

**DIRECTORATE OF LOCAL SELF GOVERNMENT DEPARTMENT (URBAN)  
WORK DISTRIBUTION**

**GENERAL SECTION**

**G1 Section (Sri. Binu Rajan)**

1. Complaints /Applications/Appeals against Taxation, Building License, permission, lease of Southern Region ULBs
2. Progress of Municipal revenue collection
3. Periodical reports of Tax and Non tax collection
4. Land acquisition for Southern Region ULBs.
5. K-Swift
6. Right to Information Act
7. Miscellaneous
8. Property Tax Revision
9. Land Acquisition matters (Except Court case)
10. Online e-payment of Professional Tax
11. Official Foreign Trip – Chairman/Chairperson in Southern Region

**G2 Section (Smt. Neethuraj N S-Clerk)**

1. Complaints /Applications against Taxation, Building License, permission, lease of Central Region ULBs
2. Complaints from Central region
3. Election of Best Municipality
4. Complaints from Human Rights Commission, Children's Rights Commission Reply regarding Niyamasabha Samithi from Central Region.
5. ID Card of Chairpersons
6. Social Security Pension (DBT)
7. Land acquisition for Central Region ULBs.
8. Right to Information Act
9. Official Foreign Trip – Chairman/Chairperson in Central Region

**G3 Section (Sri. Sobin Sebastian – Senior Clerk)**

1. Complaints /Applications against Taxation, Building License, permission, lease of Northern Region ULBs
2. Purchase of Registers, Forms, Stationary from Stationary Department
3. Maintenance of General Stock File.
4. Land acquisition for North Region ULBs.
5. ID Card of Municipal Secretaries & Staff of Urban Affairs Directorate
6. Proposal for transfer of lands from Northern Region
7. Right to Service Act, Preparation of Citizen's Charter
8. Matters relating to departmental vehicles.

9. Local Purchases (Stationary items etc.)
10. Maintenance of Telephone, Computer, Photocopy Machine and other electronic equipments.
11. Town planning and Town survey operations, ferry service etc.
12. Official Foreign Trip – Chairman/Chairperson in Northern Region
13. VHEELS Portal

**Registers to be maintained in the section**

1. Stock Register of Furniture , Equipments & Fittings.
2. Stock Register of Reference Books
3. Stock Register of Forms and Stationary
4. Index Register
5. A Register to watch the prompt receipt of council proceedings.
6. Stock Register of articles including unserviceable articles of departmental vehicles.
7. Movement Register
8. Personal Register

**ESTABLISHMENT**

**E1- Section (Smt. Laiju Sekhar - Clerk)**

1. Appointment . Promotion, transfer, leave etc of the staff of Urban Affairs Department other than Municipal Secretaries and Joint Directors
2. Maintenance of Service Book of all employees of Directorate of Urban Affairs.
3. Preparation of gradation list of Departmental Staff
4. Deputation and training of Departmental Staff.
5. Appointments under Compassionate Employment Scheme of Department Staff including Municipal/Corporation Secretaries and Joint Directors.
6. Papers related to the special recruitment of SC/ST of the Department.
7. All papers connected with official language as Malayalam.
8. Scrutiny of annual property statement of Departmental Staff.
9. Papers relating to the purchase and disposal of movable and immovable properties other than Secretaries and Regional Joint Director.
10. Establishment matters related to Finance Officer/Law Officers
11. Terminal Surrender of employees.
12. File Adalath
13. Integration related works
14. Pension Benefits of staff of the Urban Affairs Departments (PRISM)

**Registers to be maintained in the section**

1. Incumbency Register
2. Register of Service Books
3. Casual Leave Register, Attendance Register
4. Register of Annual increment
5. Register of declaration of probation of employees
6. Duty Register of Office Attendant.
7. Holiday duty register

8. Register of vacancies reported to Kerala Public Service Commission

**E2- Section (Sri. Shibu B – Senior Clerk)**

1. Establishment matter relating to RJDs/JD(A)/JD(H)/Corporation/Municipal Secretaries.
2. Departmental Promotion Committee of Corporation/Municipal Secretaries
3. Preparation of gradation list of RJDs/JD(A)/Corporation/Municipal Secretaries.
4. Granting permission for leaving jurisdiction for RJDs/Corporation/Municipal Secretaries of Urban Affairs.
5. Papers relating to the purchase, disposal and acquisition of movable and immovable properties by RJDs/JD(A)/JD(H)/Municipal/Corporation Secretaries.
6. Contingent establishment in Municipalities and Corporations.
7. Demand of Contingent Workers
8. Fixing of staff strength of contingent establishment.
9. Pension Benefits of the RJDs/JD(A)/Municipal/Corporation Secretaries.

**Registers to be maintained in the section**

1. Incumbency Register
2. Register of deputation of officers for training
3. Registers of officers on deputation to other departments.
4. Register of declaration of probation
5. Transfer request register
6. Register showing the details of sanctioned post.
7. Register on provisional appointment of Municipal Secretaries
8. Register showing the details of Municipality/ Corporation wise sanctioned post of contingent employees.
9. Register showing the details of N O C granted and leave sanctioned to perform journey abroad.
10. Personal Register

**E3- Section (Sri. Dileep C - Clerk)**

- 1) All establishment matters such as creation and continuance of posts, promotions, transfers, appeals, leave, declaration of promotion etc of Senior Clerks in Municipal Employees.
- 2) Junior-Senior Anomalies of Senior Clerk in Municipal Employees

**Registers to be maintained in the section**

1. Gradation List of employees holding the post Senior Clerk
2. Incumbency Register
3. Register of Promotion
4. Transfer request register
5. Register showing the details of sanctioned posts.
6. Register of employees on deputation/Foreign Service.
7. Personal Register

**E4-Section (Sri. Rejikumar B - Senior Clerk)**

1. All establishment matters related to Junior Health Inspector Grade II
2. All establishment matters related to Thrissur electricity wing employees
3. Compassionate employment scheme of Municipal Employees.

**Registers to be maintained in the section**

1. Gradation list of employees (Junior Health Inspector & Staff of Thrissur Electricity wing)
2. Register of direct recruitment (Vacancies reported to KPSC)
3. All establishment matters related to Junior Health Inspector Grade-II & Employees of Thrissur Electricity Wing.
4. Incumbency Register
5. Transfer request register
6. Register showing the details of N O C granted and leave sanctioned to perform journey abroad
7. Register of employees on deputation/foreign service.
8. Register showing application for appointment under Compassionate Employment Scheme.
9. Register showing details of declaration of probation.
10. Personal Register

**E5-Section (Smt. Deepa R-Senior Clerk )**

1. All establishment matters such as creation and continuance of posts, appointments promotions, transfers, appeals leave, declaration of probation etc. of Municipal employees under Public Health Branch (except JHI-II).
2. Issue of NOC and granting of leave to perform journey outside by the above employees .
3. Preparation of gradation list with the help of Statistics wing.

**E6-Section (Smt. Anila Jasmine C J - Clerk)**

1. All establishment matters such as creation and continuance of post , appointments, promotions, transfers, appeals, leave, regularisation, declaration of probation etc. of employees covered by common service under Ministerial and Revenue Branch in respect of Head Clerks /Revenue Inspectors, Superintendents , Revenue Officers, Account Officers, Secretary to council, P A to Secretary and Deputy Secretary, Librarian, Confidential Assistant, Data Entry Operator, Community Organizer, Legal Assistant, Land Tenure Co-ordinator.
2. Standardisation of staff strength of Municipal Ministerial Staff.
3. Preparation of gradation list with the help of Statistics wing.
4. General matters relating to in LSGD Common Service
5. Papers relating to special recruitment of SC/ST in LSGD Common Service
6. Temporary Appointment of Date entry operators in LSGD Common Service
7. Papers relating to Development Authorities.

**E7-Section (Smt. Vijitha M - Clerk)**

1. All establishment matters such as creation and continuance of posts appointments, promotions, transfers, appeals, leave, Police Verification, PSC Verification, Regularisation and declaration of probation etc of LD Clerks/Bill Collectors and Driver (LDV) in MCS from Trivandrum to Ernakulam District)

**E8-Section (Smt.Saritha S - Clerk)**

1. All establishment matters such as creation and continuance of posts appointments, promotions, transfers, appeals, leave, Police Verification, PSC Verification, Regularisation and declaration of probation etc declaration of probation etc of LD Clerks/Bill Collectors and Driver (HDV) in MCS from Thrissur to Kasaragod District)

**E9-Section (Smt. Sheejakumari G- Senior Clerk)**

1. All establishment matters such as creation and continuance of posts appointments, promotions, transfers, appeals, leave, Police Verification, PSC Verification, Regularisation and declaration of probation etc declaration of probation etc of Last Grade Servants, LD Typist, Fair copy Superintendent in MCS.

**Registers to be maintained in the sections**

Registers that mentioned in E3, E4 are common for E5, E6, E7, E8 and E9

**FINANCE- SECTION.****F1- Bill Section (Sri. Aneesh C- Senior Clerk)**

1. Departmental Budget and all connected papers (Non-Plan)
2. Allotment of Funds for Directorate and Regional Joint Directors Offices.
3. Pay Bills of employees of the Directorate .
4. Contingent Bills
5. Reconciliation work at Treasury Expenditure with Accountant General
6. Monthly statement of expenditure of pay and allowances of Corporation/Municipal Secretaries.
7. TDS filing of Employees in DUA
8. Preparation of bills through SPARK, BAMS and BIMS Software.
9. Issuing Salary Certificate of Employees in DUA
10. Salary Recovery
11. Admission of employees to GPF

**Registers to be maintained in the section**

1. Pay Bill Register
2. Cash Book
3. Acquaintance Register
4. Onam Advance Recovery Register
5. Register for watching expenditure under each head
6. Contingent Bill Register.
7. Personal Register

**F2-Section (Smt. Sibi Babu P B - Clerk)**

1. Paper relating to Local Fund Audit, Reports of Legislature Committees
2. Audit Monitoring Committee related papers.
3. Inspection Report of finance department.
4. Ratification of Audit Papers

5. Secretariat store purchase inspection reports
6. Enquiry on the reports of Local Fund Accounts Committee

**Registers to be maintained in the section**

1. Register of Audit objections
2. Register of Legislature Committee Reports
3. Personal Register
4. Register of Surcharge

**F3-Section (Sri. Ragesh R – Senior Clerk)**

1. TA Bills of all departmental officers including RJDs and staff in Directorate.
2. GPF Advances of all Departmental Officers and staff including Municipal Services and Regional Joint Directors.
3. Admission of employees to Group Insurance, State Life Insurance and correspondence there on.
4. Papers relating to Terminal Benefits other than pension and surrender.
5. Group Personal Accident Insurance Scheme related papers.
6. Audit report of ULBs and department issued by the Accountant General watching progress of clearance of audit objections
7. Medical Re-imburement of departmental employees and Secretaries.
8. Reports of Legislative Committee related to C &AG audit.
9. Performance Audit
10. Internal Audit
11. Medisep Medical Insurance of departmental staff including Regional Joint Director's Staffs, Municipal staffs and Retired persons.
12. House Building Advances of departmental staff

**Registers to be maintained in the section**

1. Advance Recovery Register
2. Audit Objection Register
3. Register relating to savings schemes of employees.
4. Personal Register

**Law Section (Sri. K P Kishor Kumar S- Senior Clerk)**

1. Interpretation and classification of Acts & Rules
2. Chief Minister's Public Grievance Cell and For the people
3. Framing of Draft Laws, Rules & Byelaws
4. Constitution and up gradation of Municipalities.
5. Any other general legal matters under this Department and ULBs
6. Payment of advocate fees.
7. Complaints related to KMBR license
8. Dispute between Local Authorities
9. Council proceedings and dissenting notes
10. Election of Standing Committee members, Chair persons, Vice chairman, Councillors etc.

11. Tapals related general and bye election from Government
12. Medical Re-imburement of Councillors
13. Delimitation related works
14. Cases relating to land acquisition
15. Population census
16. Internal Complaint Committee

**Registers to be maintained in the section**

1. Suit Register
2. Chief Minister's Public Grievance Cell and For the people
3. Personal Register

**DC1- Section (Sri. Mubeen A – Clerk)**

1. NGT
2. Azadi ka Amrut Matsav
3. Developmental Projects of ULBs of Public Health Activities
4. Family Welfare Programme
5. Selected services such as opening of Maternal and Child Health Centres (MCH), Nursery School, Anti Mosquito Operations.
6. Clean Kerala Company, Suchitwa Mission related activities.
7. Natural Calamities related works.
8. Haritha Keralam, Ardram, Disaster Management related activities.
9. Rebuild Kerala initiative
10. Pollution Control Board, National Green Tribunal (NGT),

**(Public Health)**

11. Plastic SWM Bio Medical, E- Waste, C&D, Byelaws in ULBs
12. Public Health Activities
13. Covid 19, Communicable & Non Communicable Diseases
14. Slaughter Houses in ULBs & its Modernisation
15. Health related services as per RTS Act
16. Complaints before Ombudsman, SC-ST Commission, Human Rights Commission,
17. Fogging & Spraying
18. Flood Issues
19. Manual Scavenging Related issues
20. ODF

**(SWAG Cell)**

21. SWM Projects, SBM, Urban 2.0
22. Sweachh Survekshan, Suchitwa Padavi, Garbage free cities, Ranking of ULBs on WM
23. Assessment on Generation & Processing of waste in ULBs, Smart Garbage App
24. NGT Matters, Specific & General cases in ULBs
25. River Rejuvenation Committee & All meeting @ Government level

26. Chicken rendering plants
27. Waste to energy projects, Bio mining
28. LWM Projects, STPs & FSTPs
29. Pachathururth
30. Thelinecrozhukum Navakeralam
31. ULBs with WM Projects in KSWMP, Legacy waste sites identified by KSWMP
32. Liasoning with SM, HKM & CKCL
33. Domestic Hazardous Waste – KEIL
34. Way Side Dumpsites
35. Functioning of MCF & RRF in ULBs

**(Common)**

36. Disaster Management
37. Niyamasabha Samithi on WM
38. Audit Matters on WM

**Registers to be maintained in the section**

1. Register of Medical Re-imburement.
2. Personal Register

**DC2-Section (Sri. Babu K - Clerk)**

1. Annual plan budget/Five year plan budget
2. Subject Committee matters related to budget
3. All Centrally sponsored schemes and centrally assisted schemes.
4. Implementation of recommendation of the commissions and committees of central plan schemes.
5. Implementation of State Schemes/New Schemes
6. Externally Aided Projects (Smart City)
7. Kudumbashree,
8. AMRUT
9. Suchitwa Mission – Fund allotment
10. Updating of plan space
11. Action Taken Report – Governor’s Speech, District Collector’s Conference, Chief Secretary/Department Heads’ meeting, MPs’ conference.
12. National Level Conferences (Municipalika)
13. Fund Allotment to land acquisition (TRIDA, GCDA & KSIDC)
14. Fund Allotment to Kudumbashree
15. Working Group
16. Sustainable Development Goals
17. Supplementary Demand for Grant
18. IBPMS

**Registers to be maintained in the section**

1. Register of allotment of funds under all schemes
2. Register of Utilization Certificates.
3. Personal Register.



**DC3- Section (Smt. Vineetha V Thomas, Senior Clerk)**

1. Loans of Urban Local Bodies
2. Matters relating to public works
3. I KM, IT Development Projects
4. Reports of roads and lanes in Urban Local Bodies
5. Papers relating to extra ordinary expenditure by Municipal Councils.
6. Arrangements for the conducting of Monthly Review Meeting.
7. Ayyankali Urban Employment Scheme & Urban Wage Employment Scheme (AUEGS)
8. Training for Capacity Building (Plan)
9. ILGMS, URBAN ERP
10. NILAAVU
11. 100 Days Programme
12. 12 point programme
13. Annual Financial Statement
14. KSUDP

**Registers to be maintained in the section**

1. Register of grants
2. Register of loans and recoveries
3. Ayyankali Fund Allotment Register
4. Personal Register

**DC4 Section (Sri. Arjun S L Senior Clerk)**

1. Development projects of ULBs
2. Papers related to Co-ordination Committee
3. Papers related to Housing Schemes
4. Decentralised Planning and allotment of funds
5. Finance Commission Grants & Activities
6. K L G S D P, World Bank
7. D D O Code for implementing officers.
8. PFMS

**DC5 Section – (Sri. Anush Y – Clerk)**

1. Medical Re-imburement of staff of LSGD Common Service
2. Works connected with training of all categories of Health Staff.
3. Matters connected with Birth – Death & Marriage
4. Papers relating to Slaughter Houses , Markets, Cattle Pound & Crematorium
5. Animal Birth Control Programme (A B C)
6. Rtd: Justice Sirijagan Committee, LA Committee in Environment and Public Health.
7. Follow up of I D S P Action
8. Pre-Monsoon cleaning, Arogya jagratha
9. Bio diversity
10. Pre Monsoon Activities

## **VIGILANCE SECTION**

### **V1- Section (Smt. Shyni Mol - Senior Clerk)**

1. All complaints against Municipal Employees of Southern Regions
2. All Departmental disciplinary action against Municipal Employees
3. Complaints and disciplinary action against departmental staff.

### **V2- Section (Smt. Lekshmi P, Clerk)**

1. All complaints against Municipal Employees of Northern Regions
2. All vigilance papers connected with Municipal Employees in Northern Region
3. All departmental disciplinary action against the Municipal Employees in Northern Region
4. District Vigilance Cell meeting

### **V3-Section. (Smt. Prasitha Devi G L, Senior Clerk)**

1. All complaints against Municipal Employees of Central Region
2. All departmental disciplinary action against the Municipal Employees of Central Region

### **Registers to be maintained in the section**

1. Suit Register
2. Suspension Register
3. Personal Register
4. Movement Register

## **STATISTICS SECTION**

### **Stati 1 Section (Sri. Harikumar – Statistical Assistant Gr-I)**

- Weekly Plan Progress report
- Monthly Business Statement
- RTI Annual Report
- Road Statistics
- District wise Plan Progress Report (for meeting)

### **Stati 2 Section (Sri. Raj Mohan R B – Statistical Assistant Gr-II)**

- Annual Administration Report
- Data Collection and Updating of Solid Waste Management, slaughter House, Markets and Crematorium.
- Annual Report of major housing schemes
- Annual Report of Solid Waste Management
- Preparation of Staff Data Base of ULBs and Urban Affairs Department
- Preparation of Gradation list of employees of L S G Common Service
- Reports on Economic Cense
- Data Collection and Generation for Urban Affairs Department and Economics and Statistics Department

Any other special work entrusted by senior officers from time to time

## **PROVIDENT FUND**

### **Section – PF-1 (Smt. Neethu P M - Clerk)**

- PF Admission of regular and contingent employees
- Closure and advances of employees in Thrissur Electricity Wing and Palai ITC Staff

### **Section- PF-2 (Smt. Sini T, Senior Clerk)**

- Accounts
- Allotment of Funds
- Statement distribution

**This selection will maintain the following registers**

- Cash Book
- DD Register

### **Section – PF3 (Smt. Sini T) – Charge**

- Closure and advances of Regular employees
  - PF Account Numbers
- |       |   |       |
|-------|---|-------|
| 1     | - | 1000  |
| 6701  | - | 6750  |
| 7051  | - | 7100  |
| 7251  | - | 7450  |
| 8451  | - | 8751  |
| 12351 | - | 12450 |
| 13053 | - | 13148 |
| 13756 | - | 13855 |
| 14459 | - |       |

### **Section PF4 (Smt. Ringu Mohan)**

- Closure and advances of Regular employees
  - PF Account numbers
- |       |   |       |
|-------|---|-------|
| 1001  | - | 2000  |
| 6751  | - | 6800  |
| 7101  | - | 7150  |
| 7451  | - | 7650  |
| 8752  | - | 9900  |
| 12451 | - | 12550 |
| 13149 | - | 13250 |
| 13856 | - | 13955 |

### **Section - PF5 (Smt. Dhanya Babu- Clerk)**

- Closure and advances of Regular employees
  - PF Account Numbers
- |       |   |       |
|-------|---|-------|
| 2001  | - | 2900  |
| 6801  | - | 6850  |
| 7151  | - | 7200  |
| 7651  | - | 7850  |
| 10001 | - | 10050 |

|       |   |       |
|-------|---|-------|
| 10401 | - | 11000 |
| 12551 | - | 12650 |
| 13251 | - | 13352 |
| 13956 | - | 14055 |

**Section –PF -6 (Smt. Shyla S - Clerk)**

|   |       |         |
|---|-------|---------|
| ➤ Closure and advances of Regular employees |       |         |
| ➤ PF Account Numbers                        | 2901  | - 3800  |
|   | 6851  | - 6900  |
|   | 7201  | - 7250  |
|   | 7851  | - 8050  |
|   | 10051 | - 10100 |
|   | 11000 | - 11400 |
|   | 12651 | - 12750 |
|   | 13353 | - 13453 |
|   | 14056 | - 14157 |

**Section –PF-7 (Sri. Al Ameen C M- Clerk)**

|   |       |         |
|---|-------|---------|
| ➤ Closure and advances of Regular employees |       |         |
| ➤ PF Account Numbers                        | 3801  | - 4700  |
|   | 6901  | - 6950  |
|   | 8051  | - 8250  |
|   | 9901  | - 10000 |
|   | 11401 | - 11650 |
|   | 12751 | - 12850 |
|   | 13454 | - 13554 |
|   | 14158 | - 14256 |

**Section –PF8 (Sri. K R Lal)**

|   |       |         |
|---|-------|---------|
| ➤ Closure and advances of Regular employees |       |         |
| ➤ Account Numbers                           | 4701  | - 5600  |
|   | 6951  | - 7000  |
|   | 8251  | - 8350  |
|   | 10101 | - 10250 |
|   | 11650 | - 12000 |
|   | 12851 | - 12949 |
|   | 13555 | - 13654 |
|   | 14257 | - 14356 |

**Section – PF9 (Sri. Kailas P M- Clerk)**

|   |      |        |
|---|------|--------|
| ➤ Closure and advances of Regular employees |      |        |
| ➤ PF Account Numbers                        | 5601 | - 6700 |
|   | 7001 | - 7050 |

|       |   |       |
|-------|---|-------|
| 8351  | - | 8450  |
| 10251 | - | 10400 |
| 12000 | - | 12350 |
| 12950 | - | 13052 |
| 13655 | - | 13755 |
| 14357 | - | 14458 |

- Distribution and Despatch

**Section –PF 10 (Sri. AL Ameen C M - Charge)**

Contingent employees closure and advances of the ULBs in Thiruvananthapuram and Kollam District.

**Section PF-11 Smt. Ringu Mohan - Charge**

Contingent employees closure and advances of the ULBs in Ernakulam, Idukki and Kottayam Districts.

**Section PF12 Smt. Neethu P M -Charge**

Contingent employees closure and advances of the ULBs in Alappuzha, Thrissur and Palakkad Districts.

**Section PF13 Sri. Kailas P M - Charge)**

Contingent employees closure and advances of the ULBs in Pathanamthitta, Kannur, Wayanadu, Kozhikode and Kasaragod Districts.

**Registers to be maintained in the section**

- PF Closure Register
- Allotment Register
- Cash Book
- Treasury Movement Register
- Personal Register

**PENSION WING**

**Section P1 – (Smt. Vasanthakumari, Sr. Clerk-Additional Charge)**

- Pension papers relating to the following Municipalities/Corporations  
Kozhikode, Vatakara, Koyilandy, Ponnani, Nileswaram, Ramanattukara, Farooke, Mukkom, Koduvally, Payyoli, Perinthalmanna, Malappuram, Manjery, Tirur, Kasaragod, Kanhangad,

**Section P2 (Smt. Jasmine Joseph - Clerk)**

- Pension papers relating to the following Municipalities/Corporations  
Kochi, Angamali, Kothamangalam, Aluva, Perumbavur, Thrippunithura, North Paravur, Muvattupuzha, Eloor, Thrikkakara, Maradu, Kalamassery, Piravom, Koothattukulam.

**Section P3 (Smt. Vasanthakumari, Sr. Clerk)**

- Pension papers relating to the following Municipalities/Corporations  
Thiruvananthapuram, Varkala, Atingal, Nedumangad, Neyyattinkara, Vaikom, Pala, Kottayam, Changanassery, Ettumanur, Erattupetta, Pathanamthitta, Adoor, Pandalam, Thiruvalla.

**Section P4 (Sri. Jasmine - Additional Charge)**

- Pension papers relating to the following Municipalities/Corporations.

Thrissur, Thrissur Electricity, Kodungallur, Chavakkadu, Guruvayur, Kunnankulam, Irinjalakkuda, Chalakkudy, Shoranur, Ottappalam, Mannarkkad, Pattambi, Cherppulassery, Palakkad, Chittoor-Thathamangalam, Wadakkanchery

**Section P5 (Smt. Ajitha Kumari, Sr. Clerk)**

- Pension papers relating to the following Municipalities/Corporations.  
Kollam, Punalur, South Paravoor, Cherthala, Alappuzha, Kayamkulam, Mavelikkara, Chengannur, Harippad, Thodupuzha, Kattappana, Kalpetta, Mananthavadi, Sulthanbathery, Karunagappally, Kottarakkara

**Section P6 (Smt. Ajitha Kumari, Sr. Clerk - Additional Charge)**

- Pension Accounts  
Kannur, Thalassery, Koothuparamba, Payyannur, Mattannur, Thalipparamba, Anthur, Panur, Iritty, Sreekandapuram, Nilambur, Kottakkal, Kondotty, Valanchery, Parappanangadi, Thanur, Thirurangadi.

Office procedure of Pension Wing.

**Section P7 (Sri. A P Sunil Kumar – Senior Clerk.)**

- National Pension Scheme (N P S)/Pension Account

**Registers to be maintained in the section**

- Pension Register (Verification report from Kerala State Audit Department)
- Suit Register
- Vigilance File Movement Register
- DD Register
- N P S Register (Cash Book)
- Personal Register
- PPO register (Pension payment orders register & FD Register)
- Cash Book (Statutory)

**FAIR COPY SECTION**

Section clerk will receive and distribute Tapals received, despatch fair copies and other articles and maintain proper stamp account . He will also acknowledge the receipt of all registered communication and articles addressed to DUA and maintain the records of the registered articles. He will be in charge of distribution of all the tapals and despatch of fair copies. The Fair Copy Superintendent will supervise this action.

This Section will maintain the following registers

- Inward Register
- Distribution Register
- Security Register
- Register for registered articles
- Stamp Account Register
- Despatch Register
- Call Book Register
- Movement Register

**Ayyankali Urban Employment Guarantee Scheme Cell (AUEGS Cell)**

**State Urban Employment Mission**

1. State level co-ordination of project implementation
2. Support the policy making of the State Government

3. Taking steps to ensure timely transfer of state share to the municipalities for implementation of the project
4. Overseeing project execution and orientation control
5. Taking appropriate steps to provide timely training to officials and members of the public
6. Taking steps to ensure that the official mechanism is working for the implementation of the project is at each level
7. Establishment and maintenance of a web based management information system using information technology for project implementation.

### **GENERAL**

1. **The Joint Director (Administration)** of Directorate of Urban Affairs will be responsible for the general supervision and control of Directorate as a whole. He will attend all urgent matters during the absence of the Director and get his action ratified afterwards. In case of matters which are exceptionally important and emergent but which are not covered by rules and precedents the Director will be personally contacted for instructions. He will attend the duties of the vigilance officer of this department. He is the custodian of departmental vehicle attached to the Directorate.

2. **Joint Director (Health)** will monitor all the health activities of the ULBs by way of collecting monthly statements from the ULBs and consolidate and submit a review report to the Director of Urban Affairs and Government. She will also be the enquiry officer with respect to the health activities in the ULBs. She will act as the Appellate Authority of Right to Information Act related to DC1 & DC5 sections. She will monitor the Haritha Keralam, Ardram, direction of National Green Tribunal and Solid Waste Management Rule 2016.

Joint Director (Health) will assist the Director of Urban Affairs in public health administration and render technical advice to her in public health matters.

She will conduct inspections of Municipalities/Corporations in order to examine and assess the various public activities and also inspect the offices and other establishment under the purview of the health section of the urban local bodies.

She will conduct enquiry on issues and subjects related to public health matters and also inspect the premises and places in question, in Urban Local Bodies and will give direction to the Secretaries of Municipalities /Municipal Corporations on specific issues of public health nature.

Supervision of A B C Programme, Overall supervision of Family Welfare Programme, Various National Health Programmes, Suchitwa Mission and Haritha Keralam Mission related activities in Municipalities and Corporations, Sanctioning of Medical Re-imbusement to employees of Kerala Municipal Common Service.

3. **Finance Officer** will offer remarks on all files which involves financial matters/service conditions which are send to him. He will act as the Appellate Authority of Right to Information Act related to DC & Finance Sections. Monitoring Plan Fund utilization, Monitoring and supervising Centrally and State Sponsored Schemes under the this Department, Budget preparation, furnishing reports to Legislative Committee and attending Legislative Committee meetings, conducting internal audit, attending preparatory meetings related to Accountant General and Local Fund Audit Committee are the important works.

4. **Law Officer** will offer remarks on all files which involves legal matters, service conditions which are send to him. He will co-ordinate with the Advocate General , Additional AG, Liaison Officer in matters relating to the Directorate and follow up all cases before Hon'ble High Court & Kerala Administrative Tribunal. He will act as the Appellate Authority of Right to Information Act related to L Section.
5. **Confidential Assistant** to the Director will look after the establishment matters of Director and perform all the duties entrusted by the Director of Urban Affairs to her. She will be the reporting officer in respect of Data Entry Operators and Drivers.
6. **Administrative Assistant** will see the Govt. tapals received in this office are marked to appropriate sections. The important papers considered necessary to be seen by supervisory officers should be submitted to them before distribution. He will also in charge of Records. He will act as the Appellate Authority of Right to Information Act related to Establishment, Vigilance And General matters.

He will submit all the attendance registers maintained in the office with running notes to the Director by 10.15 AM daily. He will also maintain Casual Leave Register and make appropriate entries in the Attendance Register.

7. **Pension Officer:** Pension wing will be under the direct control of the Pension Officer. He will act as Appellate Authority of Right to Information Act to Pension wing until further order.
8. **Provident Fund Officer:** Provident Fund wing will be under the direct control of Provident Fund Officer. He will act as of Appellate Authority to Right to Information Act to Provident Fund wing until further order.
9. **Superintendents:** All Superintendents will ensure maintenance and inspection of personal register is carried out promptly. They will supervise all the works under their respective sections and will help their sections for smooth functioning. Establishment Superintendent will be in charge of General Tapals received in this office are marked to appropriate sections.
10. **Research Assistant (Statistics Wing):** He will supervise all the works under their respective sections and will help their sections for smooth functioning.

The officers of the rank of AA/PO/PFO and above will allocate any item of work to any section clerk /Superintendent in the particular wing which is not specifically mentioned in this distribution of work.

In the absence of section clerks, the Superintendent in charge of the respective sections will attend the urgent works allotted to those sections.

Files submitted for orders, when returned after perusal of officers concerned will be routed exactly through the channel by which they were sent up.



The Superintendent concerned will receive all papers marked to the section clerks under his/her supervision and distribute them to the section clerks with the dated initials of Superintendent. The Superintendent and section clerks will jointly see that papers are received promptly and action taken in all cases in time.

Applications for all kinds of leave should be submitted to the sanctioning authority only through the section heads. They will record on the applications their views for the granting of leave, which will be their recommendation as to the granting of leave. It will be their responsibility to see that the applications for leave are submitted promptly by the staff under their control.

The section clerks concerned, while handing over/taking over charge should, prepare list of pending files/papers, records and registers and should acknowledge receipt of such documents mutually and submit a copy of the same to the superintendent concerned.

The lists of periodicals to be maintained in the sections will be issued separately.

#### Supervisory Officers

|                       |   |                                     |
|-----------------------|---|-------------------------------------|
| General Section       | - | G1, G2, G3)                         |
| Establishment Section | - | E1, E3, E6 , E7 & E8                |
| Establishment Section | - | E2, E4, E5 & E9                     |
| Finance               | - | F1, F2, F3                          |
| Development Section   | - | DC2, DC3, DC4                       |
| Vigilance Section     | - | V1, V2, V3                          |
| Law & Health Section  | - | L, DC1, DC5                         |
| Provident Fund        | - | PF1, PF2, PF3, PF4, PF9, PF10, PF11 |
|                       | - | PF5, PF6, PF7, PF8, PF12, PF13      |
| Pension Wing          | - | P1, P3, P9, P10, P11                |
|                       | - | P2, P4, P5, P6, P7, P8              |
| Statistics Wing       | - | Stat 1, Stat 2                      |

#### **Channelling of files**

|   |   |   |  |
|---|---|---|--|
| General & Establishment                         | } | - | Through AA, JD(A), Director.                                 |
| Finance & Development Cell<br>(Except DC1& DC5) |   | - | Through FO, Director.  |
| Law section                                     |   | - | Through LO , Director  |
| Vigilance                                       |   | - | Through AA, JD (A), Director                                 |
| Health Wing (DC1 & DC5)                         |   | - | Through JD(H), Director                                      |
| Pension Wing                                    |   | - | Through Pension Officer,<br>Finance Officer, Director        |
| Provident Fund Wing                             |   | - | Through Provident Fund Officer,<br>Finance Officer, Director |
| Statistics Wing                                 |   | - | Research Assistant,<br>Joint Director (A), Director          |

**General Instruction**

1. Fair copy Superintendent shall hand over Tapals related to R T I, R T S , Court cases and departmental meeting to the concerned sections with in the time limit without fail.
2. The details for the meetings conducted by government and other agencies should be prepared and submitted before the higher officials by concerned sections.
3. L A Interpellation should be dealt with the sections and the copy of reply sent should be given to the Nodal Officer of LA.
4. All Supervisory officers should maintain Movement Register.

**Director  
Local Self Government Department (Urban)**