

## WORK DISTRIBUTION

### 1.A SECTION (ACCOUNTS)

**Unit Officer: Sri.SachithS Finance Officer.**

**Junior Superintendent:Sri.Pradeep P**

A1	Budget, Plan Allotment, Re appropriation, Subject Committee Note, Additional Authorization, SDG Surrender	Sri. Kishore S.J Senior Clerk
A2	Reconciliation of Plan & Non Plan Expenditure-DORE Consolidation, Appropriation of Accounts	Sri. Maheshwaran Nair K Head Accountant
A3	Budget,Non-Plan Allotment Re appropriation, Subject Committee Note, Additional Authorization, SDG, Surrender	Sri. Kishore S.J Senior Clerk.(Addl.Charge)
<b>File Routing Sn→JS→FO→Director</b>		

### 2. B SECTION (BILLS)

**Unit Officer: Smt.ElizabethSindhuJohn,Administrative Officer**

**Junior Superintendent : Sri. Pradeep P**

B1	Cash &Cash Book, Contingent Bills, House Building Advance and All other advances except IFMA, Salary Recoveries	Addl.Charge to B2&B3
B2	Establishment Pay bills, All works related with SPARK, Income Tax Assesment& Consolidation of staff in Directorate, TA Bills &Salary Certificate.	Sri. Sumil S.S Clerk
B3	Medical Reimbursement, GPF, SLI, FBS, GIS, IFMA	Smt. Suni T .S Senior Clerk
<b>File RoutingSn→JS→AO→ Director</b>		

### 3.D SECTION.

**Unit Officer : Smt.Preethy Wilson, Assistant Director-3**

**Junior Superintendent :Sri.Harikumar R.S**

D1	Repair & Maintenance of Dept Vehicles, Purchase of Vehicles, Issuing Sanctioning order for all hiring vehicles of all sub offices and directorate.	Smt. SheejaKumary S. Clerk
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D2	House Keeping, Stationery, Shifting Offices, Furniture, Stamp Distribution, CUGSIM, Name Board of other offices, CM's Redressal Cell, Miscellaneous Tapal.	Sri. Nazeer A Senior Clerk
D3	LA, RTI Consolidation & Distribution, Official Language Report (Bharanabhasha-Malayalam), Administrative Report, Charge of Library, LA RTI Miscellaneous.	Smt. Preethu P Clerk.
<b>File Routing Sn → JS → AD3 → Addl. Director → Director.</b>		

#### 4.E SECTION (Establishment)

**Unit Officer : Smt. Elizabeth Sindhu John, Administrative Officer**

**Senior Superintendent : Sri. S L Syam Sanker.**

**Junior Superintendent : Sri. Sree Kumar. J**

E1	Establishment matter of Superintendent Grade I/Senior Superintendent, Deputy Superintendent Grade I, District Women & Child Officer/ Assistant Director/Joint Director, Additional Director, CDPO, RDPO, Programme Officer, Women Protection Officer, Deputation of ICPS, Nirbhaya, Supdt. Sree Chithra Home.	Sri. Satheesh Sathyanesan Clerk Typist.
E2	Files related to Pension benefits and retirement benefits. (Seven Districts TVPM to EKM)	Sri. Prakash Kumar R K Head Accountant.
E2(1)	Files related to Pension benefits and retirement benefits. (Seven Districts Thrissur to Kasrgode)	Smt. Jaya Devi Amma J Senior Clerk.
E3	Transfer and Posting of ICDS Supervisors, PSC appointment of ICDS Supervisors, Petitions and Litigations against Transfer & Appointments, General papers related with transfer & Appointments.	Smt. Suja S Senior Clerk
E3(1)	Time bound Higher Grade of Supervisors, All type of leave of Supervisors, PSC and Police Verification, Regularization, Probation of Supervisors, General Papers related with Supervisors.	Sri. Vishnu Das H S Senior Clerk.
E4	Establishment matters of Clerk, Sr. Clerk, Clerk Typist.	Sri. Vishnu Das H S Senior Clerk Addl. Charge
E5	Disciplinary action & Office Administration of Directorate, Work Distribution of	Smt. Rency A Clerk.

	Directorate.Monthly Business Statement,Internal Vigilance Wing,Staff Meeting.	
E6	Establishment Matters of Office Attendant,Watchman,WatchWoman,Driver,PTS&C ook.	Smt. Jyolsna T Chandran Clerk.Addl.Charge.
E7	Establishment matters of Welfare Institution Supdt.Gr.2,Gr.3,Junior Supdt.Head Accountant, Child Welfare Inspector,Caretaker,Matron,MaleAttendant,Female Attendant.	Smt. Jyolsna T Chandran Clerk.
E8	Preparation of Seniority List,Lower&Higher DPC General papers Establishment,LA&RTI General papers of Establishment	
<b>File Routing → Sn → JS → SS → AO → Director.</b>		

## 5.PLANNING CELL

**UNIT OFFICER :Smt.Sivanya SN ,Assistant Director-1**  
**Junior Superintendent :Smt.GirijaKumari R.**

PC1	Plan Space Updation,Working Group Meeting,Budget,Proposl,Plan Progress Report,Monthly Review Meeting.	Smt.Raji S S Head Accountant.
PC2	MP's Conference and District Collector's Conference,Plan& Non Plan Scheme Monitoring,Annual Action Plan,Documentation,Preparation of new Proposals in Plan & Non Plan,Governor's address & Budget Speech.	Smt.Raji S S Head Accountant ,(Addl.Charge)
PC3	All Consruction of Sub Offices &Institutions,Training Hall Maintaining &Alloting,Documentation,	Sri.Riju R Clerk
<b>File Routing Sn → JS → AD1 → Addl.Director → Director</b>		

## 6.AUDIT& MONITORING CELL.

**Unit Officer :Sri. Sajeew Kumar T Senior Finance Officer.**  
**Senior Superintendent :Smt.Binu T G**  
**Junior Superintendent :Sri.Vijaya Kumar M.**

AC1	Departmental Audit,AG'S Audit,Finance Inspection wing's Audit-Thiruvananthapuram to Kottayam(5	Sri.AustinPerara Senior Clerk.
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	Districts),PAC meeting,C&AGReports,General papers relating to Audit.	
AC2	Departmental Audit,AG'S Audit,Finance Inspection wing's Audit-Idukki to Kasargod (9 Districts),Monitoring the functioning of all works related with Scheme Audit.	Sri.AustinPerara Senior Clerk.(Addl.Charge).
<b>File Routing Sn→JS→SS→Sr.FO→Director</b>		

## 7.WOMEN EMPOWERMENT CELL.

**Unit Officer : Smt.BindhuGopinath ,Assistant Director-2**

**Senior Superintendent : Smt.Binu TG**

**Junior Superintendent : Smt.SindhuLekha S**

WEC1	POSH Act,VanitaRatnaPuraskaram,Women's Day Celebration, SadhairymMunnottu,Women Welfare Institutions,SHE BOX Online Complaint Management.	Smt.BindhuSyam. Head Accountant.
WEC2	SahayaHastam, AbhayaKiranam, Mangalya, Padavukal,Women Headed Family Assistance, NGO – Financial Assistance,NGO Accreditation, Dowry Prohibition Act, Immoral Traffic Prevention Act&Rule,Kudumbasree related Files,Samanwayam, State Resource Centre for Women ,Files on legislature committee on welfare of women and children,Educationalcentres for tribal girls atEdamalakkudy&Mottathikuttom.	Sri. Nazar S. Senior Clerk.
WEC3	ShelterHomeSPC,WPO office messenger honorarium and related jobs, Sradha,Kaithangu,SnehaSangamam,DVAct,Gender Advisor's Office related Works&Brain Storming Section,MahilaMandalProject,FlagshipProgramme on Finishing School.	Sri.Shaji T N Senior Clerk.
WEC4	One Day Home, EnteKoodu,MahilaSakthiKendra,Swadhar,Ujjawala,Working Women's Hostel,JagraddhaSamithi,BettiBachavoBettiPadavo.	Sri.Vinod Kumar V S Senior Clerk.
<b>File Routing Sn→JS→SS→AD2→JD→Director.</b>		

## 8.ICDS CELL

### ICDS A SECTION.

**Unit Officer : Smt.PreethyWilson ,Asst.Director-3**

**State ProgrammeOfficer :Smt.PremnaManoj Sanker,SPO-1**

**Senior Superintendent : Sri.Sankar B**

**Junior Supdt.1 :Sri.Ajit Kumar T**

**Junior Supdt.2 : Sri. Jose Francis**

ICD S A1	AW Contingency , Medicine Kit, Pre-school Kit, Uniform Purchase, Weighing Scale, SOE,UC, ICDS (G), Furniture.	Sri.Lijin George Senior Clerk
ICD S A2	MPR Data consolidation(population coverage,vitalstatistics,live birth/death,immunization,nutritional status) , QPR status report(20 Point Programme),Infrastructurefacilities Data Consolidation,Aadhar enrolment data consolidation,APIP data consolidation,Panchayatwise list of AW centres,Details of ICDS programme offices ,project offices &anganwadies.RRS	Smt.Seema V JSI
ICD S A3	Annual Survey Report(AWC infrastructure,Details of House Holds,details of crèches,details of children,populationdetails,differently abled (as per PWD act),vital statistics,healthstatistics,growthmonitoring,anganwadibeneficiaries,vulnerabilitymappings,Details of pregnant women,AG,widows',womenlabours,unwedmother&unwed women),e-jeevika basic statistics of anganwadi.	Smt.Rajasree JSI
ICD S A4 (New Seat)	Adhar Kit Purchase,PO'S&CDPO'S Review meetings,AW register printing,Preparation&Printing of APIP,Permission for AW visit,CDPO/Programme Officer /Supervisor's Tour Diary, PAC,ICDS Miscellaneous.	Sri.Lijin George Senior ClerkAddl.Charge.
ICD S A5	SAG,1 <sup>st</sup> 1000dayProgramme,CommunityKitchen,Edamalakkudy,Marayoor,Tribal Welfare.	Sri.Anil Kumar Clerk.
ICD S A6	IGMSY ,Psycho-Social Services,Monitorig of Case Reports,PMMVY.	Smt. DeepthiElizabate inVarkey. Senior Clerk
ICD S A7	MGNREGA,State Plan Fund (LSGD/PWD)-Anganwadi Building Construction,Utilization Certificate.	Smt.Aneesha A L ,Clerk.
ICD S A8	Smart Anganwadi,ModelAnganwadi,NABARD-RIDF Anganwadi Building Construction,Flood related Anganwadi Building Construction.	Smt.Bindhu R N Head Accountant
ICD S A9	Upgradation of AnganwadiCenters,GOI Grant in Aid for Anganwadi Building Construction,GOIUC,OtherAnganwadi	Smt.Bindhu R N Head

(New Seat)	Building Construction by MLA/MP/LSGD Fund & other agencies.	Accountant Addl. Charge.
<b>File Routing ICDS A1,A7,A8,A9→JS-1→SS →AD-3→JD→Director.</b> <b>ICDS A2,A3,A4,A5,A6→JS-2→SPO-1→AD3→JD→Director.</b>		

### **ICDS B SECTION**

**Unit Officer: Smt. Sivanya S N, Assistant Director-1**

**State Programme Officer : Smt. Nisha V I, SPO-2**

**Senior Superintendent : Sri. M. Mohammed Nazar,**

**Junior Supdt.1 : Sri. Rahul A R**

**Junior Supdt.2 : Smt. Chithra T**

ICDS B1	Anganwadi on Demand, Social Audit, Executive Committee and Governing Body, ICDS Mission, Anganwadi Establishment.	Sri. Immanuel T Clerk
ICDS B2	IRTC Training, Day Celebrations, ECCE Curriculum, Mozhi Mattem, Marga Dweepam, Anganwadi Worker, Helper Awards (State & National), AW Grading.	Smt. Swapna V Senior Clerk
ICDS B3	SNP, WBNP, THRS, SOE, Grading of Kudumbashree Units, Food Safety Act related to Anganwadi Centres.	Smt. Veena S Gopal Senior Clerk.
ICDS B4	Selection and Recruitment of AWWs and AWHs, Petitions and Litigations against Selection and Recruitment.	Smt. Sethu Leks hmi Pillai Senior Clerk
ICDS B5	Anganwadi building basic infrastructure facilities – baby friendly toilet, drinking water facility, building maintenance, electrification, Rent of Anganwadi Building & ICDS Offices, Office Shifting, Land Identification for Anganwadi Building Construction, Insurance of AWWs & AWHs.	Smt. Remya RM Head Accountant
ICDS B6	Die in harness, Posting of AWWs & AWHs on Compassionate grounds (those who grant land for Anganwadi building construction), Holidays, Transfer, Festival Allowance, Honarium, Disciplinary action of AWWs & AWHs, Complaints of Anganwadi Workers & Helpers.	Smt. Raji Krishna Head Accountant.
ICDS B7	National Creche Scheme, Anganwadi Creche, Mobile Creche, JATAK JANANI.	Smt. Sabeena Begum - Head Accountant.
ICDS B8 (NEW)	CDPOS' & Supervisors job refresher and other related trainings, Anganwadi workers & Helpers job refresher orientation trainings, Training Centre Bill, GOI Grant-in-Aid, UC and other related works. Inservice Training of all Staff under the Department, State	Smt. Safira S Clerk.

SEA T)	Training Policy(STP), Induction and Skill Development Training, All other trainings .	
<b>File Routing</b>	<b>ICDS B1,B3,B4,B6→JS-1→SS→AD-1→Addl.Director→Director.</b> <b>ICDS B2,B5,B7→JS-2→SPO-2→AD-1→JD→Director.</b> <b>ICDS B8 →JS2→SPO2→AD2→JD→Director.</b>	

## 9.IT CELL

**Unit Officer :Smt.Sundari.C,Joint Director.**

**Senior Superintendent:Sri. S L SyamSanker.**

**Junior Superintendent:Smt.Girija R**

ITC-1	All IT related files, Purchase of IT accessories(computer,printer etc.),SPARK except Directorate,Bio-Metric Punching System,e-jeevika software.	Sri.Vinod Kumar P K Head Accountant.
ITC-2	Technical Support of e-jeevika ,e-tender related files.	Sri.Abhi Krishnan R Programmer.(Cdit Staff)
<b>File Routing Sn→JS→SS→JD→Director</b>		

**All files related with fund utilization & court cases will direct through FO & LO.**

## 10.FAIR COPY CELL & TAPPAL

**Unit Officer : Smt.ElizabethSindhuJohn,Administrative Officer.**

**Supernitntdent :Smt. Chithra T ,Jr.Siperintendent.**

Sl.No	Name	Designation	Duties
1	Sri.Nijam A	Typist	Typing Works
2	Sri.Gopa Kumar G D	Typist	Typing Works
3	Smt.SindhuKumary V K	Typist	Typing Works
4	Smt. Praveena A L	Typist	Typing Works
5	Sri .Shami Kumar K	Typist	Typing Works
6	Smt.Jaya Sree J	Typist	Typing Works
7	Smt. Girija B	Typist	Typing Works
8	Smt.Sheeja S	Clerikal Attender	Despatch
9	Sri. Arun Kumar G	Office Attendent	Director's OA
10	Sri. Bijilal S	Office Attendent	Local Delivery
11	Sri. Binulal A K	Office Attendent	Tappal
12	Sri. Asok Kumar S	Office Attendent	Tappal
13	Sri. SuresanThambi	Office Attendent	ICDS A&B,Record Room

			Keeper(Addl.Charge)
14	Sri.Harikumar S	Office Attendent	Telephone Attending & Photocopy operating.
15	Smt.Remya V B	Office Attendent	E Section,Audit Cell
16	Smt. Parvathy K	Office Attendent	Addl. Director, Sr.FO- ,Tappal Distribution,Photocopy
17	Smt.Navami S Kumar	Office Attendent	AO,LO,FO,Accounts&Bill
18	Smt.Bindhu G Krishna	Office Attendent	JD,AD,Planning Cell, WEC,D Section
19	Sam Kumar S	Night Watchman	

### **CONFIDENTIAL ASSISTANT**

<b>Sl.No</b>	<b>Name</b>	<b>Duty</b>
1	Smt.Shamila A	Director's CA
2	Smt.Sajitha S	Addl.Director's CA

### **DRIVER**

<b>Sl.No.</b>	<b>Name</b>	<b>Vehicle</b>
1	Sri. SumeshKoshy	KL-01-BW-4191(Maruthy CIAZ SH VS VDI)
2	Sri.Harsha Kumar	KL-01-T-6852 (Tata Sumo)
3	Sri. Santhosh S Johnson	KL-01/P 4442
4	Sri. Ratheesh Kumar G	KL-01 U.9658 Marshal Jeep.
5	Sri. Vijaya Kumar	KL-01 CF-2185 (Innova)

### **Part Time Sweeper**

Smt.Chandrika Devi S.