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.
# DIRECTORATE OF TECHNICAL EDUCATION

## TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Position</th>
<th>Extension/Intercom</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Phone</td>
<td>0471-2451741</td>
</tr>
<tr>
<td>Director of Technical Education</td>
<td>0471-2451369 222</td>
</tr>
<tr>
<td>Fax</td>
<td>0471-2451369, 0471-2463733</td>
</tr>
<tr>
<td>Senior Joint Director (ECS)</td>
<td>0471-2451747 202</td>
</tr>
<tr>
<td>Senior Joint Director (PS)</td>
<td>0471-2450528 111</td>
</tr>
<tr>
<td>Joint Director (IIIIC)</td>
<td>0471-2451747 203</td>
</tr>
<tr>
<td>Deputy Director (P&amp;T)</td>
<td>0471-2451246 201</td>
</tr>
<tr>
<td>Deputy Director (General)</td>
<td>0471-2451246 219</td>
</tr>
<tr>
<td>Administrative Officer</td>
<td>0471-2451256 101</td>
</tr>
<tr>
<td>Finance Officer</td>
<td>0471-2452485 301</td>
</tr>
<tr>
<td>Project Officer/Senior Technical Officer</td>
<td>0471-2451741 304</td>
</tr>
<tr>
<td>Technical Officer</td>
<td>0471-2451741 208</td>
</tr>
<tr>
<td>Training Officer</td>
<td>0471-2451256 211</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>0471-2451741 102</td>
</tr>
<tr>
<td>Accounts Officer (General)</td>
<td>0471-2451741 103</td>
</tr>
<tr>
<td>Accounts Officer (DP)</td>
<td>0471-2451741 210</td>
</tr>
<tr>
<td>Inspector of Industrial Schools</td>
<td>0471-2451741 209</td>
</tr>
<tr>
<td>CA to Director</td>
<td>0471-2451741 207</td>
</tr>
<tr>
<td>CA to SJD (ECS)</td>
<td>0471-2451741 202</td>
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<tr>
<td>CA to SJD (PS)</td>
<td>0471-2451741 111</td>
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<tr>
<td>CA to AO</td>
<td>0471-2451741 101</td>
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<td>CA to FO</td>
<td>0471-2451741 301</td>
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</tbody>
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**Technical Education Quality Improvement Programme (TEQIP)**

<table>
<thead>
<tr>
<th>Position</th>
<th>Extension/Intercom</th>
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<tbody>
<tr>
<td>SPFU (TEQIP) Director</td>
<td>0471-2451246 333</td>
</tr>
<tr>
<td>SPFU (Finance Officer)</td>
<td>0471-2451246 302</td>
</tr>
<tr>
<td>SPFU Office</td>
<td>0471-2451246 317</td>
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<td></td>
<td>0471-2463822(O)</td>
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<tr>
<td>Fax</td>
<td>0471-2463822</td>
</tr>
<tr>
<td>Section/Subdivision</td>
<td>Telephone Extension/Intercom Number</td>
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<tr>
<td>Enquiry</td>
<td>104</td>
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<tr>
<td>Academic</td>
<td>308</td>
</tr>
<tr>
<td>Accounts</td>
<td>110</td>
</tr>
<tr>
<td>Audit Section (Engg. Colleges)</td>
<td>315</td>
</tr>
<tr>
<td>Audit Section (Polytechnics)</td>
<td>303</td>
</tr>
<tr>
<td>Direct Payment</td>
<td>204 &amp; 205</td>
</tr>
<tr>
<td>Establishment A</td>
<td>106</td>
</tr>
<tr>
<td>Establishment B</td>
<td>109</td>
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<tr>
<td>Establishment C</td>
<td>108</td>
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<td>Establishment D</td>
<td>107</td>
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<tr>
<td>Establishment G</td>
<td>218</td>
</tr>
<tr>
<td>Finance A</td>
<td>310</td>
</tr>
<tr>
<td>Finance B</td>
<td>318</td>
</tr>
<tr>
<td>Pension</td>
<td>314</td>
</tr>
<tr>
<td>Placement &amp; Training &amp; Engg. Admission (ACB Section)</td>
<td>213</td>
</tr>
<tr>
<td>Planning</td>
<td>309</td>
</tr>
<tr>
<td>Private Provident Fund (PPF)</td>
<td>312</td>
</tr>
<tr>
<td>Purchase</td>
<td>215</td>
</tr>
<tr>
<td><strong>Fair Copy</strong> - Typing</td>
<td>305</td>
</tr>
<tr>
<td>Inward</td>
<td>306</td>
</tr>
<tr>
<td>Records &amp; Despatch</td>
<td>307</td>
</tr>
<tr>
<td>Canteen</td>
<td>112</td>
</tr>
<tr>
<td>Computer Room</td>
<td>212</td>
</tr>
<tr>
<td>Conference Hall</td>
<td>206</td>
</tr>
<tr>
<td>Co-operative Society</td>
<td>105</td>
</tr>
</tbody>
</table>
DELEGATION OF POWERS TO VARIOUS OFFICERS IN TECHNICAL EDUCATION DEPARTMENT

GOVERNMENT OF KERALA

Abstract

HIGHER EDUCATION (G) DEPARTMENT


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.
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**

<table>
<thead>
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<td>(1)</td>
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<td>(4)</td>
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</tbody>
</table>

#### 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**
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>3</td>
<td>To sanction vacation duty to officers of the Technical Education Department.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>To sanction payment of belated increment in respect of all officers whom he is competent to appoint.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>To create part-time posts of Sweepers paid from contingencies as per rules.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>To accord administrative sanction to convene works costing upto 3.0 lakhs subject to budget provision and on estimates prepared by the Chief Engineer.</td>
<td>To accord administrative sanction to works costing upto Rs.5.0 lakhs subject to budget provision and on estimates prepared by the Chief Engineer.</td>
<td>Enhancement of existing power.</td>
</tr>
<tr>
<td>7</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>To depute officers of the Department to attend Conferences convened in the state and sanction T.A. for the purpose</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>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</td>
<td>No Change</td>
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</tr>
<tr>
<td>11</td>
<td>To sanction advertisement charges up to 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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>13 (a)</td>
<td>To sanction disposal of unserviceable articles whose book value does not exceed Rs. 5,000/- in each case as per rules.</td>
<td>To sanction disposal of unserviceable articles whose book value does not exceed Rs. 20,000/- in each case as per rules.</td>
<td>Enhancement of Existing power</td>
</tr>
<tr>
<td>(b)</td>
<td>To sanction disposal of surplus store whose book value does not exceed Rs. 1,000/- in each case.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>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</td>
<td>No Change</td>
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</tr>
<tr>
<td>16</td>
<td>Office/Institutions subject to rules in P.W.D. Code.</td>
<td>To sanction auction sale of usufructs of trees and lease for cultivation of premises of his office or sub offices/institution.</td>
<td>No Change</td>
</tr>
<tr>
<td>17</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> Time barred claims under Article 65 K.F.C are excluded.</td>
<td></td>
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<tr>
<td>18</td>
<td>To sanction subject to budget provision maintenance and petty constructions and repair upto Rs.5,000/- in each case on a proper estimate.</td>
<td>To sanction subject to budget provision maintenance and petty construction and repair works upto Rs.20,000/- without reference to P.W.D.</td>
<td>Enhancement of existing power.</td>
</tr>
<tr>
<td>19</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>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/-.</td>
<td>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/-</td>
<td>Enhancement of existing power</td>
</tr>
<tr>
<td>21</td>
<td>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.</td>
<td>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</td>
<td>Enhancement of existing power</td>
</tr>
<tr>
<td>22</td>
<td>To sanction distribution of</td>
<td>No Change</td>
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<tr>
<td></td>
<td>budget allotment under several items of expenditure subject to the rules in the Budget Manual.</td>
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</tr>
<tr>
<td>23</td>
<td>To sanction printing of forms, circulars, pamphlet, application forms, prospectus, syllabus etc. in Government Press. <strong>Note:</strong> Printing of new forms and registers should have the approval of Government.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>24</td>
<td>To sanction destruction of old records as per rules.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>25</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>26</td>
<td>To sanction refund of Revenue as contained in the Book of Financial Powers vide Rule 41 to 43 K.F.C</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>27</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>28</td>
<td>To award scholarships subject to budget provision according to rules approved by Government.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>29</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>30</td>
<td>To sanction pay salaries and grants to Engineering Colleges and Polytechnics under the Grant-in-aid code approved by</td>
<td></td>
<td>No Change</td>
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<tr>
<td></td>
<td>Government and salaries to the staff of the institutions as per rules framed by Government for the purpose.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>32</td>
<td>To cancel qualification certificates for tampering with entries in the certificates or for other reasons.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>33</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>34</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>35</td>
<td>To sanction the opening of new centres and cancellation of existing centres</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>36</td>
<td>To appoint chief Examiners, Examiners as paper setters for the several public examinations under the Technical Education Department.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>37</td>
<td>To order reduction in emoluments upto 25% to persons appointed as Examiners, Chief Superintendents and Scrutiny Officers for irregularities in connection with the examinations.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>38</td>
<td>To sanction advance against examination contingent charges upto Rs.10,000/- at one time subject to provision in</td>
<td></td>
<td>No Change</td>
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</tr>
<tr>
<td>39</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>To shift the existing telephone.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>To sanction all cases of medical expenses subjects to the conditions and limitations under the Government Servants Medical benefit rules.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>To appoint staff charged to Examination contingencies at the rates approved by Government.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>To place departmental buildings declared unsafe by the P.W.D. at the disposal of that department for being demolished.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>To place land required for construction of building etc. at the disposal of the P.W.D.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>To accord administrative sanction for purchase of equipments and laboratory accessories of non-recurring items not exceeding the budget.</td>
<td>To accord administrative sanction for purchase of equipments and laboratory accessories of non-recurring items</td>
<td>Enhancement of existing power</td>
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</tr>
<tr>
<td></td>
<td>Rs.30,000/- at a time subject to budget provision.</td>
<td>not exceeding Rs.2,00,000/- at a time subject to budget provision.</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>To accord administrative sanction for recurring supplies required for the normal running of the Department subject to budget provision.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>To appoint Warden, Asst. Warden, Resident Tutor in the hostels attached to Engineering Colleges and Polytechnics.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>To sanction printing or reprinting priced Government Publications. <strong>NOTE</strong>:- The rules regarding pricing of Government Publications in Art.32 K.F.C. Vol.I should be followed.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>To purchase subject to administrative sanction the equipments upto Rs.3,00,000/- as per rules in the Store Purchase Manual.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>To accord administrative sanction for purchase of furniture costing upto Rs.1 lakh.</td>
<td>New power</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>He may exercise all the powers of the subordinate officers in the department</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>JOINT DIRECTOR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>To sanction disposal of unserviceable articles whose</td>
<td>To sanction disposal of Enhancement</td>
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<tr>
<td></td>
<td>book value does not exceed Rs.3000/- in each case and their disposal subject to annual limit of Rs.50,000/- per rules.</td>
<td>unserviceable articles whose book value does not exceed Rs.10,000/- subject to annual limit of Rs.1 lakh as per rules.</td>
<td>of existing power</td>
</tr>
<tr>
<td>3</td>
<td>To sanction subject to budget provision maintenance and petty construction and repair works upto Rs.5,000/- in each case on a proper estimate.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>To sanction printing of forms, circulars, pamphlets, application forms, prospectus, syllabi etc. in Government presses. <strong>NOTE:</strong> Printing of new forms and registers should have the approval of Government.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Nil</td>
<td>To sanction subject to provision, maintenance and petty construction and repair works upto Rs.10,000/- in each case on a proper estimate.</td>
<td>Proposed for new power.</td>
</tr>
<tr>
<td>6</td>
<td>Nil</td>
<td>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</td>
<td>Proposed for new power.</td>
</tr>
<tr>
<td>7</td>
<td>Nil</td>
<td>To function as a Chairman of Public Examinations in the absence of the D.T.E.</td>
<td>Proposed for new power</td>
</tr>
<tr>
<td>8</td>
<td>Nil</td>
<td>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.</td>
<td>Proposed for new power.</td>
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</tr>
<tr>
<td>9</td>
<td>The Joint Director may also exercise all the powers of the Deputy Director under the specific orders of D.T.E.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>To sanction journeys within the State in respect of the Deputy Controller of Technical Examinations and to countersign his T.A. Bills.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>To sanction, subject to budget provision, advances against Examinations contingent charges, upto Rs.15,000/- (Rs. Fifteen thousand only) at a time.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Nil</td>
<td>To function as Chairman of the Board of Technical Examinations.</td>
<td>To function as Chairman of the Board of Technical Examinations.</td>
</tr>
<tr>
<td>5</td>
<td>Nil</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>6</td>
<td>Nil</td>
<td>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</td>
<td>To appoint question paper setters for the Technical Examinations conducted by this Department in accordance with the Principles laid</td>
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</tr>
<tr>
<td>7</td>
<td>Nil</td>
<td>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.</td>
<td>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.</td>
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</tr>
<tr>
<td>8</td>
<td>Nil</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>9</td>
<td>Nil</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>10</td>
<td>Nil</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>11</td>
<td>Nil</td>
<td>To make changes of languages and exemptions from study of regional language to candidates appearing for Examinations in exceptional cases.</td>
<td>To make changes of languages and exemption from study of regional language to candidates appearing for Examinations in exceptional cases.</td>
</tr>
<tr>
<td>12</td>
<td>Nil</td>
<td>To make changes under special circumstances in the date of public examinations already notified in Govt. Gazette.</td>
<td>To make changes under special circumstances in the date of public examinations already notified in Govt. Gazette.</td>
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<tr>
<td>13</td>
<td>Nil</td>
<td>To sanction correction of the date of birth of persons in respect of all genuine cases, if the certificate is issued by the controller.</td>
<td>To sanction correction of the date of birth of persons in respect of all genuine cases, if the certificate is issued by the controller.</td>
</tr>
<tr>
<td>14</td>
<td>Nil</td>
<td>To sanction write off of irrecoverable arrears of revenue subject to a limit of Rs.2,000/- in a year.</td>
<td>To sanction write off of irrecoverable arrears of revenue subject to a limit of Rs.2,000/- in a year.</td>
</tr>
<tr>
<td>15</td>
<td>Nil</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>16</td>
<td>Nil</td>
<td>To exercise all powers of the Deputy Controller of Technical Examinations.</td>
<td>To exercise all powers of the Deputy Controller of Technical Examinations.</td>
</tr>
</tbody>
</table>

**DEPUTY CONTROLLER OF TECHNICAL EXAMINATIONS**

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
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<td>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.</td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>To countersign contingent bills of the various Public Examinations (Technical) Centres.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>5</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>6</td>
<td>To sanction subject to budget provision advances against Examination contingent charges, upto Rs.10,000/- (Rupees Ten Thousand only) at a time.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>7</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>8</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>9</td>
<td>To sanction, subject to budget provision printing of application forms, prospectus, forms, registers etc. required in</td>
<td></td>
<td>No Change</td>
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<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>To sanction journeys within the state in connection with Public Examinations (Technical) in respect of all employees working under him.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>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).</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Nil</td>
<td>To function as Chairman, Board of Technical Examinations, in the absence of the Controller</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Nil</td>
<td>To take disciplinary action against candidates for malpractice committed in all Examinations conducted by this</td>
<td>To take disciplinary action against candidates for malpractice committed in all Examinations</td>
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</tr>
<tr>
<td>15</td>
<td>Nil</td>
<td>To take disciplinary action against all the persons engaged for the conduct of Examination and to order reduction in their emolument upto 50%</td>
<td>To take disciplinary action against all the persons engaged for the conduct of Examination and to order reduction in their emolument upto 50%.</td>
</tr>
<tr>
<td>16</td>
<td>Nil</td>
<td>To modify the Examination results if the mistakes are due to bonafide clerical error in the case of Examination conducted by this Department.</td>
<td>To modify the Examination results if the mistakes are due to bonafide clerical error in the case of Examination conducted by this Department.</td>
</tr>
<tr>
<td>17</td>
<td>Nil</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>18</td>
<td>NIL</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>19</td>
<td>NIL</td>
<td>To pass orders on the request for cancellation of candidature and to cancel candidature in</td>
<td>To pass orders on the request for cancellation of candidature and to</td>
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<td>the case of irregular admissions to examinations.</td>
<td>cancel candidature in the case of irregular admissions to examinations.</td>
</tr>
<tr>
<td>20</td>
<td>NIL</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>21</td>
<td>NIL</td>
<td>To appoint tabulators for the tabulation work relating to Public Examinations conducted by the Department at rates prescribed by Government.</td>
<td>To appoint tabulators for the tabulation work relating to Public Examinations conducted by the Department at rates prescribed by Government.</td>
</tr>
<tr>
<td>22</td>
<td>NIL</td>
<td>To cancel or suspend qualification certificates issued in respect of all Examinations for tampering with entries in certificates or for other reasons.</td>
<td>To cancel or suspend qualification certificates issued in respect of all Examinations for tampering with entries in certificates or for other reasons.</td>
</tr>
<tr>
<td>23</td>
<td>NIL</td>
<td>To sanction the opening of new Centres and cancellation of existing centres of Examination and centres for Centralised valuation conducted by the Department.</td>
<td>To sanction the opening of new Centres and cancellation of existing centres of Examination and centres for Centralised valuation conducted by the Department.</td>
</tr>
<tr>
<td>24</td>
<td>NIL</td>
<td>To sanction the purchase of stores and examinations materials not exceeding Rs.20,000/- at a time subject to budget</td>
<td>To sanction the purchase of stores and examination materials not exceeding Rs.20,000/- at a time</td>
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<tr>
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<td>provision and Stores Purchase Rules</td>
<td>To sanction destruction of old records of the examination as per rules.</td>
<td>subject to budget provision and Stores Purchase Rules.</td>
</tr>
<tr>
<td>25</td>
<td>NIL</td>
<td>To sanction destruction of old records of the examination as per rules.</td>
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</tr>
<tr>
<td></td>
<td>subject to budget provision and Stores Purchase Rules</td>
<td>To sanction destruction of old records of the examination as per rules.</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>NIL</td>
<td>To sanction purchase of furniture from any Govt. Agency or from any Private Agency subject to budget provision and Store Purchase Rules.</td>
<td>To sanction purchase of furniture from any Govt. Agency or from any private Agency subject to budget provision and Store Purchase Rules.</td>
</tr>
<tr>
<td>27</td>
<td>NIL</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>28</td>
<td>NIL</td>
<td>To issue Certificates and Mark lists under his signature in respect of all Examinations conducted by the Department.</td>
<td>To issue Certificates and Mark lists under his signature in respect of all Examinations conducted by the Department.</td>
</tr>
<tr>
<td>29</td>
<td>NIL</td>
<td>To pass orders on the issue of duplicate Certificate and to sign all such duplicate Certificates.</td>
<td>To pass orders on the issue of duplicate Certificate and to sign all such duplicate Certificates.</td>
</tr>
<tr>
<td>30</td>
<td>NIL</td>
<td>To Officiate as Convener to the Board of Technical Examination, Kerala.</td>
<td>To Officiate as Convener to the Board of Technical Examination, Kerala.</td>
</tr>
<tr>
<td>31</td>
<td>NIL</td>
<td>To supervise all arrangements for the proper conduct of all Examinations in consultation with the</td>
<td>To supervise all arrangements for the proper conduct of all Examinations in consultation with the</td>
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</tr>
<tr>
<td>32</td>
<td>NIL</td>
<td>To condone delay in the remittance of Examination fee and in the submission of application for Examinations in deserving cases.</td>
<td>To condone delay in the remittance of Examination fee and in the submission of application for Examinations in deserving cases.</td>
</tr>
<tr>
<td>33</td>
<td>NIL</td>
<td>To pass and make payment of remuneration bills of the Examiners according to the rates fixed by Government from time to time.</td>
<td>To pass and make payment of remuneration bills of the Examiners according to the rates fixed by Government from time to time.</td>
</tr>
<tr>
<td>34</td>
<td>NIL</td>
<td>To sanction casual leave to the Technical Assistant and other Gazetted officers and non-gazetted officers under him.</td>
<td>To sanction casual leave to the Technical Assistant and other Gazetted officers and non-gazetted officers under him.</td>
</tr>
<tr>
<td>35</td>
<td>NIL</td>
<td>To conduct surprise Inspection of the Examination centres and Verification of records connected with the Examination.</td>
<td>To conduct surprise Inspection of the Examination centres and Verification of records connected with the Examination.</td>
</tr>
<tr>
<td>36</td>
<td>NIL</td>
<td>To sanction purchase of books required for the Examination section.</td>
<td>To sanction purchase of books required for the Examination section.</td>
</tr>
<tr>
<td>37</td>
<td>NIL</td>
<td>To issue journey sanction to all officers conducting journey in connection with the Examination.</td>
<td>To issue journey sanction to all officers conducting journey in connection with the Examination.</td>
</tr>
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</tr>
<tr>
<td>1</td>
<td>NIL</td>
<td>To control the work in the office generally and to be in direct charge of the arrangements for the conduct of all Examinations.</td>
<td>To control the work in the office generally and to be in direct charge of the arrangements for the conduct of all Examinations.</td>
</tr>
<tr>
<td>2</td>
<td>NIL</td>
<td>To sanction Casual leave to all the non-Gazetted officers in the Examinations section.</td>
<td>To sanction Casual leave to all the non-Gazetted officers in the Examinations section.</td>
</tr>
<tr>
<td>3</td>
<td>NIL</td>
<td>To issue extracts of Marks as per rules.</td>
<td>To take steps for the scrutiny and recording of marks of valued answer scripts of the Examination.</td>
</tr>
<tr>
<td>4</td>
<td>NIL</td>
<td>To take steps for the scrutiny and recording of marks of valued answer scripts of the Examination.</td>
<td>To take steps for the scrutiny and recording of marks of valued answer scripts of the Examination.</td>
</tr>
<tr>
<td>5</td>
<td>NIL</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>6</td>
<td>NIL</td>
<td>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.</td>
<td>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 work.</td>
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</tr>
<tr>
<td>7</td>
<td>Nil</td>
<td>To control all the vehicles in the Examination Section.</td>
<td>To control all the vehicles in the Examination Section.</td>
</tr>
<tr>
<td>8</td>
<td>Nil</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>9</td>
<td>Nil</td>
<td>To arrange the valuation of the answer papers and be in charge of tabulation of marks.</td>
<td>To arrange the valuation of the answer papers and be in charge of tabulation of marks.</td>
</tr>
<tr>
<td>10</td>
<td>Nil</td>
<td>To arrange for the meeting of Board of Examinations in consultation with the Deputy Controller and Controller.</td>
<td>To arrange for the meeting of Board of Examinations in consultation with the Deputy Controller and Controller.</td>
</tr>
<tr>
<td>11</td>
<td>Nil</td>
<td>To assist the Deputy Controller in all technical and official matters in connection with the conduct of all examinations.</td>
<td>To assist the Deputy Controller in all technical and official matters in connection with the conduct of all examinations.</td>
</tr>
</tbody>
</table>

**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.

2 To approve draft letters, orders, based on the orders passed by the Director of Technical Education to other Heads of No Change

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</thead>
<tbody>
<tr>
<td></td>
<td>Departments and Offices and to Government and to sign for Director of Technical Education. Fair copies of such letters/orders.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>4</td>
<td>To function as Chairman of Public Examinations in the absence of the Director of Technical Education.</td>
<td></td>
<td>Delete Joint Director is being assigned this power.</td>
</tr>
<tr>
<td>5</td>
<td>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.</td>
<td>To review inspection reports send by Vocational Training Organiser, Inspector of Industrial Schools and Development Officer.</td>
<td>Change in existing power.</td>
</tr>
<tr>
<td>6</td>
<td>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.</td>
<td>To approve the tour programme of V.T.O, Inspector of Industrial Schools and Development Officer.</td>
<td>Change in existing power.</td>
</tr>
<tr>
<td>7</td>
<td>With regard to the J.T.S., Tailoring and Garment making Training Centres and Industrial Schools, the following powers will be exercised (i) To take disciplinary action on candidates for the malpractice committed in the Examination.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td></td>
<td>(ii) To transfer students from one institutions to another.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td></td>
<td>(iii) To countersign contingent bills of the various public Examination Centres.</td>
<td></td>
<td>Delete</td>
</tr>
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</tbody>
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<tbody>
<tr>
<td></td>
<td>(iv) To sanction admission to pupils migrating from other States.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td></td>
<td>(v). To inspect the above Institutions.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>8</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>To sanction purchase of furniture from P.W.D. Workshops or any other Government Agency subject to budget provision as per Store Purchase Rules.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>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/-</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>To dispose of Craft articles produced in schools by auction.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>To sanction auction sale of standing trees when absolutely necessary and fallen and dead trees in the grounds under his control.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>To sanction auction sale of usufructs of trees and lease of premises of the schools.</td>
<td>No Change</td>
<td></td>
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</tr>
<tr>
<td>15</td>
<td>To sanction maintenance, petty construction and repair for execution upto Rs.1,000/- in each case on proper estimate</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>To incur non-recurring contingent expenditure upto Rs.500/- in each case subject to budget provision</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>To sanction journey on duty of officers in J.T. Schools and Industrial Schools and Commercial Schools.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>With regard to Industrial Schools, Commercial Schools, Tailoring and Garment Making Training Centres, the following powers will be exercised.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. To draw grant in aid bills of Industrial and Tailoring Schools.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. To pass and countersign T.A. Bills of non-officials arising in connection with examinations of industrials and Tailoring Schools.</td>
<td>Delete</td>
<td>Dy. Controller of Examinations being given this power.</td>
</tr>
<tr>
<td></td>
<td>3. To pass orders in the Scrutiny of valued answer scripts when difference is noted.</td>
<td>Delete</td>
<td>Dy. Controller of Examinations being given this power.</td>
</tr>
<tr>
<td></td>
<td>4. To modify the examination results of the mistakes are due to bonafide errors.</td>
<td>Delete</td>
<td>Dy. Controller of Examinations being given this power.</td>
</tr>
<tr>
<td></td>
<td>5. To pass orders on the issue of duplicate certificates in doubtful cases.</td>
<td>Delete</td>
<td>Dy. Controller of Examinations being given this power.</td>
</tr>
<tr>
<td></td>
<td>6. To draw advance against sanctions for examination</td>
<td>Delete</td>
<td>Dy. Controller of Examinations being given this power.</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td>contingent charges upto 75% of the amount is competent to incur.</td>
<td>being given this power.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>To accord recognition to Institutions conducting courses for KGT Examination in Commerce, Industrial subject and Engg. Subjects, subject to rules.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>The following powers will be exercised in regard to J.T.S</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. To sanction investigation of arrear claim in respect of those who he is competent to appoint which are not time barred claims.</td>
<td>Delete</td>
<td>D.D is not appointing authority</td>
</tr>
<tr>
<td></td>
<td>2. To sanction increments and belated increments and their payment to those whom he is competent to appoint.</td>
<td>Delete</td>
<td>D.D is not appointing authority</td>
</tr>
<tr>
<td></td>
<td>3. To sanction pre-audit of claims relating to grant-in-aid bills.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. To issue administrative sanction for purchase of materials upto Rs.10,000/- at a time.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. To sanction educational tours of students subject to availability of funds and the rules framed by Government.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. To countersign all the bills in connection with the Direct payment to the staff of Private Engineering Colleges and Polytechnics</td>
<td>No Change</td>
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</tr>
<tr>
<td>7.</td>
<td>To draw scholarship bills to the various categories of students.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>To pass and countersign grant-in-aid bills.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>To review the audit reports conducted by the audit parties and inspection reports sent by the Stock Verification Officer.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>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.</td>
<td>Delete</td>
<td>Already delegated to Dy. Controller of Technical Examinations</td>
</tr>
<tr>
<td>23</td>
<td>To sanction advance against examination contingent charges upto Rs.10,000/- at one time subject to provisions in the budget</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>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</td>
<td>Enhancement of existing power</td>
<td></td>
</tr>
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</tr>
<tr>
<td>25</td>
<td>NIL</td>
<td>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/-</td>
<td>Proposed for new power.</td>
</tr>
<tr>
<td>26</td>
<td>NIL</td>
<td>To issue administrative sanction for purchase of materials up to Rs. 20,000/- at a time for J.T.S and Polytechnics.</td>
<td>Proposed for new power</td>
</tr>
</tbody>
</table>

**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
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<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>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</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>To dispose of all routine papers based on standing orders.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>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/-</td>
<td>No Change</td>
<td></td>
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</tr>
<tr>
<td>12</td>
<td>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</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>13</td>
<td>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.</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>14</td>
<td>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.</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>15</td>
<td>To draw bill for claims relating to purchase of stores for the office of the D.T.E.</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>16</td>
<td>To sanction destruction of old records as per rules in the office of the D.T.E.</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>17</td>
<td>To conduct inspection of the subordinate offices inclusive of O&amp;M inspection</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>18</td>
<td>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</td>
<td>No Change</td>
<td>No Change</td>
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</table>

**ACCOUNTS OFFICERS**

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<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>To conduct and supervise the audit of the subordinate institutions and to forward audit reports</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>2</td>
<td>To obtain and scrutinise the D.C.B. statements of the different institution under the D.T.E.</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>3</td>
<td>To attend to the reconciliation of departmental accounts with the figures booked in the A.G.'s office.</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant.</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4</td>
<td>Preparation of budget estimates relating to the department</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant.</td>
</tr>
<tr>
<td>5</td>
<td>Scrutiny of the distribution of budget allotment to subordinate offices.</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant.</td>
</tr>
<tr>
<td>6</td>
<td>To watch the progress of the departmental revenue and expenditure and to report to head of department irregularities or deviation.</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant.</td>
</tr>
<tr>
<td>7</td>
<td>To assess grants in respect of private Technical Institutions.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>To deal with proposals relating to the re-appropriation, re-allotment, supplementary grants and surrender of savings.</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant.</td>
</tr>
<tr>
<td>9</td>
<td>Verification of claims for pension and gratuity.</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant.</td>
</tr>
<tr>
<td>10</td>
<td>To conduct surprise inspection of accounts registers and cash balances in subordinates offices and in the head office.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>To scrutinise bills in respects of concession and scholarships to students.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>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.</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant.</td>
</tr>
<tr>
<td>13</td>
<td>To test audit the accounts of the institutions in respect of grant-in-aid.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Review of audit objection</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Scrutiny of cases involving-</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant.</td>
</tr>
<tr>
<td></td>
<td>a) refund of revenue</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant.</td>
</tr>
</tbody>
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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>b)</td>
<td>abandonment of revenue</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant</td>
</tr>
<tr>
<td>c)</td>
<td>enhancement of revenue</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant</td>
</tr>
<tr>
<td>d)</td>
<td>write off</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant</td>
</tr>
<tr>
<td>16</td>
<td>To scrutinise office bills and also proposals relating to purchase and works</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant</td>
</tr>
<tr>
<td>17</td>
<td>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.</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant</td>
</tr>
<tr>
<td>18</td>
<td>To watch the progress of expenditure under plan schemes.</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant.</td>
</tr>
<tr>
<td>19</td>
<td>To correspond with subordinate officer on all accounts and finance matters.</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant.</td>
</tr>
<tr>
<td>20</td>
<td>To sanction C/L to the staff working under him.</td>
<td>Delete</td>
<td>This is now delegated to Financial Assistant.</td>
</tr>
<tr>
<td>21 a)</td>
<td>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.</td>
<td>Delete</td>
<td>This is now delegated to Superintendents of Junior Technical Schools, Principals of Polytechnics and Women's Polytechnics.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>No Change</td>
<td></td>
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* The delegation of powers to
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<tbody>
<tr>
<td></td>
<td>Accounts Officer is subject to the administrative control of the Financial Assistant.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>PRINCIPALS (ENGINEERING COLLEGES)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>To sanction surrender of leave to all the members of the staff in the College subject to eligibility and as per rules in force.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>To sanction casual leave to all officers of the College.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>To declare holidays on emergency situation for a maximum of 5 days at a time and to compensate such holidays.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>To organise sections in the office various departments and Workshop in consistence with relevant practice and orders.</td>
<td>No Change</td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td>To sanction distribution of budget allotment to the various department of the College.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>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 up to a monetary limit of Rs.1,000/- subject to other conditions and limitations of the rules of the Fund.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>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.</td>
<td>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.</td>
<td>No Change</td>
</tr>
<tr>
<td>12</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
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</tr>
<tr>
<td>14</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>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. &amp; K.T.C.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>To sanction the endowed scholarship and medals and prizes, the award of which is vested with the Principal.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>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</td>
<td>No Change</td>
<td></td>
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<tr>
<td></td>
<td>in connection with such journey expenditure being met from the budget provision and Athletic funds of the College respectively.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>To sanction journey of all officers under him to any place within the District where the Institution is situated.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>To sanction acceptance of work by the staff of the College in Co-operative Societies subject to rules and orders in the matter.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>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/-</td>
<td>No change.</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>To accord sanction for conveyance of materials to the Institution subject to observance of rules in this respect.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>To accord administrative sanction of purchase of items required for the institution, upto Rs.10,000/- at a time subject to availability of funds.</td>
<td>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.</td>
<td></td>
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</tr>
<tr>
<td>28</td>
<td>To accord purchase sanction upto Rs.50,000/- at a time where administrative sanction exists, subject to Store Purchase Rules and Budget provision.</td>
<td>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.</td>
<td>Enhancement of existing powers.</td>
</tr>
<tr>
<td>29</td>
<td>To sanction non-recurring contingent expenditure upto a maximum of Rs.100/- in each case subject to rules in KFC.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>To sanction Civil works upto Rs.5,000/- connected with the Institution subject to availability of funds.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>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.</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>To sanction reimbursement of the cost of medicines to the staff under his control subject to rules regarding the reimbursement.</td>
<td>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.</td>
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**ADMINISTRATIVE ASSISTANTS (ENGINEERING COLLEGES):**

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<tr>
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<tbody>
<tr>
<td>1</td>
<td>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</td>
<td>No Change</td>
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<tr>
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<tbody>
<tr>
<td>2</td>
<td>To sanction surrender of leave to all non-gazetted officers subject to rules.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>To sanction casual leave to all Non-gazetted officers.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>To authenticate and communicate fair copies of all sanctions accorded by the Principal.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>To dispose of all routine papers based on Standing Orders.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>To forward applications for admission and closure of G.P.F. from N.G.O.'s of the College.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>To draw all establishment bills of the N.G.O.'s including part-time and contingent employees of the College.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>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</td>
<td>No Change</td>
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<tr>
<td>47</td>
<td>Delegated to A.A. The sanction being accorded specifically or the vouchers being passed by the Principal in such cases.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>To sanction non-recurring contingent expenditure upto Rs.25/- in each cases subject to budget provision and rules in K.F.C.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>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/-</td>
<td>No Change</td>
<td></td>
</tr>
</tbody>
</table>

**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/-  

3. To sanction the surrender leave and payment of leave salary to all the employees of the hostel subject to rules.  

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
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<tr>
<td></td>
<td>annum and subject to Stores Purchase Rules and availability of funds.</td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>To incur non-recurring contingent expenditure upto Rs.25/- at a time.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>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.</td>
<td>No Change</td>
<td></td>
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<tr>
<td></td>
<td><strong>PRINCIPALS (POLYTECHNICS)</strong></td>
<td></td>
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</tr>
<tr>
<td>1</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>To sanction surrender of leave to all the members of the staff in the institution subject to eligibility and as per rules in force.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>To sanction casual leave of all officers of the Institution.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>To sanction vacation duty of officers under the Principal.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>To sanction condonation of shortage of attendance of 15% to cover the 80% limit after realising the prescribed fee.</td>
<td>No Change</td>
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<tr>
<td>7</td>
<td>To declare holidays on emergency situations and to compensate such holidays.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>To organise sections in the various Departments and Workshops in the institution in consistence with the relevant provision and orders.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>To sanction distribution of Budget allotment to the various departments of the College.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>To sanction investigation of arrear claims of the officers under him by the A.G which are not more than 3 years old.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>To incur non-recurring contingent expenditure upto Rs.75/- in each case subject to budget provision and rules under KFC.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>To sanction purchase of books, maps and educational appliances subject to availability of funds and subject to observance of Stores Purchase Rules.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>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.</td>
<td>No change</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>To public Notices in the Gazette and to correspond direct with the Superintendent of</td>
<td>No Change</td>
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<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>To sanction the lease of the usufructs in the institutional control and to give the institution compound on lease for cultivation.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>To sanction the refund a revenue including fees or fines realised from students subject to rules and regulations in this respect.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>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.</td>
<td>No Change</td>
<td></td>
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</tr>
<tr>
<td>22</td>
<td>To sanction journeys of all officers under him to places within the district where the Institution is situated for official purpose.</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>23</td>
<td>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.</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>24</td>
<td>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.</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>25</td>
<td>To purchase 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/-.</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>26</td>
<td>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.</td>
<td>No Change</td>
<td>No Change</td>
</tr>
<tr>
<td>27</td>
<td>To accord administrative sanction for purchase of items required for the institution upto Rs.2,500/- at a time subject to availability of funds.</td>
<td>To accord administrative sanction for purchase of items required for the institution upto Rs.25,000/- at a time subject to budget provision.</td>
<td>Enhancement of power.</td>
</tr>
<tr>
<td>28</td>
<td>To issue purchase sanction upto Rs.5,000/- where there is administrative sanction available from competent authority and budget provision.</td>
<td>To accord purchase sanction upto Rs.50,000/- at a time subject to budget provision and Store Purchase Rules.</td>
<td>Enhancement of power.</td>
</tr>
<tr>
<td>29</td>
<td>To correspond direct with the D.P.R. for publishing Tender Notice etc. in the leading Newspapers and to sanction</td>
<td>No Change</td>
<td>No Change</td>
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</tr>
<tr>
<td>advertisement charges at the rates approved by the D.P.R. upto Rs.200/- in each case.</td>
<td></td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>To sanction civil works upto Rs.3,000/- connected with the institution subject to availability of funds.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>31</td>
<td>To sanction reimbursement of the cost of medicines to the staff under his control subject to rules regarding the reimbursement.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>32</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>33</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
</tbody>
</table>

**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**

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<tbody>
<tr>
<td>1</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
</tbody>
</table>
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.

3. To sanction C/L to all officers of the Institution.

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.

5. To sanction vacation duty of N.G.O's in the Institution according to necessity.

6. To sanction condonation of attendance of 15% over and above the 80% limit after realising the prescribed fees from the concerned students.

7. To declare holidays on emergency situation and to compensate such holidays.

8. To originate section in the office, various departments and workshop in the Institution in accordance with existing standing orders and practice.

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.

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<tbody>
<tr>
<td>10</td>
<td>To sanction purchase of books maps and educational appliances subject to availability of funds and subject to observance of rules for purchase.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>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/-</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>To incur non-recurring contingent expenditure upto Rs.50/- in each case subject to</td>
<td>No Change</td>
<td></td>
</tr>
</tbody>
</table>
Budget provision and rules in the K.F.C.

To publish notices in the Gazette and to correspond directly with the Superintendent of Government presses regarding all printing works connected with authorized 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.

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

To sanction the lease of usufructs in the institutional control and to give the institution compound on lease for cultivation.

To sanction all refund of revenue including fees and fines collected from students subject to the Rules and Regulations in this respect.

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.

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<tbody>
<tr>
<td>18</td>
<td>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. <strong>Note:</strong> Actual traveling expenses will be limited to the T.A admissible under rules.</td>
<td>No Change</td>
<td></td>
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<td>------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>19</td>
<td>To sanction T.A. Bills of all officers under him subject to the condition that journey sanctions are obtained for journeys outside the district.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>20</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>21</td>
<td>To accord administrative sanction for purchase of items required for the institution upto Rs.2,500/- at a time subject to availability of funds.</td>
<td>To accord administrative sanction for purchase of items required for the institution upto Rs.10,000/- at a time subject to budget provision.</td>
<td>Enhancement of existing power</td>
</tr>
<tr>
<td>22</td>
<td>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.</td>
<td>To accord purchase sanction upto Rs.25,000/- at a time subject to budget provision and Store Purchase Rules.</td>
<td>Enhancement of existing power</td>
</tr>
<tr>
<td>23</td>
<td>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.</td>
<td></td>
<td>No change.</td>
</tr>
<tr>
<td>24</td>
<td>To sanction civil works upto Rs.1000/- connected with the institution.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>25</td>
<td>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.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>26</td>
<td>To sanction reimbursement of the cost of medicines to the staff under his control subject to rules regarding reimbursement.</td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>27</td>
<td>To draw Establishment pay bills, T.A. Bills, Provident Fund Bills, Cont. Bills and Grant-in-aid bill of Industrial Tailoring &amp; Garment Making Training Centres and Tailoring Trade Schools. (Only to superintendent of</td>
<td></td>
<td>No Change</td>
</tr>
</tbody>
</table>


Junior Technical Schools).

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

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<tbody>
<tr>
<td>28</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
</tbody>
</table>

**ADMINISTRATIVE ASSISTANT IN THE OFFICE OF THE DIRECTOR OF TECHNICAL EDUCATION.**

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.  

(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.

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.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>3</td>
<td>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.</td>
<td>No Change</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>To correspond with subordinate Institutions of the</td>
<td>No Change</td>
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</tbody>
</table>
Delegation of Financial powers to various officers in Technical Education Department - orders Issued.

**FINANCIAL POWERS**

**GOVERNMENT OF KERALA**

Abstract

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

|--------|--------------------------------------------------------------------------------|------------------|

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.

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.

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.

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.

5. To purchase subject to administrative sanction the equipment up to Rs.3,00,000/- as per rules in the Stores Purchase Manual.

6. To draw advance up to Rs.5,000/- for each item for meeting the expenditure in any institution in his department relating to purchase and erection of machinery 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-imbursement 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-imbursement.

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.

===================================================
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


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

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.
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
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


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

64
<table>
<thead>
<tr>
<th>Item</th>
<th>Existing powers</th>
<th>Revised Powers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shifting of posts</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>Leave</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>Deputation for Training</td>
<td>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</td>
</tr>
<tr>
<td>Item</td>
<td>Existing powers</td>
<td>Revised Powers</td>
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<td></td>
<td>sanctioned by the Finance Department before provision is included for the purpose in the Budget.</td>
<td>to the restrictions on economy measures imposed by Government from time to time and subject to the following conditions:-</td>
</tr>
<tr>
<td>Item</td>
<td>Existing powers</td>
<td>Revised Powers</td>
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<tr>
<td>on recommendation of the Accountant General in conformity with Article 95 of the K.F.C. Volume I.</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>6. Reimbursement of medical Expenses</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>7. Hiring of Private Buildings</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>8. Disposal of unserviceable articles</td>
<td>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</td>
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<tr>
<td>Item</td>
<td>Existing powers</td>
<td>Revised Powers</td>
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<tr>
<td>9. Expenditure on works</td>
<td>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].</td>
<td>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.</td>
</tr>
<tr>
<td>10. Maintenance Estimate of water supply &amp; Drainage Schemes</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>11. Annual maintenance of Government buildings</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>12. Purchase of stores other than for works</td>
<td>The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction expenditure which does not</td>
<td>The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction expenditure which does not</td>
</tr>
<tr>
<td>Item</td>
<td>Existing powers</td>
<td>Revised Powers</td>
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<tr>
<td></td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

13. Addition Nil

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.
## DELEGATION OF FINANCIAL POWERS TO HEADS OF DEPARTMENTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Existing Powers</th>
<th>Revised powers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ceremonial function</td>
<td>To incur expenditure for each ceremonial function upto Rs.100</td>
<td>Rs.1,500</td>
</tr>
<tr>
<td>2. Disposal in auction</td>
<td>Rs.15,000</td>
<td>Rs.50,000</td>
</tr>
<tr>
<td>3. Petty expenses</td>
<td>Rs.50</td>
<td>Rs.1,000</td>
</tr>
<tr>
<td>4. Petty Construction, repair and maintenance</td>
<td>Upto Rs.4,000 in each case without reference to PWD</td>
<td>Rs.25,000</td>
</tr>
<tr>
<td>5. Contingencies-Non-recurring</td>
<td>Rs.1,500</td>
<td>Rs.10,000</td>
</tr>
<tr>
<td>6. Printing</td>
<td>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)</td>
<td>Rs.20,000 (Rs.50 to 500 at a time subject to an annual limit of Rs.5,000)</td>
</tr>
<tr>
<td>7. Purchase: (i) Stationery</td>
<td>Rs.150</td>
<td>Rs.1,000</td>
</tr>
<tr>
<td>(ii) Stores</td>
<td>Rs.1 lakh, Rs.50,000. Rs.5,000 according to grouping in Appendix II</td>
<td>Rs.2 lakhs, Rs.1 lakh Rs.10,000 respectively.</td>
</tr>
<tr>
<td>8. Renting of Private Buildings</td>
<td>Upto Rs.300 in each case</td>
<td>Rs.2,500 per month in each case</td>
</tr>
<tr>
<td>9. Works: (i) Major Heads of Departments</td>
<td>Rs.3 lakhs</td>
<td>Rs.7.50 lakhs</td>
</tr>
<tr>
<td>(ii) Minor Heads of Departments</td>
<td>Upto Rs.2 lakhs</td>
<td>Rs. 5 lakhs</td>
</tr>
<tr>
<td>(iii) C.E. (PWD &amp; Irrigation)</td>
<td>Rs.15 lakhs</td>
<td>Rs. 15 lakhs (This limit may remain for the present)</td>
</tr>
<tr>
<td>10. Write off</td>
<td>Upto Rs.5,000 in each case subject to an annual limit of Rs.25,000</td>
<td>Rs.10,000 in each case with annual limit of Rs.50,000 (Powers now being exercised by DHS &amp; CCF may remain unchanged.)</td>
</tr>
</tbody>
</table>

### PURCHASE POWERS

1. **Purchase of Furniture from Govt. Sources**

GOVERNMENT OF KEALA
Abstract


FINANCE (SS) DEPARTMENT


Read:-

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
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


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 & Convener)
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


ORDER

In order to stream the administration in the Technical Education Department, the Government have decided to re-origin 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:-

<table>
<thead>
<tr>
<th>Engineering College Stream</th>
<th>Polytechnic Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Director of Technical Education</td>
<td>1. Joint Director (Academic Inspection Wing)</td>
</tr>
<tr>
<td>2. Joint Director (Planning)</td>
<td>2. Deputy Director (General)</td>
</tr>
<tr>
<td>3. Joint Director (Placement &amp; Training)</td>
<td></td>
</tr>
<tr>
<td>4. Professor (Direct Payment)</td>
<td></td>
</tr>
<tr>
<td>5. Deputy Director (Placement and Training)</td>
<td></td>
</tr>
</tbody>
</table>

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 falled 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.


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/ C.F.A, subject to rules in P.W.D. Code.

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 institutions 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 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.
42. To shift the existing telephone of institutions other than Engineering Colleges, and College of Fine Arts.
43. 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.
44. 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.
45. 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.
46. 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.
47. To place land required for instruction of buildings for institutions other than Engg. Colleges at the disposal of the P.W.D.
48. 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.
49. 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.
50. To appoint Warden, Assistant Warden, resident tutor in the hostel attached to Polytechnics.
51. To sanction printing or re-printing of priced publications for the institutions other than Engg. Colleges and C.F.A.

52. 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.


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

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.
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.


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 Laison 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
Office of the
Director of Technical Education
Thiruvananthapuram
Dated, 1-7-1994.

No.EA2/13755/94

OFFICE ORDER


Ref:-

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

1. Joint Director (IIIC) 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 IIIC.

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, (IIIC) Kalamassery is the Drawing officer of the staff of the office of the Joint Director, (IIIC) 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, IIIC 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, (IIIC) subject to approval of Government.

Sd/-
DIRECTOR OF TECHNICAL EDUCATION

To
The officers concerned.
All officers in the Directorate.
OFFICE ORDER

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


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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.
   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:
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.

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**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.

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**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:

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 Gazetted 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**

97
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)**

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, Laison Work with the Board of Apprentice Trainee, Chennai, laison 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**

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, IIC, 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 data, 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:

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
10. Enquiry Counter - 100
11. Conference Hall - 206
12. Computer Room - 212

VII. സാമ്പത്തിക പൗത്സങ്കേതം


b. എന്നാൽ സാമ്പത്തിക പൗത്സങ്കേതം കാരണം-സാമ്പത്തിക പൗത്സങ്കേതം. സാമ്പത്തിക പൗത്സങ്കേതം. പിന്തുണാത്തരാണ് ആകെയായ വിദ്യാഭ്യാസം നിർദ്ദേശിക്കുന്ന പ്രക്രിയയും.

c. പ്രോസൈസ് സാമ്പത്തിക പൗത്സങ്കേതം കാരണം-സാമ്പത്തിക പൗത്സങ്കേതം. പിന്തുണാത്തരാണ് ആകെയായ വിദ്യാഭ്യാസം നിർദ്ദേശിക്കുന്ന പ്രക്രിയയും.

d. പ്രോസൈസ് സാമ്പത്തിക പൗത്സങ്കേതം കാരണം-സാമ്പത്തിക പൗത്സങ്കേതം. പിന്തുണാത്തരാണ് ആകെയായ വിദ്യാഭ്യാസം നിർദ്ദേശിക്കുന്ന പ്രക്രിയയും.

എന്നാൽ. സാമ്പത്തിക പൗത്സങ്കേതം പിഡി പിഡി പിഡി സാമ്പത്തിക പൗത്സങ്കേതം. ആകെയായ വിദ്യാഭ്യാസം നിർദ്ദേശിക്കുന്ന പ്രക്രിയയും.

മുതല്‌ലെ. സാമ്പത്തിക പൗത്സങ്കേതം പിഡി പിഡി സാമ്പത്തിക പൗത്സങ്കേതം. ആകെയായ വിദ്യാഭ്യാസം നിർദ്ദേശിക്കുന്ന പ്രക്രിയയും.

അനുസരിച്ച്. പിഡി-പിഡി സാമ്പത്തിക പൗത്സങ്കേതം. ആകെയായ വിദ്യാഭ്യാസം നിർദ്ദേശിക്കുന്ന പ്രക്രിയയും.
VIII. വിഭാഗ സാമൂഹിക വികസനവും സംരേഖനവും

ജനസാമൂഹിക വികസനത്തിന്റെ കൈവശ്രമത്തിൽ 169 ഗ്രത്തോട്ടങ്ങളുടെ ഭാഗമായി സാമൂഹിക വികസനം സംരേഖനം ഉയർന്നു പ്രവർത്തിച്ചു. ജനസാമൂഹിക വികസനം സംരേഖനം ലഭ്യതയ്ക്ക് എത്രയും വിവരങ്ങൾ ഉറപ്പുവരെ കൊണ്ട് അണിയ്ക്കുകയും പ്രതിപാദിക്കുക. ഇത് ജനസാമൂഹിക വികസനം സംരേഖനം ലഭ്യതയ്ക്ക് എത്രയും ബോധവും വിവരങ്ങൾ ഉറപ്പുവരെ കൊണ്ട് അണിയ്ക്കുകയും പ്രതിപാദിക്കുക. ഇത് ജനസാമൂഹിക വികസനം സംരേഖനം ലഭ്യതയ്ക്ക് എത്രയും വിവരങ്ങൾ ഉറപ്പുവരെ കൊണ്ട് അണിയ്ക്കുകയും പ്രതിപാദിക്കുക.

IX. വിഭാഗ സാമൂഹികവും സാംസ്കാരികവും വികസനവും

(ഞ) അഥവാ പ്രജാ-ഭരണ കാലാവധി

സാമൂഹികവും സാംസ്കാരികവും വികസനവുമെയ്ക്ക് അധിവാസിയുടെ അനുഭവത്തിനു കഴിഞ്ഞതാണ്. ( Annexure1,1(a)).

2002 ജനവരി 4192 പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് നിലനിലക്കുന്ന ഭാഗമായി ഇതു നിലനിലക്കുന്ന പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് എന്നാണ് ഇതു നിലനിലക്കുന്ന പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് എന്നാണ് ഇതു നിലനിലക്കുന്ന പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് എന്നാണ് ഇതു നിലനിലക്കുന്ന പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് എന്നാണ് ഇതു നിലനിലക്കുന്ന പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് എന്നാണ് ഇതു നിലനിലക്കുന്ന പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് എന്നാണ് ഇതു നിലനിലക്കുന്ന പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് എന്നാണ് ഇതു നിലനിലക്കുന്ന പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് എന്നാണ് ഇതു നിലനിലക്കുന്ന പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് എന്നാണ് ഇതു നിലനിലക്കുന്ന പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് എന്നാണ് ഇതു നിലനിലക്കുന്ന പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് എന്നാണ് ഇതു നിലനിലക്കുന്ന പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് എന്നാണ് ഇതു നിലനിലക്കുന്ന പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് എന്നാണ് ഇതു നിലനിലക്കുന്ന പ്രജാ-മേൽനാട്ടുകാരിയ്ക്ക് എന്നാണ് ഇതു നില

പ്രജാ-മേൽനാട്ടുകാരി പ്രജാ-മേൽനാട്ടുകാരി (Annexure 1(b))

1. ഗവേഷണ പ്രാരംഭിക്കുന്നത്
2. സ്വാതൻത്ര്യാന്തര ക്ഷേത്രവും
3. സ്വാതൻത്ര്യാന്തര ക്ഷേത്രങ്ങളും
4. സ്വാതൻത്ര്യാന്തര ക്ഷേത്രങ്ങളും
5. സ്വാതൻത്ര്യാന്തര ക്ഷേത്രങ്ങളും
6. സ്വാതൻത്ര്യാന്തര ക്ഷേത്രങ്ങളും
7. സ്വാതൻത്ര്യാന്തര ക്ഷേത്രങ്ങളും
8. സ്വാതൻത്ര്യാന്തര ക്ഷേത്രങ്ങളും
9. സ്വാതൻത്ര്യാന്തര ക്ഷേത്രങ്ങളും
10. സ്വാതൻത്ര്യാന്തര ക്ഷേത്രങ്ങളും
11. സ്വാതൻത്ര്യാന്തര ക്ഷേത്രങ്ങളും
12. സ്വാതൻത്ര്യാന്തര ക്ഷേത്രങ്ങളും
13. സ്വാതൻത്ര്യാന്തര ക്ഷേത്രങ്ങളും

(ല) അഥവാ - അന്തരിച്ച് അന്തരിച്ച്

(Annexure 2)
(II). എണ്ണാം:— എല്ലാ ഓരിലും കമ്മ്യൂണിറ്റി സ്വയംഭരണം അയണം മേലാളും പ്രക്രിയകൾ തയ്യാറാക്കി അന്തർ പ്രാധാന്യമനുഷ്ഠാന്‍ പട്ടികപ്പെടുത്തി. എന്തും, വെന്റ്റു, വെന്റ്റു, വെന്റ്റു നിലത്തിന് അന്തർ പ്രാധാന്യമനുഷ്ഠാന്‍ ഉൾപ്പെടുത്തി. അവിടെ പുനരുദ്ധരാനിറക്കാണ് മെമ്പാട്ടുകം വാഹനം. പുനരുദ്ധരാനിറക്കാണ് മെമ്പാട്ടുകം വാഹനം (Annexure 2(a))

(III). എണ്ണാം:— സമര സമ്പന്നതയുടെ എല്ലാ ഓരിലും സ്വയംഭരണം പ്രക്രിയകൾ പ്രവർത്തിപ്പിക്കുന്നതാണെന്ന്. 40 സ്വയംഭരണം പ്രവർത്തിക്കുന്നത്തിന് (പ്രവർത്തനം കാഴ്ചപരമാണ്)

(IV) എണ്ണാം:— എല്ലാ ഓരിലും സ്വയംഭരണം സമര സമ്പന്നതയുടെ എല്ലാ ഓരിലും ക്രമീകരണം വാഹനം തയ്യാറാക്കിയാണ്. പരമ്പര ചലനാണ് എല്ലാ ഓരിലും ചലനം സമ്പന്നമാണ്. എന്തും സ്വയംഭരണം വാഹനത്തിന് വാഹനം. കൊള്ളുന്നു; അതീവം വാഹനമാണ്. പരമ്പര ചലനാണ് എല്ലാ ഓരിലും ചലനം സമ്പന്നമാണ്.

പിന്നീട് താൾ കാഴ്ചപരമാണ് (പാരാദേശം കാഴ്ചപരമാണ്)

1. പിന്നീട് താൾ സമരസമ്പന്നതയും മേലാളും

2. പിന്നീട് താൾ എണ്ണാം:—

3. പാരാദേശമായ താൾ കാഴ്ചപരമാണ്

4. പാരാദേശമായ താൾ കാഴ്ചപരമാണ്

5. പാരാദേശമായ താൾ കാഴ്ചപരമാണ്

6. പാരാദേശമായ താൾ കാഴ്ചപരമാണ്

7. പാരാദേശമായ താൾ കാഴ്ചപരമാണ്

8. പാരാദേശമായ താൾ കാഴ്ചപരമാണ്

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3. ഗാന്ധിനിയുടെ പ്രഭാഷണം കാദിയാവന്റെ

ഇതിഹാസത്തിൽ വാന്‍ ഗാന്ധിനിയുടെ പ്രഭാഷണം വിവരിക്കുന്നു. ഗാന്ധിനി നിവൃത്തിയായ കാദിയാവന്റെ

ജീവൻ പ്രഭാഷണത്തിന്റെ 9660 മുതുംകൊണ്ടിരുന്നു (ആന്ത്യാപി പിലാംഡ് ദക്ഷിണ).
(Annexure 5(a) 5(b) 5(c))

4. ഗാന്ധിനിയുടെ കാദിയാവന്റെ

ഇതിഹാസത്തിൽ വാന്‍ ഗാന്ധിനിയുടെ കാദിയാവന്റെ

2 കാദിയാവന്റെ സ്വയംഭൂതി കാദിയാവന്റെ

ക്ഷാരകാശന്തന്റെ താക്കാല. ഹൈന്ദവം കാളക്കൂറി, നേപ്ത്ത്, കാലാണ്യ, മേഡി ഇതോമാവിലെയുള്ള

ക്ഷാരകാശന്തന്റെ ക്ഷാരകാശന്തന്റെ ഗോവിന്ദ, ക്ഷാരകാശന്തന്റെ, വാന്നിലാത്തന്റെ, വാന്നിലാത്തന്റെ, വാന്നിലാത്തന്റെ, വാന്നിലാത്തന്റെ. കീരിയിൽ അലങ്കാരന്റെ ക്ഷാരകാശന്തന്റെ

ക്ഷാരകാശന്തന്റെ വാന്നിലാത്തന്റെ. സെയിന്റ് 1400 പിലാംഡ് (പിൽഡ്. മകോണ്ടല് തികിറ്റചില്).
(Annexure 6)

3. ഗാന്ധിനിയുടെ പ്രഭാഷണം ഗാന്ധിനിയുടെ

ഇതിഹാസത്തിൽ വാന്‍ ഗാന്ധിനിയുടെ പ്രഭാഷണം ഗാന്ധിനിയുടെ

20 കാദിയാവന്റെ പ്രഭാഷണം ഗാന്ധിനിയുടെ

2295 പിൽഡ്. പിൽഡ്. (പിൽഡ്. മകോണ്ടല്

ഇതോമാവിലെ നിഷിതന്റെ ഭരണ മകോണ്ടല്. 3 കാദിയാവന്റെ

തിരുനില്ല. റോഡുന്റെ പ്രഭാഷണം ഗാന്ധിനിയുടെ

THSLC പ്രഭാഷണം. വാന്‍ S.S.L.C പിൽഡ്. പിൽഡ്. (പിൽഡ്. മകോണ്ടല്). (Annexure 7, 7(a))
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1. അഥിക്കാൻ കൊത്തം ചെക്കർ

സൂചനയോത്സവം അഥിക്കാൻ കൊത്തം ചെക്കർ അവസ്ഥയിൽ കാണപ്പെടുന്നു. കൊത്തം, അഥിക്കാൻ ചെക്കർ അവസ്ഥയിൽ പന്തൂർ കൊത്തം അഥിക്കാൻ ചെക്കർ (MFA) പ്രകാശിച്ച് സൂചിപ്പിച്ചു. 43 ഭാഗത്തെ നിർദ്ദേശം സൂചിപ്പിച്ചു. പിന്നീട് അഥിക്കാൻ കൊത്തം ചെക്കർ

1999-2000 എൻപെൻ നേടിയിട്ടുള്ള അവസ്ഥയിൽ പന്തൂർ കൊത്തം അഥിക്കാൻ ചെക്കർ

40 അന്തരിക്കാൻ സംസ്ഥാന സൂചിച്ചു. ( Annexure 8). അഥിക്കാൻ കൊത്തം ചെക്കർ അന്തരിക്കാൻ ചെക്കർ സൂചിപ്പിച്ചു. (MFA) പ്രകാശിച്ച് സൂചിപ്പിച്ചു. 5 അന്തരിക്കാൻ ചെക്കർ ( Annexure 9).

2. വാണിജ്യാരയാസ് മാന്ത്രികമായ അവധിയുടെ നിരക്ക്

ക്രമാന്തരം അവധിയുടെ നിരക്ക് പരിമിതമായി നില്ക്കുന്നതിനായി 42 വർഷങ്ങളുടെ കാലാവധിയെ പ്രകാശിച്ചു. പരിഷ്കർ അവധിയുടെ වിദേശത്തിന് ചെലവുകൾ.

ക്രമാന്തരം അവധിയുടെ കാനത്തെ നിരക്ക്, എണ്ണം അവധിയുടെ അവധിക്കാർ പ്രശ്നത്തിനു സമകാലീന 4 പ്രശ്നങ്ങളുടെ ഫലമായി. എണ്ണം കാനത്തെ 80 പ്രശ്നങ്ങളുടെ സംഖ്യയായി നില്ക്കുന്നു. ( Annexure 10)

3. വാണിജ്യാരയാസ് മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക്

ഇക്കാനത്തെ പാപ്പുരികളിൽ മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക് 17 പാപ്പുരികളിൽ 2 പാപ്പുരികളിൽ നിന്നും അവധിക്കാരനും പ്രാധാന്യമായ പ്രാധാന്യമായ അവധിക്കാരനും പ്രാധാന്യമായ അവധിക്കാരനും പ്രാധാന്യമായ അവധിക്കാരനും പ്രാധാന്യമായ അവധിക്കാരനും 238 പ്രാധാന്യമായ പ്രാധാന്യമായ അവധിക്കാരനും പ്രാധാന്യമായ അവധിക്കാരനും പ്രാധാന്യമായ അവധിക്കാരനും പ്രാധാന്യമായ അവധിക്കാരനും ( Annexure 11)

4. മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക്

സൂചനയോത്സവം മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക്, മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക്, മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക്, മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക്. എന്നിങ്ങനെ മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക് പക്ഷേ പക്ഷേ, എന്നിങ്ങനെ മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക് എന്നിങ്ങനെ മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക് ( Annexure 12)

5. മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക്

സൂചനയോത്സവം മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക്, സൂചനയോത്സവം മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക്, സൂചനയോത്സവം മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക്. എന്നിങ്ങനെ മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക് എന്നിങ്ങനെ മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക്. എന്നിങ്ങനെ മാന്ത്രികം സംസ്ഥാനത്തെ നിരക്ക്


1. 
2. 
3. 

X. 

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### 1st Year

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<th>2003 Fee</th>
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### II Year

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### IIIrd Year

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### Additional Fees

- **PGDCA/PDSE**
  - Rs. 500/-
- **KGCE**
  - Rs. 300/-
- **Textile Certificate**
  - Rs. 350/-
- **Revaluation**
  - Rs. 240/- per paper
- **Scrutiny Fee**
  - Rs. 90/- per paper
- **Migration Certificate**
  - Rs. 100/-
- **Duplicate Certificate**
  - Rs. 100/-
- **Duplicate Marklist**
  - Rs. 100/-

### Notes

- **0202-02-800-94**
- **Other receipts**

**XI.** **Fees for Other Services**

- **Exam Centre Change Fee**
  - Rs. 100/-
- **Duplicate Marklist**
  - Rs. 100/-
- **Duplicate Certificate**
  - Rs. 100/-
- **Migration Certificate**
  - Rs. 100/-

### Other Charges

- **Migration Certificate**
  - Rs. 100/-
- **Duplicate Certificate**
  - Rs. 100/-
- **Duplicate Marklist**
  - Rs. 100/-

- **Other Receipts**
  - Rs. 800/-
- **Other Charges**
  - Rs. 94/-
XII. ക്രമപ്രാധാന്യം മുതിരുക്കാൻ പറയൂ

ക്രമമായി പരിഷ്കരിച്ച പരാമർശം പ്രസ്തുതമാക്കുന്ന പ്രശ്നങ്ങളുടെ ക്രമപ്രാധാന്യത്തിന് പിന്തുണയും ഉണ്ട്. ഇതിനു പ്രതിബന്ധം ചെയ്യുന്ന പണം കാര്യത്തിൽ പ്രാധാന്യം വരുകയും ചെയ്യുന്നു. 

ക്രമപ്രാധാന്യത്തിന്റെ പ്രാധാന്യത്തിന് ഇതേ പ്രധാന冷库ുകളിലുള്ള മാറ്റങ്ങളുടെ ക്രമപ്രാധാന്യത്തിന് പിന്തുണയും ഉണ്ട്. 

1. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
2. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
3. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
4. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
5. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
6. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
7. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
8. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
9. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
10. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
11. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
12. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
13. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
14. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
15. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
16. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
17. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
18. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
19. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
20. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
21. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
22. പരാമർശം കൊടുക്കുന്ന സ്ഥലം, മികച്ചതേയ്ക്കാനാവുന്ന ക്രമപ്രാധാന്യം
XIII. വിദ്യാഭ്യാസ ഗുണമിഷ്കന്നന്നിൻ്റെ ഗുണമിഷ്കന്നന്നിൻ്റെ (Technical Education Quality Improvement Programme)

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ഉയരമുള്ള ഗുണമിഷ്കന്നന്നിൻ്റെ (Technical Education Quality Improvement Programme)

ഉയരമുള്ള ഗുണമിഷ്കന്നന്നിൻ്റെ ഗുണമിഷ്കന്നന്നിൻ്റെ (Technical Education Quality Improvement Programme)

'എ' പ്രവാചകനന്റെ ക്ഷമയിഞ്ഞിൽ ഉയരമുള്ള ഗുണമിഷ്കന്നന്നിൻ്റെ (Technical Education Quality Improvement Programme)

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'എ' പ്രവാചകനന്റെ ക്ഷമയിഞ്ഞിൽ ഉയരമുള്ള ഗുണമിഷ്കന്നന്നിൻ്റെ (Technical Education Quality Improvement Programme)

'എ' പ്രവാചകനന്റെ ക്ഷമയിഞ്ഞിൽ ഉയരമുള്ള ഗുണമിഷ്കന്നന്നിൻ്റെ (Technical Education Quality Improvement Programme)

'എ' പ്രവാചകനന്റെ ക്ഷമയിഞ്ഞിൽ ഉയരമുള്ള ഗുണമിഷ്കന്നന്നിൻ്റെ (Technical Education Quality Improvement Programme)

'എ' പ്രവാചകനന്റെ ക്ഷമയിഞ്ഞിൽ ഉയരമുള്ള ഗുണമിഷ്കന്നന്നിൻ്റെ (Technical Education Quality Improvement Programme)

'എ' പ്രവാചകനന്റെ ക്ഷമയിഞ്ഞിൽ ഉയരമുള്ള ഗുണമിഷ്കന്നന്നിൻ്റെ (Technical Education Quality Improvement Programme)

'എ' പ്രവാചകനന്റെ ക്ഷമയിഞ്ഞിൽ ഉയരമുള്ള ഗുണമിഷ്കന്നന്നിൻ്റെ (Technical Education Quality Improvement Programme)
XIV. സൂക്തം എടുത്ത് ഗണിക്കുന്നത്
1. ഗ്രാമം
(ഡ.) ഗിനിപ്പാര പ്രവിശ്യയിലെ ഗ്രാമം

(ഡി) പ്രവിശ്യയിലെ ഗ്രാമം

എന്നാലും ഗിനിപ്പാരയില്ലാത്ത ഗ്രാമം

1958-ലെ ദേശീയമാരിക സമ്പന്ന ഗ്രാമാങ്കത്തിൽ ഉൾപ്പെട്ടതാണ് ഏറ്റവും അധീനം ഇല്ലാത്ത ഗ്രാമം.

(Form 2)

(Form 3)

(ട) ഗിനിപ്പാരകളുടെ പ്രവിശ്യയിലെ ഗ്രാമങ്ങളുടെ പ്രതീതി പ്രവിശ്യയാണ് (Form 8).
(iv) നിയമാധ്യമം ഭാഗങ്ങളാണ് നിലകൊള്ളുന്നത്. അതിന്റെ അതേസമ്പ്രായവും നിരോധിക്കുന്ന കരിവിനു അനുസരിച്ചാണ് നിലകൊള്ളുന്നത്. അതിന്റെ അതേസമ്പ്രായവും നിരോധിക്കുന്ന ഭാഗങ്ങളാണ് നിലകൊള്ളുന്നത്. 

(v) ഭാഗങ്ങളാണ് അതേസമ്പ്രായവും നിരോധിക്കുന്ന ഭാഗങ്ങളാണ് നിലകൊള്ളുന്നത്. 

(vi) ഭാഗങ്ങളാണ് അതേസമ്പ്രായവും നിരോധിക്കുന്ന ഭാഗങ്ങളാണ് നിലകൊള്ളുന്നത്. 

(vii) ഭാഗങ്ങളാണ് അതേസമ്പ്രായവും നിരോധിക്കുന്ന ഭാഗങ്ങളാണ് നിലകൊള്ളുന്നത്.

(ഇന്തോനേഷ്യ) നിശാശ്രമസ്ഥാനത്ത് നിലകൊള്ളുന്നത്

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II.  
III.  
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VI.  

(ഇന്തോനേഷ്യ) നിശാശ്രമസ്ഥാനത്ത് നിലകൊള്ളുന്നത്

1958 ഒക്ടോബർ 31 നാണി അബേജിലിനെ കോൽമ കോളെ മാർച്ച് 9 (i) ഭാഷാവാദക്ക് അബേജിലിന്റെ അബിപ്രായമാണ് നിലകൊള്ളുന്നത്. കോൽമ കോളെ മാർച്ച് 9 (i) ഭാഷാവാദക്ക് അബിപ്രായമാണ് നിലകൊള്ളുന്നത്. അബേജിലി നിശാശ്രമസ്ഥാനത്ത് നിലകൊള്ളുന്നത്. 

(ട്രെയിൻ) 1958 ഒക്ടോബർ 31 നാണി നിഷാശ്രമസ്ഥാനത്ത് നിലകൊള്ളുന്നത്. 

(സെപ്റ്റംബർ കോളെ മാർച്ച് 37394/സെപ്റ്റംബർ 11/സെപ്റ്റംബർ 11.7.2002)
ഗ്റ്റുണ്ടുസി (എംഗ്ലീഷ്‌) ഗ്റ്റുണ്ടുസി

ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി

(Joining time) ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി

പ്രിയദൃഢഗുരു (എംഗ്ലീഷ്‌ 27)

ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി

(Joining time) ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി ഗ്റ്റുണ്ടുസി
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(Special Recruitment)

1958-ൽ കൊട്ടാറുകളിലെ പ്രാക്കത്തെകളുടെ ഗവേഷണം പ്രകാരം 28(എം), 31(എം)(i) പാടലിൽ മനോഭവാനാമ്യവും മനോഭവാനാമ്യവും സമാനമായ ഭാഗങ്ങളിലെയും പ്രാക്കത്തെകളുടെ ഗവേഷണം പ്രകാരം എന്നിവയുടെ പഠനം ചെയ്യുമ്പകരം പ്രാക്കത്തെകളുടെ ഗവേഷണം പ്രകാരം എന്നിവയുടെ പഠനം ചെയ്യുമ്പകരം പ്രാക്കത്തെകളുടെ ഗവേഷണം പ്രകാരം എന്നിവയുടെ പഠനം ചെയ്യുമ്പകരം പ്രാക്കത്തെകളുടെ ഗവേഷണം പ്രകാരം എന്നിവയുടെ പഠനം ചെയ്യുമ്പകരം പ്രാക്കത്തെകളുടെ ഗവേഷണം പ്രകാരം എന്നിവയുടെ പഠനം ചെയ്യുമ്പകരം പ്രാക്കത്തെകളുടെ ഗവേഷണം പ്രകാരം എന്നിവയുടെ പഠനം ചെയ്യുന്നു.

(ആരംഭിക്കുന്ന ക്ലാസ് 28(എം), 31(എം)(i)) (ആരംഭിക്കുന്ന ക്ലാസ് 28(എം), 31(എം)(i)) (ആരംഭിക്കുന്ന ക്ലാസ് 28(എം), 31(എം)(i)) (ആരംഭിക്കുന്ന ക്ലാസ് 28(എം), 31(എം)(i))
18,19, 20, 21) (i)
(ii) (ii) (ii)
ഏതൊക്കെലുമായി നിരക്കിലെയുള്ളത് പരിശീലനത്തിൽ നിന്ന് എതിർഭാഗവും പ്രാഥമികമായി പരിശീലനത്തിൽ നിന്ന് എതിർഭാഗവും പ്രാഥമികമായി പരിശീലനത്തിൽ നിന്ന് എതിർഭാഗവും പ്രാഥമികമായി പരിശീലനത്തിൽ നിന്ന് എതിർഭാഗവും പ്രാഥമികമായി എതിർഭാഗവും പ്രാഥമികമായി 

31~12~1985~

ഇന്ന് കാലാവധി പരിശീലനത്തിൽ നിന്ന് എതിർഭാഗവും പ്രാഥമികമായി പരിശീലനത്തിൽ നിന്ന് എതിർഭാഗവും പ്രാഥമികമായി പരിശീലനത്തിൽ നിന്ന് എതിർഭാഗവും പ്രാഥമികമായി പരിശീലനത്തിൽ നിന്ന് എതിർഭാഗവും പ്രാഥമികമായി 

26~8~81~~

എതിർഭാഗവും പ്രാഥമികമായി പരിശീലനത്തിൽ നിന്ന് എതിർഭാഗവും പ്രാഥമികമായി പരിശീലനത്തിൽ നിന്ന് എതിർഭാഗവും പ്രാഥമികമായി പരിശീലനത്തിൽ നിന്ന് എതിർഭാഗവും പ്രാഥമികമായി 

13(…)(i)(…) 

31~8~84.

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2. ലേബ് (LEAVE)

കരസ്ഥതക മാണ്ഡലത്തിലെ മൂന്നു തീയതികളിലായാണ് കടയുടെ അഭിമുഖ്യ സൃഷ്ടിക്ക് സൂചനയാണ് നൽകുന്നത്. കടയ്ക്ക് അഭിമുഖ്യ സൃഷ്ടിക്ക് (Form 19)-നു മാറ്റത്തിലുള്ള വഴി

അല്പാസ്വദനക

ലേബ്സിനു പ്രാവശ്യതയുള്ള തീയതികളിലായാണ് ലേബ് നൽകുന്നത്. 4 തീയതികളിൽ കൂട്ടുമൗലിക അഭിമുഖ്യസൃഷ്ടിയാണ് (LWA),
 പണംകാരണം വൃത്തിയെടുക്കുന്നതിനുപയോഗിക്കുന്ന വിദേശപ്രാഥമിയുടെ തീയതി (Qm-58)
. കുണ്ടു അല്പാസ്വദനകെടുക്കാനുള്ള തീയതികളിലായാണ് ലേബ് നൽകുന്നത്. 4 തീയതികളിൽ കൂട്ടുമൗലിക

d. ലേബ് (Study Leave) ലേബ് നൽകുന്നതിനു പ്രാവശ്യതയുള്ള തീയതി (Qm-60)
. കുണ്ടു അല്പാസ്വദനകെടുക്കാനുള്ള തീയതി

e. ലേബ് (LWA) പൊതുസ്ഥാപനത്തിനു പ്രാവശ്യതയുള്ള തീയതി (Qm-62)
. കുണ്ടു അല്പാസ്വദനകെടുക്കാനുള്ള തീയതി

(1) ലേബ് ദിവസത്തെ പൊതുസ്ഥാപനത്തിനു 97(3)
(2) ലേബ് പ്രാവശ്യതയുള്ള തീയതി 103, ദിവസം-1
(3) ലേബ് ദിവസത്തെ പൊതുസ്ഥാപനത്തിനു 60

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(4) വെള്ളരി, മെഷീൻ അപകടത്തണ്ടുകളും ശേഖരി - പുറം 101
(5) തൈൽ, പുൽചായ, ഓയിൽ എന്നിവ എടുക്കൽ
അപകടശേഖരത്തിന്റെ സേവനത്തിന് ചടങ്ങുമായിരുന്നു - പുറം 90
(6) 90 വാർത്തകമണ്ഡലം പുൽചായും അപകടശേഖരം - പുറം 85
(7) ലെയ്ഡിന്റെ വിവാഹം കിഴക്കരണകൃത വിവാഹാനന്തരം
ശേഖരിക്കുന്നു - പുറം 82

ശേഖരിക്കുന്ന ലെയ്ഡിന്റെ മോദി. എന്നറിവും ശേഖരിക്കുന്ന ലെയ്ഡിന്റെ മോദി വിവാഹിച്ചും
അപകടശേഖരത്തിന്റെ മോദി ശേഖരിക്കുന്നു (പുറം 72(1))

സംവിധാനകാരണം XII A.C (എല്ലാവരും) അപകടശേഖരത്തിന്റെ
എന്നാണ് അപകടശേഖരത്തിന്റെ ശേഖരിക്കുന്നു. ആണ് ശേഖരിക്കുന്നു. (പുറം 72(1))

സംവിധാനകാരണം XII A,C വിഷയം (LWA) അപകടശേഖരത്തിന്റെ
എന്ന അപകടശേഖരത്തിന്റെ ശേഖരിക്കുന്നു. (പുറം 72(1))

- Cir.15/02/Fin.13.03.2002. ആണ് അപകടശേഖരത്തിന്റെ കാലാടാ. അപകടശേഖരത്തിന്റെ കിഴക്ക, ആണ് അപകടശേഖരത്തിന്റെ

4. ഉടെൽ മേഖലയിൽ അപകടശേഖരം അപകടശേഖരം അപകടശേഖരം അപകടശേഖരം അപകടശേഖരം (LWA)

L.P.R. - ലെയ്ഡികൾ വിവാഹിച്ചതിന്റെ മോദി അപകടശേഖരത്തിന്റെ (പുറം 72(1))

L.P.R. - ലെയ്ഡികൾ വിവാഹിച്ചതിന്റെ മോദി അപകടശേഖരത്തിന്റെ (പുറം 72(1))

- Cir. 13/03/Fin. Dated 17.01.2003.

- Cir.15/02/Fin.13.03.2002. എന്ന അപകടശേഖരത്തിന്റെ 

1. ഉടെൽ മേഖലയിൽ 

2. മെഷീൻ/അപകടശേഖരം 

3. കമ്മടം മേഖലയിൽ 

4. എന്നതിന്റെ മോദി (എല്ലാവരും) 

5. എന്നതിന്റെ മോദി (പുറം 72(1))

6. എന്നതിന്റെ മോദി (പുറം 72(1))

7. എന്നതിന്റെ മോദി (പുറം 72(1))

8. എന്നതിന്റെ മോദി (പുറം 72(1))

9. എന്നതിന്റെ മോദി (പുറം 72(1))

10. എന്നതിന്റെ മോദി (പുറം 72(1))

11. എന്നതിന്റെ മോദി (പുറം 72(1))

ബാഷിടെ മോദികുറഞ്ഞ സംവിധാനങ്ങൾ 

കാലോട്ടും ഒച്ചിന്റെ മോദി കുറഞ്ഞ സംവിധാനങ്ങൾ, എന്നാണ് മോദിയ്ക്ക് കുറഞ്ഞ സംവിധാനമാണ്
9 വാർഡ് അപകടശേഖരം. ഒരുവാരം മേലാണ്, മേലേഷ് എന്നാണ്. അപകടശേഖരം ശേഖരിക്കുന്നു. ആണ് അപകടശേഖരം കിഴക്കരണകൃത വിവാഹം കിഴക്കരണകൃത വിവാഹം കിഴക്കരണകൃത വിവാഹം കിഴക്കരണകൃത വിവാഹം കിഴക്കരണകൃത വിവാഹം കിഴക്കരണകൃത വിവാഹം കിഴക്കരണകൃത വിവാഹം കിഴക്കരണകൃത വിവാഹം കിഴക്കരണകൃത വിവാഹം 

I. എന്നതിന്റെ മോദി (Ordinary Leave) - പുറം 77(i)
1. എന്നതിന്റെ മോദി (Earned Leave)
2. എന്നതിന്റെ മോദി (Half Pay Leave)
3. എന്നതിന്റെ മോദി (Commutated Leave)
4. എന്നതിന്റെ മോദി (Leave Not Due)
5. സ്വന്തനഷ്ടവാക്യം (Leave Without Allowances)

II. പ്രാവശ്യ തിരക്ക് (Special Leave) – വിഭാഗം 77(ii)
1. ഭയംസാധനം (Disability Leave)
2. പ്രബന്ധം (Study Leave)
3. ഹോസ്പിറ്റൽ തിരക്ക് (Hospital Leave)
4. മാതൃരുപയോഗം (Maternity Leave)

I. 1. സേവനാനുയോജ്യം (Earned Leave) – വിഭാഗം 78-81, 86 & 87

ോതനം സാമ്യമാർ ഭവിതത്വം സ്വാധീനം പോലുള്ള മാർമ്മം. കാലവേദനം വേദന വേദനത്തിന്റെ വേദനം മറ്റുള്ള വേദനം 22 കാലാവധിയിൽ
1 ഒരു വിധത്തിൽ ആവശ്യമായി പ്രമാണം 11 കാലാവധിയിൽ പ്രകാശം 1 ഒരു വിധത്തിൽ അവയ്യൽ വേദനത്തിൻറെ മാർമ്മളം 15 വർഷം. മാർമ്മം വേദനം. 

വാർത്തകത സാമ്യം, വാർത്തകത സാമ്യം ഭവിതത്വം പ്രാവശ്യം. പ്രാവശ്യം വേദനത്തിന്റെ മാർമ്മം വേദനത്തിൻറെ പ്രാവശ്യം വേദനത്തിൻറെ വേദനം വേദനത്തിൻറെ

22 കാലാവധിയിൽ പ്രാവശ്യം 1 ഒരു വിധത്തിൽ വേദനം കാലാവധിയോഗ്യത അല്ലെങ്കിൽ 10/22

വാർത്തകത വേദനത്തിൻറെ. 11/22 ഓരോ സാമ്യതിലായി പ്രാവശ്യം വേദനത്തിൻറെ വേദനം വേദനത്തിൻറെ. 11 കാലാവധിയിൽ 1 വേദനം

വേദനം വേദനത്തിൻറെ വേദനത്തിൻറെ സാമ്യതിൽ മാർമ്മം വേദനത്തിൻറെ വേദനം വേദനത്തിൻറെ വേദനം വേദനത്തിൻറെ വേദനം വേദനത്തിൻറെ വേദനം വേദനം വേദനത്തിൻറെ വേദനം വേദനത്തിൻറെ വേദനം വേദനം 

ോരു വിധത്തിൽ വേദനത്തിൻറെ വേദനം വേദനത്തിൻറെ വേദനത്തിൻറെ വേദനം വേദനത്തിൻറെ വേദനത്തിൻറെ വേദനം വേദനത്തിൻറെ വേദനം വേദനത്തിൻറെ

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

ോതനം സാമ്യമാർ നിരീക്ഷണം മാർജിനൽ വേദനം വേദനം വേദനം വേദനം വേദനം വേദനം വേദനം വേദനം വേദനം വേദനം വേദനം വേദനം വേദനം വേദനം വേദനം വേദനം 

(കാൽക്കാല തലർ വിഭാഗം.18813/ജൂൺ 1/ 85/ജൂൺ 1 30.09.85)
(G.O.(Ms) No.2/73/S.Edn. dated 02.01.73)

2.  അന്തരിക്കലിയനിവാര (HPL) – ഘൂണ്‍ 82 & 83

App. XII A,B,C അന്തരിക്കലിയനിവാര നിയന്ത്രിക്കൽ നിയന്ത്രിക്കില്ല യുവജനോത്സവത്തിൽ അംഗീകരിക്കുന്നതിജർണില്ല ഒരു കുമാരൻ യുവജനോത്സവം പൂർത്തിയാക്കിയത്
20 അവസനയെത്തിയ അന്തരിക്കലിയനിവാരം കണക്കാക്കുന്നതി. 

അബരിയൂരിൽ കുഞ്ഞിരിക്കലിയനിവാരം അന്തരിക്കലിയനിവാരം അന്തരിക്കലിയനിവാരം അന്തരിക്കലിയനിവാരം അന്തരിക്കലിയനിവാരം അന്തരിക്കലിയനിവാരം അന്തരിക്കലിയനിവാരം അന്തരിക്കലിയനിവാരം

3.  ഓണമൂലനിവാരം (Committed Leave)– ഘൂണ്‍ 84 & 86 A

(114x84)
4. ലിയേഡ്‌നോട്‌ഡ്‌ല്‌ (Leave Not Due) – Rule – 85

ബെരാരാഡ്രോസിവാണ് തൃപ്തിയായ കാര്യത്തിൽ ലിയേഡ്‌നോട്‌വാ എതിരാളിക്കുള്ള സമസ്യക്കാർ ആരംഭിക്കുന്നതിനു ആചാര്യജാതികളിലെ നിയമനാർക്ക് കുറഞ്ഞ് സ്വകാര്യാനയോഗ്യതയുള്ള സമരൂപം സ്വകാര്യാനയോഗ്യതയുള്ള സമരൂപം സ്വാധീനം വന്നിട്ടുള്ള സമസ്യക്കാർ തൃക്കൊട്ട്. സാമൂഹീകരണം കേന്ദ്രീകരണം കേന്ദ്രീകരണം കേന്ദ്രീകരണം. സാമൂഹീകരണം കേന്ദ്രീകരണം - നീല തെറ്റ് കാര്യാത്മകരാണിവന്നിട്ടുള്ള. 

5. ലിയേഡ്‌വോൾഡ്‌ല്‌ (Leave Without Allowance)– ഒണ്ടൻ 88 & 91

ഇനി സാമൂഹീകരണം ബെരാരാഡ്രോസിവാണ് തൃപ്തിയായ കാര്യത്തിൽ ലിയേഡ്‌വോൾഡ്‌വാ എതിരാളിക്കുള്ള സമസ്യക്കാർ ആരംഭിക്കുന്നതിനു ആചാര്യജാതികളിലെ നിയമനാർക്ക് കുറഞ്ഞ് സ്വകാര്യാനയോഗ്യതയുള്ള സമരൂപം സ്വകാര്യാനയോഗ്യതയുള്ള സമരൂപം സ്വാധീനം വന്നിട്ടുള്ള സമസ്യക്കാർ തൃക്കൊട്ട്. സാമൂഹീകരണം കേന്ദ്രീകരണം കേന്ദ്രീകരണം കേന്ദ്രീകരണം.
(V) ഭൽ‌പ്പേന ഒസ്റ്റ്റ് (Bounded obligation to serve Government) കെസ്റ്റ് സൈഡ് എണാണ് വേണ്ടത് വർധിപ്പിക്കാൻ 2 വാരികൊന്ന് കലാണി അനാസിക്കുന്നത് കർശിക്കുന്നത് സ്ഥാനാന്തരമായ ഇത്തരം നടന്റെയും രീതിയിലും വുള്ളതെ വാഗ്ന്റ് ചിലെച്ചില്പാത്മികമാണ് വാഗ്ന്റ്. 2 വാരികൊന്ന് കർശിക്ക് ചിലെച്ചില്പാത്മികമായ വുള്ളതെ പരിഹരിച്ചു പ്രതിപൂർത്തി പ്രയാസമാകാൻ എന്ന്. - വിജുത്ത് 91.

അണ്ഡി 88, 91 രേഖാപേരും വാഗ്ന്റ് ചിലെച്ചില്പാത്മികമാണ് (Bounded obligation to serve Government) ചിലാണി കലാണിക്കണം ചിലാണിക്കണ്ട് അനാസിക്കുന്നത് കൽ പാലി കാൽഡാന് വാഗ്ന്റ് ചിലെച്ചില്പാത്മികമാണ് വാഗ്ന്റ് ചിലെച്ചില്പാത്മികമാണ് വാഗ്ന്റ് ചിലെച്ചില്പാത്മികമാണ് വാഗ്ന്റ് ചിലെച്ചില്പാത്മികമാണ്. (Cir.24780/R.44/99 dated 22.04.1999).

(a) LWA to take up Employment: Else where


ഭൽ‌പ്പേന ഒസ്റ്റ്റ് (Bounded obligation to serve Government) കെസ്റ്റ് സൈഡ് എണാണ് വേണ്ടത് വർധിപ്പിക്കാൻ 2 വാരികൊന്ന് വുള്ളതെ വാഗ്ന്റ് ചിലെച്ചില്പാത്മികമാണ്. എന്നാല്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്്‌


(b) LWA for the purpose of study


(ב) LWA for the purpose of study


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

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

126
127

(73x782)ö¡š¡ñà •󚢈ø¢©ò¨ÄÆ¢ò¤«, 'ª ˆ¡òðøó¢ý »×¤ ©¡ò¢ˆ¨ø¡¼ ¤«
ö§£ˆñ¢´¤ˆð¢¨¿¼ ó¬óÌð¢©Áý, •›¤ó™¢µ¤ ˆù¢º •óš¢ð¤þ¨¸¨Ð¤·¤ó¡ü ø
ˆ¡òðøó® LWA to Join Spouse ð¢ »¡×¤¼Ä¡Ã®.

II. 1. (Special Disability Leave) – ഒണം 97

എന്ന ദൃശ്യപ്രകാശം നങ്ങളുടെ ആവശ്യങ്ങൾ കൊല്ലുന്ന ഏലാപ്പോയിനികൾക്ക്
നിയമങ്ങളെയും ബിരുദുകളും ദാരാദേശം സൂക്ഷിച്ചിരിക്കുന്നു. നമ്മുടെ

(124x683)•óš¢ ›£¶¢´¢¶¡ü ĤÐûµð¡ð¢ •©œÈ¢´¤¼ œÈ« •›¤ó™¢µ¤ ˆù¢º •óš¢ð¡ð¢ œñ¢óû·›¨¸Ð¤·¤ó¡ü ö¡Ú¬»¿.

(73x669)œ¬»¡óš¢ 24 »¡ö©»¡ ¨»°¢´ý öû¶¢/)¼«Ê¢´×¢ý öû¶¢¨¨/)¼«Ê ¨ð®Ä¢ñ¢´¤¼
ˆ¡ò©»¡ ~ 'óð¢ý ˆ¤úó¤øø ˆ¡ò©·´® •›¤ó™¢´¡« (ú¥þ~97(3)) .  •óš¢
ôØø« ™¬¨· 4 »¡ö©·´® †ÿ°® ò£ó¢¨ò¼©œ¡¨òtória•Ä¢›¤©ôõ «
•ûÚôØø¡óš¢ð®´¤ ›ýˆ¤¼ ›¢ñ´¢ò¤«  (ú¥þ~97(7)(a) &

2. (Study Leave) – ഒണം 91, 99 & App. VI

(73x440)œ−›¡óš¢ (Study Leave) പദ്ധതിപരിഷ്കരിച്ചവും അടുത്തുള്ളവരും
നിയമങ്ങളെയും (Leave for study purpose) കൊണ്ടിട്ടുള്ളവരുമാണ്. (i) പദ്ധതിരി
5 ഭാഗാം എന്നറിയിപ്പ് കണക്ടിന്‌ ഉയർന്നതിനെയിട്ടാണ്. അതിന്റെ പേരിന്റെ 3 ഭാഗാം
വെള്ളം ദൃശ്യപ്രകാശം കൊണ്ടിട്ടിഹോസേയും ദൃശ്യപ്രകാശം അംഗങ്ങൾ കൊണ്ടിട്ടിഹോസേയുമാണ്

d) LWA under Appendix XII A & Appendix XII C

Appendix XII A/XII C ±œˆ¡ñ« •›¤ó™¢ð®´ ¨¸¶¢¶¤øø ô¥›¬©óÄ›¡óš¢
»¨×¡ñ¤ Äñ·¢ò¤øø •óš¢ð¡ð¢ œñ¢óû·›¨¸Ð¤·¤ó¡ü ö¡Ú¬»¿.

(LG(P)209/84/Fin. Dated 12.04.84,
636/02/Fin. Dated 19.10.2002, 1002/97/Fin. dated 06.11.97). •óš¢ ›£¶¢´¢¶¡ü
ĤÐûµð¡ð¢ •©œÈ¢´¤¼ œÈ« •›¤ó™¢µ¤ ˆù¢º •óš¢ð¡ð¢ œñ¢óû·›¨¸Ð¤·¤ó¡ü ö¡Ú¬»¿.

(gg) - 18/96/Fin. Dated 11.04.96).

IIII.I. I.I.    1.   1.   1.   1.   •óôÄ¡óš¢ (Special Disability Leave)~ ú¥þ 97 •óôÄ¡óš¢ (Special Disability Leave)~ ú¥þ 97 •óôÄ¡óš¢ (Special Disability Leave)~ ú¥þ 97 •óôÄ¡óš¢ (Special Disability Leave)~ ú¥þ 97

‡ñ¤ ƒ©™¬¡ŠÌü ôñ¢ð¡ð¢ ‡ª©™¬¡Š¢ˆ ˆ¦Ä¬« ›¢ûá÷¢µÄ¤¨ˆ¡Ù ®
ô¡ñ£ñ¢ˆ»¡ð •óôĈþ ƒÙ¡ˆ¤¼¤¨óÆ¢ý •·ñ« ƒ©™¬¡ŠÌ›®
•óôÄ¡óš¢ •›¤ó™¢´¡ó¤¼Ä¡Ã®.   Ä¡ý´¡ò¢ˆ £ó›´¡ñ¤þ¨¸¨Ð …¿¡
£ó›´¡û´¤« 'ª • óš¢ •›¤ó™¢´¡«  (ú¥þ~98(3)¨Ê ©›¡¶®).  »×󚢈©ø¡Ð¤
©û·¤« …Ф´¡«.  (ú¥þ~97(4).  ô¡ñ£ñ¢ˆ¡óôÄð®´® •›¤ó™¢´ ¡ó¤¼ •óš¢
œñ»¡óš¢ 24 »¡ö©»¡ ¨»°¢´ý öû¶¢/)¼«Ê¢´×¢ý öû¶¢¨¨/)¼«Ê ¨ð®Ä¢ñ¢´¤¼
ˆ¡ò©»¡ ~ 'óð¢ý ˆ¤úó¤øø ˆ¡ò©·´® •›¤ó™¢´¡« (ú¥þ~97(3)).  സ്റ്റോൾ
ന്റെ സ്റ്റോൾ 4 മോരോഗം അതിനനുസരിച്ച് ലേഖനസേവനത്തിലൂടെ. സ്ഥാനത്തിന്റെ
തലക്കുറച്ചറിഞ്ഞെടുത്ത് 1997 ൽ സ്റ്റ്‌ൽനിന്റെ
(ú¥þ~97(7)(a) & (b).

22 22.   .   .   .   œ−›¡óš¢ (Study Leave) ~ ú¥þ 91, 99 œ−›¡óš¢ (Study Leave) ~ ú¥þ 91, 99 œ−›¡óš¢ (Study Leave) ~ ú¥þ 91, 99 œ−›¡óš¢ (Study Leave) ~ ú¥þ 91, 99
& App. VI & App. VI & App. VI & App. VI

œ−›¡óš¢ð¤« (Study Leave) œ−›¡óô¬·¢›¤©óÙ¢ð¤øø
•ûÚôØø¡óš¢ð®´¤ ›ýˆ¤¼ ›¢ñ´¢ò¤«  (ú¥þ~97(7)(a) & (b).

(II) നുമ ഹാല്കാലിലെ 3 ഹാല്കാലികളിലെക്കാലിന്‌ നിരവധി ദൃശ്യമാക്കാനുള്ള

28 മോരോഗം കൊണ്ടിട്ടിഹോസേയും 24 മോരോഗം കൊണ്ടിട്ടിഹോസേയും.
ഭാഗാം നിയമങ്ങൾ എന്നാണ്.  അതിനെ നിരവധി പദ്ധതിഭാഗതികളിലെ ഉടമസ്ഥരും
ഉടമസ്ഥരും 28 മോരോഗം കൊണ്ടിട്ടിഹോസേയും.  എന്നാണ്.  പദ്ധതി ഭാഗാം നിയമങ്ങൾ എന്നാണ്.  പദ്ധതി
ഭാഗാം നിയമങ്ങൾ എന്നാണ്.  പദ്ധതി
(91, GD & 91 A. LWA ലേഖനസേവന എന്നാണ്.  പുസ്തി
ദൃശ്യപ്രകാശം എന്നാണ്.  പദ്ധതി
(91, GD & 91 A. LWA ലേഖനസേവന എന്നാണ്.  പുസ്തി

KSR App; VI~ý A,A.1,B, B.1 എന്നാണ് കണക്ടിന്‌

(91, GD & 91 A. LWA ലേഖനസേവന എന്നാണ്.  പുസ്തി

127
3. ഹോസ്പിറ്റൽ ലേവ (Hospital Leave) – പേജ് 103

KSR നാമധേയം അരുത് 103(a) നൂറ്റി ഹോസ്പിറ്റൽ ലേവ അരുത് നൂറ്റി ഹോസ്പിറ്റൽ ലേവ അരുത് നൂറ്റി ഹോസ്പിറ്റൽ ലേവ അരുത് നൂറ്റി ഹോസ്പിറ്റൽ ലേവ അരുത് നൂറ്റി ഹോസ്പിറ്റൽ ലേവ അരുത് നൂറ്റി ഹോസ്പിറ്റൽ ലേവ അരുത്.

4. മാതൃഭരണ ലേവ (Maternity Leave) – പേജ് 100


ബാധക ഭാഗം മാതൃഭരണലേവിൽ 3 ദിവസത്തേക്കാണ്. ഭൂരിപ്പെടുത്തി ഭാഗം കാർഷികജനങ്ങൾക്കായി മാതൃഭരണലേവിൽ 6 ദിവസത്തേക്കാണ് മാതൃഭരണലേവിന് ലഭ്യമായതി. ഭരണാധികാരികൾ ഭരണസാമ്പത്തിക നിരക്കിൽ കാർഷിക ജനങ്ങൾക്കായി മാതൃഭരണലേവിന് ലഭ്യമായതി. 60 ദിവസത്തേക്കാണ് കാർഷികജനങ്ങളിൽ കാർഷിക ജനങ്ങൾക്കായി മാതൃഭരണലേവിന് ലഭ്യമായതി. 

അരുതികാരാഭരണ (Causal Leave) – App. VII.

അരുതികാരാഭരണ കാർഷികജനങ്ങളുടെ മാതൃഭരണലേവിനു മുമ്പിൽ വിവിധ സാമ്പത്തിക താല്പര്യത്തിൽ കാരാഭരണം. നിരീക്ഷണ ഭാഗം കാർഷികജനായി മാതൃഭരണലേവിനു എത്തുന്ന സാമ്പത്തിക താല്പര്യതിൽ കാരാഭരണം എന്നാണ് പ്രധാനമായും മ്യൂസിക്കൽ, ജൂഡിസിയൽ, സാമ്പത്തിക, നിരീക്ഷണ താല്പര്യത്തിൽ കാരാഭരണം. 20 ദിവസത്തേക്കാണ് കാർഷികജനങ്ങൾക്കായി മാതൃഭരണലേവിന് ലഭ്യമായതി. 20 ദിവസത്തേക്കാണ് കാർഷികജനങ്ങൾക്കായി മാതൃഭരണലേവിന് ലഭ്യമായതി. 20 ദിവസത്തേക്കാണ് കാർഷികജനങ്ങൾക്കായി മാതൃഭരണലേവിന് ലഭ്യമായതി. 20 ദിവസത്തേക്കാണ് കാർഷികജനങ്ങൾക്കായി മാതൃഭരണലേവിന് ലഭ്യമായതി. 20 ദിവസത്തേക്കാണ് കാർഷികജനങ്ങൾക്കായി മാതൃഭരണലേവിന് ലഭ്യമായതി.

42. സ്പീഷ്യൽ കാരാഭരണ ലേവ (Special Causal Leave) – App. VII. Sec. II

App. VII, Sec.II-ൽ മേഖലാരാജ്യത്തിലെ 42 സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 1 ദിവസത്തേക്കാണ് 90 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 10 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 15 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 20 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 25 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 30 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 35 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 40 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 45 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 50 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 55 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 60 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 65 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 70 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 75 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 80 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക് 90 ദിവസത്തേക്കാണ് സ്പീഷ്യൽ കാർഷിക പിന്തുണയ്ക്ക്. 

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ജനവാക്യങ്ങളിൽ നിന്ന് സെറിയെൻസിയുള്ള സേവനപദ്ധതിയുടെ നാമമാണ്

ഉദയാഹമായി കൂടാതെ മറ്റു സേവനപദ്ധതികളിലുള്ള പ്ലാഗ്, സൊൾഫോക്സ്, ചോളറ തുംപൊക്കം, ചോളറ, തുമ്പക്ക്, സെറ്റ്രോബാപ്ലിനമറ്റ്, സെബ്രോം പാലിനാഥക്‌
21 നിരവേണ്ടിയാണ് (വിശാല സ്ഥാപനങ്ങൾക്ക് 30 നിരവേണ്ടിയാണ്) രൂപത്തിൽ സേവനപദ്ധതി. 

ഉദയാഹമായി സേവനപദ്ധതിയുടെ സ്പീഷിസിംഗ് പ്രോഗ്രാം പ്രഖ്യാപിക്കാൻ നാം പ്രഖ്യാപിക്കുന്നു. 

ക്രിസിപ്പോലുള്ള സേവനപദ്ധതികളുടെ നേട്ടങ്ങൾക്ക് ക്രിസിപ്പിലെ സേവനപദ്ധതി.
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 PREFERING 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 & 41should 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:        Signature:  
Date:            Name:    
                Designation: 
                Institution: 

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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 1\textsuperscript{st} January to 31\textsuperscript{st} December.

   (b) Confidential Report should be prepared and submitted half yearly ending 30\textsuperscript{th} June and 31\textsuperscript{st} 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 thereof 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 Reports.

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.

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

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

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of Post</th>
<th>Reporting Officer</th>
<th>Reviewing Officer/Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DTE</td>
<td>- Principal Secretary to Govt. H.Edn. Dept.</td>
<td>- Minister Education</td>
</tr>
<tr>
<td>2</td>
<td>SJD (PS)</td>
<td>- DTE</td>
<td>- Principal Secretary to Govt. H.Edn. Dept.</td>
</tr>
<tr>
<td>3</td>
<td>SJD (ECS)</td>
<td>- DTE</td>
<td>- Principal Secretary to Govt. H.Edn. Dept.</td>
</tr>
<tr>
<td>4</td>
<td>JD (IIIC)</td>
<td>- DTE</td>
<td>- Principal Secretary to Govt. H.Edn. Dept.</td>
</tr>
<tr>
<td>5</td>
<td>D D (P&amp;T)</td>
<td>- SJD (ECS)</td>
<td>- DTE</td>
</tr>
<tr>
<td>6</td>
<td>D D (General)</td>
<td>- SJD (PS)</td>
<td>- DTE</td>
</tr>
<tr>
<td>7</td>
<td>Sr. Technical Officer</td>
<td>- SJD (PS)</td>
<td>- DTE</td>
</tr>
<tr>
<td>8</td>
<td>Technical Officer</td>
<td>- SJD (ECS)</td>
<td>- DTE</td>
</tr>
<tr>
<td>9</td>
<td>Training Officer</td>
<td>- SJD (ECS)</td>
<td>- DTE</td>
</tr>
<tr>
<td>10</td>
<td>Inspector of Industrial Schools</td>
<td>- D D (General)</td>
<td>- SJD (PS)</td>
</tr>
<tr>
<td>11</td>
<td>Administrative Officer</td>
<td>- DTE</td>
<td>- Government</td>
</tr>
<tr>
<td>12</td>
<td>Finance Officer</td>
<td>- DTE</td>
<td>- Government</td>
</tr>
<tr>
<td>13</td>
<td>Administrative Assistant</td>
<td>- A.O.</td>
<td>- DTE</td>
</tr>
<tr>
<td>14</td>
<td>Accounts Officer (General)</td>
<td>- A.O</td>
<td>- DTE</td>
</tr>
<tr>
<td>15</td>
<td>Accounts Officer (DP)</td>
<td>- JD (IIIC)</td>
<td>- DTE</td>
</tr>
<tr>
<td>16</td>
<td>Sr./Jr. Supdts/H.A in DTE</td>
<td>- Concerned controlling officers</td>
<td>- DTE</td>
</tr>
<tr>
<td>17</td>
<td>Sr./Jr. Supdts/H.A. Working in JCTE'S Office/Regional Directorates/ etc.</td>
<td>- Concerned controlling officers</td>
<td>- DTE</td>
</tr>
<tr>
<td>18</td>
<td>Sr./Jr. Supdt/H.A working in Institutions</td>
<td>- Concerned Head of Institution</td>
<td>- RDTE/A.O</td>
</tr>
<tr>
<td>19</td>
<td>Administrative Assts./Accounts Officers working in Institutions</td>
<td>- Concerned Head of Institution</td>
<td>- DTE</td>
</tr>
<tr>
<td>20</td>
<td>JCTE</td>
<td>- SJD (PS)</td>
<td>- DTE</td>
</tr>
<tr>
<td>21</td>
<td>Dy. CTE</td>
<td>- JCTE</td>
<td>- DTE</td>
</tr>
<tr>
<td>22</td>
<td>Asst. CTE</td>
<td>- JCTE</td>
<td>- DTE</td>
</tr>
<tr>
<td>23</td>
<td>Technical officers working in JCTE's office</td>
<td>- JCTE</td>
<td>- SJD (PS)</td>
</tr>
<tr>
<td>24</td>
<td>Accounts Officer working in JCTE's office</td>
<td>- JCTE</td>
<td>- DTE</td>
</tr>
<tr>
<td>25</td>
<td>JD, RDTE, Kothamangalam</td>
<td>- Sr. JD (ECS)</td>
<td>- DTE</td>
</tr>
<tr>
<td>No.</td>
<td>Position Description</td>
<td>Reporting To</td>
<td>Officer Level</td>
</tr>
<tr>
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</tr>
<tr>
<td>26</td>
<td>Asst. Director</td>
<td>JD, RDTE, Kothamagalam</td>
<td>DTE</td>
</tr>
<tr>
<td>27</td>
<td>JD, RDTE, Kozhikode</td>
<td>Sr. JD (PS)</td>
<td>DTE</td>
</tr>
<tr>
<td>28</td>
<td>Asst. Director</td>
<td>JD, RDTE, KKD</td>
<td>DTE</td>
</tr>
<tr>
<td>29</td>
<td>Inspector of Industrial Schools</td>
<td>JD</td>
<td>DTE</td>
</tr>
<tr>
<td>30</td>
<td>JD, CDC, Kalamassery</td>
<td>SJD (PS)</td>
<td>DTE</td>
</tr>
<tr>
<td>31</td>
<td>Asst. Director, SD Centre, Kalamassery</td>
<td>SJD (PS)</td>
<td>DTE</td>
</tr>
<tr>
<td>32</td>
<td>Principal's of Engg. Colleges</td>
<td>SJD (ECS)</td>
<td>DTE</td>
</tr>
<tr>
<td>33</td>
<td>Principal's of College of Fine Arts</td>
<td>SJD (ECS)</td>
<td>DTE</td>
</tr>
<tr>
<td>34</td>
<td>Principal's of Polytechnics</td>
<td>SJD (PS)/RDTE</td>
<td>DTE</td>
</tr>
<tr>
<td>35</td>
<td>Supdts. of T.H.S</td>
<td>D D (General)</td>
<td>Sr. JD (PS)</td>
</tr>
<tr>
<td>36</td>
<td>G C I, Supdts.</td>
<td>SJD (ECS)/JD RDTE</td>
<td>DTE</td>
</tr>
<tr>
<td>37</td>
<td>Teaching and other staff in Engg. Colleges</td>
<td>Concerned Head of Institution/ Prof.</td>
<td>Prl./Sr. JD</td>
</tr>
<tr>
<td>38</td>
<td>Teaching and other staff in College of Fine Arts</td>
<td>Concerned Head of Institution/ Prof.</td>
<td>Prl./Sr. JD</td>
</tr>
<tr>
<td>39</td>
<td>Teaching and other staff in Polytechnics. (Except ministerial staff)</td>
<td>Head of Institution</td>
<td>Sr. JD</td>
</tr>
<tr>
<td>40</td>
<td>Asst. Instructor/Instructor GCI</td>
<td>Supdt. GCI</td>
<td>JD RDTE/ Sr. JD(ECS)</td>
</tr>
</tbody>
</table>
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 sent 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. സാമൂഹ്യ അനുബന്ധികളും അസാമൂഹ്യ അനുബന്ധികളും

കൃഷികാലാഖൻ പ്രദോഷം പരാശാന്തിയായിരിക്കുന്നു. മനോഭാവം നിലനിൽക്കുന്നതിനായി അനുബന്ധികളും അനുബന്ധികളും നിലനിൽക്കുന്നതിനായി അനുബന്ധികളും കേന്ദ്രസ്ഥാനത്തിനുള്ള ആശ്രയിക്കുന്നതിനായി അനുബന്ധികളും കേന്ദ്രസ്ഥാനത്തിനുള്ള ആശ്രയിക്കുന്നതിനായി അനുബന്ധികളും കേന്ദ്രസ്ഥാനത്തിനുള്ള ആശ്രയിക്കുന്നതിനായി അനുബന്ധികളും

1. സൂര്യധനാം പ്രക്ഷേപണം

2. മുട്ടിയത്തോപ്പ്

3. സൂര്യധനാം പ്രക്ഷേപണം

4. സൂര്യധനാം പ്രക്ഷേപണം

5. മുട്ടിയത്തോപ്പ്

6. മുട്ടിയത്തോപ്പ്

7. സൂര്യധനാം പ്രക്ഷേപണം

8. മുട്ടിയത്തോപ്പ്

9. മുട്ടിയത്തോപ്പ്

സൂര്യധനാം പ്രക്ഷേപണം പ്രക്ഷേപണം പ്രക്ഷേപണം പ്രക്ഷേപണം പ്രക്ഷേപണം പ്രക്ഷേപണം പ്രക്ഷേപണം പ്രക്ഷേപണം പ്രക്ഷേപണം പ്രക്ഷേപണം

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7. കാര്യത്താളും നോട്ടബുക്ക്‌വെലീനം വാരുന്നവരുടെ
ജോഡിക്കാരുകളുടെ സംഘടനാ നിയമം

1. തലങ്ങ്ങൾ (KPEPPF അംഗം 48)
   
   ഈ കേസിൽ താരതമ്യമായ പുഗതികോശവെലീനം കാര്യമാക്കൽ (കേസേന്റെ നൂറ്റാണ്ടെ നിരക്ക്) ദുര്‍ബലക്കാരികളേക്കാൾ സമകാലിക നിയമാംഗങ്ങളിലെ നിധിവ്യവസ്ഥകോശവെലീനമായി നിയമം സ്ഥാപിക്കാം. (Form 27)

2. തലങ്ങ്ങൾ വേനലിയായം (KPEPPF അംഗം 55)
   
   ഈ കേസിൽ താരതമ്യമായ പുഗതികോശവെലീനം കാര്യമാക്കൽ ആഗ്രഹനേക്കാരികളേക്കാൾ കാലാനുപ്പുരോത്സവമായം നിയമം സ്ഥാപിക്കാം. (A)എന്നം കേസേന്റെ വിവരവും (Annexure) ഈ കേസിൽ എത്തുന്നതും ആഗ്രഹനേക്കാരികളേക്കാൾ കാലാനുപ്പുരോത്സവമായം നിയമം സ്ഥാപിക്കാം. ഫോമുളിയ കേസേന്റെ നിധിവ്യവസ്ഥയാലെ ദുര്‍ബലക്കാരികളെ നിയമം സ്ഥാപിക്കാം.

3. നിധിവ്യവസ്ഥയ്ക്ക് കാര്യമാണ് (KPEPPF അംഗം 56)
   
   ഈ കേസിൽ ഒരുക്കുന്ന നിധിവ്യവസ്ഥയ്ക്ക് പുഗതികോശവെലീനം കാര്യമാക്കൽ സമാധാനം നിയമം സ്ഥാപിക്കാം. (KPEPPF അംഗ 58) (Annexure) കേസേന്റെ നിധിവ്യവസ്ഥയ്ക്ക് പുഗതികോശവെലീനം കാര്യമാക്കൽ സമാധാനം നിയമം സ്ഥാപിക്കാം. (KPEPPF അംഗ 58)

4. മുന്നണി പ്രവിശ്യയും പുഗതികോശവെലീനം (KPEPPF അംഗ 59)

   ഈ കേസിൽ സാമ്പത്തികമോ നിധിമാത്രമോ കാര്യമാക്കൽ നിധിവ്യവസ്ഥയുടെ പ്രക്രിയയിലെ അംഗങ്ങളിലെയോ കാരക്കാരികളെയോ, പുഗതികോശവെലീനം നിധിവ്യവസ്ഥയുടെ കാര്യമാക്കൽ സമാധാനം നിയമം സ്ഥാപിക്കാം. (KPEPPF അംഗ 72)


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8. വിവരണം

1. താക്കോലിസ്റ്റ് മൂല്യം
2. മൂല്യം മൂല്യം
3. കാർഷ്യം സാംസ്കാരികമിതള മൂല്യം
4. പെർസോണൽ പ്രോജക്ട് മൂല്യം
5. ടെരമോള സാംസ്കാരികമിതള മൂല്യം
6. തിരുവിതമാനം സാംസ്കാരികമിതള മൂല്യം

ഗണിതത്തിൽ സംഖ്യകളിലൂടെ ഉപയോഗിക്കുന്ന സംസ്കാരികമിതളകുടെറ്റ് കുറിപ്തകൾ പ്രസ്താവിക്കാൻ ഇതിന് മഹാനായി വേണ്ടിയാണ്. കാർഷ്യം സാംസ്കാരികമിതള മൂല്യം അതേസമയ സാംസ്കാരികമിതള മൂല്യം കുറിപ്തകളാണ്.

മലയാളം നിരീക്ഷണ സംസ്കാരികത/മാസാനുക്തി സാമയികം

I. നിരപ്പിൽ നിരപ്പിൽ (H.D.F.C)
II. നിരപ്പിൽ നിരപ്പിൽ നിരപ്പിൽ
III. നിരപ്പിൽ നിരപ്പിൽ
IV. നിരപ്പിൽ നിരപ്പിൽ
V. നിരപ്പിൽ നിരപ്പിൽ

1. സംവിധാനം സംവിധാനം:

മലയാളം നിരീക്ഷണ സംസ്കാരികത/മാസാനുക്തി സാമയികം

I. പ്രത്യേക നിരാശമായ നിരാശ നിരപ്പിൽ
II. പ്രത്യേക/ബാസ് നിരാശ നിരപ്പിൽ
III. നിരപ്പിൽ നിരപ്പിൽ
IV. നിരപ്പിൽ നിരപ്പിൽ/നിരപ്പിൽ

വിവരണം: നിരപ്പിൽ നിരപ്പിൽ നിരപ്പിൽ നിരപ്പിൽ വിവരണം

മലയാളം നിരീക്ഷണ സംസ്കാരികത/മാസാനുക്തി

I. 7.75% നിരപ്പിൽ/നിരപ്പിൽ (Fixed)
II. 8% നിരപ്പിൽ/നിരപ്പിൽ (Fixed)

മലയാളം നിരീക്ഷണ സംസ്കാരികത/മാസാനുക്തി

I. 7.75% നിരപ്പിൽ/നിരപ്പിൽ (Fixed)
II. 8% നിരപ്പിൽ/നിരപ്പിൽ (Fixed)
I & II. വാക്യങ്ങളിന്റെ സൃഷ്ടി പഠനത്തിലെ താളം

G.O.(P)No.238/04/Fin. Dated 19.05.2004 ±œˆ¡ñ« £ó›´ ¡û´®

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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 ........................................

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item No. &amp; Name</th>
<th>Tender Specification</th>
<th>Quantity Required</th>
<th>Name of Firms</th>
<th>Rate quoted</th>
<th>Whether Rate is inclusive of ST/Exci</th>
<th>Whether EMD &amp; agreement received</th>
<th>Delivery conditions</th>
<th>Payment conditions</th>
<th>Whether the offer confirm to tender specification</th>
<th>Guarantee in respect of goods and whether any local agent</th>
<th>Expiry date of the validity of offer</th>
<th>Remarks</th>
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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


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,

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.
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.

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


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.

<table>
<thead>
<tr>
<th>National Trade Certificate</th>
<th>K.G.T.E (Lower)</th>
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</thead>
<tbody>
<tr>
<td>1. Compositor Hand (Hand Compositor and Proof Reading)</td>
<td>Compositor Work</td>
</tr>
<tr>
<td>3. Book Binder</td>
<td>Book Binding</td>
</tr>
</tbody>
</table>

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.
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.
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.
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.
7. Deputy Secretary, Technical Education.
10. Secretary, Board of Technical Education, Rajasthan, Jodhpur.
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


HEALTH & LABOUR (G) DEPARTMENT

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.

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

160
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


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

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. നിയമസഭയാണ്ട് രാഷ്ട്രീയ വിവരണം - 2005

(ഭാഗം 2) (ഭാഗം 3) 10.10.2005 ലെ തിഥിയിൽ എം.എസ്(എന്ന്) 367/2005
അനുസരിച്ചും അവസാനം തദ്ദേശം കാർഷികതയുടെ സേനകൾ
ഇല്ലാത്തതിനും കീഴുടെയൊഴിപ്പിലാണ്. സേനകളുടെ സേവനത്തെ അനുസരിച്ചും വ്യാപ്തി വ്യാപാരത്തിന്റെ
രൂപത്തിലും വ്യാപാരത്തിന്റെ പ്രവൃത്തിയിലും വ്യാപാരത്തിന്റെ
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അനുയോജ്യമായ സേനകളാണ്. ( (ഭാഗം 14,14(a))

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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 satisfactorily 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.

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.

<table>
<thead>
<tr>
<th>Student-teacher ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory lecture class 60:1</td>
</tr>
<tr>
<td>Tutorials 15-20:1</td>
</tr>
<tr>
<td>Lab. Practical/Workshop/drawing 15:1</td>
</tr>
<tr>
<td>Project work 9:1</td>
</tr>
</tbody>
</table>

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 from 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**

<table>
<thead>
<tr>
<th>Position</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar cum Adm. Officer</td>
<td>1</td>
</tr>
<tr>
<td>Medical Officer (Part-time)</td>
<td>1</td>
</tr>
<tr>
<td>Office Superintendents</td>
<td>1-3</td>
</tr>
<tr>
<td>Senior Stenographer and PA to Principal</td>
<td>1</td>
</tr>
<tr>
<td>Senior Assistants</td>
<td>3-5</td>
</tr>
<tr>
<td>Junior Assistants</td>
<td>3-8</td>
</tr>
<tr>
<td>Position</td>
<td>Required</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Mechanics (Electrician, Plumber, Carpenter etc.)</td>
<td>4</td>
</tr>
<tr>
<td>Draftsman/Tracer</td>
<td>1</td>
</tr>
<tr>
<td>Drivers</td>
<td>3</td>
</tr>
<tr>
<td>Attendants</td>
<td>5-10</td>
</tr>
<tr>
<td>* Watchmen</td>
<td>5-10</td>
</tr>
</tbody>
</table>

* 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 printed 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 Manger, 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

<table>
<thead>
<tr>
<th>Level</th>
<th>Cadre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Professor</td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>3.</td>
<td>Lecturer</td>
</tr>
<tr>
<td>4.</td>
<td>Principal/Director</td>
</tr>
</tbody>
</table>

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 up to 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:

<table>
<thead>
<tr>
<th>Position</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director/Principal</td>
<td>-</td>
</tr>
<tr>
<td>Professor</td>
<td>-</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>-</td>
</tr>
<tr>
<td>Lecturer</td>
<td>-</td>
</tr>
</tbody>
</table>

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 given (Appendix F).
### TABLE – E-1

**Minimum Qualification and Experience Prescribed for teaching post in Degree Level Technical Institutions**

**Engineering and Technology Disciplines**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Cadre</th>
<th>Qualification</th>
<th>Experience</th>
<th>Qualification &amp; Experience for Candidates from Industry &amp; Profession</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lecturer</td>
<td>First Class Bachelor's degree in the appropriate branch of Engineering/Technology</td>
<td>No minimum requirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>First class Master's Degree in the appropriate branch of Engineering/Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Assistant Professor</td>
<td>Ph.D degree with the first class Degree at Bachelor's or Master's level in the appropriate branch of Engineering/Technology.</td>
<td>3 years experience in Teaching/Industry/ Research at the level of Lecturer or equivalent</td>
<td>Candidates from 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.</td>
</tr>
<tr>
<td>3</td>
<td>Professor</td>
<td>Ph.D degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering/Technology</td>
<td>10 years experience in Teaching /Industry/ Research out of which 5 years must be at the level of Assistant Professor and/or equivalent</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 as equivalent to Ph.D degree and with 15 years experience of which at least 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.

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>
<thead>
<tr>
<th>Sl. No.</th>
<th>Cadre</th>
<th>Qualification</th>
<th>Experience</th>
<th>Qualification &amp; Experience for Candidates from Industry &amp; Profession</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lecturer</td>
<td>First Class B.E/B.Tech. in Computer Science/ Engineering/ Technology OR First Class M.C.A. degree</td>
<td>No minimum requirement</td>
<td>Candidates from Industry/ Profession with First Class B.E/B.Tech. in Computer Science/ Engineering/ Technology or First Class M.C.A degree</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Professor</td>
<td>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)</td>
<td>3 years experience in Teaching/ Industry/Research at the level of Lecturer or equivalent after Ph.D</td>
<td>Professional work which is significant and can be recognized as equivalent to Ph.D degree and with 5 years experience would also be eligible.</td>
</tr>
<tr>
<td>3</td>
<td>Professor</td>
<td>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.</td>
<td>10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Assistant Professor and/or equivalent.</td>
<td>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.</td>
</tr>
</tbody>
</table>
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

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Cadre</th>
<th>Qualification</th>
<th>Experience</th>
<th>Qualification &amp; Experience for Candidates from Industry &amp; Profession</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lecturer</td>
<td>First Class Bachelor's/ Masters degree in appropriate branch of Architecture/Planning</td>
<td>No minimum requirement</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Professor</td>
<td>First Class Master's degree in the appropriate branch of Architecture/Planning</td>
<td>5 years experience in Teaching/ Industry/ Research at the level of Lecturer or equivalent.</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>Professor</td>
<td>(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.</td>
<td>10 years experience in Teaching/Industry/ Research out of which 5 years must be at the level of Assistant Professor or equivalent.</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td>Director</td>
<td>(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.</td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>
**APPENDIX-F**

**JOB RESPONSIBILITIES OF TEACHERS**

*(Degree Level Technical Institutions)*

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

**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:

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>TIME ALLOCATION (PERCENTAGE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- General Studies</td>
<td>5-10</td>
</tr>
<tr>
<td>- Applied Sciences</td>
<td>10-15</td>
</tr>
<tr>
<td>- Basic Engineering/Technology</td>
<td>20-30</td>
</tr>
<tr>
<td>- Applied Engineering/Technology</td>
<td>40-55</td>
</tr>
<tr>
<td>- Specialized Courses (Electives)</td>
<td>5-10</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>TIME ALLOCATION (PERCENTAGE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- GENERAL STUDIES</td>
<td>8-10</td>
</tr>
<tr>
<td>- APPLIED SCIENCES</td>
<td>5-10</td>
</tr>
<tr>
<td>- BASIC AREAS</td>
<td>15-30</td>
</tr>
<tr>
<td>- APPLIED AREAS (SPECIFIC DISCIPLINE COURSES)</td>
<td>40-60</td>
</tr>
<tr>
<td>- SPECIALIZED COURSES (ELECTIVES)</td>
<td>5-10</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>TIME ALLOCATION (PERCENTAGE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- GENERAL STUDIES</td>
<td>05-10</td>
</tr>
<tr>
<td>- BASIC AREAS</td>
<td>20-30</td>
</tr>
<tr>
<td>- APPLIED AREAS (SPECIFIC DISCIPLINE COURSES)</td>
<td>50-70</td>
</tr>
<tr>
<td>- ELECTIVES</td>
<td>05-10</td>
</tr>
</tbody>
</table>

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 programmes, 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 piece meal 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 PROCEDURE 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**

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total institutions hours per week</td>
<td>40 hrs.</td>
</tr>
<tr>
<td>Student contact hours in formal training</td>
<td>33-36 hrs.</td>
</tr>
<tr>
<td>Student centered activities (Library studies, guidance and counseling, seminars etc.)</td>
<td>08-10 hrs</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Student-teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory lecture class</td>
<td>40 to 60 : 1</td>
</tr>
<tr>
<td>Tutorials</td>
<td>20 : 1</td>
</tr>
<tr>
<td>Lab. Practical/workshop/drawing</td>
<td>20 : 1</td>
</tr>
<tr>
<td>Project work</td>
<td>05 : 1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Activity</th>
<th>Hours of week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Principal</td>
</tr>
<tr>
<td>1.</td>
<td>Contact Hours (instruct.)</td>
<td>4</td>
</tr>
<tr>
<td>2.</td>
<td>Preparation, Assessment, Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>3.</td>
<td>Administration, Research Guidance &amp; Counselling Developmental Activities etc.</td>
<td>29-33</td>
</tr>
<tr>
<td></td>
<td></td>
<td>36-40</td>
</tr>
</tbody>
</table>
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 form 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:

<table>
<thead>
<tr>
<th>Category of Staff</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Librarian</td>
<td>one</td>
</tr>
<tr>
<td>ii) Asstt. Librarian</td>
<td>one</td>
</tr>
<tr>
<td>iii) Library Attendant</td>
<td>two</td>
</tr>
</tbody>
</table>

6.4.2. Learning Resource Centre Staff

<table>
<thead>
<tr>
<th>Category of Staff</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Draftsman</td>
<td>one</td>
</tr>
<tr>
<td>ii) Graphic Artist</td>
<td>one</td>
</tr>
<tr>
<td>iii) Audio Visual Technician</td>
<td>one</td>
</tr>
</tbody>
</table>
6.4.3. Computer Centre Staff

<table>
<thead>
<tr>
<th>Category of Staff</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Computer Programmer</td>
<td>one</td>
</tr>
<tr>
<td>ii) Computer Operator</td>
<td>one</td>
</tr>
<tr>
<td>iii) Computer Section Attendant</td>
<td>one</td>
</tr>
</tbody>
</table>

6.5 Administrative Staff

Following staff is recommended for this purpose:

<table>
<thead>
<tr>
<th>Category of Staff</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Registrar cum Accounts Officer</td>
<td>one</td>
</tr>
<tr>
<td>ii) Office Superintendent</td>
<td>one</td>
</tr>
<tr>
<td>iii) Sr. Stenographer/PA to Principal</td>
<td>one</td>
</tr>
<tr>
<td>iv) Accountant</td>
<td>one</td>
</tr>
<tr>
<td>v) Assistant/UDC/Steno-typist/LDC/Computer Operator/Typist</td>
<td>As per requirement</td>
</tr>
<tr>
<td>vi) Store Keeper</td>
<td>one</td>
</tr>
<tr>
<td>vii) Record clerk/LDC</td>
<td>one</td>
</tr>
<tr>
<td>viii) Driver</td>
<td>one</td>
</tr>
<tr>
<td>ix) Reprographic Machine Operator</td>
<td>one</td>
</tr>
</tbody>
</table>

6.5. Miscellaneous Staff

<table>
<thead>
<tr>
<th>Category of Staff</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Campus Supervisor/Jr. Engineer/Estate Assistant</td>
<td>one</td>
</tr>
<tr>
<td>ii) Physical Training Instructor</td>
<td>one</td>
</tr>
<tr>
<td>iii) Electrician</td>
<td>one</td>
</tr>
<tr>
<td>iv) Gardeners</td>
<td>four</td>
</tr>
<tr>
<td>v) Department &amp; Class room Attendants</td>
<td>six</td>
</tr>
<tr>
<td>vi) Store Attendant</td>
<td>one</td>
</tr>
<tr>
<td>vii) Watchman/Chowkidar</td>
<td>six</td>
</tr>
<tr>
<td>viii) Peons</td>
<td>six</td>
</tr>
<tr>
<td>ix) Safai karamchari</td>
<td>two</td>
</tr>
</tbody>
</table>

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. ലിബ്രറി ഗ്രാഡ് IV ക്ക് ലിബ്രറി ഗ്രാഡ് I ആയി പാർട്ട് വിവർത്തനം കഴിയാൻ പ്രൊഫഷണൽ പേരുകൾ കെട്ടിയോണിനെയും ചെയ്യാം. (Vide Govt. Circular No. 1102/05/H.Edn. dated 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

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 as .................................................................in 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 discharged.

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 preceding 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.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Date of Birth</th>
<th>Name of Guardian/Father</th>
<th>Qualifications</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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:

<table>
<thead>
<tr>
<th>Scale of Pay</th>
<th>B.P.</th>
<th>D.A</th>
<th>H.R.A</th>
<th>Total Allowances</th>
<th>Total Emoluments</th>
<th>Allowance in kind</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Place of work:

<table>
<thead>
<tr>
<th>Village</th>
<th>Town</th>
<th>District</th>
<th>Nearest Station</th>
<th>Railway</th>
<th>Actual Place of work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
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)


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**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Name and designation of the deceased Government servant.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Total service put in by deceased Government servant.</td>
</tr>
<tr>
<td></td>
<td>(i) Date of Birth of the Government Servant</td>
</tr>
<tr>
<td></td>
<td>(ii) Date of entry in Service</td>
</tr>
<tr>
<td></td>
<td>(iii) Date of death</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Details of members in the family (Name, date of birth, marital status and occupation if any)</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Total annual family income of the deceased Government Servant</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Date of receipt of the application from whom the application is received</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Name and relationship of the person to be considered for appointment</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Applicant’s age and date of birth</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Qualifications of the candidate as represented and reported</td>
</tr>
<tr>
<td></td>
<td>(a) Educational qualification</td>
</tr>
<tr>
<td></td>
<td>(b) Physical measurement</td>
</tr>
<tr>
<td></td>
<td>(In the case of posts such as Police constable, Excise Guard, Forest Guard or Jail Warder)</td>
</tr>
<tr>
<td></td>
<td>Height</td>
</tr>
<tr>
<td></td>
<td>Chest - Normal</td>
</tr>
<tr>
<td></td>
<td>Expanded</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td>Post for which the applicant is qualified</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td>Other points for consideration if any</td>
</tr>
<tr>
<td><strong>11</strong></td>
<td>Recommendation of the Head of Department/Collector</td>
</tr>
<tr>
<td><strong>12</strong></td>
<td>Whether any dependent of the deceased employee was given appointment under the scheme. If so, details of appointment given.</td>
</tr>
</tbody>
</table>
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: ............................................ .... Signature
Date: ............................................. .... 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 where ever 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.

<table>
<thead>
<tr>
<th>Post</th>
<th>Scale of Pay</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
</tr>
</tbody>
</table>

7. Details of other service, if any which will count as qualifying service for Higher Grade.

<table>
<thead>
<tr>
<th>Post</th>
<th>Scale of Pay</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
</tr>
</tbody>
</table>


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)

9. LWA taken for study purpose or other purpose.

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

---

**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
Dated:

No.

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
Dated:

No…………………………

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.

Signature of Applicant (with date)

Place:

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.
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. ……………………………………………………

ESTABLISHMENT ( ) SECTION

No.                                   Dated, Thiruvananthapuram,

Read:- Application dated ……………………………………………………………………………………………
from Shri/Smt ………………………………………………………………..

ORDER

Shri/Smt. ………………………………………………………………………….. is sanctioned
Committed/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 - ……………………………………………………………………………

ESTABLISHMENT ( ) SECTION

No.                                   Dated, Thiruvananthapuram,

Read:- Letter No. ……………………………………………… dated ………………………………………………………
from ………………………………………………………………..

ORDER

Shri/Smt. ………………………………………………………………………….. is sanctioned Committed/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


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


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.................................................................
   (Leave application is enclosed for verification of eligibility)
APPLICATION FOR THE DEPUTATION FOR STAFF OF THE ENGINEERING COLLEGES FOR HIGHER STUDIES

<table>
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</tbody>
</table>

**Note:**
1. Strike off clause not applicable. Separate application should be made for each item.

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:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation</th>
<th>From</th>
<th>To</th>
<th>Rank in the Category</th>
<th>G.O/Proceedings of appointment/Promotion</th>
</tr>
</thead>
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<td>6</td>
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</tbody>
</table>
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

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.)

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)

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation and Institution</th>
<th>Date of Birth &amp; Age complete on 1st July</th>
<th>Appointment &amp; Rank in the present post</th>
<th>Details of Graduate Qualification in Engg.</th>
<th>Whether the Officer is at present under contractual obligation with Govt. If so, details</th>
</tr>
</thead>
</table>

Signature of the Head of Institution

Signature of the Head of Department
19(1) BOND

KNOW ALL MEN BY THESE PRESENTS THAT

WE, ...............................................................................................................................

of Sri/Smt. ........................................................................................................................

residing at .....................................................................................................................

and employed as ...........................................................................................................

(herein after called “the Bounden”) and Sri/Smt. .................................................................

of Sri/Smt. ........................................................................................................................

residing at .....................................................................................................................

and employed as ...........................................................................................................

and Sri/Smt. ........................................................................................................................

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, executers 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 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.
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,

   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
Abstract


**HIGHER EDUCATION (D) DEPARTMENT**


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:

<table>
<thead>
<tr>
<th>Nature of deputation</th>
<th>Period of bonded obligation to serve</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Foreign Training</td>
<td>To be specified at the time of execution of the bond.</td>
</tr>
<tr>
<td>2. Doctorate course</td>
<td>5 years</td>
</tr>
<tr>
<td>(Under Q.L.P)</td>
<td></td>
</tr>
<tr>
<td>3. Post graduate course</td>
<td>5 years</td>
</tr>
<tr>
<td>(Under Q.L.P)</td>
<td></td>
</tr>
<tr>
<td>4. Doctorate course in the Engineering College, Trivandrum (Under Research Programme)</td>
<td>7 years</td>
</tr>
</tbody>
</table>

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)
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: 
Date: 

Signature of the applicant 
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

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Father's Name</th>
<th>Mother's Name</th>
<th>Date of Birth</th>
<th>Mother's Occupation</th>
<th>Father's Occupation</th>
<th>Applicant's Address</th>
<th>School Address</th>
<th>Date of Application</th>
<th>Nomination Details</th>
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*Note: The application form is for the admission to GPF, SLI, and Nomination. The details are to be filled by the applicant. The form is signed by the signature of the applicant.*

248
**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

<table>
<thead>
<tr>
<th>Name and full permanent Address of nominee(s)</th>
<th>Relationship with the Subscriber</th>
<th>Age</th>
<th>Share payable to each</th>
<th>Contingencies on the happening of which the nomination shall become invalid</th>
<th>Name, address relationship &amp; age of the person to whom the right of the nominee shall pass in the event of his predeceasing the subscriber</th>
<th>Name and address of the person to whom share is to be paid on behalf of minor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

Place:  
Date:  
Signature of the subscriber with Name and Designation:  
Account No........................................................................................................

Name & Address:  
Signature:  
Witness (1)

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

1. (a) പ്രവൃത്തിയ്ക്ക് ക്ഷണം: - ഇംഗ്ലീഷിൽ
   പ്രവൃത്തിയ്ക്ക് ക്ഷണം: - IN ENGLISH
   (Capital Letters)

(b) പ്രവൃത്തിയ്ക്ക് സംവിധാനം

(c) ക്ഷണിക്കു സംവിധാനം

2. ഇന്ത്യൻ പ്രവൃത്തിയ്ക്ക് ഇന്ത്യൻ പ്രവൃത്തിയ്ക്ക് ഇന്ത്യൻ പ്രവൃത്തിയ്ക്ക്

3. ക്ഷണിക്കു ക്ഷണിക്കു

4. ക്ഷണിക്കു ക്ഷണിക്കു

5. ക്ഷണിക്കു ക്ഷണിക്കു

6. ക്ഷണിക്കു

7. ക്ഷണിക്കു

8. ഇന്ത്യൻ പ്രവൃത്തിയ്ക്ക്

9. ഇന്ത്യൻ പ്രവൃത്തിയ്ക്ക്

10. ഇന്ത്യൻ പ്രവൃത്തിയ്ക്ക്

11. ഇന്ത്യൻ പ്രവൃത്തിയ്ക്ക്

നാമം:

നിലക്കാന്‍: ഇന്ത്യൻ പ്രവൃത്തിയ്ക്ക്

250


| ക്വാട്സിലെ നില
| ക്വാട്റ് ഇക്സസ്
| ക്വാട്റ് ഇക്സസ്
| ക്വാട്റ് ഇക്സസ്
| ക്വാട്റ് ഇക്സസ്
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| ക്വാട്റ് ഇക്സസ്
| ക്വാട്റ് ഇക്സസ്

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<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
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ടെറിപ്പി ക്വാട്സിൽ: സാധാരണ ക്വാട്സിൽ

1. 
2.
**REVIEW AND DECISION (Proposal No.................................)**

Date of Remittance:

of Premium................................................. Age ........................................ years

Name of Treasury .......................................................... ........................................

Chalan No./Rpt. No. .......................................................... ........................................

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<th>POLICY NUMBER</th>
<th>SUM ASSURED</th>
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<td>RUPEES</td>
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<table>
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<tr>
<th>NAME &amp; ADDRESS OF THE INSURED</th>
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<table>
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<th>DATE OF MATURITY</th>
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<tbody>
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</table>

Clerk                      Supdt.              DIO
1. നിയമപരമായം വരദേശാന്തരത്തിനായി മറ്റു ശേഖരിക്കുന്നതിനു പുറകിൽ ഉപകരണവും സ്വീകരിക്കുന്ന
   ക്രമമാണ്.

2. കണക്കാകറ്റിന് ജനുവരി 1 മുതൽ 2011-105-99 വരെ സന്ദർശനം നൽകാൻ വേണ്ടി സാധനത്തിനു രാജ്യത്തിന്റെ മുഖ്യ പ്രസ്താവനയായി തയ്യാറാക്കാൻ ശ്രമിക്കുന്നതിനായി പ്രസിഡന്റ് സർട്ടിഫിക്കറ്റ് ലഭിച്ച സാധനത്തിനു തെളിവ് പ്രദാനം ചെയ്തു കാണുന്നതു വേണ്ടതുമായ ഉപയോഗം നൽകുന്നതിന് ആവശ്യമായ ക്രമപ്രകാരം
   നിയമപരമായം വരദേശാന്തരത്തിന്റെ നിയമപരമായം വരദേശാന്തരത്തിന് വിധേയപ്രകാരം വിന്യസിച്ചാൽ ആൽമുസ്കിൽ.

3. സ്വച്ഛതയില്ലാതെ സേവനസ്ഥപന്തം കേന്ദ്രത്തിനു ഭരണം നിയമപരമായം വരദേശാന്തരത്തിന്
   ക്രമപ്രകാരം നിയമം നിയമപരമായം വരദേശാന്തരത്തിന്
   നിയമപരമായം വരദേശാന്തരത്തിന്.

4. നിയമപരമായം വരദേശാന്തരത്തിന്റെ സേവനസ്ഥപന്തം പ്രകാരം നിയമപരമായം വരദേശാന്തരത്തിന്
   സേവനസ്ഥപന്തം നേരിട്ട് സാധനങ്ങളെയും നിയമങ്ങളെയും ക്രമപ്രകാരം പിന്തുണയ്ക്കുന്നതിനു സന്ദർശനം വിധേയമല്ല. (ആധുനികകാലത്തിലെ കൺവെന്റ്റേഷനുകൾ നിയമപരമായം വരദേശാന്തരത്തിന്
   സ്വീകരിക്കുക നിയമം നിയമപരമായം വരദേശാന്തരത്തിന്
   നിയമപരമായം വരദേശാന്തരത്തിന്
   72 പെണിൽ [ശാസ്ത്രീയം])

5. കണക്കാകറ്റിന് നിയമപരമായം വരദേശാന്തരത്തിന്
   സേവനസ്ഥപന്തം നേരിട്ട് സാധനങ്ങളെയും നിയമങ്ങളെയും
   ക്രമപ്രകാരം പിന്തുണയ്ക്കുന്നതിനു സന്ദർശനം വിധേയമല്ല.

6. കണക്കാകറ്റിന് നിയമപരമായം വരദേശാന്തരത്തിന്
   സേവനസ്ഥപന്തം നേരിട്ട് സാധനങ്ങളെയും നിയമങ്ങളെയും
   ക്രമപ്രകാരം പിന്തുണയ്ക്കുന്നതിന് സന്ദർശനം
   വിധേയമല്ല. (ആധുനികകാലത്തിലെ കൺവെന്റ്റേഷനുകൾ
   നിയമപരമായം വരദേശാന്തരത്തിന്
   സ്വീകരിക്കുക നിയമം നിയമപരമായം വരദേശാന്തരത്തിന്
   നിയമപരമായം വരദേശാന്തരത്തിന്
   നിയമപരമായം വരദേശാന്തരത്തിന്
   നിയമപരമായം വരദേശാന്തരത്തിന്
   നിയമപരമായം വരദേശാന്തരത്തിന്
   നിയമപരമായം വരദേശാന്തരത്തിന്
   72 പെണിൽ [ശാസ്ത്രീയം])

7. നിയമപരമായം വരദേശാന്തരത്തിന്

8. കണക്കാകറ്റിന്

9. കണക്കാകറ്റിന്

10. 45 മുതൽ 72 പെണിൽ കണക്കാകറ്റിന്

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 Continuous Service.     Date of retirement
........................................................................................................................................
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 drawal 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

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<tr>
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<td>Amount of advance admissible</td>
<td>Rs.</td>
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<tr>
<td>3</td>
<td>Number of installments of repayment</td>
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<tr>
<td>4</td>
<td>Any other fact requiring consideration</td>
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</table>

Asst. Accounts Officer/Head of Office
**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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Month and Year</th>
<th>Monthly Subscription</th>
<th>Refund of Advance</th>
<th>Refund of Advance No.</th>
<th>Total amount deducted for the month (3+4)</th>
<th>Date of encashment of the bill</th>
<th>Gross amount of the bill</th>
<th>Net amount of the bill</th>
<th>Name of Treasury</th>
<th>Remarks</th>
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**Total**

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<th>Refund of Advance No.</th>
<th>Total amount deducted for the month (3+4)</th>
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<th>Remarks</th>
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**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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>No. and Date of G.O as per which the D.A arrears was credited to P.F.</th>
<th>Period to which the arrears relate</th>
<th>Amount credited to G.P.F./K.A.S.E.P.F. Rs.</th>
<th>Date of encashment of the bill</th>
<th>Gross amount of the bill Rs.</th>
<th>Net amount of the bill</th>
<th>Name of Treasury</th>
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</thead>
<tbody>
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</table>

Total

C. DETAILS OF WITHDRAWALS MADE AFTER THE LAST CREDIT CARD

<table>
<thead>
<tr>
<th>No. and date of sanction</th>
<th>Date of drawal</th>
<th>Amount Rs.</th>
<th>Name of Treasury</th>
<th>Nature of advance T.A or N.R.A.</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
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</tbody>
</table>

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: Name:
Date: Designation:
A temporary advance from the General Provident fund (Kerala) as particularised below is sanctioned by the undersigned under regulating that fund.

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Subscriber's Name</td>
</tr>
<tr>
<td>2</td>
<td>Subscriber's designation</td>
</tr>
<tr>
<td>3</td>
<td>Subscriber's pay and dearness payment</td>
</tr>
<tr>
<td>4</td>
<td>Subscriber's Provident Fund Account Number</td>
</tr>
<tr>
<td>5</td>
<td>No. and date of granting previous Temporary Advance</td>
</tr>
<tr>
<td>6</td>
<td>Amount of previous Temporary Advance</td>
</tr>
<tr>
<td>7</td>
<td>Date of drawl of previous Temporary Advance</td>
</tr>
<tr>
<td>8</td>
<td>Amount of Advance</td>
</tr>
<tr>
<td>9</td>
<td>Object of advance</td>
</tr>
<tr>
<td>10</td>
<td>Rule or rules under which the advance is sanctioned</td>
</tr>
<tr>
<td>11</td>
<td>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)</td>
</tr>
<tr>
<td>12</td>
<td>Balance of previous advances, if any, outstanding against the subscriber (principal and interest shown separately)</td>
</tr>
<tr>
<td>13</td>
<td>Date of repayment of previous advance, if any</td>
</tr>
<tr>
<td>14</td>
<td>Special reasons for granting the advance under Rule 16 (1) (d)</td>
</tr>
<tr>
<td>15</td>
<td>Number of installments in which the advance is to be recovered.</td>
</tr>
<tr>
<td>16</td>
<td>Amount of consolidated advances items 5 and 9) and the number of installments in which the consolidated advance is to be recovered.</td>
</tr>
<tr>
<td>17</td>
<td>Amount of each such installment</td>
</tr>
<tr>
<td>18</td>
<td>Amount of Interest</td>
</tr>
</tbody>
</table>

Signature of the sanctioning Authority with Designation

To

The Accountant General, Kerala State, Thiruvananthapuram
The District Treasury/ Sub Treasury Officer
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)
Name of the Treasury at which payment is desired.

(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.

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

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Name of the subscriber</td>
</tr>
<tr>
<td>2</td>
<td>Designation and office to which attached</td>
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<td>3</td>
<td>Pay</td>
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<tr>
<td>4</td>
<td>Name of the Provident Fund and Account Number</td>
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<tr>
<td>5</td>
<td>Balance at credit on the date of application (amount actually subscribed by him along with interest due thereon)</td>
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<tr>
<td>6</td>
<td>Balance outstanding to be converted into a part final withdrawal</td>
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<td>7</td>
<td>(a) Purpose for which advance taken</td>
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<td>(b) Date of payment of the advance</td>
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<td>(c) Amount of advance sanctioned</td>
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<td>8</td>
<td>Particulars of communication under which advance was sanctioned</td>
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<tr>
<td>9</td>
<td>Whether any advance or part final withdrawal has been drawn previously for the purpose mentioned above. If so, particulars thereof.</td>
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<td>10</td>
<td>(a) Total service, including broken periods, if any, on date of this application.</td>
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<td>(b) Period of service left on the date of application for attaining the age of superannuation</td>
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<td>(c) The date of superannuation</td>
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</table>

Place: Date:  

Signature of the applicant  

The above particulars have been verified and found to be correct.  

Signature and Designation of Recommending Authority  

ORDER  

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.  

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27. Application for Closure of G P F

FORM E

(See Rules 43)

APPLICATION FOR CLOSURE OF GENERAL PROVIDENT FUND ACCOUNT (KERALA)

<table>
<thead>
<tr>
<th>1</th>
<th>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 &amp; Page Number thereof)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td>Address</td>
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</tbody>
</table>
| 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, |
(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.)

<table>
<thead>
<tr>
<th>8</th>
<th>Particulars of Life Insurance Policies financed by him/her from PF money which are to be released</th>
<th>Policy No. and date of purchase.</th>
<th>Sum assured Rs.</th>
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<tbody>
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<td>4.</td>
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</table>

§ 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.)
**$ 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 31\textsuperscript{st} March 200............. (here enter the financial year immediately preceding the date of his quitting service.)

Station: .................................................................

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.

<table>
<thead>
<tr>
<th>Amount of temporary advance Rs.</th>
<th>Amount of non-refundable withdrawal Rs.</th>
<th>No. &amp; date of sanction</th>
<th>Date of withdrawal</th>
<th>Voucher No</th>
</tr>
</thead>
<tbody>
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<td>1.</td>
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</tbody>
</table>

(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.......................................................... Signature of Head of Office/Controlling Officer
Date.......................................................... *(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, ...........................................................................................................................................................................
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..................................................................................................................................................................................
..................................................................................................................................................................................
..................................................................................................................................................................................
(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).

Signature :
Name:
Date:

Designation

Signature of the Controlling authority
27(b) DECLARATION
(Referrred 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:                      Signature with full address
Date:                          of the Subscriber)

Signature (date)

Address and occupation of the
Witness (1)

Govt. Employees
in service

Address and occupation of the
Witness (2)                      Signature (date)
27(e) DESCRIPITIVE 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

<table>
<thead>
<tr>
<th>Thumb</th>
<th>Fore-finger</th>
<th>Middle-finger</th>
<th>Ring-finger</th>
<th>Little-finger</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 inprojected 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))]

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name and designation of Govt. Servant (in block letters)</td>
</tr>
<tr>
<td>2</td>
<td>Pay and Scale of pay</td>
</tr>
<tr>
<td>3</td>
<td>Office in which employed</td>
</tr>
<tr>
<td>4</td>
<td>Place of duty</td>
</tr>
<tr>
<td>5</td>
<td>Residential address</td>
</tr>
</tbody>
</table>
| 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                                                                                                              |
| 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.                                                                                                                        |

272
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 outpatient department spreading over a period of more than
10 days.

The patient was/has been suffering from .......................................................... ...................................................
.......................................................... ...................................................
.......................................................... ...................................................
.......................................................... ...................................................(Name of disease)

<table>
<thead>
<tr>
<th>Trade/Brand Name of Medicines</th>
<th>Chemical/Pharmacological Name of Medicine</th>
<th>Description</th>
<th>Price Rs. Ps.</th>
</tr>
</thead>
</table>

(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 :

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Unit of Appropriation</th>
<th>Allotment so far received</th>
<th>Expenditure so far incurred</th>
<th>Addl. Allotment now required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Salaries 01</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>4 MR</td>
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<td></td>
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<tr>
<td>2</td>
<td>Wages 02</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Travel expenses 04</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>1. Tour TA</td>
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<td></td>
<td>2. Transfer TA</td>
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<td></td>
<td>3. PCA/PTA</td>
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<tr>
<td>4</td>
<td>Office 05</td>
<td></td>
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<tr>
<td></td>
<td>1. Water charges</td>
<td></td>
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<tr>
<td></td>
<td>2. Ele. charges</td>
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<td>3. Telephone charges</td>
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<td></td>
<td>4. Other items</td>
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<td>5</td>
<td>06. Rent, Rate &amp; Taxes</td>
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<td>6</td>
<td>09. Grant-in-aid</td>
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<tr>
<td>7</td>
<td>12. Scholarships &amp; Stipends</td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td>17. Minor works</td>
<td></td>
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<tr>
<td>9</td>
<td>12. Maintenance</td>
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<tr>
<td>10</td>
<td>19. M &amp; E</td>
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<tr>
<td>11</td>
<td>21. Motor Vehicles</td>
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<tr>
<td></td>
<td>1. Purchase of vehicles</td>
<td></td>
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<td></td>
<td>2. Repair &amp; Maintenance</td>
<td></td>
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<tr>
<td>12</td>
<td>24. Materials &amp; Supplies</td>
<td></td>
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<tr>
<td>13</td>
<td>34. Other Charge</td>
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<td>1. Water charges</td>
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<td>2. Ele. charges</td>
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<td>3. Other items</td>
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<td>14</td>
<td>45. POL</td>
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<tr>
<td>Description</td>
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<td>----------------------------------------------------------------------------</td>
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<tr>
<td>Whether reconciled statement of expenditure up to the end of the previous</td>
<td>:</td>
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<tr>
<td>month has been submitted. If not why?</td>
<td>:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Whether there are orders of competent authority to incur the expenditure</td>
<td>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Treasury to which allotment is to be given</td>
<td>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Institution</td>
<td>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other special points if any</td>
<td>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place</td>
<td>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Name and full address of nominee(s)</th>
<th>Relationship with the subscriber</th>
<th>Age</th>
<th>Share payable to each</th>
<th>Contingencies on the happening of which the nomination shall become invalid</th>
<th>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</th>
<th>Name &amp; address of the person to whom share is to be paid on behalf</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:-</td>
<td>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.</td>
</tr>
<tr>
<td>4:-</td>
<td>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.</td>
</tr>
<tr>
<td>5:-</td>
<td>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.</td>
</tr>
<tr>
<td>6 &amp; 7</td>
<td>The name to be specified in these columns shall be that of a person other than the subscriber or nominee.</td>
</tr>
<tr>
<td>Account No.</td>
<td>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.</td>
</tr>
</tbody>
</table>
Appendix – I

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-

        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'


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.
Dated, Trivandrum, 4th September 1957

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

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.
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 -


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.
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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri. K.C. Chacko</td>
<td>09.1957</td>
<td>1958</td>
</tr>
<tr>
<td>2</td>
<td>Shri. V.V. Gopalakrishna Iyer</td>
<td>1958</td>
<td>1960</td>
</tr>
<tr>
<td>3</td>
<td>Dr. M.V. Kesava Rao</td>
<td>1960</td>
<td>1961</td>
</tr>
<tr>
<td>4</td>
<td>Prof. S. Rajaraman</td>
<td>1961</td>
<td>20.10.1967</td>
</tr>
<tr>
<td>5</td>
<td>Prof. K.C. Chacko</td>
<td>21.10.1967</td>
<td>26.08.1968</td>
</tr>
<tr>
<td>6</td>
<td>Shri. K.C. Sankara Narayanan, Govt. (Edn.) (incharge)</td>
<td>Secretary to</td>
<td>27.08.1968</td>
</tr>
<tr>
<td>7</td>
<td>Prof. T.C. George</td>
<td>01.01.1969</td>
<td>07.01.1971</td>
</tr>
<tr>
<td>8</td>
<td>Dr. C.P. Kuriakose</td>
<td>08.01.1971</td>
<td>30.09.1973</td>
</tr>
<tr>
<td>9</td>
<td>Dr. S. Vasudev</td>
<td>01.10.1973</td>
<td>28.02.1982</td>
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<tr>
<td>10</td>
<td>Dr. P.J. George</td>
<td>01.03.1982</td>
<td>30.06.1986</td>
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<tr>
<td>11</td>
<td>Dr. T.S. Ramanatha Iyer</td>
<td>01.07.1986</td>
<td>31.10.1987</td>
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<tr>
<td>12</td>
<td>Dr. R. Jayaraman</td>
<td>01.11.1987</td>
<td>31.03.1991</td>
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<tr>
<td>13</td>
<td>Dr. R. Ravikumar</td>
<td>01.04.1991</td>
<td>31.03.1992</td>
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<td>14</td>
<td>Prof. Baburaj Praseedom (in charge)</td>
<td>01.04.1992</td>
<td>30.04.1992</td>
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<tr>
<td>15</td>
<td>Prof. M.P. Nair (in charge)</td>
<td>01.05.1992</td>
<td>24.05.1993</td>
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<tr>
<td>16</td>
<td>Dr. K. Ramachandran</td>
<td>25.05.1993</td>
<td>31.03.1994</td>
</tr>
<tr>
<td>17</td>
<td>Prof. T. Oommen (in charge)</td>
<td>01.04.1994</td>
<td>13.02.1995</td>
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<td>18</td>
<td>Dr. K. Sivaraman</td>
<td>14.02.1995</td>
<td>31.05.1998</td>
</tr>
<tr>
<td>19</td>
<td>Dr. K. Neelakantan</td>
<td>01.06.1998</td>
<td>31.03.2001</td>
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<td>20</td>
<td>Dr. R.S. Moni</td>
<td>01.04.2001</td>
<td>31.03.2002</td>
</tr>
<tr>
<td>21</td>
<td>Prof. K.K. George</td>
<td>01.04.2002</td>
<td>31.05.2003</td>
</tr>
<tr>
<td>22</td>
<td>Dr. Dharmishtan K Varughese (in charge)</td>
<td>01.06.2003</td>
<td>02.01.2005</td>
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<tr>
<td>23</td>
<td>Prof. S.K. Mohan</td>
<td>03.01.2005 Onwards</td>
<td></td>
</tr>
<tr>
<td>College Code</td>
<td>College Name &amp; Address</td>
<td>Head of Institution</td>
<td>University</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------</td>
<td>---------------------</td>
<td>------------</td>
</tr>
<tr>
<td>TVE</td>
<td>COLLEGE OF ENGINEERING, TVM Engineering College P.O., Thiruvananthapuram-695016</td>
<td>Principal</td>
<td>Kerala</td>
</tr>
<tr>
<td>TRV</td>
<td>GOVT. ENGINEERING COLLEGE Barton Hill, Thiruvananthapuram-695035</td>
<td>Principal</td>
<td>Kerala</td>
</tr>
<tr>
<td>KTE</td>
<td>RAJVGANDHI INSTITUTE OF TECHNOLOGY Vellore P.O., Pampady, Kottayam - 686501</td>
<td>Principal</td>
<td>Mahatma Gandhi</td>
</tr>
<tr>
<td>IDK</td>
<td>GOVT. ENGINEERING COLLEGE PAINAVU IDUKKI-685603</td>
<td>Principal</td>
<td>Mahatma Gandhi</td>
</tr>
<tr>
<td>TCR</td>
<td>GOVT. ENGINEERING COLLEGE, R V Puram THRISSUR, – 680009</td>
<td>Principal</td>
<td>Calicut</td>
</tr>
<tr>
<td>PKD</td>
<td>GOVT. ENGINEERING COLLEGE Sreekrishnapuram Palakkad - 679513</td>
<td>Principal</td>
<td>Calicut</td>
</tr>
<tr>
<td>KKE</td>
<td>GOVT. ENGINEERING COLLEGE, KOZHIKODE West Hill.P.O. Kozhikode - 673005</td>
<td>Principal</td>
<td>Calicut</td>
</tr>
<tr>
<td>WYD</td>
<td>GOVT. ENGINEERING COLLEGE WAYANAD, Nalloornad P.O Mananthavady – 670645</td>
<td>Principal</td>
<td>Kannur</td>
</tr>
<tr>
<td>KNR</td>
<td>GOVT. COLLEGE OF ENGINEERING Mangattupuramba, Parassinkkadavu. P.O. Kannur - 670563</td>
<td>Principal</td>
<td>Kannur</td>
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<tr>
<td>TKM</td>
<td>TKM COLLEGE OF ENGINEERING TKM College Post Kollam - 691005</td>
<td>Principal</td>
<td>Kerala</td>
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<tr>
<td>MAC</td>
<td>MAR ATHANASIUS COLLEGE OF ENGINEERING Kothamangalam, College P.O. Kothamangalam Ernakulam – 686666</td>
<td>Principal</td>
<td>Mahatma Gandhi</td>
</tr>
<tr>
<td>NSS</td>
<td>N.S.S COLLEGE OF ENGINEERING Engineering College P.O. Akathethara Palakkad - 678008</td>
<td>Principal</td>
<td>Calicut</td>
</tr>
</tbody>
</table>

Annexure – I

ENGINEERING COLLEGES

1. GOVT. and AIDED ENGINEERING COLLEGES UNDER DIRECTOR OF TECHNICAL EDUCATION
## 2. Engineering Colleges Under the Kerala Agricultural University (KAU):

<table>
<thead>
<tr>
<th>College Code</th>
<th>College Name &amp; Address</th>
<th>Head of Institution</th>
<th>University</th>
<th>Year of Inception</th>
<th>Telephone No.</th>
<th>Fax No.</th>
<th>Website Address &amp; Email</th>
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<tbody>
<tr>
<td>CDT</td>
<td>COLLEGE OF DAIRY SCIENCE AND TECHNOLOGY Mannuthy P.O Thrissur - 680651</td>
<td>Associate Dean</td>
<td>Kerala Agricultural</td>
<td>1993</td>
<td>Code 0487 2372861</td>
<td>Code 0487 2372861</td>
<td>[<a href="http://www.kau.edu">www.kau.edu</a> <a href="mailto:kaucdst@sancharnet.in">kaucdst@sancharnet.in</a>](<a href="http://www.kau.edu">http://www.kau.edu</a> <a href="mailto:kaucdst@sancharnet.in">kaucdst@sancharnet.in</a>)</td>
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<tr>
<td>KCT</td>
<td>KELAPPAJI COLLEGE OF AGRICULTURAL ENGINEERING &amp; TECHNOLOGY Tavanur P.O Malappuram – 679 573</td>
<td>Dean</td>
<td>Kerala Agricultural</td>
<td>1985</td>
<td>Code 0494 2686214 2686009</td>
<td>Code 0494 2686009</td>
<td>[<a href="http://www.kau.edu">www.kau.edu</a> <a href="mailto:kcaet@vsnl.com">kcaet@vsnl.com</a>/deankcaet @ sancharnet.in](<a href="http://www.kau.edu">http://www.kau.edu</a> <a href="mailto:kcaet@vsnl.com">kcaet@vsnl.com</a>/deankcaet @ sancharnet.in)</td>
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### Annexure 1(a)

#### District-wise Details of Engineering College in Kerala – 2006

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of District</th>
<th>No. of Colleges</th>
<th>Sanctioned Intake</th>
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<td>Govt.</td>
<td>Aided</td>
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<td>TVPM</td>
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<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Kollam</td>
<td>2</td>
<td>13</td>
</tr>
<tr>
<td>3</td>
<td>Pathanamthitta</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>Kottayam</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>Alappuzha</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>Ernakulam</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>7</td>
<td>Iddukki</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>Thrissur</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>9</td>
<td>Palakkad</td>
<td>1</td>
<td>1</td>
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<tr>
<td>10</td>
<td>Malappuram</td>
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<td>4</td>
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<tr>
<td>11</td>
<td>Kozhikode</td>
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<td>3</td>
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<td>12</td>
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<td>Kannur</td>
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## Annexure 1(b)

### Branch-wise Distribution of Seats in Engineering Colleges - 2006

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<tr>
<th>Sl. No</th>
<th>Name of Course/Branch</th>
<th>Code</th>
<th>Sanctioned Intake</th>
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<tbody>
<tr>
<td>1</td>
<td>Applied Electronics</td>
<td>AE</td>
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<tr>
<td>2</td>
<td>B.Tech (Agriculture Engineering)</td>
<td>AG</td>
<td>46</td>
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<tr>
<td>3</td>
<td>Architecture</td>
<td>AR</td>
<td>130</td>
</tr>
<tr>
<td>4</td>
<td>Bio-Medical Engineering</td>
<td>BM</td>
<td>100</td>
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<tr>
<td>5</td>
<td>Bio-Technology</td>
<td>BT</td>
<td>240</td>
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<tr>
<td>6</td>
<td>Civil Engineering</td>
<td>CE</td>
<td>1712</td>
</tr>
<tr>
<td>7</td>
<td>Chemical Engineering</td>
<td>CH</td>
<td>150</td>
</tr>
<tr>
<td>8</td>
<td>Automobile Engineering</td>
<td>AU</td>
<td>240</td>
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<tr>
<td>9</td>
<td>Computer Science &amp; Engineering</td>
<td>CS</td>
<td>4760</td>
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<td>10</td>
<td>Dairy Science &amp; Tech</td>
<td>DS</td>
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<td>11</td>
<td>Electronics &amp; Communication</td>
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<td>Electronics &amp; Instrumentation</td>
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<td>14</td>
<td>Instrumentation &amp; control Engineering</td>
<td>IC</td>
<td>120</td>
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<td>15</td>
<td>Industrial Engineering</td>
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<td>30</td>
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<td>16</td>
<td>Information Technology</td>
<td>IT</td>
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<td>17</td>
<td>Mechanical (Automobile)</td>
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<td>18</td>
<td>Mechanical Engineering</td>
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<td>3291</td>
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<td>19</td>
<td>Mechanical (Production Engineering)</td>
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<td>20</td>
<td>Polymer Engineering</td>
<td>PO</td>
<td>60</td>
</tr>
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<td>21</td>
<td>Production Plant Engineering</td>
<td>PP</td>
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<tr>
<td>22</td>
<td>Printing Technology</td>
<td>PT</td>
<td>30</td>
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<td>23</td>
<td>Bio Techn. &amp; Bio Chemical Engineering</td>
<td>BT &amp; BC</td>
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<td><strong>Total</strong></td>
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</tbody>
</table>
## Annexure 1(c)

### LIST OF COLLEGES WITH AVAILABLE COURSES AND NUMBER OF SEATS

1. **CDT (G) College of Dairy Science & Tech., Mannuthy, Thrissur**
   - Dairy Science & Tech.  
   - 23 seats

2. **IDK (G) Engineering College, Idukki**
   - Computer Science & Engineering 60 seats
   - Electronics & Communication 60 seats
   - Electrical & Electronics 60 seats
   - Information Technology 60 seats

3. **KCT (G) Kelappaji College of Agrl. Engg. & Technology, Tavanur**
   - B.Tech. (Agrl. Engg.) 46 seats

4. **KKE (G) Govt. Engineering College, Kozhikode**
   - Applied Electronics 60 seats
   - Civil Engineering 60 seats
   - Chemical Engineering 60 seats
   - Mechanical Engineering 60 seats

5. **KNR (G) Govt. Engineering College, Kannur**
   - Civil Engineering 60 seats
   - Computer Science & Engineering 30 seats
   - Electronics & Communication 90 seats
   - Electrical & Electronics 60 seats
   - Mechanical Engineering 60 seats

6. **KTE (G) Govt. Rajiv Gandhi Institute of Tech., Kottayam**
   - Civil Engineering 60 seats
   - Computer Science & Engineering 60 seats
   - Electronics & Communication 60 seats
   - Electrical & Electronics 60 seats
   - Mechanical Engineering 60 seats

7. **MAC (G) M A College of Engineering, Kothamangalam**
   - Civil Engineering 120 seats
   - Computer Science & Engineering 60 seats
   - Electronics & Communication 60 seats
   - Electrical & Electronics 120 seats
   - Mechanical Engineering 120 seats

8. **NSS (G) N S S College of Engineering, Palakkad**
   - Civil Engineering 90 seats
   - Computer Science & Engineering 60 seats
   - Electronics & Communication 90 seats
   -  Electrical & Electronics 90 seats
   - Instrumentation & Control Engineering 60 seats
   - Mechanical Engineering 90 seats
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
<table>
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<th>17</th>
<th>AJC (S)</th>
<th>Amal Jyothi Engineering College, Kottayam</th>
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2 Civil Engineering 60  
3 Computer Science & Engineering 60  
4 Electronics & Communication 60 | | |
| 60   | RET (S) Rajagiri School of Engg. & Tech., Kakkanaad, 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  
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3 Electronics & Communication 60  
4 Mechanical Engineering 60 | |
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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

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<td></td>
</tr>
<tr>
<td></td>
<td>Electrical &amp; Electronics Engg.</td>
<td>Industrial Drives &amp; Control</td>
<td>18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of Institution</th>
<th>Code</th>
<th>University to which affiliated</th>
<th>Total Intake</th>
<th>Govt. Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>College of Engineering, Thiruvananthapuram</td>
<td>TVM</td>
<td>Kerala</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>Govt. Engineering College, Thrissur</td>
<td>TCR</td>
<td>Calicut</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>Rajiv Gandhi Institute of Technology, Kottayam.</td>
<td>RIT</td>
<td>MG</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>4</td>
<td>TKM College of Engineering, Kollam</td>
<td>TKM</td>
<td>Kerala</td>
<td>30</td>
<td>25</td>
</tr>
<tr>
<td>5</td>
<td>MA College of Engineering, Kothamangalam</td>
<td>MAC</td>
<td>MG</td>
<td>30</td>
<td>25</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Electives</th>
<th>Qualifying Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Environment Engineering</td>
<td>B.Tech Degree in Civil Engineering of University of Kerala or equivalent.</td>
</tr>
<tr>
<td>(ii) Geotechnical Engineering</td>
<td></td>
</tr>
<tr>
<td>(iii) Hydraulics</td>
<td></td>
</tr>
<tr>
<td>(iv) Structural Engineering</td>
<td></td>
</tr>
</tbody>
</table>

**BRANCH : MECHANICAL ENGINEERING.**

<table>
<thead>
<tr>
<th>Electives</th>
<th>Qualifying Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Machine Design</td>
<td>B.Tech Degree in Mechanical/ Industrial/ Production Engineering of the University of Kerala or equivalent.</td>
</tr>
<tr>
<td>(ii) Thermal Science</td>
<td></td>
</tr>
<tr>
<td>(iii) Industrial Engineering</td>
<td></td>
</tr>
<tr>
<td>(iv) Propulsion Engineering</td>
<td></td>
</tr>
<tr>
<td>(v) Industrial Refrigeration &amp; Air Conditioning</td>
<td></td>
</tr>
</tbody>
</table>

**BRANCH: ELECTRICAL & ELECTRONICS ENGINEERING**

<table>
<thead>
<tr>
<th>Electives</th>
<th>Qualifying Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Control Systems</td>
<td>B.Tech Degree in Electrical/Electrical &amp; Electronics Engineering of the University of Kerala or equivalent.</td>
</tr>
<tr>
<td>(ii) Electrical Machines</td>
<td></td>
</tr>
<tr>
<td>(iii) Guidance &amp; Navigation Control</td>
<td></td>
</tr>
<tr>
<td>(iv) Power Systems</td>
<td></td>
</tr>
</tbody>
</table>
BRANCH: ELECTRONICS & COMMUNICATION ENGINEERING

<table>
<thead>
<tr>
<th>Electives</th>
<th>Qualifying Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Microwave &amp; T.V. Engineering</td>
<td>B.Tech Degree in Electronics &amp; Communication Engineering/AEI of the University of Kerala or equivalent.</td>
</tr>
<tr>
<td>(ii) Applied Electronics &amp; Instrumentation</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Department</th>
<th>Elective</th>
<th>No. of seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Civil</td>
<td>Geotechnical Engineering</td>
<td>10</td>
</tr>
<tr>
<td>(b) Mechanical</td>
<td>Thermal Science</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Industrial Engineering</td>
<td>10</td>
</tr>
<tr>
<td>(c) Electrical</td>
<td>Power System</td>
<td>10</td>
</tr>
<tr>
<td>(d) Electronics</td>
<td>Microwave &amp; T.V. Engineering</td>
<td>10</td>
</tr>
</tbody>
</table>

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.
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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Institution</th>
<th>University</th>
<th>Branch</th>
<th>Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>College of Engineering, Thiruvananthapuram.</td>
<td>Kerala</td>
<td>Civil, Mechanical, Electrical &amp; Electronics, Electronics &amp; Communication, Computer Science &amp; Engineering</td>
<td>40, 40, 40, 45</td>
</tr>
<tr>
<td>3</td>
<td>TKM College of Engineering, Kollam.</td>
<td>Kerala</td>
<td>Civil, Mechanical, Electrical &amp; Electronics, Computer Science &amp; Engineering</td>
<td>40, 40, 45, 40</td>
</tr>
<tr>
<td>4</td>
<td>Govt. College of Engineering, Kannur.</td>
<td>Kannur</td>
<td>Civil, Mechanical, Electrical &amp; Electronics, Electronics &amp; Communication</td>
<td>40, 40, 45, 45</td>
</tr>
</tbody>
</table>

### Annexure B

#### NO OBJECTION CERTIFICATE

Certified that this establishment has no objection in Shri/Smt..................................................

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Annexure – C

EQUIVALENCY OF DIPLOMA STREAMS FOR PART TIME B.TECH ADMISSION

<table>
<thead>
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<th>Sl. No</th>
<th>Specialization in Diploma</th>
<th>Branch equated for B.Tech admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applied Electronics</td>
<td>Electronics and Communication</td>
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<td>Architecture</td>
<td>Civil</td>
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<tr>
<td>3</td>
<td>Automobile</td>
<td>Mechanical</td>
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<td>4</td>
<td>Computer Engineering</td>
<td>Computer Science and Engineering</td>
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<tr>
<td>5</td>
<td>Computer Hardware Maintenance</td>
<td>Computer Science and Engineering</td>
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<tr>
<td>6</td>
<td>Electrical</td>
<td>Electrical and Electronics Engg.</td>
</tr>
<tr>
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<td>Electronics and Communication</td>
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<td>8</td>
<td>Electronics and Avionics</td>
<td>Electronics and Communication</td>
</tr>
<tr>
<td>9</td>
<td>Electronics and Instrumentation</td>
<td>Electronics and Communication</td>
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<tr>
<td>10</td>
<td>Electronics and Medical Instrumentation</td>
<td>Electronics and Communication</td>
</tr>
<tr>
<td>11</td>
<td>Electronics and Production Technology</td>
<td>Electronics and Communication</td>
</tr>
<tr>
<td>12</td>
<td>Instrument Technology</td>
<td>Electrical and Electronics</td>
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<tr>
<td>13</td>
<td>Medical Instrumentation</td>
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</tr>
<tr>
<td>14</td>
<td>Power Electronics</td>
<td>Electronics and Communication</td>
</tr>
<tr>
<td>15</td>
<td>Tool &amp; Die</td>
<td>Mechanical</td>
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<td>16</td>
<td>Wood &amp; Paper Technology</td>
<td>Mechanical</td>
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</table>
### Annexure (5)
### POLYTECHNIC COLLEGES AT A GLANCE-2006-2007

<table>
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<th>Sl. No.</th>
<th>District</th>
<th>Government Institutions</th>
<th>Aided</th>
<th>Self Financing</th>
<th>IHRD</th>
<th>Total</th>
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</thead>
<tbody>
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<td>GPTC</td>
<td>WPTC</td>
<td>Total</td>
<td>Intake</td>
<td>Institution</td>
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<tr>
<td>1</td>
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<tr>
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<tr>
<td>3</td>
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<td>_</td>
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<td>9</td>
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<td>2</td>
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<td>2</td>
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<td>13</td>
<td>Kannur</td>
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<td>Kasargod</td>
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</tbody>
</table>

* Self financing courses  
** RWPTC  
*** Special Reservation Admitted in GPTC/WPTC
## Annexure – 5 (a)

### ട്രീക്കോല്‍ സേവനം വഴികാളത്ത്

മലയാളത്തിലെ സേവനം സമാപ്തിക്കുന്നവരുടെ ക്രമത്തിൽ, ഇത്തരം സമാപ്തിക്കുന്നവരുടെ ക്രമത്തില്‍, സേവനമില്ലാത്തവരുടെ, വരണ്ടമില്ലാത്തവരുടെ നിയമത്തില്‍ മാന്യമായതിനും വളരെ വിദേശിക്കാളികളുമായി വച്ചിരിക്കുന്നു.

<table>
<thead>
<tr>
<th>ക്രമം</th>
<th>സമാപ്തി</th>
<th>സേവനമില്ലാത്ത</th>
<th>വരണ്ടമില്ലാത്ത</th>
</tr>
</thead>
</table>

### ട്രീക്കോല്‍ സേവനം

1. ഭൂരിഭാഗ സമാപ്തിക്കുന്നവരുടെ ക്രമത്തില്‍, 
   സമാപ്തിക്കുന്നവരുടെ, 
   മാന്യമായ നിയമങ്ങളുടെ ക്രമത്തിൽ. പിന്നീട് - 0471 - 2380391
2. ഭൂരിഭാഗ സമാപ്തിക്കുന്നവരുടെ ക്രമത്തില്‍, 
   സമാപ്തിക്കുന്നവരുടെ, 
   മാന്യമായ നിയമങ്ങളുടെ ക്രമത്തില്‍.
3. ഭൂരിഭാഗ സമാപ്തിക്കുന്നവരുടെ ക്രമത്തില്‍, 
   സമാപ്തിക്കുന്നവരുടെ, 
   മാന്യമായ നിയമങ്ങളുടെ ക്രമത്തില്‍.
4. ഭൂരിഭാഗ സമാപ്തിക്കുന്നവരുടെ ക്രമത്തില്‍, 
   സമാപ്തിക്കുന്നവരുടെ, 
   മാന്യമായ നിയമങ്ങളുടെ ക്രമത്തില്‍.
5. ഭൂരിഭാഗ സമാപ്തിക്കുന്നവരുടെ ക്രമത്തില്‍, 
   സമാപ്തിക്കുന്നവരുടെ, 
   മാന്യമായ നിയമങ്ങളുടെ ക്രമത്തില്‍.
6. ഭൂരിഭാഗ സമാപ്തിക്കുന്നവരുടെ ക്രമത്തില്‍, 
   സമാപ്തിക്കുന്നവരുടെ, 
   മാന്യമായ നിയമങ്ങളുടെ ക്രമത്തില്‍.

### ക്രമം

1. പ്രകാശീം സേവനിനുള്ളില്‍ 70
2. മിക്കം സേവനിനുള്ളില്‍ 70
3. മിക്കം സേവനിനുള്ളില്‍ 70
4. മിക്കം സേവനിനുള്ളില്‍ 30
5. മിക്കം സേവനിനുള്ളില്‍ 50
6. മിക്കം സേവനിനുള്ളില്‍ 50
7. ക്യാന്റ് സേവനിനുള്ളില്‍ 40
8. ക്യാന്റ് സേവനിനുള്ളില്‍ 40
9. ക്യാന്റ് സേവനിനുള്ളില്‍ 40
10. ക്യാന്റ് സേവനിനുള്ളില്‍ 40
11. ക്യാന്റ് സേവനിനുള്ളില്‍ 40
12. ക്യാന്റ് സേവനിനുള്ളില്‍ 40
13. ക്യാന്റ് സേവനിനുള്ളില്‍ 40
14. ക്യാന്റ് സേവനിനുള്ളില്‍ 40

*ഉടലില്ലാത്ത സേവനം തടയുന്നതിനും വളരെ വിദേശിക്കാളുമായി വച്ചിരിക്കുന്നു.***
### Trade-Wise Annual Intake of Students in Polytechnic – 2006-07

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Trade</th>
<th>Sanctioned Intake</th>
<th>Actual Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Civil Engineering</td>
<td>980</td>
<td>980</td>
</tr>
<tr>
<td>2</td>
<td>Mechanical Engineering</td>
<td>1310</td>
<td>1310</td>
</tr>
<tr>
<td>3</td>
<td>Electrical Engineering</td>
<td>970</td>
<td>970</td>
</tr>
<tr>
<td>4</td>
<td>Electronics</td>
<td>1770</td>
<td>1770</td>
</tr>
<tr>
<td>5</td>
<td>Chemical Engineering</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>6</td>
<td>Automobile</td>
<td>240</td>
<td>240</td>
</tr>
<tr>
<td>7</td>
<td>Textile Technology</td>
<td>160</td>
<td>160</td>
</tr>
<tr>
<td>8</td>
<td>Computer Engineering</td>
<td>1640</td>
<td>1640</td>
</tr>
<tr>
<td>9</td>
<td>Instrument Technology</td>
<td>110</td>
<td>110</td>
</tr>
<tr>
<td>10</td>
<td>Polymer Technology</td>
<td>140</td>
<td>140</td>
</tr>
<tr>
<td>11</td>
<td>Computer Hardware Maintenance</td>
<td>470</td>
<td>470</td>
</tr>
<tr>
<td>12</td>
<td>Tool &amp; Die Making</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>13</td>
<td>Electronics Production</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>14</td>
<td>Architecture</td>
<td>70</td>
<td>70</td>
</tr>
<tr>
<td>15</td>
<td>Electronics &amp; Communication</td>
<td>380</td>
<td>380</td>
</tr>
<tr>
<td>16</td>
<td>Electronics &amp; Instrumentation</td>
<td>320</td>
<td>320</td>
</tr>
<tr>
<td>17</td>
<td>Wood &amp; Paper Technology</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>18</td>
<td>Printing Technology</td>
<td>70</td>
<td>70</td>
</tr>
<tr>
<td>19</td>
<td>Commercial Practice</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>20</td>
<td>Electronics and Avionics</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Name of Trade</td>
<td>Sanctioned Intake</td>
<td>Actual Intake</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------------------------------</td>
<td>-------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>21</td>
<td>Computer Application &amp; Business Management</td>
<td>260</td>
<td>260</td>
</tr>
<tr>
<td>22</td>
<td>Bio-Medical</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>23</td>
<td>Information Technology</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>9660</strong></td>
<td><strong>9660</strong></td>
</tr>
</tbody>
</table>

**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 X\textsuperscript{th} 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 :

<table>
<thead>
<tr>
<th>A. Attendance:</th>
<th>Sl. No.</th>
<th>Percentage of Attendance*</th>
<th>Marks to be awarded (computed for 5 Marks)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Below 65</td>
<td>Zero</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>65 to 79</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>80 to 84</td>
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<td></td>
<td>4</td>
<td>85 to 89</td>
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<td></td>
<td>5</td>
<td>90 to 94</td>
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<tr>
<td></td>
<td>6</td>
<td>95 and above</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Practical:</th>
<th>Sl. No.</th>
<th>Criteria component</th>
<th>Marks to be awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Observation Note/ Rough Record</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Fair Record (Timely submission, Accuracy and Neatness)</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Attendance*</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Test</td>
<td>40%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Drawing:</th>
<th>Sl. No.</th>
<th>Criteria component</th>
<th>Marks to be awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Submission of Completed Drawing Sheets (Timely submission, Accuracy and Neatness)</td>
<td>40%</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Attendance*</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Test</td>
<td>40%</td>
</tr>
</tbody>
</table>

*Percentage of attendance for that particular subject only is counted here.
D. Seminar:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Criteria component</th>
<th>Marks to be awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Relevance of Topic</td>
<td>10%</td>
</tr>
<tr>
<td>2</td>
<td>Collection of materials</td>
<td>20%</td>
</tr>
<tr>
<td>3</td>
<td>Presentation (Presentation slides, Delivery)</td>
<td>40%</td>
</tr>
<tr>
<td>4</td>
<td>Question-Answer/Discussion</td>
<td>20%</td>
</tr>
<tr>
<td>5</td>
<td>Seminar Report</td>
<td>10%</td>
</tr>
</tbody>
</table>

E: Project Work:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Criteria component</th>
<th>Marks to be awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Relevance of Topic &amp; Selection of Tools</td>
<td>10%</td>
</tr>
<tr>
<td>2</td>
<td>Knowledge in the Tool</td>
<td>20%</td>
</tr>
<tr>
<td>3</td>
<td>Selection of Tool</td>
<td>20%</td>
</tr>
<tr>
<td>4</td>
<td>Fabrication &amp; Final product</td>
<td>20%</td>
</tr>
<tr>
<td>5</td>
<td>Role of the individual in the Team</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>Project Report</td>
<td>10%</td>
</tr>
</tbody>
</table>

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 with in 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.
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 of eligible candidates as detailed above, applications from candidates working in any Private Industries or Institutions may also be considered for admission.
Annexure - 7
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sXmgnepIÄ¡v kÖcm¡¯¡ hn[¯nÂ s]mXp hnZym`ymk coXn DÄs¡mffn¨p
sImpff Hcp ]mTy ]²Xnbnte¡v Xncn¨p hnSpI F¶XmWv sSIv\n¡Â sslkvIqfnse
]T\w sIm് Dt±in¡p¶Xv. lyqam\näokv, KWnXimkv{Xw, DuÀPPX{´w, ckX{´w,
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sabnâ\³kv Hm^v
sUmaÌnIv A]vfb³kkv
2. shÂUnwKv
3. sabnâ\³kv Hm^v äq hoeÀ
Bâv {Xo hoeÀ
4. SÀWnwKv
5. CeIvt{Smt¹änwKv
6. ^nänwKv


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<td>പി.എസ്. മോഡൊർ</td>
<td>04864 222931</td>
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<td>പി.എസ്. മോഡൊർ</td>
<td>0494 2651971</td>
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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 THSCLC COURSE FOR AN INTAKE OF 90 STUDENTS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of post</th>
<th>Scale of pay</th>
<th>Total posts</th>
<th>Minimum Qualification</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Superintendent</td>
<td>11910-19350</td>
<td>1</td>
<td>Degree/Diploma in Engineering</td>
</tr>
<tr>
<td></td>
<td>(Head of Institution)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Instructor in Engg.</td>
<td>9190-15510</td>
<td>1</td>
<td>Diploma in Mechanical Engineering</td>
</tr>
<tr>
<td>3</td>
<td>Draftsman Grade I</td>
<td>9190-15510</td>
<td>1</td>
<td>Diploma in Mechanical Engineering</td>
</tr>
<tr>
<td>4</td>
<td>Workshop Foreman</td>
<td>9190-15510</td>
<td>1</td>
<td>Diploma in Mechanical Engineering</td>
</tr>
<tr>
<td>5</td>
<td>Draftsman Grade II</td>
<td>7990-12930</td>
<td>1</td>
<td>Diploma in Mechanical Engineering</td>
</tr>
<tr>
<td>6</td>
<td>Workshop Instructor</td>
<td>7990-12930</td>
<td>6</td>
<td>Diploma in concerned subjects (one for each Special Trade)</td>
</tr>
<tr>
<td>No.</td>
<td>Position</td>
<td>Experience</td>
<td>No. of Positions</td>
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<td>----------------------------------------------</td>
<td>------------------</td>
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<td></td>
</tr>
<tr>
<td>7</td>
<td>Trade Instructors Gr. I</td>
<td>7990-12930</td>
<td>9</td>
<td></td>
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<tr>
<td>8</td>
<td>Trade Instructors Gr. II</td>
<td>6680-10790</td>
<td>ITI/KGCE/THSLC</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(one for each special Trade)</td>
<td></td>
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<tr>
<td>9</td>
<td>Tradesman</td>
<td>4990-7990</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ITI/KGCE/THSLC</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>(one for each special Trade)</td>
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</tr>
<tr>
<td>10</td>
<td>Instructor in Humanities &amp; Languages (HSA, Social Studies)</td>
<td>8390-13270</td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>BA, Bed. (Social studies)</td>
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<td></td>
<td>Transfer and posting from Gl. Edn. Dept.</td>
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</tr>
<tr>
<td>11</td>
<td>Instructor in Science &amp; Mathematics (HAS-Mathematics &amp; HAS-Physical Science)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>BSc. Bed. in Maths/Physical Science (2-Maths &amp; 2-Physical Science)</td>
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<td></td>
<td>Transfer &amp; Posting from Gl. Edn. Dept.</td>
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<tr>
<td>12</td>
<td>Malayalam Teacher (If PVTC is attached, a full time Post otherwise a Part-time post on hourly remuneration)</td>
<td>8390-13270</td>
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<td></td>
<td>BA. Bed. Or equivalent (Mal)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>(Transfer &amp; Posting from Gl. Edn. Dept. in full time post or Posting on Part-time basis)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Head Clerk</td>
<td>8390-13270</td>
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<td></td>
<td>S.S.L.C</td>
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<tr>
<td>14</td>
<td>UD/LD Clerks</td>
<td>6680-10790</td>
<td>3</td>
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<td></td>
<td>S.S.L.C</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>UD/LD Typist</td>
<td>4990-7990</td>
<td>1</td>
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<td></td>
<td>S.S.L.C with Type writing (E &amp; M)</td>
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<tr>
<td>16</td>
<td>Peon</td>
<td>4300-5930</td>
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<td>Literacy in Mal.</td>
<td></td>
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<tr>
<td>17</td>
<td>Watcher</td>
<td>4300-5930</td>
<td>1</td>
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<td>Literacy in Mal.</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Part-time sweeper/Sanitary worker</td>
<td></td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Literacy in Mal.</td>
<td></td>
</tr>
</tbody>
</table>

(NB: For the new institutions, Posting will be made according to requirement)
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.
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Annexure – 10(a)

1. റാ/g125/g126 െട/g188യിനി/ഗ് (പ്രക്രിയാപരം എന്തും കര)
2. ഭരപട സ്വഭാവം ആക്ഷൻ പ്രക്രിയ (പ്രാന്തം സ്വയംഭാഷ പ്രക്രിയ)
3. വലത്/g180് സ്വായത്തം ആക്ഷൻ പ്രക്രിയ (പ്രാന്തം സ്വയംഭാഷ പ്രക്രിയ)
4. താരാക്ഷൻ ജനകരണ ആക്ഷൻ പ്രക്രിയ (പ്രാന്തം സ്വയംഭാഷ പ്രക്രിയ)
### Annexure – 11

#### GOVERNMENT COMMERCIAL INSTITUTES

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Govt. Commercial Institutes</th>
<th>Year of commencement</th>
<th>Sanctioned intake</th>
<th>Telephone Number of G.C.I</th>
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<tbody>
<tr>
<td>1</td>
<td>Govt. Commercial Institute, Mannanthala, Nalanchira. P.O, Thiruvananthapuram - 695 015</td>
<td>1975-1976</td>
<td>60</td>
<td>0471-2540494</td>
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<tr>
<td>2</td>
<td>Govt. Commercial Institute, Nellipally (P.O), Punalur, Kollam-691 305</td>
<td>1984-85</td>
<td>60</td>
<td>0475-2229670</td>
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<td>3</td>
<td>Govt. Commercial Institute, Irumpupalam.P.O, Kallupalam, Alappuzha</td>
<td>1980-81</td>
<td>60</td>
<td>0477-2237175</td>
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## Annexure – 12

### K.G.C.E. Institutions

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Skiltech College of Engg; Kochi
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Koratty Matha Technological Institute, Angamali
Carmel Industrial Centre & Technical Institute, Angamali
Regional Technical Institute Of Technical Courses, Chalakkudi
Luna Institute of Engg; Technology, Irinjalakkuda
Victory Institute of Technology, Thrissur
Tech-Win Institute of Technology, Vadakkanchery
Amala Technical Institute, Thrissur
Sigma Institute of Engg; Technology, Thrissur
Phonetic Institute of Engg; Technology, Thrissur
Freeze Tech Technical Institute, Thrissur
Asiatic Centre For Technical Education, Chavakkad
Phonetic Institute of Engg; Technology, Thrissur
Victory Institute of Technology, Thrissur
Sigma Institute of Engg; Technology, Thrissur
Al-Noor Technical Institute, Thrissur
Tech-Win Institute of Technology, Vadakkanchery
Rama Varma Institute of Civil Engg; Thrissur
National Agro Industrial Technical Institute, Palakkad
Amala Technical Institute, Thrissur
Tech-Win Institute of Technology, Thrissur
Al-Noor Technical Institute, Vadanappally
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Victory Institute of Technology, Thrissur
Informa I.T.C. Thrissur
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Amala Technical Institute, Thrissur
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Engineer's Training Centre, Thrissur
Sigma Institute of Engg; Technology, Thrissur
Al-Noor Technical College, Vadanappally
Tech-Win Institute of Technology, Vadakkanchery
Kerala Technical Institute, Palakkad
1st Engineer's Technical Institute, Palakkad
Vidyadiraja Technical Institute, Alathur
Phonetic Engg; & Technical Institute, Palakkad
Polytech Institute of Engg; Malappuram
Tirur Technical Institute, Tirur, Malappuram
Infas Technical Institute, Valanchery
Amina Engg; Institute, Malappuram
Edappal Technical Institute, Malappuram
Nilambur Technical Institute, Trissur
N.T.C. Technical Institute, Perinthalmanna
Jayabharath Technical Centre, Malappuram
Cine Technical Institute, Perinthalmanna
Komala Technical Institute, Malappuram
Nit Technical Institute, Mannarkkadu
Ideal Technical Institute, Palakkad
Indian Technical Institute, Koilandy
Model Engg. & Technical Institute, Wandoor, Malappuram
Orphanage's Technical Institute, Perinthalmanna
Indian Technical Institute, Malappuram
Electro Technical Institute, Manjery
Regional Technical Institute, Malappuram
T.T.I. Technical Institute, Kondotty.
Cieso Technical Institute, Calicut
Central Technical College, Calicut
Excel Institute of Engg.; & Technical Institute, Kozhikode
Academy of Engg. & Technology, Kozhikode
Indian Technical Institute, Koilandy
Electro Technical Institute, Thamarassery
Brio Technical Institute, Thirurangadi, Malappuram
I.E.M.T. Technical Institute, Kozhikode
Television Technical Institute, Calicut
Cambridge Technical Institute, Calicut
Premier Technical Institute, Calicut
Ideal Technical Institute, Perambra
Markaz Technical Institute, Calicut
Premier Technical Institute, Meenchanda, Calicut
Electro Technical Institute, Kozhikode
Central Technical College, Calicut
Cieso Technical Institute, Calicut
Markaz Technical Institute, Calicut
Ideal Technical Institute, Perambra
Calicut Institute of Engg.; Technology, Calicut
Indian Technical Institute, Koilandy
Ideal Technical Institute, Koilandy
Markaz Technical Institute, Calicut
Academy of Engg.; & Technology, Kozhikode
Excel Institute of Engg.; & Technical Institute, Kozhikode
Central Technical College, Calicut
Air Conds Technical Institute, Vadakara
From-Tech Technical Institute, Vadakara
Tele Vision Technical Institute, Vadakara
Modern Technical Institute, Kannur
Universal Technical Institute, Payyannur, Kannur
Cannanore Technical Institute, Kannur
Chythanya Technical Institute, Kannur
Malabar Technical Institute, Kannur
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**Annexure 13**

**APPRENTICESHIP CONTRACT REGISTRATION CARD**

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<th>Graduate Apprentice</th>
<th>Technician Apprentice</th>
<th>Technician (Vocational)</th>
</tr>
</thead>
</table>

1. Whether Sandwich Course student or not, State Yes/No.

2. Name of Apprentice (In capital letters)

3. Address

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
</table>

Whether he/she belongs to:

- Scheduled Caste
- Scheduled Tribe
- Physically Handicapped
- Minority Community

(Please specify)

4. Date of Birth

5. Educational Qualifications considered for apprenticeship training under the Act:

<table>
<thead>
<tr>
<th>Name of Institution University/ Board</th>
<th>Qualification specify subject filed</th>
<th>Year &amp; Month of Passing</th>
</tr>
</thead>
</table>

6. Date of commencement of Training

<table>
<thead>
<tr>
<th>Period of Training</th>
<th>Rate of Stipend Rs. Per month</th>
</tr>
</thead>
</table>

7. Name & Address of the Employer

Name & Address of the Surety

| Pincode…………………………… | Pincode…………………………… |

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. 1. 1.
2. 2. 2.

**FOR BOARD'S USE:**

Registered under Sec. 4 of the Companies Act
Vide Regn. No.

Regional Central Apprenticeship Adviser
Annexure 13 (a)

APPLICATION FOR REGISTRATION UNDER THE APPRENTICES (AMENDMENT) ACT

1. Name (in block letters) :  

2. Address with Pincode  
   (in block letters) :  

3. Male/Female :  

4. Age and date of birth :  

5. Please specify Degree/Diploma with branch :  

   Details of the Course

<table>
<thead>
<tr>
<th>Duration of Course</th>
<th>Institution</th>
<th>University/Board</th>
<th>Month &amp; Year of passing</th>
<th>Division with % Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Treasury) :  

   Station :
   Date:  

   Signature of the applicant
Annexure - 14

കലാപം 2005- മുതൽ 2006-വരെ 6.7 വരെ കണക്കിലെത്തുന്ന മെനുപോലെ ആറായി പ്രദർശിപ്പിക്കപ്പെട്ടിരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കളുടെ പ്രധാനമായും അതിനെത്തുന്നതുകൊണ്ട് വിശദീകരിക്കുന്ന മെനുക്കൾ
Annexure - 14(a)

ദക്ഷിണ മെട്രോ പ്രവാശ

ഗണേശപുര നഗരപഞ്ചായത്ത് - മികച്ചപ്രായ 2005 അലകത്തുകളിലായുള്ള പ്രവാശം. നിരക്കുകളിൽ ഉപീരുകുളങ്ങളുടെ നിലയെന്ന് പ്രവാശം പ്രകാരം പ്രാപ്തമാക്കുന്നു.

____________________________________________________________________________________

കാലാവധി രാജാ (ആധുനിക സാഹിത്യ)

കോ. (ഷംഭാഗ്) 20.2383/06/സണ്ണ.സാ.വി. 

മികച്ചപ്രായ 01.04.2006

പേരുകാലം -

1. 10.10.2005 കോ. (ഷംഭാഗ്) 367/2005/സണ്ണ.സാ.വി. കോ. തൃത്തയാ

2. 10.10.2005 കോ. (ഷംഭാഗ്) 9026/2005/സണ്ണ.സാ.വി. കോ. തൃത്തയാ

3. 10.10.2005 കോ. (ഷംഭാഗ്) 1017/2006/സണ്ണ.സാ.വി. കോ. തൃത്തയാ

ദക്ഷിണ മെട്രോ പ്രവാശ

നിധിയുടെ അനവധി (ആധുനിക സാഹിത്യ പ്രവാശം) ഉപീരുകുളങ്ങളുടെ നിലയുടെ കൂടിയായ പ്രവാശം "0070 other administrative services-60 other services -800 other receipts -42 other items" എന്ന വിഭാഗത്തിലെ ക്രമം 5 (കോ.വ. വാലാട്ടി) ഉപീരുകുളയുടെ വിഭാഗത്തിലെ കൂടിയായ ഭൂപ്രവാശം. കാലാവധി രാജാ ാ വിപ്ലവികളുടെ വിഭാഗത്തിലെ നിധിയുടെ അനവധി പ്രവാശം. കാലാവധി രാജാ വിമതിയുടെ വിഭാഗത്തിലെ നിധിയുടെ അനവധി പ്രവാശം. കാലാവധി രാജാ വിമതിയുടെ വിഭാഗത്തിലെ നിധിയുടെ അനവധി പ്രവാശം.

1) ആധുനിക സാഹിത്യം 7(6)(1) അനവധി പ്രവാശം ഉപീരുകുളങ്ങളുടെ നിധിയുടെ 800-0070 other administrative services-60 other services -800 other receipts -42 other items" എന്ന ഭൂപ്രവാശം.

2) ആധുനിക സാഹിത്യം 7(1), 7(5) അനവധി പ്രവാശം േ പ്രവാശം ഉപീരുകുളങ്ങളുടെ നിധിയുടെ 800-0070 other administrative services-60 other services -800 other receipts -42 other items" എന്ന ഭൂപ്രവാശം.

3) ആധുനിക സാഹിത്യം 7(1), 7(5) അനവധി പ്രവാശം ഉപീരുകുളങ്ങളുടെ നിധിയുടെ 800-0070 other administrative services-60 other services -800 other receipts -42 other items" എന്ന ഭൂപ്രവാശം.

4) ആധുനിക സാഹിത്യം 7(1), 7(5) അനവധി പ്രവാശം ഉപീരുകുളങ്ങളുടെ നിധിയുടെ 800-0070 other administrative services-60 other services -800 other receipts -42 other items" എന്ന ഭൂപ്രവാശം.
Annexure – 15

Name of Schools Where the Work Experience Programme is introduced

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of Schools</th>
<th>Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Govt. HSS, Neyyattinkara</td>
<td>Mech.</td>
</tr>
<tr>
<td>2</td>
<td>Govt. MTHS, Ooruttukala, Neyyattinkara</td>
<td>Elect:</td>
</tr>
<tr>
<td>3</td>
<td>Govt. Model GHS, Pattom, Tvpm.</td>
<td>Elect:</td>
</tr>
<tr>
<td>4</td>
<td>Govt. UPS, Thirumala, Tvpm</td>
<td>Mech.</td>
</tr>
<tr>
<td>5</td>
<td>Govt. UPS, Valiyathura, Tvpm.</td>
<td>Mech.</td>
</tr>
<tr>
<td>7</td>
<td>Govt. HS, Naduveli, Konchira. P.O, Vempayam, Tvpm.</td>
<td>Elect:</td>
</tr>
<tr>
<td>8</td>
<td>SMVHSS, Tvpm.</td>
<td>Mech./Elect.</td>
</tr>
<tr>
<td>9</td>
<td>Govt. Model HS, Tvpm.</td>
<td>Mech./Elect.</td>
</tr>
<tr>
<td>10</td>
<td>Govt. UPS for Boys, Nedumangad – 695 541</td>
<td>Mech.</td>
</tr>
<tr>
<td>11</td>
<td>Govt. HS, Karipur, Nedumangad</td>
<td>Elect.</td>
</tr>
<tr>
<td>12</td>
<td>Govt. HS, Avanavanchery, Attingal</td>
<td>Mech.</td>
</tr>
<tr>
<td>13</td>
<td>Govt. DIET, Attingal</td>
<td>Elect.</td>
</tr>
<tr>
<td>14</td>
<td>Govt. Model HS for Boys, Kollam</td>
<td>Mech.</td>
</tr>
<tr>
<td>15</td>
<td>Govt. Fisheries HS, Kuzhithura, Kollam-690 542</td>
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<tr>
<td>16</td>
<td>Govt. TTI, Kollam</td>
<td>Mech.</td>
</tr>
<tr>
<td>17</td>
<td>Govt. HS, Keralapurum, Kollam</td>
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</tr>
<tr>
<td>18</td>
<td>Govt. UPS, Thalavoor, Kulakkada, Kottarakkara</td>
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<tr>
<td>19</td>
<td>Govt. UPS, Thalachira, Kottarakkara-691 546</td>
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<tr>
<td>20</td>
<td>PMG, UPS, Punalur</td>
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<tr>
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<td>Govt. HS, Sasthamkotta</td>
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<td>22</td>
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<td>Govt. HS, Ala, Chengannur</td>
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<td>Govt. DIET, Alappuzha, Chengannur</td>
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<td>Govt. Boys HSS, Adoor</td>
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</tr>
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<td>Govt. VHSS, Vdakkadathukavu, Adoor-691 529</td>
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<tr>
<td>29</td>
<td>TM, Govt. HS, Peringanadu.P.O., Adoor – 691 528</td>
<td>Elect:</td>
</tr>
<tr>
<td>30</td>
<td>Govt. HS, Omalloor, Pathanamthitta</td>
<td>Mech.</td>
</tr>
<tr>
<td>Thiruvalla DEO</td>
<td>Mech.</td>
<td></td>
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<td>------------------------------------</td>
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</tr>
<tr>
<td>31. Govt. UPSS, Thiruvalla</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32. DIET Lab, UPS, Thiruvalla</td>
<td>Elect:</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Kottayam DEO</td>
<td>Mech.</td>
<td></td>
</tr>
<tr>
<td>33. Govt. UPGS, Manarcad, Kottayam</td>
<td></td>
<td></td>
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<td>34. Govt. HSS, Pampady, Kottayam</td>
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<td>35. PTM, HS, Velloor, Kottayam</td>
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</tr>
<tr>
<td>36. Govt. UPS, Thiruvarp, Kottayam</td>
<td>Elect:</td>
<td></td>
</tr>
<tr>
<td>37. Govt. UPS, Thazhathangady, Kottayam</td>
<td></td>
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<tr>
<td>Kanjirappally DEO</td>
<td>Mech.</td>
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<td>38. Govt. HS, Vazhoor, Kanjirappally</td>
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<td>Pala DEO</td>
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<td>40. Govt. HS, Pala</td>
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<td>41. Govt. TTI, Ettumannur, Pala</td>
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<td>43. Govt. Mohammadans BHS, Alappuzha</td>
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<td>46. SRV (Dpt) UPS, Ernakulam, Kochi – 682 011</td>
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<td>49. Govt. VHSS, Mangayil, Maradu, Ernakulam – 682 304</td>
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<td>51. Govt. HS, Piravam</td>
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<td>52. DIET Lab, UPS, Thodupuzha</td>
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<td>55. Govt. HS, Kongarappilly, Alangad (via), Aluva-683 525</td>
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<td>58. Govt. HS, Nandikkara, Irinjalakkuda</td>
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<td>Palakkad DEO</td>
<td>Govt. Basic UPS, Thattamangalam, Palakkad</td>
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<td>Govt. MUPS, Kottakkal, Malappuram – 676 503</td>
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<td>District DEO</td>
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<td><strong>Badakara DEO</strong></td>
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<td>Govt. MUPS, Velur, Atholy, Badakara Mech.</td>
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<td><strong>Wayanad DEO</strong></td>
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<td>Govt. Brennan HSS, Thalassery – 670 101 Elect:</td>
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<td><strong>Kollam DEO</strong></td>
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<td>Govt. UPS, Mattannur, Kannur – 670 702 Elect:</td>
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<td>Govt. HS, Chavesery, Mattannur, Kannur - 4 Mech.</td>
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<td>Govt. Welfare UPS, Cheruvathoor.P.O., Kasaragod -670 313 Elect:</td>
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