിക്കുന്നു. 8-ാം ക്ലാസ് വിദ്യാഭ്യാസ യോഗ്യതയുള്ള 2295 വിദ്യാർത്ഥികൾക്കാണ് ഇവിടെ പ്രവേശനം നൽകുന്നതും വ്യത്യസ്ത ട്രേഡുകളിൽ പരിശീലനം നൽകുന്നതും. 3 വർഷമാണ് കോഴ്സിന്റെ ദൈർഘ്യം. അവസാന വർഷം നടത്തപ്പെടുന്ന പൊതു പരീക്ഷ വിജയിക്കുന്നവർക്കു THSLC നൽകുന്നു. ഇത് S.S.L.C ക്കു തുല്യമായ യോഗ്യതയാണ്. (Annexure 7, 7(a))

ഡി. ലളിതകലാസ്ഥാപനങ്ങൾ

1. കോളേജ് ഓഫ് ഫൈൻ ആർട്സ്

തിരുവനന്തപുരം കോളേജ് ഓഫ് ഫൈൻ ആർട്സ് കോളേജിൽ പെയിന്റിംഗ്, സ്കൾപ്ചർ, അപ്ലൈഡ് ആർട്സ് എന്നീ വിഷയങ്ങളിൽ സ്പെഷ്യലൈസേഷനോടു കൂടി ഫൈൻ ആർട്സ് (ബി.എഫ്.എ) ബിരുദ കോഴ്സ് നടത്തുന്നു. 43 വിദ്യാർത്ഥികൾക്കാണ് പ്രവേശനം നൽകുന്നത്. ഈ കോഴ്സിന്റെ ദൈർഘ്യം നാലു വർഷമാണ്. 1999-2000 അധ്യയന വർഷം മുതൽ തൃശ്ശൂരിലും മാവേലിക്കരയിലും പ്രവർത്തിച്ചു വന്നിരുന്ന ലളിത കലാസ്ഥാപനങ്ങൾ ഫൈൻ ആർട്സ് കോളേജുകളിലായി പ്രവർത്തിച്ചു തുടങ്ങി. 40 പേർക്ക് വീതം ഈ സ്ഥാപനങ്ങളിൽ പ്രവേശനം നൽകി വരുന്നു. (Annexure 8). തിരുവനന്തപുരം കോളേജ് ഓഫ് ഫൈൻ ആർട്സിൽ സ്കൾപ്ചർ വിഷയത്തിൽ ബിരുദാനന്തര ബിരുദ (MFA) കോഴ്സും നടത്തുന്നുണ്ട്. 5 പേർക്കാണ് ഇതിന് പ്രവേശനം (Annexure 9).

ഇ. ട്രെയിനിംഗ് ആന്റ് ഗവൺമെന്റ് മേക്കിംഗ് സെന്റർ

സർക്കാർ ഉടമയിൽ കേരളത്തിലെ വിവിധ കേന്ദ്രങ്ങളിലായി 42 റ്റി.ജി.എം.റ്റി.സെന്ററുകൾ പ്രവർത്തിക്കുന്നു. ഇവ ജില്ലാ പഞ്ചായത്തുകളുടെ നിയന്ത്രണത്തിലാണ്.

കല്ലട, പരിയാരം, മണ്ണാർക്കാട്, അഗളി, വൈത്തിരി, മാനന്തവാടി, പീരുമേട്, രാജാക്കാട്, മേലുകാവ്, ചാത്തന്നൂർ (പാലക്കാട്) എന്നിവിടങ്ങളിലെ പത്ത് റ്റി.ജി.എം.റ്റി. സെന്ററുകൾ പട്ടിക ജാതി/പട്ടിക വർഗ്ഗ വിദ്യാർത്ഥികളെ ഉദ്ദേശിച്ചുള്ളതാകുന്നു. പ്രതിവർഷം 30 വിദ്യാർത്ഥികളെ വീതം ഓരോ സെന്ററുകളിലും പ്രവേശിപ്പിക്കുന്നു. (Annexure 10)

എഫ്. വൊക്കേഷണൽ ട്രെയിനിംഗ് സെന്റർ

കമ്പോസിംഗ്, ബുക്കുബന്ധിന്റിംഗ്, നെയ്ത്ത്, റാട്ടൺ മേക്കിംഗ് എന്നിവയിൽ പരിശീലനം നൽകുന്ന 4 സെന്ററുകൾ ഉണ്ട്. ഇവിടെ ആകെ 80 വിദ്യാർത്ഥികൾക്ക് പ്രതിവർഷം പ്രവേശനം ലഭിക്കുന്നു. (Annexure 10(a))

ജി. ഗവൺമെന്റ് കമേഴ്സ്യൽ ഇൻസ്റ്റിറ്റ്യൂട്ടുകൾ

സംസ്ഥാനത്ത് സർക്കാർ മേഖലയിലുള്ള 17 സ്ഥാപനങ്ങളിൽ 2 വർഷത്തെ ഡിപ്ലോമ ഇൻ സെക്രട്ടറിയൽ പ്രാക്ടീസ് കോഴ്സ് നടത്തി വരുന്നു. ഓരോ സ്ഥാപനത്തിലും പ്രതിവർഷം 60 വീതം ആകെ 1020 വിദ്യാർത്ഥികൾക്ക് പ്രവേശനം ലഭിക്കുന്നു. എല്ലാ സ്ഥാപനങ്ങളും ജില്ലാ പഞ്ചായത്തുകളുടെ നിയന്ത്രണത്തിലാണ്. (Annexure 11)

എച്ച്. അംഗീകൃത സ്ഥാപനങ്ങൾ

ട്രെയിനിംഗ്, എംബ്രോയിഡറി, ഗവൺമെന്റ് മേക്കിംഗ്, ഡ്രായിംഗ് ആന്റ് പെയിന്റിംഗ്, സ്റ്റിൽ ഫോട്ടോഗ്രാഫി എന്നീ കോഴ്സുകളിൽ കെ.ജി.റ്റി.ഇ പരീക്ഷയ്ക്ക് പരിശീലനം നൽകുന്ന 238 സ്വകാര്യ സ്ഥാപനങ്ങൾ പ്രവർത്തിച്ചു വരുന്നു. കേരളാ ഗവൺമെന്റ് സർട്ടിഫിക്കറ്റ് പരീക്ഷയ്ക്ക് ഏകദേശം പതിനായിരം പേർക്ക് ഈ സ്ഥാപനങ്ങളിൽ പരിശീലനം നൽകുന്നു. (Annexure 12)

ഐ. ഇൻഡസ്ട്രി ഇൻസ്റ്റിറ്റ്യൂട്ട് ഇൻറാക്ഷൻ സെൽ

എഞ്ചിനീയറിംഗ് കോളേജ് സ്ട്രിമിൾപ്പെട്ട ഒരു ജോയിന്റ് ഡയറക്ടറുടെ മേൽനോട്ടത്തിൽ ഇൻഡസ്ട്രി ഇൻസ്റ്റിറ്റ്യൂട്ട് ഇൻറാക്ഷൻ സെൽ ഡയറക്ടറേറ്റിൽ പ്രവർത്തിക്കുന്നു. വ്യവസായികരംഗത്തുള്ള പ്രഗത്ഭന്മാരെ ഉൾപ്പെടുത്തിക്കൊണ്ട് സാങ്കേതിക വിദ്യ മെച്ചപ്പെടുത്തൽ, പരിശീലന യൂണിറ്റുകളുടെ രൂപീകരണം, മൾട്ടി മീഡിയ പ്രസന്റേഷൻ, ടൂൾസുകളുടെ സംഭരണം എന്നിവയാണ് ഈ സ്കീമിൽ ഉൾപ്പെടുത്തിയിട്ടുള്ളത്.

ഐ. പ്ലെയ്സ്മെന്റ് ആന്റ് ട്രെയിനിംഗ് സെന്റർ

വിവിധ വിഷയങ്ങളിൽ എഞ്ചിനീയറിംഗിലും കമേഴ്ഷ്യൽ പ്രാക്ടീസിലും ഡിഗ്രി/ഡിപ്ലോമ മുതലായ പരീക്ഷകളിൽ വിജയിച്ച വിദ്യാർത്ഥികളെ സർക്കാർ/അർദ്ധ സർക്കാർ/വ്യവസായ സ്ഥാപനങ്ങളിൽ സ്റ്റൈപ്പന്റോടുകൂടിയ അപ്രന്റീസ് പരിശീലനത്തിന് എഞ്ചിനീയറിംഗ് കോളേജ് സ്ട്രിമിലുള്ള ഒരു സീനിയർ ജോയിന്റ് ഡയറക്ടറുടെ മേൽ നോട്ടത്തിൽ തിരഞ്ഞെടുത്ത് അയയ്ക്കുന്നു. ഡിഗ്രി/ഡിപ്ലോമ

പരീക്ഷ വിജയിച്ച വിദ്യാർത്ഥികൾക്ക് അപ്രന്റീസ്ഷിപ്പിനു വേണ്ടി രജിസ്റ്റർ ചെയ്യുവാൻ കളമശ്ശേരിയിൽ സൂപ്പർവൈസറി ഡവലപ്മെന്റ് സെന്ററും പ്രവർത്തിക്കുന്നുണ്ട്. ഡിഗ്രിക്കാർക്ക് 50/- രൂപയും ഡിപ്ലോമക്കാർക്ക് 40/- രൂപയുമാണ് രജിസ്ട്രേഷൻ ഫീസ്. രജിസ്റ്റർ ചെയ്യുന്നതിന് ഈ തുക **0202-02-800-94-other receipts** എന്ന ഹെഡിൽ സംസ്ഥാനത്തെ ട്രഷറിയിൽ അടച്ച ഒറിജിനൽ ചെല്ലാൻ സഹിതം നിശ്ചിത ഫോറത്തിൽ അപേക്ഷിക്കേണ്ടതാണ്. (Annexure 13,13(a)).

കെ. സൂപ്പർ വൈസറി ഡവലപ്മെന്റ് സെന്റർ, കളമശ്ശേരി

സാങ്കേതിക വിദ്യാഭ്യാസ ഡയറക്ടറേറ്റിന്റെ കീഴിൽ 1981-ൽ എഞ്ചിനീയറിംഗ് ബിരുദദാരികൾക്കും ഡിപ്ലോമക്കാർക്കും സർക്കാർ അർദ്ധ സർക്കാർ സ്ഥാപനങ്ങളിൽ അപ്രന്റീഷിപ്പ് ട്രെയിനിംഗ് നൽകുന്നതിനുവേണ്ടി ആരംഭിച്ചു. ഈ സ്ഥാപനം വർഷത്തോറും ഏകദേശം 5000 ഉദ്യോഗാർത്ഥികൾക്ക് അപ്രന്റീഷിപ്പ് ട്രെയിനിംഗ് വിവിധ സ്ഥാപനങ്ങളിൽ കൂടി നൽകുന്നു. കളമശ്ശേരി സൂപ്പർ വൈസറി ഡവലപ്മെന്റ് സെന്ററിൽ സ്വാശ്രയ അടിസ്ഥാനത്തിൽ താഴെപ്പറയുന്ന 2 പോസ്റ്റ് ഡിപ്ലോമ കോഴ്സുകളും നടത്തുന്നുണ്ട്.

1. ഇൻഡസ്ട്രിയൽ സേഫ്റ്റി എഞ്ചിനീയറിംഗ്
2. ഫയർ സേഫ്റ്റി എഞ്ചിനീയറിംഗ്

35 വയസ്സിന് താഴെ പ്രായവും എഞ്ചിനീയറിംഗിലോ, സയൻസിലോ ഡിഗ്രി അഥവാ ഏതെങ്കിലും വിഷയത്തിലുള്ള ഡിപ്ലോമയുള്ളവർ എന്നിവർക്കാണ് പ്രവേശനം നൽകുന്നത്. ആകെ 30 സീറ്റു വീതം ആണ് ഉള്ളത്. ഇൻഡസ്ട്രിയൽ സേഫ്റ്റി എഞ്ചിനീയറിംഗിന് 10,000/- രൂപയും ഫയർ സേഫ്റ്റി എഞ്ചിനീയറിംഗിന് 16,000/- രൂപയുമാണ് ഫീസ് നിശ്ചയിച്ചിട്ടുള്ളത്.

എൽ. കരിക്കുലം ഡവലപ്മെന്റ് സെന്റർ

പോളിടെക്നിക്ക് സ്കീമിലെ ഒരു ജോയിന്റ് ഡയറക്ടറുടെ കീഴിൽ കളമശ്ശേരിയിൽ പ്രവർത്തിക്കുന്നു. സംസ്ഥാനത്തെ പോളിടെക്നിക്കുകളിലെ പാഠ്യപദ്ധതി പ്ലാനിംഗ്, സിലബസ് റിവിഷൻ തുടങ്ങിയവ ഈ സെന്റർ നിർവ്വഹിച്ചു വരുന്നു. കൂടാതെ, പോളിടെക്നിക്ക് അധ്യാപകരുടെ പഠന മികവ് മെച്ചപ്പെടുത്താനുള്ള ദീർഘകാല/ഹ്രസ്വകാല കോഴ്സുകളും ഇതിന്റെ മേൽനോട്ടത്തിൽ നടത്തി വരുന്നു.

X. സാങ്കേതിക പരീക്ഷാ വിഭാഗം

സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പിനു കീഴിൽ തിരുവനന്തപുരം കൈമനത്ത് പ്രവർത്തിച്ചുവരുന്ന പരീക്ഷാ വിഭാഗം PGDCA, Diploma/സർട്ടിഫിക്കറ്റ് തലത്തിലുള്ള സാങ്കേതിക പരീക്ഷകൾ സർക്കാർ അംഗീകാരത്തോടുകൂടി നടത്തി വരുന്നു. സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പിലെ പോളിടെക്നിക്ക് വിഭാഗം സീനിയർ ജോയിന്റ് ഡയറക്ടർ ആണ് സാങ്കേതിക പരീക്ഷ കൺട്രോളർ. ഒരു ജോയിന്റ് കൺട്രോളറുടെ നേതൃത്വത്തിലാണ് പരീക്ഷാ വിഭാഗം പ്രവർത്തിക്കുന്നത്. പരീക്ഷാ നടത്തിപ്പ് 15 പേരടങ്ങുന്ന 'ബോർഡ് ഓഫ് ടെക്നിക്കൽ എക്സാമിനേഷൻ'നിൽ നിക്ഷിപ്തമാണ്. ഡയറക്ടർ ഓഫ് ടെക്നിക്കൽ എഡ്യൂക്കേഷനാണ് ഈ ബോർഡിന്റെ ചെയർമാൻ, ജോയിന്റ് കൺട്രോളർ ഓഫ് ടെക്നിക്കൽ എക്സാമിനേഷൻ മെമ്പർ സെക്രട്ടറിയും സംസ്ഥാനത്തെ ഐ.എച്ച്.ആർ.ഡി സ്വാശ്രയസ്ഥാപനങ്ങൾ ഉൾപ്പെടെ 59 പോളിടെക്നിക്ക് കോളേജുകളിലെ 26 വിവിധ ബ്രാഞ്ചുകളിലെ 30000 വിദ്യാർത്ഥികൾക്ക് ഡിപ്ലോമാതല പരീക്ഷകൾ നടത്തുന്നത് ഈ പരീക്ഷാ വിഭാഗം ആണ്. കൂടാതെ ഏകദേശം 900 വിദ്യാർത്ഥികൾക്ക് 5 ശാഖകളിലായി മൾട്ടി പോയിന്റ് എൻട്രി ക്രെഡിറ്റ് സമ്പ്രദായത്തിൽ ഡിപ്ലോമ പരീക്ഷകളും 15000-ത്തോളം വിദ്യാർത്ഥികൾക്ക് കെ.ജി.റ്റി.ഇ, പി.ജി.ഡി.സി.എ, കെ.ജി.സി., ജി.സി.ഐ., എഫ്.സി.ഐ, ഇൻഡസ്ട്രിയൽ സേഫ്റ്റി എഞ്ചിനീയറിംഗ്, ഫയർ സേഫ്റ്റി എഞ്ചിനീയറിംഗ്, എഫ്.ആർ.പി, ടെക്സ്റ്റയിൽസ് സർട്ടിഫിക്കറ്റ് തുടങ്ങിയ പരീക്ഷകളും നടത്തിവരുന്നു.

വിലാസം

സാങ്കേതിക പരീക്ഷാ കൺട്രോളർ,
 കൈമനം.P.O,
 തിരുവനന്തപുരം - 695 040.

ഫീസ് നിരക്കുകൾ

ഡിപ്ലോമ ഇൻ എഞ്ചിനീയറിംഗ്/ടെക്നോളജി

	<u>(റിവിഷൻ 1997)</u>	<u>(റിവിഷൻ 2003)</u>
Ist Year		
Whole Examination	--	Rs. 300/-
One Subject	---	Rs. 200/-
Two Subject	---	Rs. 250/-
Three Subject	---	Rs. 300/-
Four Subject and above	--	--
		Rs. 360/-
II Year		
Whole Examination	--	Rs. 350/-
One Subject	---	Rs. 250/-
Two Subject	---	Rs. 300/-
Three Subject	---	Rs. 350/-
Four Subject and above	--	--
		Rs. 400/-
IIIrd Year		
Whole Examination	--	Rs. 450/-
One Subject	---	Rs. 100/-
Two Subject	---	Rs. 200/-
Three Subject	---	Rs. 450/-

മറ്റ് പരീക്ഷകളുടെ നിരക്കുകൾ

PGDCA/PDSE	--	Rs. 500/-
KGCE	---	Rs. 300/-
Textile Certificate	---	Rs. 350/-

റീവാലുവേഷൻ/സ്കൂട്ടിനി ഫീസ് നിരക്കുകൾ

Revaluation	--	Rs. 240/- per paper
Scrutiny Fee	--	Rs. 90/- per paper
Migration Certificate	--	Rs. 100/-
Duplicate Certificate	--	Rs. 100/-
Duplicate Marklist	--	Rs. 100/-

ഫീസ് 0202-02-800-94-other receipts എന്ന ഹെഡിൽ സർക്കാർ ട്രഷറിയിൽ അടച്ച് രസീതോടുകൂടി അപേക്ഷകൾ സമർപ്പിക്കേണ്ടതാണ്.

XI. തുടർ വിദ്യാഭ്യാസ പദ്ധതി

പോളിടെക്നിക്കുകളിൽ നിലവിലുള്ള ഭൗതിക വിഭവശേഷി പരമാവധി ഉപയോഗപ്പെടുത്തി സമീപ പ്രദേശത്തെ തൊഴിൽ രഹിതരായ യുവതീയുവാക്കൾക്ക് തൊഴിലധിഷ്ഠിതമായ വിദ്യാഭ്യാസം നൽകുന്നതിന് സെൽ രൂപീകരിച്ച് പ്രവർത്തനം ആരംഭിച്ചിട്ടുണ്ട്. മിക്ക പോളിടെക്നിക്കുകളിലും ഈ പദ്ധതി വിജയകരമായി നടന്നു വരുന്നു.

സംസ്ഥാന സർക്കാരിന്റെ തുടർ വിദ്യാഭ്യാസ പദ്ധതിയുടെ ഭാഗമായി സംസ്ഥാനത്തെ എല്ലാ എഞ്ചിനീയറിംഗ് കോളേജുകളിലും ആർട്സ് ആന്റ് സയൻസ് കോളേജുകളിലും കൂടി ഈ പദ്ധതി വ്യാപിപ്പിച്ചു വരുന്നു. ആയതിലേക്ക് സർക്കാർ "സെന്റർ ഫോർ കണ്ടിന്യൂയിംഗ് എഡ്യൂക്കേഷൻ കേരള" എന്ന സൊസൈറ്റി രൂപീകരിക്കുകയും അതിന്റെ പ്രവർത്തനത്തിന് സംസ്ഥാന വിദ്യാഭ്യാസ വകുപ്പു മന്ത്രി ചെയർമാനും, ഉന്നത വിദ്യാഭ്യാസ വകുപ്പ് പ്രിൻസിപ്പൽ സെക്രട്ടറി വൈസ്

ചെയർമാനും, പ്ലാനിംഗ് ബോർഡ് സെക്രട്ടറി, ഫൈനാൻസ് സെക്രട്ടറി, സാങ്കേതിക വിദ്യാഭ്യാസ ഡയറക്ടർ, കോളേജിയറ്റ് എഡ്യൂക്കേഷൻ ഡയറക്ടർ, സീനിയർ ജോയിന്റ് ഡയറക്ടർ (പി.എസ്), കുറിക്കുലം ഡവലപ്മെന്റ് സെന്റർ ജോയിന്റ് ഡയറക്ടർ തുടങ്ങിയവർ മെമ്പർമാരും ആയുള്ള ഒരു സമിതിയും രൂപീകരിച്ചിട്ടുണ്ട്.

XII. കമ്മ്യൂണിറ്റി പോളിടെക്നിക്ക് സ്കീം

സാങ്കേതിക വിദ്യാഭ്യാസ രംഗത്ത് കൈവരിക്കാൻ കഴിഞ്ഞ നൂതനവിജ്ഞാനം അവികസിത ഗ്രാമപ്രദേശങ്ങളിൽ പകരുവാനും ആ പ്രദേശത്ത് അധിവസിക്കുന്ന യുവാക്കൾക്ക് സ്വയം തൊഴിൽ കണ്ടെത്താൻ ഉതകുന്ന രീതിയിൽ പരിശീലനം നൽകുവാനും ലക്ഷ്യമിട്ടുകൊണ്ട് രാജ്യത്തെമ്പാടും ഉള്ള പോളിടെക്നിക്കുകളിൽ കമ്മ്യൂണിറ്റി പോളിടെക്നിക്ക് പദ്ധതി നടപ്പാക്കി വരുന്നു. ഈ പദ്ധതി കേന്ദ്ര സർക്കാരിന്റെ ധനസഹായത്തോടുകൂടിയാണ് നടപ്പിലാക്കിവരുന്നത്.

താഴെ കൊടുത്തിരിക്കുന്ന 38 പോളിടെക്നിക്കുകളിൽ കമ്മ്യൂണിറ്റി പോളിടെക്നിക്ക് സ്കീം പ്രവർത്തിച്ചു വരുന്നു.

- | | |
|--|--|
| 1. എൻ.എസ്.എസ്. പോളിടെക്നിക്ക് കോളേജ്, പന്തളം | 23. സെൻട്രൽ പോളിടെക്നിക്ക് കോളേജ്, തിരുവനന്തപുരം |
| 2. കാർമൽ പോളിടെക്നിക്ക് കോളേജ്, ആലപ്പുഴ | 24. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, കാസർഗോഡ് |
| 3. ത്യാഗരാജ പോളിടെക്നിക്ക് കോളേജ്, അളഗപ്പനഗർ | 25. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, തിരുരങ്ങാടി |
| 4. ശ്രീരാമ പോളിടെക്നിക്ക് കോളേജ്, വലപ്പാട് | 26. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, നെയ്യാറ്റിൻകര |
| 5. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, പെരിന്തൽമണ്ണ | 27. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, നെടുമങ്ങാട് |
| 6. സ്വാമി നിത്യാനന്ദ പോളിടെക്നിക്ക് കോളേജ്, കാഞ്ഞങ്ങാട് | 28. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, ആറ്റിങ്ങൽ |
| 7. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, കണ്ണൂർ | 29. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, കുമളി |
| 8. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, മീനങ്ങാടി | 30. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, കുന്നംകുളം |
| 9. കേരള ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, കോഴിക്കോട് | 31. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, മേപ്പാടി |
| 10. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, പാലക്കാട് | 32. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, തൃക്കരിപ്പൂർ |
| 11. വനിതാ പോളിടെക്നിക്ക് കോളേജ്, തിരുവനന്തപുരം | 33. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, മുട്ടം |
| 12. വനിതാ പോളിടെക്നിക്ക് കോളേജ്, കോഴിക്കോട് | 34. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, പയ്യന്നൂർ |
| 13. വനിതാ പോളിടെക്നിക്ക് കോളേജ്, തൃശ്ശൂർ | 35. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, പെരുമ്പാവൂർ |
| 14. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, കോട്ടയം | 36. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, ചേർത്തല |
| 15. സീതി സാഹിബ് മെമ്മോറിയൽ പോളിടെക്നിക്ക് കോളേജ്, തിരുർ | 37. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, പുനലൂർ |
| 16. ശ്രീനാരായണ പോളിടെക്നിക്ക് കോളേജ്, കൊട്ടിയം | 38. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, പാല |
| 17. റസിഡൻഷ്യൽ വനിതാ പോളിടെക്നിക്ക് കോളേജ്, കോതമംഗലം | |
| 18. വനിതാ പോളിടെക്നിക്ക് കോളേജ്, കോട്ടക്കൽ, മലപ്പുറം | |
| 19. വനിതാ പോളിടെക്നിക്ക് കോളേജ്, കായംകുളം | |
| 20. വനിതാ പോളിടെക്നിക്ക് കോളേജ്, കളമശ്ശേരി | |
| 21. ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് പ്രിന്റിംഗ് ടെക്നോളജി ആന്റ് ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, ഷൊർണൂർ | |
| 22. ഗവൺമെന്റ് പോളിടെക്നിക്ക് കോളേജ്, വെണ്ണിക്കുളം | |

XIII. സാങ്കേതിക വിദ്യാഭ്യാസതലത്തിൽ ഗുണനിലവാരം മെച്ചപ്പെടുത്തൽ പരിപാടി (Technical Education Quality Improvement Programme)

ലോക ബാങ്ക് സഹായത്താൽ രാജ്യത്ത് സാങ്കേതിക വിദ്യാഭ്യാസത്തിന്റെ ഗുണനിലവാരം ഉയർത്താനുള്ള ഇന്ത്യാ ഗവൺമെന്റിന്റെ പദ്ധതിയിൽ കേരളത്തേയും ഉൾപ്പെടുത്തിയിട്ടുണ്ട്. ദേശീയ നയങ്ങൾക്കും, ആവശ്യങ്ങൾക്കും അനുസൃതമായി സംസ്ഥാന തലത്തിൽ ഉന്നത ഗുണനിലവാരമുള്ള സാങ്കേതിക വിദ്യാഭ്യാസം ഉറപ്പാക്കി, ലോക നിലവാരമുള്ള എഞ്ചിനീയറിംഗ് പ്രഫഷണലുകളെ വാർത്തെടുക്കുക വഴി വ്യവസായം, ബിസിനസ്, സർവ്വീസ് മേഖലകൾക്ക് ആവശ്യമായ പിന്തുണ നൽകി, രാജ്യത്തെ ഒരു സാമ്പത്തിക ഊർജ്ജഭവനമാക്കുക എന്നതാണ് ഈ പരിപാടിയുടെ ലക്ഷ്യം. സംസ്ഥാനത്തെ 6 എഞ്ചിനീയറിംഗ് കോളേജുകളും, കോഴിക്കോട് എൻ.ഐ.റ്റിയും, ഈ പദ്ധതിയിൽ പങ്കാളികളാണ്. ഈ പദ്ധതിയ്ക്ക് കോളേജ് ഓഫ് എഞ്ചിനീയറിംഗ്, തിരുവനന്തപുരം, എൽ.ബി.എസ്. കോളേജ് ഓഫ് എഞ്ചിനീയറിംഗ്, കാസർഗോഡ്, എസ്.സി.റ്റി കോളേജ് ഓഫ് എഞ്ചിനീയറിംഗ്, തിരുവനന്തപുരം, മോഡൽ എഞ്ചിനീയറിംഗ് കോളേജ്, കൊച്ചി, എം.ഇ.എസ്. കോളേജ് ഓഫ് എഞ്ചിനീയറിംഗ്, കുറ്റിപ്പുറം, കോളേജ് ഓഫ് എഞ്ചിനീയറിംഗ്, ചെങ്ങന്നൂർ എന്നീ കോളേജുകളിലായി 61.51 കോടി രൂപയുടെ വികസന പ്രവർത്തനങ്ങൾ അംഗീകരിച്ചിട്ടുണ്ട്. 04.02.2003-ൽ ആരംഭിച്ച പദ്ധതിയുടെ കാലയളവ് 31.12.2007 വരെയാണ്. ഈ പദ്ധതിയുടെ നടത്തിപ്പിനായി എഞ്ചിനീയറിംഗ് കോളേജ് സ്ട്രിമിൻപ്പെട്ട ഒരു ജോയിന്റ് ഡയറക്ടറുടെ നേതൃത്വത്തിൽ സ്റ്റേറ്റ് പ്രോജക്ട് ഫെസിലിറ്റേഷൻ യൂണിറ്റ് (SPFU) സാങ്കേതിക വിദ്യാഭ്യാസ ഡയറക്ടറേറ്റിൽ പ്രവർത്തിച്ചു വരുന്നു.

XIV. പൊതു മാർഗ്ഗ നിർദ്ദേശങ്ങൾ

1. നിയമനം

(എ) പി.എസ്.സി വഴിയുള്ള നിയമനം

അഥവാ

നേരിട്ടുള്ള നിയമനം

സ്റ്റേറ്റ് സർവ്വീസിലേയ്ക്കോ, സബോർഡിനേറ്റ് സർവ്വീസിലേയ്ക്കോ വകുപ്പിന് ആവശ്യമായ വിവിധ തസ്തികകളിലേയ്ക്ക് പി.എസ്.സി ശുപാർശ ചെയ്യുന്ന ഉദ്യോഗാർത്ഥികളെ 1958 ലെ കേരള സ്റ്റേറ്റ് ആന്റ് സബോർഡിനേറ്റ് സർവ്വീസസ് ചട്ടം 9(എ)(i) അനുസരിച്ച് വകുപ്പ് താത്കാലികമായി നിയമിക്കുന്നു. (Form 2) താത്കാലികമായി നിയമിക്കപ്പെട്ട വ്യക്തിയുടെ സ്വഭാവവും പൂർവ്വ ചരിത്രവും തൃപ്തികരമാണെന്ന് തുടർന്നു നടത്തുന്ന അന്വേഷണത്തിൽ തെളിയിക്കപ്പെട്ടാൽ മാത്രമെ താത്കാലിക നിയമനത്തിന് സ്ഥിരീകരണം ലഭിക്കുകയുള്ളൂ. (Form 3) സ്വഭാവവും പൂർവ്വ ചരിത്രവും തൃപ്തികരമല്ലെന്ന് കണ്ടാൽ ആ വ്യക്തിയെ നോട്ടീസ് കൂടാതെ തന്നെ പിരിച്ചു വിടാവുന്നതാണ്. താത്കാലികമായി നിയമിക്കപ്പെടുന്ന വ്യക്തി ജോലിയിൽ പ്രവേശിക്കുമ്പോൾ സിവിൽ സർജന്റെ റാങ്കിന് താഴെയാൽ ഒരു മെഡിക്കൽ ഓഫീസറിൽ നിന്നുള്ള ഹെൽത്ത് സർട്ടിഫിക്കറ്റ് സ്ഥാപന മേധാവിക്ക് സമർപ്പിക്കണമെന്ന് കേരള സർവ്വീസ് റൂൾസ് ഭാഗം-1 ചട്ടം 13 നിഷ്കർഷിക്കുന്നു.

(ബി) സർവ്വീസിലിരിക്കെ മരണമടയുന്ന ജീവനക്കാരുടെ ആശ്രിതർക്ക് സമാശ്വാസ തൊഴിൽദാന പദ്ധതി പ്രകാരം സർക്കാർ നൽകുന്ന നിയമനം

സർവ്വീസിലിരിക്കെ മരണമടയുന്ന ജീവനക്കാരുടെ ആശ്രിതർക്ക് തൊഴിൽ നൽകുന്നതിനുള്ള പദ്ധതി 21-1-1970ൽ ജി.ഒ(എം.എസ്) നം. 20/70/പിഡി പ്രകാരം സർക്കാർ നടപ്പിലാക്കി. തുടർന്ന് പ്രസ്തുത പദ്ധതി കൂടുതൽ ഉദാരവൽക്കരിക്കപ്പെട്ടു. ഇപ്പോൾ ഈ പദ്ധതി 24-5-99ൽ സർക്കാർ പുറപ്പെടുവിച്ച ജി.ഒ(പി)നം.12/99/പി.&എ.ആർ.ഡി എന്ന ഉത്തരവിലെ വ്യവസ്ഥകൾക്ക് വിധേയമായാണ് നടപ്പിലാക്കുന്നത്. മരണത്തിന്റെ സാഹചര്യം കണക്കിലെടുക്കാതെ, സർവ്വീസിലിരിക്കെ മരണമടയുന്ന എല്ലാ ജീവനക്കാരുടെയും ആശ്രിതർക്ക് സമാശ്വാസ തൊഴിൽ ദാന പദ്ധതി പ്രകാരം സബോർഡിനേറ്റ് സർവ്വീസിലോ, ലാസ്റ്റ് ഗ്രേഡ് സർവ്വീസിലോ, പാർട്ട് ടൈം കണ്ടിജൻ്റ് സർവ്വീസിലോ നിയമനം ലഭിക്കും. ദുർബലത പെൻഷൻ (Invalid Pension) നേടി സർവ്വീസിൽ നിന്നും വിരമിക്കുകയും എന്നാൽ അധിവർഷ (Super annuation) തീയതിക്കുമുമ്പ് മരണം സംഭവിക്കുകയും ചെയ്താലും ആശ്രിതന് നിയമനം ലഭിക്കും. എന്നാൽ സ്വമേധയാ പെൻഷൻ (Voluntary Pension) വാങ്ങി സർവ്വീസിൽ നിന്നും വിരമിക്കുന്ന ജീവനക്കാരുടെ ആശ്രിതർക്ക് സമാശ്വാസ തൊഴിൽ ദാന പദ്ധതി പ്രകാരം നിയമനം ലഭിക്കുകയില്ല.

സമാശ്വാസ തൊഴിൽദാന പദ്ധതിക്ക് അപേക്ഷിക്കുമ്പോൾ പാലിക്കേണ്ട കാര്യങ്ങൾ

- (i) 24-5-99 ലെ ജി.ഒ(പി)നം.12/99/പി.&എ.ആർ.ഡി പ്രകാരം നിർദ്ദേശിക്കുന്ന ഫോറത്തിലായിരിക്കണം അപേക്ഷ നൽകേണ്ടത് (Form 8). നിശ്ചിത തുകയുടെ കോർട്ട് ഫീസ് സ്റ്റാമ്പ് പതിപ്പിച്ച അപേക്ഷയുടെ മൂന്ന് പ്രതികൾ നൽകണം.
- (ii) ജീവനക്കാരൻ മരണമടയുന്ന സമയത്ത് ഏതു സ്ഥാപനത്തിലാണോ ജോലി ചെയ്തിരുന്നത് ആ സ്ഥാപന മേധാവിയ്ക്കായിരിക്കണം അപേക്ഷ സമർപ്പിക്കേണ്ടത്.
- (iii) മരണമടഞ്ഞ ജീവനക്കാരന്റെ ഒരു ആശ്രിതന് (വിധവ/വിഭാര്യൻ, മകൻ/മകൾ ദത്ത് പുത്രൻ/ദത്ത് പുത്രി, സഹോദരൻ/സഹോദരി) മാത്രമേ ഈ പദ്ധതി പ്രകാരം ജോലി ലഭിക്കൂ.

- (iv) വിധവയ്ക്കോ വിഭാര്യനോ നിയമനം ലഭിക്കുമ്പോഴും പാർട്ടി ടൈം കണ്ടിജൻ്റ് തസ്തികകളിലേയ്ക്ക് നിയമനം ലഭിക്കുമ്പോഴും ഉയർന്ന പ്രായപരിധി പരിഗണിക്കുകയില്ല. എന്നാൽ മറ്റുള്ളവർക്ക് നേരിട്ടുള്ള നിയമനത്തിന് നിർദ്ദേശിക്കുന്ന ഉയർന്ന പ്രായപരിധി ബാധകമായിരിക്കും.
- (v) സമാശ്വാസ തൊഴിൽദാന പദ്ധതി പ്രകാരമുള്ള നിയമനത്തിന് നേരിട്ടുള്ള നിയമനത്തിന് നിശ്ചയിച്ചിട്ടുള്ള യോഗ്യത ഉണ്ടായിരിക്കണം.
- (vi) സമാശ്വാസ തൊഴിൽദാന പദ്ധതി പ്രകാരം നിയമനം ലഭിക്കുന്നതിന് മരണമടഞ്ഞ ജീവനക്കാരൻ്റെ കുടുംബ വാർഷിക വരുമാനം മൂന്നു ലക്ഷം രൂപയിൽ കവിയാൻ പാടില്ല. (വരുമാന പരിധി കാലാകാലങ്ങളിൽ സർക്കാർ പരിഷ്കരിക്കുന്നതാണ്).
- (vii) ജീവനക്കാരൻ മരണമടഞ്ഞ തീയതി മുതൽ രണ്ട് വർഷത്തിനുള്ളിൽ ആശ്രിത നിയമനത്തിന് അപേക്ഷ സമർപ്പിച്ചിരിക്കണം. എന്നാൽ പ്രായപൂർത്തിയാകാത്ത കുട്ടികളുടെ കാര്യത്തിൽ പ്രായപൂർത്തിയായി മൂന്നു വർഷത്തിനുള്ളിൽ അപേക്ഷ സമർപ്പിക്കേണ്ടതാണ്.

ആശ്രിത നിയമനത്തിനുള്ള അപേക്ഷയോടൊപ്പം താഴെ പറയുന്ന പ്രമാണങ്ങളും ഉൾക്കൊള്ളിച്ചിരിക്കണം

- i. നിർദ്ദിഷ്ട ഫാറത്തിൽ (Form 8) ആവശ്യമായ വിവരങ്ങൾ ഉൾപ്പെടുത്തി അപ്പന്റിക്സ്-സിയും ഡിയും അപേക്ഷയും ഇനിപ്പറയുന്ന മറ്റു പ്രമാണങ്ങളും ഉൾപ്പെടെ സ്ഥാപന മേധാവി വകുപ്പ് തലവന് അയയ്ക്കേണ്ടതാണ്.
- ii. മരണ സർട്ടിഫിക്കറ്റ്
- iii. അവകാശികളുടെ സമ്മതപത്രം
- iv. നിയമാനുസൃതം ലഭിച്ചിട്ടുള്ള അവകാശ സർട്ടിഫിക്കറ്റ്
- v. അപേക്ഷകൻ്റെ വയസ്സ്, യോഗ്യത എന്നിവ തെളിയിക്കുന്നതിനുള്ള സർട്ടിഫിക്കറ്റുകളുടെ സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പുകൾ
- vi. വരുമാന സർട്ടിഫിക്കറ്റ്

(സി) എംപ്ലോയ്മെൻ്റ് എക്സചേഞ്ച് വഴി താൽക്കാലികമായി നിയമിക്കപ്പെട്ട വികലാംഗരുടെയും പട്ടികജാതി/പട്ടികവർഗ്ഗ വിഭാഗത്തിൽപ്പെട്ടവരുടെയും സ്ഥിര നിയമനം

1958 ലെ കേരള സ്റ്റേറ്റ് ആൻ്റ് സബോർഡിനേറ്റ് സർവ്വീസസ് ചട്ടം 9(എ) (i) ആധാരമാക്കി എംപ്ലോയ്മെൻ്റ് എക്സചേഞ്ചുകൾ വഴി താൽക്കാലികമായി നിയമിക്കപ്പെടുന്ന വികലാംഗരെയും പട്ടികജാതി/പട്ടികവർഗ്ഗ വിഭാഗങ്ങളിൽപ്പെടുന്നവരെയും, സർക്കാർ പി.എസ്.സിയുടെ അഭിപ്രായം ആരാഞ്ഞശേഷം കാലാകാലങ്ങളിൽ സ്ഥിരപ്പെടുത്തി വരുന്നു. ഒരു തസ്തികയിലെ താൽക്കാലിക നിയമനത്തിന് സ്ഥിരീകരണം ലഭിച്ചു കഴിഞ്ഞാൽ പി.എസ്.സി വഴിയുള്ള നിയമനത്തിന് തുല്യമായി പരിഗണിക്കും. എന്നാൽ താൽക്കാലികമായി നിയമിക്കപ്പെട്ട തസ്തികയിൽ ഒരാളെ സർക്കാർ സ്ഥിരപ്പെടുത്തുന്ന ദിവസം തന്നെ പി.എസ്.സി മറ്റൊരാളെ അതേ തസ്തികയിലെ മറ്റൊരു ഒഴിവിലേയ്ക്ക് ശുപാർശ ചെയ്യുന്നുവെങ്കിൽ ഈ തസ്തികയിൽ സീനിയർ ആയി പി.എസ്.സി ശുപാർശ ചെയ്ത ആളെ പരിഗണിക്കുന്നതാണ്.

എംപ്ലോയ്മെൻ്റ് എക്സചേഞ്ച് മുഖേന താൽക്കാലിക ജീവക്കാരെ നിയമിക്കുമ്പോൾ സംവരണ മാനദണ്ഡം കൃത്യമായി പാലിക്കേണ്ടതാണ്. (സർക്കാർ കത്ത് നമ്പർ 37394/ജെ1/01/ഉവിവ.തീയതി. 11.7.2002)

സർവ്വീസിൽ പ്രവേശിക്കുന്ന തീയതി

നിയമന ഉത്തരവിന്റെ തീയതി മുതൽ രണ്ടാഴ്ചയിൽ കുറയാത്ത സമയത്തിനുള്ളിൽ ഒരു നിശ്ചിത തീയതിയിലോ അതിനുമുമ്പോ നിയമനം കിട്ടിയ തസ്തികയിൽ പ്രവേശിക്കേണ്ടതാണെന്ന് ഉത്തരവിൽ സൂചനയുണ്ടായിരിക്കും. അങ്ങനെ സർവ്വീസിൽ പ്രവേശിക്കുന്നവരുടെ സീനിയോറിറ്റി പി.എസ്.സി ശുപാർശയുടെയോ/സർക്കാർ ഉത്തരവിന്റെയോ തീയതി അടിസ്ഥാനപ്പെടുത്തി ആയിരിക്കും. നിയമന ഉത്തരവിൽ സൂചിപ്പിച്ചിട്ടുള്ള നിശ്ചിത തീയതിയിൽ സർവ്വീസിൽ പ്രവേശിക്കുവാൻ സാധിക്കാത്ത വ്യക്തിയ്ക്ക് സർവ്വീസിൽ പ്രവേശിക്കുവാനുള്ള തീയതി (Joining time) നിയമന ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ 45 ദിവസം വരെ ദീർഘിപ്പിച്ചു കൊടുക്കുവാൻ നിയമനാധികാരിക്ക് അധികാരമുണ്ട്. 45 ദിവസത്തിനു ശേഷം സമയം ദീർഘിപ്പിക്കുവാനുള്ള അധികാരം സർക്കാരിൽ നിക്ഷിപ്തമാണ്. എന്നാൽ 90 ദിവസത്തിലധികം സമയം ദീർഘിപ്പിക്കേണ്ടി വന്നാൽ (തസ്തികയുമായി ബന്ധപ്പെട്ട പരിശീലനത്തിനോ പഠത്തിനോ ഒഴികെയുള്ളവയുടെ കാര്യത്തിൽ) കേരള സ്റ്റേറ്റ് ആന്റ് സബോർഡിനേറ്റ് സർവ്വീസസ് ചട്ടം 27(ബി) യിലെ നാലാം പരിമിത വ്യവസ്ഥ പ്രകാരം സർവ്വീസിൽ പ്രവേശിക്കുന്ന തീയതി അടിസ്ഥാനപ്പെടുത്തിയായിരിക്കും സീനിയോറിറ്റി നിശ്ചയിക്കുന്നത്.

സീനിയോറിറ്റി (ചട്ടം 27)

നിയമന ഉത്തരവിന്റെ തീയതി മുതൽ മൂന്നു മാസത്തിനുള്ളിൽ സർവ്വീസിൽ പ്രവേശിച്ചാൽ പ്രവേശന തസ്തികയുടെ സീനിയോറിറ്റി പി.എസ്.സി നിയമന ശുപാർശ തീയതി മുതലോ സർക്കാർ ഉത്തരവിന്റെ തീയതി മുതലോ ആയിരിക്കും. ഒരു തസ്തികയുടെ വിവിധ ഒഴിവുകളിലേയ്ക്ക് ഒന്നിൽ കൂടുതൽ ഉദ്യോഗാർത്ഥികളെ പി.എസ്.സി ഒരേ ദിവസം ശുപാർശ ചെയ്യുകയാണെങ്കിൽ അവരുടെ പരസ്പര സീനിയോറിറ്റി നിർണ്ണയിക്കുന്നത് പി.എസ്.സി ശുപാർശ കത്തിലെ ക്രമനമ്പർ അനുസരിച്ചായിരിക്കും. ഇല്ലാതെ നിയമനങ്ങൾക്ക് പി.എസ്.സി ശുപാർശ നടത്തുന്നതും സീനിയോറിറ്റി നിർണ്ണയിക്കുന്നതും ഇല്ലാതെത്തലാണ്. ഒരു വകുപ്പിലെ ഒരു യൂണിറ്റിൽ നിന്നും മറ്റൊരു യൂണിറ്റിലേയ്ക്കുള്ള അന്തർ ഇല്ലാ സ്ഥലംമാറ്റത്തിനോ, ഒരു വകുപ്പിൽ നിന്നും മറ്റൊരു വകുപ്പിലേയ്ക്കുള്ള അന്തർ വകുപ്പ് സ്ഥലംമാറ്റത്തിനോ ആവശ്യം ഉയരുകയും അതനുവദിക്കപ്പെടുകയും ചെയ്താൽ അവരുടെ സീനിയോറിറ്റി നിർണ്ണയിക്കുന്നത് അവർ പുതിയ യൂണിറ്റിലോ പുതിയ വകുപ്പിലോ പ്രവേശിക്കുന്ന തീയതി മുതലായിരിക്കുമെന്ന് കെ.എസ്.ആന്റ്.എസ്.എസ്.ആർ. ചട്ടം 27(എ)യിലെ പരിമിത വ്യവസ്ഥയും കുറിപ്പും അനുശാസിക്കുന്നു (ഇ.ഒ(പി)11/76/പിഡി തീയതി 13-1-76). അന്തർ ഇല്ല/അന്തർ വകുപ്പ് സ്ഥലംമാറ്റത്തിലൂടെ ഇല്ലയിലോ വകുപ്പിലോ പ്രവേശനം നേടുന്ന ഒരു വ്യക്തി, അയാൾ പ്രവേശനം നേടുന്ന തീയതിയിൽ പ്രസ്തുത ഇല്ലയിലോ വകുപ്പിലോ അതേ തസ്തികയിലെ മറ്റൊരു ഒഴിവിലേയ്ക്ക് ഒരു വ്യക്തിയെ പി.എസ്.സി ശുപാർശ ചെയ്താൽ പി.എസ്.സി വഴി ശുപാർശ ചെയ്യപ്പെട്ടയാളെ ടി തസ്തികയിലെ സീനിയറായി പരിഗണിക്കും. വിവിധ ഇല്ലാ പി.എസ്.സികൾ ഒരു വകുപ്പിലെ ഒരേ തസ്തികയിലേയ്ക്ക് ഓരോ വ്യക്തിയെ ഒരേ ദിവസം ശുപാർശ ചെയ്താൽ ടി തസ്തികയിലെ അവരുടെ സീനിയോറിറ്റി തീരുമാനിക്കുന്നത് അവരുടെ ജനന തീയതി അടിസ്ഥാനപ്പെടുത്തിയായിരിക്കും. എന്നാൽ വിവിധ ഇല്ലാ പി.എസ്.സികൾ ഒന്നിലധികം വ്യക്തികളെ ഒരേ തസ്തികയിലേയ്ക്ക് ഒരേ ദിവസം ശുപാർശ ചെയ്യുന്നുവെങ്കിൽ വിവിധ ശുപാർശ കത്തുകളിലെ ഒരേ ക്രമനമ്പർ ഉള്ള വ്യക്തികളെ പ്രത്യേകം ഗ്രൂപ്പുകളാക്കി ഓരോ ഗ്രൂപ്പിൽപ്പെടുന്ന വ്യക്തികളുടെ പരസ്പര സീനിയോറിറ്റി അവരുടെ ജനനതീയതി അടിസ്ഥാനപ്പെടുത്തി തീരുമാനിക്കണമെന്നും പ്രായകൂടുതൽ അനുസരിച്ച്

അവരുടെ സീനിയോറിറ്റി നിർണ്ണയിക്കണമെന്നും കെ.എസ്.ആന്റ്.എസ്.എസ്.ആർ. ചട്ടം 27(എ)യുടെ രണ്ടാം പരിമിത വ്യവസ്ഥ അനുശാസിക്കുന്നു. പ്രസ്തുത വ്യവസ്ഥ അനുസരിച്ച് സീനിയോറിറ്റി നിർണ്ണയിക്കുമ്പോൾ രണ്ടോ അതിൽ കൂടുതലോ വ്യക്തികളുടെ ജനനതീയതി ഒന്നായാൽ അവരുടെ പേരിലെ അക്ഷരമാലക്രമത്തിലായിരിക്കും സീനിയോറിറ്റി നിശ്ചയിക്കുന്നത്. എന്നാൽ രണ്ടോ അധിലധികമോ പേരുടെ ജനനതീയതിയും പേരും ഒന്നായാൽ ബന്ധപ്പെട്ട ജില്ലകളുടെ അക്ഷരമാലക്രമത്തിലായിരിക്കും അവരുടെ സീനിയോറിറ്റി നിശ്ചയിക്കുക. (ജി.ഒ.(പി)നം.38/90/പി.&എ.ആർ.ഡി തീയതി 14-9-90).

**പി.എസ്.സി വഴിയുള്ള
ആസ്ഥാന നിയമന സീനിയോറിറ്റി**

വകുപ്പിന്റെ ആസ്ഥാന ആഫീസിലെ ഒഴിവിലേയ്ക്ക് PSC യുടെ ജില്ലാ ആഫീസ് (ഉദ്യോഗാർത്ഥിയുടെ സമ്മതം ആവശ്യമില്ല) ശുപാർശ ചെയ്യുന്ന വ്യക്തിയെ നിയമനം നൽകിയശേഷം ആസ്ഥാന ആഫീസിൽ നിന്നും അയാളുടെ മാതൃ ജില്ലയിലേയ്ക്ക് അബ്ബു വർഷത്തെ സമയപരിധി ബാധകമാക്കാതെ സ്ഥലം മാറ്റിയാൽ തസ്തികയിലെ അയാളുടെ സീനിയോറിറ്റി പി.എസ്.സി ശുപാർശ തീയതി അടിസ്ഥാനപ്പെടുത്തി നിർണ്ണയിക്കുന്നതാണ്.

**ഒരേ തസ്തികയിൽ ഒരേ ദിവസം
പി.എസ്.സി ശുപാർശ വഴിയും
സമാശ്വാസ തൊഴിൽദാന പദ്ധതിയിലൂടെ
സർക്കാറും നിയമിക്കുന്ന വ്യക്തികളുടെ
സീനിയോറിറ്റി**

ഒരേ തസ്തികയിൽ ഒരേ ദിവസം പി.എസ്.സി ശുപാർശ വഴി നിയമനം ലഭിച്ച വ്യക്തിയുടെയും സർക്കാർ ഉത്തരവിലൂടെ സമാശ്വാസ തൊഴിൽ ദാന പദ്ധതി പ്രകാരം ആശ്രിത നിയമനം ലഭിച്ച വ്യക്തിയുടെയും സീനിയോറിറ്റി നിർണ്ണയിക്കുമ്പോൾ പി.എസ്.സി ശുപാർശ വഴി നിയമനം ലഭിച്ച വ്യക്തിയെ സീനിയർ ആയി കണക്കാക്കണമെന്ന് കെ.എസ്.ആന്റ്.എസ്.എസ്.ആർ ചട്ടം 27(സി)യുടെ ഒന്നാം പരിമിത വ്യവസ്ഥ അനുശാസിക്കുന്നു.

**ഒരേ തസ്തികയിൽ പി.എസ്.സി നിയമനവും
എംപ്ലോയ്മെന്റ് എക്സ്ചേഞ്ച് വഴി താൽകാലിക നിയമനവും
(എസ്.സി/എസ്.റ്റി വിഭാഗക്കാർക്കും, വികലാംഗർക്കും)
ലഭിച്ചവർക്ക് തസ്തികയിൽ സ്ഥിരീകരണം ലഭിച്ച തീയതി
ഒരേ ദിവസം ആയാൽ സീനിയോറിറ്റി നിർണ്ണയിക്കുന്നത് സംബന്ധിച്ച്**

PSC യുടെ ശുപാർശ വഴി നിയമനം ലഭിച്ച വ്യക്തിയെ സീനിയർ ആയി കണക്കാക്കണമെന്ന് KS&SSR ചട്ടം 27(C) ഒന്നാം പരിമിത വ്യവസ്ഥ അനുശാസിക്കുന്നു.

തസ്തികമാറ്റം വഴിയുള്ള നിയമനം

പൊതു ചട്ടമോ, വകുപ്പു തല ചട്ടമോ അനുവദിക്കുന്നുവെങ്കിൽ നിശ്ചിതയോഗ്യതയുള്ളവരെ ഉയർന്ന തസ്തികയിലേയ്ക്ക് താഴ്ന്ന സർവ്വീസിൽ നിന്നോ തസ്തികയിൽ നിന്നോ തസ്തിക മാറ്റം വഴി നിയമിക്കാവുന്നതാണ്. ഒഴിവ് വന്ന തീയതിയെയും യോഗ്യത നേടിയ തീയതിയെയും ആധാരമാക്കിയാണ് പ്രസ്തുത നിയമനം നടത്തുന്നത്. വകുപ്പ് തലത്തിൽ പ്രവർത്തിക്കുന്നവരും നിശ്ചിത യോഗ്യത നേടിയവരുമായ ജീവനക്കാർക്കും അവസരം നൽകുന്നതിനാണ് തസ്തിക മാറ്റം വഴിയുള്ള നിയമനം രൂപപ്പെടുത്തിയിട്ടുള്ളത്. തസ്തിക മാറ്റം വഴിയുള്ള നിയമനം

വകുപ്പ് നേരിട്ടാണ് നടത്തുന്നത്. എന്നാൽ ഇത്തരം നിയമനം പി.എസ്.സി വഴി നടത്തുന്ന നേരിട്ടുള്ള നിയമത്തിന് തുല്യമാണ്.

പ്രത്യേക നിയമനം(Special Recruitment)

പട്ടിക ജാതി/പട്ടിക വർഗ്ഗ വിഭാഗങ്ങളിൽപ്പെട്ടവർക്ക് സർക്കാർ സർവ്വീസുകളിൽ മതിയായ പ്രാതിനിധ്യം ലഭിക്കുന്നതിലേയ്ക്കായി വിവിധ തസ്തികകളിലേയ്ക്ക് പി.എസ്.സി പൊതു നിയമനത്തിനു പുറമെ പ്രത്യേക നിയമനവും നടത്തി വരുന്നു. ഇത്തരം നിയമനം എല്ലാ അർത്ഥത്തിലും നേരിട്ടുള്ള നിയമനത്തിന് തുല്യമാണ്.

ഉദ്യോഗക്കയറ്റം (ചട്ടം 28(എ), 31(എ)(i))

1958ലെ കേരള സ്റ്റേറ്റ് ആന്റ് സബോർഡിനേറ്റ് സർവ്വീസസ് ചട്ടങ്ങളിലെ 28(എ), 31(എ)(i) ചട്ടങ്ങൾ അനുശാസിക്കുന്ന തരത്തിലുള്ള ഉദ്യോഗ കയറ്റമാണ് നൽകി വരുന്നത്. ചട്ടം 28(എ) പ്രകാരം ഒഴിവുകൾ സ്ഥിരീകരിച്ച് പൂർണ്ണ യോഗ്യതയുള്ളവർക്ക് ഉദ്യോഗക്കയറ്റം നൽകുന്നു. എന്നാൽ ചട്ടം 31(എ)(i) അനുസരിച്ച് ഒഴിവുകൾ നികത്തേണ്ടത് അനിവാര്യമായാൽ പൂർണ്ണ യോഗ്യത നേടാത്തവർക്കും താല്കാലികമായി ഉദ്യോഗക്കയറ്റം നൽകാവുന്നതാണ്. പ്രസ്തുത ചട്ടം അനുസരിച്ച് ഉദ്യോഗക്കയറ്റം ലഭിച്ച വ്യക്തിക്ക് ഉദ്യോഗക്കയറ്റം ലഭിച്ച തസ്തികയിൽ സ്ഥിരീകരണം ലഭിക്കുന്നതുവരെ ടി തസ്തികയിൽ യാതൊരു അവകാശവും ഉണ്ടായിരിക്കുന്നതല്ല. ഒരു തസ്തികയിൽ നിന്നും മറ്റൊരു ഉയർന്ന തസ്തികയിലേയ്ക്ക് ഉദ്യോഗക്കയറ്റത്തിന് ബന്ധപ്പെട്ട ചട്ടം നിർദ്ദിഷ്ട യോഗ്യതകൾ (പ്രൊബേഷനുകൾപ്പെടെ) ആവശ്യപ്പെടുന്നുണ്ടെങ്കിൽ യോഗ്യത നേടിയ തീയതിയെയും ഉയർന്ന തസ്തികയിൽ ഒഴിവ് വന്ന തീയതിയെയും ആധാരമാക്കി യോഗ്യതയുള്ളവർക്ക് ഉദ്യോഗക്കയറ്റം നൽകുന്നു. എന്നാൽ ഉദ്യോഗ കയറ്റത്തിന് നിശ്ചിത യോഗ്യതകളൊന്നും ആവശ്യമില്ലാത്ത തസ്തികകളിൽ ഏത് തസ്തികയിൽ നിന്നാണോ ഉദ്യോഗക്കയറ്റം നൽകേണ്ടത് പ്രസ്തുത തസ്തികയിൽ നിയമനം/ഉദ്യോഗ കയറ്റം ലഭിച്ച തീയതിയെ അടിസ്ഥാനപ്പെടുത്തിയാണ് ഉദ്യോഗക്കയറ്റം നൽകുന്നത്.

വകുപ്പ് തല പ്രൊമോഷൻ കമ്മിറ്റി (ഡി.പി.സി)

ചട്ടം 28 (ബി) (i)

വകുപ്പു തലവൻ ഒഴികെയുള്ള സെലക്ഷൻ തസ്തികകളിലേയ്ക്ക് (ഗസറ്റഡ് തസ്തികകൾ) ഉദ്യോഗ കയറ്റമോ തസ്തികമാറ്റം വഴിയുള്ള നിയമനമോ നൽകുന്നതിലേയ്ക്കായി അതിന് യോഗ്യരായ വ്യക്തികളുടെ സെലക്ഷൻ പട്ടിക അവരുടെ പ്രാപ്തിയെയും കാര്യക്ഷമതയെയും ആധാരമാക്കി തയ്യാറാക്കുന്നതിന് വകുപ്പ് തല പ്രൊമോഷൻ കമ്മിറ്റി സമയാസമയങ്ങളിൽ കൂടേണ്ടതാണെന്ന് 1958 ലെ കേരള സ്റ്റേറ്റ് ആന്റ് സബോർഡിനേറ്റ് സർവ്വീസസ് ചട്ടം 28(ബി)(i) അനുശാസിക്കുന്നു. വകുപ്പിലെ അടിസ്ഥാന സെലക്ഷൻ തസ്തികകളിലേയ്ക്ക് സെലക്ട് ലിസ്റ്റ് തയ്യാറാക്കേണ്ട പ്രൊമോഷൻ കമ്മിറ്റിയിൽ പി.എസ്.സി മെമ്പർ ചെയർമാനും വകുപ്പ് തലവൻ കൺവീനറും സർക്കാർ പ്രതിനിധിയായി ഡെപ്യൂട്ടി സെക്രട്ടറിയൽ കുറയാത്ത റാങ്കിൽപ്പെട്ട ഒരു ഉദ്യോഗസ്ഥനും ഉണ്ടായിരിക്കുമെന്ന് ചട്ടം 28(ബി)(i)(2)(ബി) അനുശാസിക്കുന്നു. എന്നാൽ വകുപ്പിലെ അടിസ്ഥാന സെലക്ഷൻ തസ്തികകൾ ഒഴികെയുള്ള മറ്റെല്ലാ സെലക്ഷൻ തസ്തികകളിലേയ്ക്കും സെലക്ട് ലിസ്റ്റ് തയ്യാറാക്കേണ്ട പ്രൊമോഷൻ കമ്മിറ്റിയിൽ, ചെയർമാനായി പി.എസ്.സി മെമ്പറും സർക്കാർ പ്രതിനിധിയും കൺവീനറുമായി ഉന്നത വിദ്യാഭ്യാസ പ്രിൻസിപ്പൽ സെക്രട്ടറിയും അംഗമായി

വകുപ്പ് തലവനും ഉണ്ടായിരിക്കുമെന്ന് ചട്ടം 28(ബി)(i)(2)(എ) അനുശാസിക്കുന്നു. ചില നിശ്ചിത ഒഴിവുകൾ നികത്തേണ്ട ഒരു സാഹചര്യം സംജാതമാകുമ്പോൾ സെലക്ട് ലിസ്റ്റ് തയ്യാറാക്കുന്നതിലേയ്ക്കായി പ്രൊമോഷൻ കമ്മിറ്റി അഡ്ഹോക്ക് മീറ്റിംഗ് വിളിച്ചു കൂട്ടേണ്ടതാണ്. കൂടാതെ ഒരു വർഷത്തേക്കായി തയ്യാറാക്കുന്ന സെലക്ട് ലിസ്റ്റിലെ മൊത്തം ആളുകളും വർഷാവസാനത്തിനുമുമ്പ് പ്രമോട്ട് ചെയ്യപ്പെടുകയും ചില ഒഴിവുകൾ സെലക്ട് ലിസ്റ്റിന്റെ അഭാവത്തിൽ നികത്താൻ പറ്റാത്ത ഒരു സാഹചര്യം സംജാതമാകുകയും ചെയ്യുന്ന അവസരത്തിൽ പ്രൊമോഷൻ കമ്മിറ്റി കൂടി സപ്ലിമെന്റി സെലക്ട് ലിസ്റ്റ് തയ്യാറാക്കേണ്ടതാണ്. കമ്മിറ്റി ഭൂരി പക്ഷ അഭിപ്രായത്തിനാധാരമായാണ് തീരുമാനങ്ങൾ കൈക്കൊള്ളുന്നത്. എന്നാൽ ഒരു പ്രശ്നത്തിൽ തീരുമാനം കൈക്കൊള്ളുന്നതിനുമുമ്പ് പി.എസ്.സിയുടെ അഭിപ്രായം ആരായണമെന്ന് കമ്മിറ്റി ചെയർമാനായ പി.എസ്.സി മെമ്പർ ആവശ്യപ്പെട്ടാൽ പി.എസ്.സിയുടെ അഭിപ്രായം അനുസരിച്ച് തീരുമാനം കൈക്കൊള്ളേണ്ടതാണ്.

പ്രൊമോഷൻ
ചട്ടം 18,19, 20, 21)

(i) നേരിട്ടുള്ള നിയമനവും
തസ്തികമാറ്റം വഴിയുള്ള നിയമനവും

പി.എസ്.സി വഴി നേരിട്ടുള്ള നിയമനത്തിലൂടെയോ വകുപ്പു തല തസ്തിക മാറ്റം വഴിയുള്ള നിയമനത്തിലൂടെയോ ഒരു തസ്തികയിലേയ്ക്ക് നിയമിക്കപ്പെടുന്ന വ്യക്തി തസ്തികയിൽ പ്രവേശിച്ച തീയതി മുതൽ തുടർച്ചയായ മൂന്ന് വർഷത്തിനുള്ളിൽ രണ്ട് വർഷത്തെ പ്രൊബേഷൻ കാലാവധി പൂർത്തീകരിക്കണം. (ജി.ഒ.എം.എസ്)188/പി.ഡി. തീയതി 6-5-66). എന്നാൽ ലാസ്റ്റ് ഗ്രേഡ് ജീവനക്കാരൻ തുടർച്ചയായ മൂന്ന് വർഷത്തിനുള്ളിൽ ഒരു വർഷത്തെ പ്രൊബേഷൻ പൂർത്തിയാക്കിയിരിക്കണം (ജി.ഒ.(പി)82 തീയതി 8-3-66). അന്തർ വകുപ്പ് സ്ഥലം മാറ്റത്തിലൂടെ ഒരു വകുപ്പിൽ നിന്നും മറ്റൊരു വകുപ്പിലേയ്ക്ക് വരുന്ന ജീവനക്കാരൻ പഴയ വകുപ്പിൽ പ്രൊബേഷൻ പൂർത്തീകരിച്ചിട്ടുണ്ടെങ്കിലും പുതിയ വകുപ്പിൽ പ്രവേശിച്ച തസ്തികയിൽ പ്രവേശിച്ച തീയതി മുതൽ പ്രൊബേഷൻ തുടങ്ങി നിശ്ചിത കാലാവധിക്കുള്ളിൽ പൂർത്തീകരിക്കേണ്ടതാണ്. (ജി.ഒ.എം.എസ്)39/76/പി.ഡി. തീയതി 12-11-76. (ജി.ഒ.(പി)നം.63/92/പി.&എ.ആർ.ഡി തീയതി 16-12-92) പ്രൊബേഷൻ പി.എസ്.സിയോ, സർക്കാറോ നടത്തുന്ന എം.ഒ.പി, എക്സിക്യൂട്ടീവ് ടെസ്റ്റ് തുടങ്ങിയ നിയമബദ്ധമായ ടെസ്റ്റ് (Obligatory Test)കളേതെങ്കിലും പാസ്സാകണമെന്ന് ബന്ധപ്പെട്ട ചട്ടങ്ങൾ അനുശാസിക്കുന്നുണ്ടെങ്കിൽ അത്തരം ടെസ്റ്റ് പാസ്സായാൽ മാത്രമെ പ്രൊബേഷൻ കാലാവധി തൃപ്തികരമായി പൂർത്തിയാക്കിയതായി പ്രഖ്യാപിക്കുകയുള്ളൂ. എന്നാൽ പ്രസ്തുത കാലാവധിക്കുള്ളിൽ നിർദ്ദിഷ്ട ടെസ്റ്റ് പാസ്സായിട്ടില്ലെങ്കിൽ പ്രൊബേഷൻ കാലാവധി ഒരു വർഷം വരെ ദീർഘിപ്പിക്കാനുള്ള അധികാരം നിയമനാധികാരികൾക്കും ദീർഘിപ്പിച്ച ഒരു വർഷത്തിനുള്ളിലും പ്രൊബേഷൻ ടെസ്റ്റ് പാസ്സായിട്ടില്ലെങ്കിൽ തുടർന്ന് പ്രൊബേഷൻ കാലാവധി ദീർഘിപ്പിക്കാനുള്ള അധികാരം സർക്കാറിനുമാണെന്ന് കേരള സ്റ്റേറ്റ് സബോർഡിനേറ്റ് സർവ്വീസസ് ചട്ടം 21 അനുശാസിക്കുന്നു. (സർക്കുലർ മെമ്മോ നം.16240/റൂൾസ്-1/88/പി.&എ.ആർ.ഡി തീയതി 31-8-88). ദീർഘിപ്പിച്ച കാലാവധിയിലാണ് ഒരാൾ പ്രൊബേഷൻ ടെസ്റ്റ് പാസ്സാകുന്നതെങ്കിൽ ടെസ്റ്റ് നടന്ന തീയതിയുടെ അടുത്ത ദിവസമോ അഥവാ ടെസ്റ്റിൽ ഉൾപ്പെടുന്ന വിവിധ പേപ്പറുകളുടെ അവസാന പരീക്ഷയുടെ അടുത്ത ദിവസമോ പ്രസ്തുത വ്യക്തി പ്രൊബേഷൻ കാലാവധി തൃപ്തികരമായി പൂർത്തിയാക്കിയതായി നിയമനാധികാരി പ്രഖ്യാപിക്കുന്നു. നിർദ്ദിഷ്ട പ്രൊബേഷൻ കാലാവധിക്കുള്ളിൽ "ടെസ്റ്റ്" പാസ്സാകുന്നുവെങ്കിൽ ടെസ്റ്റിന്റെ ഫലം പ്രസിദ്ധീകരിക്കുന്ന തീയതിയും

പ്രൊബേഷൻ കാലാവധിയുമാണ് പ്രൊബേഷൻ ഡിക്ലെയർ ചെയ്യുന്നതിനുള്ള മാനദണ്ഡമായി കണക്കാക്കുന്നത്.

(ii) ഉദ്യോഗകയറ്റം

ഒരു സർവ്വീസിലെ ഒരു തസ്തികയിൽ തുടരുന്ന വ്യക്തി പ്രസ്തുത തസ്തികയിൽ പ്രൊബേഷൻ തൃപ്തികരമായി പൂർത്തിയാക്കിയില്ലെങ്കിൽ അതിന്റെ ഉയർന്ന തസ്തികയിലേയ്ക്ക് ഉദ്യോഗ കയറ്റത്തിന് യോഗ്യനാകുന്നില്ലെന്ന് കേരള സ്റ്റേറ്റ് ആന്റ് സബോർഡിനേറ്റ് സർവ്വീസസ് ചട്ടം 28(എ)(i) അനുശാസിക്കുന്നു. എന്നാൽ ഒരു തസ്തികയിൽ സീനിയറായ പ്രൊബേഷണർ പ്രൊബേഷൻ ടെസ്റ്റും ഉദ്യോഗ കയറ്റത്തിനുള്ള മറ്റു യോഗ്യതകളും നേടിയിട്ടുണ്ടെങ്കിൽ പ്രൊബേഷൻ കാലാവധി പൂർത്തിയാക്കിയില്ല എന്ന കാരണത്താൽ പ്രൊബേഷൻ കാലാവധി പൂർത്തിയാക്കിയ ജൂനിയർക്ക് സീനിയർ പ്രൊബേഷണറെ മറികടന്ന് ഉദ്യോഗകയറ്റം നൽകാൻ പാടില്ല. സീനിയർ പ്രൊബേഷണർ പ്രൊബേഷൻ കാലാവധി പൂർത്തിയാക്കിയില്ലെങ്കിലും ജൂനിയറോടൊപ്പം സീനിയററിറ്റി നിലനിറുത്തി ഉദ്യോഗകയറ്റം നൽകേണ്ടതും എന്നാൽ അങ്ങനെ ഉദ്യോഗകയറ്റം നൽകപ്പെട്ട സീനിയർ പ്രൊബേഷണർ ഏതൊരു തസ്തികയിൽ നിന്നാണോ ഉദ്യോഗകയറ്റം ലഭിച്ചത് ആ തസ്തികയിൽ, ഉദ്യോഗകയറ്റം ലഭിച്ച തസ്തികയിൽ നിന്നും ആവശ്യമായ കാലാവധി കൂടെ ഉൾപ്പെടുത്തി പ്രൊബേഷൻ കാലാവധി തൃപ്തികരമായി പൂർത്തിയാക്കേണ്ടതുമാണ്. നിർദ്ദിഷ്ട കാലാവധിക്കുള്ളിൽ പ്രൊബേഷൻ പൂർത്തീകരിച്ചില്ലെങ്കിൽ ഏതൊരു തസ്തികയിൽ നിന്നാണോ ഉദ്യോഗകയറ്റം ലഭിച്ചത് ആ തസ്തികയിലേയ്ക്ക് തരംതാഴ്ത്തപ്പെടും. ഒരു തസ്തികയിൽ നിന്നും ഉയർന്ന തസ്തികയിലേയ്ക്ക് ഉദ്യോഗകയറ്റത്തിന് വിദ്യാഭ്യാസ യോഗ്യതയോ, പി.എസ്.സി നടത്തുന്ന അക്കൗണ്ട് ടെസ്റ്റ് പോലുള്ള നിയമബദ്ധമായ ടെസ്റ്റുകളോ (Obligatory Test) നിശ്ചയിച്ചിട്ടുണ്ടെങ്കിൽ അതാതിന്റെ ഫലം പ്രസിദ്ധീകരിക്കുന്ന തീയതിയാണ് നിർദ്ദിഷ്ട യോഗ്യത നേടിയതിന് ആധാരമായി കണക്കാക്കുന്നത്. എന്നാൽ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ നൽകുന്ന യോഗ്യതകൾ ഒഴികെ പി.എസ്.സി നടത്തുന്ന നിയമബദ്ധമായ ടെസ്റ്റ് (Obligatory Test)കളുടെ കാര്യത്തിൽ യോഗ്യരായ ടെസ്റ്റ് പാസ്സായവരുടെ അഭാവത്തിൽ ഒഴിവുകൾ നികത്താനാവാത്ത സാഹചര്യമുണ്ടെങ്കിൽ ഉദ്യോഗകയറ്റം നൽകപ്പെടുന്ന തസ്തികയുടെയും ഏത് തസ്തികയിൽ നിന്നാണോ ഉദ്യോഗകയറ്റം നൽകപ്പെടുന്നത് ആ തസ്തികയുടെയും ജോലിയും ഉത്തരവാദിത്വവും തുല്യമാണെങ്കിൽ നിർദ്ദിഷ്ട ടെസ്റ്റിന്റെ അവസാന പരീക്ഷാ തീയതിയുടെ അടുത്ത ദിവസം കണക്കാക്കി ടെസ്റ്റിന്റെ ഫലം പി.എസ്.സി പ്രസിദ്ധീകരിച്ച ശേഷം ഉദ്യോഗകയറ്റം നൽകാവുന്നതാണെന്ന് ചട്ടം 28(ബി.ബി.ബി.) അനുശാസിക്കുന്നു. എന്നാൽ "അക്കൗണ്ട് ആഫീസർ" പോലുള്ള തസ്തികകൾക്ക് പി.എസ്.സി നടത്തുന്ന അക്കൗണ്ട് ടെസ്റ്റ് (ഹയർ) വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ നൽകുന്ന അക്കാദമിക് യോഗ്യതകൾക്ക് തുല്യമായ ഒരു 'യോഗ്യത'യായതിനാൽ നിയമബദ്ധമായ ടെസ്റ്റിന്റെ (Obligatory Test) കാര്യത്തിലെന്തെങ്കിലും ടെസ്റ്റിന്റെ അവസാന ദിവസം ഉദ്യോഗകയറ്റത്തിന് യോഗ്യത നേടുന്നതിന് മാനദണ്ഡമായി കണക്കാക്കാവുന്നതല്ല. അക്കൗണ്ട് ടെസ്റ്റ് (ഹയർ) 'യോഗ്യത'യായതിനാൽ പ്രസ്തുത ടെസ്റ്റിന്റെ ഫലം പി.എസ്.സി പ്രസിദ്ധീകരിക്കുന്ന തീയതിയാണ് ഉദ്യോഗ കയറ്റത്തിന് യോഗ്യത നേടുന്നതിനുള്ള മാനദണ്ഡമായി കണക്കാക്കുന്നത്.

മാസ്റ്റർ ബിരുദം അടിസ്ഥാന യോഗ്യതയായി കണക്കാക്കിയിട്ടുള്ള തസ്തികയിൽ ഉദ്യോഗകയറ്റം പരിഗണിക്കുമ്പോൾ പരീക്ഷാ ഫലം പുറപ്പെടുവിച്ച തീയതിയും പി.എച്ച്.ഡി നേടിയവർക്കു ബിരുദദാന തീയതിയും യോഗ്യത നേടിയ തീയതിയായി

കണക്കാക്കുമെന്നു സർക്കാർ വ്യക്തമാക്കിയിട്ടുണ്ട്. (കത്ത് നം.29826/ജി11/2000/ഉ.വി.വ തീയതി 15.6.2002)

കെ.എസ്.ആന്റ്.എസ്.എസ്.ആർ റൂൾ 31(a)(i) പ്രകാരമുള്ള താല്ക്കാലിക പ്രൊമോഷനുകൾക്ക് മുൻകാല പ്രാബല്യം നൽകാൻ പാടില്ല.

പട്ടികജാതി/പട്ടികവർഗ്ഗ വിഭാഗങ്ങളിൽ
പ്പെടുന്നവർക്കും 50 വയസ്സ് തികഞ്ഞവർക്കും
പ്രൊമോഷൻ/ഉദ്യോഗകയറ്റം മുതലായവയ്ക്ക്
നിയമബദ്ധ പരീക്ഷ (Obligatory Test)കൾ
ഒഴിവാക്കിക്കൊണ്ടുള്ള
വ്യവസ്ഥാപിതമായ ആനുകൂല്യം

ഉദ്യോഗകയറ്റം, പ്രൊമോഷൻ മുതലായവയ്ക്ക് ബന്ധപ്പെട്ട സ്പെഷ്യൽ റൂൾസ് നിഷ്കർഷിച്ചിട്ടുള്ള നിയമബദ്ധമായ പരീക്ഷകൾ പാസ്സാകുന്നതിൽ നിന്നും 31-12-1985-ൽ സർവ്വീസിലുള്ള പട്ടികജാതി/പട്ടികവർഗ്ഗ വിഭാഗങ്ങളിൽപ്പെടുന്ന ജീവനക്കാരെ പൂർണ്ണമായും ഒഴിവാക്കിയിട്ടുണ്ട്. ഈ ആനുകൂല്യം ഓരോ വർഷവും അനുവദിച്ചുകൊണ്ട് സർക്കാർ ഉത്തരവാകുന്നുണ്ട്. 31-12-85-ന് ശേഷം സർവ്വീസിൽ വന്നവർക്ക് ഈ ആനുകൂല്യം ലഭിക്കുകയില്ല. എന്നാൽ പ്രസ്തുത വിഭാഗങ്ങളിൽപ്പെട്ടവർ പ്രൊമോഷൻ ഉൾപ്പെടെ മറ്റു വിധത്തിലുള്ള യോഗ്യതയുള്ളവരാണെങ്കിൽ ഉദ്യോഗകയറ്റത്തിനായുള്ള നിയമബദ്ധ പരീക്ഷ (Obligatory Test) പാസ്സാകുന്നതിൽ നിന്നും താത്ക്കാലികമായി ഒഴിവാക്കിക്കൊണ്ട് താത്ക്കാലിക നിയമനം നൽകാവുന്നതാണെന്ന് കേരള സ്റ്റേറ്റ് ആന്റ് സബോർഡിനേറ്റ് സർവ്വീസസ് ചട്ടം 13(എ)(i)(എ) അനുശാസിക്കുന്നു. പ്രസ്തുത ആനുകൂല്യത്തിലൂടെ ഉദ്യോഗകയറ്റം നേടുന്ന ജീവനക്കാരൻ ഉദ്യോഗകയറ്റം ലഭിച്ച തീയതി മുതൽ മൂന്ന് വർഷത്തിനുള്ളിൽ നിർദിഷ്ട നിയമബദ്ധമായ പരീക്ഷ അഥവാ പ്രൊമോഷൻ ടെസ്റ്റ് പാസ്സായിരിക്കണം. നിർദിഷ്ട ടെസ്റ്റ് നിശ്ചിത സമയത്തിനുള്ളിൽ പാസ്സാകാത്ത ജീവനക്കാരെ ഏത് തസ്തികയിൽ നിന്നാണോ ഉദ്യോഗകയറ്റം നൽകിയത് ആ തസ്തികയിലേയ്ക്ക് തിരിച്ചയയ്ക്കുന്നതാണ്.

26-8-81ലോ അതിനുശേഷമോ 50 വയസ്സ് തികഞ്ഞ സർവ്വീസിലുള്ള പട്ടികജാതി/പട്ടികവർഗ്ഗ വിഭാഗങ്ങളിൽപ്പെടുന്ന ജീവനക്കാർ ഉൾപ്പെടെയുള്ള മുഴുവൻ ജീവനക്കാരും അവരുടെ മൊത്തം സേവന കാലദൈർഘ്യം പരിഗണിക്കാതെ പ്രൊമോഷൻ, പ്രൊമോഷൻ തുടങ്ങിയുള്ളവയ്ക്ക് നിഷ്കർഷിച്ചിട്ടുള്ള നിയമബദ്ധ പരീക്ഷകൾ (Obligatory Test) പാസ്സാകുന്നതിൽ നിന്നും പൂർണ്ണമായും ഒഴിവാക്കപ്പെടാൻ യോഗ്യരാണെന്ന് കേരള സ്റ്റേറ്റ് ആന്റ് സബോർഡിനേറ്റ് സർവ്വീസസ് ചട്ടം 13(ബി) അനുശാസിക്കുന്നു. (ജി.ഒ.എം.എസ്)282/81/ജി.എ.ഡി. തീയതി 26-8-81, ജി.ഒ.(പി)309/84/ജി.എ.ഡി തീയതി 31-8-84).

എന്നാൽ പി.എസ്.സി നടത്തുന്ന അക്കൗണ്ട് ടെസ്റ്റ് (ഹയർ) പോലുള്ള വകുപ്പുതല ടെസ്റ്റുകൾ നിശ്ചിത "യോഗ്യത"യായി അക്കൗണ്ട് ആഫീസർ പോലുള്ള തസ്തികകൾക്ക് നിശ്ചയിച്ചിട്ടുള്ളതിനാൽ അക്കൗണ്ട് ടെസ്റ്റ് (ഹയർ) നിയമബദ്ധമായ പരീക്ഷയായി പരിഗണിക്കുന്നതല്ല. അക്കാരണത്താൽ പട്ടികജാതി/പട്ടികവർഗ്ഗ

വിഭാഗങ്ങളിൽപ്പെടുന്ന ജീവനക്കാരെയോ 50 വയസ്സ് തികഞ്ഞ ജീവനക്കാരെയോ അക്കൗണ്ട് ടെസ്റ്റ് (ഹയർ) പാസ്സാകുന്നതിൽ നിന്നും ഒഴിവാക്കിയിട്ടില്ല.

2. അവധി (LEAVE)

സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പിലെ ഉദ്യോഗസ്ഥർക്ക് കേരള സർവ്വീസ് റൂൾസ് (KSR) ഒന്നാം 61-ാം ചട്ടപ്രകാരം അവധി വ്യവസ്ഥകൾ ബാധകമാണ്. അവധി അപേക്ഷയുടെ മാതൃക (Form 19)-ൽ കൊടുത്തിരിക്കുന്നു.

പൊതു വ്യവസ്ഥകൾ

അവധിയിൽ പ്രവേശിക്കുന്ന ഉദ്യോഗസ്ഥൻ മുൻകൂർ അപേക്ഷിച്ച് അനുവാദം വാങ്ങിയിരിക്കേണ്ടതാണ്. 4 മാസത്തിൽ കൂടുതലുള്ള ശുശ്രൂഷാതനാവധി (LWA), പഠനാവധി (Study Leave) ഇവ അനുവദിക്കുന്നതിനുള്ള അധികാരം ഗവൺമെന്റിനു മാത്രമാണ് (റൂൾ-64). മറ്റ് ഏതു തരം അവധിയും അനുവദിക്കുന്നത് അധികാര വികേന്ദ്രീകരണം വഴി ഗവൺമെന്റ് ചുമതലപ്പെടുത്തിയ ഉദ്യോഗസ്ഥനായിരിക്കും. അവധി ഒരവകാശമല്ലയെന്നതിനാൽ അവധിക്കുള്ള അപേക്ഷ അനുവദിക്കുകയോ, തള്ളിക്കളയുകയോ ചെയ്യാം. എന്നാൽ അപേക്ഷിച്ച അവധിയുടെ സ്വഭാവം മാറ്റി അനുവദിക്കുന്നതിന് അധികാരമില്ല (റൂൾ-65). അപേക്ഷിച്ച അവധിയുടെ സ്വഭാവം അപേക്ഷകനു വേണമെങ്കിൽ ഭേദഗതി ചെയ്യാം. ഏൺഡ് ലീവൊഴികെ ഏതു തരം അവധിയും അനുവദിച്ചപ്പോൾ അർഹതയുണ്ടായിരുന്ന മറ്റൊരീനും അവധിയായി മാറ്റാവുന്നതാണ് (റൂൾ-76). അവധിയിൽ പ്രവേശിച്ച ഉദ്യോഗസ്ഥനെ അനുവദിച്ച അവധിയുടെ കാലയളവ് തീരുന്നതിനുമുമ്പ് ഡ്യൂട്ടിയിൽ പ്രവേശിക്കാനായി തിരികെ വിളിക്കാവുന്നതാണ്. തിരികെ വരേണ്ടത് നിർബന്ധിതമായാണെന്നോ (Compulsory) ഇച്ഛാനുസൃതമായാണെന്നോ (Optional) ഉള്ളത് ഉത്തരവിൽ വ്യക്തമാക്കിയിരിക്കണം. നിർബന്ധിതമായും തിരികെ വരേണ്ടതാണെങ്കിൽ പ്രസ്തുത ഉദ്യോഗസ്ഥൻ അവധിക്കാലത്തു താമസിക്കുന്ന ആസ്ഥാനത്തു നിന്നും ജോലിസ്ഥലത്തേക്ക് യാത്രതിരിക്കുന്ന ദിവസം മുതൽ ജോലിയിൽ തിരികെ പ്രവേശിച്ചതായി പരിഗണിച്ച് അന്നു മുതലുള്ള അവധി കണക്കിൽ കുറവു ചെയ്യുന്നതും യാത്രപ്പടി അനുവദിക്കുന്നതുമായിരിക്കും. Optional ആണെങ്കിൽ പ്രത്യേക സൗജന്യങ്ങളൊന്നും അനുവദിക്കുകയില്ല (റൂൾ-70).

അവധിയനുവദിക്കുന്നത് "മെഡിക്കൽ ഗ്രൗണ്ടിൽ" എന്നതിനു പകരം "മെഡിക്കൽ സർട്ടിഫിക്കറ്റിന്മേൽ" എന്നായിരിക്കണം (Cir. 52/90/Fin Dated 6/7/90). മെഡിക്കൽ സർട്ടിഫിക്കറ്റിന്റെ അടിസ്ഥാനത്തിൽ അവധിയിൽ പ്രവേശിച്ചാൽ തിരികെ ജോലിയിൽ പ്രവേശിക്കാൻ അസി: സർജനിൽ കുറയാത്ത റാങ്കിലുള്ള മെഡിക്കൽ ഓഫീസറിൽ നിന്നും നിശ്ചിത ഫോറത്തിൽ ഫിറ്റ്നസ് സർട്ടിഫിക്കറ്റ് ഹാജരാക്കണം (റൂൾസ് - 71).

മെഡിക്കൽ സർട്ടിഫിക്കറ്റിന്റെ അടിസ്ഥാനത്തിൽ എല്ലാ അവധികളും അനുവദിക്കാം. താഴെപ്പറയുന്ന അവധികൾ "മെഡിക്കൽ സർട്ടിഫിക്കറ്റിന്റെ അടിസ്ഥാനത്തിൽ മാത്രമേ അനുവദിക്കൂ.

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| (1) പ്രത്യേക അവശതാവധി | - റൂൾ 97(3) |
| (2) ഹോസ്പിറ്റൽ ലീവ് | - റൂൾ 103, നോട്ട്-1 |
| (3) പ്രസവാവധിയോടു ചേർത്തെടുക്കുന്ന 60 ദിവസത്തിൽ കൂടുതലുള്ള ഏതുതരം അവധിയും | - റൂൾ 102 |

- (4) ഗർഭച്ഛിദ്രം, ഗർഭമലസൽ എന്നിവയ്ക്കുള്ള അവധി - റൂൾ 101
- (5) ക്ഷയം, കുഷ്ഠം, ക്യാൻസർ, മാനസിക രോഗം എന്നിവയുടെ ചികിത്സയ്ക്കെടുക്കുന്ന ശുന്യ വേതനാവധി - റൂൾ 90
- (6) 90 ദിവസത്തിൽ കൂടുതലുള്ള മുൻകുറവധി - റൂൾ 85
- (7) വ്യക്തിപരമായ കാരണങ്ങൾക്കല്ലാതെയുള്ള അർദ്ധവേതനാവധി - റൂൾ 82

അവധിയനുവദിച്ച അധികാരിയുടെ അനുവാദം കൂടാതെ അവധിക്കാലം തീരുന്നതിനുമുമ്പ് തിരികെ ജോലിയിൽ പ്രവേശിക്കാൻ പാടില്ല. - റൂൾ 72(1)

അപ്പൻഡിക്സ് XIIA,C പ്രകാരമുള്ള ശുന്യവേതനാവധി (LWA) അനുവദിക്കുന്നത് ഗവൺമെന്റായതിനാൽ അവധിക്കാലം തീരുന്നതിനുമുമ്പ് ജോലിയിൽ പ്രവേശിക്കാൻ ഗവൺമെന്റിന്റെ അനുവാദം ആവശ്യമാണ്. അതിനായി 3 മാസം മുൻകൂറായി അപേക്ഷിക്കണം - Cir.15/02/Fin.13.03.2002. ഗവൺമെന്റിന്റെ അനുവാദം ലഭിക്കുന്നതിന് കാലതാമസം നേരിടുന്നതിനാൽ നിയമനം നടത്തുന്നതിന് അധികാരപ്പെട്ട ഉദ്യോഗസ്ഥൻ ഇത്തരം അപേക്ഷകരെ ഗവൺമെന്റ് അനുവാദത്തിനു വിധേയമായി ജോലിയിൽ പ്രവേശിക്കാൻ അനുവദിക്കേണ്ടതും എന്നാൽ അനുഭവിക്കാത്ത അവധിക്കാലം റദ്ദുചെയ്യുന്നതിനുള്ള അനുവാദം ഗവൺമെന്റിൽ നിന്നും പിന്നീട് വാങ്ങേണ്ടതുമാണ് - Cir. 13/03/Fin. Dated 17.01.2003.

വെക്കേഷനോട് ചേർത്ത് അപ്പൻഡിക്സ് XII A,B,C പ്രകാരമുള്ള ശുന്യവേതനാവധി, കാഷ്ചൽ അവധി എന്നിവ ഒഴികെയുള്ള ഏതവധിയും എടുക്കാവുന്നതാണ്. അപ്പൻഡിക്സ് XII A,B,C പ്രകാരമുള്ള ശുന്യവേതനാവധി, കാഷ്ചൽ ലീവ് ഇവയൊഴിച്ചുള്ള അവധികൾ മറ്റവധികളോട് ചേർത്തും എടുക്കാം. ആർജ്ജിതാവധിയും (EL) അർദ്ധ വേതനാവധി (HPL)യും ചേർത്ത് 240 ദിവസത്തിൽ കൂടുതൽ ഒന്നിച്ചെടുക്കാൻ പാടില്ല.

L.P.R:- അവധി അവസാനിക്കുമ്പോൾ തിരികെ ജോലിയിൽ പ്രവേശിക്കാതെ വിരമിക്കുകയെന്ന ഉദ്ദേശത്തോടെ ആർജ്ജിതാവധി, അർദ്ധ വേതനാവധി എന്നിവ 'ലീവ് പ്രിപ്പറേറ്ററി ടു റിട്ടയർമെന്റ്' ആയി എടുക്കാം. അതിനായി രണ്ടു മാസം മുൻകൂറായി അപേക്ഷിക്കണം. (G.O.163/74/Fin. 17.7.74).

കാഷ്ചൽ ലീവ്, സ്പെഷ്യൽ കാഷ്ചൽ ലീവ്, കോമ്പൻസേഷൻ ഓഫ് ഇവയൊഴിച്ചു മറ്റേതവധിക്കുമുള്ള അപേക്ഷകൾ സമർപ്പിക്കേണ്ടത് ഫോം നമ്പർ-13ലാണ് - റൂൾ 113.

വിവിധ തരത്തിലുള്ള അവധികൾ

കേരള സർവ്വീസ് റൂൾസ് അനുസരിച്ച് സാധാരണ അവധി, പ്രത്യേക അവധി എന്നീ രണ്ടു വിഭാഗങ്ങളിലായി 9 തരം അവധികളുണ്ട്. കാഷ്ചൽ ലീവ്, കോമ്പൻസേഷൻ ഓഫ്, സ്പെഷ്യൽ കാഷ്ചൽ ലീവ് ഇവയെ അവധികളായി കണക്കാക്കാത്തതിനാൽ ഈ 9 തരം അവധികളുടെ ഗണത്തിൽ ഇവ ഉൾപ്പെടുന്നില്ല.

- I. സാധാരണ അവധി (Ordinary Leave) - റൂൾ 77(i)
 - 1. ആർജ്ജിതാവധി (Earned Leave)
 - 2. അർദ്ധ വേതനാവധി (Half Pay Leave)
 - 3. പരിവർത്തിതാവധി (Commutated Leave)
 - 4. മുൻകുറവധി (Leave Not Due)

5. ശൂന്യവേതനാവധി (Leave Without Allowances)

II. പ്രത്യേക അവധി (Special Leave) - റൂൾ 77(ii)

- 1. അവശതാവധി (Disability Leave)
- 2. പഠനാവധി (Study Leave)
- 3. ഹോസ്പിറ്റൽ ലീവ് (Hospital Leave)
- 4. പ്രസവാവധി (Maternity Leave)

I. 1. ആർജ്ജിതാവധി (Earned Leave)- റൂൾ 78-81, 86 & 87

നോൺ വെക്കേഷൻ വിഭാഗത്തിൽപ്പെടുന്ന പാർട്ട് ടൈം കണ്ടിജൻസി ജീവനക്കാർ ഒഴികെയുള്ള ഉദ്യോഗസ്ഥർക്ക് ആദ്യത്തെ ഒരു വർഷത്തേക്ക് 22 ദിവസത്തെ ഡ്യൂട്ടിക്ക് 1 എന്ന നിരക്കിലും തുടർന്ന് 11 ദിവസത്തെ ഡ്യൂട്ടിക്ക് 1 എന്ന നിരക്കിലും ആർജ്ജിതാവധി ലഭിക്കും. പാർട്ട് ടൈം കണ്ടിജൻസി ജീവനക്കാർക്ക് 22 ദിവസത്തേക്ക് 1 എന്ന നിരക്കിൽ ഒരു വർഷത്തേക്ക് പരമാവധി 15 ദിവസം അവധി ലഭിക്കും. സാധാരണ അവധി, പ്രത്യേക അവധി എന്നിവയ്ക്കും ഡയസ്നോൺ, ഡ്യൂട്ടിയായി പരിഗണിക്കാത്ത സസ്പെൻഷൻ എന്നീ കാലയളവുകൾക്കും ഏൺഡ് ലീവ് കണക്കാക്കുന്നതല്ല.

22 ദിവസത്തെ ഡ്യൂട്ടിക്ക് 1 എന്ന നിരക്കിൽ ലീവ് കണക്കാക്കുമ്പോൾ 10/22 വരെയുള്ള ഭിന്നസംഖ്യ ഉപേക്ഷിക്കണം. 11/22 ഓ അതിൽ കൂടുതലോ വരുകയാണെങ്കിൽ 1 ആയി കണക്കാക്കാം. 11 ദിവസത്തേക്ക് 1 ആയി കണക്കാക്കുമ്പോൾ ഭിന്നസംഖ്യ റൗണ്ട് ചെയ്യേണ്ടതില്ല.

വെക്കേഷൻ വിഭാഗത്തിൽപ്പെടുന്നവരെ വെക്കേഷൻ കാലയളവിൽ ഡ്യൂട്ടിയ്ക്കു നിയോഗിച്ചാൽ മാത്രമെ ആർജ്ജിതാവധിയ്ക്കർഹതയുണ്ടാവൂ. ഇവരെ സർവ്വീസിൽ ആദ്യത്തെ വർഷം വെക്കേഷൻ ഡ്യൂട്ടിക്കു നിയോഗിച്ചാൽ അവധിയ്ക്കർഹത ഉണ്ടായിരിക്കുകയില്ല. വെക്കേഷൻ കാലയളവിൽ ജോലിനോക്കിയ ദിവസങ്ങളുടെ എണ്ണത്തെ 30 കൊണ്ട് ഗുണിച്ചിട്ട് ആകെ വെക്കേഷൻ ദിവസങ്ങൾ കൊണ്ട് ഹരിക്കുമ്പോൾ അർഹതപ്പെട്ട ആർജ്ജിതാവധിയെത്രയെന്നു കിട്ടും.

No. of days of duty attended x 30
----- = No. of days of Leave Earned
No. of days of vacation

വെക്കേഷൻ വിഭാഗത്തിൽ നിന്നും ഒരു ഉദ്യോഗസ്ഥൻ നോൺ വെക്കേഷൻ വിഭാഗത്തിലേക്ക് മാറുമ്പോൾ ഏറ്റവും ഒടുവിൽ വന്ന വെക്കേഷന്റെ തൊട്ടടുത്ത ദിവസം മുതൽ നോൺ വെക്കേഷനിലോട്ടു മാറിയതായി കണക്കാക്കി ഈ അവധി കണക്കാക്കണം. വെക്കേഷനിടയിലാണ് മാറ്റമെങ്കിൽ ആ വെക്കേഷൻ തീരുന്നതിനു തൊട്ടടുത്ത ദിവസം മുതൽ നോൺ വെക്കേഷനിലോട്ട് മാറിയതായി കണക്കാക്കണം.

നോൺ വെക്കേഷനിൽ നിന്നു വെക്കേഷൻ വിഭാഗത്തിലേക്ക് മാറിയാൽ പുതിയ ജോലിയിൽ പ്രവേശിച്ച തീയതിക്കു തൊട്ടു മുമ്പുള്ള വെക്കേഷൻ അവസാനിച്ചതു വരെയുള്ള കാലത്തിനു മാത്രമെ നോൺ വെക്കേഷൻ വിഭാഗത്തിനർഹമായ ആർജ്ജിതാവധിയ്ക്ക് അർഹതയുള്ളൂ. സർക്കാർ വകുപ്പുകൾ ഒഴികെയുള്ള സ്ഥാപനങ്ങളിൽ ഡെപ്യൂട്ടേഷൻ വ്യവസ്ഥയിൽ ജോലിചെയ്യുന്ന വെക്കേഷൻ വിഭാഗത്തിൽപ്പെടുന്ന സർക്കാർ ജീവനക്കാരന് ഡെപ്യൂട്ടേഷൻ കാലയളവിൽ ആർജ്ജിതാവധി ലഭിക്കുന്നതല്ല എന്ന് കെ.എസ്.ആർ. പാർട്ട് I ചട്ടം 81 അനുശാസിക്കുന്നു.

(ഗവ.ലെറ്റർ നമ്പർ.18813/ജി1/ 85/ഉവിവ തീയതി 30.09.85)

എൻ.സി.സി, സ്കൗട്ട്, ഗൈഡ് മുതലായവയുടെ സാരഥ്യം വഹിക്കുന്ന വെക്കേഷൻ ഉദ്യോഗസ്ഥരിൽ അധ്യാപക വിഭാഗത്തിൽപ്പെടുന്നവർക്കു മാത്രമെ ആർജ്ജിതാവധിയ്ക്കർഹതയുള്ളൂ.

(G.O.(Ms) No.2/73/S.Edn. dated 02.01.73)

പരിധി:- ഒരാളുടെ ക്രെഡിറ്റിൽ ഉണ്ടാകാവുന്ന ആർജ്ജിതാവധി 300 ആയി പരിമിതപ്പെടുത്തിയിട്ടുണ്ട്. (റൂൾ 78). ഒരു തവണ എടുക്കാവുന്നത് പരമാവധി 180 ആണ്. എന്നാൽ പെൻഷനു പ്രാരംഭമായി (LPR) 300 ദിവസം വരെ അവധി എടുക്കാം.

സറണ്ടർ:

പാർട്ട് ടൈം കണ്ടിജൻസിക്കാരുൾപ്പെടെയുള്ള എല്ലാ ജീവനക്കാർക്കും ഒരു സാമ്പത്തിക വർഷത്തിൽ ഒറ്റത്തവണയായി 30 ദിവസത്തെയും പെൻഷനായി പിരിയുന്ന സമയത്ത് പരമാവധി 300 ദിവസം വരെയുമുള്ള ആർജ്ജിതാവധി സറണ്ടർ ചെയ്യാം. ഒരു വർഷത്തിൽ കുറഞ്ഞ സർവ്വീസുള്ള റെഗുലർ ജീവനക്കാർക്കും സറണ്ടർ അനുവദിക്കാം. (Cir. 21/97/Fin. 22.3.97). സസ്പെൻഷനിലായ ഉദ്യോഗസ്ഥനെ തിരികെ പ്രവേശിപ്പിച്ചാൽ സസ്പെൻഷൻ കാലയളവിനു തുല്യമായ അവധി (EL) നിലനിർത്തിക്കഴിഞ്ഞ് ബാക്കിയുണ്ടെങ്കിൽ മാത്രമെ സറണ്ടർ ചെയ്യാനനുവദിക്കാവൂ. എംപ്ലോയ്മെന്റ് മുഖേന താത്കാലിക നിയമനം ലഭിച്ചവരെ വിടുതൽ ചെയ്യുമ്പോൾ സറണ്ടർ അനുവദിക്കുകയില്ല. സറണ്ടർ ചെയ്യപ്പെടുന്ന ഒരു ദിവസത്തെ അവധിയ്ക്ക് അലവൻസുകളുൾപ്പെടെ ഒരു മാസത്തെ ശമ്പളത്തിന്റെ 30ൽ 1 എന്ന നിരക്കിൽ സറണ്ടർ ചെയ്ത മാസമേതെന്നു നോക്കാതെ അവധി വേതനം നൽകണം.

2. അർദ്ധ വേതനാവധി (HPL)- റൂൾ 82 & 83

App. XII A,B,C എന്നിവയനുസരിച്ചുള്ളതും സർവ്വീസായി പരിഗണിക്കാത്തതായി ഉത്തരവാകുന്നതുമായ ശൂന്യവേതനാവധി ഒഴികെയുള്ള ഓരോ പൂർണ്ണ വർഷത്തിനും 20 എന്ന ക്രമത്തിൽ അർദ്ധ വേതനാവധി കണക്കാക്കാം. ക്രെഡിറ്റിൽ കുട്ടിച്ചേർത്തുവയ്ക്കുന്നതിനോ എടുക്കുന്നതിനോ പരിധി നിശ്ചയിച്ചിട്ടില്ല.

ശമ്പള നിരക്ക്:

- (1) അടിസ്ഥാന ശമ്പളം 10790-ൽ (Pre-Revised) കൂടുതലാണെങ്കിൽ അടിസ്ഥാന ശമ്പളത്തിന്റെ പകുതിയും ആ തുകയ്ക്കുള്ള DA യും ലഭിക്കും.
- (2) അടിസ്ഥാന ശമ്പളം 10790-ഓ അതിൽ കുറവാെ ആണെങ്കിൽ അടിസ്ഥാന ശമ്പളത്തിന്റെ പകുതിയും മുഴുവൻ അടിസ്ഥാന ശമ്പളത്തിന്റെ DAയും ലഭിക്കും. ഈ തുക അവധി എടുക്കുന്നതിനു മുമ്പ് വാങ്ങിയിരുന്ന ശമ്പളവും DAയും ചേർന്ന തുകയുടെ 65%-ത്തിൽ കുറവാണെങ്കിൽ ആ കുറവു വന്ന തുക സ്പെഷ്യൽ ലീവ് അലവൻസായി അനുവദിച്ചുകൊടുക്കണം. - റൂൾ 93.
- (3) 180 ദിവസം വരെയുള്ള അവധിക്ക് HRA, CCA, HTA ഇവ മുഴുവൻ നിരക്കിൽ നൽകും (G.O.(P)448/95/Fin. Dated 25.07.95 & 525/96/Fin. Dated 01.08.96)

3. പരിവർത്തിതാവധി (Commuted Leave)- റൂൾ 84 & 86 A

രണ്ടു ദിവസത്തെ അർദ്ധ വേതനാവധി പരിവർത്തനം ചെയ്ത് ഒരു ദിവസത്തെ പൂർണ്ണ ശമ്പളാവധി എന്ന നിരക്കിൽ എടുക്കാവുന്നതാണ് പരിവർത്തിതാവധി. മെഡിക്കൽ ട്രീറ്റ്മെന്റ് (മെഡിക്കൽ സർട്ടിഫിക്കറ്റ് ആശ്രയിച്ചു), വ്യക്തിപരമായ ആവശ്യം തുടങ്ങി ഏതാവശ്യത്തിനും അനുവദിക്കാം. G.O.(P)363/83/Fin. Dated 04.07.83) (മെഡിക്കൽ സർട്ടിഫിക്കറ്റിന്മേൽ അവധിയെടുത്താൽ മാത്രം Fitness Certificate നൽകിയാൽ മതിയാകും. (Cirl 80/85/Fin. Dated 10.09.85)

സ്ഥിരമായതോ 3 വർഷത്തിൽ കൂടുതൽ തുടർച്ചയായ സർവ്വീസുള്ള സ്ഥിരമല്ലാത്തതോ ആയ ഉദ്യോഗസ്ഥർക്കു മാത്രമേ ഈ അവധി അനുവദിക്കാവൂ - റൂൾ 86 A.

4. മുൻകൂറവധി (Leave Not Due) - Rule - 85

മറ്റവധികളൊന്നും ക്രെഡിറ്റിൽ ഇല്ലാത്ത സ്ഥിരമായ ഉദ്യോഗസ്ഥർക്ക് അവർ ഭാവിസേവന കാലത്തിൽ ആർജ്ജിക്കുന്ന അർദ്ധ വേതനാവധിക്കൊണ്ട് കടം വീട്ടാൻ കഴിയുമെന്ന് അവധിയനുവദിക്കുന്ന അധികാരിക്ക് ഉത്തമബോധ്യമുണ്ടെങ്കിൽ മാത്രം മുൻകൂറായി അനുവദിക്കുന്ന അർദ്ധ വേതനാവധിയാണിത്. സ്ഥിരമല്ലാത്തവർക്ക് - എത്ര നീണ്ട സർവ്വീസുണ്ടായിരുന്നാലും - ഈ അവധി അനുവദിക്കുകയില്ല.

5. ശൂന്യവേതനാവധി (Leave Without Allowance)- റൂൾ 88 & 91

ലീവ് അക്കൗണ്ടിൽ മറ്റവധികൾ ഇല്ലാതിരിക്കുകയോ ഉണ്ടെങ്കിൽ തന്നെ ഉദ്യോഗസ്ഥർ രേഖാമൂലം അപേക്ഷിക്കുകയോ ആണെങ്കിൽ ഈ അവധി അനുവദിക്കാം. ഇതിന് ഉദ്യോഗസ്ഥരെ 3 വിഭാഗമായി തരംതിരിച്ചിട്ടുണ്ട്.

- (I) സ്ഥിരമായ ഉദ്യോഗസ്ഥർ
- (II) 3 വർഷത്തിൽ കൂടുതൽ സർവ്വീസുള്ള സ്ഥിരമല്ലാത്ത ഉദ്യോഗസ്ഥർ
- (III) 3 വർഷത്തിൽ കുറവായ സർവ്വീസുള്ള സ്ഥിരമല്ലാത്ത ഉദ്യോഗസ്ഥർ

ഇവരിൽ (I) ഉം (II) ഉം വിഭാഗക്കാർക്ക് ഒരേ സമയം 3 മാസത്തിൽ കൂടിയ കാലത്തേക്കും ഈ അവധി അനുവദിക്കാം. (III)-ാം വിഭാഗത്തിൽപ്പെടുന്നവർക്ക് ഒരേ സമയം 3 മാസം വരെ മാത്രമേ ഈ അവധി അനുവദിക്കാവൂ. ഈ പരിധിയിൽ കൂടിയാൽ അവരെ സർവ്വീസിൽ നിന്നും നീക്കം ചെയ്യണമെന്നാണു വ്യവസ്ഥ - റൂൾ 88(III)96A. എന്നാൽ താഴെപ്പറയുന്ന 5 സന്ദർഭങ്ങളെ ഇതിൽ നിന്നും ഒഴിവാക്കിയിട്ടുണ്ട്.

- (I) സസ്പെൻഷൻ പിരീഡ് ക്രമപ്പെടുത്തുന്നതിനായി 3 മാസത്തിൽ കൂടുതൽ ശൂന്യവേതനാവധി അനുവദിക്കേണ്ടി വരുന്നത്. (റൂൾ 88(ii) exception).
- (II) മറ്റു ജോലി സ്വീകരിക്കുന്നതിനായി App.XII A അനുസരിച്ചും ഭാര്യ ഭർത്താവിനോടും ഭർത്താവ് ഭാര്യയോടും ഒപ്പം പോകുന്നതിനായി App.XII C അനുസരിച്ചും ശൂന്യവേതനാവധി അനുവദിക്കുന്നത്.
- (IV) ഒരു വർഷത്തിൽ കൂടുതൽ തുടർച്ചയായ സർവ്വീസുള്ള സ്ഥിരമല്ലാത്ത ജീവനക്കാർക്ക് ക്ഷയം, ക്യാൻസർ, കുഷ്ഠം, മാനസിക രോഗം ഇവയുടെ ചികിത്സയ്ക്കായി 18 മാസം വരെ ശൂന്യവേതനാവധിയനുവദിക്കുന്നത് (റൂൾ 90 A). അടിസ്ഥാന ശമ്പളം 7800/- (PR) രൂപയിൽ കൂടാത്ത ഉദ്യോഗസ്ഥനാണ് ഈ അവധിയെടുക്കുന്നതെങ്കിൽ അയാളുടെ അടിസ്ഥാന ശമ്പളത്തിന്റെ 35% 18 മാസത്തേക്ക് Exgratia Allowance ആയി നൽകുന്നതാണ്. ഈ അലവൻസ് 2730/- രൂപയിൽ കൂടാനോ 1820/- രൂപയിൽ കുറയാനോ പാടില്ല. (G.O.(P)132/2002/Fin dated 14.03.2002.)

(V) ഗവൺമെന്റിനു പ്രയോജനകരമായ ഉയർന്ന വിദ്യാഭ്യാസ യോഗ്യത നേടാൻ വേണ്ടി 2 വർഷമോ അതിൽ കൂടുതലോ തുടർച്ചയായ സർവ്വീസുള്ള സ്ഥിരമല്ലാത്ത ഉദ്യോഗസ്ഥർക്കും അർഹതപ്പെട്ട അവധികൾക്കു പുറമെ ശൂന്യവേതനാവധി അനുവദിക്കാം. 2 വർഷത്തെ സർവ്വീസ് ഉണ്ടായിരിക്കണമെന്ന നിബന്ധന പട്ടികജാതി/പട്ടിക വർഗ്ഗക്കാർക്കു ബാധകമല്ല. - റൂൾ 91.

റൂൾ 88, 91 ഇവയനുസരിച്ച് ശൂന്യവേതനാവധിയനുവദിക്കുമ്പോൾ പ്രസ്തുത കാലയളവ് പെൻഷൻ ഉൾപ്പെടെയുള്ള സർവ്വീസ് ആനുകൂല്യങ്ങൾക്ക് യോഗ്യകാലമാണോ അല്ലയോ എന്നത് ഉത്തരവിൽ വ്യക്തമാക്കണം. (Cir.24780/R.44/99 dated 22.04.1999).

(a) LWA to take up Employment: Else where
Rule: App. XII A & G.O.(P)637/2002/Fin. Dated 19.10.2002)

രാജ്യത്തിനകത്തോ വിദേശത്തോ ജോലി സ്വീകരിക്കുന്നതിനായി ഒരാളുടെ സർവ്വീസ് കാലത്തിനിടയിൽ 20 വർഷം വരെ ശൂന്യവേതനാവധിയെടുക്കാം. ഒരു പ്രാവശ്യം 5 വർഷം വരെ മാത്രമേ അനുവദിക്കുകയുള്ളൂവെങ്കിലും 20 വർഷം വരെ നീട്ടിയെടുക്കാം. അനുവദിക്കുന്നതും നീട്ടി നൽകുന്നതും ഗവൺമെന്റാണ്. അനുമതിയില്ലാതെ അവധിയിൽ പ്രവേശിക്കുകയോ തുടരുകയോ ചെയ്താൽ സർവ്വീസിൽ നിന്നും നീക്കം ചെയ്യും.

അപേക്ഷകൻ പ്രവേശന തസ്തികയിലെ പ്രൊബേഷൻ പൂർത്തിയാക്കിയിരിക്കണം. അല്ലാത്ത പക്ഷം തിരികെ ജോയിൻ ചെയ്യുന്ന തീയതി മുതൽ പുതിയതായി സർവ്വീസിൽ പ്രവേശിച്ചതായി കണക്കാക്കി പ്രൊബേഷൻ ആരംഭിക്കുന്നതാണ്. തിരികെ പ്രവേശിക്കാനുള്ള അവകാശം മാത്രമേ ഇത്തരക്കാർക്ക് ഉണ്ടായിരിക്കുകയുള്ളൂ. പ്രൊബേഷൻ പൂർത്തിയായശേഷം അവധിയെടുത്താലും ഈ അവധിക്കാലം ഒരു കാര്യത്തിനും സർവ്വീസായി പരിഗണിക്കുകയില്ല. (Cir.63833/99/G.Edn. dated 20.07.2000).

സേവനക്കരാറുകളിൽ ഉൾപ്പെട്ടിട്ടുള്ളതോ (Bonded obligation to serve Government) അച്ചടക്ക നടപടി നേരിടുന്നതോ ആയ ഉദ്യോഗസ്ഥർക്ക് അവധിയിൽ നിന്നും മുക്തരാകും വരെ ഈ അവധിയനുവദിക്കുകയില്ല. ഭവന നിർമ്മാണ വായ്പ, വാഹന വായ്പ തുടങ്ങിയവ എടുത്തിട്ടുള്ളവർ ആയത് മുഴുവനും തിരിച്ചടയ്ക്കുകയോ 23.11.1979 ലെ G.O.(P)1028/79/Fin. നിഷ്കർഷിക്കുന്ന ബോണ്ടിന് വയ്ക്കുകയോ ചെയ്യണം.

App. XII C അനുവദിച്ചുള്ള അവധിയൊഴികെ മറ്റൊന്നും ഈ അവധിയോടു ചേർത്ത് അനുവദിക്കുകയില്ല (G.O.(P)1002/97/Fin. dated 06.11.1997). എന്നു മുതലാണ് അവധി തുടങ്ങുന്നതെന്ന് ഉത്തരവിൽ വ്യക്തമാക്കിയിട്ടില്ലെങ്കിൽ 6 മാസത്തിനകം അവധിയിൽ പ്രവേശിച്ചിരിക്കണം (G.O. dated 08.10.1984). അവധി ദിവസങ്ങളും വെക്കേഷനും App. XIA പ്രകാരമുള്ള ശൂന്യവേതനാവധിക്കു മുൻപിലോ പിൻപിലോ ചേർക്കാൻ പാടില്ല.

(b) LWA for the purpose of study
Rule: App. XII B & G.O.(P)654/1995/Fin. Dated 10.10.1995)

റൂൾ 88, 91 ഇവയനുസരിച്ച് ശൂന്യവേതനാവധിയ്ക്കർഹതയില്ലാത്തവർക്ക് സർവ്വീസ് കാലയളവിൽ പരമാവധി 5 വർഷത്തേക്ക് ഈ അവധിയനുവദിക്കുന്നു. മേൽ വിവരിച്ച App. XII A പ്രകാരമുള്ള ശൂന്യവേതനാവധിയ്ക്കുള്ള വ്യവസ്ഥകളെല്ലാം ഇതിനും ബാധകമാണ്. മറ്റവധികളോ വെക്കേഷനോ ഈ അവധിയോടു ചേർത്തനുവദിക്കുകയില്ല.

(c) LWA for Joining Spouse: App. XII C

ഭാര്യ ഭർത്താവിനോടോ ഭർത്താവ് ഭാര്യയോടോ ഒപ്പം ചേരുന്നതിന് ഈ അവധിയനുവദിക്കുന്നു. App. XII A പ്രകാരമുള്ള അവധിയുൾപ്പെടെ 20 വർഷത്തേക്കു വരെ ഈ അവധിയനുവദിക്കും. ഈ അവധിയിലായിരിക്കുമ്പോൾ സർക്കാറിന്റെ അനുമതി കൂടാതെ മറ്റു ജോലികളൊന്നും സ്വീകരിക്കാൻ പാടില്ല. App. XII A അനുസരിച്ചുള്ള മറ്റു വ്യവസ്ഥകളും മാർഗ്ഗ നിർദ്ദേശങ്ങളും ഇതിനും ബാധകമാണ്. 3 മാസത്തിൽ കുറഞ്ഞ കാലയളവിലേയ്ക്കാണ് ഈ അവധിയെടുക്കുന്നതെങ്കിൽ

ഇൻക്രിമെന്റിനു യോഗ്യകാലമായി കണക്കാക്കുന്ന ശൂന്യവേതനാവധിയൊഴിച്ച് മറ്റു സാധാരണ അവധികളിലേതെങ്കിലും, ഈ കാലയളവിൽ മറ്റു ജോലികളൊന്നും സ്വീകരിക്കുകയില്ലെന്ന വ്യവസ്ഥയിന്മേൽ, അനുവദിക്കാം (G.O.(P)209/84/Fin. Dated 12.04.84, 636/02/Fin. Dated 19.10.2002, 1002/97/Fin. dated 06.11.97). അവധി നീട്ടിക്കിട്ടാൻ തുടർച്ചയായി അപേക്ഷിക്കുന്ന പക്ഷം അനുവദിച്ചു കഴിഞ്ഞ അവധിയുൾപ്പെടെയുള്ള കാലയളവ് LWA to Join Spouse ആയി മാറ്റുന്നതാണ്.

(d) LWA under Appendix XII A & Appendix XII C

Appendix XII A/XII C പ്രകാരം അനുവദിയ്ക്കപ്പെട്ടിട്ടുള്ള ശൂന്യവേതനാവധി മറ്റൊരു തരത്തിലുള്ള അവധിയായി പരിവർത്തനപ്പെടുത്തുവാൻ സാധ്യമല്ല. (സർക്കുലർ നം.18/96/ഫിൻ തീയതി 11.4.96).

II. 1. അവശതാവധി (Special Disability Leave)- റൂൾ 97

ഒരു ഉദ്യോഗസ്ഥൻ ശരിയായി ഔദ്യോഗിക കൃത്യം നിർവ്വഹിച്ചതുകൊണ്ട് ശാരീരികമായ അവശതകൾ ഉണ്ടാകുന്നുവെങ്കിൽ അത്തരം ഉദ്യോഗസ്ഥന് അവശതാവധി അനുവദിക്കാവുന്നതാണ്. താൽക്കാലിക ജീവനക്കാരുൾപ്പെടെ എല്ലാ ജീവനക്കാർക്കും ഈ അവധി അനുവദിക്കാം (റൂൾ-98(3)ന്റെ നോട്ട്). മറ്റവധികളോടു ചേർത്തും എടുക്കാം. (റൂൾ-97(4)). ശാരീരികാവശതയ്ക്ക് അനുവദിക്കാവുന്ന അവധി പരമാവധി 24 മാസമോ മെഡിക്കൽ സർട്ടിഫിക്കറ്റിൽ സർട്ടിഫൈ ചെയ്തിരിക്കുന്ന കാലമോ - ഇവയിൽ കുറവുള്ള കാലത്തേക്ക് അനുവദിക്കാം (റൂൾ-97(3)). അവധി ശമ്പളം ആദ്യത്തെ 4 മാസത്തേക്ക് ഏൺഡ് ലീവിലെന്നപോലെയും അതിനുശേഷം അർദ്ധശമ്പളാവധിയ്ക്കു നൽകുന്ന നിരക്കിലും (റൂൾ-97(7)(a) & (b)).

2. പഠനാവധി (Study Leave) - റൂൾ 91, 99 & App. VI

പഠനാവധിയും (Study Leave) പഠനാവശ്യത്തിനുവേണ്ടിയുള്ള അർഹതാവധിയും (Leave for study purpose) തമ്മിൽ വ്യത്യാസമുണ്ട്. (i) പഠനാവധി 5 വർഷത്തിൽ കുറയാത്ത സർവ്വീസുള്ളതും പഠനം കഴിഞ്ഞ് 3 വർഷത്തിനുള്ളിൽ റിട്ടയർ ആകാൻ സാധ്യതയില്ലാത്തതുമായ ഉദ്യോഗസ്ഥർക്ക് അവരുടെ ഔദ്യോഗിക കാര്യങ്ങളുമായി ബന്ധമുള്ള വിഷയങ്ങളിൽ ഇന്ത്യയിലോ ഇന്ത്യയ്ക്കു വെളിയിലോ ഉള്ള പഠന സങ്കേതങ്ങളിൽ പോയി പഠിക്കുന്നതിന് ഗവൺമെന്റ് അനുവദിച്ചു കൊടുക്കുന്നതാണ്. ഈ അവധി ലീവ് അക്കൗണ്ടിൽ കുറവു ചെയ്യുന്നില്ല. ഒരു ഉദ്യോഗസ്ഥന് പരമാവധി 12 മാസത്തെ പഠനാവധിയെടുക്കാം. എന്നാൽ പ്രത്യേക സാഹചര്യങ്ങളിൽ ആകെ സർവ്വീസ് കാലത്തിനിടയിൽ 24 മാസം വരെയനുവദിക്കാം. മറ്റേതവധിയോടു ചേർത്തും എടുക്കാം. എന്നാൽ ആകെ കാലയളവ് 28 മാസത്തിൽ കൂടാൻ പാടില്ല. നിശ്ചിത വ്യവസ്ഥകളും മറ്റും ഉൾക്കൊള്ളുന്ന കരാർ (Bond) ഗവൺമെന്റിനു നൽകണം. സ്ഥിരം ഉദ്യോഗസ്ഥർ, താൽക്കാലിക ഉദ്യോഗസ്ഥർ എന്നിവർ കാലാവധി ദീർഘിപ്പിക്കുന്നതിന് നൽകേണ്ട ബോണ്ടുകളുടെ മാതൃക KSR App; VI-ൽ A,A.1,B, B.1 ആയി കൊടുത്തിട്ടുണ്ട്.

പഠനാവധി ഇൻക്രിമെന്റ്, സീനിയോറിറ്റി, പ്രൊമോഷൻ, പെൻഷൻ എന്നിവയെ ബാധിക്കുന്നില്ല. ഈ കാലത്തേക്കും HPL നേടുന്നു. എന്നാൽ ആർജ്ജിതാവധി നേടുന്നില്ല. അർദ്ധ വേതനാവധിയ്ക്ക് നൽകുന്നതുപോലെയുള്ള ലീവ് സാലറിയും സ്റ്റുഡി അലവൻസും ലഭിക്കും.

(II) രണ്ടു വർഷത്തിൽ കൂടുതൽ തുടർച്ചയായ സർവ്വീസുള്ള ഉദ്യോഗസ്ഥർക്ക് പഠനാവശ്യത്തിനുവേണ്ടി അവരുടെ ലീവ് അക്കൗണ്ടിലുള്ള സാധാരണ അവധി അനുവദിക്കാം. -റൂൾ 91, GD & 91 A. LWA ആണെങ്കിൽ ലീവ് സാലറിയും സ്റ്റുഡി അലവൻസും കിട്ടുകയില്ല. വെക്കേഷനുമദ്ധ്യേ കോഴ്സ് ആരംഭിക്കുകയോ അവസാനിക്കുകയോ ചെയ്താലും കോഴ്സിന്റെ മുഴുവൻ കാലയളവിലേക്കുമായിട്ടാണ് അവധി അനുവദിക്കുന്നത്. - Cir. 52/2000/Fin. Dtd. 20.10.2000.

3. ഹോസ്പിറ്റൽ ലീവ് (Hospital Leave) - റൂൾ 103

KSR പാർട്ട് I ലെ റൂൾ 103(a) മുതൽ (h) വരെയായിപ്പറയുന്ന താഴ്ന്ന ശ്രേണിയിലെ ഉദ്യോഗസ്ഥർക്ക് ശാരീരികമായ അവശത ഔദ്യോഗിക കൃത്യനിർവ്വഹണ ഫലമായി ഉണ്ടാകുകയാണെങ്കിൽ ഈ അവധി അനുവദിക്കാം. കൃത്യനിർവ്വഹണത്തിൽ ഏർപ്പെട്ടിരുന്നപ്പോൾ ഉണ്ടായ രോഗം/അപകടം ആണെന്നു ആഫീസ് മേധാവിയുടേയും ഇതു ശമിക്കാൻ ആവശ്യമായ അവധിമാത്രമാണു ശുപാർശ ചെയ്തിരിക്കുന്നതെന്നു ഡോക്ടറുടേയും സർട്ടിഫിക്കറ്റിന്റെ അടിസ്ഥാനത്തിലാണു അവധിയനുവദിക്കുന്നത്. ആശുപത്രിയിലോ അല്ലാതെയോ ചികിത്സിക്കാം. താത്ക്കാലിക ജീവനക്കാർക്കും അർഹതയുണ്ട്. _ റൂൾ 103 ന്റെ നോട്ട് 1 & 2.

4. പ്രസവാവധി (Maternity Leave) - റൂൾ 100

താത്ക്കാലിക ജീവനക്കാരുൾപ്പെടെയുള്ള സ്ത്രീ ജീവനക്കാർക്ക് 135 ദിവസത്തേക്ക് മുഴുവൻ ശമ്പളത്തോടുകൂടി പ്രസവാവധി ലഭിക്കും. G.O.(P)3000/98/Fin. Dtd. 25.11.1998 & G.O.(P)130/02/Fin. Dtd. 13.03.2002.

പാർട്ട് ടൈം ജീവനക്കാർക്ക് 3 മാസം ലഭിക്കും. ഗർഭം അലസിപ്പോകുന്ന പാർട്ട് ടൈം കണ്ടിജൻസിക്കാരുൾപ്പെടെയുള്ള ഉദ്യോഗസ്ഥകൾക്ക് 6 ആഴ്ച വരെ ഈ അവധി ലഭിക്കും. മെഡിക്കൽ സർട്ടിഫിക്കറ്റ് ഹാജരാക്കണം റൂൾ-101. റൂൾ100 ഉം 101ഉം പ്രകാരമുള്ള അവധികൾ പ്രൊബേഷൻ ഡ്യൂട്ടിയായി പരിഗണിക്കും. മെഡിക്കൽ സർട്ടിഫിക്കറ്റിന്റെ അടിസ്ഥാനത്തിൽ പ്രസവാവധിയ്ക്കു മുൻപോ, പിൻപോ, മുൻപും പിൻപുമായോ മറ്റവധികൾ എടുക്കാം. അത് 60 ദിവസത്തിൽ കൂടാതിരുന്നാൽ മെഡിക്കൽ സർട്ടിഫിക്കറ്റ് വേണ്ട - റൂൾ 102. വെക്കേഷനു മുൻപും പിൻപുമായി പ്രസവാവധിവരുന്ന പക്ഷം വെക്കേഷനുൾപ്പെടെയുള്ള കാലയളവ് അനുവദനീയമായ പ്രസവാവധിയിൽ കൂടാൻ പാടില്ല.

യാദൃശ്ചികാവധി (Causal Leave) - App. VII.

യാദൃശ്ചികാവധി അംഗീകൃത അവധിയല്ല. എല്ലാ കാര്യത്തിനും ഡ്യൂട്ടിയായി കണക്കാക്കും. പാർട്ട് ടൈം കണ്ടിജൻസി ജീവനക്കാരുൾപ്പെടെ വെക്കേഷൻ വിഭാഗത്തിൽപ്പെടാത്ത എല്ലാ ഉദ്യോഗസ്ഥർക്കും ഒരു കലണ്ടർ വർഷത്തിൽ 20 ഉം വെക്കേഷൻ വിഭാഗക്കാർക്ക് 15 ഉം കാഷ്ചൽ ലീവനുവദിക്കാം. സാധാരണ അവധികളോടും പ്രത്യേക അവധികളോടും ചേർത്ത് അനുവദിക്കുകയില്ല. ഒഴിവു ദിവസങ്ങളുൾപ്പെടെ ഒരു തവണയായി 15 ദിവസത്തിൽ കൂടുതൽ അനുവദിക്കാൻ പാടില്ല. കാഷ്ചൽ ലീവിനോടു ചേർന്നും ഇടയ്ക്കും വരുന്ന ഒഴിവു ദിവസങ്ങളെ കാഷ്ചൽ ലീവായി കണക്കാക്കുകയില്ല. അര ദിവസത്തേയ്ക്കും അനുവദിക്കാം.

സ്പെഷ്യൽ കാഷ്ചൽ ലീവ് (Special Causal Leave) - App. VII. Sec. II

App. VII, Sec.II-ൽ വിവരിച്ചിട്ടുള്ള 42 സാഹചര്യങ്ങളിൽ 1 ദിവസം മുതൽ 90 ദിവസം വരെയുള്ള വ്യത്യസ്ത കാലയളവുകളിലേക്ക് സ്പെഷ്യൽ കാഷ്ചൽ ലീവ് അനുവദിക്കുന്നു. മറ്റവധികളോടു ചേർത്തും എടുക്കാം.

വെക്കേഷൻ കാലത്തല്ലാതെ നടത്തപ്പെടുന്ന ഷോർട്ട് ടേം കോഴ്സ്, റിഫ്രഷൻ കോഴ്സ് എന്നിവയിൽ പങ്കെടുക്കുന്നതിനായി സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പിലെ അധ്യാപകർക്ക് 10 ദിവസം വരെ സ്പെഷ്യൽ കാഷ്ചൽ ലീവ് അനുവദിക്കാം. അതിൽ കൂടുതൽ വേണ്ടി വരുന്ന ദിവസങ്ങൾക്ക് മറ്റേതെങ്കിലും അവധിയനുവദിക്കണം. ഈ

ഉദ്യോഗസ്ഥന്റെ കൂടെ താമസിക്കുന്ന ബന്ധുവിന് Plague, Small Pox, Cholera, Typhoid, Diphtheria, Acute Influenzal Pneumonia, Cerebro Spinal Meningitis ഇതിലേതെങ്കിലും രോഗം പിടിപെട്ടാൽ ആയതിനുള്ള മെഡിക്കൽ സർട്ടിഫിക്കറ്റിന്മേൽ 21 ദിവസം വരെയും പ്രത്യേക സാഹചര്യങ്ങളിൽ 30 ദിവസം വരെയും ഈ അവധി അനുവദിക്കാം. രോഗം ഉദ്യോഗസ്ഥനാണു പിടിപെട്ടതെങ്കിൽ ഈ അവധി അനുവദിക്കുകയില്ല. അവധിയിലായ ഉദ്യോഗസ്ഥനു പകരം ആളെ നിയമിക്കാൻ പാടില്ല. പകരം ആളെ നിയമിക്കേണ്ടത് അത്യാവശ്യമാണെങ്കിൽ മറ്റേതെങ്കിലും അവധിയനുവദിക്കണം.

സ്പെഷ്യൽ കാഷ്ചൽ ലീവ് അനുവദിക്കാവുന്ന മറ്റു പ്രധാന സാഹചര്യങ്ങൾ

1. ഗവൺമെന്റ് ഭാഗം സാക്ഷിയായി കോടതിയിൽ ഹാജരാകേണ്ടി വരുമ്പോൾ
2. പേപ്പട്ടി വിഷ ചികിത്സയ്ക്ക് 14 ദിവസം വരെ. കൂടുതൽ വേണ്ടി വന്നാൽ ബാക്കി മറ്റവധിയെടുക്കണം.
3. കോളറയ്ക്കോ, ടൈഫോയ്ഡിനോ പ്രതിരോധ കുത്തിവയ്പ്പെടുത്ത ലാസ്റ്റ് ഗ്രേഡ് ജീവനക്കാർക്ക് ശാരീരിക അവശതയുണ്ടായാൽ ഒരു ദിവസം അനുവദിക്കാം.
4. ഡിപ്പാർട്ട്മെന്റ് ടെസ്റ്റിന് (obligatory test) പരീക്ഷാസമയവും യാത്രാസമയവും. (മറ്റവധികളോ കാഷ്ചൽ ലീവോ ഇതിനോട് ചേർത്തനുവദിക്കുകയില്ല.)
5. ആരോപണത്തിൽപ്പെട്ട ഉദ്യോഗസ്ഥൻ, സസ്പെൻഷനിലല്ലെങ്കിൽ, അന്വേഷണ സമിതിയുടെ മുമ്പാകെ ഹാജരായി തിരികെ വരുന്നതിന് യഥാർത്ഥത്തിൽ ആവശ്യമായി വരുന്ന ദിവസങ്ങൾക്ക്.
6. അംഗവൈകല്യ സംബന്ധമായ ചികിത്സയ്ക്ക് മെഡിക്കൽ സർട്ടിഫിക്കറ്റിന്റെ അടിസ്ഥാനത്തിൽ 1 വർഷത്തിൽ 15 ദിവസം വരെ.
7. കൃത്രിമക്കാൽ മാറ്റിവയ്ക്കാനോ അതിന്റെ ചികിത്സയ്ക്കോ ആയി യാത്രയുൾപ്പെടെ ഒരേ സമയം 15 ദിവസം വരെ വർഷത്തിൽ ഒന്നിലധികം തവണ അനുവദിക്കാം.
8. അംഗവൈകല്യമുള്ള ഉദ്യോഗസ്ഥർക്ക് അവരുടെ സ്പോർട്ട്സിൽ പങ്കെടുക്കാൻ എല്ലാ വർഷവും ഡിസംബർ-3ന്.
9. രക്തദാനം നടത്തുന്നതിന് 1 കലണ്ടർ വർഷത്തിൽ 2 ദിവസം (G.O.(P)234/89/Fin. Dated 04.05.89).
10. യുവജനോത്സവം, കായികമേള തുടങ്ങിയവയിലേയ്ക്ക് വിദ്യാർത്ഥി സംഘങ്ങളെ നയിക്കുന്ന അദ്ധ്യാപകർക്ക് 1 വർഷത്തിൽ 15 ദിവസം വരെ.
11. സംസ്ഥാന തല മത്സരങ്ങളിൽ പങ്കെടുക്കാൻ 15 ദിവസം വരെ.
12. സംസ്ഥാനത്തെ പ്രതിനിധീകരിച്ച് കായിക മത്സരങ്ങളിൽ പങ്കെടുക്കാൻ 1 വർഷത്തിൽ 45 ദിവസം വരെ.
13. അന്തർദേശീയ കായിക മത്സരങ്ങളിൽ പങ്കെടുക്കാൻ 90 ദിവസം വരെ (G.O.(P)659/95/Fin. Dated 10.10.95).
14. കുടുംബാസൂത്രണ പ്രക്രിയ/ചികിത്സയുമായി ബന്ധപ്പെട്ട വ്യത്യസ്ത കാര്യങ്ങൾക്ക് 6 മുതൽ 14 ദിവസം വരെ-App.VII Sec.II & G.O.(P)381/83/Fin. Dated 08.07.83.

കോൺഫറൻസുകളിലും മറ്റും പങ്കെടുക്കാൻ സർവ്വീസ് സംഘടനാ പ്രതിനിധികൾക്ക് സ്പെഷ്യൽ കാഷ്ചൽ ലീവ് അനുവദനീയമല്ല - (Cir.No.37/97/Fin dated 24.04.97).

നഷ്ടപരിഹാരവധി (Compensation Leave) - App. VII. Sec. III

അത്യാവശ്യഘട്ടങ്ങളിൽ അധികാരപ്പെട്ട ഉദ്യോഗസ്ഥന്റെ നിർദ്ദേശപ്രകാരം പൊതു ഒഴിവു ദിവസം ഔദ്യോഗിക കൃത്യനിർവ്വഹണത്തിലേർപ്പെടുന്ന ഉദ്യോഗസ്ഥന് അതിനുപകരം താഴെപ്പറയുന്ന വ്യവസ്ഥകൾക്കു വിധേയമായി തുല്യമായ നഷ്ടപരിഹാരവധി അനുവദിക്കാം.

1. കാഷ്ചൽ ലീവനുവദിക്കാൻ അധികാരമുള്ള ഉദ്യോഗസ്ഥന്റെ മുൻകുറന്നുമതി വേണം.

2. ഒരു കലണ്ടർ വർഷത്തിൽ പരമാവധി 15 ദിവസം- (G.O.(P)840/92/Fin dated 04.11.92).
3. ഡ്യൂട്ടിയിലായിരുന്ന ദിവസം മുതൽ 3 മാസത്തിനകം ഈ അവധി എടുത്തിരിക്കണം.
4. 10 ദിവസത്തിൽ കൂടുതൽ കൂട്ടി വയ്ക്കാൻ പാടില്ല.
5. ആർജ്ജിതാവധി, അർദ്ധ വേതനാവധി ഇവയോട് ചേർത്തനുവദിക്കുകയില്ല. യാദൃശ്ചികാവധിയോട് ചേർത്ത് പൊതു ഒഴിവു ദിവസമുൾപ്പെടെ 15 ദിവസത്തിൽ കൂടാത്ത കാലത്തേക്കനുവദിക്കാം.
6. ഔദ്യോഗിക കൃത്യനിർവ്വഹണത്തിനായി പൊതു ഒഴിവു ദിവസം യാത്ര ചെയ്യുന്നതിന് നഷ്ട പരിഹാരവധി അനുവദിക്കുകയില്ല.
7. ആഫീസ് മേധാവിയ്ക്ക് ഈ അവധിക്ക് അർഹതയില്ല.

ഞായറാഴ്ചകളിലും പൊതു ഒഴിവു ദിവസങ്ങളിലും turn duty നോക്കേണ്ടി വരുന്ന സെക്യൂരിറ്റി സ്റ്റാഫിന് നോർമൽ സെക്യൂരിറ്റി ഡ്യൂട്ടിയ്ക്ക് തടസ്സമില്ലാത്ത രീതിയിൽ കോമ്പൻ സേറ്ററി ലീവ് അനുവദിക്കേണ്ടതാണ്.

Promotion with Retrospective effect:

In the judgement dated 05.11.2001 in OP No.6839 of 1999 filed by Sri. T. Gangadharan, Lecturer in Textile Technology, Government Polytechnic, Kannur praying promotion to the post of Head of Section with retrospective effect, the Hon'ble High Court has by dismissing the O.P observed and ordered as below:

"In the absence of any provision of law compelling the appointing authority to fill up the vacancy with effect from the very date on which it occurred, a duty to grant promotion with effect from the date of occurrence of the vacancy cannot be thrust upon the appointing authority. The appointing authority may postpone the filling up of the vacancy due to administrative reasons and fixed problems.

Petition has got a fundamental right to be considered for appointment or promotion in accordance with law, but no such right to be appointed or promoted with effect from the date on which the vacancy has arisen. In the absence of any legal right flowing from any constitutional or statutory provision in favour of the petitioner, the claim of the petitioner for retrospective promotion is liable to be rejected. The duties and responsibilities of the lower post and the higher post are different and in such cases no employee is justified in the normal course in making a claim for the emoluments attached to the higher post without performing the duties and responsibilities of the higher post".

Employees leaving country for private purposes – Authority competent to give permission – Uniform procedure – Regarding.

Part II of App. III, Part I, KSR's deals with leaving jurisdiction on official purpose. Rule 93A of Kerala Government Servant's Conduct Rules, 1960 stipulates that permission of Superior Officer is required for leaving Head quarters on private purpose. The reason for leave must be expressed in the leave application itself. Specific sanction of the leave sanctioning authority should be obtained to go abroad on private purpose after availing leave

including casual leave. Sanction at Government level is not necessary (except when Government is the leave sanctioning authority). The Government servant should not accept hospitality of foreign Government and should not accept employment during the leave period. Sanction of Government is necessary for leave for taking up employment abroad and for joining spouse under Appendices XII A and XII C Part I, KSR's. (Govt. Circular No.10553/Adv.C2/2001/P&ARD dt. 29.4.2002)

Notional Promotion – Date of effect of the Monetary benefit

As per rule 23(c) Part I, KSR an officer shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date he assumes the duties of that post. Further Rule 23(c) provides that promotion which do not involve change of duties shall have effect from the date of occurrence of vacancy. Hence a vacant post is a pre-requisite for ordering provisional or regular promotion. But notional promotions are ordered under exigencies of service owing to retrospective revision of seniority and also based on court directions, without ascertaining whether there is sufficient number of vacancies to order promotion. Government wish to clarify that back arrears are not admissible for notional promotion. (G.O.(P)1016/2000/Fin. Dated 12.07.00).

Ratio Promotions drawal of arrears

There is no objection in allowing monetary benefits from the date of occurrence of vacancy in the case of ratio promotions which do not involve change of duties vide Rule 23(c) Part I KSRs. (Govt. Letter No.30454/R1/2001/Fin. Dated 23.01.2002)

Ratio Promotion - Declaration – Reg.

Ratio based higher grade promotion is similar to that of regular promotion and hence declaration regarding relinquishment (to the effect that the incumbent will not refuse the regular promotion to that grade as and when it becomes due) is not required. Declaration is required for allowing Time-Bound Higher Grade promotion.

Persons who got Inter Departmental transfer – Reversion to parent Department

Inter Departmental transfer governed as per G.O.(Ms)4/61/PD dated 02.01.1961, is allowed to a person subject to the condition that:

" he can come back to the old unit or department only if and when there is no vacancy for him to continue in the new unit or if for any reason his pay in the substantive post in the parent department becomes higher than the pay of the new post held by him".

So, the requests to go back parent department from persons granted Inter Departmental Transfer, showing situations other than those detailed above are not admissible. (Govt. Letter No. 11346/G3/2002/ H.Edn. dated 06.09.2002)

"employees can return to their parent Departments as per rule 8 of Part I of KS&SSR without losing their seniority, if they are not confirmed in the new Department. (Circular No.768/R1/2004/P&ARD dated 15.7.2004)

Vigilance Cell and Vigilance Cases:

As per G.O.(P)34/97/Vig. Dated 11.6.1997, the administrative Vigilance set-up in all departments will be known uniformly by the nomenclature 'Vigilance Cell'. Officers of adequate seniority, preferably number two level in each organization will be designated as Vigilance officer to head the vigilance cell. The Vigilance Officer will be answerable to the Head of Department or Chief Executive only. As per G.O.(P)65/92/Vig. Dated 12.5.1992, the orders already issued on the organization , working and procedure relating to the investigation and enquiries by the Vigilance Department, have been revised.

Review of Cases of Officers under suspension:

As per para 13 of G.O.(P) 65/92/Vig. Dated 12.5.1992, when an investigation/enquiry against a Government servant is pending in the Directorate of Vigilance Investigation, the Head of Department/Officer concerned shall not initiate a parallel departmental enquiry on the same allegations but shall wait for the completion of investigation/enquiry by the Director of Vigilance Investigation.

As per Government Circular No.4435/Adv.C2/94/P&ARD dated 23.5.1994, all cases in which an officer is under suspension for more than six months, will be reviewed and decision taken based on the merits of each case.

Government vide letter No.26379/L3/02/H.Edn. dated 27.11.2002 clarified that the review contemplated in para 17 of manual for disciplinary proceedings will not apply to cases of suspension in pursuance of criminal proceedings in a court. Revised guidelines relating to review of suspension of officers involved in vigilance, trap cases have been issued vide Government Circular No.8842/E3/04/Vig dated 15.9.2004.

Transfer and posting of Workshop Instructors against the post of Demonstrator:

The post of Workshop Instructor is declared as addition to the cadre of Demonstrator in Engineering vide G.O(Rt)230/02/H.Edn. dated 02.02.02

3. Pension

GUIDELINES FOR PREFERRING PENSIONARY BENEFITS

All heads of offices dealing with Pension files are to observe the following guidelines.

Pension papers have to be sent to the Accountant General one year in advance (Rule 114 & 115 KSR Part III). Heads of offices should send the pension proposals sufficiently early. (Changes arising due to increments earned during the year will be considered by the Accountant General before authorization).

I. Documents to accompany pension application

1. Non-Gazetted Officers and staff of aided institutions

- i. Service Book
Entries in the service Book should be complete and attested.
- ii. Pension Book (2 sets)
 - a. Fill up all items in Pages 5 & Form No. 2 (page 6 to 10)
 - b. Report of the receiving authority in Page 11 should be recorded.
 - c. Pages 8,23,25,27,29,31, 33,37,39 & 41 should be filled up.
- iii. All documents mentioned in Page 5 of the Pension Book

2. Gazetted Officers

- i. Pension Book (2sets)
- ii. SB if any
- iii. Pages 5 & items 1 to 10 in page 7, pages 23,25,27,29,31,33,37 & 41 of PB should be filled up.
- iv. All other documents as in the case of non gazetted officers.

3. Death cases

- i. Pension Book (2copies) & SB if any
- ii. Form No. 6 (ie., Pages 17 to 21 of Pension Book)
- iii. Enquiry certificate in annexure III (Page 35 of Pension Book) (Heirship Certificate is not required)
- iv. Pages 23,25,27,37,39 & 41 of Pension Book to be filled up.
- v. All other documents indicated in Page 5 of PB.

II. Additional requirements in the case of special categories.

1. Voluntary retirement

Sanction for voluntary retirement.

2. Family Pension to parents

If both the parents are alive, family pension is payable to both in equal shares. (Proposal should be sent along with eligibility certificate issued by the Tahsildar (Condition: Income should be less than Rs. 4800 p.a. and there should be no other children well placed)

III. Settlement of Liabilities

1. HBA, MCA etc

Details of employees against whom HBA/MCA/PCA are outstanding should be sent to the AG one year before the due date of retirement. The liabilities should be ascertained from the AG and the whole amount recovered. If any amount is outstanding at the time of retirement it should be included in the liability certificate.

2. Liabilities intimated by AG

Any liability intimated by the Accountant General should be included in the liability certificate.

3. Non Govt. dues

Dues to non government institutions such as co-op societies, KSFE etc can be recovered from DCRG only with the consent of the pensioner. If such dues are included in the LC, consent of the pensioner for recovering the dues should also be sent.

4. Dues to Government

Liabilities of an employee should be quantified sufficiently early so that NLC/LC can be issued immediately after retirement. Dues to Govt., if any, can be recovered from the DCRG after giving a notice to the employee/pensioner (note 2 to Rule 3 Part III KSR). If no reply is furnished within the time allowed or if the reply received is not satisfactory, the amount can be fixed as liability and included in the LC. The Head of account to which the amount is to be credited has to be shown in the LC.

The head of the institution from which the employee retires should collect NLC/LC from the heads of institutions in which the employee worked during last 4 years of his service and consolidated NLC/LC furnished to the Director. If any difficulty is experienced in obtaining the LC/NLC from the offices, the matter should be brought to the notice of the DTE.

In the covering letter forwarding the LC/NLC it should be specified that liability particulars for the last 3 years have been collected. The period should not be specified in the LC/NLC.

5. Write off of liabilities of officers who die in harness

As per GO(P)No.591/97/Fin dated. 17.6.97, amounts up to 2 lakh of outstanding liabilities of loans and advances granted to an employee who die in harness can be written off. The heads of offices should inform the details of outstanding loans in such cases to the Director so that proposals can be sent to Govt. early for getting the amount written off.

IV. LAST PAY BILL

While forwarding the last salary bill of retired Gazetted officers for countersignature of DTE, a declaration as below obtained from the officer should also be furnished.

Declaration

“I, Shri/Smt.....(Name, Designation, Name of Institution) do hereby agree to effect recovery from my DCRG or to withhold the entire amount of DCRG due to me towards liabilities if any found out later against me.”

Place:

Date:

Signature:

Name:

Designation:

Institution:

4. Confidential Reports

Government had prescribed instructions for the preparation and maintenance of confidential reports as per G.O.(P)No.344/Public dated 22.08.1966. The main points are:

1. Objects:

The main object of the annual report is to screen an officer's professional ability and intelligence in applying law and procedure prescribed to cases coming before him and to correct the deficiencies observed.

2. Period of Report:

- (a) The form prescribed for Non Gazetted and Gazetted Officer are Form II (A) and Form II (B) respectively. The report should cover the period from 1st January to 31st December.
- (b) Confidential Report should be prepared and submitted half yearly ending 30th June and 31st December for the first 3 year of service and on promotion, before higher authority within one month.

3. Responsibility for the maintenance of Confidential Reports:

The Head of Department should ensure that Confidential Reports of all persons covering the entire period are properly maintained and observed closely and providing training & guidance where ever necessary. Report for a period less than 45 days need not be insisted.

4. Preparation:

The following points should be noted while preparing a report.

- (i) The report should be written or typed by the officer himself. The name & designation of officer writing report should be shown below his signature.
- (ii) The name & designation of the officer reported on must be shown in the same manner as shown in the Service Book.
- (iii) The report will be made out by the officer under whose administrative control the subordinate is working and passed on to the next higher authority. Every higher officer is expected to have detailed information regarding the work and conduct of all his subordinates. He should exercise positive and independent judgement on the remarks of reporting officer. If however, a reviewing officer does not have an idea of the work of any of his subordinate it should be stated. It would not be sufficient to affix his signature without any comments.

- (iv) The entries in the Confidential Reports should be descriptive.
- (v) Reporting officer should ensure that the report should represent a frank and full appraisal of the officer's merits and demerits. Colourless entries like satisfactory, fair etc., should be avoided as far as possible.
- (vi) When an officer is transferred during the middle of a year, a report or note should be prepared and forwarded to the officer to whose administrative control the officer is transferred, which is to be completed at the end of the year.
- (vii) As the District collector is the Chief representative of Government in his District and is expected to supervise the activities in his district, he should always have the discretion to send a note on any officer of the district except Judicial Officers. Such reports shall form part of the Confidential Reports of the Government servant concerned.
- (viii) A reporting officer when he proceeds on leave or is transferred or retires must record his opinion on the work of every officer directly subordinate to him for the information of his successor. This opinion should be incorporated in the annual Confidential Report. If the reporting officer has held charge for more than 4 months, the record should be made on the form of Confidential Report prescribed.

(G.O.(P)239 dated 06.08.1969)

5. Punishments:

Expressions of displeasure conveyed/orders regarding disciplinary action/findings of vigilance investigation should be recorded in Confidential Report (attaching copy).

(G.O.(P)No.41/86/GAD dtd 31.01.1986)

6. Communication of Remarks:

Every employee should know remediable defects so that he can improve himself. Whereas an adverse entry is made, the reporting officer should certify that the defects have been brought to the subordinate's notice. In communicating remarks to the officer reported upon, the below mentioned procedure should be followed.

- (a) Where no adverse entry is made, nothing should be communicated except in cases within (C) below.
- (b) Where an adverse entry relates to a remediable defect, it should be communicated with the substance of the entire report.
- (c) Where the report of an officer shows that he had made efforts to remedy or overcome defects mentioned in the preceding report, the fact should be communicated to the officer in a suitable form.

- (d) Where an officer has made an adverse remark against a Government servant serving under him for 2 consecutive years, the desirability of giving an opportunity to serve under another officer may also be considered.
- (e) While communicating adverse remarks, neither the identity of officer recording the adverse remark need be disclosed to the party on any account.
- (f) When an officer has done outstanding work, the fact should also be communicated to him.
- (g) The fact of communication of remarks should be recorded in personal file. Acknowledgment should also be obtained and filed in the Confidential Reports.

7. Representations against adverse remarks:

The reportee may be given an opportunity to make a representation against the remarks communicated to him. Such representation should be made to the authority within one month in polite language.

G.O.(P)No.186 dtd. 30.06.1969.

8. Procedure for dealing with the representation against adverse remarks:

Representation should be examined by an authority superior to the reviewing officer.

9. Personal Data of Government Employees:

All State Government Employees except last grade servants should furnish information of their close relatives in Proforma E on first appointment and it should be added to the Confidential Records.

10. Confidential Reports on Officers on deputation to another Department or in Foreign Service.

The Confidential Reports on officers on deputation to another department of Government should be continued to be maintained in the parent department. In such cases the Reports should be prepared in duplicate by the Department where the official is on deputation and one copy there of sent to the parent department.

In respect of officers on service with the Government of India, other state Government, Companies etc. the confidential reports should be duly obtained from the Governments or Companies, as the case may be, and kept along with the Confidential Records.

11. Confidential reports on retired and deceased officers and their disposal.

The Confidential Records relating to a deceased officer may be destroyed after 2 years from the date of death and that of a retired officer after 5 years from the date of retirement.

12. Special Reports:

- (i) Special Reports may be called for at any time on the work of any officer.
- (ii) A superior officer may at any time, of his own accord forward a report on an officer working under him.
- (iii) Any special reports required about an officer's fitness for promotion may be included in the Confidential Report at the discretion of the officer in whose custody the Confidential file is kept.

13. Date of Submission:

The reporting officer will forward the annual report on his subordinate by the first February following the year reviewed. (The half yearly reports by the 1st February and the 1st August).

G.O.(Ms)No.331/PD dtd. 04.11.1969.

14. Register to watch disposal of reports

A register in the following form shall be maintained by all Head of Offices.

Serial No.	Name of officer to be reported upon	Designation	Due Date	Date of receipt	Date when sent to Secretary to Govt. or Minister or Officer concerned	Adverse remarks, if any, communicated	Remarks
1	2	3	4	5	6	7	8

15. Miscellaneous:

Restriction in Handling custodian officers should ensure that subordinate in Administrative posts do not have access to the confidential reports on themselves, their seniors or of officers of equal rank.

Good Service Entries:

The immediate superior Gazetted officer may recommend good service entries to their subordinate and the custodian officer of the confidential reports of the officer concerned may award such entries.

Cir. No. 83705/SD-3/67/PD dtd. 28.08.1968

Cir. No. 83667/SD-3/77/GAD dtd.03.09.1977.

Officers who have to write/review Confidential Records

Sl.No.	Name of Post	Reporting Officer	Reviewing Officer/ Authority
1	DTE	- Principal Secretary to Govt. H.Edn. Dept.	- Minister Education
2	SJD (PS)	- DTE	- Principal Secretary to Govt. H.Edn. Dept.
3	SJD (ECS)	- DTE	- Principal Secretary to Govt. H.Edn. Dept.
4	JD (IIIC)	- DTE	- Principal Secretary to Govt. H.Edn. Dept.
5	D D (P&T)	- SJD (ECS)	- DTE
6	D D (General)	- SJD (PS)	- DTE
7	Sr. Technical Officer	- SJD (PS)	- DTE
8	Technical Officer	- SJD (ECS)	- DTE
9	Training Officer	- SJD (ECS)	- DTE
10	Inspector of Industrial Schools	- D D (General)	- SJD (PS)
11	Administrative Officer	- DTE	- Government
12	Finance Officer	- DTE	- Government
13	Administrative Assistant	- A.O.	- DTE
14	Accounts Officer (General)	- A.O	- DTE
15	Accounts Officer (DP)	- JD (IIIC)	- DTE
16	Sr./Jr. Supdts/H.A in DTE	- Concerned controlling officers	- DTE
17	Sr./Jr. Supdts/H.A. Working in JCTE'S Office/Regional Directorates/ etc.	- Concerned controlling officers	- DTE
18	Sr./Jr. Supdt/H.A working in Institutions	- Concerned Head of Institution	- RDTE/A.O
19	Administrative Assts./ Accounts Officers working in Institutions	- Concerned Head of Institution	- DTE
20	JCTE	- SJD (PS)	- DTE
21	Dy. CTE	- JCTE	- DTE
22	Asst. CTE	- JCTE	- DTE
23	Technical officers working in JCTE's office	- JCTE	- SJD (PS)
24	Accounts Officer working in JCTE's office	- JCTE	- DTE
25	JD, RDTE, Kothamangalam	- Sr. JD (ECS)	- DTE

26	Asst. Director	-	JD, RDTE, Kothamagalam	-	DTE
27	JD, RDTE, Kozhikode	-	Sr. JD (PS)	-	DTE
28	Asst. Director	-	JD, RDTE, KKD	-	DTE
29	Inspector of Industrial Schools (RDTE, Kothamagalam/ Kozhikode)	-	JD	-	DTE
30	JD, CDC, Kalamassery	-	SJD (PS)	-	DTE
31	Asst. Director, SD Centre, Kalamassery	-	SJD (PS)	-	DTE
32	Principal's of Engg. Colleges	-	SJD (ECS)	-	DTE
33	Principal's of College of Fine Arts	-	SJD (ECS)	-	DTE
34	Principal's of Polytechnics	-	SJD (PS)/RDTE	-	DTE
35	Supdts. of T.H.S	-	D D (General)	-	Sr. JD (PS)
36	G C I, Supdts.	-	SJD (ECS)/JD RDTE	-	DTE
37	Teaching and other staff in Engg. Colleges	-	Concerned Head of Institution/ Prof.	-	Prl./Sr. JD
38	Teaching and other staff in College of Fine Arts	-	Concerned Head of Institution/ Prof.	-	Prl./Sr. JD
39	Teaching and other staff in Polytechnics. (Except ministerial staff)	-	Head of Institution	-	Sr. JD
40	Asst. Instructor/Instructor GCI	-	Supdt. GCI	-	JD RDTE/ Sr. JD(ECS)

5. FAMILY BENEFIT SCHEME

GENERAL CONDITIONS

1. *Commencement of the Scheme:*

The Family Benefit Scheme was introduced by Government in G.O.(P)405/77/Fin. Dated 19-10-1977.

2. *Categories of employees to whom the scheme applies:*

(i) The scheme applies to all regular Government employees under the State Government. Officers of All India Service borne on Kerala Cadre, full-time teaching and non-teaching staff of Private Schools and Colleges, protected teachers, teaching and non-teaching staff of private polytechnics and N.M.R. Workers.

(ii) The Scheme is optional and those who opt for the scheme should continue under the scheme up to retirement or relief from service on other grounds.

3. *Procedure for joining the Scheme:*

Every employee who wishes to join the scheme has to exercise his option for the scheme and to file an option statement in the form given in Annexure I. In the case of a Government Employee who enters service after 1-9-1977, option for joining the scheme has to be exercised by him at any time within a period of one year from the date of his entry in service. He has also to file a nomination as to the person(s) to whom the amount due to him should be paid in the event of his death while in service, in the form given in Annexure II.

4. *Option:*

Option statement of the non-gazetted officers have to be forwarded to the Heads of Office under whom they are working and the Head of Office has to countersign and keep them pasted in the Service Books of the officers concerned, after making necessary entries therein. In the case of Self drawing Officers, option statements have to be sent to the Head of Departments. The Head of Departments have to sent their option statements to the concerned Administrative Department of the Secretariat for safe custody. Non-Gazetted Officers who are on Deputation to Foreign Service on the date of commencement of the scheme and continue as such have to forward their option statements to the Head of Office under whom they worked immediately before deputation. The Self-drawing Officers and Heads of Departments on deputation have to sent their option statements to the Heads of Departments and to the concerned Administrative Departments of the Secretariat as the case may be. The Heads of Departments will enter the option statements of Self-drawing Officers in a register under attestation and keep it as a permanent record. Similarly the Administrative Department of the Secretariat should keep the option statements of the Heads of Departments, opening a register therefore and keep it as a permanent record under the charge of an officer to be specifically nominated for the purpose.

5. Nomination

A subscriber to the scheme should nominate only the members of his family. Family for this purpose will include wife/husband and children of the subscriber. In the case of a subscriber who does not have a family as defined above, at the time of nomination, he may nominate any other person. However, such nomination will become invalid in the event of his acquiring a family. On acquiring family, such a subscriber should make a fresh nomination in favour of his family. Nominations furnished by the Non-gazetted Officers should be countersigned by the Head of Office and pasted in the service book, after making necessary entries therein. In the case of Self-drawing Officers, nomination should be sent to the Head of Department. The Head of the Department has to send his nomination to the concerned Administrative Department of the Secretariat for safe custody.

6. Rate of Subscription

(i) The rate of subscription of Class IV employees and N.M.R. Workers is Rs.7 p.m. and in the case of others it is Rs.10 p.m. Class IV employees who have joined the scheme will continue to subscribe to the scheme at Rs.7 p.m. even after their promotion as Class III Officers. But the subscribers, who are subsequently appointed as Class III employees by selection through P.S.C will be allowed to exercise a fresh option for contribution to the scheme at the rate of Rs.10 p.m., provided they are willing to contribute at this higher rate with effect from the date on which they originally opted for the scheme. Such re-option should be exercised within a period of six months from the date of their joining duty in the Class III category on selection by P.S.C. The arrear subscription will be remitted in lump or three equal monthly instalments through deduction from their salary in order to qualify themselves to get Rs.10,000 under the scheme in case of death while in service. The form for such re-option prescribed in Annexure XIII.

6. പൊതു പ്രോവിഡന്റ് ഫണ്ട് - വായ്പ/പണം പിൻവലിക്കൽ

സാങ്കേതിക വിദ്യാഭ്യാസ വകുപ്പിന്റെ അധീനതയിൽ പ്രവർത്തിക്കുന്ന സ്ഥാപനമേധാവികൾക്ക് പൊതു പ്രോവിഡന്റ് ഫണ്ടിൽ നിന്നും അനുവദിക്കാവുന്ന വായ്പ/തിരിച്ചടയ്ക്കാത്ത പണം പിൻവലിക്കൽ/ ഭാഗിക അന്തിമ പിൻവലിക്കൽ താഴെ പറയുന്ന പ്രകാരമാണ്.

- | | | |
|----|--------------------------------------|------------------------|
| 1. | ജോയിന്റ് ഡയറക്ടർ
മേഖലാ കാര്യാലയം | ഒരു ലക്ഷം രൂപ |
| 2. | പ്രിൻസിപ്പാൾ
എഞ്ചിനീയറിംഗ് കോളേജ് | ഒരു ലക്ഷം രൂപ |
| 3. | ജോയിന്റ് ഡയറക്ടർ
സി.ഡി.സി. | എഴുപത്തി അയ്യായിരം രൂപ |
| 4. | ജോയിന്റ് ഡയറക്ടർ
ഐ.ഐ.ഐ.സി | എഴുപത്തി അയ്യായിരം രൂപ |
| 5. | പ്രിൻസിപ്പാൾ
പോളിടെക്നിക്ക് | എഴുപത്തി അയ്യായിരം രൂപ |
| 6. | പ്രിൻസിപ്പാൾ
ഫൈൻ ആർട്സ് കോളേജ് | എഴുപത്തി അയ്യായിരം രൂപ |
| 7. | അസിസ്റ്റന്റ് ഡയറക്ടർ
എസ്.ഡി.സി. | എഴുപത്തി അയ്യായിരം രൂപ |
| 8. | സൂപ്രണ്ട്
റ്റി.എച്ച്.എസ് | ഇരുപത്തയ്യായിരം രൂപ |
| 9. | സൂപ്രണ്ട്
ജി.സി.ഐ | ഇരുപത്തയ്യായിരം രൂപ |

നിലവിൽ സ്ഥാപന മേധാവികൾ പൊതു പ്രോവിഡന്റ് ഫണ്ടിൽ നിന്നും താൽക്കാലിക വായ്പ മാത്രം ആണ് അനുവദിക്കുന്നത്. എന്നാൽ സ്ഥാപനമേധാവികൾക്ക് മുകളിൽ പറയുന്ന പ്രകാരം തിരിച്ചടയ്ക്കാത്ത വ്യവസ്ഥയിൽ പണം പിൻവലിക്കൽ (എൻ.ആർ.ഐ)/ഭാഗിക അന്തിമ പിൻവലിക്കൽ (ക്ലൺവർഷൻ) എന്നിവ അനുവദിക്കുന്നതിന് അധികാരം ഉണ്ട്. ആയതിനാൽ ഇത്തരത്തിലുള്ള അപേക്ഷകൾ സ്ഥാപന മേധാവികൾ നടപടി ക്രമം പൂർത്തിയാക്കി ബന്ധപ്പെട്ട അക്കൗണ്ടന്റ് ജനറൽ ഓഫീസിലേക്ക് നേരിട്ട് അയച്ചു കൊടുക്കേണ്ടതാണ്.

മേഖലാ കാര്യാലയത്തിന്റെ പരിധിയിൽ വരുന്ന സ്ഥാപനങ്ങൾ സ്ഥാപന മേധാവിക്ക് അനുവദിക്കുവാൻ കഴിയുന്ന തുകയെക്കാൾ കൂടുതൽ തുകയ്ക്കുള്ള അപേക്ഷകൾ മേഖലാ കാര്യാലയത്തിലേക്കാണ് അയക്കേണ്ടത്. മേഖലാ കാര്യാലയത്തിൽ നിന്നും ഉത്തരവുകൾ സഹിതം ബന്ധപ്പെട്ട അക്കൗണ്ടന്റ് ജനറൽ ഓഫീസിലേക്ക് നേരിട്ട് അയക്കേണ്ടത്.

ഒരു ലക്ഷത്തിൽ കൂടുതൽ തുകയ്ക്കുള്ള അപേക്ഷകൾ ഈ ഓഫീസിലേക്കാണ് അയക്കേണ്ടത്.

അവസാന തുകയ്ക്കുള്ള അപേക്ഷകൾ (ക്ലോഷർ)

ജീവനക്കാരുടെ അവസാന തുകയ്ക്കുള്ള അപേക്ഷകൾ സ്ഥാപന മേധാവി നേരിട്ട് ബന്ധപ്പെട്ട അക്കൗണ്ടന്റ് ജനറൽ ഓഫീസിലേക്ക് അയക്കേണ്ടതാണ്. സ്ഥാപന മേധാവികളുടെ അപേക്ഷകൾ മാത്രം ഈ ഓഫീസിലേക്ക് അയക്കുക.

റ്റി.എ/എൻ.ആർ.എ അനുവദിക്കുമ്പോൾ 7/99 മുതൽ ഉള്ള ഡി.എ കുടിശ്ശിക കുറവു വരുത്തി വേണം അനുവദിക്കുവാൻ. റ്റി.എ/എൻ.ആർ.എ അനുവദിക്കുമ്പോൾ നിയമപ്രകാരമുള്ള ആവശ്യത്തിനും പരിധിക്കും ഉള്ളിലാണ് എന്ന് സ്ഥാപന മേധാവികൾ ഉറപ്പു വരുത്തേണ്ടതാണ്.

**7. കേരള സ്വകാര്യ എഞ്ചിനീയറിംഗ് കോളേജുകളുടെയും
പോളിടെക്നിക്കുകളുടെയും
പ്രോവിഡന്റ് ഫണ്ട്**

1. അംഗത്വം (KPEPPF ചട്ടം 48)

ഒരു വർഷം സേവനം പൂർത്തിയാക്കിയ എല്ലാ ജീവനക്കാരും (താൽക്കാലിക ജീനക്കാരും ഒഴികെ) ഈ പദ്ധതിയിൽ ചേരേണ്ടതും വരിസംഖ്യ അടയ്ക്കാൻ നിർബന്ധിതരായിരിക്കുന്നതുമാണ്. (Form 27)

നാമനിർദ്ദേശങ്ങൾ (KPEPPF ചട്ടം 55)

ഒരു വരിക്കാരൻ ഈ ഫണ്ടിൽ ചേരുന്ന അവസരത്തിൽ അക്കൗണ്ട്സ് ഓഫീസർക്ക് സമർപ്പിക്കേണ്ട ഫാറം (A)യിലുള്ള അപേക്ഷയോടുകൂടി ഫാറം-1ൽ (Annexure) ഒരു നാമനിർദ്ദേശവും ഓഫീസ് തലവന് സമർപ്പിക്കേണ്ടതാണ്. എന്നാൽ നാമനിർദ്ദേശം ചെയ്യുന്ന അവസരത്തിൽ വരിക്കാരന് ഒരു കുടുംബം ഉണ്ടെങ്കിൽ നാമനിർദ്ദേശം തന്റെ കുടുംബാംഗങ്ങളല്ലാത്ത മറ്റേതെങ്കിലും ആളിന്റെയോ ആളുകളുടെയോ പേരിൽ ആകാൻ പാടുള്ളതല്ല.

വരിക്കാരന്റെ കണക്ക് (KPEPPF ചട്ടം 56)

ഒരു കണക്ക് ഓരോ വരിക്കാരന്റെയും പേരിൽ തയ്യാറാക്കേണ്ടതും ചട്ടം 58-ൽ നിർണ്ണയിച്ച പ്രകാരമുള്ള പലിശ സഹിതം തന്റെ വരിസംഖ്യയും അതുപോലെ ഫണ്ടിൽ നിന്നുള്ള തുക പിൻവലിക്കലുകളും അതിൽ കാണിക്കേണ്ടതുമാണ്.

പലിശ (KPEPPF ചട്ടം 58)

വ്യവസ്ഥകൾക്ക് വിധേയമായി കാലാകാലങ്ങളിൽ സർക്കാർ നിശ്ചയിക്കുന്ന പലിശ ഓരോ വരിക്കാരന്റെയും കണക്കിൽ ആണ്ടുതോറും വരവു വയ്ക്കേണ്ടതാണ്.

ഫണ്ടിൽ നിന്നുള്ള താൽക്കാലിക വായ്പ (KPEPPF ചട്ടം 59)

പ്രത്യേക ഉത്തരവു വഴി അപ്പപ്പോൾ സർക്കാർ നിർദ്ദേശിക്കുന്ന ഉത്തരവാദിപ്പെട്ട അധികാരിയുടെ ഉത്തരവ് അനുസരിച്ച്, ഉപാധികൾക്ക് വിധേയമായി വരിക്കാരന്റെ കണക്കിൽ ഫണ്ടിൽ അവശേഷിക്കുന്ന തുകയിൽ നിന്നും അയാൾക്ക് താൽക്കാലിക വായ്പ അനുവദിക്കാവുന്നതാണ്.

തിരിച്ചടയ്ക്കാത്ത പിൻവലിക്കലുകൾ (KPEPPF ചട്ടം 72)

ഉപാധികൾക്ക് വിധേയമായി ഫണ്ടിൽ വരിക്കാരന്റെ കണക്കിൽ നിൽക്കുന്ന തുകയിൽ നിന്നും തിരിച്ചടയ്ക്കേണ്ടാത്ത പിൻവലിക്കലുകൾ സർക്കാർ നിർദ്ദേശിച്ചിട്ടുള്ള അധികാരിക്ക് അനുവദിക്കാവുന്നതാണ്.

ഫണ്ടിലെ സമ്പാദ്യം അന്തിമമായി പിൻവലിക്കുന്നത് (KPEPPF ചട്ടം 84)

ഒരു വരിക്കാരൻ സർവ്വീസിൽ നിന്നും വിട്ടുപോകുമ്പോൾ ഫണ്ടിൽ അയാളുടെ കണക്കിൽ നിൽക്കുന്ന തുക അയാൾക്ക് ലഭിക്കുന്നതാണ്.

വരിക്കാരൻ മരണപ്പെട്ടാൽ, തന്റെ കണക്കിൽ നിൽക്കുന്ന തുക നാമനിർദ്ദേശമനുസരിച്ചുള്ള അവകാശിക്ക്/അവകാശികൾക്ക് ലഭിക്കുന്നതാണ്.

മെഡിക്കൽ റീ.ഇമ്പേഴ്സ്മെന്റ്

ജീവനക്കാർക്കും അവരുടെ ആശ്രിതർക്കും (ഭാര്യ, മക്കൾ, സർവ്വീസ് പെൻഷൻ ലഭിക്കാത്ത മാതാപിതാക്കൾ) വൈദ്യ ചികിത്സാചെലവിന്റെ റീ.ഇമ്പേഴ്സ്മെന്റ് ചികിത്സയ്ക്കായി പലിശ രഹിത വായ്പ അനുവദിക്കുന്നതും "കേരള ഗവൺമെന്റ് സെർവന്റ്സ് മെഡിക്കൽ അറ്റൻഡർ" റൂൾസ് 1960 എന്ന നിയമത്തിന്റെ പരിധിയിൽ പെടുന്ന ഇപ്രകാരമുള്ള സഹായത്തിനായി അപേക്ഷിക്കുന്നവരുടെ ശ്രദ്ധയിൽ പെടേണ്ട പ്രധാന വസ്തുതകൾ.

1. സർക്കാർ ആശുപത്രികളിലെ ചികിത്സയ്ക്കും സർക്കാർ നിർദ്ദേശിച്ചിട്ടുള്ള സ്വകാര്യ ആശുപത്രികളിലെ ചികിത്സയ്ക്കും മാത്രമേ ഈ ആനുകൂല്യം ലഭിക്കുകയുള്ളൂ.
2. സർക്കാർ അംഗീകരിച്ച സ്വകാര്യ ആശുപത്രിയിലെ ചികിത്സയ്ക്ക് ഒരു അംഗീകൃത മെഡിക്കൽ അറ്റൻഡന്റിന്റെ റഫറൽ ആവശ്യമാണ്.
3. ചികിത്സ നടത്തി 3 മാസത്തിനകം അപേക്ഷിക്കേണ്ടതാണ്.
4. 5000/- രൂപ വരെയുള്ള ക്ലിയിമുകൾ അതാത് സ്ഥാപന മേധാവികൾ തന്നെ തീർപ്പാക്കേണ്ടതാണ്.
5. സർക്കാർ ജീവനക്കാർക്ക് സർവ്വീസിൽ ഒരു പ്രാവശ്യം കണ്ണട വാങ്ങുന്നതിനായി 500 രൂപ മെഡിക്കൽ റീ.ഇമ്പേഴ്സ്മെന്റിന്റെ പരിധിയിൽ ഉൾപ്പെടുത്തി ലഭിക്കുന്നതാണ്.

8. വായ്പകൾ

- 1. ഭവന നിർമ്മാണ വായ്പ
- 2. വാഹന വായ്പ
- 3. കമ്പ്യൂട്ടർ വാങ്ങുന്നതിനുള്ള വായ്പ
- 4. വിവാഹ ചിലവിനുള്ള വായ്പ
- 5. സൈക്കിൾ വാങ്ങുന്നതിനുള്ള വായ്പ
- 6. കൊതുകുവല വാങ്ങുന്നതിനുള്ള വായ്പ

സർക്കാർ ഫണ്ടിൽ നിന്നും ജീവനക്കാർക്കു നൽകിക്കൊണ്ടിരുന്ന ഭവന നിർമ്മാണ വായ്പ, വാഹന വായ്പ, കമ്പ്യൂട്ടർ വാങ്ങുന്നതിനുള്ള വായ്പ എന്നിവ നിറുത്തലാക്കുകയും പകരം സർക്കാരിന്റെയും ജീവനക്കാരന്റെയും ജാമ്യത്തിൽ ബാങ്കുകളിൽ/ധനകാര്യ സ്ഥാപനങ്ങളിൽ നിന്ന് ലഭിക്കുന്നതിനുള്ള പദ്ധതികൾ നടപ്പിലാക്കുകയും ചെയ്തിട്ടുണ്ട്.

വായ്പ നൽകുന്ന ബാങ്കുകൾ/ധനകാര്യ സ്ഥാപനങ്ങൾ

- I. സ്റ്റേറ്റ് ബാങ്ക് ഓഫ് ട്രാവൻകൂർ
- II. സ്റ്റേറ്റ് ബാങ്ക് ഓഫ് ഇന്ത്യ
- III. കാൻഫിൻ ഹോം
- IV. ഇന്ത്യൻ ബാങ്ക്
- V. എച്ച്.ഡി.എഫ്.സി. (H.D.F.C)

1. ഭവന നിർമ്മാണ വായ്പ:- ജീവനക്കാർക്ക് ബാങ്കുകളിൽ/ധനകാര്യ സ്ഥാപനങ്ങളിൽ നിന്ന് ഭവന നിർമ്മാണ വായ്പ ലഭിക്കുന്നതിനുള്ള നടപടികൾ G.O.(P)744/02/Fin. Dated 04.12.2002 പ്രകാരം ഉത്തരവായിട്ടുണ്ട്. ഈ പദ്ധതിയനുസരിച്ച് പെൻഷൻ ആനുകൂല്യങ്ങൾക്കു അർഹതയുള്ള, രണ്ടു വർഷത്തിൽ കുറയാതെയുള്ള സേവനം പൂർത്തിയാക്കിയവർക്ക് അപേക്ഷിക്കാവുന്നതാണ്.

താഴെ പറയുന്ന കാര്യങ്ങൾക്ക് ഭവന നിർമ്മാണ വായ്പ ലഭിക്കുന്നു.

- I. പുതിയ വീട് നിർമ്മിക്കുന്നതിന്
- II. പുതിയ/പഴയ വീട് വാങ്ങുന്നതിന്
- III. നിലവിലുള്ള വീട് വിപുലീകരിയ്ക്കുന്നതിന്
- IV നിലവിലുള്ള വീട് പുതുക്കിപ്പണിയുന്നതിന്/അറ്റകുറ്റപ്പണിക്ക്

അർഹതയും തിരിച്ചടയ്ക്കാനുള്ള കഴിവും അനുസരിച്ച് അടിസ്ഥാന ശമ്പളത്തിന്റെ 60 ഇരട്ടി വായ്പാ തുകയായി ലഭിക്കും. അതിനായി ബാങ്കിൽ/ധനകാര്യ സ്ഥാപനത്തിൽ പണയബോണ്ട് പതിയ്ക്കേണ്ടതാണ്. ആവശ്യമെന്നു കണ്ടാൽ അടിസ്ഥാന ശമ്പളത്തിന്റെ 20 ഇരട്ടികൂടി, പണിപൂർത്തിയാക്കാൻ, വായ്പ ലഭിക്കുന്നതാണ്. വായ്പ ലഭിച്ച വിവരം ജീവനക്കാരന്റെ സേവന പുസ്തകത്തിൽ രേഖപ്പെടുത്തേണ്ടതാണ്.

- പലിശ:-**
- I. അഞ്ചു ലക്ഷം വരെ 7.75% പ്രതിവർഷം (Fixed)
 - II അഞ്ചു ലക്ഷത്തിനു മുകളിൽ 8% പ്രതിവർഷം (Fixed)

നിർദ്ദിഷ്ട ഫാറത്തിലുള്ള അപേക്ഷയുടെ രണ്ടു പ്രതികൾ സ്ഥാപന മേധാവിയുടെ സാക്ഷ്യപത്രം/മേലൊപ്പ് സഹിതം സാങ്കേതിക വിദ്യാഭ്യാസ ഡയറക്ടറുടെ കാര്യാലയത്തിൽ അയക്കേണ്ടതാണ്. അപേക്ഷാ ഫാറത്തിന്റെ മാതൃക അനുബന്ധമായി ചേർത്തിട്ടുണ്ട്.

I & II. വാഹന വായ്പ/കമ്പ്യൂട്ടർ വാങ്ങുന്നതിനുള്ള വായ്പ

G.O.(P)No.238/04/Fin. Dated 19.05.2004 പ്രകാരം ജീവനക്കാർക്ക്

ബാങ്കിൾ/ധനകാര്യ സ്ഥാപനങ്ങളിൽ നിന്ന് വാഹനം/കമ്പ്യൂട്ടർ വാങ്ങുന്നതിനുള്ള വായ്പകൾ ലഭിക്കുന്നു. SBI, SBT എന്നിവിടങ്ങളിൽ നിന്ന് താഴെ പറയുന്ന നിബന്ധനകൾക്കു വിധേയമായി വായ്പ ലഭിക്കുന്നു.

1. തുടർച്ചയായി രണ്ടു വർഷത്തെ സേവനം പൂർത്തിയാക്കിയിരിക്കണം.
2. അപേക്ഷകൻ വായ്പ അടച്ചു തീരുന്നതുവരെ സർവ്വീസിൽ തുടരുന്നതിനുള്ള കാലാവധി ഉണ്ടായിരിക്കണം. ആയത് സ്ഥാപനം/വകുപ്പു മേധാവി സാക്ഷ്യപ്പെടുത്തേണ്ടതാണ്.

യോഗ്യതകൾ:

1. കാർ വാങ്ങുന്നതിനുള്ള അപേക്ഷകന് ഏറ്റവും കുറഞ്ഞ പ്രതിമാസ അടിസ്ഥാന ശമ്പളം 12930/- രൂപയാണ്.
2. മോട്ടോർ സൈക്കിൾ/സ്കൂട്ടർ വായ്പയ്ക്ക് അപേക്ഷിക്കുന്നവർക്ക് പ്രതിമാസ അടിസ്ഥാന ശമ്പളം 6680/- രൂപയാണ്.
3. കമ്പ്യൂട്ടർ വായ്പയ്ക്ക് അപേക്ഷിക്കുവാൻ ജീവനക്കാരന് 10790/- രൂപ പ്രതിമാസ അടിസ്ഥാന ശമ്പളം ഉണ്ടായിരിക്കണം.

വകുപ്പു മേധാവിയുടെ കാര്യത്തിൽ സർക്കാരും (ധനകാര്യ വകുപ്പ്) മറ്റുള്ളവരുടെ കാര്യത്തിൽ വകുപ്പു മേധാവിയുമാണ് അപേക്ഷയിൽ ശുപാർശ ചെയ്യേണ്ടത്.

വായ്പ തുക

1. കാർ വാങ്ങുന്നതിന് അടിസ്ഥാന ശമ്പളത്തിന്റെ 24 ഇരട്ടി
2. മോട്ടോർ സൈക്കിൾ/സ്കൂട്ടർ: പരമാവധി 50000/- രൂപ
3. കമ്പ്യൂട്ടർ:- (i) സ്റ്റേറ്റ് ബാങ്ക് ഓഫ് ഇന്ത്യ അടിസ്ഥാന ശമ്പളത്തിന്റെ 8 ഇരട്ടി വായ്പ അനുവദിക്കുന്നു.
(ii) സ്റ്റേറ്റ് ബാങ്ക് ഓഫ് ട്രാവൻകൂർ 60000/- രൂപ വായ്പ അനുവദിക്കുന്നു.

പലിശ:-

1. കാർ:- (i) 3 വർഷം വരെ 8.5% (Fixed)
(ii) 3 വർഷത്തിനുമേൽ 9.25% (Fixed)
2. മോട്ടോർ സൈക്കിൾ/സ്കൂട്ടർ: 3 വർഷം വരെ 9.25%
3. കമ്പ്യൂട്ടർ:- (i) SBI-10.75% പരമാവധി 3 വർഷം (Fixed)
(ii) SBI-11% (Fixed) 84 മാസം വരെ.

അപേക്ഷാഫാറത്തിന്റെ നിശ്ചിത മാതൃക അനുബന്ധമായി ചേർത്തിട്ടുണ്ട്.(നമ്പർ 10)

IV. വിവാഹ ചെലവിനുള്ള വായ്പ

G.O.(P)734/97/Fin. Dated 28.08.97 പ്രകാരം സർക്കാർ സർവ്വീസിലെ ക്ലാസ് IV

ജീവനക്കാരുടെ പെൺമക്കളുടെ വിവാഹ ചെലവിനായി ഒരു വായ്പ പദ്ധതി നടപ്പിലാക്കിയിട്ടുണ്ട്. പ്രസ്തുത പദ്ധതി പ്രകാരം അടിസ്ഥാന ശമ്പളത്തിന്റെ 15 ഇരട്ടി (പരമാവധി 25000/-) വായ്പ ലഭിക്കുന്നതാണ്.

വായ്പ ലഭിക്കുന്നതിനുള്ള യോഗ്യത ക്ലാസ് IV തസ്തികയിൽ തുടർച്ചയായി അഞ്ചു വർഷത്തെ സേവനം പൂർത്തിയാക്കിയിരിക്കണം. കൂടാതെ സൂപ്പറാനേഷൻ കുറഞ്ഞത് രണ്ടു വർഷത്തെ സേവനകാലാവധി ഉണ്ടായിരിക്കുകയും വേണം.

പലിശ: 9%

തിരിച്ചടവ്: പെൻഷൻ പറുന്നതുവരെയുള്ള സർവ്വീസ് ദൈർഘ്യത്തിന്റെ അടിസ്ഥാനത്തിൽ പരമാവധി 60 തവണകളായി തിരിച്ചടയ്ക്കാം. മതിയായ രേഖകൾ സഹിതം അപേക്ഷയുടെ രണ്ടു പകർപ്പുകൾ ഡയറക്ടറേറ്റിലേയ്ക്ക് അയക്കേണ്ടതാണ്. വായ്പ കൈപ്പറ്റി പിറ്റേ മാസം മുതൽ തിരിച്ചടവ് ആരംഭിക്കേണ്ടതാണ്. വായ്പ ലഭിച്ച് ഒരു മാസത്തിനകം, ആർക്കു വേണ്ടിയാണോ വായ്പയ്ക്ക് അപേക്ഷിച്ചത് അയാളുടെ വിവാഹം രജിസ്റ്റർ ചെയ്ത സർട്ടിഫിക്കറ്റ് പരിശോധനയ്ക്കായി അയച്ചുതരേണ്ടതാണ്. വായ്പ തിരിച്ചടക്കുന്നതിൽ വീഴ്ച വരുത്തിയാൽ ഒരു വർഷത്തേയ്ക്ക് 2.5% എന്ന നിരക്കിൽ പിഴപ്പലിശ ഈടാക്കുന്നതാണ്.

അപേക്ഷാ ഫാറത്തിന്റെ നിർദ്ദിഷ്ട മാതൃകകൾ അനുബന്ധമായി ചേർത്തിട്ടുണ്ട്. (Form 14,15,16)

9. GUIDELINES PRESCRIBED FOR THE PURCHASE OF STORES

1. Estimate requirements of stores at the end of each financial year and prepare a list of articles required during the next financial year. Prepare estimates based on the consumption during the previous 3 to 5 years.
2. Prepare annual indent in form No.13 of KFC Vol. II (App.I) showing the approximate cost of articles to be purchased including incidental expenses.
3. Satisfy that funds are available and there is valid administrative sanction from competent authority.
4. Obtain stores by calling for quotations if the estimated value of stores is below Rs. 20,000/- inviting Tenders if the estimated value is Rs. 20,000/- and above.
- 4(a) Inviting of Quotations/Tenders are exempted in the following cases:-
 - i) Purchase of books and periodicals involving less than Rs.1000 at a time.
 - ii) Petty purchases of less than Rs.1000 at a time.
 - iii) Purchase from Government Sources.
 - iv) Special purchases in which any other procedure is approved by Government.
 - v) Purchase of items covered by Rate or Running contracts settled by the Director General of Supplies and Disposal, New Delhi or the Store Purchase Department, Trivandrum by operating such contracts.
5. In the case of purchase of books and periodicals above Rs.1000/- at a time, invite simple quotations from leading publishers and booksellers and place orders on the basis of competitive quotations so that maximum discount may be obtained.

INVITATION OF TENDERS:- The following procedure should be observed.

- i) Estimate requirements for the year and regulate time of purchase according to the state of market and stock position of stores. Give priority to articles which are in urgent need.
- ii) Classify articles under different trade groups according to the approved classification. Invite tenders separately for each group.
- iii) Tender specifications should be carefully and correctly drawn up so that there is no ambiguity about the correct type, size, packing etc. of materials required. There should be no room for changes in specifications after inviting tenders.
- iv) Specify place of delivery in the tender.

- v) Give sufficient time to submit tender. The minimum time suggested for ordinary stores which can be purchased from the Indian Market is one Month.
- vi) Specify a period of firmness during which the tenders are to keep the rate firm.
- vii) Specify the place the date and the time where the tenders are to be submitted and will be opened.

EMD:- Earnest Money of 1% of the amount of the tender should be taken for every tender involving Rs.20,000/- or more EMD may be accepted either in cash, crossed Bank Draft or Treasury Saving Bank Deposits, Government Promissory Notes or Bank Guarantee or National Saving Certificates. Minimum EMD is Rs.30/-

RECEIPT AND OPENING OF TENDER:- Maintain a register in form No. 5 of Vol.II (appendix XI) to note the details of tenders invited/received. Late tenders should also be entered in the register and the reason for inclusion/exclusion recorded in the remarks column.

ENTERTAINMENT OF TENDERS:- Include all tenders which are in the prescribed form, accompanied by the requisite earnest money provided-they have been received before the time prescribed.

THE FOLLOWING TENDERS MAY BE EXCLUDED

- (i) Tenders not in the prescribed form.
- (ii) Not accompanied by EMD.
- (iii) Not signed by the tenderer.
- (iv) From a black listed firm.
- (v) When the tender is received late.

However tenders received by post after the date and time fixed for their receipt but before the time fixed for the opening of the tenders shall also be considered, provided the Officer concerned is satisfied that the delay occurred is in postal transit and genuine.

ACCEPTANCE OF TENDERS

Finalise acceptance within the firm period. When there are two or more offers for an article at the same rate governed by similar conditions, divide equally among the tenderers provided they are all well known. Otherwise the previous contractor whose performance was satisfactory, should be preferred.

Allow prescribed price preference to the products of SSI Units within the state.

Rejection of tender is a matter entirely within the discretion of the purchasing officer. But give reasons in writing for rejecting any tender. Reason for rejection need not be communicated to the tenderer.

Take security equivalent to 5% of the total value of the contract.

Security Deposit may be accepted in any of the following form.

- (i) In cash
- (ii) National Saving Certificate
- (iii) Treasury Savings Bank Deposit.
- (iv) Post Office cash Certificates.
- (v) Post Office Savings Bank Deposit
- (vi) Deposit receipt of recognized Bank's & Co-operation society approved by Government for the purpose.
- (vii) Bank Guarantee from Scheduled Bank in India.

EXECUTION OF AGREEMENT

Execute an agreement in stamp paper worth 50/- with the successful tenderer for the satisfactory fulfillment of the contract embodying the conditions of the order and providing for the necessary penal clauses for any breach of the conditions of the contract.

Include also the condition to the effect that liquidated damages @ 0.5% or 1% of the delivered price of the delayed stores or unperformed services for each week of delay will be deducted until actual delivery or performance up to a maximum deduction of 10% of the contract price for the delayed stores or services.

Administrative Sanction

It is the duty of each Purchasing Officer to satisfy that funds are available for meeting the expenditure and that there is a valid Administrative Sanction for effecting the purchase. Head of Departments and other officers empowered in this behalf are competent to accord Administrative Sanction for all purchases up to the limit of powers vested with them. For purchases involving higher amounts, sanction to be obtained from Government.

Purchase Sanction

The Heads of Departments are classified into 3 groups on the basis of the approximate value of the purchases they are making each year. The list of Heads of Departments showing the groups under which they come is given in Appendix XXII of SPM. The first group is authorized to purchase stores without reference to Government to the Departmental Purchase Committee up to Rs. 10 lakhs at a time.

Tabulation

It is the duty of the Purchasing Officer, that after obtaining Tender the valid tender to be tabulated in the manner in which it is explained at the time of tenders invited.

Rate Contract

A rate contract is a contract for the supply of stores at specified rates during the period covered by the contract. No exemption from EMD or Security Deposit will be granted in respect of rate contract, irrespective of the amount involved. The Stores Purchase Department is also concluding every year rate contract for a number of articles. In respect of purchase as per rate contracts settled by the Director General of Supplies and Disposals (DGS and D) and the State Government, Purchase sanction from Government is not necessary even if the value of the purchase exceeds the purchase powers of the purchasing officer provided that it is specified while issuing Administrative Sanction that the purchase will be made as per DGS and D.

Purchase from Government Establishments

Products manufactured by State Government Departments and State Public Sector Industries and Institutions will be purchased from them exclusively without tenders for the first five years after they have gone into production, the prices being fixed by negotiation. In respect of purchase to be made from institutions listed in Appendix XXVI, all purchasing officers should see that only those items are purchased which are normally manufactured by them. Latest guidelines as per G.O.(P)448/05/ Fin dated 13-10-05 should be followed.

TENDER TABULATION

Name of Institution
 No..... Purchase of equipments
 For Dept./Section

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Sl. No.	Item No. & Name	Tender Specification	Quantity Required	Name of Firms	Rate quoted	Whether Rate is inclusive of ST/Exci	Whether EMD & agreement received	Delivery conditions	Payment conditions	Whether the offer confirm to tender specification	Guarantee in respect of goods and whether any local agent	Expiry date of the validity of offer	Remarks
	Item No. 1			Firm No.1									
				Firm No.2									
				Firm No.3									
	Item No. 2			Firm No.1									
				Firm No.2									
				Firm No.3									

Tabulated by

Recommended by

**Recommended and
Counter Signed by**

Staff Member in -charge

**Signature of the Head of the
Department/ Section Professor**

Principal

10. Study Tour

Office of the
Director of Technical Education
Thiruvananthapuram – 23
Dated: 1-9-03

No. C5/354/03/DTE

CIRCULAR

Sub:- Education – Technical – Educational Tour of Polytechnic College Students
– Guideline – regarding

The Principals of all Polytechnics Colleges under this Department are directed to follow the following guidelines, while forwarding the tour proposals for the final year students of each branch hereafter.

1. The tour Proposals should reach this office at least 20 days before the commencement of the Tour.
2. The designation of the escorting staff should not be below the rank of Demonstrator and the designation of the escorting staff member should be indicated.
3. Details of Industries/Technical organisations proposed to be visited should be indicated in the tour programme.
4. For each group of 20 students one staff should be deputed to accompany the students.
5. If girl students are included in the Educational Tour, one lady staff should accompany the team.
6. If SC/ST students are participating in the study Tour their name should be specified clearly.
7. The total distance to be travelled should not exceed 2000 Kms. And the number of days of the Tour by 10 days.
8. Distance of each travel and the date of each travel should be clearly indicated. The Tour proposals which does not satisfy the above mentioned guide lines will not be entertained.
9. Head of Section should recommend the tour programme and Principal should put his/her signature on all papers connected with the tour programme.
10. Tour programme should be submitted in duplicate.
11. The names of students with age should be indicated in the tour programme.

Sd/-
Kurien Koshy,
Sr. Joint Director (PS)

To
The Principals of all Polytechnics
(Govt. & Aided)

11. Equivalency

GOVERNMENT OF KERALA

Abstract

Qualifications – Degree and Diploma recognized by the Government of India – Automatic recognition – Instructions – Issued.

PUBLIC (SERVICES – D) DEPARTMENT

G.O.(Ms) No.526

Dated, Thiruvananthapuram, 17-7-1965.

Read again (1) G.O. (Ms.) No.45/Public (Ser.) dated 20.1.1960
(2) G.O. (Ms.) No.145/Public (Ser.) dated 21.3.1963
(3) G.O. (Ms.) No.393/Public (Ser.) dated 23.4.1965

Read also: From the Kerala Public service Commission,
Letter No.A7/16984/64 dated 10.6.1965.

ORDER

In suppression of all existing orders in the subject the Government are pleased to order as follows:-

Medical degrees, which have been approved by the all India Medical Council, only should be approved.

- i. Other degree and Diplomas awarded by statutory Universities established by an Act of the Central or State Legislature or by other institutions of higher learning recognized as Universities by the Central University Grants Commission should be recognized.
- ii. Certificates and diplomas awarded by the Board of secondary and Intermediate Education duly set up and recognized by the Central Government or State Government should be recognized.
- iii. All technical and professional qualifications recognized by the Government of India should be recognized for purpose of appointment to various posts in public services in the state other than teaching posts.
- iv. In cases of doubt, the Government should be addressed.

(By order of the Governor)

ZACHARIA MATHEW
JOINT SECRETARY

To

The Secretary, K.P.S.C., etc.

No.15096/Rules – 2/95/GAD
General Admn, (Rules) Department
Thiruvananthapuram, 2-8-1985.

From
The Commissioner & Secretary to Government

To
The Director of Training,
Thiruvananthapuram

Sir,

Sub:- Qualifications – Recognition of Part ‘A’ and ‘B’ Examination of A.I.M.E
(India) as equivalent to a degree in Engineering – Regarding.

Ref:- Your letter No.A2/13603/84 (2) dated 28.1.1985.

I am directed to invite a reference to the letter cited and to state that the Government of India, Ministry of Education has since informed that a pass in the Associate Membership Examination of the Mechanical Engineers Association of India renamed as Institution of Mechanical Engineers, Indian University for the purpose of recruitment to superior posts and services under the Central Government. In this connection I am to invite your attention to the orders issued in G.O. (Ms) No. 526/PD dated 17.7.1965 (Item IV) by which all Technical and Professional qualifications recognized by this Government of India stand automatically recognized by this State Government also for the purpose of appointment to various posts in the Public Services in the State other than teaching posts.

Yours faithfully,

J. RAJASEKHARAN
Under Secretary,
For Commissioner & Secretary to Govt.

GOVERNMENT OF KERALA

Abstract

Public Services – Recognition of National Trade Certificates awarded the aegis of National Council for Training in Vocational Trades, Government of India – Orders issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (RULES) DEPARTMENT

G.O.Ms.2/94/P&ARD.

Dated, Thiruvananthapuram, 6.1.1994.

Read: -1. Letter No. A.II (4) 12449/92/GW dated 23.11.1992 from the Secretary, Kerala Public Service Commission.

2. Letter No.C5-13082/93, dated 22.11.1993 from the Director of Industrial Training.

ORDER

Government in consultation with the Kerala Public Service Commission are pleased to recognize the following three National Trade Certificates awarded the aegis of National Council for Training in Vocational Trades, Government of India, as alternate qualification to corresponding K G T E (Lower) Certificates noted against each.

National Trade Certificate	K.G.T.E (Lower)
1. Compositor Hand (Hand Compositor and Proof Reading)	Compositor Work
2. Letter Press Machine Minder (Printing Machine Operator)	Letter Press Machine Work
3. Book Binder	Book Binding

**By order of the Governor
M.D. PHILOMINA,
Additional Secretary to Government**

To

All Heads of Departments and Officers
The Director of Technical Education, Thiruvananthapuram.

Government of Kerala
Ministry of Human Resource Development
(Department of Secondary Education & Higher Education)
New Delhi, the 26th Sept., 2000

NOTIFICATION (54)

No.F.2/6/97-TS.IIIA. On the recommendation of the High Level Committee for recognition of Educational Qualifications, the Government of India have decided to recognize the 'B' Level Computer Examination being conducted by the Department of Electronics Accreditation of Computer Courses (DOEACC) Society for the purpose of employment under the Central Government where M.C.A. is the desired qualification.

**Sd/-
(VIJAY BHARAT)
Director (Tech.) & Secretary
High Level Committee for
Educational Qualifications.**

Copy for information to:

1. All State Government and Union Territories (Education Department)
2. All Regional Offices of the Ministry of Human Resource Development (Department of Education)
3. All Directors of Technical Education
4. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi (With 5 spare copies)
5. Staff Selection Commission, Lok Nayak Bhavan, Khan Market, New Delhi.
6. All State Public Service Commission
7. Association of Indian Universities, AIU House, 16-Kotla Marg, New Delhi.
8. D.P.I.O. (Ministry of Human Resource Development) Department of Education, Shastri Bhavan, New Delhi.
9. All Board of Apprenticeship Training.
10. All Ministries and Department of Government of India
11. The Executive Director, DOEACC Society, Electronics Niketan, 6 CGO Complex, New Delhi – 110 003
12. Guard File

**Sd/-
(VIJAY BHARAT)
Director (Tech.) & Secretary
High Level Committee for
Educational Qualifications**

**Government of Kerala
Ministry of Human Resource Development
(Department of Education)**

New Delhi, the 11th July., 2000

NOTIFICATION (6)

No.F.1-5/87/T.7/T.13. On the recommendations of the Board of Assessment for Educational Qualifications, the Government of India has been pleased to recognize the Part –I a(X) Part-II Technician Engineers Examination (T) conducted by the Institution of Mechanical Engineers from State Polytechnic for the purpose of employment to subordinate posts and services under the Central Government.

The Manager,
Government of India Press,
Haridabad.

**(Sundar Sing)
Deputy Educational Adviser (T)**

Copy to: -

1. All Ministries & Departments of Government of India.
2. All State Governments & Union Territories (Technical Education Departments.)
3. All Directors of Technical Education.
4. Regional officers of the Ministry of Human Resource Development.
5. UPSC with 5 spare copies.
6. S.S.C., CGO Complex, Lodhi Road, New Delhi.
7. Association of Indian Universities, 16, Kotla Marg, New Delhi-2.
8. D.P.I.O. (Ministry of Human Resource Development).
9. All State Public Service Commission.
10. All Board of Apprenticeship Training.
11. Secretary, Institution of Mechanical Engineers (India), 307, Janambhoomi Chambers, 29,W.H. Marg, Ballard Estate, Bombay-400 036

**Government of Rajasthan
Technical Education Department**

No.F.6 (34)/T.E./88

Jaipur, Dated July 19

Notification

In pursuance of government of India, Ministry of Human resource department of Education's notification (6) No.F.1-5/87/T-7/T-13 dated: 11-07-88 the Government of Rajasthan has been pleased to recognize the Part-I and Part-II Technician Engineers Examination (T) conducted by the Institution of Mechanical Engineers (India) at par with a Diploma in Mechanical Engineering from a State Polytechnic for the purpose of employment to subordinate posts and service under the State Government.

**(R.N. Majumdar)
Officer on Special Duty,
(Technical Education)**

Copy to the following for information and necessary action: -

1. The Secretary to Governor/ Chief Minister.
2. All Secretaries, government of Rajasthan.
3. P.S. to all Ministers.
4. All Heads of department (Rajasthan).
5. All collectors.
6. F.D. (Rules).
7. Deputy Secretary, Technical Education.
8. Superintendent, Government Press, Rajasthan, Jaipur for publication in Gazette.
9. The director of Technical Education, Rajasthan, Jodhpur.
10. Secretary, Board of Technical Education, Rajasthan, Jodhpur.
11. Editor, Shivira Magazine, Directorate of Education Bikaner.
12. Secretary, Institution of Mechanical Engineers (India), 307, Janambhoomi Chambers, 29, W.H.Marg, Ballard Estate, Bombay-400 036

Copy also forwarded to: -

1. Secretary, Rajasthan Legislative assembly, Jaipur.
2. Secretary, Rajasthan, Public Service Commission, Ajmer.
3. Registrar, Rajasthan, High Court, Jaipur/Jodhpur.

GOVERNMENT OF KERALA

Abstract

National Apprenticeship Certificate – recognition of Orders issued.

HEALTH & LABOUR (G) DEPARTMENT

G.O.(Ms) No.514/66/HLD Dated, Thiruvananthapuram, 06-07-1966.

-
- Read (1) Letter No. TC/NCT-14 (3)/66 dated, 07-02-1966 from the Director General of Employment & Training, New Delhi.
(2) Letter No. C5-4207/66/ dated 14-03-66 from the Director of Training.
(3) Letter No.A11 (5)-15419/66 dated, 21.06-1966 from the Secretary, Kerala Public Service Commission, Thiruvananthapuram.

ORDER

The National Council for Training I Vocational Trades at its meeting held on November 1965 has recommended among other things, that the National Apprenticeship Certificate which is awarded after completion of full term apprenticeship for minimum period of 3-4 years may be considered as of a higher grade than the National Trade Certificate which is awarded after 18 months training in Industrial Training Institutes followed by 6 months in-olent training. The recommendation has been considered and accepted by the Government of India.

As recommended by the Director of Training, Government, in consultation with the Kerala Public Service Commission, are pleased to declare the National Apprenticeship Certificate as of a higher standard than the national Trade Certificate and to treat it as equivalent to a National Trade Certificate (awarded after a two year course.) With one year's experience.

(By Order of the governor)
C.K. Kochukoshy,
Secretary to Government

GOVERNMENT OF KERALA

Abstract

Education – Technical – Equivalency of Multy Point Entry and Credit System Diploma with 3 years Diploma Course – Approved – Orders issued.

HIGHER EDUCATION (L) DEPARTMENT

G.O.(Rt) No.232/2004/H.Edn.

Dated, Thiruvananthapuram, 13.02.2004.

Read:- Letter No. C4/35400/03/DTE dated 19.11.2003 received from the
Director (PS), Thiruvananthapuram.

Senior Joint

ORDER

The Senior Joint Director (PS) in this letter read above has informed that the Diploma Courses in Engineering/Technology are conducted in the State under two systems one is a flexible Multy Point Entry and Credit System and other is a fixed three year system.

The Multy Point Entry and Credit System (MPEC) is being conducted in three Polytechnics under Semester Pattern and the duration varies from 6 Semester to 5 Semester. Those who have passed Pre-degree with Maths Group/+2 with Science Group need to attend 5 (Five) Semester and SSLC Candidate 6 (Six) Semesters. The Admission procedure of MPEC System is similar to 3-year Diploma Course.

For MPEC Course the scheme of studies and examinations for the course are conducted in accordance with the guidelines issued by this National Project Implementation unit of Worlds Bank assisted Technician Education Project. Examinations for both schemes are conducted by the State Board of Technical Education and the Diploma are issued by the State Board of Technical Examinations. The Diploma Certificates issued under Multy Point Entry and Credit System conducted under Semester pattern is treated as identical to the 3 year Diploma course. The Senior Joint Director (PS) has requested to issue under Multy Point Entry and Credit System conducted under Semester Pattern with 3-year Diploma Course.

Government have examined the matter in detail and are pleased to equalize the Diploma Certificates issued under Multy Point Entry and Credit System conducted under semester Pattern with the 3 year Diploma Course.

(By Order of the governor)

**S.S. Lekshmi,
Deputy Secretary**

To

The Director of Technical Education, Thiruvananthapuram
The Senior Joint Director (PS), Thiruvananthapuram
The Joint Controller of Technical Examination, Thiruvananthapuram.
Higher Education (K) Department.
Stock File/ Office Copy

12. വിവരാവകാശ നിയമം - 2005

പൊതു ഭരണ (ഏകോപന) വകുപ്പിന്റെ 10.10.2005ലെ ജി.ഒ(പി)367/2005 പൊ.ഭ.വ.നമ്പർ ഉത്തരവ് പ്രകാരം കേരള സംസ്ഥാനത്തിൽ സ്റ്റേറ്റ് ഇൻഫർമേഷൻ കമ്മീഷൻ രൂപീകരിച്ചിട്ടുണ്ട്. അതിന്റെ തുടർ നടപടിയായി നമ്മുടെ ഡിപ്പാർട്ട്മെന്റ് എല്ലാ സ്ഥാപനങ്ങളിലും സ്റ്റേറ്റ് പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസറേയും അസിസ്റ്റന്റ് പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസർമാരേയും നിയമിച്ചിട്ടുണ്ട്. സാങ്കേതിക വിദ്യാഭ്യാസ ഡയറക്ടർ അപ്പലേറ്റ് അതോറിറ്റിയായി പ്രവർത്തിക്കുന്നു.

വിവരാവകാശ ചട്ടം പ്രകാരം വിവരങ്ങൾ ലഭ്യമാകുന്നതിന് അപേക്ഷയോടൊപ്പം 10/- രൂപ ഫീസ് T.R5/കോർട്ട് ഫീസ് സ്റ്റാമ്പ്/D.D/ബാങ്കേഴ്സ് ചെക്ക്/പേ ഓർഡർ എന്നിവ മുഖേന ഒടുക്കാവുന്നതാണ്. ഈ നിയമം അടിസ്ഥാനമാക്കി അപേക്ഷ ലഭിച്ചാൽ പരമാവധി 30 ദിവസത്തിനുള്ളിൽ കൃത്യവും പൂർണ്ണവുമായ വിവരം ലഭിക്കുന്നതാണ്.

നൽകപ്പെടുന്ന വിവരങ്ങൾ തൃപ്തികരമല്ലെങ്കിൽ സംസ്ഥാന ഇൻഫർമേഷൻ കമ്മീഷന് പരാതി നൽകാവുന്നതാണ്. (അനുബന്ധം 14,14(a))

13. Placement

Career Advancement (Placement in Senior/Selection Grade Scale) to Lecturers in Engineering Colleges

As per G.O.(Ms)No.66/90/H.Edn. dated 13.3.1990 Government accepted in principle to implement UGC Scheme including revision of scale of pay for teachers in Engineering Colleges W.E.F. 1-1-1986. Detailed order in the matter was issued vide G.O.(P)81/90/H.Edn. dated 27.3.1990. Later, by G.O.(P)68/2000 H.Edn. dated 18.5.2000. Government issued orders for the revision of scale of pay of teachers in Engineering Colleges with effect from 1.1.1996 based on the scheme recommended by the AICTE and approved by the Government of India. The revised AICTE Scheme 1998 has been restricted to those categories of staff, only who were brought under the AICTE Scheme 1986. Detailed guidelines in respect of pay scale, incentives for Ph.D/M.Tech, Career advancement etc. have been incorporated under para 3.3, 3.6 and 3.11 of the GO.

(2) **(Placement in Senior/Selection Scale)**

Lecturers can be placed in senior scale if they have the following requirements:

- a) Should complete six years service after regular appointment as Lecturer
Note:- i) For those who possess M.Tech/ME/M.Phil a relaxation of one year will be allowed and for those who possess Ph.D the relaxation will be two years.
ii) This relaxation is available for placement in senior scale only.
- b) Should have participated in refresher courses or summer institutes or similar training programmes approved by the AICTE of eight weeks (total 56 days duration) (i.e. the Programmes sponsored by the AICTE, IIT, ISTE etc.) The short term courses conducted in Engineering Colleges with the assistance of Directorate of Technical Education and those conducted by other Government organizations like IMG, REC, ER & DC, Technopark etc. also can be considered for placement provided the duration is not less than five days.
- c) Should have consistently satisfactory performance appraisal reports, Students Evaluation Report for each year of qualifying service duly certified, by the Head of Department and Principal (If the grading is given 60% it can be considered as satisfactory)
- d) All Lecturers (Senior Scale) who have completed five years of service will be placed in Selection Grade provided they satisfy the requirements in item (b) & (c) above.

Note:- Refresher course of the same duration is required for placement in the Selection Grade after placement in the Senior Grade vide Government Letter No. 6444/G1/2002/H.Edn. dated 11.6.2002.

3) **Other Conditions Applicable for Placement in Senior/Selection Grade Scale**

- i) The period of deputation of teachers in Engineering Colleges under Q.I.P Scheme of AICTE will be reckoned as qualifying service for placement in Senior Scale/Selection Grade Scale (This is applicable with effect from 1.1.1996 only)

The following past service will be considered provided the minimum qualification for the post and its scale of pay is comparable to the post of Lecturer in Engineering Colleges.

- ii) Period of service as Lecturer/Lecturer (Senior Scale) in AICTE approved Engineering Colleges in the State. Period of service as Lecturer/Assistant Lecturer in Polytechnics in the State after acquiring a degree in Engineering.
- iii) Experience in a Scientific or Industrial Organisation under Government of Kerala or Government of India and State Government Service subject to a maximum of three years provided the post is comparable. The provisional/contract service of teachers in Engineering Colleges/ Polytechnics will also be considered as qualifying service.

- Note:- i) A grace period upto 31.12.2004 will be given to the existing staff for completing the required number of short term courses with the following conditions) (Vide GO(Ms)146/2004/H.Edn. dated 5.11.2004)
- ii) The sanction of the increment in the post to which they have been placed (Senior Scale/Selection Grade) will be postponed to the date on which they complete the required number of short term courses.
- iii) If they did not complete the required number of courses by 31.12.2004 the excess amount they have drawn should be refunded immediately. An undertaking should be obtained from the concerned staff to this effect before the proceedings of placement is issued in such cases.

Authority competent to issue placement orders

Government by GO(MS)117/91/H.Edn. dated 19.6.1991 ordered that in the case of Private Engineering Colleges placement of all the teaching posts including the post of Principal will be done by the DTE. Later, as per G.O.(RT)431/96/H.Edn. dated 26.3.1996 Government had issued orders constituting a screening committee with the following members for placement of Engineering College teachers in Senior Scale/Selection Grade Scale.

- i) Commissioner & Secretary
Higher Education - Chairman
- ii) Director of Technical Education - Convenor
- ii) Senior most Principal/Joint Director in the
Engineering College Stream - Member.

Suitability of the teaching staff of the entire Engineering Colleges in the State (Govt. & Private Aided) for placement in Senior/Selection Grade scale is determined by the screening committee.

4) **Incentives for Ph.D/M.Tech**

- i) For those who hold Ph.D and ME/M.Tech Degrees at the time of recruitment as Lecturers will be eligible for four to two advance increments respectively.
- ii) Lecturers will be eligible for two advance increments as and when they acquire a Ph.D degree in their service career. This two advance increments will be sanctioned when he/she moves into selection grade/Asst. Prof.

Note:- The maximum number of advance increments admissible to a Lecturer who hold both M.Tech and Ph.D at the time of appointment is four.

14. WORK EXPERIENCE PROGRAMME

Workshop Scheme under the Works Experience Programme:

Work Experience provides the basis for the development of knowledge, skills and attitudes useful for later participation in productive work. Work experience covers production, maintenance and the technological processes, as well as human relation, organization and management and marketing. It is not just learning to do work, it is work education. Main purpose of work experience should be to develop proper attitude towards work, to inculcate dignity of labour, banish status and class distinction and to stress the principle of productivity. Wherever possible, work experience should help to appreciate the need for and the usefulness of labour saving devices, gadgets, tools that are so much a part of modern life, and the technique involved in their use and the underlying scientific principles.

Workshop scheme of work experience programme when properly organized can serve all such objectives. We have in our State a total of 115 schools (List of Schools in Annexure 15) that have workshop scheme introduced. 98 of them were started in 1973 and the rest 17 numbers started in 1978. Workshop instructors are appointed in these schools by the Technical Education Department. The Instructors who are assisted by the Craft teachers of the schools are responsible to implement the workshop scheme. Basic tools required for

wood work, metal work and electrical work are supplied in these schools. The pupils are expected to acquire knowledge of these tools to familiarize with them and to develop certain skills to manipulate them with an ultimate aim of producing some useful articles they must know about the raw materials, their sources and the various processes of converting them to useful articles.

The role of the Workshop Instructor is the most vital in implementing this scheme. He must have the ability to plan the activities that suit the pupils of different age groups and provide them with all the facilities. He must be imaginative and resourceful so that he can guide the pupils properly and develop in them innovative ideas. 'Plan your work and work your plan' should be the motto of the work experience teacher. The purpose of planning is defeated if the plan is not effectively implemented.

Raw materials required for the workshop scheme is supplied through the Institutions under the Technical Education department to avoid delay in getting them in time when it is purchased by the schools. Necessary funds for this purpose is placed with the heads of Technical Institutions from the State Institute of Education.

The ultimate aim of this scheme is to participate the students in productive nature of work and preparing them for vocational jobs.

15. AICTE NORMS

(a). Degree Level

An engineering institute shall have the staff as given below:

- i. Principal and teaching faculty
- ii. Workshop Staff
- iii. Technical Supporting Staff
- iv. Library and computer Centre Staff
- v. Administrative Staff
- vi. Maintenance staff and other miscellaneous staff

1.1. Faculty Cadre

The faculty structure should be as follows:

- i. Lecturer/Senior Lecturer/Senior Lecture (S.G)
- ii. Assistant Professor/Reader
- iii. Professor
- iv. Principal

1.2. Faculty Structure

The knowledge, skills, attitudes and values of staff are aspects which greatly contribute to their own individual effectiveness as well as to institutional performance. In addition to the norms on pattern and structure of staff, guidelines should also emphasize on the process of recruitment, development as well as appraisal.

The norms herein stipulated are primarily for an engineering institution with an annual intake of 180 to 240 students. These norms will have to be modified for various programmes offered by specific institution e.g. part-time, sandwich pattern, single discipline or based on multi point entry and credit system or distance learning mode.

The faculty structure will be based on the norms as given below:

1.3. Cadre distribution-flexibility

The desirable ratio for Professor, Assistant Professor, Lecture could be 1:2:4 for each engineering department. However, for Undergraduate courses, a minimum of 1 Professor and 2 Assistant Professor/Readers at the senior level of the faculty for each course being offered may be ensured. This is to provide for situations where the institution may not be able to identify Programmes to ensure appropriate senior faculty at the U.G level also.

As far as the Science and Humanities departments are concerned, there is need for a senior faculty member at Professor level provided it is ensured that such as senior faculty member is involved in inter-disciplinary activities in Applied Science and Mathematics. Therefore, while the need for a Professor will depend upon the level of academic activities, the recruitment of an Assistant Professor in each of these departments even at the stage of establishment of the institution is required.

However, in either case efforts should be made to reach the desirable ratio

1.4. Student Teacher ratio

The student staff ratio in a class will depend upon:

- i. teacher's time required for formal instruction and contact hours
- ii. student time devoted to formal learning requiring teacher's contact and
- iii. class size and type of instructions

The desirable student to teacher ratio for engineering degree program for the model curriculum will be 10:1. However, it should not be allowed to rise beyond 15:1.

Further, there should be continuous evaluation in tutorials, practical work, laboratory and project assignments.

	Student-teacher ratio
Theory lecture class	60:1
Tutorials	15-20:1
Lab. Practical/Workshop/drawing	15:1
Project work	9:1

1.5. Training and Placement of students

Each institute should have a Training and Placement cell headed by an Officer of the cadre of Professor and who is responsible for developing linkages between institution and industry/corporate bodies. He should evaluate the job potential for students passing from different branches of Engineering and arrange for in-campus interview, and in-plant training etc. If it is not possible to find full time Professor for placement and training, it is suggested to appoint one of the Heads of Department as Placement Officer (Professor), who should be assigned a nominal workload of teaching also. This training and Placement Officer may have an officer who may serve as Public Relation Officer (PRO)

1.6. Training and Leave Reserve

To enable institutions to sponsor teacher for staff development programmes and to allow teachers to avail leave to which they are entitled, it is necessary that adequate reserve capacity should be available in accordance with leave training reserves sanctioned by Central/State Government from time to time. It will be desirable to have about 10% staff in excess.

1.7. Selection and Recruitment of the Teaching Staff

The positions of faculty members should be filled up through an open selection process. The post of senior lecturers and lecturers (selection grade) shall be filled by promotion from the cadre of lecturers. Institution should adopt reliable and valid procedures for selecting candidates on the basis of competence-knowledge skill attitude and values required for the profession, adhering to the stipulation regarding qualification and experience.

1.8. Qualification, Experience and Scales of Pay

As prescribed by AICTE form time to time.

1.9. Performance Appraisal

A performance appraisal system for teachers should be set-up, well integrated with institutional functioning and this should lead to the qualification of individual training and development needs. This should also enable the identification of faculty members whose performance is outstanding. Such performance and excellence should be well-recognized

and rewarded. All institutions should introduce a system for performance-appraisal conforming with the guidelines formulated in the regard.

1.10. Training and Development

Teachers will be provided with opportunity to improve their qualifications through quality improvement programmes. The opportunities will be provided for pedagogy and professional training.

Under the Quality Improvement Program a variety of short-term courses will be provided to meet training needs for all levels of teacher. States and institutions would have to plan in advance their training requirement and will deploy teachers on an annual basis for making use of these programmes.

Training of teachers is expected to contribute both towards their professional development and improvement in career prospects.

1.11. Technical and Other Staff

The Workshop Superintendent should be of a cadre of an Assistant Professor with nominal teaching workload. The Assistant Superintendent Workshop (ASW)/ Foreman in the Workshop should be given a cadre equivalent to that of Lecturer. The six workshop facilities consist of Carpentry, Welding, Smithy, Machine Shop, Fitting and Sheet Metal Shop. Each of these facilities would have a mechanic and an attendant. All these facilities should be headed by a ASW/Foreman.

The ratio of non-teaching (inclusive of administrative, ministerial, technical and other unskilled and semiskilled (staff) to teaching staff should not exceed 3:1.

1.11.1. Library staff

Library should be provided with the necessary staff to enable it to be available to the staff and students for at least 12 hours in a day. It is suggested that the library should consist of one librarian, one assistant librarian and four library assistants.

1.11.2. Physical Education Staff

Sufficient facilities should be provided to enable the student to develop the skills in sports and games. It is suggested that one physical education director, one assistant physical education director and two attendants should be available.

1.12 Administrative Staff and Non-Teaching Staff in Institute

Registrar cum Adm. Officer	1
Medical Officer (Part-time)	1
Office Superintendents	1-3
Senior Stenographer and PA to Principal	1
Senior Assistants	3-5
Junior Assistants	3-8

Mechanics (Electrician, Plumber, Carpenter etc.)	4
Draftsman/Tracer	1
Drivers	3
Attendants	5-10
* Watchmen	5-10

* As per requirement of the Institution

1.12.1 Laboratory Staff

Each laboratory should be in the charge of a teaching staff assisted by a senior laboratory technician/laboratory technician and an attendant.

1.12.2 Computer Centre

The Computer Centre shall be a centralized service center for the use of students and staff of the college. The computer center shall have a computer system with CAD facilities, a high speed printer and a plotter. There should be 30 terminals in the Computer Centre. The Head of the Department of Computer Science and Engineering discipline shall also be the Head of the Computer Centre if the discipline exists in the institute. There shall be one System Manager, One System Analyst and at least one Computer Programmer and two Computer Operators in the Computer Centre.

1.13. Visiting Faculty and Guest Lecturers

In view of the paucity of teachers in specialized subjects in order to cater to instructional requirements, visiting Faculty should be resorted to. However, the institution should be discouraged from exclusive dependence on visiting/part-time faculty on continuous basis in lieu of essential regular faculty.

Further, it is recommended that the institution should arrange, for the benefit of final year students, a minimum of 5 guest lectures from eminent people having high profile in profession.

2.00. CADRE STRUCTURE

For a degree level technical Institution there shall be one post of Director/Principal/Head of Institution. The cadre structure in each Department shall be as given in Table 3.1 below:

TABLE – 2.1
CADRE STRUCTURE FOR TEACHERS IN DEGREE
LEVEL TECHNICAL INSTITUTIONS

Level	Cadre
1.	Professor
2.	Assistant Professor
3.	Lecturer
4.	Principal/Director

The ratio of Professors/Assistant Professors/Lecturers shall continue to be 1:2:4 as at present.

Under career Advancement Scheme, the number of post of Lecturer (Senior Scale) and Lecturer (Selection Grade), Assistant Professor and Professor in an institution shall be limited to the total sanctioned strength.

The required total strength of teachers in an institution shall be determined on the basis of the student staff ratio, according to Norms as approved by AICTE.

The number of teachers in individual subjects like Physics, Chemistry, Mathematics and Humanities in most technical institutions is quite small. With such small numbers and fixed ratios in cadre levels (prescribed as Professor/Assistant Professor/Lecturer =1:2:4), it is quite likely that there will hardly be any senior positions if the above mentioned subjects are treated as separate subject entities. For the purpose of working out the strength at various cadre levels, the total strength of faculty in the disciplines of Applied Science and Humanities may therefore be taken together.

However, for counting total strength of faculty for the purpose the present system of combined/separate departments in the disciplines of Applied Science and Humanities may not actually be disturbed.

3.00. QUALIFICATIONS

1. The prescribed minimum qualifications and experience requirements for the various teaching posts in Degree Level Technical Institutions are given in Tables (Appendix E-1,2,3)

The minimum qualifications and experience requirements for Librarians and Physical Education instructors are given in Tables (Appendix E-7 and 8) respectively.

For other disciplines such as Hotel Management and Catering Technology, a separate notification on qualifications and experience requirements would be issued.

4.00. RECRUITMENT

Direct recruitment to all cadre posts should be based strictly on merit, by open selection through open advertisement at national level. However, temporary vacancies at

the level of Lecturers may be filled through campus selection on contract basis. These selections may be subject to the following conditions:

- a) There will be no relaxation of the prescribed educational qualifications, experience etc.
- b) The person appointed temporarily may not be continued beyond a period of one year

5.00. INCENTIVES FOR HIGHER QUALIFICATIONS

- a) At the time of recruitment as Lecturers, four and two advance increments will be admissible to those of the Science/Humanities faculty who hold PH.D and M.Phil degrees respectively: and to those of the technical faculty who hold Ph.D and ME/M.Tech degrees respectively.
- b) One increment will be admissible to those Science/Humanities teachers with M.Phil and to those technical faculty with ME/M.Tech who acquired Ph.D within two years of recruitment.
- c) A Lecturer with Ph.D will be eligible for two advance increments when he moves into Selection Grade as Assistant Professor.
- d) A teacher will be eligible for two advance increments as and when he acquires a Ph.D degree in his service career.

6.00. CAREER ADVANCEMENT

- a) Minimum length of service for eligibility to move into the grade of Lecturer (senior scale) would be four years for those with Ph.D, five years for others with M.Phil/ME/M.Tech and six years for others as a Lecturer, and for eligibility to move into the grade of Lecturer (Selection Grade)/Assistant Professor, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
- b) For movement into grades of Assistant Professor and above, the minimum eligibility criterion would be Ph.D. Those teachers without Ph.D can go upto the level of Lecturer. (Selection Grade).
- c) An Assistant Professor with a minimum of eight years of service will be eligible for consideration for appointment as Professor.
- d) For every upward movement, a selection process would be evolved, for which appropriate guidelines would be laid down by the All India Council for Technical Education (AICTE) in consultation with the Government of India.

7.00. TEACHING DAYS

Every institution shall have at least 180 full teaching days per year (or 90 full teaching days per semester). "Teaching days" here shall mean actual class room/Laboratory contact teaching days, and shall not include days of examinations/sports etc

8.00. WORKLOAD

Workload of a teacher should not be less than 40 hours a week, of which teaching-contact hours should be as follow:

Director/Principal	-	4 hours/week.
Professor	-	8 hours/week
Assistant Professor	-	12 hours/week
Lecturer	-	16 hours/week

For the above stipulations, two tutorial hours/two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected/ promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/Institution. Teachers shall be present in the institution during the working hours unless engaged in official work outside.

9.00. JOB RESPONSIBILITY

The job responsibilities of teachers of degree level institutions are give (Appendix F).

TABLE – E-1**Minimum Qualification and Experience Prescribed for teaching post in Degree Level Technical Institutions
Engineering and Technology Disciplines**

Sl. No.	Cadre	Qualification	Experience	Qualification & Experience for Candidates from Industry & Profession
1	Lecturer	First Class Bachelor's degree in the appropriate branch of Engineering/ Technology OR First class Master's Degree in the appropriate branch of Engineering/Technology	No minimum requirement	
2	Assistant Professor	Ph.D degree with the first class Degree at Bachelor's or Master's level in the appropriate branch of Engineering/Technology.#	3 years experience in Teaching/Industry/ Research at the level of Lecturer or equivalent	Candidates form Industry/ Profession with First Class Bachelor's degree in the appropriate branch of Engineering/Technology or First Class Master's Degree in the appropriate branch of Engineering/Technology. and Professional work which is significant and can be recognized as equivalent to Ph.D degree and with 5 years experience would also be eligible.
3	Professor	Ph.D degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering/Technology	10 years experience in Teaching /Industry/ Research out of which 5 years must be at the level of Assistant Professor and/or equivalent	Candidates from Industry/ Profession with Master's degree in Engineering/Technology and with professional work which is significant and can be recognized as equivalent to Ph.D degree and with 10 years experienced of which atleast 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.

4	Director/ Principal/ Head of Institute	Ph.D degree (with first class degree at Bachelor's or Master's level). In addition the candidate should be an eminent person in the field.	15 years experience in Teaching/Industry/ Research out of which 5 years must be at the level of Professor or above in Engineering/ Technology	Candidates from Industry/ Profession with Master's degree in Engineering/ Technology and with professional work which is significant and can be recognized s equivalent to Ph.D degree and with 15 years experience of which atleast 5 years should be at a Senior Level comparable to that of a Professor would also be eligible. Descriptive: Administrative Experience in a responsible position.
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Note: If a class/division is not awarded at BE/ME/Equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to first class division. If a grade point system is adopted the CGPA will be converted into equivalent marks.

In the discipline of Computer Science/ Engineering/Technology. In lieu of the "Final class degree at Bachelor's and/or Master's Level in the appropriate branch" a first class Master's Degree in Computer Science Engineering/Technology together with first Class Bachelor's Degree in any area of Engineering/Technology will be acceptable.

TABLE – E-2

**Minimum Qualification and Experience Prescribed for teaching post in Degree Level Technical Institutions
Master of Computer Application (M.C.A) Programmes**

Sl. No.	Cadre	Qualification	Experience	Qualification & Experience for Candidates from Industry & Profession
1	Lecturer	First Class B.E/B.Tech. in Computer Science/ Engineering/ Technology OR First Class M.C.A. degree	No minimum requirement	
2	Assistant Professor	Ph.D Degree in any branch of Science/Engineering/ Management with the first Class degree at Bachelor's or Master's level in Computer Engineering/ Computer Technology. OR Ph.D degree in Computer Science with first Class M.C.A. degree. (Desirable Ph.D degree in Computer Science/ Computer Engineering/ Computer Technology.	3 years experience in Teaching/ Industry/Research at the level of Lecturer or equivalent after Ph.D	Candidates from Industry/ Profession with First Class B.E/B.Tech. in Computer Science/ Engineering/ Technology or First Class M.C.A degree And Professional work which is significant and can be recognized as equivalent to Ph.D degree and with 5 years experience would also be eligible.
3	Professor	Ph.D degree in any branch of Science/Engineering/ Management with First Class degree at Bachelor's or Master's level in Computer Science/ Computer Engineering/ Computer Technology. OR Ph.D degree in Computer Science with first Class M.C.A degree.	10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Assistant Professor and/or equivalent.	Candidates from Industry/ Profession with First Class B.E/B.Tech. in Computer Science/Engineering/ Technology or First Class M.C.A degree. And Professional work which is significant and can be recognized as equivalent to Ph.D degree and with 10 years experience of which atleast 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.

4	Director/ Principal/ Head of Institute	Ph.D degree in any branch of Science/Engineering/Management with first Class degree at Bachelor's or Master's level in Computer Engineering/Computer Technology OR Ph.D degree in Computer Science with first class M.C.A. Degree	15 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Professor or above in Computer Engineering/Computer Technology/ Application Desirable: Administrative Experience in a responsible position	Candidates from Industry/ Profession with First Class B.E/B.Tech in Computer Science /Engineering/Technology or First Class M.C.A. Degree. And Professional work which is significant and can be recognized as equivalent to Ph.D degree and with 15 years experience of which atleast 5 years should be at a Senior Level comparable to that of a Professor would also be eligible. Desirable: Administrative Experience in a responsible position
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- Note:** 1. For teaching posts in Management courses, if any, qualifications and experience for each category shall be governed by qualification and experience for Management discipline given in Table E-3.
2. In the discipline of Computer Science/Engineering/Technology, in lieu of the "First Class degree at Bachelor's and/or Master's Level in the appropriate branch a first class Master's Degree in Computer Science/Engineering/Technology together with a First Class Bachelor's Degree in any of Engineering/Technology will be acceptable.

TABLE – E-3

**Minimum Qualification and Experience Prescribed for teaching post in Degree Level Technical Institutions
Architecture/Planning Disciplines**

Sl. No.	Cadre	Qualification	Experience	Qualification & Experience for Candidates from Industry & Profession
1	Lecturer	First Class Bachelor's/ Masters degree in appropriate branch of Architecture/ Planning	No minimum requirement	
2	Assistant Professor	First Class Master's degree in the appropriate branch of Architecture/Planning	5 years experience in Teaching/ Industry/ Research at the level of Lecturer or equivalent.	Candidates from Industry/ Profession with First Class Bachelor's/ Master's degree in the appropriate branch of Architecture/Planning And Professional work which is significant and can be recognized as equivalent to Ph.D degree and with 5 years experience would also be eligible.
3	Professor	(i) Master's degree or equivalent qualification in the appropriate branch of Architecture/ Planning and (ii) Ph.D degree in an appropriate/planning in lieu of Ph.D degree published works in referred journals equivalent to Ph.D may be accepted.	10 years experience in Teaching/Industry/ Research out of which 5 years must be at the level of Assistant Professor or equivalent.	Candidates from industry/ Profession with First Class Bachelor's/Master's degree in appropriate branch of Architecture/Planning And Professional work which is significant and can be recognized as equivalent to Ph.D degree and with 10 years experience of which atleast 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.
4	Director	(i) Master's degree or equivalent qualification in the appropriate branch of Architecture/Planning and (ii) Ph.D degree in an appropriate/planning branch of Architecture/ Planning OR published works in referred journals equivalent to Ph.D In addition (i) (ii) the candidate should be an eminent person in the field.	15 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Professor or above in Pharmacy. Desirable: Administrative experience in responsible position.	Candidates from Industry/ Profession with First Class Bachelor's/Master's degree in the appropriate branch of Architecture/Planning And Professional work which is significant and can be recognized as equivalent to Ph.D degree and with 15 years experience of which atleast 5 years should be at a Senior Level comparable to that of a Professor would also be eligible. Desirable: Administrative experience in responsible position

Note: If a class/division is not awarded at Master's Level a minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point system is adopted the CGPA will be converted into equivalent marks as given in Table E-6.

APPENDIX-F

**JOB RESPONSIBILITIES OF TEACHERS
(Degree Level Technical Institutions)**

Academic (1)	Res. & Consultancy (2)	Administration (3)	Extension (4)
Class Room Instruction	Research & Development Activities & Research Guidance	Academic and Administrative Management of the institution	Extension Services
Laboratory Instruction	Industry sponsored projects	Policy Planning, Monitoring & evaluation and promotional activities both at Department and institutional level	Interaction with industry and Society
Curriculum Development	Providing consultancy and Testing Services	Design and development of New programmes	Participation in Community Services
Developing Learning Resource Material & Laboratory Development	Promotion of Industry Institution interaction and R&D.	Preparing project proposals for funding in areas of R&D work.. Laboratory Development, Modernization, Expansion etc.	Providing R&D support and consultancy services to industry and others User agencies
Students Assessment & Evaluation including Examination work of University	—	Administration both at Departmental & Institutional Levels	Providing non-formal modes of education for the benefit of the community.
Participation in the Co-curricular & Extra- Curricular activities Students, Guidance & Counselling & helping Their personal ethical, Moral and overall Character development	—	Development, Administration and Management of institutional facilities	Promotion of entrepreneurship and job creation
Continuing Education Activities	—	Monitoring and Evaluation of academic and research activities	Dissemination of knowledge
Keeping abreast of new Knowledge and skills help generate new knowledge and help Dissemination of such Knowledge through books Publications seminars etc.	—	Participation in policy planning at the Regional/National level for development of technical education	Providing technical support in areas of social relevance
Self development through Upgrading qualification, Experience & Professional Activities and any other relevant work assigned by the Head of the institution	—	Helping mobilization of Resources for the institution. Develop, update and maintain MIS Plan and implement Staff Development activities	
	—	Maintain accountability Conduct performance appraisal	

Note: We have published the above notification in full for the information and use of all concerned. Further clarification/information, if any, please be addressed to the AICTE.

15(b) NORMS AND STANDARD FOR TECHNICIAN EDUCATION

1. INTRODUCTION

Polytechnics in the country offer various types of courses in the field of Engineering & Technology, other occupational based courses, Architecture, Art & Pharmacy etc. for producing technical manpower for socio-economic development of the country. The students coming out of these institutions find employment in organized and unorganized sectors of employment and form the backbone of world of work. They find employment in all the functional areas. However, the most important job functions include: production, quality control, installation, maintenance, servicing, marketing etc.

In order to train manpower of desired quality and standards by the Polytechnics, it is essential to provide appropriate learning experiences to students for developing requisite competencies (in the identified discipline). Therefore, the AICTE considers it important that norms and standards are laid down for better output from the Polytechnics. Norms and standards are also essential for proper planning of institutions and preparation of proposals for starting new programmes and institutions. In addition, norms and standards are also essential for the accreditation of programmes.

This document provides broad framework of norms and standards regarding physical, human, informational and financial resources so that people working in the system at different levels are able to make use of these norms for achieving uniform standards of technical education in the country.

These norms are, however, not meant for curbing the innovations. Therefore, the flexibility required for encouraging innovative efforts will be kept in view for improvement and development of programmes/institutions.

2. PROGRAMME STRUCTURES

Curriculum forms one of the important document based on which entire teaching –learning process is planned. It is difficult to propose/laydown rigid programme structure(s) for all types of diploma courses being run by various polytechnic level institutions in the country. However, following general guidelines are being provided for designing various types of diploma programmes.

2.1 Categories

Diploma programmes are classified under the following three categories:

- a) Diploma Programmes in Engineering & Technology
- b) Diploma Programmes in other disciplines
- c) Diploma Programmes in Applied Arts & Crafts

Further these programmes are offered essentially through one of the following modes:

- i) Mode 1- Fixed and Linear model (Conventional system)
- ii) Mode 2- Multipoint Entry and Credit System (MPECS)

Programmes structures for each category of programme and for different modes of offering will vary. They are detailed as under:

2.2. Diploma Programmes through fixed and linear mode

2.2.1. Diploma Programmes in Engineering/Technology

Programmes may consist of curricular component comprising courses in general studies, applied sciences, basic engineering/technology, applied engineering/technology and specialized areas (electives)

2.2.1. General Studies

All programmes shall contain courses in general studies and communication. These may be related to supervisory/management skills. Further, development of communication skills appropriate to functions of technicians and also complementary to the main theme or disciplines of the respective programmes should be considered. In addition, courses offered should include areas of social and economic concern like environmental protection, energy conservation, productivity and quality, safety and entrepreneurial development. A general course on computer literacy and computer applications should essentially be included.

2.2.1.2. Applied Sciences

Courses under Applied Sciences would include Mathematics, Physics, Chemistry and other relevant science disciplines. Topics for these courses will be chosen depending on their importance for further study of basic and applied courses in engineering/technology, as well as to help the students to pursue higher level students in chosen areas.

2.2.1.3. Basic courses in Engineering/Technology

Courses in basic Engineering/Technology should be relevant to the discipline. These may be courses like Engineering Drawing, Workshop Practice, Applied Mechanics, Strength of Materials, Fluid Mechanics and basic elements of allied disciplines.

2.2.1.4. Applied courses in Engineering/Technology

These form the core studies relevant to the specific discipline and are meant to develop competencies required by the profession. One of the courses would be essentially Project work which is intended to provide opportunity for students to develop understanding of interrelationship between courses and to apply the knowledge gained in a way which enables them to develop and demonstrate higher order skills. Project work should have due weightage in terms of time/credit allocation. Industry-Institution interaction should be an integral component of curriculum wherever possible.

2.2.1.5. Specialised courses in Engineering/Technology (electives)

Courses under electives are offered to provide an avenue for limited specialization in an area of the students choice and should cover new and emerging areas of technology. Examples of such courses are Environmental Engineering (Civil), Computer Aided Manufacture (Mechanical), Automatic Controls (Electrical), Microprocessors (Electronics) etc.

The time distribution of these components in the curriculum is suggested/recommended as under:

COMPONENTS	TIME ALLOCATION (PERCENTAGE)
- GENERAL STUDIES	5-10
- APPLIED SCIENCES	10-15
- BASIC ENGINEERING/TECHNOLOGY	20-30
- APPLIED ENGINEERING/TECHNOLOGY	40-55
- SPECIALIZED COURSES (ELECTIVES)	5-10

2.2.2. Diploma Programmes in other disciplines

The courses covered under this category are generally from the broad areas of other occupational areas. Hotel Management, Home Science, Library Science, Beauty culture etc. Curriculum components will vary from course to course but broad guidelines in terms of percentage of time to be allotted to various components of curriculum are given below.

COMPONENTS	TIME ALLOCATION (PERCENTAGE)
- GENERAL STUDIES	8-10
- APPLIED SCIENCES	5-10
- BASIC AREAS	15-30
- APPLIED AREAS (SPECIFIC DISCIPLINE COURSES)	40-60
- SPECIALIZED COURSES (ELECTIVES)	5-10

2.2.3. Diploma Programmes in Applied Arts/Crafts

The courses under this category may be from the broad areas: such as Architecture, Commercial Art, Fashion Design, Textile Design, Interior Design etc. Broad guidelines in terms of percentage of time to be allotted to various components of curriculum are recommended below.

COMPONENTS	TIME ALLOCATION (PERCENTAGE)
- GENERAL STUDIES	05-10
- BASIC AREAS	20-30
- APPLIED AREAS (SPECIFIC DISCIPLINE COURSES)	50-70
- ELECTIVES	05-10

Note:- The parameters of the diploma programmes as suggested above, should be considered as broad guidelines. Curriculum development centres in the States and at Technical Teachers Training Institutes at Bhopal, Calcutta, Chandigarh and Chennai are expected to promote innovation in the design/revision of curricula. Therefore, it is expected that institutions will decide accordingly the contents for each course as per titles given in annexure. The curriculum must be continuously evaluated and revised to make it update atleast once in every five years.

2.3. Programmes through Multipoint Entry and Credit System (MPECS)

In the recent past, some of the states in the country have started introducing flexibility under the title MPECS for offering different types of technician programmes. Many of the disadvantages of conventional rigid programmes are overcome by introduction of MPECS. The salient features of MPECS are.

- i) It provides facility for students to enter a programme at a point on a credit scale based on their entry qualifications. This will result in saving of time on the part of student if they enter a programme with higher qualifications than minimum stipulated for admission.
- ii) It allows students to choose courses of their choice in addition to compulsory courses stipulated in a programme.
- iii) It provides choice of technology courses to fulfill needs of industry.
- iv) It enables high achievers to complete the programme early.
- v) It provides opportunities for continuing education for workers/technicians in the industry.

For each programme, the total number of credits to be acquired by the students will be decided and once a student earns the stipulated number of credits he or she will be awarded the diploma.

The semester mode is essential to offer flexible programmes. The advantage in having semester pattern is to allow students to take up optional courses at the end of each semester.

Note: The success of introducing the concept of flexibility (MPECS) depends heavily on the commitment of senior administrators, principals, heads of department and teachers. It is imperative that the needs of having such a scheme is understood thoroughly by all concerned even by students, parents and society.

This system needs thorough planning on all aspects before it is implemented. A piecemeal approach to plan and implement such a scheme may not help in achieving desired goals.

The Curricula norms cannot be so precisely stipulated for flexible programmes. Each programme curriculum will have to be examined on its merit for approval.

3. DURATION OF PROGRAMMES & ENTRY QUALIFICATION

3.1. Diploma Courses

The minimum duration of full time diploma programmes will be three years after 10+ or entry qualifications as approved by the AICTE from time to time. For other disciplines the course duration should not be less than 2 years. This excludes diploma in Pharmacy for which Pharmacy Council of India may prescribe separately.

3.2. Post Diploma Courses

These courses will be offered in the specialized areas and are meant for primarily working diploma holders. The duration of these courses will be 1-1/2 years.

3.3. Advanced Diploma Courses

These courses will be offered in the emerging areas and are meant for primarily working diploma holders. The duration of these courses will be 2 years.

- Note:
1. Post diploma and Advanced diploma courses, by and large, are meant for working diploma holders to upgrade their knowledge and skills in the respective discipline and should be offered with active collaboration with the industry. These programmes can also be offered in a flexible mode, based on credit system.
 2. In case of areas other than Engineering/Technology, it may be possible to enroll students with qualifications like B.A/B.Sc etc. in Post Diploma/Advanced Diploma courses.
 3. Course nomenclatures are given in Annexure.

4. INTAKE TO THE PROGRAMMES

4.1. Diploma Programmes

40 to 60 students depending on the manpower needs in the industry and other employing agencies. However, the intake can be suitably regulated depending upon the manpower demand/needs in a particular region with the approval of AICTE.

4.2. Post Diploma and Advanced Diploma Programme

20 to 40 students intake depending on emerging area and requirement of industry.

5. SELECTION RPOCEDURE FOR ADMISSION

As per AICTE admission regulations issued from time to time.

6. STAFF NORMS

Major proportion of the recurring expenditure of a polytechnic is spent on staff salaries. Staff norms should emphasize on processes of recruitment, deployment and development as well as appraisal.

The norms stipulated are primarily for an institution with regular courses. These norms will have to appropriately modified for programmes offered as part-time, sandwich pattern, single discipline/technology or based on multi-point entry and credit system or distance learning mode.

6.1. Qualification and Experience of Staff

As prescribed by AICTE from time to time.

6.2. Teaching Staff

Staff structure of an institution will depend on factors which primarily include curriculum structure, work schedules (weekly semester and annually), student intake, disciplines offered, instructional methods and media employed, student contact hours, group and class sizes and co-curricular and extra-curricular activities requiring staff time involvement and training, and development of staff themselves. It is recognized that some of these factors will vary from state to state and from institution to institution. Hence, only such major factors which are broadly common to institutions across the country are considered in stipulating the staff structure. Within the stipulated structure flexibility to take into account the variable institutional factor is permitted, so long as such flexibility contributes to efficiency, effectiveness and promotion of excellence.

Additional teaching and technical staff for new courses may be provided as per norms.

6.2.1. Weekly Work Schedule

Total institutions hours per week	:	40 hrs.
Student contact hours in formal training	:	33-36 hrs.
Student centered activities (Library studies, guidance and counseling, seminars etc.)	:	08-10 hrs

6.2.2. Annual Work Schedule

Polytechnics should also offer a minimum of 90 days of instructions, of average of 5 hours/day where working is 6 days week, or 75 days of instructions of average 6 hours/day where working is 5 days/week in class room, laboratory, workshop and field work per semester excluding End-of term examination, preparatory and other holidays.

6.2.3. Group and Class Size

Student-teacher

Theory lecture class	40 to 60	:	1
Tutorials	20	:	1
Lab. Practical/workshop/drawing	20	:	1
Project work	05	:	1

6.2.4. Teachers of polytechnics have to perform a variety of tasks which include formal instruction in class rooms, tutorial classes, laboratories and workshops, preparation of instruction, assessment and evaluation of student work, counselling and guidance of students and other developmental activities. Any prescription for precise distribution of work and working hours for each type of activity could be counter productive. Each institution has to deploy personnel and allocate work, considering accomplishment of institutional goals and objectives and meeting as far as possible individual competence, preferences and interest. The breakdown of workloads specified below has therefore to be treated as a guideline with scope for flexibility.

Average workload distribution

Sl. No.	Activity	Hours of week		
		Principal	HOD	Lecturer & Sr. Lect.
1.	Contact Hours (instruct.)	4	12	16-20
2.	Preparation, Assessment, Evaluation	3	06	12
3.	Administration, Research Guidance & Counselling Developmental Activities etc.	29-33	18-22	08
		36-40	36-40	36-40

6.2.5. Student-staff (teacher) ratio

The student-staff ratio will depend on (i) teacher time required for formal instruction requiring student contact (ii) student time devoted to formal learning requiring teacher contact and (iii) class sizes for different forms of instruction. The student staff ratio will have to be worked out for specific curricula. The teaching load may be such that it should not be allowed to rise beyond 16:1 However, desirable ratio is 11:1

6.2.6. Staff-Pattern-Categories

- i. Principal and Teaching Staff
- ii. Workshop staff
- iii. Technical and supporting staff
- iv. Library, instructional resource production centre and computer centre staff
- v. Administrative staff
- vi. Miscellaneous staff including maintenance staff

6.2.7. Teaching staff Cadre

The cadre structure should be as follows:

- i. Lecturer
- ii. Senior Lecturer
- iii. Head of Department/Lecturer (selection grade)/workshop Superintendent/
Training and Placement Officer.
- iv. Principal

Note: The training and Placement Officer and Workshop Superintendent will be equal in cadre to Head of Department

6.2.8. Cadre Distribution-Flexibility

The distribution of Lecturer and Senior Lecturers in the Engineering departments, Science & Humanities will depend on the workload of the different departments based on the curriculum structure. Flexibility in the distribution between Teachers and Senior Teachers is permitted so long as such flexibility is for meeting the specific needs of the institution in terms of job requirements. The ratio of Senior teacher to Junior teacher may be 1:3 normally.

6.2.9. Training and Leave Reserve

To enable institutions to sponsor teacher for staff development programmes and to allow teachers to avail leaves to which they are entitled, it is necessary that adequate reserve capacity of teachers is available. Each institution will have such reserve capacity in accordance with leave training reserve sanctioned by central/State Governments from time to time.

6.2.10. Selection and Recruitment of the Teaching Staff

The position of Lecturers should be filled up through an open selection process. The post of Senior Lecturers and Lecturers (selection grades) shall be filled by promotion from the cadre of Lecturers. An All India Qualifying Examination is intended to be set up for assisting in the process of selecting agencies of States and Institution should adopt reliable and valid procedures for selection candidates on the assist of competence-knowledge skills, attitudes and values required for the profession, adhering to the stipulation regarding qualification and experience.

6.2.11. Performance Appraisal System

A performance appraisal system for teachers should be set-up well integrated with the institutional functioning, and this should lead to the identification of individual training and development needs. This should also enable the identification of faculty members whose performance is outstanding . Such performance and excellence should be well-recognised and rewarded. All institutions should introduce a system for performance-appraisal conforming with the guidelines formulated in this regard.

6.2.12. Training and Development

Teachers will be provided with the opportunity to improve their qualifications through quality improvement programmes. These programmes should be industry oriented and practice based.

A variety of short term courses should be offered for professional development of the teachers working at different levels.

Efforts should be made to identify faculty training need for their professional development.

Facilities created at Technical Teachers training Institutes and other selected centres should be made use of for the purpose of faculty development.

Training faculty in relevant industries should be considered as most essential requirement.

6.3. Workshop and Technical supporting staff

The workshop and technical supporting staff are categorized into the following:

- Workshop staff
- Laboratory staff

6.3.1. Workshop Staff

The workshop staff are categorized into the following:

- i) Workshop Superintendent (HOD rank)
- ii) Foreman (Lecturer rank)
- iii) Workshop Instructor
- iv) Workshop Attendant

- Note:**
1. In case of Engineering & Technology courses where there are workshops, number of Foremen will vary from institution to institution. The ratio between the Foremen to workshop instructor may be 1:5
 2. Number of workshop Instructor will depend on the work load in the workshop. For a workload of about 25hrs/week in a workshop, one instructor is recommended. However, the number will also vary based on different trade. Atleast one workshop instructor is recommended for one trade.
 3. It is proposed to have one attendant for 3 workshops.

6.3.2. Laboratory Staff

The laboratory staff are categorized as:

- i) Laboratory Assistant
- ii) Laboratory Attendant

The laboratory assistant shall be responsible to the faculty member-in-charge of the laboratory in all matters connected with running, maintenance and upkeep of the laboratories.

There should be atleast one laboratory assistant in each laboratory.

In art based courses, there should be one studio assistant for each studio.

Keeping in view of the above general guidelines, efforts should be made to workout laboratory assistants/studio assistant as per the functional requirement of the institute.

Optimum utilization of resources should always be kept in mind.

It is proposed to have one laboratory attendant for each department.

6.4. Library, Learning Resource Centre and Computer Centre Staff

Following staff is recommended for the above:

Category of Staff	Number
i) Librarian	one
ii) Asstt. Librarian	one
iii) Library Attendant	two

6.4.2. Learning Resource Centre Staff

Category of Staff	Number
i) Draftsman	one
ii) Graphic Artist	one
iii) Audio Visual Technician	one

6.4.3. Computer Centre Staff

Category of Staff	Number
i) Computer Programmer	one
ii) Computer Operator	one
iii) Computer Section Attendant	one

6.5 Administrative Staff

Following staff is recommended for this purpose:

Category of Staff	Number
i) Registrar cum Accounts Officer	one
ii) Office Superintendent	one
iii) Sr. Stenographer/PA to Principal	one
iv) Accountant	one
v) Assistant/UDC/Steno-typist/LDC/ Computer Operator/Typist	As per requirement
vi) Store Keeper	one
vii) Record clerk/LDC	one
viii) Driver	one
ix) Reprographic Machine Operator	one

6.5. Miscellaneous Staff

Category of Staff	Number
i) Campus Supervisor/Jr. Engineer/ Estate Assistant	one
ii) Physical Training Instructor	one
iii) Electrician	one
iv) Gardeners	four
v) Department & Class room Attendants	six
vi) Store Attendant	one
vii) Watchman/Chowkidar	six
viii) Peons	six
ix) Safai karamchari	two

Note: The above supporting staff mentioned in 6.3 to 6.6 should not be considered as rigid stipulation. The number can be worked out keeping in view the functional requirements.

16. Common-pool Librarians

- (i) The responsibility for the missing of books from the Library should be fixed on each individual strictly with respect to the duties and responsibilities of each individual working in the library. The entire staff working in the library are responsible for the proper accounting of the books and other articles in the library. The maximum number of books that can be written off in a year is 0.5% of the books in circulation. The library staff will be responsible for the

loss of books in excess of the admissible number and the cost of such books will be recovered from the library staff in equal shares. The person who are transferred out of the institutions, on transfer or promotion will be relieved of their duties on executing an undertaking to the effect that liabilities if any fixed on them in respect of the missing books during the period they have worked in the institution would be remitted by them and this position will be shown in the relieving order. (Vide Govt. Circular No. 27855/A3/2000/H.Edn. dated 08.12.2000)

- (ii) The criteria for calculating the circulation of documents for the purpose of writing off will be arrived at by counting the number of transactions done in the library as per the issue records maintained if the library follows closed access, or the daily issue satisfies maintained if the library follows open access system, where the borrowers card system is in practice. Books made use of by members and readers by way of reference will also be counted for this purpose. (Vide Govt. Circular No. 31960/A3/2001/H.Edn. dated 25.06.2002.)
- (iii) Librarian Grade IV is eligible to put in full additional charge of Librarian Grade I as per Rule 53 of Part I, KSRs, - Vide Govt. Letter No. 15762/A3/2002/H.Edn. dated 05.07.2002.
- (iv) Peace-meal applications for transfer relating to Librarians under common pool need not be entertained except in unavoidable compassionate circumstances. Before forwarding transfer applications to Government, it must be ensured that the transfer application is as per norms of transfer and in the prescribed proforma which containing the service details of the incumbent in the present station and out station. The application should be checked and specifically recommended by the Head of the Institution. (Vide Govt. Letter No. 32204/A3/2002/H.Edn. dated 03.02.2003)

17. വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ മൊബൈൽ ഫോണിന്റെ ഉപയോഗവും സിനിമാറ്റിക് ഡാൻസ്, ഫാഷൻ ഷോ എന്നിവയുടെ നിരോധനവും.

- (i) സംസ്ഥാനത്തെ സർക്കാർ/സർക്കാരേതര വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ ഫാഷൻ ഷോ, സിനിമാറ്റിക് ഡാൻസ് എന്നിവ നിരോധിച്ചിരിക്കുന്നു. എന്നാൽ അതാത് സ്ഥാപനത്തിലെ എത്തിക്സ് കമ്മിറ്റികളുടെ അംഗീകാരത്തോടെ പരമ്പരാഗത കലാ സാംസ്കാരിക പരിപാടികൾ നടത്താവുന്നതാണ്.
- (ii) ക്യാമറ സംവിധാനമുള്ള മൊബൈൽ ഫോൺ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ നിരോധിച്ചിരിക്കുന്നു. (സർക്കാർ ഉത്തരവ് (ആർ.റ്റി) നം.1102/05/ഉവിവ. തീയതി 24.06.2005)

XV. FORMS

1. Proforma for Reporting Vacancies to PSC

(Vide G.O.(P)38/92/P&ARD, Dated 18-9-1992.)

- 1 Designation of the post with scale of pay
- 2 Name of the service to which the post belongs (as classified under Kerala Civil Service (Classification, Control and Appeal) Rules, 1960).
- 3 Method of recruitment i.e. by direct recruitment (If direct recruitment is prescribed as a method of appointment to be reported to only in the absence of qualified hands for promotion/transfer, it should also be made clear whether the method of promotion/transfer has been tried and if so with what results) or Transfer (the feeder category or categories should be specified wherever possible) or promotion.
- 4 The rules or orders of Government if any, prescribing any of the method under 3 above in respect of the post, the number and date of Government Order or the Service Rules to be quoted.
- 5 Qualifications prescribed for each method of recruitment including qualification regarding age.
- 6 The rules or orders of Government if any, prescribing the qualifications under item 5 above in respect of the post (Number and date of Government Order or Rule to be quoted.)
- 7 Number of vacancies (in the case of District-wise selections, specify whether vacancies are Headquarters or District vacancies.
- 8 Whether the vacancy reported is a fresh one caused by retirement/ promotion/ creation/ deputation etc. or NJD. vacancy i.e. vacancy caused by the Not Joining Duty of a candidate advised earlier.

- 9 If the vacancy is one caused by the not joining duty of candidate advised earlier, specify the name/names of candidates who failed to join duty and the date of advice of those candidates (use separate sheet if space in the proforma is not sufficient)

- 10 Whether the vacancy has already been reported to the Commission and if so the number and date of letter reporting the vacancy and the number and date of Communication if any received from the Commission may also be furnished.

- 11 The date of occurrence of vacancy

- 12 Probable duration of the vacancies

- 13 Designation of the appointing authority

- 14 Other points if any

Signature

**Name and Designation of
Appointing Authority**

2. Format of Provisional Appointment order- (PSC Appointment)

DIRECTORATE OF TECHNICAL EDUCATION

PROCEEDINGS

Education – Technical – Appointment – Candidates advised by the Kerala Public Service Commission- Provisional appointment – Orders issued.

ESTABLISHMENT () SECTION

No. _____ Dated, Thiruvananthapuram, _____
Read:- 1. Letter No.....dt..... from the District Officer/Secretary,
Kerala Public Service Commission
2. G.O.(P) No.49/74/PD dated 05-03-1974.
3. G.O.(MS) No.170/74/PD dated 18-07-1974
4. Government Circular Memorandum No.3737/Rules1/90 P&ARD dated 29-3-1990.
5. G.O.(P) No.7/91/P&ARD dated 15-2-1991.

ORDER

The undermentioned candidate/s advised by the Kerala Public Service Commission for appointment as on Rs. Subject to Rules 3(c) of the General Rules in the Kerala State and Subordinate service Rules 1958 are provisionally appointed asin the Department under Rule 9 (a) (i) of the General Rules in the K.S and S.S.Rules, 1958. The provisional appointment is also subject to the conditions laid down in the G.O. read as 2nd paper above that the appointment shall be terminated without notice if Government are not satisfied of the character and antecedents of the candidates. He/She/They shall/will be eligible for appointment in regular service in accordance with Rules only if his/her/their character and antecedents are found satisfactory on subsequent verification. On appointment, the candidates are posted in the institutions noted against each their/his/her name/s.

Sl. No	Rank in the P.S.C's letter	Name and Address	Institution to which posted
(1)	(2)	(3)	(4)

2. The candidate/s is/are directed to report for duty before the Head of Institutions concerned with documents in original to prove qualifications, date of birth, community etc. and a health certificate as contemplated under Rule 13 of Part.I K.S.R on or before failing which his/her/their appointments are liable to be cancelled without further notice.

3. The candidate is also informed that in the event of discharge from service for want of vacancies he/she/they may re-register his/her/their name in the office of Kerala Public Service Commission from where he/she/they were/was advised and got himself / herself / themselves re-appointed on further advised by the Kerala Public Service Commission or he/she/they may wait for his/her/their turn for re-appointment to the post in the department in case he/she/they desires to continue as probationer in the post from which she/he/they were/was discharges.

4. No correction of date of birth will be entered if it is received beyond 5 years from the date of entry in service.

5. The Head of Institution will admit the candidate/s only after verifying the particulars regarding qualifications, date of birth, community etc. given in the Kerala Public Service Commission's letter (extract enclosed) with documents in original and report the date of joining duty without fail.

6. Head of Institution will also obtained the necessary details of the candidate/s duly filled up in the prescribed proforma as required in the G.O. read as 3rd paper above, before the candidates are admitted to duty and forward the same to this office, so as to enable this office to make necessary arrangements for the verification of character and antecedents of the candidates.

7. The photograph and signature of the candidate/s may be verified and the fact recorded by the Head of Institution in the identification certificates after the candidates are allowed to join duty. The identification certificate certified by the Head of Institution may be sent to this office for countersignature and return.

**Signature, Name & Designation of
Appointing Authority**

To

1. The party concerned (By Registered Post with A/D).
2. The Principal/Superintendent.
3. EG, SF, OC

3. Format- Verification of Character and antecedents
(Vide G.O.(P) No.314/94/Home dtd 26.12.94)

FORM – VI
PROFORMA

This Form is to be filled up by candidates advised for recruitment to a post by the Public Service Commission or any other competent authority and submitted in duplicate to the appointing authority before joining duty.

WARNING

- a The furnishing of false information or suppression of any factual information in this Form will lead to disqualification of the candidate from employment under the Government or any other institution for which appointments are made on the advice of the Kerala Public Service Commission, besides rendering him liable for prosecution.
- b If the fact that false information has been furnished or that there has been suppression of any factual information in this Form comes to notice at any time during the service of a person, his service would be liable to be terminated without prejudice to any other action that may be taken against him.

1. Name of the candidate with initials, if any
(in block capitals).

2. Present address of the candidate in full showing also the Revenue District, State and Police Station having jurisdiction over his/her residence.

3. Permanent address of the candidate

-
4. (a) Has the candidate resided for more than six months at a time during the preceeding 3 years in any place other than that referred to in columns 2 and 3 above. (Answer "Yes" or "No")
(b) If the answer is "Yes" give the details.

5. Name and address of the father or guardian, if he is alive

6. Date of Birth of the Candidate

7. Religion and Community of the Candidate

8. Details of Previous employment, if any

9. Name of the Schools and Colleges with full address in which candidate has studied since the 15th year of age, showing the years of study.

10. (a) Has he/she ever been convicted by a Court of Law for any offence?
(Answer "Yes" or "No")
(b) If the answer is "Yes" give the details
11. (a) Has he/she ever been debarred from appearing for Public Examination by any University or Education Department?
(Answer "Yes" or "No")
(b) If the answer is "Yes" give the details
12. (a) Has he/she ever been debarred by the UPSC or any State PSC from appearing for examinations/selections conducted by them? (Answer "Yes" or "No")
(b) If the answer is "Yes" give the details
13. (a) Has he/she ever been dismissed from Service of a State Government or the Central Government or from any quasi Government Institution or any Govt. owned Company or Corporation or Local Self Government?
(Answer "Yes" or "No")
(b) If the answer is "Yes" give the details
14. (a) Has he/she ever deserted his/her post of duty in Government service/Corporation Govt. Owned Companies or Board?
(Answer "Yes" or "No")
(b) If the answer is "Yes" give the details
15. (a) Is there any case pending against the candidate in a Criminal Court?
(Answer "Yes" or "No")
(b) If the answer is "Yes" give the details

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under government or in any other post for which selection is made by the Kerala Public Service Commission.

Signature of the Candidate

Place:

Date:

Note: No verification of the character and antecedents of candidates selected for appointment to Contingent and Last Grade posts is necessary. However the candidate selected for appointment shall be asked to produce two certificates of character given (Form II) by Gazetted Officers of the State Govt./President of Panchayat/ Chairman of Municipality/ Mayor of Corporation/MLA/MP before the candidates are actually admitted to duty.

Certificate of Character

FORM II

Certified that I have known Shri/Smt.
son/daughter of
For the last Years months and that
to the best of my knowledge and belief he/she bears a reputable character and has no
antecedents which render him/her unsuitable for Government employment.

2. Shri/Smt.is/is not
related to me.

Signature

Place:

Date:

**Name, Designation and Status
(Whether Gazetted)**

FORM III

3(a) (Covering letter for attestation form)

To

Sub:- Verification of character and antecedents of candidates for the post of

Sir,

I am directed to say that Sri/Smt.
whose particulars are entered in the enclosed attestation form is a candidate for the
post of His/Her date of birth
is He/She has been advised for the post by the District Officer,
KPSC District Office /Secretary, KPSC,
Thiruvananthapuram. To enable this Department/ Office to determine the suitability
of the candidate for Government service, I am to request you kindly to certify on the
basis of the information available in your records whether he/she has come to
adverse notice or not and whether there are any facts about him/her which would
render him/her unsuitable for employment under Government. It may be specifically
indicated whether or not the candidate is suitable for Government service and if
he/she is considered unsuitable, a brief statement of the grounds for the opinion
expressed may be added. If the report is adverse to the candidate, it may be sent
direct to the Secretary to Government of Kerala, Home (SS) Department,
Trivandrum through the Deputy Inspector General of Police, CID and not to this
office.

Yours faithfully,

Enclosed: Proforma

FORM III

3(b) (Covering letter for verification outside the State)

To

Sub:- Verification of character and antecedents of candidates for the post of

Sir,

I am directed to say that Sri/Smt.
whose particulars are given below is a candidate for the post of
..... His/Her date of birth is
..... He/She has been advised for the post by the District Officer,
KPSC District Office /Secretary, KPSC,
Thiruvananthapuram. To enable this Department/ Office to determine the suitability
of the candidate for Government service, I am to request you kindly to certify on the
basis of the information available in your records whether he/she has come to
adverse notice or not and whether there are any facts about him/her which would
render him/her unsuitable for employment under Government. It may be specifically
indicated whether or not the candidate is suitable for Government service and if
he/she is considered unsuitable, a brief statement of the grounds for the opinion
expressed may be added. If the report is adverse to the candidate, it may be sent
direct to the Secretary to Government of Kerala, Home (SS) Department,
Trivandrum through the Deputy Inspector General of Police, CID and not to this
office.

Sl. No.	Name	Date of Birth	Name of Guardian/Father	Qualifications	Remarks

The candidate has reported that during he had
worked at/studied for
course in the and resided at
.....

Yours faithfully,

Enclosed: Proforma

4. Model Format - Regularisation of appointment

DIRECTOR OF TECHNICAL EDUCATION

Proceedings

Education – Technical – appointment of Shri/Smt.....

..... – Temporary appointment – regularized - Orders issued.

ESTABLISHMENT () SECTION

No:

Dated, Thiruvananthapuram,

Read:-1. Advise No.....dated of the
Secretary, Kerala Public Service Commission, Thiruvananthapuram.

2. This office proceeding of even No.....dated.....

3. Letter No:.....dated
from the Superintendent of Police.

ORDER

By the proceedings read as 2nd paper above,
Shri./Smt. has been
temporarily appointed as in the
Technical Education Department and posted
subject to the conditions laid down in the G.O.(P)49/74/PD, dated, 05-03-1974. Since he/she
fulfills the conditions laid down in the said G.O. his/her temporary appointment as
..... in the Technical Education
Department is regularized with effect from the date of his/her appointment. He/She
will be on probation for a period of one/two years on duty within a continuous
service of two/three years.

**Name & Designation of
Appointing Authority**

To

1. The person concerned (through head of office)
2. The Principal/Superintendent.

(Necessary entries should be made in the service book of the incumbent).

3. EG, S.F and O.C

5. Proforma for Reporting Vacancies to Employment Exchange

REQUISITION FORM TO BE USED BY ESTABLISHMENTS IN THE STATE GOVERNMENT SECTOR WHEN CALLING FOR APPLICANTS FROM EMPLOYMENT EXCHANGES

(A separate form is to be used for each type of vacancy)

- 1 Name & Address of employer :
- 2 Telephone Number :
- 3 Nature of vacancy :
- a) Type of workers required (Designation) :
- b) Description of duties :
- c) Qualifications :
- Essential :
- d) Age limits, if any Normal relaxation allowed, if any :
- e) Whether women are eligible :
- f) Whether if so to what extent the qualification and conditions mentioned above can be relaxed in case candidates who fully confirm to be specified requirements are not available. :
- 4 No. of vacancies :
- a) Regular :
- b) Temporary :
- i. Temporary likely to continue beyond one year :
- ii. Temporary between 3 months and one year :
- iii. Temporary less than 3 months :
- Total

5 Pay & Allowances:

Scale of pay	B.P.	D.A	H.R.A	Total Allowances	Total Emoluments	Allowance in kind

6. Place of work:

Village	Town	District	Nearest Station	Railway	Actual Place of work

- 7 Probable date by which the vacancies will be filled :
- 8 Particulars regarding interview :
 - a) Date of interview/test :
 - b) Time of interview/test :
 - c) Place of interview/test :
 - d) Name designation and address of the person to whom applicants should report for the interview/test :
 - e) Tele. No. of the person (d) above :
 - f) Materials to be brought by applicants in connection with interview :
- 9 Whether there is any obligation or arrangement for giving preference to any category of persons in filling up of vacancies. :
- 10 Any other relevant information :
 - a) Whether willing to wait and consider applicants from other areas in case applicants are not available locally. :
 - b) If 'Yes' whether, and if so what traveling allowance facilities (if any) are admissible to applicants. :
 - c) Probationary period :
 - d) Pay and allowances during probation :
 - e) Provision for pension/P.F. :
 - f) Hours of work, holidays, shifts etc. :
 - g) Promotion opportunities :
 - h) Housing facilities :
 - i) Living conditions at the place of work :
 - j) Educational facilities at the place of work :
 - k) Medical facilities at the place of work :
 - l) Any other information :

Certified that this indent is in accordance with the instructions contained in Memo No. SD2-80414/58-1 Public (Services D) Department dated 4-12-1958 of the Government of Kerala.

Place:

Date:

Signature of the Employer

6. FORMAT OF PROVISIONAL APPOINTMENT ORDER (Through Employment Exchange)

PROCEEDINGS OF THE

(Designation of the appointing authority
Name of Institution and Department)

ORDER No..... Date

Sub:- Services – Estt.
Temporary appointment through Employment Exchange – Orders issued.

The following candidates who have been sponsored by the Employment Exchange
..... (Name of Employment Exchange)
are appointed as on Rs. temporary
basis under Rule 9(a)(i) of the Kerala State and Subordinate Services Rules, 1958 for a
period of 180 days or till regular appointment through Public Service Commission is made,
whichever is earlier.

Name and address of candidates

1.
2.

2. The Services of the above persons are liable to be terminated without notice.
3. They are directed to report for duty before the
(appointing authority), forthwith with certificates in original in proof of age, educational
qualifications, community etc.

**Signature and Designations of
Appointing Authority**

- Note:- (1) Provisional Appointment through Employment Exchange can only be resorted
on obtaining Non-Availability Certificate (NAC) from PSC.
- (2) Head of Institution, other than appointing authority, should obtain explicit
prior permission from the appointing authority for making Provisional
Appointment.
- Eg:- Appointing Authority of LDC is Administrative Officer and that of Class IV
employees is the respective Head of Institution.
- (3) While forwarding proposals for ratification, the following documents should
invariably be appended.
- (a) List of candidates from Employment Exchange.
 - (b) Rank list of interview participants
 - (c) Declaration from appointed candidates to the effect that he had not worked
in the same post in this Department previously.
 - (d) Appointment Order.

7. Format of Ratification of Provisional Appointment

DIRECTORATE OF TECHNICAL EDUCATION

PROCEEDINGS

Education – Technical –
..... – Provisional
appointment of – Action ratified – Orders
issued.

ESTABLISHMENT (B) SECTION

No. EB1/ _____ Dated, Thiruvananthapuram, _____
Read:- 1. Proceedings No. _____ of the Principal/Superintendent
Govt. Polytechnic College/THS _____
2. Letter No. _____ from the Principal/Superintendent
Govt. Polytechnic College/THS _____

ORDER

The action of the Principal/Superintendent Government Polytechnic College/THS
_____ in having
appointed Shri/Smt _____
provisionally through Employment Exchange as _____ on
Rs. _____ under Rule 9(a)(i) K.S. & S.S.R, 1958 vide proceedings read first
above is ratified.

Sd/-
Senior Joint Director (ECS)

To

1. The Principal,
Govt. Polytechnic College,

2. S.F and O.C

8. APPLICATION FOR COMPASSIONATE EMPLOYMENT (DYING-IN-HARNESS) (APPENDIX – A)

(A Court Fee Stamp of Rupees two should be affixed on the application form)

FORM OF APPLICATION FOR EMPLOYMENT UNDER THE SCHEME FOR THE COMPASSIONATE EMPLOYMENT OF THE DEPENDENTS OF GOVERNMENT SERVANTS DYING-IN-HARNESS CONTEMPLATED IN G.O.(P)12/99/P&ARD DATED: 24-05-1999.

- 1 Name and full postal address of the applicant :
indicating the name of the District.

- 2 Name, full residential address and details of :
appointment last held by the Government servant
together with details of the date of entry in service,
office and department where he worked
immediately before death etc.

- 3 Relationship of the applicant to the Government :
servant who died-in-harness

- 4 Total continuous service put in by the deceased :
Government servant with dates of birth and death.

- 5 Details of the members in the family of the :
deceased Government servant together with the
name, age, occupation and relationship of each
with the deceased.

- 6 Total annual family income of the deceased :
Government servant (Certificate from concerned
authority should be attached.)

- 7 Applicant's age and date of birth (attested copy of :
the relevant School records or other relevant
records should be attached.)

- 8 Educational qualifications and experience if any, :
gained (attested copy of the certificates to be
attached)

9 Physical measurements and fitness (Need be filled by the applicant who apply for the posts of Police Constable, Excise Guard, Forest Guard or Jail Warder)

Height :

Chest – Normal :

Expanded :

(To be supported by a certificate from a Medical Officer in Government Service)

10 Whether the applicant is married or single

11 Whether the applicant or any other dependent of the deceased Government servant had applied for the benefits under the scheme earlier? (if so give details) :

12 Whether any other dependent of the deceased Government servant has availed of the benefit of employment under the scheme previously? :

13 Name of posts for which appointment is sought in the order of preference :

14 The District chosen by the applicant :

DECLARATION

I,
do hereby declare that the particulars given above are true to the best of my knowledge and belief. I also agree to the appointment secured by me under the scheme being terminated without notice in the event of finding any misrepresentation or suppression of material facts on my part.

Signature of applicant

Place:

Date:

APPENDIX – B

CHECK LIST OF POINTS TO BE LOOKED INTO FOR APPOINTMENT OF DEPENDENTS OF GOVERNMENT SERVANTS DYING-IN-HARNESS

- 1 Name and designation of the deceased Government servant. :
- 2 Total service put in by deceased Government servant. :
 - (i) Date of Birth of the Government Servant :
 - (ii) Date of entry in Service :
 - (iii) Date of death :
- 3 Details of members in the family (Name, date of birth, marital status and occupation if any) :
- 4 Total annual family income of the deceased Government Servant :
- 5 Date of receipt of the application from whom the application is received :
- 6 Name and relationship of the person to be considered for appointment :
- 7 Applicant's age and date of birth :
- 8 Qualifications of the candidate as represented and reported :
 - (a) Educational qualification :
 - (b) Physical measurement :
 - (In the case of posts such as Police constable, Excise Guard, Forest Guard or Jail Warder) :
 - Height :
 - Chest - Normal :
 - Expanded :
- 9 Post for which the applicant is qualified :
- 10 Other points for consideration if any :
- 11 Recommendation of the Head of Department/Collector :
- 12 Whether any dependent of the deceased employee was given appointment under the scheme. If so, details of appointment given. :

APPENDIX - C

- 1 Serial Number :
- 2 Reference number if any date and from whom received :
- 3 Current Number :
- 4 Date of receipt by Clerk :
- 5 Name and designation of the deceased Government Servant and the Department in which the deceased was working :
- 6 Name and address of the applicant :
- 7 Reference issued to whom for enquiry report and date :
- 8 Date of receipt of the enquiry report :
- 9 Report sent to whom and date :
- 10 Nature of disposal :

APPENDIX – D

- 1 Serial Number :
- 2 Name and address of the applicant :
- 3 Name of the deceased employee and the Department or office (institution) where he/she was working. :
- 4 Date of receipt of application :
- 5 Current Number :
- 6 How disposed of (if appointment given details thereof) :

9. Declaration of Probation – Proposal

PROFORMA

(To be filled along with proposals for declaration of probation of Officer)

Note: For each officer/ post separate Proforma should be furnished.

- 1 Name of Officer :
- 2 a. Designation (specify branch) :
b. Name of Institution :
- 3 Name & Scale of pay of the post in which probation is to be declared. :
- 4 No. & date of order by which appointed/ promoted to the post. :
- 5 Date & time (F.N or A.N.) of joining the post. :
- 6 (a) Has the incumbent been discharged from the post for want of vacancy or otherwise or whether the incumbent faced any reversion since his/her appointment/ promotion to the post. :
(b) If so, details such as No. & date of order by which discharged/reverted, time and date of order by which re-instated/ re-promoted to the post and time and date of resuming charge to the post. :
- 7 Whether recruited to the post direct or by transfer from other service or appointed by promotion :
- 8 Whether the appointment/promotion to the post is on regular basis. If not, been regularized later. Quote the No. & date of relevant order. :
- 9 Details of leave other than casual leave availed of by the officer during the period of probation and details of authorised holidays/vacation affixed to the leave. :
- 10 Details of Dies-Non :
- 11 Details of deputation :
- 12 (i) Whether probation in the immediate lower post was declared. :
(ii) If so, furnish date of effect & No. and date of the order. :

- 13 Whether any test such as account test or :
account test for Executive Officer
(simplified) has been made obligatory for
the post and if so whether the officer has
passed the test. The name of test, Reg. No.,
and date of notification of the PSC by
which the results were published.
(Attach copy of Certificate)
- 14 Date from which satisfactory completion of :
probation to be declared.
- 15 Whether the confidential records till the :
year (half year ending declaration of
probation proposed) are enclosed. If not
furnish where about of the same.
- 16 (i) Whether any disciplinary action/ :
vigilance case is pending against the
officer.
(ii) If so, give details.
- 17 Remarks

CERTIFICATE

Certified that the work and conduct of
have been found satisfactory during the period of probation that no penalty has been
imposed on the officer during the period of probation and that no case of disciplinary action
against the officer is pending disposal. He/She may be declared to have satisfactory
completed the probation with effect from F.N / A.N.

**Signature, Name & Designation
of Head of Institution**

Place:

Date:

10. Order Format- (Declaration of Probation)

DIRECTORATE OF TECHNICAL EDUCATION

PROCEEDINGS

Education – Technical - _____ Probation in the post
of _____ Declared – Orders issued.

ESTABLISHMENT () SECTION

No. _____ Dated, Thiruvananthapuram, _____

Read:- Letter No. _____ dated _____
of the Principal/Superintendent, _____

ORDER

Shri/Smt..... is declared to have satisfactorily
completed his/her period of probation in the post of.....
on Rs. in this Department with effect from

(2) Necessary entries in this regard will be made in the Service Book of the
incumbent.

ADMINISTRATIVE OFFICER

To

1. Shri/Smt
(Through Principal/Superintendent)
2. The Principal/Superintendent,
(By Registered post with Service Book. The receipt of the Service Book may be
acknowledged by return)
3. Stock File
4. EG Section
5. Office Copy.

**11. FORMAT FOR OPTION ON PROMOTION
(Vide G.O.(Ms) No. 145/2006/Fin. Dated 25.03.2006)**

Option in terms of Rule 28 A part I KSR

Consequent upon my promotion as
with effect from FN/AN. I hereby opt that my initial pay
in the promoted post may be fixed.

(i) in terms of Rule 28A straightaway without any further review on
account of increment in the lower post.

(ii) initially at the next stage in the time scale of the promoted post without
granting the notional increment on the date of promotion but such increment being
allowed on the date of accrual of the next increment in the scale of the lower post
i.e..... I understand that the next
increment in the promoted scale will fall due only after 1 year from the date of this
increment.

Strike off whichever is not applicable.

Signature :
Name :
Designation :

Place:
Date :

12. Statement of Relinquishment of Promotion

STATEMENT OF RELINQUISHMENT

Having understood the provisions of G.O.(P)39/91/P&ARD. Dated 7-12-1991 I, (Name & Designation), in exercise of the right conferred under Rule 38 of Kerala State and Subordinate Services Rules, 1958, hereby relinquish my right for promotion/appointment/appointment by transfer as(Name of Post) and consequent benefits* permanently/temporarily for a period of one year/..... years (specify the period in the case of temporary relinquishment, from the due date of promotion)

I do also hereby declare that nothing contained in the Kerala State and Subordinate Services Rules, 1958 or in the Special Rules applicable to me shall be deemed to require the recognition of my right of privilege to the extent to which I have so relinquished.

Signed on the day of 19.....

Signature
Name
Designation
Office

Place:

Witnesses:

1. Name and designation
2. Do

For Office Use

The relinquishment made by Sri/Smt.....
Name..... (Designation)
(Office) is accepted.

Necessary entries to the effect will be made in the Service Book of the individual.

Place:

Date:

Signature
Name and Designation of
appointing authority

*** Strike out whichever is not applicable**

Note:- The right for promotion can be relinquished only before joining duty in the promoted post.

13. SANCTION OF HIGHER GRADE-OPTION/PROPOSAL/ORDER FORMAT

PROPOSAL FOR SANCTION OF TIME BOUND GRADE ON COMPLETION OF YEARS OF SERVICE

- Note:- (1) Proposal for Higher Grade should be supported with the following:**
- (a) *Service Book*
 - (b) *Option (as in the form prescribed for Higher Grade)*
 - (c) *Declaration relating to relinquishment of promotion.*
 - (d) *Undertaking agreeing to repay/remit excess payment if any made*
- (2) *The option, declaration and undertaking should be duly countersigned by the Head of Institution.*

1. Name, Designation & Institution :

2. Qualification (with percentage of marks wherever necessary) :
 - (a) General :
 - (b) Technical :

3. Date of acquisition of Qualification (i.e, Date of Publication of result) :

4. Entry post
 - (a) Designation :
 - (b) Scale of pay :
 - (c) Date of commencement of service :

5. Details of post on which Higher Grade is to be sanctioned
 - (a) Designation :
 - (b) Scale of pay :
 - (c) Date on which eligible :

6. Details of provisional service counting for increment as per Government decision No. 2 under rule 33 KSR Part – 1.

Post	Scale of Pay	Period	
		From	To

7. Details of other service, if any which will count as qualifying service for Higher Grade.

Post	Scale of Pay	Period	
		From	To

8. Details of service, if any, on the following (which will not count for Higher Grade)	Period	
	From	To
a. LWA granted for taking up employment elsewhere and LWA availed of for accompany spouse.		
b. Period during which increment is barred with cumulative effect.		
c. Period during which the officer has held any higher post on promotion		
d. Other periods if any which do not count for higher grade (specifying its details also)		
<hr/>		
9. LWA taken for study purpose or other purpose.		
<hr/>		
10. Next promotion post with scale of pay.	:	
11. Whether the Officer possesses the Superior Qualifications prescribed if any, for the promotion post.	:	
12. Scale of pay of the Higher Grade for which Officer is eligible	:	
13. Details of Qualifying Service (QS)	:	
(a) Qualifying service (completed years)	:	
(b) Date of completion of the required QS	:	
(c) Date of normal increment	:	
14. Date from which Higher Grade is opted	:	
15. Date from which Higher Grade is recommended	:	
16. Remarks	:	

Certified that the details furnished about have been verified with relevant records and found correct.

Place:

Date:

Head of Institution

FORM OF OPTION

I (Name & Designation)
hereby opt the Scale of Rupees
with effect from towards Higher Grade for
years in the entry/promoted post.

Signature

Place: Name
Date: Designation

Counter signed

Head of Institution

DECLARATION

I (Name & Designation)
hereby declare that in the event of grant of HG for years, I will not
refuse the regular promotion to that Grade as and when it becomes due.

Signature

Place: Name
Date: Designation

Counter signed

Head of Institution

UNDERTAKING

I do hereby agree to refund any
excess payment noticed in subsequent scrutiny and check with reference to fixation made on
the sanction of Higher Grade on completion of years of service
in the post of.....

Signature

Place: Name
Date: Designation

Counter signed

Head of Institution

13. DIRECTORATE OF TECHNICAL EDUCATION

Proceedings

Education – Technical -
Higher Grade on completion of Years of service
on Rs..... Sanctioned – Orders issued.

ESTABLISHMENT () SECTION

No. Dated,Thiruvananthapuram

Read: -1. G.O.(P)No.145/2006/Fin. Dated 25-03-2006.

2. Option dated from

ORDER

Sri/Smt.....who is qualified/unqualified
for regular promotion to the post of
is granted time bound Higher Grade on Rs. on completion of
..... years of total service with effect from
..... in terms of the G.O read above and in view of the
option exercised by the officer to come over to the Higher Grade with effect from
that date. The official is qualified/unqualified for regular promotion to the post of
..... and the declaration
submitted by him/her is in accordance with the para 17 of the Government Order to
the effect that he/she will not refuse for the promotion to that Grade as and when it
becomes due. The post held by the officer is upgraded as
..... on
Rs..... with effect from.....Forenoon.

Necessary entries in this regard will be made in the Service Book of the
incumbent.

Senior Joint Director (ECS)

To

1. Party concerned (through the Head of Institution).
2. The Principal / Superintendent,
(The service book of Sri./Smt..... is
returned herewith . The receipt of the same may be acknowledged by
return positively).
3. S.F. & O.C.

15. Journey Sanction Order – Model Format

DIRECTORATE OF TECHNICAL EDUCATION

PROCEEDINGS

Education – Technical
.....
Journey Sanction – Orders issued.

ESTABLISHMENT (D) SECTION

No. Dated, Thiruvananthapuram

Read: -

ORDER

In the circumstances reported by the
.....in his letter read
above sanction is accorded for the journey performed by
.....
.....

The action of the
.....
in having deputed the incumbent in anticipation of sanction is ratified.

The incumbent will be eligible for T.A. & D.A. as per rules.

DIRECTOR OF TECHNICAL EDUCATION.

To
The persons concerned
The Principal / Superintendent
Stock File
Office Copy

**16. APPLICATION FOR NO OBJECTION CERTIFICATE
FOR OBTAINING INDIAN PASSPORT**

PART – A

1. Name of Applicant :
(In Block Letters)
2. Designation :
3. Pay and Scale of pay :
4. Name of Institution in which working :
5. Whether Officiating/Temporary through :
Employment Exchange/Regular/Permanent :
6. Date of Birth :
7. Date of Commencement of Continuous
Service Under Govt. :
8. Name of entry post :
9. Permanent Home Address :

10. Countries proposed to be visited by the
Applicant. :
11. Purpose of visit :
12. Duration of Visit :
13. Whether the NOC requested is for fresh
Passport or for renewing existing Passport :

I hereby affirm that the particulars furnished above are correct.

Place:

Date:

SIGNATURE OF APPLICANT

PART-B

(To be filled by the Head of the Institution)

- 1 Name & Designation of the Applicant :

- 2 Whether the applicant is under any contractual or bonded obligation to serve the Government. (If so give details) :

- 3 Whether any liabilities, including loan & advance such as House Building Advance, Motor Cycle Advance, Computer Advance, Marriage Advance etc., paid to the applicant from the Govt. Funds are pending, outstanding. (If so, give details) :

- 4 Whether any disciplinary proceedings is pending or contemplated against the applicant. :

- 5 Whether any vigilance case is pending or contemplated against the applicant. :

- 6 Whether there are grounds to believe that the applicant could figure adversely on the security records of the Govt. :

Certified that the details furnished by the applicant in item(1) to (8) in PART-A are correct. His/her application is recommended/not recommended for the following reasons.

Station:

Date:

Signature with Name & Designation

16(a) NOC for Passport – Model of Certificate

Office of the
Director of Technical Education,
Thiruvananthapuram

No.

Dated:

NO OBJECTION CERTIFICATE

Certified that Shri/Smt.....
..... is an officiating employee of this Department from
.....and is at present holding the post of

This Department has no objection to his/her acquiring Indian Passport. The undersigned is duly authorized to sign this No Objection Certificate.

Director of Technical Education

To

Shri. Smt.....
(through.....)

Copy to:- (1) The Principal/Superintendent
(2) SF & OC

With reference to his letter No..... Dated:.....

He is requested to inform the Officer that: -

- i. incase he/she proposes to travel abroad during term time, he/she will have to do it by availing himself/herself of eligible leave.
- ii. the journey should be performed without any financial commitment on the part of government.
- iii. he/she should not accept any employment and receive any remuneration while abroad without prior permission from this office.
- iv. The question of his/her relief etc. can be decided only later.

17. NOC FOR HIGHER/PART TIME STUDIES

Office of the
Director of Technical Education,
Thiruvananthapuram

No.....

Dated:

NO OBJECTION CERTIFICATE

Certified that the Department of Technical Education has No Objection in permitting Shri/Smt..... for attending/registering Part-time Degree/ Diploma course in Engineering/Phd. in the College of Engineering, Thiruvananthapuram/Engineering College, Thrissur/T.K.M. College of Engineering, Kollam/Central Polytechnic, Thiruvananthapuram/Government Polytechnic, Kottayam/Kerala Government Polytechnic, Kozhikode, subject to the following conditions:

- i. He will undergo the course without detriment to his normal duties as a Government Servant.
- ii. Government will not bear any expenditure on account of his part-time studies.
- iii. The department reserves the right to withdraw the permission at any time without assigning any reason thereof.
- iv. Transfer and postings will be made only in accordance with norms therefore.
- v. The department also does not assure him/her of retention in or around Thiruvananthapuram/Thrissur/Kollam/Kottayam/Kozhikode till he/she completes the course and he/she will make his/her own arrangements to undergo the course.

**Director of Technical Education/
Senior Joint Director (ECS)/(PS)**

To.

Shri.....

(through the Principal /Superintendent)

Copy to:

1. The Principal/Superintendent.
2. S.F and O.C

18. Application for Leave

FORM No. 13

APPLICATION FOR LEAVE

(See Rule 113, Part I)

- 1 Name of the applicant :
- 2 Date of Birth :
- 3 Post held :
- 4 Department, Office and Section :
- 5 Pay and Scale of pay :
- 6 Date of entry in service :
- 7 Date of commencement of continuous service :
- 8 Address during leave :
- 9 House Rent Allowance, Conveyance Allowance or other Compensatory Allowance drawn in the present post :
- 10 Nature and period of leave applied for and date from which the same is required. :
- 11 Holiday's, if any, proposed to be prefixed/suffixed to the said leave :
- 12 Purpose for which the leave is applied for :
- 13 Date of return from last leave and the nature and the period of that leave :
- 14 I undertake to refund the leave salary drawn during 'leave not due' which not have been admissible had Rule 85, Part I Kerala Service Rules not been applied in the event of my voluntary retirement or resignation from service at any time until earn half pay leave not less than the amount of leave not due availed of by me.

Place:

Signature of Applicant
(with date)

15. Remarks and or recommendation of the controlling officer.

Signature (with date)
(Designation)

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

By Accountant General (A&E) in the case of Gazetted Officers

16. Certified that (Nature of leave) for from to is admissible under rule of Kerala Service Rules.

Signature (with date)
(Designation)

17. * Orders of the Sanctioning Authority

Signature (with date)
(Designation)

* If the applicant is drawing any compensatory allowance the Sanctioning Authority should state whether on the expiry of leave he is likely to return to the same post carrying a similar allowance.

18(a) MEDICAL CERTIFICATE

RULE 117

PART I

KERALA SERVICE RULES

MEDICAL CERTIFICATE

.....
(Signature of the applicant)

I, [Name] after careful personal examination of the case hereby certify that [Name and official address] whose signature is given above, is suffering from and that I consider that a period of absence from duty of with effect from is absolutely necessary for the restoration of his/her health.

Signature of Medical Officer
Registration No.
Part of Registration
System of Medicine

* [G.O.(P)430/73/Fin. Dated 20th November, 1973]

FITNESS CERTIFICATE

(Signature of the applicant)

We, the members of a Medical Committee
I, Civil Surgeon/Assistant Surgeon of
Registered Medical Practitioner of
Director of Indigenous Medicines

do hereby certify that I/We have carefully examined **ABC** of the Department, whose signature is given above and find that he has recovered from his illness and is now fit to resume duties in Government Service. I/We also certify that before arriving at this decision I/We have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at my/our decision

**18(b) Additional documents to be attached with application for Long Leave;
LWA under Appendix XII A,B & C
PROFORMA TO BE APPENDED WITH APPLICATIONS FOR SANCTION
OF LEAVE WITHOUT ALLOWANCE UNDER Appendix XII A, B & C**

- 1 Name and designation of the applicant :
- 2 Institution in which working :
- 3 Date of Joining in Govt. Service :
- 4 (i) Period of continuous service put in by the officer in the present post. :
(ii) Whether the appointment in the present post is provisional/regular. :
(iii) Whether the appointment is through PSC. :
- 5 Nature and duration of leave. :
- 6 Date from which the leave is required. :
- 7 Purpose of leave applied for. :
- 8 Whether the appointment of applicant is regular. :
- 9 Whether the applicant is under contractual obligation with Government. If so, details. :
- 10 Whether any disciplinary action/vigilance case is pending against him :
- 11 Whether any loans and advances paid to him such as MCA, HBA, Computer Advance, Loan for marriage of daughter etc. is outstanding. If so, details. :
- 12 Whether the applicant has been sanctioned leave for the same purpose earlier. If so, furnish its details. :
- 13 Whether applicant has been sanctioned LWA earlier for any other purpose. :
- 14 Whether immediate posting of substitute is necessary :
- 15 Whether leave is recommended or not :
- 16 Leave address of applicant in India :
- 17 Any other relevant point to be brought to the notice of Government. :

**Signature, Name & Designation of
Head of Institution**

Place:

Date:

DECLARATION

I.....
..... do hereby declare that I shall abide by the conditions stipulated in G.O.(P)No.274/70/Fin dated 29-04-1970 in case the leave applied for is sanctioned.

Place: Name:
Date: Designation:

Countersigned

CERTIFICATE

Certified that no disciplinary action/Vigilance case is pending against and he has not any bonded obligation for serving the Government.

Place: Signature:
Date: Designation of the Head of Institution:

(Seal)

DECLARATION
(Appendices – XII A, XII B & XII C of Kerala Service Rules)

An application for leave Without Allowances (L.W.A) for a period of years with effect from is being submitted by me.

In this connection I, hereby declares as follows:

- (1) I hereby express my consent to lose all service benefits such as earning of leave including Half Pay leave, Pension, Gratuity, Increment and also lose seniority in the Higher Grade/Grade with reference to my juniors who might get promoted to such grade/grades before I rejoin duty.
- (2) I have not completed the probation in my entry cadre.
I am prepared to start a fresh in the said cadre and complete my probation on rejoining duty and I am prepared to forfeit the service benefits that had accrued to me before proceedings on leave and on rejoining duty, I may be deemed as a new entrant in Government service.
- (3) I have completed the probation in my entry cadre.
- (4) I am not under bonded obligation to serve the Government.
- (5) There is no outstanding liability to Government such as House Building Advance, conveyance advance etc. against me.
- (6) No disciplinary action or vigilance enquiry is pending against me.

Place:

Signature :

Date :

Name :

DECLARATION

I hereby declare that I am willing to abide by the conditions stipulated in Appendices XIIA, XIIB, XIIC of Kerala Service Rules.

Signature:

Name:

Place:

Designation:

Date:

Office:

18(c) Leave Sanction Format – NGO's

**DIRECTORATE OF TECHNICAL EDUCATION
PROCEEDINGS**

Education – Technical – Establishment – Shri/Smt.
Commuted/Earned Leave – Sanctioned – Orders – issued.

ESTABLISHMENT () SECTION

No. _____ Dated, Thiruvananthapuram, _____

Read:- Application dated
from Shri/Smt

ORDER

Shri/Smt. is sanctioned
Commuted/Earned Leave for a period of days from to
..... with permission to prefix..... and suffix

2. He/She would have continued to Officiate as
..... but for his/her proceeding on leave.

**Sd/-
Administrative Officer/SJD(ECS)**

To

1. The Party
2. Accounts Section
3. SF/OC

18(d)Leave Sanction Format – G.O's

**DIRECTORATE OF TECHNICAL EDUCATION
PROCEEDINGS**

Education – Technical – Establishment -
- Commuted/ Earned Leave – Sanctioned – Orders – issued.

ESTABLISHMENT () SECTION

No. _____ Dated, Thiruvananthapuram, _____

Read:- Letter No. dated
from

ORDER

Shri/Smt. is
sanctioned Commuted/Earned Leave for a period of days from
..... to..... with permission to prefix..... and suffix
subject to eligibility.

2. He/She would have continued to Officiate as
..... but for his/her proceeding on leave.

**Sd/-
Senior Joint Director (ECS)/(PS)**

To

1. Shri.....
2. Accountant General (A&E) Kerala, Thiruvananthapuram
(Leave application is enclosed to verify the eligibility)
3. SF
4. OC

18(e) Earned Leave Surrender NGO's

DIRECTORATE OF TECHNICAL EDUCATION

PROCEEDINGS

Education – Technical – Shri/Smt.....- Surrender of
Earned Leave – Sanctioned – Orders – issued.

ESTABLISHMENT () SECTION

No. _____ Dated, Thiruvananthapuram,

Read:- 1. G.O. (P)145/06/Fin. Dt. 25.03.2006.

2. Application Dt.
from Shri/Smt.....

Shri/Smt..... is sanctioned
Surrender of Earned Leave for 30 days as 01.04.2006 for deriving monetary benefit.

**Sd/-
Administrative Officer**

To

1. Shri/Smt.....
2. The Accountants Section
3. SF/OC

18(f) Earned Leave Surrender GO's

DIRECTORATE OF TECHNICAL EDUCATION

PROCEEDINGS

Education – Technical – Shri/Smt.....- Surrender of
Earned Leave – Sanctioned – Orders – issued.

ESTABLISHMENT () SECTION

No. _____ Dated, Thiruvananthapuram,

Read:- 1. G.O. (P)145/06 Dt. 25.03.2006.

2. Application Dt.
from Shri/Smt.....

Shri/Smt..... is sanctioned
Surrender of Earned Leave for 30 days as 01.04.2006 for deriving monetary benefit subject
to the eligibility.

**Sd/-
Senior Joint Director (ECS)/(PS)**

To

1. Shri/Smt.....
2. The Accountant General (A&E) Kerala, Thiruvananthapuram.
(Leave application is enclosed for verification of eligibility)

19. Deputation of Engineering Colleges Teachers for Higher Studies under QIP- Applications, Bond Format & Acceptance Order

APPLICATION FOR THE DEPUTATION FOR STAFF OF THE ENGINEERING COLLEGES FOR HIGHER STUDIES

Deputation for Doctoral Studies under Foreign Training	Deputation for Doctorate studies/Masters Degree Course under Q.I.P	Study leave for Doctorate/Masters Degree Course under Rules99 Part I K.S.R	Eligible leave for Doctorate studies under Rule 91.A. Part 1 : K.S.R
1	2	3	4

- Note:**
1. Strike off clause not applicable. Separate application should be made for each items.
 2. For study leave under Rule 99. Part 1 K.S.R and for eligible leave under Rule 91A. Part 1.K.S.R applications in form No.13 (vide Rule 113 Part 1 K.S.R should also be attached to the application.

1 Name of applicant :
(In block letters)

2 Date of birth and age :
(Completed as on 1st July)

3 Designation (specify Branch & Institution also) :

4 Qualifications :

5 Service Details :

Sl. No.	Designation	From	To	Rank in the Category	G.O/Proceedings of appointment/ Promotion
1	2	3	4	5	6

- 6 Whether the applications for admission to :
Master's Degree/Doctorate studies for the
year has been forwarded
to any institutions and if so, furnish details
regarding course of study and subject
chosen
- 7 Whether the candidate has been selected for :
the course of study. If Yes, provide the
following details
- (a) Institution to which selected :
- (b) Courses and subject for which selected :
(attach the copy of the selection
communication received from the
Institution.)
- 8 Details of deputation sanctioned and :
enjoyed on previous occasions (details,
such as duration of leave/deputation, Name
of course and Institution, G.O. by which
sanction was accorded may be furnished)
- 9 Whether the applicant has any Contractual :
obligations with Government. If so, furnish
the details regarding duration of contract and
conditions of contract.

I have read carefully the rules and conditions of leave/deputation for higher studies mentioned and in case I am granted leave/deputation for Higher studies, I am prepared to abide by these rules and conditions. Further I affirm the informations given in the application are correct.

Station:

Date:

Signature of the applicant

Recommendations of the Head of Department regarding the subject chosen. Institution to which the applicant proposes to undergo higher studies and usefulness of the course proposed.

**Signature of the Professor
and Head of Department**

Certified that the information given by the applicant have been verified with reference to relevant records and found correct. His/Her name is recommended for deputation/study leave under Rule 99 Part1 K.S.R. Eligible leave for study purpose under Rule 91 A, Part 1. K.S.R.

Station:

Date:

Signature of the Principal

- Note:-**
1. Application which do not contain correct and full information will be rejected.
 2. While making recommendation the Professor should make it clear whether the subject chosen by the applicant is of current relevance and whether the subject is useful to the Department.
 3. Applications from faculty members of Engineering Colleges under the Department of Technical Education, Government of Kerala only may be rewarded.
-

PROFORMA

Name of Institution/Department:

List of Staff Members for selection for Higher Studies under Quality Improvement Programme

Sl. No.	Name	Designation and Institution	Date of Birth & Age completed on 1 st July	Appointment & Rank in the present post	Details of Graduate Qualification in Engg.	Whether the Officer is at present under contractual obligation with Govt. If so, details
1	2	3	4	5	6	7

**Signature of the Head
of Institution**

**Signature of the Head
of Department**

19(1) BOND

KNOW ALL MEN BY THESE PRESENTS THAT WE,son/daughter/wife of Sri/Smt.residing atand employed as (herein after called “ the Bounden”) and Sri/Smt..... son/daughter/wife of Sri/Smt. residing atand employed as and Sri/Smt. son/daughter/wife of Sri/Smt. residing at and employed as(herein after called “Sureties”) do hereby bind ourselves, and each of us, and each of our heirs, executors and administrators jointly and severally to pay to the Governor of Kerala (herein after called “the Government”) on demand the sum of Rs. (Rupees only) as liquidated damages (here enter the amount prescribed in G.O.Ms.No.55/77/H.Edn. dt.12-4-1977) together with interest thereon at the rate of ten percent per annum from the date of demand or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India and all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Signed and dated this the day of

By the Bounden Sri/Smt.

In the presence of witness

(1)

(2)

By the Sureties

(1)

(2)

In the presence of witnesses:

(1)

(2)

WHEREAS the Bounden Sri/Smt.
has been selected for deputation by Government for higher studies for
..... (here enter the name of course of study) at
the (here enter the name and address of
Institution) for a period of years with effect from

WHEREAS the Government in their order No.
dated agreed to pay the bounden during the period of the
said course, in allowance equal to his pay and allowances which he would have drawn but for
his undergoing the said course which the Government or Government of India or any other
agency might give during the period of the said course and to treat the period of higher studies
and the period of travel to and fro as duty and as service, qualifying for increment, leave and
pension if it will otherwise count.

AND WHEREAS the Government have agreed to meet the said expenses on condition
that after successful completion of the higher studies within the prescribed period, the bounden
shall serve the Government in any Department/Organisation in any capacity as may be directed
by the Government for a minimum period of years and also subject to the
terms and conditions hereinafter appearing and the bounden and sureties have agreed to the
same.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONS IS THAT:

- In the event of the bounden
- a) not confirming to the instructions regarding higher studies conveyed to him by the authorities concerned or,
 - b) not confirming to the rules and discipline of the Institute of higher studies or,
 - c) applying for any post or sitting any all India or State Government competitive examination during the course of higher studies, or
 - d) failing to intimate to the Government the amount and other particulars in respect of any honorarium or other monies earned by him/her during the period of higher studies as above, or
 - e) refusing to hand over and surrender to the Government the whole or part such honorarium or other monies received by him/her s aforesaid, as and when required to do so by the Government, or
 - f) getting adverse report regarding the progress if his/her studies or regarding his/her conduct in and outside the place of higher studies, or
 - g) failing to complete the higher studies successfully as aforesaid, or discontinuing the higher studies without the explicit prior permission of Government, or
 - h) on completion of higher studies failing to serve the Government for a minimum period of years on such terms and conditions as may be prescribed by the Government, or
 - i) failing to confirm to the discipline of the department or organization of the Government or any Institute, Organization or body selected by the Government where he/she is posted, or
 - j) failing to refund to the Government any over-payment made to him/her during the course of higher studies as aforesaid, or

k) not confirming or observing the other rules and conditions subject to which he/she has been deputed for the higher studies as per G.O. (here enter the number and date of Government order by which the deputation for higher studies has been sanctioned), the bounden and sureties shall forthwith pay to the Government on demand all monies paid to the bounden or spent by the Government or Government of India on his/her account by way of deputation allowances, tuition fees, scholarships, traveling expenses, study tour expenses, etc. plus a penalty at the rate prescribed by the Government and interest at rate of ten percent on the whole amount to be remitted to Government in respect of the said higher studies and in the matter of deciding what monies are to be paid by the bounden and the sureties to the Government, the decision of the Government shall be final and legally binding on the bounden and the sureties and the payment of such sum the above written obligation shall be void and of no effect, otherwise this shall be and remain in full force and effect.

PROVIDED however the Government may allow the bounden to apply for or avail of any foreign scholarship or any other scholarship in India before expiry of years (here enter the period of bonded obligation) of service as a teacher in terms of this bond. Such permission by the Government will not however release the bounden from his/her obligations under this bond and the terms and conditions of this bond shall remain valid and binding notwithstanding such permission of the execution of fresh bond by the bounden in respect of any foreign scholarship or any other scholarship in India until he/she completes service for the balance of the term of (here enter the period of bonded obligation)

The bounden and the sureties do hereby further agree that all sums found due to the Government under or by virtue of this bond shall be recovered jointly and severally from them and their properties both movable and immovable under the provisions of Revenue Recovery Act for the time being in force as if such sums are arrears of land revenue or in such other manner as the Government may deem fit.

The liability of the sureties under this bond is co-extensive with that of the bounden and shall not be affected by the Government giving time or any other indulgence to the bounden or by the Government varying any of the terms and conditions herein contained.

The stamp duty of this bond shall be borne by the bounden.

Signed and delivered by the bounden.

Signature of the bounden.

In the presence of witness

(1)

(2)

Signed and delivered by the sureties

In the presence of witness

(1)

(2)

Note:- In case the sureties are not Gazetted Government Servants, the Director of Technical Education will satisfy himself about the solvency of the proposed sureties, obtaining necessary certificates from the Tahsildar.

19(2)

No. L2/

ADMISSION UNDER Q.I.P SPONSORSHIP

CERTIFICATE

This is to certify that Shri/Smt.....
who has been selected for admission to Programme
at is hereby sponsored to join
the Programme for years under QIP and that:

- a) He/She will be treated as on deputation and his/her salary and allowance will be paid to him/her during the period.
- b) He/She will execute a bond undertaking to serve the Institution/Government for a minimum period of years after the successful completion of the Programme.
- c) He/She will be relieved to join the above Institution in time for the session

DIRECTOR OF TECHNICAL EDUCATION

19(3) Acceptance of Bond

DIRECTORATE OF TECHNICAL EDUCATION

PROCEEDINGS

Deputation of Teaching staff for higher studies under Quality Improvement Programme – Bond executed – accepted – Orders issued.

PLANNING (L) SECTION

No.

Dt. Thiruvananthapuram,

- Read:- 1. G.O.Ms. No. H.Edn. Dated
2. G.O.Ms. No.55/77/H.Edn. dt. 12.4.77.
3. Letter No. received from the Principal, Government Engineering College,.....

ORDER

The following staff members of have been deputed for Ph.D/M.Tech course under Quality Improvement Programme as per G.O. Read 1st paper above.

.....

.....

.....

As per the terms and conditions prescribed for deputation for higher studies vide G.O. Read IInd paper above Ph.D/M,Tech students have to execute a bond agreeing to serve the Government for five/four years respectively after the successful completion of their studies.

The bond executed were forwarded to this office as per letter read 3rd paper above for acceptance. The bond have been verified and found in order and are accepted on this day. The bonds are kept under safe custody in this office.

Sd/-

PROF. S.K. MOHAN
DIRECTOR OF TECHNICAL EDUCATION

To

1. The Accountant General (A&E) Kerala, Thiruvananthapuram
2. The Principal,.....
3. The Parties concerned (through the Principal)
4. EA/DP Section
5. SF and O.C

19(4) GOVERNMENT OF KERALA

Abstract

Education – Technical – Research Programme – Deputation of staff of Engineering Colleges for higher studies – Period of bonded obligation to serve the State Government – Revised -Orders Issued.

HIGHER EDUCATION (D) DEPARTMENT

G.O. (Ms) No.55/77/H.Edn.

Thiruvananthapuram, Dated 12.04.1977.

Read (1) G.O. Ms No.137/74/H.Edn. dated 17.09.74

(2) G.O. Ms No.153/74 H.Edn dated 14.10.74

(3) G.O. Ms No.154/74/H.Edn. dated 14.10.74

(4) G.O. Ms No.126/75/H.Edn. dated 17.07.75

(5) G.O. Ms No.194/75/H.Edn. dated 08.11.75

(6) G.O. Ms No.48/76/H.Edn. dated 17.04.76

(7) G.O. Ms No.59/76/H.Edn. Dated 11.05.76

(8) Letter No.EA1/27567/76 dated 22-07-76 and 12-11-76 from the Director of Technical Education

ORDER

In the G.Os read as 2nd and 3rd papers above and amendments issued thereto Government have prescribed terms and conditions for the deputation of staff of the Engineering Colleges for higher studies /foreign training etc. As per G.O. read as 7th paper above terms and conditions for the award of fellowship for doctoral studies Engineering and Technology under the Research Programme at the Engineering College, Trivandrum, have been prescribed. As per the above G.O.s the periods of bonded obligation to serve the State government in respect of the staff who are deputed for higher studies under Q.L.P and foreign training etc. are as follows: -

Nature of deputation

Period of bounded obligation to serve

1. Foreign Training

To be specified at the time of execution of the bond.

2. Doctorate course

5 years

(Under Q.LP)

3. Post graduate course

5 years

(Under Q.LP)

4. Doctorate course in the

Engineering College,

Trivandrum (Under Research Programme)

7 years

2. Government consider that there should be uniformity with regard to the period of bonded obligation to serve the State Government. In the circumstances in modification of the G.Os read above, Government prescribe the following conditions for the deputation of staff both in the Government and Private Engineering Colleges and Polytechnics for higher studies/Training.

(i) The candidate deputed for training /higher studies will execute a bond before relief to serve the State Government /Institution for a period, twice the duration of period of deputation (ie. if the period of deputation is 1 year, the bonded period will be 2 years and for 2 years deputation in bonded period will be 4 years etc.) subject to the condition that the minimum and maximum period of bonded obligation in any case shall be 3 years and 5 years respectively.

(ii) In the case of breach of contract the amount to be paid to the Government shall be the amounts spent on higher studies/training by way of pay and allowances paid during the period of deputation, fees, T.A and study tour expenses rounded to the next thousand plus Rs.5,000/- (Rs. Five thousand only) as penalty in cases where the amount spent on higher studies /training is below Rs. 30,000/- (Rs. Thirty thousand only) and Rs. 10,000/- (Rs. Ten thousand only) as penalty in cases when the amount spent on higher studies /training is above Rs. 30,000/- (Rs. Thirty thousand only)

(iii) Interest at the rate of 10% shall be payable by the bounden on the whole amount to be remitted to Government from the date of receipt of demand notice by the bounden.

3. The orders issued in the G.Os read as 2nd to 7th papers above will stand modified to this extent.

4. The Director of Technical Education will forward the revised form of bond to be executed by teachers of Private and Government Technical Institutions for approval of Government.

(BY ORDER OF THE GOVERNOR)

M.R. VASUDEVANPILLAI,

Under Secretary to Government

To

The Director of Technical Education

**20. ADVANCE TO CLASS IV EMPLOYEES TOWARDS MARRIAGE
OF THEIR DAUGHTERS**

- 1 Name of Applicant :
- 2 (a) Date of Birth :
- (b) Date of Retirement :
- (c) Date of Entry in service :
- 3 Designation :
- 4 Length of continuous service :
- 5 (a) Monthly pay & Scale of pay :
- (b) Substantive pay :
- (c) Details of Recovery :
- (d) Net Salary :
- 6 Name of daughter for whose Marriage has been proposed :
- 7 Amount of advance required :
- 8 No. of installments in which the Advance is desired to be repaid. :

DECLARATION

I hereby declare that the informations given above is true and that the advance sanctioned will be utilized for the marriage of my daughter. I certify that the amount has not been drawn previously for the same purpose.

Place:

Date:

Signature of the applicant

CERTIFICATE

Certified that the facts mentioned above are true.

Drawing & Disbursing Officer

Countersignature of the

Head of the Department

21. HOUSE CONSTRUCTION ADVANCE

APPLICATION FOR HOUSE CONSTRUCTION ADVANCE TO KERALA STATE GOVERNMENT EMPLOYEES IN ASSOCIATION WITH STATE BANK OF TRAVANCORE

(Ref: G.O.(P)No. 744/02/Fin. Dated 4-12-02 & G.O.(P)No.86/2003/Fin. Dated 5.2.2003)

Name and Designation of the Applicant :

Office Address of the Applicant :

Date of Birth :

Date of entry in Government Service :

Length of continuous service as on the date of
application :

Remaining service for retirement :

Salary Details :

a) Monthly Pay and Scale of Pay :

b) Basic Pay :

c) Details of recovery :

d) Net Salary :

Purpose of advance :

Amount of advance applied for :

Estimated amount for construction/purchase :

Address of the Bank :

STATEMENT OF TRAVANCORE BRANCH

DECLARATION

I hereby declare that the information given above is true and that the advance sanctioned will be utilized for the purpose for which it is sanctioned. I also agree to effect repayment from my salary at the rate fixed by the bank. Balance amount if any outstanding at the time of retirement may be adjusted from the DCRG admissible to me.

Place:

Date:

(Signature of Applicant)

Encl: Copies of Plan, Estimate, }

Title Deed/s and salary certificate }

Name and Designation

FORM OF CERTIFICATE

I hereby certify that Shri/Smt. (Name and Designation) is in the permanent/officiating pensionable service of Government, that he/she has put in continuous service of not less than 2 years and that he/she is likely to be confirmed/he/she is not likely to be thrown out or reverted from his/her temporary post during the period of repayment of the loan and that the substantive pay/officiating pay given in his application has been verified with reference to the records in this office and found correct.

I also certify that a sum of Rs.
may be sanctioned to Shri/Smt.
without risk to Government.

Place:

Date:

(Head of Department)

Forwarded to:

State Bank of Travancore
GoK Housing Loan Cell
Marketing Department,
Head Office, Thiruvananthapuram, Pin:695 012
(Tel: 0471-2353254, PABX:0471-2351244 Extn: 2568)

**22. Motor Car, Motor Cycle, Scooter And Personal Computer Advance
APPLICATION FOR MOTOR CAR, MOTOR CYCLE, SCOOTER AND PERSONAL
COMPUTER ADVANCE TO GOVERNMENT EMPLOYEES IN ASSOCIATION WITH BANKS**

Name and designation of the applicant :
Office Address of the applicant :
Date of Birth :
Date of entry in the Government service :
Length of continuous service as on the date of application :
Remaining service for retirement :

Salary details

(a) Monthly pay and Scale of pay :
(b) Basic pay :
(c) Details of recovery :
(d) Net salary :
Purpose of advance :
Amount of advance applied for :
Anticipated price of the Car/Motor :
Cycle/Scooter/Personal Computer proposed to be
purchased. :
Address of the Bank :
The number of installments in which the advance is :
desired to be paid :
Whether the intention is to purchase a New/Old Motor :
Car/Motor Cycle/Scooter /Personal Computer :

DECLARATION

I hereby declare that the information given above is true and that the advance sanctioned will be utilized for the purpose for which it is sanctioned. I also agree to effect repayment from my salary at the rate fixed by the Bank. Balance amount if any outstanding at the time of retirement may be adjusted from the DCRG admissible to me.

Place: _____ **Signature of the applicant**
Date: _____ **Name and Designation**

FORM OF CERTIFICATE

I hereby certify that Sri/Smt. (Name and designation) is in the permanent/officiating personable service of Government that he has put in continuous service of not less than 2 years and that he/she is likely to be confirmed/ he/she is not likely to be thrown out or reverted from his/her temporary post during the period of repayment of the loan and that the substantive pay/officiating pay given in his application has been verified with reference to the records in this office and found correct.

I also certify that a sum of Rs. may be sanctioned to without risk to Government.

Head of Department

23. Application for Admission to GPF,SLI and Nomination

**ഫാറം എ (ചട്ടം 8 നോക്കുക)
പൊതു പ്രോവിഡന്റ് ഫണ്ടിൽ ചേരുന്നതിനുള്ള അപേക്ഷാഫാറം
(രണ്ടു പ്രതി സമർപ്പിക്കണം)**

അപേക്ഷകന്റെ പേരും ഇനത തീയതിയും	ഉദ്യോഗ പേര്	ഏത് ഓഫീസിൽ/ വകുപ്പിൽ ജോലി ചെയ്യുന്നു. ഡയറക്ടറേണിയാണെങ്കിൽ മാത്രം വകുപ്പ് അഥവാ ആദ്യ വകുപ്പ് /സർക്കാർ ഏതെന്നു കൂടി എഴുതുക	അപേക്ഷകൻ ഏത് സർവ്വീസിൽപ്പെട്ടതാണ്	അപേക്ഷകന്റെ സർവ്വീസ് പെൻഷൻ അർഹമായതോ അല്ലാത്തതോ	അപേക്ഷകൻ സ്ഥിരം ജീവനക്കാരനോ താൽക്കാലിക ജീവനക്കാരനോ പുനർ നിയമനം ലഭിച്ച ആളോ സർവ്വീസ് ആരംഭിച്ച തീയതി	പ്രതിമാസ വേതന നിരക്ക്	പ്രതിമാസ വരിയുടെ നിരക്ക് ഏത് തീയതി മുതൽ വരി സംഖ്യ അടയ്ക്കുന്നു	മറ്റേതെങ്കിലും ഫണ്ടിന്റെ വരിക്കാരനോ- ഫണ്ടിൽ അങ്ങനെയുള്ള ഫണ്ടിന്റെ പേരും അക്കൗണ്ട് നമ്പരും	അപേക്ഷകൻ ഒരു കുടുംബം ഉണ്ടോ ഇല്ലയോ	അക്കൗണ്ട്സ് ഓഫീസർ നൽകേണ്ട അക്കൗണ്ട് നമ്പർ	കണക്കിനും (ഹെഡ് ഓഫ് അക്കൗണ്ട്)	അപേക്ഷകൻ ജോലി ചെയ്യുന്ന ഇല്ല	അഭിപ്രായ കൗന്സിലർ
1	2	3	4	5	6	7	8	9	10	11	12	13	14

നിർദ്ദിഷ്ട ഫാറത്തിലുള്ള ഒരു നാമനിർദ്ദേശ ഫാറം ഇതോടൊന്നിച്ചിട്ടുണ്ട്
(അപേക്ഷകന്റെ ഒപ്പ്)

(ഓഫീസ് തലവന്റെ ഒപ്പ്)
(ഉദ്യോഗപ്പേര്)

സ്ഥലം;
തീയതി;
അടക്കം ചെയ്തവ;

നമ്പർ _____ തീയതി _____

അനുവദിച്ച അക്കൗണ്ട് നമ്പർ സഹിതം തിരിച്ചയയ്ക്കുന്നു. ബന്ധപ്പെട്ട എല്ലാ കത്തിടപാടിലും ഈ നമ്പർ കാണിച്ചിരിക്കണം.

(ഒപ്പ്)
(ഉദ്യോഗപ്പേര്)

കുറിപ്പ്:- ജോലിയിൽ പ്രവേശിച്ച് ഒരു വർഷം പൂർത്തിയാക്കാത്ത ജീവനക്കാർ പ്രോവിഡന്റ് ഫണ്ടിൽ ചേരുന്നതിന് ഒരു സമ്മത പത്രം കൂടി നൽകണം.

23(a) GPF Nomination

FORM OF NOMINATION

[See RULE 81 (iii)]

I (Name) hereby nominate the person(s) mentioned below to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable or having become payable, has not been paid

Name and full permanent Address of nominee (s)	Relationship with the Subscriber	Age	Share payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address relationship & age of the person to whom the right of the nominee shall pass in the vent of his predeceasing the subscriber	Name and address of the person to whom share is to be paid on behalf of minor
1	2	3	4	5	6	7

Place:

Date:

Signature of the subscriber with Name and Designation:

Account No.....

Name & Address:

Signature:

Witness (1)

(2)

Counter Signature by Head of Office (required only when subscriber is Non-Gazetted Government Servant).....

Instruction: Column 1 A subscriber can nominate more than one person. If he/she has a family as defined in GPF (K) Rules/K A S E P F Rules, the Nomination shall not be in favour of any person who is a member of the family.

Column 4 If the subscriber nominates only one person, the word "in full" may be noted. Otherwise the share payable to each so as to cover the whole amount standing at the credit of the subscriber may be specified.

Column 5 Death need not be shown as contingency. In the case of persons having no family as defined in GPF (K) Rules K A S E P F Rules, the subscriber shall state the nomination shall become invalid in the event of his subsequently acquiring a family. Similarly in the case of a subscriber having only one member in the family and who wishes to nominate another person as alternate nominee, he shall specify that the right conferred on the alternate nominee shall become invalid in the event of the subscriber acquiring an additional member in the family.

Column 6&7 The name to be specified in these columns shall be that of a person other than subscriber or nominee.

Account No. In the case of persons who file the nomination along with application for admission to the fund, this will be furnished by the Accountant General.

23(b) Application for Admission to SLI
ഫാറം നമ്പർ 1
കേരള സംസ്ഥാന ഇൻഷുറൻസ് വകുപ്പ്

സംസ്ഥാന ലൈഫ് ഇൻഷുറൻസിലേയ്ക്കുള്ള പ്രൊപ്പോസൽ

ലൈഫ് ഇൻഷുറർ ചെയ്യാൻ ഉദ്ദേശിക്കുന്ന വ്യക്തി നൽകേണ്ട പ്രസ്താവന
 (ദയവായി നാലാം പേജിലെ നിർദ്ദേശങ്ങൾ വായിക്കുക)

1. (എ) പൂർണ്ണമായ പേര് - മാതൃഭാഷയിൽ
 പൂർണ്ണമായ പേര് - IN ENGLISH
 (Capital Letters)
- (ബി) പുരുഷൻ/സ്ത്രീ
- (സി) ഇനനത്തീയതി
2. ഉദ്യോഗപ്പേരും ഔദ്യോഗിക മേൽവിലാസവും
 ഇല്ല സഹിതം
3. സ്ഥിരമായ മേൽ വിലാസം
4. വിവാഹിതനോ/വിവാഹിതയോ എന്ന്
5. ജോലിയിൽ പ്രവേശിച്ച തീയതി
6. ജോലി ചെയ്യുന്ന വകുപ്പ്
7. അലവൻസ് ഒഴിച്ചുള്ള ശമ്പളം
8. സ്റ്റേറ്റ് ലൈഫ് ഇൻഷുറൻസിൽ ഇപ്പോൾ
 ഇൻഷുറൻസ് ഉണ്ടെങ്കിൽ ആ പോളിസിയുടെ
 നമ്പരും മാസവിഹിതവും
9. എൽ.ഐ.സി.യിൽ ലൈഫ് ഇൻഷുറർ
 ചെയ്തിട്ടുണ്ടെങ്കിൽ
 (എ) പോളിസി നമ്പർ
 (ബി) അഷാർ ചെയ്ത തുക
10. അടയ്ക്കാനുദ്ദേശിക്കുന്ന മാസ വിഹിതം
11. അടച്ച പ്രതിമാസ പ്രീമിയം, ട്രഷറി ചെലവ് നമ്പർ,
 തീയതി (ഒറിജിനൽ ചെലവ് അപേക്ഷയോടൊപ്പം
 അയയ്ക്കേണ്ടതാണ്.)
 മേൽ പ്രസ്താവിച്ച കാര്യങ്ങളെല്ലാം യാഥാർത്ഥ്യമാണെന്ന്
 പ്രസ്താവിച്ചുകൊള്ളുന്നു.

സ്ഥലം;
 തീയതി;

ഇൻഷുറർ ചെയ്യപ്പെടുന്ന ആളുടെ കൈയൊപ്പും പേരും

നാമനിർദ്ദേശ പത്രിക

ഫോറം നമ്പർ 2
ചട്ടം 15

ഇൻഷാർ ചെയ്യപ്പെടുന്ന ആളുടെ പേര് വിവാഹിതയോ/നാണോ അല്ലയോ എന്ന്

എനിക്ക് മരണം സംഭവിക്കുകയാണെങ്കിൽ ചുവടെ പേരുകാർ എന്റെ ാം നമ്പർ പോളിസി പ്രകാരം അർഹതപ്പെട്ട തുകയ്ക്ക് ഓരോരുത്തർക്കും അവരവരുടെ പേരിന് നേരെ രേഖപ്പെടുത്തിയിട്ടുള്ള വിഹിതത്തിന് അർഹരായി ഞാൻ ഇതിനാൽ പ്രഖ്യാപിക്കുകയും ഇത് മേൽപ്പറഞ്ഞ തുകയ്ക്കുള്ള എന്റെ വിൽപ്പനമാക്കുകയും ചെയ്യുന്നു. മേൽപ്രകാരം പ്രായപൂർത്തിയാകാത്തവർക്കവകാശപ്പെട്ട തുക 6-ാം കോളത്തിൽ നിർദ്ദേശിക്കുന്ന ആൾക്ക് നൽകുവാനും താൽപ്പര്യപ്പെടുന്നു.

പോളിസി നമ്പർ	അവകാശിയുടെ പേരും മേൽവിലാസവും	ഇൻഷാർ ചെയ്യപ്പെടുന്ന ആളുമായുള്ള ബന്ധം	പ്രായപൂർത്തിയായതോ അല്ലാത്തതോ എന്ന്, പ്രായപൂർത്തിയായിട്ടില്ലെങ്കിൽ ജനനത്തീയതി	ഓരോരുത്തർക്കും കൊടുക്കേണ്ട തുകയുടെ അനുപാതം	പ്രായപൂർത്തിയാകാത്ത ആൾക്കുവേണ്ടി വിഹിതം കൈപ്പറ്റേണ്ട ആളുടെ പേരും മേൽവിലാസവും	റിമാർക്ക്
1	2	3	4	5	6	7

സ്ഥലം;
തീയതി;

സാക്ഷികളുടെ കൈയൊപ്പും മേൽവിലാസവും

ഇൻഷാർ ചെയ്യപ്പെടുന്ന ആളുടെ കൈയൊപ്പും മേൽവിലാസവും

- 1.
- 2.

മേലുദ്യോഗസ്ഥന്റെ സാക്ഷ്യപത്രം

അപേക്ഷകനായ ശ്രീ/ശ്രീമതി/കുമാരി
 (പേര്) എനിക്ക് നേരിട്ട് അറിയാമെന്ന് സാക്ഷ്യപ്പെടുത്തുന്നു. അദ്ദേഹത്തിന്റെ/അവരുടെ
 അടിസ്ഥാന ശമ്പളം രൂപയാണ്. അപേക്ഷക(ന്റെ)യുടെ ഇന്നത്തെ തീയതി
 ആയി കാണിച്ചിട്ടുള്ളത് സർവീസ് ബുക്കുമായി ഒത്തുനോക്കി
 ശരിയാണെന്ന് ബോധ്യപ്പെട്ടിട്ടുണ്ട്.

സ്ഥലം; ഓഫീസ് മുദ്ര ഒപ്പ്
 തീയതി; ഔദ്യോഗിക വിലാസം (പുർണ്ണമായി)

For Office use only

REVIEW AND DECISION (Proposal No.....)

Date of Remittance:
 of Premium..... Age years
 Name of Treasury
 Chalan No. /Rpt. No.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td align="center" colspan="2">POLICY NUMBER</td></tr> <tr><td colspan="2">KSID/LI/</td></tr> </table>	POLICY NUMBER		KSID/LI/		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td align="center" colspan="2">SUM ASSURED</td></tr> <tr><td>Rs.</td><td>RUPEES</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	SUM ASSURED		Rs.	RUPEES							
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Rs:	RUPEES															
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NOMINEE																
DATE OF MATURITY																
DATE	MONTH	YEAR														

Clerk

Supdt.

DIO

നിർദ്ദേശങ്ങൾ

1. ദയവായി അപേക്ഷാഫോറത്തിലെ എല്ലാ ചോദ്യങ്ങൾക്കും വ്യക്തമായി ഉത്തരം നൽകുക
2. പോളിസിയിന്മേലുള്ള ആദ്യപ്രീമിയം ട്രഷറിയിൽ "8011-105-99 സ്റ്റേറ്റ് ലൈഫ് ഇൻഷുറൻസ് ഫണ്ട്" എന്ന അക്കൗണ്ട് ഹെഡ്ഡിൽ (കാലകാലങ്ങളിൽ വരുന്ന മാറ്റങ്ങൾക്ക് അനുസരിച്ച്) അടയ്ക്കുകയോ ഇൻഷുറൻസ് ഇല്ലാ ഓഫീസറുടെ പേരിൽ തിരുവനന്തപുരത്ത് മാറാവുന്ന ഡിമാന്റ് ഡ്രാഫ്റ്റായി അടയ്ക്കുകയോ ഇൻഷുറൻസ് ഇല്ലാ ഓഫീസറുടെ ഓഫീസുകളിൽ പണമായി ഒടുക്കുകയോ ചെയ്യേണ്ടതാണ്.
3. ചെലാൻ നമ്പരും തീയതിയും ട്രഷറിയുടെ പേരും അപേക്ഷയിൽ വ്യക്തമായി കാണിക്കുകയും ഒറിജിനൽ ചെലാൻ അപേക്ഷയോടൊപ്പം വയ്ക്കുകയും ചെയ്യേണ്ടതാണ്.
4. ആദ്യമേതന്നെ മിനിമം പ്രീമിയം സംഖ്യയേക്കാൾ കൂടുതൽ പ്രീമിയം അടച്ച് പോളിസി എടുത്താൽ തുടർന്ന് അടിസ്ഥാന ശമ്പള വർദ്ധനവിനനുസരിച്ച് അഡീഷണൽ പോളിസി എടുക്കുന്നതിൽ നിന്നും ഒഴിവാകാവുന്നതാണ്. (എൻഡോവ്മെന്റ് പോളിസികളിന്മേൽ ഇൻഷുറൻസ് വകുപ്പിൽ നിലവിലുള്ള ബോണസ് നിരക്ക് ആയിരത്തിന് 72 രൂപ പ്രകാരമാണ്)
5. പോളിസി നമ്പർ അറിയിച്ചുകൊണ്ടുള്ള ഇൻഷുറൻസ് വകുപ്പിന്റെ ഉത്തരവ് ലഭിച്ചതിനുശേഷം മാത്രമേ ശമ്പളത്തിൽ നിന്നും പ്രീമിയം കുറവു ചെയ്ത് തുടങ്ങുവാൻ പാടുള്ളൂ.
6. പോളിസിന്മേലുള്ള മാസ പ്രീമിയം തൊട്ടുമുമ്പത്തെ മാസത്തിൽ നിന്നും കുറവു ചെയ്യേണ്ടതാണ്. ഇതിൽ എന്തെങ്കിലും വീഴ്ച വന്നു പോയാൽ പോളിസിയുടെ പ്രസ്തുത സംഖ്യ ഏതെങ്കിലും ട്രഷറിയിൽ ഒരു മാസത്തിനുള്ളിൽ അടച്ച് ഒറിജിനൽ ചെലാൻ ഇൻഷുറൻസ് വകുപ്പിൽ അയച്ചു കൊടുക്കേണ്ടതാണ്.
7. പ്രീമിയം കിഴിക്കൽ ഫോറങ്ങളിൽ പോളിസി നമ്പരും പേരും പ്രീമിയം തുകയും വ്യക്തമായി എഴുതേണ്ടതാണ്.
8. നിലവിലുള്ള ഒരു പോളിസിയിലെ പ്രീമിയം തുകയിൽ മാറ്റം വരുത്തുവാൻ പാടുള്ളതല്ല. അടിസ്ഥാന ശമ്പള വർദ്ധനവിനനുസരിച്ച് അഡീഷണൽ പോളിസികൾ എടുക്കേണ്ടതാണ്. (ഇതിനായി പ്രത്യേകം അപേക്ഷകൾ അയയ്ക്കേണ്ടതാണ്.)
9. തുടർച്ചയായി ആറുമാസം പ്രീമിയം അടയ്ക്കാത്ത പോളിസികൾ അസാധുവാകുന്നതാണ്. ശമ്പളമില്ലാത്ത അവധിയിൽ പ്രവേശിക്കുന്നവർക്കും ജോലി രാജിവെച്ച് പോകുന്നവർക്കും പ്രീമിയം പ്രതിമാസമായോ കൂടുതൽ തവണകൾ ഒരുമിച്ചോ നേരിട്ടോ അടച്ച് പോളിസിയിൽ തുടരാവുന്നതാണ്.
10. 45 വയസ്സ് കഴിഞ്ഞവർ പോളിസിയോ അഡീഷണൽ പോളിസിയോ എടുക്കുന്നതിന് അർഹരല്ല.

**24. Application for Temporary Advance from G.P.F
FORM B**

(See Rules 16 and 40)

**Form of Application for Temporary Advance Against Deposits in
General Provident Fund (Kerala)**

- 1 Name and Account No. of the Subscriber
Date of Birth _____ Date of commencement of _____ Date of retirement _____
Continuous Service.
- 2 Monthly pay, Dearness pay and designation
- 3 Amount of Advance required (Both in Figures and words)
- 4 Purpose for which it is required
- 5 Number of installments of recovery proposed
- 6 Date of complete repayment of the previous loan
- 7 Details of advances pending recovery
- 1) The amount of previous advance
- 2) Dates of drawal of each advance
- 3) Balance outstanding against each advance
- 7A Amount of consolidated advance items 3 & 7 and the No. and amount of monthly installments in which the consolidated advance is proposed to be repaid.
- 8 Name of Treasury at which payment is desired
- 9 I hereby declare that the above statements are true and that I agree to abide by the G.P.F. (Kerala) Rules in force. I also promise to repay the above advance in equal monthly installments together with interest according to rules.

Place:

Date:

Signature of the Subscriber
with Name and Designation

10 ENQUIRY CERTIFICATE

Certified that the subscriber has no other means to raise the amount from any other source. Certified that I have made enquiries about the purpose for which the loan is applied and I have satisfied myself with the genuineness of the fact stated in the application. Certified that the subscriber will continue in service till the complete repayment of the advance. Certified that the subscriber has been admitted in the G.P.F. In the prescribed time. Certified that Six months have elapsed from the date of drawl of the previous loan. Certified that no application for advance from the subscriber is pending or will be considered by me till the disposal of the current application.

Certified that all withdrawals from the P.F. Account of the subscriber since the period of credit card enclosed have been included in the statement.

Place:

Date:

Signature of Head of Department or Office

VERIFICATION REPORT

- 1 Total amount at the credit of the applicant Rs.
2. Amount of advance admissible Rs.
3. Number of installments of repayment
4. Any other fact requiring consideration *Asst. Accounts Officer/Head of Office*

24(a) STATEMENT OF DEPOSIT AND WITHDRAWAL'S FOR THE PERIOD AFTER THE LAST CREDIT CARD TILL THE DATE OF APPLICATION FOR LOAN/NRA/CLOSURE OF G.P.F./K.A.S.E.P.F. ACCOUNT

Name of Subscriber GP.F./K.A.S.E.P.F. ACCOUNT No.

A. DEPOSITS

Sl. No.	Month and Year	Monthly Subscription	Refund of Advance	Refund of Advance No.	Total amount deducted for the month the month (3+4)	Date of encashment of the bill	Gross amount of the bill	Net amount of the bill	Name of Treasury		Remarks
		Rs.	Rs.				Rs.	Rs.			
1	2	3	4	4A	5	6	7	8	9	9A	10
	March										
	April										
	May										
	June										
	July										
	August										
	September										
	October										
	November										
	December										
	January										
	February										
	Total										
	March										
	April										
	May										
	June										
	July										
	August										
	September										
	October										
	November										
	December										
	January										
	February										
	Total										

B. DETAILS OF D.A CREDITED TO G.P.F./K.A.S.E.P.F. (BASED ON WHICH WITHDRAWALS IS ALLOWED) SINCE LAST CREDIT CARD

Sl. No.	No. and Date of G.O as per which the D.A arrears was credited to P.F.	Period to which the arrears relate	Amount credited to G.P.F./ K.A.S.E.P.F Rs.	Date of encashment of the bill	Gross amount of the bill Rs.	Net amount of the bill	Name of Treasury
1	2	3	4	5	6	7	8
Total							

C. DETAILS OF WITHDRAWALS MADE AFTER THE LAST CREDIT CARD

No. and date of sanction	Date of drawal	Amount Rs.	Name of Treasury	Nature of advance T.A or N.R.A.	Purpose
1	2	3	4	5	6
Total					

If there is no withdrawal since the last Credit Card that fact should be specifically stated in the proforma

D. ABSTRACT

1	Total amount at credit as per last credit card for the year 20.....	Rs.
2	Total amount at credit to P.F A/c after last credit card (Total of A & B above)	Rs.
3	Grand total (Items 1+2 above)	Rs.
4	Deduct amount of advance drawn after the issue of the last credit (vide details furnished under C above)	Rs.
5	Net Balance at credit of the subscribed (3-4) on the date of application	Rs.

Certified that the particulars furnished above have been verified with reference to pay abstract, acquittance roll, P.F Pass Book and other connected records and found correct.

**Signature of Drawing and Disbursing Officer/
Signature of Subscriber in the case of Gazetted
Officer**

Place:
Date:

Name:
Designation:

24 (b) FORM C

(See Rules 16 and 41)

FORM OF SANCTION FOR TEMPORARY ADVANCE FROM GENERAL PROVIDENT FUND (KERALA)

A temporary advance from the General Provident fund (Kerala) as particularised below is sanctioned by the undersigned under regulating that fund

- 1 Subscriber's Name
- 2 Subscriber's designation
- 3 Subscriber's pay and dearness payment
- 4 Subscriber's Provident Fund Account Number
- No. and date of granting previous Temporary Advance
- (b) Amount of previous Temporary Advance
- (c) Date of drawl of previous Temporary Advance
- 5 Amount of Advance
- 6 Object of advance
- 7 Rule or rules under which the advance is sanctioned
- 8 Balance at credit of the subscriber on the date (as verified from the account last rendered by the Assistant Accounts Officer/Head of Office/Department)
- 9 Balance of previous advances, if any, outstanding against the subscriber (principal and interest shown separately)
- 10 Date of repayment of previous advance, if any
- 11 Special reasons for granting the advance under Rule 16 (1) (d)
- 12 Number of installments in which the advance is to be recovered.
- 12 A Amount of consolidated advances items 5 and 9) and the number of installments in which the consolidated advance is to be recovered.
- 13 Amount of each such installment
- 14 Amount of Interest

Signature of the sanctioning Authority with Designation

To

The Accountant General, Kerala State, Thiruvananthapuram
The District Treasury/ Sub Treasury Officer
The
Sri.

25. Application for NRA from G.P.F

FORM B1

[See Rule 28 (A) and 40]

APPLICATION FOR NON-REFUNDABLE WITHDRAWAL FROM THE GENERAL PROVIDENT FUND (KERALA)

1 Name and designation of the subscriber

2 Pay and dearness pay

Date of Birth Date of commencement of continuous Service

Date of retirement

3 Provident Fund account number (The guide letters allotted to the Department Viz. Medl. for Medical, Edn. for Education etc. should also be furnished.

4 Whether the subscriber has opted for the G.P.F. (Kerala) Rules within the prescribed time-limit

5 Date of retirement on superannuation

6 Total service (in years) under the Government as on this date

7 Object of withdrawal

(a) If the withdrawal is required for meeting the expenditure in connection with the -

(i) Higher Education of any child or dependent of the subscriber.

Specify the nature and duration of the course (in the case of a dependent, also specify whether the subscriber has any child)

(ii) Marriage of a son or daughter or any other female relative dependent of the subscriber.

Indicate also the month in which the marriage takes place (in case of a dependent, specify also whether the subscriber has any daughter)

- (iii) Illness of the subscriber or any person actually dependent on him, mention the nature of illness also.
- (iv) Acquisition of a house and /or site, furnish in whose name(s) (subscriber's and /or his wife's) it will be acquired and whether it is for the actual residence of the subscriber and/ or his family.
- (v) Construction, reconstruction, repair etc. of a house.

State whether the site on which the house is proposed to be constructed or the site on which the house proposed to be reconstructed, repaired, altered etc. is situated, is owned by the subscriber and/or his wife, and whether the house is for the actual residence of the subscriber and/or his family.

- (b) If the withdrawal is required for repayment of a loan taken for the -
 - (i) Marriage of a son or daughter or any female relative dependent on him, specify the amount of loan taken on account of the marriage, the balance outstanding against it and the date on which the marriage has been celebrated.
 - (ii) Construction of a house or allied purpose, state the amount of loan expressly taken for the purpose, the balance outstanding against it and in whose name (subscriber's and or his wife the ownership of the house and/or site) is vested.

8 Amount of the loan, if any, taken by the subscriber and/or his wife from the Government under any scheme sponsored by them for the grant of house construction loans and the number and date of the orders/ proceedings in which sanction was issued thereof.

(This column need be filled in only if the subscriber, proposes to make a withdrawal for house construction or allied purpose)

9 Amount of the withdrawal proposed (both in figures and words)

- 10 Name of the Treasury at which payment is desired.
- 11 (a) Whether any non-refundable withdrawal was made by him from the Fund previously for the same or a different object and, if so, furnish the details thereof.
- (b) If any withdrawal was made as mentioned in (a) above, state whether he had submitted the utilisation certificate in respect of that withdrawal to the appropriate authority within the prescribed time limit. If the certificate was not submitted within the said period, furnish the reasons therefore.
12. Special circumstances which necessitate the withdrawal (This column need be filled in only if the amount proposed to be withdrawn exceeds half the amount at the credit of the subscriber in the Fund of six months pay, whichever is less, or if the withdrawal required sanction in relaxation of any of the provisions in the rules)

DECLARATION

I do hereby declare that the above statements furnished by me are true and that I agree to abide by the Kerala General Provident Fund Rules as amended from time to time.

Place:

*Dated Signature of the Subscriber
with full official address*

(To be filled in by the Head Office/ Department)

I recommend for sanction the withdrawal of Rs
(Rupees only)
by the subscriber.

CERTIFICATES

1. It is certified that I have verified the particulars furnished by the subscriber against columns 2,3,4,5,6,8, and 11 with reference to the relevant records in my office and they are found to be correct.
2. It is also certified that I have caused enquiries to be made about the statement contained in the application regarding the object of the proposed withdrawal and that I am satisfied that it is *bona fide*.

Station:

***Dated Signature of the Head of the Office/
Department***

VERIFICATION REPORT

- 1 Total amount of the credit of the subscriber in the Fund
- 2 Amount admissible under the rules.
- 3 Rule(s) under which the sanction permitting the with
- 4 Any other facts which require special consideration.

***Asst. Accounts Officer/ Head of Office/
Department***

Note: In the Gazetted Officers the Head of Offices/Departments shall furnish the verification report in the application with the help of the latest annual account slip issued from the Office of the Accountant General and a certificate from the Gazetted Officer, showing subsequent deductions from his pay, and advances/withdrawals, if any, taken from his account.

26. Application for Conversion of an advance in to a Part Final Withdrawal
FORM J
 [See Rule 28 (C)]
FORM OF APPLICATION FOR CONVERSION OF AN ADVANCE INTO A
PART FINAL WITHDRAWAL

- 1 Name of the subscriber -
- 2 Designation and office to which attached -
- 3 Pay -
- 4 Name of the Provident Fund and Account Number -
- 5 Balance at credit on the date of application (amount actually subscribed by him along with interest due thereon) -
- 6 Balance outstanding to be converted into a part final withdrawal -
- 7 (a) Purpose for which advance taken -
 (b) Date of payment of the advance -
 (c) Amount of advance sanctioned -
- 8 Particulars of communication under which advance was sanctioned -
- 9 Whether any advance or part final withdrawal has been drawn previously for the purpose mentioned above. If so, particulars thereof. -
- 10 (a) Total service, including broken periods, if any, on date of this application. -
 (b) Period of service left on the date of application for attaining the age of superannuation -
 (c) The date of superannuation -

Place:

Date:

Signature of the applicant

The above particulars have been verified and found to be correct.

**Signature and Designation of
 Recommending Authority**

ORDER

No.

Dated:

Sanction is hereby conveyed/is accorded under Rule 28(c) of the General Provident Fund (Kerala) Rules for the conversion into part final withdrawal of an amount of Rs. (Rupees)
 being the outstanding balance out of the G.P.F. advance of Rs. sanctioned on 200..... and drawn on.

27. Application for Closure of G P F

FORM E

(See Rules 43)

APPLICATION FOR CLOSURE OF GENERAL PROVIDENT FUND ACCOUNT

(KERALA)

1 Name (in full) of the subscriber and Account Number (as indicated in the latest annual account statement received from the Account's Officer with Section, Unit Number, Volume Number & Page Number thereof)

1A Address

- 2 (a) Designation (Specify whether Gazetted or Non-Gazetted)
(b) If the subscriber is an employee of the Education Dept.
(i) Date of Birth
(ii) Whether the applicant is a Surrendered School Teacher
(iii) Whether the applicant had opted to subscribe to the Fund after his 55th year.
-

3 Office in which he/she/ is working/ worked last

- 4 (a) Date of proceeding on leave preparatory to retirement
(b) Date of quitting service by retirement/superannuation
If he/she has already quitted service otherwise, specify whether he/she quitted service by discharge, dismissal, resignation or death
(c) Statement of option as required in Rule 30(c) (vide Note 4 below)
-

5 In case of 4(b) whether he/she has drawn his/her salary for the month immediately preceding the month of retirement, if so, furnish the date of drawal of the salary

5A Whether the statement of deposits and withdrawals after the period which has been included in the latest credit card till the month in which the Provident Fund subscription is discontinued, is furnished

- 6 (a) Number and date of the bill/treasury voucher in which the last Provident Fund deduction was made. (Also indicate the name of the treasury where the bill/voucher was encashed.)
(b) The amount of last fund deduction
(i) Subscription Rs.
(ii) Refund of advance Rs.
(c) Gross amount of the bill/treasury voucher
(d) Net amount of the bill/treasury voucher
(e) Date of encashment of the bill/treasury voucher

7 (a) Whether any temporary advance was sanctioned to him/her from his/her GPF (Kerala) Account during the twelve months immediately preceding the date of application for closure of the account his/her quitting service (if so,

indicate, the amount of the advance, the number and the date of sanction and the date of drawal of the amount)

- (b) Whether any non-refundable withdrawal was sanctioned to him/her from his/her P.F account during the twelve months immediately preceding the date of application for closure of account his/her quitting service. (If so, indicate the amount of advance number and date of sanction and the date of drawal of the amount) (In both cases, if any amount was sanctioned for payment of Insurance premium or for purchase of any policy, that fact should also be noted.)

8 Particulars of Life Insurance Policies financed by him/her from PF money which are to be released	Policy No. and date of purchase.	Sum assured Rs.
	1.	
	2.	
	3.	
	4.	

- \$ 9 Whether personal marks of identification, left hand thumb and finger impressions and specimen signature in duplicate, duly attested by a Gazetted Officer of the State Government have been furnished. (In respect of a Gazetted Officer, specimen signature in duplicate, duly attested by another Gazetted Officer alone need be furnished)

#10 Name of Treasury/Office through which payment is to be made.

- 11A In the event of death of a subscriber before making final disbursement of the Provident Fund amount, furnish also.

- (a) Date of birth of the Subscriber
- (b) Date of his/her first appointment in the Govt. service
- (c) Date of death
- (d) Whether proof of death in the form of a death certificate issued by the Municipal authorities or other competent authorities is available (The proof of death need be insisted upon only in cases of doubt)
- (e) Whether a valid nomination executed by the subscriber in accordance with the rules exists. If so, furnish the age(s) and name(s) of the nominee(s) and his/her/their relationship to the subscriber.
- (f) In the case of a subscriber who sent in his/her nomination while unmarried, whether he/she has acquired a family after the submission of the first nomination and whether he/she has submitted a fresh one thereafter.

- B If there is no valid nomination, furnish a list of member(s) of subscriber's family as defined in Rule 2 of the GPF (Kerala) Rules surviving on the date of death of the subscriber to whom the Provident Fund money is payable together with his/her/their name(s) age(s) and respective relationship to the subscriber. (in the case of daughter(s) indicate whether she/they is/are married, furnish whether her/their husband (s) is/are/alive.

- C In cases where there is no valid nomination and where no member of the family of the subscriber as defined in rule 2 of the GPF (Kerala) Rules survives, furnish the name(s) of the person (s) to whom the Provident Fund money is payable (to be supported by letters of probate or succession certificate, etc.)

- D Whether a fresh nomination has been enclosed with this closure application (The subscriber is required to file a fresh nomination and enclose the same with this closure application.)

\$ DECLARATION

I, do hereby declare that the particulars mentioned above are true. I further declare that I do not/ do accept the balance standing to my credit in the GPF(Kerala) Account No..... communicated to me by the Account Officer in his annual account statement for the financial year ended on the 31st March 200..... (here enter the financial year immediately preceding the date of his quitting service.)

Station:

Dated, Signature of the Subscriber Nominee(s)/
other claimant(s) with full home address

Date:

(To be filled in by Head of Office)/ Controlling Officer)

CERTIFICATE

(To be filled in by Head of Office)

#(1) Certified after due verification with reference to the records available in my office that Sri/Smt..... subscriber to P.F. Account No..... has proceeded on leave preparatory to retirement with effect from F.N./A.N. will be retiring/has already retired/had been discharged/dismissed/removed/had resigned finally from Government service with effect from FN/AN and his resignation has been accepted. He/She drawn on his/her salary for the month immediately preceding the month of retirement.

@ Certified also that he/she not resigned from Government service with the prior permission of the Government to take up appointment in another department of the State Government or under any other State Government or under a body corporate owned or controlled by Government or an autonomous organisation, registered under the Societies Registration Act, 1860.

(2) Certified further after due verification with reference to the records available in my office that no temporary advance/non-refundable withdrawal was sanctioned to the subscriber from his/her Provident Fund Account during 12 months immediately preceding the date of his/her application for closure of the account/quitting service. Certified also after due verification with reference to the records available in my office that the following temporary advance(s)/ non-refundable withdrawal(s) was/were sanctioned to the subscriber from his/her Provident Fund Account during the twelve months immediately preceding the date of is/her application for the closure of PF Account/quitting service.

Amount of temporary advance Rs.	Amount of non-refundable withdrawal Rs.	No. & date of sanction	Date of withdrawal	Voucher No
1.				
2.				
3.				
4				

(3) Certified that the last fund deduction was made from his/her pay for the month of drawn in this office bill No..... dated..... for Rs..... (Rs.....) Voucher No..... of Treasury, the amount of deduction being Rs..... and recovery on account of refund of advance being Rs.....

(4) Certified also that the entries against columns 1,2,3,6 & 8 furnished by the subscriber/nominee(s) claimant(s) have been verified by me with reference to my office records and found correct.

(5) Certified also that the entry against columns 11B furnished by the claimant(s) has been verified by me and found correct to the best of my knowledge.

(6) Certified that the application for pension is being processed in this office/details of Pension payment order noted below are correct.

Station.....
Date.....

Signature of Head of Office/Controlling Officer
**(Dated Countersignature of the Controlling Officer)

* The form shall be carefully filled in by the subscriber as soon as his salary for the month immediately preceding the month in which he retires or proceeds on leave preparatory to retirement on superannuation is received by him and submitted to the Head of Office or Controlling Officer according as the subscriber is Non-gazetted or Gazetted. In the case of a subscriber who is no more, the Head of the Office or Controlling Officer shall according as the subscriber is Non-Gazetted or Gazetted obtain from the Nominee(s) or in his/her/their absence from the other claimant(s) immediately after the death of the subscriber, an application for closure of the account and to forward it with necessary documents to the Accountant General within a fortnight of the receipt of the application. The Departmental Officers will give such assistance to the nominee or claimants as is necessary to fill in the form of application properly.

\$ It applies only when payment is desired at a treasury other than the one at the District Head quarters where the subscriber served last.

In respect of Non-Gazetted Officer's the payment will not be made through the treasury, but only through the Head of the Office in which he served last.

\$ If the application is submitted by a nominee or other claimants, the second sentence in the declaration may be scored off.

If the subscriber has not received the annual account statement for the financial year immediately preceding the date of his quitting service, he may indicate here the year of the latest annual account statement received by him. In cases where the subscriber does not accept the balance communicated to him, he should furnish briefly in a separate letter the reasons for not accepting the balance.

@ This certificate is not necessary in cases other than resignation.

** If the Head of Office forwarding the application is Non-Gazetted, the application should be routed through his Controlling Officer who shall countersign the application.

Note 1:- In case the subscriber is a Gazetted Officer, the certificate relating to the date of retirement, details of advance sanctioned and also certificate regarding the correctness of the entries in columns 1,2,3 & 8 (i.e certificates Nos. 1,2, & 4) alone need be furnished by the controlling Officer or any other authority competent to sanction temporary advances and non-refundable advances from the PF of the subscriber.

Note 2:- Column 6 need be filled up in the case of Gazetted Officers

Note 3:- Certificate 3 need be filled up in the case of Non-Gazetted Officers/Nominees/Claimants.

Note 4:- A subscriber who wishes to avail of the facility of discontinuance of subscription under the third proviso to rule 10 and for the withdrawal of the available balance before retirement under rule 30(c) shall furnish the option – statement against item (c) column 4.

27(a) STATEMENT
(Referred to in G.O.(P) No.187/64/Fin.(PF) dated 20.4.1964)
[Vide Rule 43 of G.P.F. (Kerala) Rules]

I.....
.....
..... (Here enter name, designation and office in which the subscriber was working at the time of his quitting service), do hereby/ do not accept the balance standing to my credit in the G.P.F. Account No..... communicated to me by the Accountant General, Kerala in his annual account statement for the financial year ended on the 31st March (here enter the financial year immediately preceded the date of his quitting service.)

Date:
Station:

Signature of the Subscriber

Note: In cases where a subscriber does not accept the balance communicated to him he should furnish briefly the reason for not accepting the balance also along with the statement.

OPTION

[Statements as required in Rule 30 (c)]
(Vide Govt. Circular No.80/82/Fin. Dated 27-11-1982)

I wish to avail of facility of discontinuance of subscription under the third proviso to Rule 10 and for the withdrawal of the available balance in my G.P.F. (Kerala) Account No..... before my retirement, under Rule 30 (c).

Date:

Signature :
Name:
Designation

Signature of the Controlling authority

27(b) DECLARATION

(Referred to in Govt. Circular No.46/85/Fin. Dated 29-5-1985)

An advance payment of P.F balances in my G.P.F. Account No.....
having been agreed to be authorised in my favour, I
.....
(name and designation) hereby that I clearly understand that the payment is strictly provisional
and is subject to revision after the exact amount of balance of my G.P.F account has been
decided upon and I undertake that if, upon such revision, any payment of the G.P.F balance made
to me has been in excess of the amount eventually decided upon, I shall repay all such excess
payments by deduction from Death-Cum-Retirement Gratuity and /or Pension.

The particular of Pension payment Order are given below:

P.P.O. Number
Date of issue
Treasury
Amount of Pension

Station:

Date:

Signature with full address
of the Subscriber)

Signature
(date)

Govt. Employees
in service

Address and occupation of the
Witness (1)

Address and occupation of the
Witness (2)

Signature
(date)

27(c) DESCRIPTIVE ROLL AND IDENTIFICATION PARTICULARS OF THE APPLICANT

Shri/Smt.....

(To be attested)

(i) Date of birth (in Christian era) :

(ii) Height :

(iii) Identification marks :

1.

2.

(iv) Left hand thumb and finger impressions

Thumb	Fore-finger	Middle-finger	Ring-finger	Little-finger

Specimen signature of applicant

Attested by:

Signature

Name

Designation.....

27(d) DECLARATION

I will refund in cash any amount found in excess authorised to me consequent on the final settlement of my General Provident Fund Account No..... be reckoning the pay revision arrears upto 28.02.2006 impounded and credited to my General Provident Fund account on intimation form Account General in lump.

Name :
Account No. :
P.P.O. No. :
Treasury :
Amount of Pension :
Full address :

.....
.....
.....

Witnesses:

- (1) Name :
Official address :
Signature :

- (2) Name :
Official address :
Signature :



N.B:- Other documents required:

- 1. Statement of Deposit – Same format of 24(a)
- 2. Nomination – Same format of 23(a)

**28 . FORM OF APPLICATION FOR INTEREST FREE ADVANCE TO
GOVERNMENT EMPLOYEES FOR MEDICAL TREATMENT**

- 1 Name of applicant :
- 2 Designation :
- 3 Name of Institution/Office :
- 4 District and Station :
- 5 Date of Birth :
- 6 Date of First appointment/Date of entry in service :
- 7 Date of superannuating/retirement :
- 8 Pay and scale of pay :
- 9 Nature of appointment (provisional/regular) :
- 10 Length of service as on the date of application :
- 11 Length of remaining service as on the date of application :
- 12 The designation of the drawing Officer/countersigning authority :
- 13 The name of the Treasury from which the amount is proposed to be drawn :
- 14 Name, Address & relationship with the patient :
 1. Name :
 2. Age :
 3. Relationship :
 4. Address :
- 15 Purpose for which it is required :
 - (i) Name of Hospital :
 - (ii) Date of Surgery :
 - (iii) Name of Surgery/treatment :
- 16 Amount to be deposited :
- 17 Approximate expenditure :
- 18 Amount of advance required :
- 19 Whether advance for similar purpose was obtained previously and if so- :
 - (i) The No. & date of the Govt. order sanctioning it :
 - (ii) Date of drawal of the advance :
 - (iii) Whether the amount of advance has been utilised. Details of adjustment made :
 - (iv) Balance if any outstanding. If so reason for non utilisation of full amount sanctioned :

Certified that the information given above is complete and true and that I will comply with the rules laid down in the case of interest Free Advance from the time to time.

Signature of applicant:

Name:

Designation:

ENQUIRY CERTIFICATE

1. Certified that the applicant has no other means to raise the amount from any other source.
2. Certified that I have made enquires about the purpose for which the Advance is applied for and have been satisfied myself with the genuineness of the facts attached to with the application.
3. Certified that the applicant will continue in service till the complete repayment of the Advance.

Signature:

Name & Designation:

29. FORM OF APPLICATION FOR CLAIMING REIMBURSEMENT OF MEDICAL EXPENSES OF GOVERNMENT SERVANTS AND THEIR FAMILIES

[Separate form should be used for each patient]

[Two copies of the application should be presented (Rule, 9(6))]

- 1 Name and designation of Govt. Servant (in block letters) -
- 2 Pay and Scale of pay -
- 3 Office in which employed -
- 4 Place of duty -
- 5 Residential address -
- 6 i) Name of patient and relationship of the Govt. servant to the patient. -
ii) If the patient is spouse of the employee, state whether he/she is employed, with details. -
iii) If employed, whether the declaration of non receipt of the claim in any form is attached. -
- 7 Place at which the patient fell ill -

HOSPITAL TREATMENT

- 8 Whether hospitalized or not -
- 9 If hospitalized whether in Govt. Hospital or Private (notified) Hospital and the name of hospital. -
- 10 If hospitalized outside the state -
 - i) Whether the patient was on duty -
 - ii) Name of Institution -
- 11 If on special treatment outside the state -
 - i) Name of Institution -
 - ii) Whether certificate of Director of Health Service as contemplated in Rule 7(a) is attached. -
 - iii) Whether prior sanction of Director of Health Service has been obtained. -
- 12 Last date of treatment. -

CHARGES

- 13 Details of amount claimed (List of Medicines, Cash memos and Essentiality Certificate should be attached.) -
- i) Treatment in Govt. Hospital, Medicines -
 - ii) Treatment in Private Institutions (bills to be certified indicating emergency of the case) -
- 1. Charges for medicines -
 - 2. Charges for treatment -
 - 3. Charges of accommodation -
 - 4. Charges for laboratory services etc. -
 - 5. Charges for diet -
- 14 Total amount claimed (in figures and words) -
- 15 List of enclosures:- -
- 1. Essentiality Certificate -
 - 2. List of cash bills -
 - 3. Certificate of Medical Officers -
 - 4. Certificate and Declaration -

DECLARATION

[To be signed by the Government Servant]

I hereby declare that the statements given above are true to the best of my knowledge and belief and that the person for whom medical expenditure has been incurred is wholly dependent on me.

Place:

Date:

Signature of Government Servant

FORM OF ESSENTIALITY CERTIFICATE

I certify that Sri/Smt.
 employed in the
 Department has been under treatment at this Hospital/Dispensary or at his/her residence for the
 period from to and that the under
 mentioned medicines prescribed by me in this connection were essential for the
 recovery/prevention of serious deterioration in the condition of the patient. They do not include
 proprietary preparations for which cheaper substance of equal therapeutic value are available, not
 preparations which are primary foods, tonics, toilet preparations or disinfectants.

It is certified that the case did not require hospitalization but is one of prolonged nature
 requiring medical attendance at the out patient department spreading over a period of more than
 10 days.

The patient was/has been suffering from

 (Name of disease)

Trade/Brand Name of Medicines	Chemical/Pharmacological Name of Medicine	Description	Price	
			Rs.	Ps.

(Office Seal)

*Signature, name and designation of the
 Authorised Medical Attendant*

Date.....

..... Name of Institution

DECLARATION CERTIFICATE

I
employed in the Department
relationship..... of mine have/has
been under treatment at the
.....
at his residence during the period of treatment from
to and I/he/she has/have received the benefit of
one system of treatment and not taken advantage of more than one system of treatment
simultaneously.

Station:

Date:

**Signature
Name and Designation**

DECLARATION CERTIFICATE

I do hereby declare that the reimbursement claim made in this bill is for the expense
incurred in connection with the treatment of Sri/Smt.
who is my father/mother and who wholly depends upon me.

It is also declare that he/she is not a Service Pensioner.

Countersigned

Signature

Head of Office

Name and Designation of the applicant

30. Requisition of Allotment of Funds
REQUISITION FOR ALLOTMENT OF FUNDS FOR THE YEAR

Head of account in full (Major, Minor Sub & detailed head) : State also whether Plan or Non Plan :

Sl. No.	Unit of Appropriation	Allotment so far received	Expenditure so far incurred	Addl. Allotment now required
1	Salaries 01			
	4 MR			
2	Wages 02			
3	Travel expenses 04			
	1. Tour TA			
	2. Transfer TA			
	3. PCA/PTA			
4	Office 05			
	1. Water charges			
	2. Ele. charges			
	3. Telephone charges			
	4. Other items			
5	06. Rent, Rate & Taxes			
6	09. Grant-in-aid			
7	12. Scholarships & Stipends			
8	17. Minor works			
9	12. Maintenance			
10	19. M & E			
11	21. Motor Vehicles			
	1. Purchase of vehicles			
	2. Repair & Maintenance			
12	24. Materials & Supplies			
13	34. Other Charge			
	1. Water charges			
	2. Ele. charges			
	3. Other items			
14	45. POL			

Whether reconciled statement of expenditure upto the end of the previous month has been submitted. If not why? :
Whether there are orders of competent authority to incur the expenditure. :
Name of Treasury to which allotment is to be given :
Name of Institution :
Other special points if any :
Place :
Date :

31. Application for admission to Provident Fund for Teachers in the Private College
Form I
(See statute 30, Chapter IV)

Application for Admission to the Provident fund for Teachers in Private College.

- | | | |
|----|--|---|
| 1 | Name of the Subscriber | : |
| 2 | Fathers Name | : |
| 3 | Date of Birth | : |
| 4 | General Educational qualification | : |
| 5 | Professional Educational qualification | : |
| 6 | Name of the Private College in which He/She employed at present. | : |
| 7 | Designation of appointment held | : |
| 8 | Date of entertainment in the Institution | : |
| 9 | Pay now drawn | : |
| 10 | If subscriber to any existing Provident fund, the name of the Fund and Account No. | : |

I _____ hereby declare that the above entries are correct to the best of knowledge and that I accept the statutes Governing the Private College Teachers Provident fund and I agreed to abide by them in case I am admitted the benefits of the fund.

Signature of the Subscriber

FIRST SCHEDULE
[See Statute 55(3), Chapter V]
(FORM OF NOMINATION)

I (Name) hereby nominate the person(s) mentioned below to receive the amount that may stand to my credit in the fund in the event of my death before that amount has become payable or having become payable, has not been paid.

Name and full address of nominee(s)	Relationship with the subscriber	Age	Share payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, Address relationship and age of the person to whom the right of the nominee shall pass in the event of his predeceasing of the subscriber	Name & address of the person to whom share is to be paid on behalf
1	2	3	4	5	6	7

Dated this day of 200..... at

Two witnesses
 To signature 1
 2

Signature of Subscriber
 Name
 Account No.

*Countersignature of Zonal Deputy Director of
 Collegiate Education Department*

INSTRUCTIONS

Column	1:-	A subscriber can nominate more than one person. If he/she has a family as defined in the Kerala Private College Teachers Provident Fund, the nomination shall not be in favour of any person who is not a member of the family.
Column	4:-	If the subscriber nominates only one person the words 'In full' may be noted, otherwise the share Payable to each so as to cover the whole amount standing at the credit of the subscriber may be specified.
Column	5:-	Death need not be shown as a contingency. In the case of persons having no family as defined in Kerala Private College Teachers Provident fund, the subscriber shall state that the nomination shall become invalid in the event of his subsequently acquiring , a family similarly in the case of a subscriber having only one member in the family and who wishes to nominate another person as alternate nominee he shall specify that the right conferred on the alternate nominee shall become invalid in the event of the subscriber acquiring an additional member in the family.
Column	6 & 7	The name to be specified in these columns shall be that of a person other than the subscriber or nominee.
Account No.	In the case of a person who filed the nomination along with application for admission to the fund, this will be furnished by the Account Officer.	

Appendix – I

EXPRESS DELIVERY

No.F.21/14/54,T.4
Government of India
Ministry of Education
New Delhi-2, the October, 1954.

From

The Secretary to the Government of India

To

All State Governments,
(Except Govt. of Bombay & Hyderabad)

SUBJECT: TECHNICAL EDUCATION

Sir,

I am directed to state that the Co-ordinating Committee of All India Council for Technical Education at its 18th meetings held on the 15th January 1954 made inter alia the following recommendation:-

“That each State Directorate should have a separate unit of Technical Education headed by a Senior Officer with Technical qualifications”.

In view of the importance of technical education and the developments which have already taken place it is desirable that there should be a separate unit of technical education in each State under an officer possessing technical qualifications who would be responsible for the proper development and functioning of the institutions. The State Govt. may also consider taking such steps as may be deemed proper to secure the association of this Officer with the Boards of Studies of the universities in the State with a view to co-ordinating the non-university courses and their requirements vis-a-vis the university courses.

I am to request that the State Government may consider the desirability of implementing the above recommendation and inform this Ministry of the action taken in the matter.

Yours faithfully
Sd/-
FOR SECRETARY

Appendix – II

Minutes of the Conference held in the Chief Secretary's room in the Secretariat at 11 AM on 11.7.1956 to consider the question of instituting a separate wing of Technical Education.

Present:

- 1.Sri B.V.K. Menon, Chief Secretary
- 2.Sri. V.V. Joseph, Industries Secretary
- 3.Sri. G. Bhaskaran Nair, Education Secretary
- 4.Sri. P.S. Padmanabhan, Finance Secretary
- 5.Sri. P.M. Mathew, A.P.S
- 6.Dr. P.V. Nair, Director of Industries & Commerce
- 7.Sri. V. Sundararaj Naidu, Director of Public Instruction

In view of the importance of Technical Education and the developments which have already taken place in this field, the Govt. of India have suggested that there should be a separate unit of Technical Education in each State under an Officer possessing technical qualifications who would be responsible for the proper development and functioning of the institutions. The Government of India have also suggested that the State Government may take steps for the association of this Officer with the Boards of studies in Universities in the States with a view to co-ordinating the non-University courses and their requirements vis-a-vis the University courses.

Important developments are envisaged in the field of Technical Education under the Second Five Year Plan. One Central Technical Institute is proposed to be opened at Trivandrum for students possessing S.S.L.C and higher qualifications. It is also proposed to organise 18 Junior Technical Schools during the Plan period, to give practical training in crafts to persons who have not completed the S.S.L.C course. 18 Multi-purpose schools (9 departmental and 9 private) with technical courses will also be started during the period. Provision has also been made in the plan for teaching of crafts in 130 middle schools. Besides the above schemes, 127 High schools will be equipped for imparting craft education.

Considering the vast developments in the field of Technical education envisaged under the Plan the Conference felt that it is highly necessary that the D.P.I. should be given the assistance of a technical expert. The conference therefore decided to recommend the creation of a post of special officer for Technical Education on Rs.500-800 for a period of 6 months in the first instance, and to request the University to spare the services of Sri. Varada Rao, Principal, Govt. Polytechnic, Kalamassery, for the post. The Officer will work under the Director of Public Instruction.

The Conference noted that besides the Technical Schools under the Director of Public Instruction, some technical schools were functioning under the Director of Industries and Commerce; there are also Polytechnics and technological institutions under the University. It was felt that some sort of co-ordination of the work of these three Departments imparting technical education was necessary in order to avoid overlapping and consequent wastage. It was therefore decided to appoint a Committee consisting of the following persons to consider the matter and prepare a scheme as to how the co-ordination of the teaching in technical institutions could be achieved.

The Special Officer for Technical Education (Convener)
The Director of Industries and Commerce
The Joint Director of Industries and Commerce
The Chief Engineer (P.W.D)
The Chief Engineer (Electricity)
Dean Faculty of Technology

Appendix – III
GOVERNMENT OF TRAVANCORE COCHIN
EDUCATION DEPARTMENT 'C'
PROCEEDINGS

Dated Trivandrum, 31.10.1956.

Sub:- Appointment of a special Officer for Technical Education – sanctioned-

Read: 1. Government Proceedings Ed(C)2-531/56/ED.dated 16-8-1956.
2. Letter No. 3686/56 dated 19-10-1956 from the Registrar, University of Travancore.

ORDER No. D.Dis.531/56/ED.

Government are pleased to sanction Shri. M. Varada Rao, Superintendent, Polytechnic, Kalamassery being appointed as Special Officer for Technical Education on Rs.500-800 for a period of six months in the first instance in the post sanctioned in the Government Proceedings read as first paper. The Registrar, University of Travancore is requested to arrange for the relief of Shri. Rao forthwith, with instructions to report himself to the Director of Public Instruction.

2. The Director of Public Instruction is requested to provide the Special Officer with the necessary accommodation, staff etc. for his work as well as for the work of the Special Committee appointed to co-ordinate the work in Technical Institutions. The Special Officer will arrange for the Report of the Committee being submitted as early as possible.

3. The expenditure on account of the appointment of Special Officer will be debited to 37 Education – E(e) Second Five Year Plan – 7 Misc. - (viii) Administration including staff for statistical Unit and Planning for 1956-57.

(By Order of His Highness the Rajpramukh)

Sd/-
K.Velayudhan
Assistant Secretary.

To

The Registrar, University of Travancore (With C.L.)
The Director of Public Instruction
The Comptroller
The Examiner of Local Fund Accounts
The Director of Industries and Commerce
The Joint Director of Industries and Commerce
The Chief Engineer (P.W.D)
The Chief Engineer (Electricity)
The Dean of faculty of Technology, Engineering College
The Education Department 'A'
The Education Department 'B'
The Education Department 'D'

Appendix – IV

**GOVERNMENT TRAVANCORE COCHIN
EDUCATION DEPARTMENT 'C'**

No.D.Dis.531/56/ED.

Dated Trivandrum, 31.10.1956.

NOTIFICATION

APPOINTMENT

Shri. M. Varada Rao, Superintendent, Polytechnic, Kalamassery is appointed as Special Officer for Technical Education for a period of 6 months.

(By Order of His Highness the Rajpramukh)

**Sd/-
Education Secretary**

To

The Superintendent, Government Presses, Trivandrum for publication in the Gazette.
The Registrar, University of Travancore
The Director of Public Relations (6 copies)

Appendix I to IV from file No. 531/56/ED/D.Dis dated 31.10.1956.

Appendix – V
(Education F)
PROCEEDINGS

Dated, Trivandrum, 4th September 1957.

Sub:- Creation of a Board of Technical Education and a separate Department of Technical Education in the State.

ORDER ED (F) 2-3891/57/EHD.

The Government of India have suggested a creation of a State Board of Technical Education. The functions of the Board will be to advise the Government on the co-ordinated development of Technical Education in the State at all level. The Board will be in general charge of technical education in the State except the degree council and will work under the general control of the Government. Matters of engineering technology will also be referred to the Board for opinion that their advice will be available to the Government for taking decisions on matters in expansion of facilities for engineering study.

2. The Government direct that the following State Board of Technical Education be constituted for the State:

- (1) The Minister for Education (Chairman).
- (2) The Director of Industries.
- (3) The Commissioner of Labour.
- (4) Chief Engineer, P.W.D. (General).
- (5) The Superintendent, Engineering College, Trivandrum.
- (6) The Superintendent, Government Polytechnic, Kalamassery.
- (7) The Principal, Kerala Polytechnic, Kozhikode.
- (8) A representative of Labour
- (9) (10) and (11) Three representatives of Industries and commerce nominated by Government.
- (12) A representative of the Regional Committee of All India Council for Technical Education.
- (13) A representative of the University.
- (14) and (15) Two experts either co-opted by the Board as a whole or nominated by Government.
- (16) Director of Public Instruction.
- (17) The Finance Secretary.
- (18) The Education Secretary.
- (19) The Industries Secretary.
- (20) The Director of Technical Education who will function as secretary to the Board.

3. The Government of India have further suggested that each State Government should set up a Department of Technical Education with a Technical Expert as its head. This Department will be in charge of Technical Education and training in the State as a whole. The Government therefore direct that a post of Director of Technical Education on Rs. 700-900 be created with immediate effect on a temporary basis till 13-2-1958. All such institutions working under the control of the Director of Industries and Commerce and under the University will be transferred to the control of the director of Technical Education.

4. Government are pleased to appoint Sri. K.C. Chacko, Joint Director of Industries and Commerce as Director of Technical Education. He will assume charge of the new post with immediate effect.

Sub:- Kerala University Act – Transfer of Institutions under the University to the control of Government

Read:- Notification No. Ed(F) 2-3940/57/EHD dated 30-8-1957

ORDER ED(F) 2-20998/57/EHD

The Kerala University Act has come into force with effect from 30-8-1957. Under Section 23, sub-section (2) of the Act, all colleges working under the control of the University will stand transferred to the control of the Government. The Government direct that the University College, Trivandrum, Engineering College, Trivandrum, Law college, Trivandrum and the Law College, Ernakulam be placed under the direct control of the Government. The following Technical institutions of under-graduate level will be placed under the control of the Director of Technical Education:

1. The Polytechnic, Kalamassery.
2. The Maharaja's Technological Institute, Trichur,
3. The School of Arts, Trivandrum and
4. The Institute of Textile Technology, Trivandrum.

The Government further direct that a new post of Director of Collegiate Education be created in the grade of Rs. 800-1000 on a temporary basis till 28-2-1958. The other Colleges under the control of the University viz.,

1. The Women's College, Trivandrum,
2. The Intermediate College, Trivandrum,
3. The Training College, Trivandrum,
4. The Training College, Trichur and
5. The Sanskrit College, Trivandrum.

will work under the control of the Director of Collegiate Education. In addition to these, the following Colleges working under the control of the Director of Public Instruction will be transferred to the control of the Director of Collegiate Education viz.,

1. The Maharaja's College, Ernakulam,
2. The Government College, Chittur,
3. The Government Victoria College, Palghat,
4. The Government Training College, Tellicherry,
5. The Government Brennen College, Tellicherry, and
6. The Government Arts College, Kasargode.

2. The Government are pleased to appoint Dr. C.S Venkateswaran, Director of Public Instruction, as Director of Collegiate Education with immediate effect.

3. Sri. K. Rama Varma Appan Tampuran, Deputy Director of Public Instruction will hold temporary charge of the post of Director of Public Instruction until further orders. Orders regarding the posting of Director of Public Instruction will issue separately.

4. The control of the other professional colleges viz., Medical, Agricultural, Veterinary and Ayurveda will continue as at present.

**By order of the Governor
P.K. NAMBIAR,
Education Secretary.**

III

Dated, Trivandrum, September 1957.

Sub: Rules regarding award of grants-in-aid to Private Colleges and Hostels and for concessional supply of timber to Private colleges etc.- amendments to -

Read: Again G.P.R. Dis. 466/56/ED dated 10-10-1956.

ORDER R. Dis. 3936/57/EHD.

The following modifications are made to the appendices to the Government Proceedings read above.

Appendix A.

For the words “through the University of Travancore” occurring in clauses (d) and (m) of paragraph (1) the words “ through the Director of Public Instruction, Kerala” will be substituted.

Appendix B.

1. The following sentence will be added to the beginning.
“Timber will be supplied at concession rate only for the construction of buildings for technological institutions”.
2. The word “Institution” will be substituted for the word ' College' wherever it occurs.
3. For the words “Chief Engineer (P.W.D)” the words “Chief Engineer (Roads & Buildings)” will be substituted.

**By order of the Governor,
K. VELAYUDHAN,
Assistant Secretary.**

(Education F)

PROCEEDINGS

Dated, Trivandrum, 10th September 1957.

Sub:- Creation of a Board of Technical Education and a separate Department of Technical Education in the State – Amendments to Government Proceedings.

ORDER Ed.(F) 2-3891/57/EHD.

The words “ Superintendent, Engineering College, Trivandrum” occurring in paragraph 2 of the Government Proceedings of even number dated 4-9-1957 will be read as “Principal, Engineering College, Trivandrum”.

**By order of the Governor,
P.K.NAMBIAR,
Education Secretary.**

Appendix V- Notifications in Kerala Gazette dt.10.9.1957 & 17.9.1957.

Appendix – VI
ROLL OF DIRECTORS

Sl. No.	Name	From	To
1	Shri. K.C. Chacko	09.1957	1958
2	Shri. V.V. Gopalakrishna Iyer	1958	1960
3	Dr. M.V. Kesava Rao	1960	1961
4	Prof. S. Rajaraman	1961	20.10.1967
5	Prof. K.C. Chacko	21.10.1967	26.08.1968
6	Shri. K.C. Sankara Narayanan, Govt. (Edn.) (incharge)	Secretary to 27.08.1968	31.12.1968
7	Prof. T.C. George	01.01.1969	07.01.1971
8	Dr. C.P. Kuriakose	08.01.1971	30.09.1973
9	Dr. S. Vasudev	01.10.1973	28.02.1982
10	Dr. P.J. George	01.03.1982	30.06.1986
11	Dr. T.S. Ramanatha Iyer	01.07.1986	31.10.1987
12	Dr. R. Jayaraman	01.11.1987	31.03.1991
13	Dr. R. Ravikumar	01.04.1991	31.03.1992
14	Prof. Baburaj Praseedom (in charge)	01.04.1992	30.04.1992
15	Prof. M.P. Nair (in charge)	01.05.1992	24.05.1993
16	Dr. K. Ramachandran	25.05.1993	31.03.1994
17	Prof. T. Oommen (in charge)	01.04.1994	13.02.1995
18	Dr. K. Sivaraman	14.02.1995	31.05.1998
19	Dr. K. Neelakantan	01.06.1998	31.03.2001
20.	Dr. R.S. Moni	01.04.2001	31.03.2002
21	Prof. K.K. George	01.04.2002	31.05.2003
22	Dr. Dharmishtan K Varughese (in charge)	01.06.2003	02.01.2005
23	Prof. S.K. Mohan	03.01.2005 Onwards	

Annexure – I
ENGINEERING COLLEGES

1. GOVT. and AIDED ENGINEERING COLLEGES UNDER DIRECTOR OF TECHNICAL EDUCATION

College Code	College Name & Address	Head of Institution	University	Year of Inception	Telephone No.	Fax No.	Website Address & Email
TVE	COLLEGE OF ENGINEERING, TVM Engineering College.P.O., Thiruvananthapuram-695016	Principal	Kerala	1939	Code 0471 2598370	Code 0471 2598370	www.cet.ac.in principal@cet.ac.in
TRV	GOVT. ENGINEERING COLLEGE Barton Hill, Thiruvananthapuram-695035	Principal	Kerala	1999	Code 0471 2300484 2300485	Code 0471 2300484	http://www.gecbh.ac.in principal@gecbh.ac.in
KTE	RAJIVGANDHI INSTITUTE OF TECHNOLOGY Velloore P.O., Pampady, Kottayam - 686501	Principal	Mahatma Gandhi	1991	Code 0481 2506953, 2506153 2507763,	Code 0481 2506153	www.rit.ktm.org ritcsd@yahoo.com
IDK	GOVT. ENGINEERING COLLEGE PAINAVU, IDUKKI-685603	Principal	Mahatma Gandhi	2000	Code 04862 233250	Code 04862 232477	gecidukki@vsnl.net
TCR	GOVT. ENGINEERING COLLEGE , R V Puram THRISSUR, – 680009	Principal	Calicut	1958	Code 0487 2334144	Code 0487 2334590	www.getcr.edu gectcr@viasmd01.vsnl.net.in
PKD	GOVT. ENGINEERING COLLEGE Sreekrishnapuram Palakkad - 679513	Principal	Calicut	1999	Code 0466 2260350	Code 0466 2260565	geckskp.ac.in geckskp@yahoo.com
KKE	GOVT. ENGINEERING COLLEGE, KOZHICODE West Hill.P.O. Kozhikode - 673005	Principal	Calicut	1999	Code 0495 2383210, 2383220	Code 0495 2383210	geckkd@yahoo.college@geckkd.ac.in
WYD	GOVT. ENGINEERING COLLEGE WAYANAD, Nalloorad P.O Mananthavady – 670645	Principal	Kannur	1999	Code 04935 241267 241250	Code 04935 241250	www.gecwyd.ac.in pri@gecwyd.ac.in
KNR	GOVT. COLLEGE OF ENGINEERING Mangattuparamba, Parassinikadavu. P.O. Kannur - 670563	Principal	Kannur	1986	Code 0497 2780226	Code 0497 2780227	http://www.gcek.org principal@gcek.ac.in
TKM	TKM COLLEGE OF ENGINEERING TKM College Post Kollam - 691005	Principal	Kerala	1958	Code 0474 2712022,23 2712024	Code 0474 2712023	http://www.tkmce.org tkmce@sancharnet.in
MAC	MAR ATHANASIUS COLLEGE OF ENGINEERING Kothamangalam, College P.O. Kothamangalam Ernakulam – 686666	Principal	Mahatma Gandhi	1960	Code 0485 2822363 2823383	Code 0485 2822931	www.mace.ac.in maec@satyam.net.in
NSS	N.S.S COLLEGE OF ENGINEERING Engineering College P.O. Akathethara Palakkad - 678008	Principal	Calicut	1960	Code 0491 2555255 2555900	Code 0491 2555900	www.nssengg.org nssec@sancharnet.in

2. ENGINEERING COLLEGES UNDER THE KERALA AGRICULTURAL UNIVERSITY (KAU) :

College Code	College Name & Address	Head of Institution	University	Year of Inception	Telephone No.	Fax No.	Website Address & Email
CDT	COLLEGE OF DAIRY SCIENCE AND TECHNOLOGY Mannuthy.P.O. Thrissur - 680651	Associate Dean	Kerala Agricultural	1993	Code 0487 2372861	Code 0487 2372861	www.kau.edu kaucdst@sancharnet.in
KCT	KELAPPAJI COLLEGE OF AGRICULTURAL ENGINEERING & TECHNOLOGY Tavanur P.O Malappuram – 679 573	Dean	Kerala Agricultural	1985	Code 0494 2686214 2686009	Code 0494 2686009	www.kau.edu kcaet@vsnl.com/deankcaet@sancharnet.in

Annexure 1(a)

District-wise Details of Engineering College in Kerala – 2006

Sl. No	Name of District	No. of Colleges				Sanctioned Intake			
		Govt.	Aided	Unaided	Total	Govt.	Aided	Unaided	Total
1	2	3	4	5	6	7	8	9	10
1	TVPM	2		13	15	773	-	3600	4373
2	Kollam		1	8	9	-	500	2085	2585
3	Pathanamthitta			5	5	-	-	1350	1350
4	Kottayam	1		6	7	300	-	1845	2145
5	Alappuzha			3	3	-	-	600	600
6	Ernakulam		1	12	13	-	480	3910	4390
7	Iddukki	1		3	4	240	-	840	1080
8	Thrissur	2		9	11	533	-	2550	3083
9	Palakkad	1	1	1	3	180	480	240	900
10	Malappuram	1		4	5	46	-	750	796
11	Kozhikode	1		3	4	240	-	1080	1320
12	Wayanad	1		-	1	120	-	-	120
13	Kannur	1		3	4	300	-	900	1200
14	Kasaracode			2	2	-	-	510	510
TOTAL		11	3	72	86	2732	1460	20260	24452

Annexure 1(b)

Branch-wise Distribution of Seats in Engineering Colleges - 2006

Sl. No	Name of Course/Branch	Code	Sanctioned Intake
1	2	3	4
1	Applied Electronics	AE	1200
2	B.Tech (Agriculture Engineering)	AG	46
3	Architecture	AR	130
4	Bio-Medical Engineering	BM	100
5	Bio-Technology	BT	240
6	Civil Engineering	CE	1712
7	Chemical Engineering	CH	150
8	Automobile Engineering	AU	240
9	Computer Science & Engineering	CS	4760
10	Dairy Science & Tech	DS	23
11	Electronics & Communication	EC	5795
12	Electrical & Electronics	EE	3450
13	Electronics & Instrumentation	EI	300
14	Instrumentation & control Engineering	IC	120
15	Industrial Engineering	IE	30
16	Information Technology	IT	2295
17	Mechanical (Automobile)	MA	240
18	Mechanical Engineering	ME	3291
19	Mechanical (Production Engineering)	MP	90
20	Polymer Engineering	PO	60
21	Production Plant Engineering	PP	90
22	Printing Technology	PT	30
23	Bio Techn. & Bio Chemical Engineering	BT & BC	60
Total			24452

Annexure 1(c)

LIST OF COLLEGES WITH AVAILABE COURSES AND NUMBER OF SEATS

1. CDT (G) College of Dairy Science & Tech., Mannuthy, Thrissur		
1 Dairy Science & Tech.		23
2. IDK (G) Engineering College, Idukki		
1 Computer Science & Engineering		60
2 Electronics & Communication		60
3 Electrical & Electronics		60
4 Information Technology		60
3. KCT (G) Kelappaji College of Agrl. Engg. & Technology, Tavanur		
1 B.Tech. (Agrl. Engg.)		46
4. KKE (G) Govt. Engineering College, Kozhikode		
1 Applied Electronics		60
2 Civil Engineering		60
3 Chemical Engineering		60
4 Mechanical Engineering		60
5. KNR (G) Govt. Engineering College, Kannur		
1 Civil Engineering		60
2 Computer Science & Engineering		30
3 Electronics & Communication		90
4 Electrical & Electronics		60
5 Mechanical Engineering		60
6. KTE (G) Govt. Rajiv Gandhi Institute of Tech., Kottayam		
1 Civil Engineering		60
2 Computer Science & Engineering		60
3 Electronics & Communication		60
4 Electrical & Electronics		60
5 Mechanical Engineering		60
7. MAC (G) M A College of Engineering, Kothamangalam		
1 Civil Engineering		120
2 Computer Science & Engineering		60
3 Electronics & Communication		60
4 Electrical & Electronics		120
5 Mechanical Engineering		120
8. NSS (G) N S S College of Engineering, Palakkad		
1 Civil Engineering		90
2 Computer Science & Engineering		60
3 Electronics & Communication		90
4 Electrical & Electronics		90
5 Instrumentation & Control Engineering		60
6 Mechanical Engineering		90

9. PKD (G) Govt. Engineering College, Sreekrishnapuram, Palakkad

1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Information Technology	60

10. TCR (G) Govt. Engineering College, Thrissur

1	Architecture	20
2	Civil Engineering	90
3	Chemical Engineering	50
4	Computer Science & Engineering	60
5	Electronics & Communication	60
6	Electrical & Electronics	100
7	Mechanical Engineering	100
8	Production Engineering	30

11. TKM (G) T K M College of Engineering, Kollam

1	Architecture	40
2	Civil Engineering	90
3	Chemical Engineering	40
4	Computer Science & Engineering	50
5	Electronics & Communication	50
6	Electrical & Electronics	100
7	Mechanical Engineering	100
8	Mechanical (Prodn.) Engineering	30

12. TRV (G) Govt. Engineering College, Barton Hill, TVPM

1	Electronics & Communication	60
2	Information Technology	60
3	Mechanical Engineering	60

13. TVE (G) College of Engineering, Thiruvananthapuram

1	Applied Electronics	60
2	Architecture	40
3	Civil Engineering	122
4	Computer Science & Engineering	60
5	Electronics & Communication	60
6	Electrical & Electronics	100
7	Industrial Engineering	30
8	Mechanical Engineering	121

14. WYD (G) Govt. Engineering College, Mananthody, Wayanad

1	Computer Science & Engineering	60
2	Electronics & Communication	60

15. AAP (S) Al-Ameen College of Engineering, Pattambi

1	Civil Engineering	60
2	Electronics & Communication	60
3	Electrical & Electronics	60
4	Mechanical Engineering	60

16. ADR (S) College of Engineering, Adoor

1	Computer Science & Engineering	60
2	Electronics & Communication	120
3	Mechanical Engineering	60

17	AJC (S) Amal Jyothi Engineering College, Kottayam	
1	Civil Engineering	60
2	Computer Science & Engineering	60
3	Electronics & Communication	120
4	Electrical & Electronics	60
5	Information Technology	60
6	Mechanical Engineering	60
18	ASI (S) Adi Sankara Institute of Engg. & Tech., Kalady	
1	Applied Electronics	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Electrical & Electronics	60
5	Information Technology	60
6	Mechanical Engineering	60
19	AWH (S) AWH Engineering College, Kozhikode	
1	Civil Engineering	60
2	Computer Science & Engineering	60
3	Electronics & Communication	120
4	Electrical & Electronics	60
5	Information Technology	60
6	Mechanical Engineering	60
20	BMC (S) Baslios Mathew II College of Engg., Sasthamcotta, Kollam	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electrical & Electronics	60
4	Electronics & Instrumentation	60
21	CEA (S) College of Engineering, Attingal, Thiruvananthapuram	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
22	CES (S) College of Engineering, Cherthala, Pallippuram, Alappuzha	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
23	CEK (S) College of Engineering, Kottarakkara, Kollam	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
24	CHN (S) College of Engineering, Chengannur	
1	Computer Science & Engineering	90
2	Electronics & Communication	90
25	CML (S) Caarmel Engineering College, Koonamkara, Ranni, Pathanamthitta	
1	Civil Engineering	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Electrical & Electronics	60
5	Information Technology	60
6	Mechanical Engineering	60

26	FIT (S) Federal Institute of Science & Tech., Mookkannoor, EKM	
1	Computer Science & Engineering	120
2	Electronics & Communication	120
3	Electrical & Electronics	60
4	Electronics & Instrumentation	60
27	ICE (S) Ilahia College of Engineering & Tech., Mulavoor, Moovattupuzha	
1	Civil Engineering	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Electrical & Electronics	60
5	Information Technology	60
6	Mechanical Engineering	60
28	IES (S) I E S College of Engineering, Thrissur	
1	Applied Electronics	60
2	Civil Engineering	60
3	Computer Science & Engineering	60
4	Electronics & Communication	60
29	JEC (S) Jyothi Engineering College, Cheruthuruthy, Thrissur	
1	Applied Electronics	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Electrical & Electronics	60
5	Information Technology	60
6	Mechanical Engineering	60
30	KGR (S) College of Engineering, Kidangoor	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electrical & Electronics	60
4	Electronics & Instrumentation	60
5	Information Technology	45
31	KMC (S) K M C T College of Engineering, Manassery, Kozhikode	
1	Applied Electronics	60
2	Automobile Engineering	60
3	Computer Science & Engineering	60
4	Electronics & Communication	120
5	Information Technology	60
6	Mechanical Engineering	60
32	KME (S) K M E A Engineering College, Alwaye	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electronics & Instrumentation	60
4	Information Technology	60
33	KNP (S) College of Engineering, Karunagappally	
1	Computer Science & Engineering	30
2	Electronics & Communication	45
3	Information Technology	30

34	KSD (S) LBS College of Engineering, Kasaragod	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electrical & Electronics	60
4	Information Technology	60
5	Mechanical Engineering	60
35	LBT (S) LBS Institute of Tech. for Women, Poojapura, TVM	
1	Applied Electronics	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Information Technology	60
36	LMC (S) Lourdes Matha College of Science & Tech., Kuttichal, TVM	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electrical & Electronics	60
4	Information Technology	60
5	Mechanical Engineering	60
37	MBC (S) Mar Baselios Christian College of Engg. Tech., Peermade, Idukki	
1	Applied Electronics	60
2	Computer Science & Engineering	60
3	Electronics & Communication	120
4	Electrical & Electronics	60
5	Mechanical Engineering	60
38	MBT (S) Mar Baselios College of Engineering & Tech., Nalachira, TVPM	
1	Civil Engineering	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Electrical & Electronics	60
5	Information Technology	60
6	Mechanical Engineering	60
39	MCE (S) Marian Engineering College, Kazhakuttom, TVPM	
1	Applied Electronics	60
2	Civil Engineering	60
3	Computer Science & Engineering	60
4	Electronics & Communication	60
5	Information Technology	60
6	Mechanical Engineering	60
40	MCK (S) Musaliar College of Engineering & Tech., Kumpazha, Pathanamthitta	
1	Civil Engineering	60
2	Computer Science & Engineering	60
3	Electronics & Communication	90
4	Electrical & Electronics	60
5	Mechanical Engineering	60
41	MCT (S) Mohandas College of Engg. & Tech., Nedumangad, TVPM	
1	Bio Tech. & Bio Chem. Engineering	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Electrical & Electronics	60
5	Information Technology	60
6	Mechanical Engineering	60

42	MDL (S) Model Engineering College, Thrikkakkara	
1	Bio Medical Engineering	40
2	Computer Science & Engineering	90
3	Electronics & Communication	90
43	MEA (S) M E A Engineering College, Chemmaniyod, Malappuram	
1	Computer Science & Engineering	60
2	Electronics & Communication	120
3	Electrical & Electronics	60
44	MES (S) M E S College of Engineering, Kuttippuram	
1	Applied Electronics	60
2	Architecture	30
3	Computer Science & Engineering	120
4	Electronics & Communication	120
5	Electrical & Electronics	60
6	Information Technology	60
7	Mechanical Engineering	60
45	MET (S) Met's School of Engineering, Mala, Thrissur	
1	Bio Technology	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Information Technology	60
46	MGC (S) M G College of Engineering, Thiruvallom, TVPM	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electrical & Electronics	60
4	Information Technology	60
47	MGP (S) Saintgits College of Engineering, Pathamuttom, Kottayam	
1	Applied Electronics	60
2	Civil Engineering	60
3	Computer Science & Engineering	60
4	Electronics & Communication	60
5	Electrical & Electronics	60
6	Mechanical Engineering	120
48	MLM (S) Mangalam College of Engineering, Ettumanoor, Kottayam	
1	Computer Science & Engineering	60
2	Electronics & Communication	90
3	Electrical & Electronics	60
4	Information Technology	30
5	Mechanical Engineering	60
49	MMO (S) Mary Matha College of Engineering, Olathanni, TVPM	
1	Civil Engineering	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Electrical & Electronics	60
5	Mechanical Engineering	60

50	MNR (S) College of Engineering, Munnar	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electrical & Electronics	60
51	MTA (S) Matha College of Technology, Manakappadi, North Paravur, Ernakulam	
1	Automobile Engineering	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Information Technology	60
52	MUS (S) Muslim Association College of Engineering, Venjaramoodu	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electrical & Electronics	60
4	Information Technology	60
5	Mechanical Engineering	60
53	MZC (S) Mount Zion College of Engineering, Pathanamthitta	
1	Applied Electronics	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Electrical & Electronics	60
54	NCE (S) Nehru College of Engg. & Research Centre, Thiruvillwamala, TCR	
1	Automobile Engineering	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Electrical & Electronics	60
5	Information Technology	60
6	Mechanical Engineering	60
55	PAA (S) P A Aziz College of Engineering & Technology, Karakulam, TVM	
1	Applied Electronics	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Electrical & Electronics	60
5	Mechanical Engineering	60
56	PJR (S) College of Engineering, Poonjar, Kottayam	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
57	PRN (S) College of Engineering, Perumon, Kollam	
1	Computer Science & Engineering	60
2	Electronics & Communication	120
3	Electrical & Electronics	60
4	Information Technology	60
58	PTA (S) College of Engineering, Kalloppara, Pathanamthitta	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Information Technology	60

59	RCE (S)	Royal College of Engineering & Technology, Akkikkavu.P.O., Alappuzha	
1	Applied Electronics		60
2	Civil Engineering		60
3	Computer Science & Engineering		60
4	Electronics & Communication		60
60	RET (S)	Rajagiri School of Engg. & Tech., Kakkanad, Ernakulam	
1	Applied Electronics		60
2	Computer Science & Engineering		60
3	Electronics & Communication		60
4	Electrical & Electronics		60
5	Information Engineering		60
61	SBC (S)	Sree Budha College of Engineering, Pattoor.P.O., Padanilam, Alappuzha	
1	Bio Technology		60
2	Computer Science & Engineering		60
3	Electronics & Communication		60
4	Electrical & Electronics		60
5	Mechanical Engineering		60
62	SCM (S)	SCMS School of Engg. & Tech., Ernakulam	
1	Automobile Engineering		60
2	Civil Engineering		60
3	Computer Science & Engineering		60
4	Electronics & Communication		60
5	Electrical & Electronics		60
6	Mechanical Engineering		90
63	SCT (S)	S C T College of Engineering, Pappanamcode, TVPM	
1	Bio Technology		60
2	Computer Science & Engineering		60
3	Electronics & Communication		120
4	Mechanical (Automobile)		60
5	Mechanical Engineering		60
6	Mechanical (Prodn. Engg.)		60
64	SHM (S)	Shahul Hammed Memorial Engineering College, Kadakkal, Kollam	
1	Computer Science & Engineering		60
2	Electronics & Communication		60
3	Electrical & Electronics		60
4	Information Technology		60
5	Mechanical Engineering		60
65	SHR (S)	Sahrdaya College of Engineering & Tech., Kodakara, Thrissur	
1	Bio Medical Engineering		60
2	Bio Technology		60
3	Computer Science & Engineering		60
4	Electronics & Communication		60
66	SIT (S)	Sarabhai Institute of Science & Technology, Kattakada, Vellanad, Nedumangad	
1	Applied Electronics		60
2	Computer Science & Engineering		60
3	Electronics & Communication		60
4	Mechanical Engineering		60

67	SJC (S) St. Joseph's College of Engg. & Tech., Palai	
1	Applied Electronics	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Electrical & Electronics	60
5	Mechanical Engineering	60
68	SNC (S) Sree Narayana Guru College of Engg. & Tech., Payyannur, Kannur	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electrical & Electronics	60
4	Mechanical Engineering	60
69	SNG (S) Sree Narayana Gurukulam College of Engg. Kadayirppu.P.O., Ernakulam	
1	Civil Engineering	60
2	Computer Science & Engineering	90
3	Electronics & Communication	120
4	Electrical & Electronics	60
5	Mechanical Engineering	90
70	SNM (S) Sree Narayana Mangalam Inst. of Mgmt. & Tech., Maliankara	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electrical & Electronics	60
4	Instrumentation & Control Engg.	60
5	Mechanical Engineering	60
71	TEC (S) Travancore Engineering College, Aayoor, Kollam	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electrical & Electronics	60
4	Mechanical Engineering	60
72	TKI (S) T K M Institute of Technology, Ezhukone, Kollam	
1	Applied Electronics	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Information Technology	60
73	TKR (S) College of Engineering, Thrikarippur	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electrical & Electronics	60
4	Information Technology	30
74	TLY (S) College of Engineering, Thalassery	
1	Computer Science & Engineering	60
2	Electronics & Communication	120
3	Electrical & Electronics	60
4	Information Technology	60
5	Mechanical Engineering	60
75	TOC (S) Toc H Institute of Science & Tech., Mulamthuruthy, EKM.	
1	Civil Engineering	60
2	Computer Science & Engineering	60
3	Electronics & Communication	120
4	Electrical & Electronics	60
5	Information Technology	60
6	Mechanical Engineering	60

76	UCC (S) Institute of Engineering & Tech., Tenhipalam	
1	Electronics & Communication	60
2	Electrical & Electronics	60
3	Information Technology	60
4	Mechanical Engineering	60
5	Printing Technology	30
77	UCE (S) University College of Engineering, Thodupuzha	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electrical & Electronics	60
4	Information Technology	60
5	Polymer Engineering	60
78	UCK (S) University College of Engineering, Kariavattom, TVM.	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Information Technology	60
79	VAS (S) Vidya Academy of Science & Technology, Thrissur	
1	Civil Engineering	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Electrical & Electronics	60
5	Mechanical Engineering	60
6	Production Engineering	60
80	VDA (S) Co-operative Institute of Tech., Palayad Nada, Vadakara	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electronics & Instrumentation	60
4	Information Technology	60
81	VJC (S) Viswa Jyothi College of Engg. & Tech., Vazhakkulam, EKM	
1	Computer Science & Engineering	60
2	Electronics & Communication	60
3	Electrical & Electronics	60
4	Information Technology	60
5	Mechanical Engineering	60
82	VML (S) Vimal Jyothi Engineering College, Chemperi, Kannur	
1	Applied Electronics	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Electrical & Electronics	60
5	Mechanical Engineering	60
83	VVT (S) Veda Vyasa Institute of Technology, Ponnempadam.P.O., Karadparamba, Malappuram	
1	Applied Electronics	60
2	Computer Science & Engineering	60
3	Electronics & Communication	60
4	Electrical & Electronics	60
84	YCE (S) Younus College of Engineering & Technology, Vadakkevila, Kollam	
1	Civil Engineering	60
2	Computer Science & Engineering	60
3	Electronics & Communication	120
4	Electrical & Electronics	60
5	Information Technology	60
6	Mechanical Engineering	60

Annexure -2
PG DEGREE COURSE IN ENGINEERING

1. General:

Post Graduate Degree Courses in Engineering are being offered in the three Engineering Colleges to the graduates in Engineering leading to the award of Masters Degree in the appropriate branches by the concerned Universities. The course shall extend over a period of 24 months consisting of 4 Semesters. During the final Semester every student will be required to submit thesis/dissertation based on the project he/she undertakes in partial fulfillment of the requirement for the award of the Masters Degree.

2. Institutions and intake:

The details of institutions offering PG Course in various disciplines and the intake are given as annexure.

3. Eligibility for Admission:

- (a) The candidates shall be an Indian National.
- (b) The candidate should have studied the graduate course in an institution approved by the AICTE.
- (c) The candidate shall have a B.Tech Degree in the respective branch of Engineering awarded by Kerala/Calicut University or as equivalent thereto as approved by the concerned University.
- (d) Candidates should have a minimum of 60% aggregate marks in the Engineering Degree Examination. For SC/ST candidates a pass in the Engineering Degree Course is sufficient.
- (e) Candidates who have passed AMIE/AMIE Examination and satisfying the following conditions are eligible for admission to institutions under Kerala University.
 - (i) They must have valid GATE Score.
 - (ii) A minimum marks of 55% for the section B in AMIE/AMIETE examination.
 - (iii) Minimum 3 years of professional experience in the field of specialization after acquiring the qualifying degree.
- (f) Candidate who have appeared for the final examination may also apply provided the results are made available at the time of admission.

4. Equivalency

- (a) Degree in Architecture/Civil Engineering will be as considered equivalent for admission to Master of Planning (Housing) Degree Course.
- (b) Degree in Civil, Mechanical or Chemical Engineering will be considered as equivalent for admission to Environment Engineering of Kerala University.
- (c) Degree in Instrumentation and Control/Bio-medical Instrumentation/ Electronics and Bio-medical Engineering/Electronics and Instrumentation will be considered as equivalent for admission to Applied Electronics and Instrumentation.

LIST OF INSTITUTIONS AND INTAKE OF PG DEGREE COURSE

Colleges	Branch	Specialization	No. of Seats		
			General	Sponsored	Additional Seats to SC/ST
College of Engineering, TVPM, University of Kerala	Civil Engg.	Geotechnical Engg.	5	5	2
		Structural Engg.	5	5	2
		Hydraulics Engg.	5	5	2
		Environment Engg.	5	5	2
		Traffic and Transportation Engg.	5	5	2
	Mechanical Engg.	Thermal Engg.	5		2
		Machine Engg.	5	5	2
		Propulsion Engg.	5	5	2
		Industrial Engg.	5		2
	Electrical Engg.	Electrical Machines	5		2
		Power Systems	5		2
		Control Systems	5		2
		Guidelines and Navigation Control	5		2
	Electronics and Communication Engg.	Microwave and Television Engg.	5	5	2
Applied Electronics and Instrumentation		5	5	2	
Signal Processing		18	-	-	
Architecture	Planning (Housing)	5		2	
TKM College of Engg, Kollam University of Kerala	Mechanical Engg.	Industrial Refrigeration and Cryogenic Engg.	5		2
	Civil Engg.	Structural Engg. & Construction Management	6		2
Govt. Engg. College, Thrissur. University of Calicut	Civil Engg.	Environment Engg.	5	1	2
	Mechanical Engg.	Production Engg.	6		2
	Electrical Engg.	Power Systems	6		2
	Chemical Engg.	Process Control	6		2
Rajiv Gandhi Institute of Technology, Kottayam	Mechanical Engg.	Industrial Engg.	18		
	Electrical & Electronics Engg.	Industrial Drives & Control	18		

Annexure 2 (a)

MCA COURSE

I. Introduction:

Master of Computer Applications (MCA) is a Programme of three years duration consisting of six semesters. This course is intended to train graduates in Engineering, Science or Commerce with Mathematics or Statistics as one of the subjects in development and use of software for different applications. The major thrust is on giving the students a sound background in Computing, Business functions and Mathematics relevant to Information Technology.

II. Institutions and Intake:

The list of various institutions offering MCA courses, the intake, status of the institutions now available are given below:

III. Eligibility for Admission:

- (a) The candidates shall be Indian Nationals. Certificate from a Village Officer or a competent authority to show that candidate is a native of any State or Union Territory of India, should be furnished in the body of the application form itself.
- (b) The eligibility conditions are prescribed by the various Universities.
- (c) Final Year B.Sc/B.Com./B.Tech. students are also permitted to appear for the Entrance Examination subject to the condition that the entire mark list of qualifying examination shall be produced by the candidate for the allotment.

LIST OF COLLEGES OFFERING THE MCA COURSE

<i>Sl. No</i>	<i>Name of Institution</i>	<i>Code</i>	<i>University to which affiliated</i>	<i>Total Intake</i>	<i>Govt. Seats</i>
1	2	3	4	5	6
1	College of Engineering, Thiruvananthapuram	TVM	Kerala	30	30
2	Govt. Engineering College, Thrissur	TCR	Calicut	30	30
3	Rajiv Gandhi Institute of Technology, Kottayam.	RIT	MG	30	30
4	TKM College of Engineering, Kollam	TKM	Kerala	30	25
5	MA College of Engineering, Kothamangalam	MAC	MG	30	25

Annexure – 3

M.TECH (EVENING) DEGREE COURSES COLLEGE OF ENGINEERING, TRIVANDRUM

1. Branches and Electives of study

The following branches and electives of study leading to M.Tech Degree of the University of Kerala are offered to facilitate continuing education of graduate engineers employed in an Engineering Profession in an around Thiruvananthapuram.

BRANCH : CIVIL ENGINEERING

Electives		Qualifying Degree
(i)	Environment Engineering	B.Tech Degree in Civil Engineering of University of Kerala or equivalent.
(ii)	Geotechnical Engineering	
(iii)	Hydraulics	
(iv)	Structural Engineering	

BRANCH : MECHANICAL ENGINEERING.

Electives		Qualifying Degree
(i)	Machine Design	B.Tech Degree in Mechanical/ Industrial/ Production Engineering of the University of Kerala or equivalent.
(ii)	Thermal Science	
(iii)	Industrial Engineering	
(iv)	Propulsion Engineering	
(v)	Industrial Refrigeration & Air Conditioning	

BRANCH: ELECTRICAL & ELECTRONICS ENGINEERING

Electives		Qualifying Degree
(i)	Control Systems	B.Tech Degree in Electrical/Electrical & Electronics Engineering of the University of Kerala or equivalent.
(ii)	Electrical Machines	
(iii)	Guidance & Navigation Control	
(iv)	Power Systems	

BRANCH: ELECTRONICS & COMMUNICATION ENGINEERING

Electives		Qualifying Degree
(i)	Microwave & T.V. Engineering	B.Tech Degree in Electronics & Communication Engineering/AEI of the University of Kerala or equivalent.
(ii)	Applied Electronics & Instrumentation	

- Note:-
1. Only selected elective of each branch will be offered for admission in anyone Year as notified by the Institution.
 2. For the current year (2006) the admission will be made to the following electives.

Department		Elective	No. of seats
(a)	Civil	Geotechnical Engineering	10
(b)	Mechanical	Thermal Science	10
		Industrial Engineering	10
(c)	Electrical	Power System	10
(d)	Electronics	Microwave & T.V. Engineering	10

Elective courses having less than 10 candidates will not be offered.

3. Duration of the course

The course is of 3.5 years (7 semesters) duration and will include Lecturers, Laboratory and seminars for 5 semesters and project work and thesis for the last two semesters (one year). The hours of work will be 6 P.M. To 9 P.M. Normally 5 days a week.

Annexure – 4

PART TIME B.TECH DEGREE COURSE

1. Introduction:

Part-time Degree Course are offered in selected Engineering Colleges of the State for students possessing Diploma to acquire Bachelor Degree in Engineering. The Course extends over a period of four academic years. The classes will be conducted normally in the evening during all working days and on holidays if necessary, in accordance with the syllabi of the concerned Universities.

2. Institutions, Courses and Number of seats:

The list of various institutions, the courses offered, the total number of seats available in each branch is given in Annexure A.

3. Equivalency of Branches:

Candidates will be admitted only to the branch of Engineering in which they have obtained the Diploma. However, certain branches of Diploma are considered equivalent to certain branches for admission to the Part Time B.Tech Courses, the details of which are given in Annexure C.

Annexure A

INSTITUTIONS, BRANCHES OF STUDY AND INTAKE

Sl. No.	Name of Institution	University	Branch	Intake
1	College of Engineering, Thiruvananthapuram.	Kerala	Civil Mechanical Electrical & Electronics Electronics & Communication Computer Science & Engineering	40 40 40 40 45
2	Govt. Engineering College, Thrissur.	Calicut	Civil Mechanical Electrical & Electronics Chemical Computer Science & Engineering Electronics & Communication	40 40 45 40 40 40 40
3	TKM College of Engineering, Kollam.	Kerala	Civil Mechanical Electrical & Electronics Computer Science & Engineering	40 40 45 40
4	Govt. College of Engineering, Kannur.	Kannur	Civil Mechanical Electrical & Electronics Electronics & Communication	40 40 45 45

Annexure B

NO OBJECTION CERTIFICATE

Certified that this establishment has no objection in Shri/Smt.....

 (Name, Designation and Place of
 employment) who is an applicant for admission to Part-time B.Tech Course for the year 2005-06
 in
 (Name and Place of the Engineering College) attending the course, if selected.

Date:
Place:

Signature of Head of Establishment
Name :
Designation:

Annexure – C

EQUIVALENCY OF DIPLOMA STREAMS FOR PART TIME B.TECH ADMISSION

Sl. No	Specialization in Diploma	Branch equated for B.Tech admission
1	Applied Electronics	Electronics and Communication
2	Architecture	Civil
3	Automobile	Mechanical
4	Computer Engineering	Computer Science and Engineering
5	Computer Hardware Maintenance	Computer Science and Engineering
6	Electrical	Electrical and Electronics Engg.
7	Electronics	Electronics and Communication
8	Electronics and Avionics	Electronics and Communication
9	Electronics and Instrumentation	Electronics and Communication
10	Electronics and Medical Instrumentation	Electronics and Communication
11	Electronics and Production Technology	Electronics and Communication
12	Instrument Technology	Electrical and Electronics
13	Medical Instrumentation	Electronics and Communication
14	Power Electronics	Electronics and Communication
15	Tool & Die	Mechanical
16	Wood & Paper Technology	Mechanical

Annexure (5)
POLYTECHNIC COLLEGES AT A GLANCE-2006-2007

Sl. No.	District	Government Institutions				Aided		Self Financing		IHRD		Total	
		GPTC	WPTC	Total	Intake	Institution	Intake	Institution	Intake	Institution	Intake	Institution	Intake
1	Thiruvananthapuram	4	1	5	1160							5	1160
2	Kollam	2	—	2	260	1	240			1	135	4	635
3	Pathanamthitta	3	—	3	450	1	280					4	730
4	Alappuzha	1	1	2	250	1	360 (180+180*)					3	610
5	Kottayam	3	—	3	580	—	—			1	170	4	750
6	Idukki	4	—	4	620	—	—			1	90	5	710
7	Ernakulam	3	1	4	900	—	—					4	900
8	Thrissur	5	1	6	1150	1	210			1	80	8	1440
9	Palakkad	2	—	2	450	—	—					2	450
10	Malappuram	2	1	3	440	1	440					4	880
11	Kozhikode	1	1	2	430	—	—	3	700	1	120	5	1250
12	Wayanad	2	—	2	390	—	—					2	390
13	Kannur	2	1**	3	720	—	—			1	90	4	810
14	Kasargod	2	—	2	360	1	200 (150+50*)					3	560
Total		36	7	43	8160	6	1730	3	700	6	685	58	11275 + 162*** ----- 11437

* Self financing courses

** RWPTC

*** Special Reservation Admitted in GPTC/WPTC

Annexure – 5 (a)

സ്ഥാപനങ്ങളും കോഴ്സുകളും

ഓരോ ജില്ലയിലെയും നോഡൽ പോളിടെക്നിക് കോളേജ്, മറ്റ് പോളിടെക്നിക് കോളേജുകൾ, കോഴ്സുകൾ, സീറ്റുകൾ ഇവ വിശദമായി കൊടുത്തിരിക്കുന്നു.

ക്രമ നമ്പർ	സ്ഥാപനം	കോഴ്സുകൾ	സീറ്റുകൾ
തിരുവനന്തപുരം ജില്ല			
1.	സെൻട്രൽ പോളിടെക്നിക് കോളേജ്, തിരുവനന്തപുരം, വട്ടിയൂർക്കാവ്. പി.ഒ പിൻ - 695 013 (നോഡൽ പോളിടെക്നിക് കോളേജ്) ഫോൺ - 0471 - 2360391	1. സിവിൽ എഞ്ചിനീയറിംഗ് 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് 4. ടെക്സ്റ്റൈൽ ടെക്നോളജി 5. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 6. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ്	50 60 60 60 60 60
2.	ഗവ. പോളിടെക്നിക് കോളേജ് നെയ്യാറ്റിൻകര. പി.ഒ തിരുവനന്തപുരം ജില്ല പിൻ - 695 121 (എം.പി.ഇ.സി പ്രകാരമുള്ള കോഴ്സുകൾ) ഫോൺ - 0471 - 2222935	1. ഇലക്ട്രോണിക്സ് & ഏവിയോണിക്സ് 2. ഇലക്ട്രോണിക്സ് & ഇൻസ്ട്രുമെന്റേഷൻ 3. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 4. ഇലക്ട്രോണിക്സ് & കമ്മ്യൂണിക്കേഷൻ 5. കമ്പ്യൂട്ടർ അപ്ലിക്കേഷൻ & ബിസിനസ്സ് മാനേജ്മെന്റ്	50 50 60 60 50
3.	ഗവ. പോളിടെക്നിക് കോളേജ്, ആറ്റിങ്ങൽ തിരുവനന്തപുരം ജില്ല പിൻ - 695 101 ഫോൺ - 0470 - 2622643	1. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 2. ആട്ടോമോബൈൽ എഞ്ചിനീയറിംഗ് 3. കമ്പ്യൂട്ടർ ഹാർഡ്‌വെയർ മെയിന്റനൻസ് 4. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ്	40 40 60 40
4.	വിമൻസ് പോളിടെക്നിക് കോളേജ്, കരമന, കൈമനം, തിരുവനന്തപുരം പിൻ - 695 040 ഫോൺ - 0471 - 2491682	1. ഇൻസ്ട്രുമെന്റ് ടെക്നോളജി 2. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 3. കൊമേഴ്സ്യൽ പ്രാക്ടീസ് 4. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ്	40 50 60 60
5.	ഗവ. പോളിടെക്നിക് കോളേജ്, നെടുമങ്ങാട് തിരുവനന്തപുരം ജില്ല പിൻ - 695 541 ഫോൺ - 0472 - 2802686	1. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 2. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 3. കമ്പ്യൂട്ടർ ഹാർഡ്‌വെയർ മെയിന്റനൻസ്	50 50 50
കൊല്ലം ജില്ല			
1.	ശ്രീനാരായണ പോളിടെക്നിക് കോളേജ്, കൊട്ടിയം (സ്വകാര്യം), കൊല്ലം ജില്ല, പിൻ - 691 571 ഫോൺ - 0474 - 2530043	1. സിവിൽ എഞ്ചിനീയറിംഗ് 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് 4. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ്	70 70 70 30
2.	ഗവ. പോളിടെക്നിക് കോളേജ്, പുനലൂർ, കൊല്ലം ജില്ല, (നോഡൽ പോളിടെക്നിക് കോളേജ്) ഫോൺ - 0475 - 2228683, 2783040	1. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 2. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 3. കമ്പ്യൂട്ടർ അപ്ലിക്കേഷൻ & ബിസിനസ്സ് മാനേജ്മെന്റ്	50 50 40
3.	ഗവ. പോളിടെക്നിക് കോളേജ് എഴുകോൺ, ഇരുമ്പനങ്ങാട്. പി.ഒ പിൻ- 691 505 ഫോൺ - 0474 - 2484068	1. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 2. ഇലക്ട്രോണിക്സ് & കമ്മ്യൂണിക്കേഷൻ 3. കമ്പ്യൂട്ടർ ഹാർഡ്‌വെയർ മെയിന്റനൻസ്	40 40 40

പത്തനംതിട്ട ജില്ല

1. ഗവ. പോളിടെക്നിക് കോളേജ്
വെണ്ണിക്കുളം, പത്തനംതിട്ട ജില്ല
പിൻ - 689 544
(നോഡൽ പോളിടെക്നിക് കോളേജ്)
ഫോൺ - 0469 2650228
2. ഗവ. പോളിടെക്നിക് കോളേജ്
അടൂർ, മണക്കാല. പി.ഒ,
പത്തനംതിട്ട ജില്ല,
പിൻ - 691 551
ഫോൺ - 04734 - 231776
3. ഗവ. പോളിടെക്നിക് കോളേജ്
വെച്ചുച്ചിറ, വെച്ചുച്ചിറ. പി.ഒ,
പത്തനംതിട്ട ജില്ല,
പിൻ - 686 511
ഫോൺ - 04735 - 266091
4. എൻ.എസ്.എസ്. പോളിടെക്നിക്
കോളേജ്, പന്തളം (സ്വകാര്യം)
പത്തനംതിട്ട ജില്ല,
പിൻ - 689 501
ഫോൺ - 0434 - 259634

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| 1. സിവിൽ എഞ്ചിനീയറിംഗ് | 30 |
| 2. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് | 60 |
| 3. ആട്ടോമോബൈൽ എഞ്ചിനീയറിംഗ് | 50 |
| 4. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് | 60 |
| 1. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് | 50 |
| 2. ആർക്കിടെക്ചർ എഞ്ചിനീയറിംഗ് | 40 |
| 3. പോളിമർ ടെക്നോളജി | 40 |
| 1. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് | 40 |
| 2. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് | 40 |
| 3. ബയോമെഡിക്കൽ എഞ്ചിനീയറിംഗ് | 40 |
| 1. സിവിൽ എഞ്ചിനീയറിംഗ് | 70 |
| 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് | 70 |
| 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് | 70 |
| 4. ഇലക്ട്രോണിക്സ് & കമ്പ്യൂണിക്കേഷൻ | 30 |
| 5. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് | 40 |

ആലപ്പുഴ ജില്ല

1. ഗവ. പോളിടെക്നിക് കോളേജ്
ചേർത്തല, ആലപ്പുഴ ജില്ല,
പിൻ - 688 574
(നോഡൽ പോളിടെക്നിക് കോളേജ്)
ഫോൺ - 0478 - 2813427
2. കാർമൽ പോളിടെക്നിക് കോളേജ്,
പുന്നപ്ര. പി.ഒ, ആലപ്പുഴ (സ്വകാര്യം)
പിൻ- 688 004
ഫോൺ - 0477 - 2287825
3. വിമൻസ് പോളിടെക്നിക് കോളേജ്
കായംകുളം, ആലപ്പുഴ ജില്ല,
പിൻ - 690 502
ഫോൺ - 0479 - 2443513

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| 1. കമ്പ്യൂട്ടർ ഹാർഡ്‌വെയർ മെയിന്റനൻസ് | 60 |
| 2. ഇലക്ട്രോണിക്സ് & ഇൻസ്ട്രുമെന്റേഷൻ | 50 |
| 3. ഇലക്ട്രോണിക്സ് പ്രൊഡക്ഷൻ ടെക്നോളജി | 60 |
| 1. സിവിൽ എഞ്ചിനീയറിംഗ് | 60 |
| 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് | 60 |
| 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് | 60 |
| 1. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് | 50 |
| 2. കൊമേഴ്സ്യൽ പ്രാക്ടീസ് | 30 |

കോട്ടയം ജില്ല

1. ഗവ. പോളിടെക്നിക് കോളേജ്
നാട്ടകം. പി.ഒ, കോട്ടയം,
പിൻ - 686 013
(നോഡൽ പോളിടെക്നിക് കോളേജ്)
ഫോൺ: 0481 - 2361884
2. ഗവ. പോളിടെക്നിക് കോളേജ്
പാല, കോട്ടയം ജില്ല,
പിൻ - 686 575
ഫോൺ - 04822 - 200802
3. ഗവ. പോളിടെക്നിക് കോളേജ്
കടുത്തുരുത്തി, കോട്ടയം ജില്ല,
ഫോൺ - 04829 - 283680

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| 1. സിവിൽ എഞ്ചിനീയറിംഗ് | 50 |
| 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് | 60 |
| 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് | 50 |
| 4. പോളിമർ ടെക്നോളജി | 60 |
| 5. കൊമേഴ്സ്യൽ പ്രാക്ടീസ് | 50 |
| 1. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് | 40 |
| 2. ഇൻസ്ട്രുമെന്റ് ടെക്നോളജി | 20 |
| 3. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് | 40 |
| 1. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് | 50 |
| 2. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് | 50 |
| 3. കമ്പ്യൂട്ടർ ഹാർഡ്‌വെയർ മെയിന്റനൻസ് | 50 |

ഇടുക്കി ജില്ല

1. ഗവ. പോളിടെക്നിക് കോളേജ്, മുട്ടം,
തൊടുപുഴ, ഇടുക്കി ജില്ല
പിൻ - 685 587
(നോഡൽ പോളിടെക്നിക് കോളേജ്)
ഫോൺ - 04862 - 255083

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| 1. സിവിൽ എഞ്ചിനീയറിംഗ് | 40 |
| 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് | 50 |
| 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് | 50 |
| 4. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് | 60 |
| 5. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് | 60 |

2.	ഗവ. പോളിടെക്നിക് കോളേജ്, കുമിളി കുമിളി. പി.ഒ, ഇടുക്കി ഇല്ല, പിൻ - 685 509 ഫോൺ - 04869 - 223903, 223303	1. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 2. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 3. കമ്പ്യൂട്ടർ അപ്ലിക്കേഷൻ & ബിസിനസ്സ് മാനേജ്മെന്റ്	50 40 40
3.	ഗവ. പോളിടെക്നിക് കോളേജ്, നെടുങ്കണ്ടം, ഇടുക്കി ഇല്ല, ഫോൺ - 04868 - 234082	1. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 2. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 3. കമ്പ്യൂട്ടർ ഹാർഡ്‌വെയർ മെയിന്റനൻസ്	50 50 50
4.	ഗവ. പോളിടെക്നിക് കോളേജ് പുറപ്പുഴ. ഫോൺ - 04862 - 274126	1. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 2. ഇൻഫോർമേഷൻ ടെക്നോളജി	40 40

എറണാകുളം ജില്ല

1.	ഗവ. പോളിടെക്നിക് കോളേജ് കളമശ്ശേരി, എറണാകുളം ജില്ല, പിൻ - 683 104 (നോഡൽ പോളിടെക്നിക് കോളേജ്) ഫോൺ - 0484 - 2555356	1. സിവിൽ എഞ്ചിനീയറിംഗ് 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് 4. ആട്ടോമോബൈൽ എഞ്ചിനീയറിംഗ് 5. കെമിക്കൽ എഞ്ചിനീയറിംഗ് 6. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 7. ഇലക്ട്രോണിക്സ് പ്രൊഡക്ഷൻ ടെക്നോളജി	40 50 50 50 50 60 60
2.	ഗവ. പോളിടെക്നിക് കോളേജ് കോതമംഗലം, ചേലാട്. പി.ഒ, എറണാകുളം ജില്ല, പിൻ - 636 631 ഫോൺ - 0485 - 2570287	1. സിവിൽ എഞ്ചിനീയറിംഗ് 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 4. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ്	30 50 60 60
3.	ഗവ. പോളിടെക്നിക് കോളേജ് പെരുമ്പാവൂർ, കുവപ്പടി. പി.ഒ, എറണാകുളം ജില്ല, പിൻ - 683 544, ഫോൺ - 0484 - 2649251	1. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 2. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രോണിക്സ് & കമ്മ്യൂണിക്കേഷൻ	40 50 50
4.	വിമൻസ് പോളിടെക്നിക് കോളേജ്, എറണാകുളം, കളമശ്ശേരി, പിൻ - 683 104, ഫോൺ - 0484 - 2556624	1. ആർക്കിടെക്ചർ എഞ്ചിനീയറിംഗ് 2. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 3. കൊമേഴ്സ്യൽ പ്രാക്ടീസ് 4. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ്	30 60 50 60

തൃശ്ശൂർ ജില്ല

1.	മഹാരാജാസ് ടെക്നോളജിക്കൽ ഇൻസ്റ്റിറ്റ്യൂട്ട്, ചെമ്പുകാവ്, തൃശ്ശൂർ, പിൻ - 680 020 (നോഡൽ പോളിടെക്നിക് കോളേജ്) ഫോൺ - 0487 - 2333290	1. സിവിൽ എഞ്ചിനീയറിംഗ് 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് 4. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 5. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ്	60 60 60 60 50
2.	ശ്രീരാമ ഗവ. പോളിടെക്നിക് കോളേജ് തൃപ്രയാർ, തൃശ്ശൂർ ജില്ല, പിൻ - 680 567 ഫോൺ - 0487 - 2391239	1. സിവിൽ എഞ്ചിനീയറിംഗ് 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് 4. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 5. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ്	50 50 50 60 50
3.	ഗവ. പോളിടെക്നിക് കോളേജ് കൊരട്ടി, തൃശ്ശൂർ ജില്ല, പിൻ - 680 208 ഫോൺ - 0480 - 2733974	1. ടെക്സ്റ്റൈൽ ടെക്നോളജി 2. ഇലക്ട്രോണിക്സ് & ഇൻസ്ട്രുമെന്റേഷൻ 3. പോളിമർ ടെക്നോളജി	40 50 40
4.	ത്യാഗരാജാർ പോളിടെക്നിക് കോളേജ് അളഗപ്പനഗർ (സ്വകാര്യം), പുതുക്കാട്. പി.ഒ തൃശ്ശൂർ, പിൻ - 680 302 ഫോൺ - 0480 - 2751346	1. സിവിൽ എഞ്ചിനീയറിംഗ് 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ്	70 70 70

5.	ഗവ. പോളിടെക്നിക് കോളേജ് കുന്നംകുളം, കിഴൂർ. പി.ഒ, തൃശ്ശൂർ ജില്ല, പിൻ - 680 523 ഫോൺ - 04885-226581	1. ടൂൾ & ഡൈ എഞ്ചിനീയറിംഗ് 2. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രോണിക്സ് & കമ്മ്യൂണിക്കേഷൻ	40 50 50
6.	വിമൻസ് പോളിടെക്നിക് കോളേജ് തൃശ്ശൂർ, നെടുപുഴ. പി.ഒ, തൃശ്ശൂർ ജില്ല, പിൻ - 680 015 ഫോൺ - 0487 - 2449182	1. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 2. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 3. കൊമേഴ്സ്യൽ പ്രാക്ടീസ്	60 60 60
7.	ഗവ. പോളിടെക്നിക് കോളേജ് ചേലക്കര, തൃശ്ശൂർ ജില്ല, പിൻ - 680 586 ഫോൺ - 04884 - 252119	1. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 2. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 3. കമ്പ്യൂട്ടർ ഹാർഡ്‌വെയർ മെയിന്റനൻസ്	50 50 50

പാലക്കാട് ജില്ല

1.	ഗവ. പോളിടെക്നിക് കോളേജ് പാലക്കാട്, കൊടുമ്പു. പി.ഒ, പിൻ - 678 551 (നോഡൽ പോളിടെക്നിക് കോളേജ്) ഫോൺ - 0491 - 2572640	1. സിവിൽ എഞ്ചിനീയറിംഗ് 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 3. ഇൻസ്ട്രുമെന്റ് ടെക്നോളജി 4. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 5. കമ്പ്യൂട്ടർ ഹാർഡ്‌വെയർ മെയിന്റനൻസ്	50 50 50 60 60
2.	ഗവ. പോളിടെക്നിക് കോളേജ് & ഐ.പി.ടി., ഷൊർണ്ണൂർ, പാലക്കാട് ജില്ല, പിൻ - 679 122 ഫോൺ - 0466 - 2220450	1. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 2. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 3. പ്രിന്റിംഗ് ടെക്നോളജി	50 60 70

മലപ്പുറം ജില്ല

1.	ഗവ. പോളിടെക്നിക് കോളേജ് പെരിന്തൽമണ്ണ, പി.ഒ. അങ്ങാടിപ്പുറം, മലപ്പുറം ജില്ല പിൻ - 679 321 (നോഡൽ പോളിടെക്നിക് കോളേജ്) ഫോൺ - 04933 - 227253	1. സിവിൽ എഞ്ചിനീയറിംഗ് 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് 4. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ്	50 50 50 60
2.	ഗവ. പോളിടെക്നിക് കോളേജ് തിരുരങ്ങാടി, വെളിമുക്കു. പി.ഒ, മലപ്പുറം ജില്ല പിൻ- 676 317 ഫോൺ - 0494-2401136	1. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 2. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രോണിക്സ് & കമ്മ്യൂണിക്കേഷൻ	50 50 50
3.	എസ്.എസ്.എം. പോളിടെക്നിക് കോളേജ്, തിരുർ, മലപ്പുറം ജില്ല, (സ്വകാര്യം) പിൻ- 676 101 ഫോൺ - 0494-2422234, 2420580	1. സിവിൽ എഞ്ചിനീയറിംഗ് 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് 4. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 5. ആട്ടോമോബൈൽ എഞ്ചിനീയറിംഗ് 6. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ്	50 60 60 60 50 40
4.	വിമൻസ് പോളിടെക്നിക് കോളേജ് കോട്ടയ്ക്കൽ, മലപ്പുറം പിൻ - 676 551 (എം.പി.ഇ.സി പ്രകാരമുള്ള കോഴ്സുകൾ) ഫോൺ - 0494-2546150	1. കമ്പ്യൂട്ടർ അപ്ലിക്കേഷൻ & ബിസിനസ്സ് മാനേജ്മെന്റ് 2. ഇലക്ട്രോണിക്സ് & കമ്മ്യൂണിക്കേഷൻ 3. ഇലക്ട്രോണിക്സ് & ഇൻസ്ട്രുമെന്റേഷൻ 4. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ്	40 40 60 60

കോഴിക്കോട് ജില്ല

1.	കേരള ഗവ: പോളിടെക്നിക് കോളേജ്, വെസ്റ്റ് ഹിൽ, കോഴിക്കോട്, പിൻ - 673 005 (നോഡൽ പോളിടെക്നിക് കോളേജ്) ഫോൺ - 0495-2383924	1. സിവിൽ എഞ്ചിനീയറിംഗ് 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് 4. കെമിക്കൽ എഞ്ചിനീയറിംഗ് 5. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 6. ടൂൾ & ഡൈ എഞ്ചിനീയറിംഗ്	50 60 60 40 60 50
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2.	വിമൻസ് പോളിടെക്നിക്ക് കോളേജ്, മലാപറമ്പ്. പി.ഒ, കോഴിക്കോട്. പിൻ - 673 009 ഫോൺ - 0495-2370714	1. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 2. കൊമേഴ്സ്യൽ പ്രാക്ടീസ്	60 50
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വയനാട് ജില്ല

1.	ഗവ. പോളിടെക്നിക്ക് കോളേജ് മീനങ്ങാടി, വയനാട്, പിൻ - 673 594 (നോഡൽ പോളിടെക്നിക്ക് കോളേജ്) ഫോൺ - 04936-247420	1. സിവിൽ എഞ്ചിനീയറിംഗ് 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് 4. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ്	60 60 60 60
2.	ഗവ. പോളിടെക്നിക്ക് കോളേജ് മേപ്പാടി, വയനാട് ജില്ല, ഫോൺ - 04936-282095	1. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 2. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 3. കമ്പ്യൂട്ടർ ഹാർഡ്‌വെയർ മെയിന്റനൻസ്	50 50 50

കണ്ണൂർ ജില്ല

1.	ഗവ. പോളിടെക്നിക്ക് കോളേജ് കണ്ണൂർ, തോട്ടം. പി.ഒ, പിൻ - 670 007 (നോഡൽ പോളിടെക്നിക്ക് കോളേജ്) ഫോൺ - 0497-2835106	1. സിവിൽ എഞ്ചിനീയറിംഗ് 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് 4. ടെക്സ്റ്റൈൽ ടെക്നോളജി 5. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 6. വുഡ് & പേപ്പർ ടെക്നോളജി	50 60 60 60 60 40
2.	ഗവ. പോളിടെക്നിക്ക് കോളേജ് മട്ടന്നൂർ, കണ്ണൂർ ജില്ല, പിൻ - 670 702 ഫോൺ - 0490-2472505	1. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 2. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 3. ഇലക്ട്രോണിക്സ് & ഇൻസ്ട്രുമെന്റേഷൻ	60 50 50
3.	റെസിഡൻഷ്യൽ വിമൻസ് പോളിടെക്നിക്ക് കോളേജ്, പയ്യന്നൂർ, കണ്ണൂർ ജില്ല, പിൻ - 670 307 (എം.പി.ഇ.സി പ്രകാരമുള്ള കോഴ്സുകൾ) ഫോൺ-04985 - 203001	1. ഇലക്ട്രോണിക്സ് & ഇൻസ്ട്രുമെന്റേഷൻ 2. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 3. കമ്പ്യൂട്ടർ അപ്ലിക്കേഷൻ & ബിസിനസ്സ് മാനേജ്മെന്റ് 4. ഇലക്ട്രോണിക്സ് & കമ്പ്യൂണിക്കേഷൻ	60 60 50 60

കാസർകോഡ് ജില്ല

1.	ഗവ. പോളിടെക്നിക്ക് കോളേജ്, പെരിയ. പി.ഒ, കാസർകോഡ്, പിൻ - 671 316 (നോഡൽ പോളിടെക്നിക്ക് കോളേജ്) ഫോൺ - 0467-2234020	1. ഇലക്ട്രിക്കൽ എഞ്ചിനീയറിംഗ് 2. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 3. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 4. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ്	50 60 60 50
2.	ഗവ. പോളിടെക്നിക്ക് കോളേജ് തൃക്കരിപ്പൂർ, കാസർകോഡ് ജില്ല, പിൻ - 671 310 ഫോൺ - 0467-2211400	1. കമ്പ്യൂട്ടർ എഞ്ചിനീയറിംഗ് 2. ഇലക്ട്രോണിക്സ് എഞ്ചിനീയറിംഗ് 3. കമ്പ്യൂട്ടർ അപ്ലിക്കേഷൻ & ബിസിനസ്സ് മാനേജ്മെന്റ്	50 50 40
3.	സ്വാമി നിത്യാനന്ദ പോളിടെക്നിക്ക് കോളേജ്, കാഞ്ഞങ്ങാട് (സ്വകാര്യം) കാസർകോഡ് ജില്ല, പിൻ - 670 315 ഫോൺ - 0467-2203110	1. മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ് 2. ആട്ടോമോബൈൽ എഞ്ചിനീയറിംഗ് 3. സിവിൽ എഞ്ചിനീയറിംഗ്	50 50 50

Annexure 5 (b)

Trade- Wise Annual Intake of Students in Polytechnic – 2006 -07

Sl. No.	Name of Trade	Sanctioned Intake	Actual Intake
1	2	3	4
1	Civil Engineering	980	980
2	Mechanical Engineering	1310	1310
3	Electrical Engineering	970	970
4	Electronics	1770	1770
5	Chemical Engineering	90	90
6	Automobile	240	240
7	Textile Technology	160	160
8	Computer Engineering	1640	1640
9	Instrument Technology	110	110
10	Polymer Technology	140	140
11	Computer Hardware Maintenance	470	470
12	Tool & Die Making	90	90
13	Electronics Production	120	120
14	Architecture	70	70
15	Electronics & Communication	380	380
16	Electronics & Instrumentation	320	320
17	Wood & Paper Technology	40	40
18	Printing Technology	70	70
19	Commercial Practice	300	300
20	Electronics and Avionics	50	50

Sl. No.	Name of Trade	Sanctioned Intake	Actual Intake
21	Computer Application & Business Management	260	260
22	Bio-Medical	40	40
23	Information Technology	40	40
	Total	9660	9660

Annexure 5 (c)

RULES AND REGULATIONS

OF THE DIPLOMA COURSES IN ENGINEERING /TECHNOLOGY/ COMMERCIAL PRACTICE UNDER THE STATE BOARD OF TECHNICAL EDUCATION, KERALA STATE.

(SEMESTER SYSTEM)

01. Duration of the Diploma Course

The duration of the regular Diploma courses will be of three academic years, consisting of Six (6) consecutive semesters. The first 2 Semesters are combined and run on an year pattern, and called “Combined First and Second Semesters”.

02. Medium of Instruction

The medium of instruction in all the theory and practical subjects shall be in English.

03. Eligibility for Selection to the Diploma Course

Candidates for admission shall be required to have passed Xth class examination (S.S.L.C.) conducted by the Board of Public Examinations, Kerala State or any other equivalent examinations already recognized by the Board of Public Examinations, of Kerala State, with the eligibility for Higher Education.

04. Instructional duration in an academic year

- a) The academic year shall consist of 2 Semesters, each consisting of a minimum of 16 weeks of instruction, including intervening holidays, but excluding the period of examinations and study holidays.

- b) The course will follow Semester pattern, with an End semester examinations, conducted by the Board of Technical Examinations, Kerala State. The examinations for first year (Semester I & II Combined) will be conducted at the end of second semester.
- c) There will be 7 Instructional periods of 55 Minutes duration per Day, and there shall be 5 working days in a week from Monday to Friday, and thereby 35 Periods per Week.

05. Minimum attendance required for obtaining eligibility to appear for the Examination.

- a) A candidate must secure a minimum of 80% attendance in the combined First and Second Semester and in each subsequent Semester, in order to secure the eligibility to appear for each End Semester examinations.
- b) In the case of those students with 65% or more attendance but could not attain 80% attendance due to Medical reasons, the Principal of the Polytechnic, at his/her discretion, may grant the eligibility to appear for the examination, subject to the remittance of “Condonation fee”, fixed by the Government from time to time.
- c) Students who have secured less than 65% attendance are not eligible to apply for “condonation”, and will not be allowed to appear for the examination under any circumstances.
- d) Students who have shortage of attendance, but not condoned, in any of the semesters including first year, are not eligible to appear for the end Semester Examinations, and therefore not eligible to be promoted to the higher semesters. They may seek readmission. Application for readmission may be entertained only for genuine cases on medical grounds and in doubtful cases the Principal may seek report from medical board for verification.
- e) Condonation of attendance is permitted only once in the entire course of study both in the case of regular and part time courses.

06. Scheme of Evaluation.

- a) The scheme of evaluation shall consist of (1) Internal assessment (Sessional) and (2) End Semester examinations in Theory and Practical Subjects. The maximum marks for End Semester Examinations, and Internal Assessment, both for the Theory and Practical papers will be 75 and 25 respectively except for the Combined I & II Semesters. However, in some exceptional subjects, this may vary. Details of break up of marks are given in the Curricula of each Discipline.
- b) The Total marks (Internal and End Semester Examinations) will be as follows:

Combined I &II Semesters:	1000 Marks
III to VI Semesters:	700 Marks/ Semester

- c) All the end examination including the drawing examination will normally be of 180 Minutes duration. In certain specialized disciplines this requirement may not be adhered to strictly and the End Semester Examination of a longer duration may be permitted.

07. Award of internal assessment marks.

- a) In respect of theory subjects the award of sessional mark will be on a Continuous Evaluation method, based on tests, assignments and attendance in the proportion of 40% for tests, 40% for assignments and 20% for attendance. There will be a minimum of three tests and Three Assignments, and all the 3 Test papers and 3 Assignments are taken into account for the calculation of Final Internal Assessment Marks.
- b) Split up of Internal Assessment Marks :

A. Attendance:

Sl. No.	Percentage of Attendance*	Marks to be awarded (computed for 5 Marks)
1	Below 65	Zero
2	65 to 79	1
3	80 to 84	2
4	85 to 89	3
5	90 to 94	4
6	95 and above	5

B. Practical:

Sl. No.	Criteria component	Marks to be awarded
1	Observation Note/ Rough Record	20%
2	Fair Record (Timely submission, Accuracy and Neatness)	20%
3	Attendance*	20%
4	Test	40%

C. Drawing:

Sl. No.	Criteria component	Marks to be awarded
1	Submission of Completed Drawing Sheets (Timely submission, Accuracy and Neatness)	40%
2	Attendance*	20%
3	Test	40%

*Percentage of attendance for that particular subject only is counted here.

Sl. No.	Criteria component	Marks to be awarded
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D. Seminar:	1	Relevance of Topic	10%
	2	Collection of materials	20%
	3	Presentation (Presentation slides, Delivery)	40%
	4	Question-Answer,/Discussion	20%
	5	Seminar Report	10%

E: Project Work:	Sl. No.	Criteria component	Marks to be awarded
	1	Relevance of Topic & Selection of Tools	10%
	2	Knowledge in the Tool	20%
	3	Selection of Tool	20%
	4	Fabrication & Final product	20%
	4	Role of the individual in the Team	20%
	5	Project Report	10%

- c) The Faculty concerned will maintain a record of all details regarding Attendance and Internal Assessment marks awarded in the prescribed log book. The students can represent their grievances, if any, in respect of marks awarded, to the concerned Head of Section for clarification.
- d) The students are required to keep a record of all their laboratory exercises performed by them in the form of a laboratory record. This record has to be authenticated by the teacher-in-charge of the laboratory and certified as the record of the bonafide work done by the student by the Head of Section before he is allowed to take the practical examinations. No student will be permitted to take any practical examinations without bonafide Record.

08. End Examination

- a) In each theory subject and in the drawing subject there will be an end examination in each Semester conducted by the Board of Technical Examination, Kerala State as per the pre-announced notification of examinations. The Timetable for the examination will also be informed to the students ahead of their conduct.
- b) The question paper for each Theory paper (excluding the Drawing papers) will consist of Two parts :
- Part A – is for a maximum of 15 marks consisting of 10 short answer type questions of 1 1/2 mark each covering the whole subjects to be answered in one or two sentences. There will be no choice in Part A.

Part B – consists of 10 structured essay type questions of 12 marks each with two questions from each of the five units in a subject. Students will have to attempt one question from each unit to score the prescribed maximum of 60 marks.

The part A and Part B will be given together in one question paper.

- c) For drawing subjects, the design of question paper will be according to the needs of that particular drawing. There will not be any short answer type question in drawing.
- d) For practical end examinations, the Board of Technical Examination, Kerala State will appoint examiners who will set a question paper consisting of practical exercises. This will be used for that practical subject.

09. Minimum marks for a pass

- a) A candidate must secure a minimum of 40% marks in the End Semester examination in Theory and Practical for a Pass in each subject. There will be no separate minimum for a pass in the internal assessment but the total marks of End Semester examination and Internal assessment should not be less than 40% for a pass each subject.

10. Rules for promotion to the Higher Semesters.

- a) A candidate will be allowed to go to the next higher Semester, if he/she attended the Combined I & II Semester/ Previous Semester, and has fulfilled the conditions of attendance requirement. However,
- b) A candidate will be permitted to Register for the Fifth Semester Examination if and only if he/she has passed all the subjects of the Combined I & II Semester, and
- c) A candidate will be permitted to register for the Sixth Semester Examination only if he/she has passed all the subjects of Combined I & II, and III Semesters.

11. Classification of successful candidates

- a) Candidates shall be declared to have passed the diploma course only if he/she has secured a Pass in all the theory and practical subjects in all the Six Semesters of study.
- b) There will be 3 classifications of passed candidates namely.
 - First class with distinction
 - First class and
 - Second class
- c) The total marks of the Semesters from 3 to 6 shall be considered to classify the successful candidates. That is all these marks will be added and the percentage of marks out of 2800 worked out.

FIRST CLASS WITH DISTINCTION:

A candidate will be declared to have passed the Diploma Course in First Class with Distinction if he/she secures not less than 75% of the aggregate marks in all Semesters put together except First Year (Combined I & II Semesters) and passes all the above semesters including the Combined I & II Semesters in the first appearance itself, within the stipulated period of normal study, i.e., Three Years of Six Consecutive Semesters, without any break.

FIRST CLASS

A candidate will be declared to have passed the Diploma Course in First Class if he/she secures not less than 60% of the aggregate marks in all Semesters put together except First Year (Combined I & II Semesters) and passes all the above semesters including the Combined I & II Semesters, within three consecutive chances including his regular chance offered by the Board of Technical Examination.

SECOND CLASS

All other successful candidates will be declared to have passed in the Second Class

12. Provision for Improvement/Betterment:

- a). A candidate, if he desires, may improve his/her marks in any subject, in the immediate chance that follow his regular chance/attempt, in the 3rd, 4th and 5th Semesters. A “regular attempt/chance” is defined as the examination chance of the current semester of his/her study.
- b) A candidate, if he/she desires, will be permitted to better his/her marks of the 6th Semester Subjects by reappearing for the entire subjects of that semester together, by taking the next available chance only. (Betterment can be done only for the 6th Semester)
- c) Improvement/betterment will not be reckoned as another chance/attempt. Candidates appearing for betterment will not be considered for the purpose of ranking.

13. Award of Rank: Rank Holder in each Discipline will be selected from among the successful candidates who have passed the Diploma course in “FIRST CLASS WITH DISTINCTION” only. “Grace Mark” awarded for the performance in arts/sports/similar extra or co- curricular activities will not be considered for determining the rank holders subject to rules 11 and 12 above.

14. Maximum duration of the Diploma Course:

Normal duration of the diploma course is 6 consecutive Semesters, spanned in 3 Academic Years, as stated in para 01. However, in the case of those who have not acquired Diploma within the stipulated minimum duration of 3 Years, he/she may acquire the Diploma taking a

maximum duration of another 3 Years. However, the maximum number of chances to appear for the End Semester examination is limited to 4, including his/her regular chance.

15. Cancellation of Candidature in the Diploma Examination:

If a candidate desires to cancel his candidature for end semester Examination he/she should forward the duly filled in Application Form, recommended by the Principal of the Polytechnics so as to reach the office of the Controller of Technical Examinations within 10 days after the completion of the last theory Examination of that particular Semester examination. For those who have applied for the examination and absent without canceling their candidature, it will be treated as an attempt/ chance. Cancellation of candidature in any Semester Examination is allowed only once. Candidates reported for malpractice will not be eligible for cancellation of examination.

16. Defaulters of fee:

Defaulters of fee will not be permitted to register for the End Semester examination

17. General Information:

Norms for transfer of students:

- a) Application for transfer from one institution to another will be entertained only at the second year (3rd Semester) of the Diploma course. Candidates who desire to get transfer to another institution in the second year (3rd Semester) should submit the application in the prescribed format for transfer to the Principal of the Institution to which transfer is requested, through the Principal of the institution where the candidate is studying within 10 days from the date of re-opening of the institution after midsummer vacation.
- b) All applications received within the stipulated time will be processed and the list of candidates selected for transfer on the basis of the index marks secured by the candidate for admission to Polytechnics to the first year (Combined I and II Semester) will be published by the concerned Principals of the Polytechnics to which transfer is requested for, and the selected candidates will be informed accordingly.
- c) Principals of polytechnic should intimate the names of candidates transferred with branch of study to other institution to the Joint Controller of Technical Examinations with details such as name of Institutions to which transferred, date of transfer, and Diploma Examinations Register number within 10 days from the last date of admission.

Annexure– 6

PART – TIME DIPLOMA COURSES IN ENGINEERING IN POLYTECHNIC COLLEGES

1. Institution and Course:- The following institutions under the Department of Technical Education impart part-time training for the course in Civil, Mechanical, Electrical, Electronics and Computer Engineering leading to the award of the diploma of the State Board of Technical Education.

- (i) Central Polytechnic College, Thiruvananthapuram – Civil 45 + 5, Mechanical 45 + 5, Electronics 45 + 5, Electrical 45 + 5 and Computer Engineering 45 + 5 (5 for Departmental Candidates).
- (ii) Government Polytechnic College, Kalamassery – Civil 45 + 5, Mechanical 45 + 5, Electrical 45 + 5 and Electronics Engineering 45 + 5 (5 for Departmental Candidates)
- (iii) Maharaja's Technological Institute, Thrissur – Civil 45 + 5, Mechanical 45 + 5, Electrical 45 + 5 and Electronics Engineering 45 + 5 (5 for Departmental Candidates)
- (iv) Kerala Government Polytechnic College, Kozhikode - Civil 45 + 5, Mechanical 45 + 5, Electrical 45 + 5 and Computer Engineering 45 + 5 (5 for Departmental Candidates)
- (v) Government Polytechnic College, Kottayam – Civil 45 + 5, Mechanical 45 + 5, Electronics 45 + 5, Electrical 45 + 5 and Electronics 45 + 5 (5 for Departmental Candidates).
- (vi) Government Polytechnic College, Palakkad - Civil 45 + 5, Mechanical 45 + 5, Electronics 45 + 5, (5 for Departmental Candidates).
- (vii) Government Polytechnic College, Kannur – Civil 45 + 5, Mechanical 45 + 5, Electronics 45 + 5, (5 for Departmental Candidates).

2. (i) Eligibility for Admission:- Candidates shall be Indian Nationals either native of Kerala or employed in Kerala State. All candidates who have passed SSLC/THSLC Examination or any examination declared to be equivalent thereto with eligibility for higher studies subject to the condition specified in the succeeding paragraphs can apply for admission to these courses.

(ii) General Quota:- Admission is restricted to bonafide candidates who are employees working in the concerned Engineering trade in-

- (i) Government Service
- (ii) Semi-Government Organisation
- (iii) Public or Private limited Companies registered under Company's Act.
- (vi) Private (Aided) Polytechnic College and Private (Aided and unaided Engineering Colleges in the State)
- (v) Establishments, which come under the purview of ESI or Employees Provident Fund. Candidates who are genuine workers/employees, who are Provident Fund subscriber or members of Employees State Insurance Scheme, will be considered.

- (a) The candidates should possess a minimum of two years experience in the concerned Engineering trade. Experience under Apprenticeship Act will not be counted. Any experience certificate without mentioning the stipend/salary will not be considered for admission. Certificates issued by the Private Companies registered under the Company's Act establishments, which come under the purview of ESI or Employees Provident Fund should mention this in the certificate. Certificates, which do not contain the said information, will not be considered for admission.
- (b) *Government Departmental Quota:-* Five seats in each branch at every Polytechnic College are reserved for Government Departmental Candidates. Any Government employee having minimum two years regular continuous Government Service can apply for this quota. The experience in the concerned Engineering trade is relaxed for this Government Departmental Quota. There will not be any weightage for experience while calculating index mark. Among the Departmental Candidates preference shall be given to the candidates belonging to Technical Education Department, Motor Vehicles Department, Industrial Training Department, Public Works Department and Irrigation Department.
- (c) In the absence to eligible candidates as detailed above, applications from candidates working in any Private Industries or Institutions may also be considered for admission.

Annexure - 7

ഗവൺമെന്റ് ടെക്നിക്കൽ ഹൈസ്കൂൾ

12 വയസിനു മുകളിൽ പ്രായമുള്ള കുട്ടികളെ സാധാരണ രീതിയിലുള്ള സ്കൂൾ വിദ്യാഭ്യാസ സമ്പ്രദായത്തിൽ നിന്നും സാങ്കേതികവും ഉത്പാദനോന്മുഖവുമായ വിവിധ തൊഴിലുകൾക്ക് സജ്ജരാക്കത്തക്ക വിധത്തിൽ പൊതു വിദ്യാഭ്യാസ രീതി ഉൾക്കൊള്ളിച്ചു കൊണ്ടുള്ള ഒരു പാഠ്യ പദ്ധതിയിലേക്ക് തിരിച്ചു വിടുക എന്നതാണ് ടെക്നിക്കൽ ഹൈസ്കൂളിലെ പഠനം കൊണ്ട് ഉദ്ദേശിക്കുന്നത്. ഹ്യൂമാനിറ്റീസ്, ഗണിതശാസ്ത്രം, ഊർജ്ജതന്ത്രം, രസതന്ത്രം, എഞ്ചിനീയറിംഗ് വിഷയങ്ങൾ, ഇൻഫർമേഷൻ ടെക്നോളജി, തിരഞ്ഞെടുക്കപ്പെട്ട പ്രത്യേക തൊഴിൽ ഉൾപ്പെടെയുള്ള വിവിധ തൊഴിലുകളിൽ വർക്ക്ഷോപ്പ് പരിശീലനം എന്നിവയെ പരസ്പരം ബന്ധപ്പെടുത്തിക്കൊണ്ട് ഒരു പ്രത്യേക തൊഴിലിൽ ഏർപ്പെടാൻ ആവശ്യമായ തൊഴിൽ പരിശീലനവും വേണ്ടത്ര എഞ്ചിനീയറിംഗ് പശ്ചാത്തലവും ഒരു ഉത്തമ പൗരന് വേണ്ടത്ര സാമാന്യ ജ്ഞാനവും ലഭിക്കത്തക്ക രീതിയിലുള്ള പാഠ്യ ക്രമമാണ് ടെക്നിക്കൽ ഹൈസ്കൂളുകളിൽ ആവിഷ്കരിച്ചിട്ടുള്ളത്.

ടെക്നിക്കൽ ഹൈസ്കൂൾ പരീക്ഷ പാസായ സർട്ടിഫിക്കറ്റ് എസ്.എസ്.എൽ.സി ക്ക് തുല്യമാണ്.

പോളിടെക്നിക്കുകളിലേക്കുള്ള പ്രവേശനത്തിന് ടെക്നിക്കൽ ഹൈസ്കൂൾ പരീക്ഷ പാസായ വിദ്യാർത്ഥികൾക്ക് 10% സീറ്റ് സംവരണം ചെയ്തിട്ടുണ്ട്.

കോഴ്സിന്റെ കാലാവധി :- കാലാവധി 3 വർഷമാണ്. സാധാരണ ഗതിയിൽ ദിവസവും 6 1/2 മണിക്കൂർ സമയത്തെ അദ്ധ്യാപനം ഉണ്ടായിരിക്കും.

രണ്ടാം വർഷം മുതൽ ഓരോ സ്കൂളിലും ഏതെങ്കിലും ഒരു വിഷയത്തിൽ പ്രത്യേക പരിശീലനം ലഭിക്കുന്നതാണ്. കോഴ്സുകളെ സംബന്ധിച്ച വിവരങ്ങൾ അതാത് സ്ഥാപനങ്ങളുടെ പേരിനു നേർക്ക് ചേർക്കുന്നു.

ടെക്നിക്കൽ ഹൈസ്കൂളുകളുടെ പട്ടിക

ക്രമ നമ്പർ	സ്ഥാപനം	സീറ്റുകളുടെ എണ്ണം	സ്പെഷ്യൽ ട്രേഡുകൾ
1	2	3	4
തിരുവനന്തപുരം ജില്ല			
1	ടെക്നിക്കൽ ഹൈസ്കൂൾ നെടുമങ്ങാട്, മഞ്ച പി.ഒ, പിൻകോട്- 695541 ഫോൺ: 0472 2812686	120	<ol style="list-style-type: none"> 1. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡൊമസ്റ്റിക് അപ്ലയൻസസ് 2. വെൽഡിംഗ് 3. മെയിന്റനൻസ് ഓഫ് റ്റു വീലർ ആന്റ് ത്രീ വീലർ 4. ടർണിംഗ് 5. ഇലക്ട്രോപ്ലേറ്റിംഗ് 6. ഫിറ്റിംഗ്

2	<p>ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, കുളത്തൂർ, ഉച്ചക്കട. പി.ഒ, നെയ്യാറ്റിൻകര, തിരുവനന്തപുരം, പിൻകോട്- 695506. ഫോൺ: 04721 2210671</p>	45	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. സർവ്വേയിംഗ് 3. മെയിന്റനൻസ് ഓഫ് റ്റു വീലർ ആന്റ് ത്രീ വീലർ
3	<p>ഗവ.ടെക്നിക്കൽ ഹൈസ്കൂൾ, ഉള്ളൂർ, പോങ്ങുംമുട്, തിരുവനന്തപുരം, പിൻകോട്- 695011 ഫോൺ: 0471 2440245</p>	45	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. ഇലക്ട്രോണിക്സ് 3. ടി. വി. മെയിന്റനൻസ് ആന്റ് റിപ്പയർ
കൊല്ലം ജില്ല			
4	<p>സാം ഉമ്മൻ മെമ്മോറിയൽ ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, കുളത്തൂപ്പുഴ, പിൻകോട്-691310 ഫോൺ: 0475 2317092</p>	45	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. വെൽഡിംഗ് 3. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡൊമസ്റ്റിക് അപ്ലയൻസസ്
5	<p>ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ , എഴുകോൺ, ഇരുമ്പനങ്ങാട്, പിൻകോട്-691505 ഫോൺ: 0474 2482064</p>	90	<ol style="list-style-type: none"> 1. ടർണിംഗ് 2. വെൽഡിംഗ് 3. ഫിറ്റിംഗ് 4. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡൊമസ്റ്റിക് അപ്ലയൻസസ് 5. മെയിന്റനൻസ് ഓഫ് റ്റു വീലർ ആന്റ് ത്രീ വീലർ 6. ടി. വി. മെയിന്റനൻസ് ആന്റ് റിപ്പയർ
ആലപ്പുഴ ജില്ല			
6	<p>ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ ,ഹരിപ്പാട്, പിൻകോട്-690514. ഫോൺ: 0479 2415181</p>	30	<ol style="list-style-type: none"> 1. വെൽഡിംഗ് 2. ഇലക്ട്രോണിക്സ്
7	<p>ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, കാവാലം കാവാലം നോർത്ത് .പി.ഒ, ആലപ്പുഴ, പിൻകോട്-688506 ഫോൺ: 0477 2748069</p>	30	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. ഇലക്ട്രോണിക്സ്
8	<p>ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ കൃഷ്ണപുരം, കായംകുളം. പി.ഒ, പിൻകോട്-690502 ഫോൺ: 0479 2446171, 2442883</p>	90	<ol style="list-style-type: none"> 1. ടർണിംഗ് 2. വെൽഡിംഗ് 3. ഫിറ്റിംഗ് 4. എയർകണ്ടീഷനിംഗ് ആന്റ് റെഫ്രിജറേഷൻ. 5. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡൊമസ്റ്റിക് അപ്ലയൻസസ് 6. മോട്ടോർ മെക്കാനിക്സ്
കോട്ടയം ജില്ല			
9	<p>ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, പാമ്പാടി, വെള്ളൂർ പി.ഒ, കോട്ടയം. പിൻകോട്-686501 ഫോൺ: 0481 2507556</p>	90	<ol style="list-style-type: none"> 1. ടർണിംഗ് 2. വെൽഡിംഗ് 3. ഫിറ്റിംഗ് 4. റബർ ടെക്നോളജി 5. കമ്പോസിംഗ് പ്രൂഫ് റീഡിംഗ് ആന്റ് ബുക്ബയന്റിംഗ്
10	<p>ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ കുറിച്ചി ഇത്തിത്താനം പി.ഒ ചങ്ങനാശ്ശേരി . പിൻകോട്- 686535 ഫോൺ: 0481 2723092</p>	45	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. ഇലക്ട്രോണിക്സ് 3. ടി. വി. മെയിന്റനൻസ് ആന്റ് റിപ്പയർ
11	<p>ടെക്നിക്കൽ ഹൈസ്കൂൾ, പാലാ പുലിയന്നൂർ പി.ഒ, കോട്ടയം. പിൻകോട്- 686573</p>	90	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. വെൽഡിംഗ് 3. ടർണിംഗ്

4. ഇലക്ട്രോണിക്സ്
5. കമ്പോസിംഗ് പ്രൂഫ് റീഡിംഗ് ആന്റ് ബുക്ബയന്റിംഗ്
6. മെയിന്റനൻസ് ഓഫ് റ്റു വീലർ ആന്റ് ത്രീ വീലർ

12 ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, തീക്കോയി 40
 തീക്കോയി പി.ഒ, കോട്ടയം.
 പിൻകോട്- 686580
 ഫോൺ: 0482 2280844

1. വെൽഡിംഗ്
2. പ്ലബിംഗ്
3. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡൊമസ്റ്റിക് അപ്ലയൻസസ്

13 ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, കടപ്പാമറ്റം 25
 കടപ്പാമറ്റം പി.ഒ, കോട്ടയം.
 പിൻകോട്- 686571
 ഫോൺ: 0482 2250486

1. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡൊമസ്റ്റിക് അപ്ലയൻസസ്
2. മെയിന്റനൻസ് ഓഫ് റ്റു വീലർ ആന്റ് ത്രീ വീലർ

14 ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, 45
 കാഞ്ഞിരപ്പള്ളി, കുവപ്പള്ളി പി.ഒ, കോട്ടയം
 പിൻകോട്-685583
 ഫോൺ: 0482 8251073

1. ഇലക്ട്രോണിക്സ്
2. ടി. വി. മെയിന്റനൻസ് ആന്റ് റിപ്പയർ
3. മെയിന്റനൻസ് ഓഫ് റ്റു വീലർ ആന്റ് ത്രീ വീലർ

എറണാകുളം ജില്ല

15 ടെക്നിക്കൽ ഹൈസ്കൂൾ, ഇലഞ്ഞി, 25
 ഇലഞ്ഞി പി.ഒ കുത്താട്ടുകുളം,
 പിൻകോട്- 686665
 ഫോൺ: 0485 2258498

1. ഇലക്ട്രോണിക്സ്
2. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡൊമസ്റ്റിക് അപ്ലയൻസസ്

16 ടെക്നിക്കൽ ഹൈസ്കൂൾ, മുളന്തുരുത്തി, 30
 എറണാകുളം,
 പിൻകോട്- 682314.
 ഫോൺ: 0484 2742930

1. ഇലക്ട്രോണിക്സ്

17 ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ അയവന, 30
 അയവന പി.ഒ, മുവാറ്റുപുഴ,
 പിൻകോട്- 686676
 ഫോൺ: 0485 2283747

1. ഇലക്ട്രോണിക്സ്
2. മെയിന്റനൻസ് ഓഫ് റ്റു വീലർ ആന്റ് ത്രീ വീലർ

18 ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ വാരപ്പെട്ടി, 30
 കോതമംഗലം,
 പിൻകോട്- 686 691
 ഫോൺ: 0485 2851682

1. ഇലക്ട്രോണിക്സ്
2. ഫിറ്റിംഗ്

ഇടുക്കി ജില്ല

19 ടെക്നിക്കൽ ഹൈസ്കൂൾ, പുറപ്പുഴ 30
 പുറപ്പുഴ പി.ഒ, തൊടുപുഴ, വഴിത്തല
 പിൻകോട്- 685 583
 ഫോൺ: 0486 2274111

1. ഇലക്ട്രോണിക്സ്
2. മോട്ടോർ മെക്കാനിക്സ്

20 ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, വണ്ണപ്പുറം 90
 കാളിയാർ പി.ഒ, ഇടുക്കി
 പിൻകോട്- 685 589
 ഫോൺ: 0486 2245421

1. ഫിറ്റിംഗ്
2. വെൽഡിംഗ്
3. ടർണിംഗ്
4. ഇലക്ട്രോണിക്സ്
5. പ്ലബിംഗ്
6. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡൊമസ്റ്റിക് അപ്ലയൻസസ്

21	<p>ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ അടിമാലി അടിമാലി പി.ഒ., ഇടുക്കി പിൻകോട്-685561 ഫോൺ: 04864 222931</p>	45	<ol style="list-style-type: none"> 1. ഇലക്ട്രോണിക്സ് 2. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡൊമസ്റ്റിക് അപ്ലയൻസസ് 3. വെൽഡിംഗ്
തൃശ്ശൂർ ജില്ല			
22	<p>ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, തൃശ്ശൂർ സിറ്റി പോസ്റ്റാഫീസ്, ചെമ്പുക്കാവ്, പിൻകോട്- 680 020. ഫോൺ: 0487 2333460</p>	90	<ol style="list-style-type: none"> 1. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡൊമസ്റ്റിക് അപ്ലയൻസസ് 2. ടി. വി. മെയിന്റനൻസ് ആന്റ് റിപ്പയർ 3. മേസനറി ആന്റ് കോൺക്രീറ്റ് വർക്ക്സ് 4. ഫിറ്റിംഗ് 5. വെൽഡിംഗ് 6. ടർണിംഗ്
23	<p>ടെക്നിക്കൽ ഹൈസ്കൂൾ കൊടുങ്ങല്ലൂർ പിൻകോട്- 680 664 ഫോൺ: 0480 280 2974</p>	90	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. വെൽഡിംഗ് 3. ടർണിംഗ് 4. മെയിന്റനൻസ് ഓഫ് റൂ വീലർ ആന്റ് ത്രീ വീലർ 5. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡൊമസ്റ്റിക് അപ്ലയൻസസ് 6. അഗ്രികൾച്ചർ
പാലക്കാട്			
24	<p>ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, ഷൊർണ്ണൂർ, ഗവൺമെന്റ് പ്രസ്സ് പി.ഒ. കുളപ്പള്ളി, പിൻകോട്-679122 ഫോൺ: 0466 2222197</p>	120	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. വെൽഡിംഗ് 3. ടർണിംഗ് 4. ഇലക്ട്രോണിക്സ് 5. മെയിന്റനൻസ് ഓഫ് റൂ വീലർ ആന്റ് ത്രീ വീലർ 6. ഇലക്ട്രോപ്ലേറ്റിംഗ്
25	<p>ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, പാലക്കാട് മരുതറോഡ് പി.ഒ, പിൻകോട്-678007 ഫോൺ: 0491 2572038</p>	60	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. വെൽഡിംഗ് 3. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡൊമസ്റ്റിക് അപ്ലയൻസസ് 4. ഇലക്ട്രോണിക്സ്
26	<p>ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, ചിറ്റൂർ, ചിറ്റൂർ പി.ഒ, പിൻകോട്- 678101 ഫോൺ: 04923 222174</p>	90	<ol style="list-style-type: none"> 1. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡൊമസ്റ്റിക് അപ്ലയൻസസ് 2. ഇലക്ട്രോണിക്സ് 3. ഫിറ്റിംഗ് 4. വെൽഡിംഗ് 5. ടർണിംഗ് 6. മോട്ടോർ മെക്കാനിക്സ്
മലപ്പുറം ജില്ല			
27	<p>ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, നന്നാമുക്ക്, കോക്കൂർ പി.ഒ, പിൻകോട്- 679 591 ഫോൺ: 0494 2651971</p>	30	<ol style="list-style-type: none"> 1. വെൽഡിംഗ് 2. ഇലക്ട്രോണിക്സ്
28	<p>ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, കുറ്റിപ്പുറം, കുറ്റിപ്പുറം പി.ഒ, മലപ്പുറം, പിൻകോട്- 679 571</p>	40	<ol style="list-style-type: none"> 1. ഇലക്ട്രോണിക്സ് 2. മോട്ടോർ മെക്കാനിക്സ് 3. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ്

29	ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ, മഞ്ചേരി, കരുവമ്പ്രം വെസ്റ്റ് പി.ഒ. പിൻകോട്- 676123 ഫോൺ: 0483 2766185	90	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. വെൽഡിംഗ് 3. ടർണിംഗ് 4. മോട്ടോർ മെക്കാനിക്സ് 5. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡോമസ്റ്റിക് അപ്ളയൻസസ് 6. ടി. വി. മെയിന്റനൻസ് ആന്റ് റിപ്പയർ
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കോഴിക്കോട് ജില്ല

30	ടെക്നിക്കൽ ഹൈസ്കൂൾ, കോഴിക്കോട്, വെസ്റ്റ് ഹിൽ പി.ഒ. പിൻകോട്- 673 005 ഫോൺ: 0495 2380119	90	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. വെൽഡിംഗ് 3. ടർണിംഗ് 4. റെഫ്രിജറേഷൻ ആന്റ് എയർ കണ്ടീഷണിംഗ്. 5. മെയിന്റനൻസ് ഓഫ് റൂ വീലർ ആന്റ് ത്രീ വീലർ 6. സോപ്പ് ആന്റ് കാനിയിൽ മേക്കിംഗ്
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31	ടെക്നിക്കൽ ഹൈസ്കൂൾ, നട്ട് സ്ക്വീറ്റ്, വടകര, കോഴിക്കോട്, പിൻകോട്- 673 104 ഫോൺ: 0496 2523140	90	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. വെൽഡിംഗ് 3. ടർണിംഗ് 4. മോട്ടോർ മെക്കാനിക്സ് 5. ഇലക്ട്രോണിക്സ് 6. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡോമസ്റ്റിക് അപ്ളയൻസസ്
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32	ടെക്നിക്കൽ ഹൈസ്കൂൾ, പയ്യോളി, അയനിക്കോട്. പി.ഒ, പിൻകോട്- 673 521 ഫോൺ: 0496 2603299	30	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡോമസ്റ്റിക് അപ്ളയൻസസ്
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വയനാട് ജില്ല

33	ഗവ.ടെക്നിക്കൽ ഹൈസ്കൂൾ, മാനന്തവാടി നല്ലൂർനാട്.പി.ഒ, വയനാട് പിൻകോട്- 670 645, ഫോൺ: 04935 241322	40	<ol style="list-style-type: none"> 1. ഇലക്ട്രോണിക്സ് 2. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡോമസ്റ്റിക് അപ്ളയൻസസ് 3. ഫിറ്റിംഗ്
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34	ടെക്നിക്കൽ ഹൈസ്കൂൾ സുൽത്താൻ ബത്തേരി പിൻകോട്-673592 ഫോൺ: 04936 220147	40	<ol style="list-style-type: none"> 1. വെൽഡിംഗ് 2. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡോമസ്റ്റിക് അപ്ളയൻസസ് 3. ഇലക്ട്രോണിക്സ്
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കണ്ണൂർ ജില്ല

35	ഗവ. ടെക്നിക്കൽ ഹൈസ്കൂൾ നടുവിൽ, നടുവിൽ പി.ഒ, തളിപ്പറമ്പ് പിൻകോട്- 670582 ഫോൺ: 0496 2251	30	<ol style="list-style-type: none"> 1. ഇലക്ട്രോണിക്സ് 2. മോട്ടോർ മെക്കാനിക്സ്
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36	ടെക്നിക്കൽ ഹൈസ്കൂൾ, കണ്ണൂർ, തോട്ടുട പി.ഒ, പിൻകോട്-670007 ഫോൺ: 0497 2835260	90	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. വെൽഡിംഗ് 3. ടർണിംഗ് 4. ഇലക്ട്രോണിക്സ് 5. റെഫ്രിജറേഷൻ ആന്റ് എയർ കണ്ടീഷണിംഗ് 6. മോട്ടോർ മെക്കാനിക്
37	ടെക്നിക്കൽ ഹൈസ്കൂൾ, നെരുവമ്പ്രം നെരുവമ്പ്രം.പി.ഒ, പഴയങ്ങാടി, പിൻകോട്- 670 303 ഫോൺ: 0497 2871789	45	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. വെൽഡിംഗ് 3. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡോമസ്റ്റിക് അപ്ലയൻസസ്
കാസർഗോഡ് ജില്ല			
38	ടെക്നിക്കൽ ഹൈസ്കൂൾ, മൊഗ്രാൽപുത്തൂർ മൊഗ്രാൽപുത്തൂർ.പി.ഒ, ബദ്രധുക, പിൻകോട്- 671 124 ഫോൺ: 04994 232969	30	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. ഇലക്ട്രോണിക്സ്
39	ടെക്നിക്കൽ ഹൈസ്കൂൾ ചെറുവത്തൂർ, ചെറുവത്തൂർ.പി.ഒ, പിൻകോട്- 671313. ഫോൺ: 0467 2260210	90	<ol style="list-style-type: none"> 1. ഫിറ്റിംഗ് 2. വെൽഡിംഗ് 3. ടർണിംഗ് 4. ഇലക്ട്രിക്കൽ വയറിംഗ് ആന്റ് മെയിന്റനൻസ് ഓഫ് ഡോമസ്റ്റിക് അപ്ലയൻസസ് 5. ഇലക്ട്രോണിക്സ് 6. മോട്ടോർ മെക്കാനിക്

Annexure – 7(a)

TECHNICAL HIGH SCHOOLS

Site & Buildings:

The minimum area required for the school site is 3 acres. According to the norms fixed for a model Technical High School with intake capacity of 90 students per year (total strength of 300 students) the area of the buildings are:

i.	Administration	:	120	Sq. M.
ii.	Class room 6 x 45 Sq. M	:	270	"
iii.	Drawing hall 2 x 75 Sq. M	:	150	"
iv.	Science lab	:	200	"
v.	Mechanical Engg. Lab	:	150	"
vi.	Library, Reading room etc.	:	150	"
vii.	Teachers room	:	80	"
viii.	Stores	:	60	"
ix.	Workshops	:	1250	"

				2430 Sq. M

EXISTING GENERAL STAFF PATTERN IN TECHNICAL HIGH SCHOOLS FOR THSLC COURSE FOR AN INTAKE OF 90 STUDENTS

Sl. No.	Name of post	Scale of pay	Total posts	Minimum Qualification
1	Superintendent (Head of Institution)	11910-19350	1	Degree/Diploma in Engineering
2	Instructor in Engg.	9190-15510	1	Diploma in Mechanical Engineering
3	Draftsman Grade I	9190-15510	1	Diploma in Mechanical Engineering
4	Workshop Foreman	9190-15510	1	Diploma in Mechanical Engineering
5	Draftsman Grade II	7990-12930	1	Diploma in Mechanical Engineering
6	Workshop Instructor	7990-12930	6	Diploma in concerned subjects (one for each Special Trade)

7	Trade Instructors Gr. I	7990-12930	9	ITI/KGCE/THSLC (one for each special Trade)
8	Trade Instructors Gr. II	6680-10790		ITI/KGCE/THSLC (one for each special Trade)
9	Tradesman	4990-7990	6	ITI/KGCE/THSLC (one for each special Trade)
10	Instructor in Humanities & Languages (HSA, Social Studies)	8390-13270	2	BA, Bed. (Social studies) Transfer and posting from Gl. Edn. Dept.
11	Instructor in Science & Mathematics (HAS-Mathematics & HAS-Physical Science)	8390-13270	4	BSc. Bed. in Maths/ Physical Science (2-Maths & 2-Physical Science) Transfer & Posting from Gl. Edn. Dept.
12	Malayalam Teacher (If PVTC is attached, a full time Post otherwise a Part-time post on hourly remuneration)	8390-13270 (Rs. 15/- per hour subject to max. of 240/- p.m. for P.T post)	1	BA. Bed. Or equivalent (Mal) (Transfer & Posting from Gl. Edn. Dept. in full time post or Posting on Part-time basis)
13	Head Clerk	8390-13270	1	S.S.L.C
14	UD/LD Clerks	6680-10790	3	S.S.L.C
15	UD/LD Typist	4990-7990	1	S.S.L.C with Type writing (E & M)
16	Peon	4300-5930	4	Literacy in Mal.
17	Watcher	4300-5930	1	Literacy in Mal.
18	Part-time sweeper/Sanitary worker		3	Literacy in Mal.

(NB: For the new institutions, Posting will be made according to requirement)

Annexure – 8

BACHELOR OF FINE ARTS DEGREE COURSE

1. Introduction:

Bachelor of Fine Arts Degree Course is introduced for those who have passed +2 or equivalent examination to acquire degree in Fine Arts. The duration of the course is four years. The first year of the course is termed as integrated course and the remaining three years are allocated for specialization in Painting, Sculpture or Applied Art. These specialised branches in the second year will be offered based on their aptitude. The selection will be made in the respective colleges. First and final year examinations will be conducted by the Universities to which the colleges are affiliated while the second and third year examinations by the respective colleges.

2. Institutions and Intake:

- a) Colleges of Fine Arts, Kerala, Thiruvananthapuram – 695 033 affiliated to University of Kerala with intake of 43 students.
- b) Raja Ravi Varma College of Fine Arts, Mavelikkara – 690 101 affiliated to University of Kerala with intake of 40 students.
- c) College of Fine Arts, Thrissur – 680 020 affiliated to University of Calicut with intake of 40 students.

3. Eligibility:

- a) Candidates must have passed +2 equivalent examination.
- b) Candidates should have completed 17 years of age and must be below 27 years as on 1st June, 2005.

4. Aptitude Test

Selection will be made on the basis of aptitude test. Individual memo will be sent to all candidates intimating the venue and date for the aptitude test. The aptitude test will be on the following subjects.

- a) Study from life (Human Head) – with pencil/charcoal/pastes (in black & White only)
- b) Creative composition in Painting.
- c) Creative composition in Sculpture in clay.
- d) Graphic design.

Annexure -9

MFA (Sculpture)

Course at College of Fine Arts, Thiruvananthapuram

Introduction:

Master of Fine Arts in sculpture is intended primarily for graduates in Fine Arts with specialization in sculpture. MFA Sculpture is a studio course with theoretical studies and aims to enable students to gain a high level of understanding in the chosen medium or media. During the course of studies students will have to explore the various possibilities of art practices in metal, fibre glass, wood and multi media etc. Studies in multiple methods and materials inherent in both traditional and contemporary trends is a significant part of theory and practical subjects. Pan Asian art practices are given special importance in teaching this course.

The duration of the course is two academic years comprising of four semesters with internal assessments and university examination in each semester. Each student will have to submit a dissertation thesis in the final semester before appearing in the examination. The total number of seats for MFA (Sculpture) is five. Examinations are conducted and degree is awarded by the University of Kerala.

Eligibility:- The applicant must have passed Bachelors Degree Course in Fine Arts with specialization in Sculpture (Bachelor of Visual Arts/Bachelor of Fine Arts) from a recognized University after having attended a regular course in a recognized Institution.

Age Limit:- Below 30 years.

Reservation of Seats:- Reservation will be followed as per rules for those who are having annual family income upto Rs. 2.5 lakhs.

Selection:-

- i. Selection of candidates will be made by a committee constituted by the Director of Technical Education.
- ii. The committee will scrutinize the applications with documents and short listed candidates will be called for interview.
- iii. A Rank list will be prepared and published on the basis of marks obtained in the qualifying examination and interview. Intimation will be sent to the candidate, provisionally selected for admission.
- iv. Colour prints/originals of creative works of the candidates are to be presented at the time of interview.

The selection will be provisional and subject to the verification of the original certificates by the Principal at the time of admission.

Any other details not specifically covered by the clauses given in the prospectus will be decided by the Directorate of Technical Education and he is empowered to cancel any admission if found illegal and his decision will be final.

Annexure -10

ടെയിലറിംഗ് സ്ഥാപനങ്ങളും കൺട്രോളിംഗ് ഓഫീസും

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|--|------------------------------------|
| 1. റ്റി.ജി.എം.റ്റി സെന്റർ, കേശവദാസപുരം, തിരുവനന്തപുരം | (ജി.സി.ഐ. തിരുവനന്തപുരം) |
| 2. റ്റി.ജി.എം.റ്റി സെന്റർ, പാറശ്ശാല, തിരുവനന്തപുരം | (ഡബ്ലിയു.പി.റ്റി.സി.തിരുവനന്തപുരം) |
| 3. റ്റി.ജി.എം.റ്റി സെന്റർ, വെഞ്ഞാറമൂട്, തിരുവനന്തപുരം | (ഡബ്ലിയു.പി.റ്റി.സി.തിരുവനന്തപുരം) |
| 4. റ്റി.ജി.എം.റ്റി സെന്റർ, കരിങ്കുളം, നെയ്യാറ്റിൻകര, തിരുവനന്തപുരം | (ഡബ്ലിയു.പി.റ്റി.സി.തിരുവനന്തപുരം) |
| 5. റ്റി.ജി.എം.റ്റി സെന്റർ, കാഞ്ഞിരംകുളം, തിരുവനന്തപുരം | (ഡബ്ലിയു.പി.റ്റി.സി.തിരുവനന്തപുരം) |
| 6. റ്റി.ജി.എം.റ്റി സെന്റർ, കണ്ടല, തിരുവനന്തപുരം | (ഡബ്ലിയു.പി.റ്റി.സി.തിരുവനന്തപുരം) |
| 7. റ്റി.ജി.എം.റ്റി സെന്റർ, ചിറയിൻകീഴ്, തിരുവനന്തപുരം | (ജി.പി.റ്റി.സി. ആറ്റിങ്ങൽ) |
| 8. റ്റി.ജി.എം.റ്റി സെന്റർ, തേവള്ളി, കൊല്ലം | (റ്റി.എച്ച്.എസ്. എഴുകോൺ) |
| 9. റ്റി.ജി.എം.റ്റി സെന്റർ, കല്ലട, കൊല്ലം | (റ്റി.എച്ച്.എസ്. എഴുകോൺ) |
| 10. റ്റി.ജി.എം.റ്റി സെന്റർ, നാട്ടകം, കോട്ടയം | (റ്റി.എച്ച്.എസ്. പാമ്പാടി) |
| 11. റ്റി.ജി.എം.റ്റി സെന്റർ, മേലുകാവ്, കോട്ടയം | (റ്റി.എച്ച്.എസ്. പാല) |
| 12. റ്റി.ജി.എം.റ്റി സെന്റർ, ചെങ്ങന്നൂർ, ആലപ്പുഴ | (റ്റി.എച്ച്.എസ്. ഹരിപ്പാട്) |
| 13. റ്റി.ജി.എം.റ്റി സെന്റർ, ഹരിപ്പാട്, ആലപ്പുഴ | (റ്റി.എച്ച്.എസ്. ഹരിപ്പാട്) |
| 14. റ്റി.ജി.എം.റ്റി സെന്റർ, തൊടുപുഴ, ഇടുക്കി | (ജി.പി.റ്റി.സി. മുട്ടം) |
| 15. റ്റി.ജി.എം.റ്റി സെന്റർ, കുമിളി, ഇടുക്കി | (ജി.പി.റ്റി.സി. കുമിളി) |
| 16. റ്റി.ജി.എം.റ്റി സെന്റർ, പീരുമേട്, ഇടുക്കി | (ജി.പി.റ്റി.സി. കുമിളി) |
| 17. റ്റി.ജി.എം.റ്റി സെന്റർ, രാജക്കാട്, ഇടുക്കി | (റ്റി.എച്ച്.എസ്. അടിമാലി) |
| 18. റ്റി.ജി.എം.റ്റി സെന്റർ, ദേവികുളം, ഇടുക്കി | (റ്റി.എച്ച്.എസ്. അടിമാലി) |
| 19. റ്റി.ജി.എം.റ്റി സെന്റർ, തൃപ്പൂണിത്തറ, എറണാകുളം | (ജി.പി.റ്റി.സി. കളമശ്ശേരി) |
| 20. റ്റി.ജി.എം.റ്റി സെന്റർ, ഞാറയ്ക്കൽ, എറണാകുളം | (ജി.പി.റ്റി.സി. കളമശ്ശേരി) |
| 21. റ്റി.ജി.എം.റ്റി സെന്റർ, ഇടപ്പള്ളി, എറണാകുളം | (ജി.പി.റ്റി.സി. കളമശ്ശേരി) |
| 22. റ്റി.ജി.എം.റ്റി സെന്റർ, പരിയാരം, തൃശ്ശൂർ | (ജി.സി.ഐ. മാള) |
| 23. റ്റി.ജി.എം.റ്റി സെന്റർ, തലപ്പിള്ളി, കടപ്പുറം, തൃശ്ശൂർ | (ജി.പി.റ്റി.സി. കുന്നംകുളം) |
| 24. റ്റി.ജി.എം.റ്റി സെന്റർ, തൃശ്ശൂർ | (റ്റി.എച്ച്.എസ്. തൃശ്ശൂർ) |
| 25. റ്റി.ജി.എം.റ്റി സെന്റർ, വടക്കാഞ്ചേരി, തൃശ്ശൂർ | (റ്റി.എച്ച്.എസ്. തൃശ്ശൂർ) |
| 26. റ്റി.ജി.എം.റ്റി സെന്റർ, ഇരിഞ്ഞാലക്കുട, തൃശ്ശൂർ | (റ്റി.എച്ച്.എസ്. കൊടുങ്ങല്ലൂർ) |
| 27. റ്റി.ജി.എം.റ്റി സെന്റർ, അഗളി, പാലക്കാട് | (റ്റി.എച്ച്.എസ്. പാലക്കാട്) |
| 28. റ്റി.ജി.എം.റ്റി സെന്റർ, പുതുപരിയാരം, പാലക്കാട് | (റ്റി.എച്ച്.എസ്. പാലക്കാട്) |
| 29. റ്റി.ജി.എം.റ്റി സെന്റർ, മണ്ണാർക്കാട്, പാലക്കാട് | (റ്റി.എച്ച്.എസ്. ഷൊർണ്ണൂർ) |
| 30. റ്റി.ജി.എം.റ്റി സെന്റർ, ചാത്തന്നൂർ, പാലക്കാട് | (റ്റി.എച്ച്.എസ്. ഷൊർണ്ണൂർ) |
| 31. റ്റി.ജി.എം.റ്റി സെന്റർ, മങ്കട, മലപ്പുറം | (ജി.പി.റ്റി.സി. പെരുന്തൽമണ്ണ) |
| 32. റ്റി.ജി.എം.റ്റി സെന്റർ, വേങ്ങര, മലപ്പുറം | (ജി.പി.റ്റി.സി. തിരുരങ്ങാടി) |
| 33. റ്റി.ജി.എം.റ്റി സെന്റർ, പൊന്നാനി, മലപ്പുറം | (റ്റി.എച്ച്.എസ്. കുറ്റിപ്പുറം) |
| 34. റ്റി.ജി.എം.റ്റി സെന്റർ, കൊണ്ടോട്ടി, മലപ്പുറം | (റ്റി.എച്ച്.എസ്. മഞ്ചേരി) |
| 35. റ്റി.ജി.എം.റ്റി സെന്റർ, കുറ്റിച്ചിറ, കോഴിക്കോട് | (ഡബ്ലിയു.പി.റ്റി.സി. കോഴിക്കോട്) |
| 36. റ്റി.ജി.എം.റ്റി സെന്റർ, വടകര, കോഴിക്കോട് | (റ്റി.എച്ച്.എസ്. വടകര) |
| 37. റ്റി.ജി.എം.റ്റി സെന്റർ, ധർമ്മടം, കണ്ണൂർ | (റ്റി.എച്ച്.എസ്. കണ്ണൂർ) |
| 38. റ്റി.ജി.എം.റ്റി സെന്റർ, വെല്ലൂർ, പയന്നൂർ, കണ്ണൂർ | (റ്റി.എച്ച്.എസ്. നെരുവാമ്പ്രം) |
| 39. റ്റി.ജി.എം.റ്റി സെന്റർ, വൈത്തിരി-ചുൽ, വയനാട് | (ജി.പി.റ്റി.സി. മീനങ്ങാടി) |
| 40. റ്റി.ജി.എം.റ്റി സെന്റർ, മാനന്തവാടി, വയനാട് | (റ്റി.എച്ച്.എസ്. മാനന്തവാടി) |
| 41. റ്റി.ജി.എം.റ്റി സെന്റർ, സുൽത്താൻ ബത്തേരി, വയനാട് | (റ്റി.എച്ച്.എസ്. സുൽത്താൻ ബത്തേരി) |
| 42. റ്റി.ജി.എം.റ്റി സെന്റർ, തളങ്ങര, കാസർഗോഡ് | (റ്റി.എച്ച്.എസ്. മൊഗ്രാൽപുത്തൂർ) |

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Annexure – 10(a)

വൊക്കേഷണൽ ട്രെയിനിംഗ് സെന്റർ

- | | |
|---|---|
| 1. റാട്ടൺ ട്രെയിനിംഗ് സെന്റർ,
(സി.പി.റ്റി.തിരുവനന്തപുരം) | പരണിയം (നെയ്യാറ്റിൻകര) |
| 2. ബുക്ക്ബയന്റിംഗ് സെന്റർ,
പട്ടം) | കുളത്തൂർ (തിരുവനന്തപുരം) (ജി.സി.ഐ, |
| 3. വീവിംഗ് ട്രെയിനിംഗ് സെന്റർ, | ആറാലുംമുട്(തിരുവനന്തപുരം) (സി.പി.റ്റി.തിരുവനന്തപുരം) |
| 4. കമ്പോസിംഗ് ആന്റ് ട്രെയിനിംഗ് സെന്റർ, | വട്ടിയൂർക്കാവ്(തിരുവനന്തപുരം)(സി.പി.റ്റി.തിരുവനന്തപുരം) |

Annexure – 11

GOVERNMENT COMMERCIAL INSTITUTES

Sl. No.	Name of Govt. Commercial Institutes	Year of commencement	Sanctioned intake	Telephone Number of G.C.I
1	Govt. Commercial Institute, Mannanthala, Nalanchira. P.O, Thiruvananthapuram - 695 015	1975-1976	60	0471-2540494
2	Govt. Commercial Institute, Nellipally (P.O), Punalur, Kollam-691 305	1984-85	60	0475-2229670
3	Govt. Commercial Institute, Irumpupalam.P.O, Kallupalam, Alappuzha	1980-81	60	0477-2237175
4	Govt. Commercial Institute, Ettumanoor (P.O), Kottayam (Dist), Pin-686 631	1984-85	60	----
5	Govt. Commercial Institute, Kanchiyar, Kattappana, Idukki (Dist)- 685 511	1983-84	60	0486-8271058
6	Govt. Commercial Institute, Lalom.P.O, Pala, Kottayam-686 575	1985-86	60	0482-2201650
7	Govt. Commercial Institute, Ernakulam, Kaloor. P.O., Cochin - 682 017	1910-1911	60	-----
8	Govt. Commercial Institute, Thankalam (P.O), Kothamangalam, Ernakulam – 686 691	1984-85	60	0485-2828557
9	Govt. Commercial Institute, Pothanicaad (P.O), Muvattupuzha, Ernakulam- 686 671	1985-86	60	0486-2564709
10	Govt. Commercial Institute, Ashtamichira (P.O), Mala, Thrissur (Dist) – 680 731	1984-85	60	0480-2892619
11	Govt. Commercial Institute, Noorani (P.O) Palghat – 678 004	1980-1981	60	0491-2532371
12	Govt. Commercial Institute, Manjeri, Karuvambram, West (P.O.) Malappuram (Dist) – 676 123	1975-1976	60	0483-2761565
13	Govt. Commercial Institute, Korayangad Street, Quilandy, Kozhikode - 673 305	1983-84	60	0496-2624060
14	Govt. Commercial Institute, Kallachi, Bhadagara, Kozhikode - 673 506	1985-86	60	0496-2554300
15	Govt. Commercial Institute, Meenangadi (P.O), Wyanad-673 591	1984-85	60	0493-248380
16	Govt. Commercial Institute, Thaliparumba, Kannur-670 141	1984-85	60	
17	Govt. Commercial Institute, Cherukunnu (P.O), Kannapuram, Kannur – 670 301	1984-85	60	0497-2861819

Annexure – 12

K.G.C.E. Institutions

- 1 Bharat Engg. Institute, Karamana
- 2 Enstitute of Engg; & Technology, Kanjiramkulam
- 3 M.P. Telegraph & Wireless College, Attakkulangara
- 4 School of Engg; Thiruvananthapuram
- 5 S.P.Telegraph & Wireless College, Thiruvananthapruam
- 6 Bharat Engg. Institute, Karamana, Thiruvananthapruam
- 7 P.T. Institute of Engg. Kilimannor
- 8 Sree Viswanathodayam Bharatheeya Institute, Attingal
- 9 V.K.M. Insdustrial Institute, Kadakkal-
- 10 Indian Institute of Technology, Attingal
- 11 Technical Training Institute, Kollam
- 12 M.V. College of Engg. Chathannoor
- 13 S.R.V. College of Engg. Paravoor, Kollam
- 14 The 'V' Telegraph & Wireless Institute, Kollam
- 15 Classic Institute of Technical Centre, Anchal
- 16 I.T.C. & College of Engg. Kollam
- 17 The Co-Opertive Engg. Institute, Kadampanadu
- 18 N.S.N.S.M.I.T.C. Chavara
- 19 S.P. College Of Engg. Adoor
- 20 Gemco Technial Institute, Pathanamthitta
- 21 Modern Institute of Engg. Kottarakkara
- 22 Co-Operative Engg. Institute, Pathanamthitta
- 23 The National Technical Institute, Adoor
- 24 Bharat Technical College, Punalur
- 25 International Technical Institute, Sasthamkotta
- 26 Technical Trainging Institute, Kollam
- 27 Sterling Technical Institute, Ranni
- 28 Central Engg. Institute, Maliappally
- 29 Alex Technical Institute, Pathanamthitta
- 30 National Technical Institute, Pathanamthitta
- 31 Master College of Civil Engg., Mavelikkara
- 32 The C.R.E. Institutions, Alappuzha
- 33 Vikram Srabhai I.T.E, Mavelikkara
- 34 M.G. Institute Of Technology, Karunagappally
- 35 Nalanda College Of Engg.; & I.T.C., Kothamangalam
- 36 S.N.I.T.C., Mavelikkara
- 37 International I.T.C., Mannar
- 38 Alpha Institute Of Electronics, Karunagappally, Kollam
- 39 Sree Vivekananda I.T.C, Ochira
- 40 Kavitha Technology Institute, Alappuzha
- 41 Aravukad I.T.C., Punnapra, Alappuzha
- 42 Centala Engg. Institute, Mallappally
- 43 Alex Technical Institute, Perinthalmanna
- 44 National Engg. Institute, Thiruvalla

- 45 St. Mary's Engg; College, Pala
- 46 Dr. Zakhir Husain Memorial Civil Engg. Institute, Changanassery
- 47 Tronix Engg. Institute, Pala
- 48 National Technical Institutte, Kanjirappally
- 49 Zeeman's Institute of Electronics, Mundakkayam
- 50 Bri-Tech Engg. Institute, Pala
- 51 Tronix Engg. Institute, Thoudupuzha
- 52 Vikas Engg. Institute, Idukky
- 53 Tronix Engg. Institute, Kanjirapally
- 54 Institute of Radio & Television Engg; Kottayam
- 55 St. Mary's Engg; Institutte, Pala
- 56 Reliance Institute of Engg. Kottayam
- 57 Young India Engg; Institute, Thaliyolapparambu
- 58 Hindustan Engg; Institute, Thalipparambu
- 59 Reliance Institute of Engg; Kottayam
- 60 Young India Engg; Institute, Thaliyolapparambu
- 61 Tronix Engg; Institute, Pala
- 62 Dr. Zakhir Hussain Memorial Civil Engg; Institute, Changanassery
- 63 Kerala Institute, Kottayam
- 64 National Technical Institute, Kanjirapally
- 65 Sree Viwanathodayam Bharatheeya Institute, Attingal
- 66 Techno Engg; Institute, Ettumanoor
- 67 Dr. Zakhir Hussain Memorial Civil Engg; Institute, Changanassery
- 68 Tronix Engg; Institute, Kanjirappally
- 69 Tronix Engg; Institute, Pala
- 70 St. Mary's Engg; Institute, Pala
- 71 Hindustan Engg; Institute, Thalipparambu
- 72 National Technical Instiute, Kanjirappally
- 73 South Indian Engg; Institute, Perumbavoor
- 74 Markaz Engg; Institute, Kalamassery
- 75 Ideal Technical Institute, Aluva
- 76 S.P.M. Institute of Electronics, Kochi
- 77 Ideal Technical Institute, Aluva
- 78 Jyothis I.T.C, Adimali
- 79 Technico Engg; Institute, Kattappana
- 80 Skiltech College of Engg; Kochi
- 81 Tronix Institute of Engg; Thodupuzha
- 82 Blue Too Nix College of Engg; Palluruthy, Cochin
- 83 United Technical Training Institute, Kothamangalam
- 84 Jyothis Industrial Training Centre, Adimali
- 85 Technico Engg; Institute, Kattappana
- 86 S.P.M. Institute of Electronics, Kochi
- 87 Ideal Technical Institute, Aluva
- 88 United Technical Training Institute, Kothamangalam
- 89 El Mech Technical Institute, Idukki
- 90 Technico Engg; Institute, Kattappana
- 91 Faraday Electronics Engg; Institute, Ernakulam
- 92 Ideal Technical Institute, Aluva
- 93 South Indian Engg; Institute, Ernakulam

- 94 S.P.M. Institute of Electronics, Kochi
- 95 National Technical Institute of Engg; Adimali
- 96 Bharat Technical Engg; College, Irinjalakkuda
- 97 Indian Institute of Engg; & Technical Institute, Kodungalloor
- 98 Hi.Tech Technical Institute, Mala, Thrissur
- 99 Skiltech College of Engg; Kochi
- 100 Koratty Matha Technological Institute, Chalakkudi
- 101 Koratty Matha Technological Institute, Angamali
- 102 Carmel Industrial Centre & Technical Institute, Angamali
- 103 Regional Technical Institute Of Technical Courses, Chalakkudi
- 104 Luna Institute of Engg; Technology, Irinjalakkuda
- 105 Victory Institute of Technology, Trissur
- 106 Tech-Win Institute of Technology, Vadakkanchery
- 107 Amala Technical Institute, Trissur
- 108 Sigma Institute of Engg; Technology, Trissur
- 109 Phonetic Institute of Engg; Technology, Trissur
- 110 Freeze Tech Technical Institute, Trissur
- 111 Asiatic Centre For Technical Education, Chavakkad
- 112 Phonetic Institute of Engg; Technology, Trissur
- 113 Victory Institute of Technology, Trissur
- 114 Sigma Institute of Engg; Technology, Trissur
- 115 Al-Noor Technical Institute, Trissur
- 116 Tech-Win Institute of Technology, Vadakkanchery
- 117 Rama Varma Institute of Civil Engg; Trissur
- 118 National Agro Industrial Technical Institute, Palakkad
- 119 Amala Technical Institute, Trissur
- 120 Tech-Win Institute of Technology, Trissur
- 121 Al-Noor Technical Institute, Vadanappally
- 122 Amala Technical Institute, Trissur
- 123 Victory Institute of Technology, Trissur
- 124 Informa I.T.C. Trissur
- 125 Phonetic Institute of Engg; Technology, Trissur
- 126 Victory Institute of Technology, Trissur
- 127 Amala Technical Institute, Trissur
- 128 Phonetic Institute of Engg; Technology, Trissur
- 129 Engineer's Trainging Centre, Trissur
- 130 Sigma Institute of Engg; Technology, Trissur
- 131 Al-Noor Technical College, Vadanappally
- 132 Tech-Win Instiute of Technology, Vadakkanchery
- 133 Kerala Technical Institute, Palakkad
- 134 1st Engineer's Technical Institute, Palakkad
- 135 Vidyadiraja Technical Institute, Alathur
- 136 Phonetic Engg; & Technical Institute, Palakkad
- 137 Polytech Institute of Engg; Malappuram
- 138 Tirur Technical Institute, Tirur, Malappuram
- 139 Infas Technical Institute, Valanchery
- 140 Amina Engg; Institute, Malappuram
- 141 Edappal Technical Institute, Malappuram

- 142 Nilambur Technical Institute, Trissur
- 143 N.T.C. Technical Institute, Perinthalmanna
- 144 Jayabharath Technical Centre, Malappuram
- 145 Cine Technical Institute, Perinthalmanna
- 146 Komala Technical Institute, Malappuram
- 147 Nit Technical Institute, Mannarkkadu
- 148 Ideal Technical Institute, Palakkad
- 149 Indian Technical Institute, Koilandy
- 150 Model Engg; & Technical Institute, Wandoor, Malappuram
- 151 Orphanage's Technical Institute, Perinthalmanna
- 152 Indian Technical Institute, Malappuram
- 153 Electro Technical Institute, Manjery
- 154 Regional Technical Institute, Malappuram
- 155 T.T.I. Technical Institute, Kondotty.
- 156 Cieso Technical Institute, Calicut
- 157 Central Technical College, Calicut
- 158 Excel Institute of Engg; & Technical Institute, Kozhikode
- 159 Academy of Engg; & Technology, Kozhikode
- 160 Indian Technical Institute, Koilandy
- 161 Electro Technical Institute, Thamarassery
- 162 Brio Technical Institute, Thirurangadi, Malappuram
- 163 I.E.M.T. Technical Institute, Kozhikode
- 164 Television Technical Institute, Calicut
- 165 Cambridge Technical Institute, Calicut
- 166 Premier Technical Institute, Calicut
- 167 Ideal Technical Institute, Perambra
- 168 Markaz Technical Institute, Calicut
- 169 Premier Technical Institute, Meenchanda, Calicut
- 170 Electro Technical Institute, Kozhikode
- 171 Central Technical College, Calicut
- 172 Cieso Technical Institute, Calicut
- 173 Markaz Technical Institute, Calicut
- 174 Ideal Technical Institute, Perambra
- 175 Calicut Institute of Engg; Technology, Calicut
- 176 Indian Technical Institute, Koilandy
- 177 Ideal Technical Institute, Koilandy
- 178 Markaz Technical Institute, Calicut
- 179 Academy of Engg; & Technology, Kozhikode
- 180 Excel Institute of Engg; & Technical Institute, Kozhikode
- 181 Central Technical College, Calicut
- 182 Air Conds Technical Institute, Vadakara
- 183 From-Tech Technical Institute, Vadakara
- 184 Tele Vision Technical Institute, Vadakara
- 185 Modern Technical Institute, Kannur
- 186 Universal Technical Institute, Payyannur, Kannur
- 187 Cannanore Technical Institute, Kannur
- 188 Chythanya Technical Institute, Kannur
- 189 Malabar Technical Institute, Kannur

- 190 Pazhashiraja Technical Institute, Kannur
- 191 Ampere Technical Institute, Payyannur
- 192 Tele Vision Technical Institute, Tahlassery
- 193 Vidyasarathy Institute Of Engg; & Computer Technology, Thalipparambu
- 194 Indian Technical Institute, Kannur
- 195 Cosmos Technical Institute, Kannur
- 196 Chythanya Technical Institute, Kannur
- 197 Modern Technical Institute, Kannur
- 198 Tronix Technical Institute, Kannur
- 199 Malabar Technical Institute, Kannur
- 200 Victory Technical Institute, Kannur
- 201 Pazhshi Raja Technical Institute, Kannur
- 202 I.A.T Technical Institute, Kannur
- 203 Central Technical Institute, Kannur
- 204 Bharat Technical Institute, Thellichery
- 205 Cosmos Technical Institute, Kannur
- 206 Vidya Sarathy Institute Of Engg; & Computer Technology, Kannur
- 207 Geotec Industrial Technological Institute, Kanhangad
- 208 Ampere Technical Institute, Payyannur
- 209 Adarsh Technical Institute, Uppala
- 210 Ideal Technical Institute, Kasargod
- 211 Universal Technical Institute, Payyannur
- 212 Bharat I.T.I., Kasargod
- 213 Grotek Industrial Technical Institute, Kannur
- 214 Venu's Technical Institute, Kolichal
- 215 Ideal Technical Institute, Kasargod
- 216 Bharat I.T.I., Kasargod
- 217 Victory Technical Institute, Shornur
- 218 Technological Training Centre, Ottappalam
- 219 Model Technical Institute, Pattambi
- 220 Kuttippuram Technical Institute, Kuttippuram
- 221 Kerala Academy Of Engg; Kalpatta
- 222 Mar Athanasious I.T.C., Sulthan Bathery
- 224 Indian Institute of Engg; & Technology Institute, Kodungalloor
- 225 K.M.O Technical Institute, Kozhikode
- 226 Bri-Tech Engg; Instiute, Pala
- 227 Brio Technical Institute, Tirurangadi
- 228 Iemt Technical Institute, Narikkuni
- 229 Usha Technical Institute, Konni
- 230 Bharat Technical Institute, Pathanamthitta
- 231 Iemt Technical Institute, Narikkuni
- 232 Mar Philaninous I.T.C.& Technical Institute, Chengannoor
- 233 Carmel Industrial Centre & Technical Institute, Angamali
- 234 Kerala Academy of Engg; & I.T.C. N. Paravoor
- 235 Indian Technical Institute, Koilandy
- 236 Kerala Academy of Engg; Sulthan Batheri
- 237 Vikas Engg; Institute, Kattappana
- 238 Blue Tronix College of Engg; Kochi

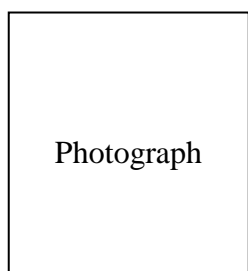
Annexure 13

APPRENTICESHIP CONTRACT REGISTRATION CARD

Graduate Apprentice Technician Apprentice Technician (Vocational) Apprentice

1. Whether Sandwich Course student or not, State Yes/No.

2. Name of Apprentice (In capital letters)



Male Female

3. Address

Permanent	Present
Pin..... ...	Pin.....

Whether he/she belongs to:

- Scheduled Caste
- Scheduled Tribe
- Physically Handicapped
- Minority Community
-

(Please specify)

4. Date of Birth

Muslim/Christian/Parsi/
Jain/Sikh

5. Educational Qualifications considered for apprenticeship training under the Act:

Name of Institution University/ Board	Qualification specify subject filed	Year & Month of Passing

6. Date of commencement of Training Period of Training Rate of Stipend Rs. Per month

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7. Name & Address of the Employer Name & Address of the Surety

Pincode.....	Pincode.....
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We, the Employer, Apprentice (the Guardian in the case of Minor Apprentices) and the Surety hereby declare that we have read the contents of the Apprenticeship Contract as per the Apprenticeship Rules, 1962, as amended from time to time and agree to abide by all the provisions made there under. We also declare that all the provisions of the Apprenticeship Act 1961, as amended from time to time including those relating to Registration and Termination of Contract are binding on us. (A certified Specimen Copy of Contract entered into is enclosed.)

Signature of Employer

Signature of Apprentice
Guardian

Signature of Surety

Witness:

- 1.
- 2.

- 1.
- 2.

- 1.
- 2.

FOR BOARD'S USE: Vide Regn. No.	Registered under Sec. 4 of the Companies Act <input style="width: 100px; height: 20px;" type="text"/>	Regional Central Apprenticeship Adviser
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Annexure 13 (a)

APPLICATION FOR REGISTRATION UNDER THE APPRENTICES (AMENDMENT) ACT

1. Name (in block letters) :

2. Address with Pincode
(in block letters) :

PIN						
DIST.						

3. Male/Female :

4. Age and date of birth :

5. Please specify Degree/Diploma with branch :

Details of the Course

Duration of Course	Institution	University/Board	Month & Year of passing	Division with % Marks

6A. Elective subject in the final semester/year :

7. Experience if any (as paid apprentice or in job) :

8. Whether belongs to SC/ST :

9. Establishments where he/she prefer to have
Training :

10. Whether willing to work anywhere in Kerala :

11. Details of fee paid (Chalan Number, Date and
Treasurey) :

Station :

Date:

Signature of the applicant

Annexure - 14

കേരള സർക്കാർ

സംഗ്രഹം

പൊതുഭരണ വകുപ്പ് - അറിയുവാനുള്ള അവകാശ ചട്ടം 2005 - പൊതു ജനങ്ങൾക്ക് വിവരങ്ങൾ നൽകുന്നതിന് താൽക്കാലിക ഫീസ് നിരക്കുകൾ നിശ്ചയിച്ചുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പൊതു ഭരണ (ഏകോപന വകുപ്പ്)

സ.ഉ.)സാധാ) നം.8026/05/പൊ.ഭ.വ.

തീയതി: 19.10.2005

പരാമർശം:- 10.10.2005-ലെ ജി.ഒ.(പി)367/05/പൊ.ഭ.വ. നമ്പർ ഉത്തരവ്

ഉത്തരവ്

അറിയുവാനുള്ള അവകാശ ചട്ടം 2005-ലെ സെക്ഷൻ 6,7 എന്നിവ പ്രകാരം ചട്ടത്തിന്റെ പരിധിയിൽ വരുന്ന വിവരങ്ങൾ പൊതുജനങ്ങൾക്ക് നൽകുന്നതിന് നിശ്ചിത ഫീസ് ഈടാക്കാമെന്ന് വ്യവസ്ഥയുണ്ട്. ഇപ്രകാരം ഈടാക്കാവുന്ന ഫീസിന്റെ നിരക്ക് സംബന്ധിച്ച് പ്രസ്തുത ചട്ടത്തിലെ 27-ാം വകുപ്പ് അനുശാസിക്കുന്ന പ്രകാരമുള്ള നിയമനിർമ്മാണം നടത്തുന്നതുവരെ പൊതുജനങ്ങൾക്ക് വിവരങ്ങൾ നൽകുന്നതിന് താഴെ കൊടുക്കുന്ന താൽക്കാലിക ഫീസ് നിരക്കുകൾ നിശ്ചയിച്ചുകൊണ്ട് സർക്കാർ ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

വകുപ്പ് 6(1) പ്രകാരം

- 1. വിവരങ്ങൾ ലഭ്യമാക്കാനുള്ള അപേക്ഷയോടൊപ്പം ഒടുക്കേണ്ട ഫീസ് 10 രൂപ

വകുപ്പ് 7(1) പ്രകാരം

- 1. വിവരങ്ങൾ A4 വലിപ്പത്തിലുള്ള പേപ്പറിൽ ലഭിക്കുന്നതിന്, ഓരോ പേജിനും 2 രൂപ
- 2. വലിപ്പം കൂടുതലുള്ള പേപ്പറിൽ വിവരങ്ങൾ ലഭിക്കുന്നതിന് അതിനുള്ള യഥാർത്ഥ ചെലവ്
- 3. സാമ്പിളുകളും മോഡലുകളും ലഭിക്കുന്നതിന് അതുമുള്ള യഥാർത്ഥ വില/ചെലവ്
- 4. രേഖകളുടെ പരിശോധനയ്ക്ക് ആദ്യത്തെ ഒരു മണിക്കൂറിന് ഫീസില്ല. അതിനുശേഷമുള്ള ഓരോ 30 മിനിറ്റിനും അതിന്റെ അംശത്തിനും 10 രൂപ വീതം.

വകുപ്പ് 7(5) പ്രകാരം

- 1. സി.ഡി. ഫ്ലോപ്പി തുടങ്ങിയ ഇലക്ട്രോണിക് രൂപത്തിൽ വിവരങ്ങൾ ലഭിക്കുന്നതിന് (ഓരോന്നിനും) 50 രൂപ
- 2. പ്രിൻ്റഡ് രൂപത്തിൽ വിവരങ്ങൾ ലഭിക്കുന്നതിന് (ഓരോ പേജിനും) 2 രൂപ

പൊതു ജനങ്ങളിൽ നിന്നും നിശ്ചിത നിരക്കിലുള്ള ഫീസ് TR 5 മുഖേന അതാത് ഓഫീസുകളിൽ/സ്ഥാപനങ്ങളിൽ സ്വീകരിക്കേണ്ടതും അപ്രകാരം സ്വീകരിക്കുന്ന തുക ഓഫീസ്/സ്ഥാപന മേധാവികൾ നിലവിലുള്ള ചട്ടങ്ങൾ പ്രകാരം ഒടുക്കേണ്ട ഫീസ് "0070 other administrative services-60 other services -800 other receipts -42 other items" എന്ന അക്കൗണ്ട് ഹെഡിൽ ബന്ധപ്പെട്ട ട്രഷറിയിൽ ഒടുക്കേണ്ടതുമാണ്.

ദാരിദ്ര രേഖയ്ക്ക് താഴെയുള്ളവരെ അതു തെളിയിക്കുന്നതിനുള്ള രേഖകൾ ഹാജരാക്കുന്ന പക്ഷം നിർദ്ധിഷ്ട ഫീസ് ഈടാക്കുന്നതിൽ നിന്നും ഒഴിവാക്കുന്നതാണ്.

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം

ഇ.കെ. ഭരത്ഭൂഷൺ
പ്രിൻസിപ്പൽ സെക്രട്ടറി

Annexure - 14(a)

കേരള സർക്കാർ

സംഗ്രഹം

പൊതുഭരണ വകുപ്പ് - വിവരാവകാശ നിയമം, 2005 പ്രകാരം വിവരങ്ങൾ ലഭിക്കുന്നതിന്, ഫീസ് ഒടുക്കുന്നതിനുള്ള രീതികൾ വിപുലീകരിച്ചുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പൊതു ഭരണ (ഏകോപന വകുപ്പ്)

സ.ഉ.)സാധാ) നം.2383/06/പൊ.ഭ.വ.

തിരുവനന്തപുരം, തീയതി: 01.04.2006

- പരാമർശം:- 1. 10.10.2005 ലെ ജി.ഒ.(പി)367/2005/പൊ.ഭ.വ. നമ്പർ ഉത്തരവ്.
- 2. 10.10.2005 ലെ സ.ഉ(സാധാ)9026/2005/പൊ.ഭ.വ. നമ്പർ ഉത്തരവ്.
- 3. 10.10.2005 ലെ സ.ഉ.(സാധാ)1017/2006/പൊ.ഭ.വ. നമ്പർ ഉത്തരവ്.

ഉത്തരവ്

വിവരാവകാശ ചട്ട പ്രകാരമുള്ള വിവരങ്ങൾ പൊതു ജനങ്ങൾക്ക് ലഭിക്കുന്നതിന് നിശ്ചയിച്ചിട്ടുള്ള ഫീസ് TR 5 മുഖേനയോ **"0070 other administrative services-60 other services -800 other receipts -42 other items"** എന്ന അക്കൗണ്ട് ഹെഡിൽ ട്രഷറി ചെലാൻ മുഖേനയോ ഒടുക്കാനുള്ള സൗകര്യം നിലവിലുണ്ട്. കേന്ദ്ര സർക്കാരും മറ്റു ചില സംസ്ഥാന സർക്കാരുകളും വിവരാവകാശ ചട്ട പ്രകാരം വിവരങ്ങൾ ലഭിക്കുന്നതിന് ഒടുക്കേണ്ട ഫീസ്, ട്രഷറി ചെലാനു പുറമേ ഡിമാന്റ് ഡ്രാഫ്റ്റ്, ബാങ്കേഴ്സ് ചെക്ക്, പേ ഓർഡർ, കോർട്ട് ഫീ സ്റ്റാമ്പ് എന്നിവ മുഖേനയും ഒടുക്കാനുള്ള അവസരം പൊതുജനങ്ങൾക്ക് നൽകുന്നുണ്ട്. ഭരണ നിർവ്വഹണത്തിൽ പരമാവധി സുതാര്യതയും കാര്യക്ഷമതയും ഉറപ്പാക്കുകയെന്ന ലക്ഷ്യത്തോടെ രൂപം കൊടുത്തിട്ടുള്ള ചട്ടത്തിലെ നടപടി ക്രമങ്ങൾ ഓരോന്നും, ഏറ്റവും ലളിതവും സൗകര്യപ്രദവുമായിരിക്കണമെന്ന് സർക്കാർ കരുതുന്നു. അതിനാൽ വിവരാവകാശ ചട്ട പ്രകാരമുള്ള ഫീസ് ഒടുക്കുന്നതിനുള്ള രീതികൾ താഴെപ്പറയും പ്രകാരം വിപുലീകരിച്ചുകൊണ്ട് സർക്കാർ ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

- 1) ചട്ടത്തിലെ വകുപ്പ് 6(1) പ്രകാരം അപേക്ഷയോടൊപ്പം ഒടുക്കേണ്ട ഫീസ് (പത്ത് രൂപ) നിലവിലുള്ള TR 5, ട്രഷറി ചെലാൻ എന്നിവയ്ക്കു പുറമേ, കോർട്ട് ഫീ സ്റ്റാമ്പ്/ ഡിമാന്റ് ഡ്രാഫ്റ്റ്/ ബാങ്കേഴ്സ് ചെക്ക്/പേ ഓർഡർ എന്നിവ മുഖേനയും ഒടുക്കാവുന്നതാണ്.
- 2) ചട്ടത്തിലെ വകുപ്പ് 7(1), 7(5) പ്രകാരം വിവരങ്ങൾ ലഭ്യമാക്കുന്നതിന് നിശ്ചയിച്ചിട്ടുള്ള ഫീസ്, നിലവിലുള്ള TR 5, ട്രഷറി ചെലാൻ എന്നിവയ്ക്കു പുറമേ, ഡിമാന്റ് ഡ്രാഫ്റ്റ്/ ബാങ്കേഴ്സ് ചെക്ക്/പേ ഓർഡർ എന്നിവ മുഖേനയും ഒടുക്കാവുന്നതാണ്.
- 3) ഡ്രാഫ്റ്റ്/ ബാങ്കേഴ്സ് ചെക്ക്/പേ ഓർഡർ എന്നിവ സ്റ്റേറ്റ് പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസറായി സ്ഥാന നിർദ്ദേശം ചെയ്തിട്ടുള്ള ഉദ്യോഗസ്ഥന്റെ ഔദ്യോഗിക നാമത്തിലായിരിക്കണം എടുക്കേണ്ടത്. (ഉദാഹരണത്തിന് പൊതുഭരണ വകുപ്പിലെ അഡീഷണൽ സെക്രട്ടറിയെ ആ വകുപ്പിന്റെ സ്റ്റേറ്റ് പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസറായി സ്ഥാന നിർദ്ദേശം ചെയ്തിട്ടുള്ള പക്ഷം, അദ്ദേഹത്തിൽ നിന്നും വിവരങ്ങൾ ലഭിക്കുന്നതിന്, അഡീഷണൽ സെക്രട്ടറി, പൊതുഭരണ വകുപ്പ് എന്ന പേരിലായിരിക്കണം, ഡി.ഡി/ചെക്ക് എന്നിവ ഒടുക്കേണ്ടത്.)
- 4) ഡിമാന്റ് ഡ്രാഫ്റ്റ് സ്റ്റേറ്റ് പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസറുടെ കാര്യാലയം സ്ഥിതി ചെയ്യുന്ന സ്ഥലത്തുള്ള ദേശസാൽകൃത ബാങ്ക് ശാഖകളിൽ നിന്നും മാറാവുന്നവിധമായിരിക്കണം എടുക്കേണ്ടത്.

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം

ഇ.കെ. ഭരത്ഭൂഷൺ
പ്രിൻസിപ്പൽ സെക്രട്ടറി

Annexure – 15

Name of Schools Where the Work Experience Programme is introduced

<u>Sl.No.</u>	<u>Name of Schools</u>	<u>Branch</u>
<u>Neyyattinkara DEO</u>		
1.	Govt. HSS, Neyyattinkara	Mech.
2.	Govt. MTHS, Ooruttukala, Neyyattinkara	Elect:
<u>Thiruvananthapuram DEO</u>		
3.	Govt. Model GHS, Pattom, Tvpm.	Elect:
4.	Govt. UPS, Thirumala, Tvpm	Mech.
5.	Govt. UPS, Valiyathura, Tvpm.	Mech.
6.	Govt. UPS, Chala, Tvpm.	Mech.
7.	Govt. HS, Naduveli, Konchira. P.O, Vempayam, Tvpm.	Elect:
8.	SMVHSS, Tvpm.	Mech./Elect.
9.	Govt. Model HS, Tvpm.	Mech./Elect.
<u>Attingal DEO</u>		
10.	Govt. UPS for Boys, Nedumangad – 695 541	Mech.
11.	Govt. HS, Karipur, Nedumangad	Elect.
12.	Govt. HS, Avanavanchery, Attingal	Mech.
13.	Govt. DIET, Attingal	Elect.
<u>Kollam DEO</u>		
14.	Govt. Model HS for Boys, Kollam	Mech.
15.	Govt. Fisheries HS, Kuzhithura, Kollam-690 542	Mech.
16.	Govt. TTI, Kollam	Mech.
17.	Govt. HS, Keralapuram, Kollam	Mech.
<u>Kottarakkara DEO</u>		
18.	Govt. UPS, Thalavoor, Kulakkada, Kottarakkara	Mech.
19.	Govt. UPS, Thalachira, Kottarakkara-691 546	Mech.
20.	PMG, UPS, Punalur	Elect:
21.	Govt. HS, Sasthamkotta	Elect:
<u>Mavelikkara DEO</u>		
22.	Govt. UPS, Kayamkulam	Mech.
23.	Govt. UPS, Krishnapuram, Kayamkulam	Mech.
24.	Govt. UPS, Chennithala, Mavelikkara	Mech.
25.	Govt. HS, Ala, Chengannur	Mech.
26.	Govt. DIET, Alappuzha, Chengannur	Mech.
<u>Pathanamthitta DEO</u>		
27.	Govt. Boys HSS, Adoor	Mech.
28.	Govt. VHSS, Vdakkadathukavu, Adoor-691 529	Mech.
29.	TM, Govt. HS, Peringanadu.P.O., Adoor – 691 528	Elect:
30.	Govt. HS, Omalloor, Pathanamthitta	Mech.

Thiruvalla DEO

31. Govt. UPSS, Thiruvalla Mech.
32. DIET Lab, UPS, Thiruvalla Elect:

Kottayam DEO

33. Govt. UPGS, Manarcad, Kottayam Mech.
34. Govt. HSS, Pampady, Kottayam Mech.
35. PTM, HS, Velloor, Kottayam Mech.
36. Govt. UPS, Thiruvarp, Kottayam Elect:
37. Govt. UPS, Thazhathangady, Kottayam Mech.

Kanjirappally DEO

38. Govt. HS, Vazhoor, Kanjirappally Mech.
39. Govt. HS, Edakkunnam, Parathodu, Kanjirappally- 686 512 Mech.

Pala DEO

40. Govt. HS, Pala Elect:
41. Govt. TTI, Ettumannur, Pala Mech.

Alappuzha DEO

42. KKPM Govt. HS, Cutcherymukku, Ampalappuzha, Alappuzha Mech.
43. Govt. Mohammadans BHS, Allappuzha Mech.
44. SNM Govt. HSS for Boys, Cherthala Mech.
45. Govt. UPS, Velliyamkulam, Varanadu.P.O., Cherthala Mech.

Ernakulam DEO

46. SRV (Dpt) UPS, Ernakulam, Kochi – 682 011 Mech.
47. Govt. UPS, Edappally, Ernakulam Mech.
48. Govt. UPS, Kunnakkal.P.O., Muvattupuzha, Ernakulam-682 316 Mech.
49. Govt. VHSS, Mangayil, Maradu, Ernakulam – 682 304 Elect:

Muvattupuzha DEO

50. Kunnakkal Govt. UPS, Kunnakkal.P.O., Muvattupuzha Mech.
51. Govt. HS, Piravam Mech.

Thodupuzha DEO

52. DIET Lab, UPS, Thodupuzha Mech.

Kothamangalam DEO

53. Govt. HS, Cheranalloor, Koovappady.P.O., Perumpavoor-683 544 Elect:
54. Govt. HSS, Akanadu, Mudakkuzha.P.O., Vengoor-683 546 Mech.

Aluva DEO

55. Govt. HS, Kongarappilly, Alangad (via), Aluva-683 525 Mech.

Iringalakkuda DEO

56. Govt. HS, Edavilangu, Kodungalloor- 680 671 Mech.
57. Govt. Kerala Varma HSS, Eriyad, Kodungalloor – 680 666 Mech.
58. Govt. HS, Nandikkara, Irinjalakkuda Mech.

Trichur DEO

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| 59. | Govt. Model HS for Boys, Trichur | Elect: |
| 60. | Govt. DIET, UPS, Ramavarmapuram, Trichur | Mech. |
| 61. | Govt. HSS, Villadam, R.V. Puram.P.O., Anappara, Trichur | Mech. |
| 62. | Govt. HS, Kannettupadam, Palappilly.P.O., Trichur | Mech. |
| 63. | Govt. HS, Poonkunnam, Trichur-2. | Mech. |

Chowghat DEO

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| 64. | Govt. Boys HS, Wadakkanchery, Trichur- 680 582 | Mech. |
| 65. | Govt. UPS, Vaduthala, Kunnankulam, Trichur | Mech. |
| 66. | Govt. Fisheries HS, Nattika, Nattika Beach.P.O., Trichur | Mech. |
| 67. | Govt. UPS, Perinjanam, Valappad, Trichur | Mech. |
| 68. | Govt. HS, Valappad, Trichur | Mech. |

Ottappalam DEO

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| 69. | S.V. Govt. DIET, Anakkara, Palakkad – 679 551 | Mech. |
| 70. | Govt. HS, Koonathara, Ottappalam – 679 523 | Mech. |

Palakkad DEO

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| 71. | Govt. Basic UPS, Thattamangalam, Palakkad | Elec: |
| 72. | Govt. UPS, Chittoor, Palakkad | Mech. |
| 73. | Govt. UPS, Edathara.P.O., Palakkad – 678 611. | Mech. |
| 74. | Govt. HS, Malampuzha, Palakkad | Mech. |
| 75. | Govt. UPS, Akathethara, Palakkad | Mech. |

Tirur DEO

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| 76. | Govt. Boys HSS, Tirur.P.O., Thekumury- 676 105 | Mech. |
| 77. | Govt. Mappila UPS, Betath Puthiyangady, Tirur – 676 102 | Elect: |
| 78. | Govt. HSS, Ponnani, Maranchery-679 581 | Mech. |
| 79. | Devadar Govt. HSS, Tanur.P.O., K.Puram-676 307 | Elect: |
| 80. | Govt. HS, Edappal.P.O., Malappuram – 679 576 | Mech. |
| 81. | Govt. HS/VHSS, Mookkuthala, Malappuram-679 574 | Mech. |

Malappuram DEO

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| 82. | Govt. HS, Malappuram | Elect: |
| 83. | Govt. Muslim UPS, Chemmankadavu, Kodur.P.O., Malappuram | Mech. |
| 84. | Govt. UPS, Manjery, Malappuram – 676 541 | Mech. |
| 85. | Govt. HS, Edavanna, Manjery, Malappuram – 676 541 | Mech. |
| 86. | Govt. Boys HSS, Manjery, Malappuram | Mech. |
| 87. | Govt. MUPS, Kottakkal, Malappuram – 676 503 | Elect: |
| 88. | Govt. VHSS Kondotty, Meenagady.P.O., Malappuram | Mech. |
| 89. | Govt. HSS, Perinthalmanna, Malappuram | Mech. |

Kozhikode DEO

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| 90. | Govt. UPS, Bilathikulam, West Hill.P.O, Kozhikode -5 | Mech. |
| 91. | Govt. UPS, Kallai, Kozhikode | Mech. |
| 92. | Govt. Fisheries HS, Puthiyappa, Kozhikode – 673 021. | Mech. |
| 93. | Govt. HS, NGO Quarters, Marikkunnu, Kozhikode-673 012 | Mech. |
| 94. | Govt. Regional Engg. College, Chathamangalam, Kozhikode | Elect: |

Badakara DEO

95. Govt. Fisheries HS, Madappally, Badakara Elect:
96. Govt. MUPS, Velur, Atholy, Badakara Mech.
97. Govt. Mopila HSS, Quilandy Bazar.P.O., Badakara- 673 620 Mech.

Wayanad DEO

98. Govt. UPS, Mananthavady, Wayanad -670 645 Elect:
99. Govt. UPS, Tharuvana.P.O., Wayanad- 670 732 Mech.

Thalassery DEO

100. Govt. Brennan HSS, Thalassery – 670 101 Elect:
101. Govt. HS, Koduvally, Thalassery- 670 101 Mech.

Kannur DEO

102. Govt. HS, Kannur Mech.
103. Govt. UPS, Mattannur, Kannur – 670 702 Elect:
104. Govt. HS, Chavesery, Mattannur, Kannur - 4 Mech.
105. Govt. HSS, Pallikunnu, Kannur – 670 004 Mech.
106. Govt. VHSS, Kannur – 670 673 Mech.
107. Govt. HS, Pala, Kakkengad.P.O., Peravoor, Kannur – 670 673 Elect:

Kasaragod DEO

108. Govt. UPS, Kasaragod Mech.
109. Govt. UPS, Adakathbail, Kasaragod Mech.
110. Govt. HS, Chandragiri, Kalanad.P.O., Kasaragod – 671 317 Mech.
111. Govt. Welfare UPS, Cheruvathoor.P.O., Kasaragod -670 313 Elect:
112. Govt. Fisheries HS, Bekal, Kasaragod – 671 318 Mech.
113. Govt. Muslim VHSS, Thalangara, Kasaragod Elect:
114. Govt. Fisheries HSS, Cheruvathoor, Thuruthil.P.O., Kasaragod Mech.
115. Govt. DIET, Maipady, Kasaragod Mech.