

SEAT	SUBJECT
	<b>A - SECTION</b>
A1	Establishment matters relating to aided pre-primary teachers (Thiruvananthapuram and Pathanamthitta). Aided LPST (Including HM) (Thiruvananthapuram and Pathanamthitta). Aided UPST (Thiruvananthapuram) (Including HM) Aided Lab Assistant (Thiruvananthapuram and Pathanamthitta) Section Miscellaneous
A2	Establishment matters relating to Aided TTI (TVM and PTA), Aided HST (Subject and Language) (Thiruvananthapuram and Pathanamthitta) Aided HSST Junior (Thiruvananthapuram and Pathanamthitta)
A3	Establishment matters relating to Aided HSST (Thiruvananthapuram and Pathanamthitta), Establishment matters Aided VHSE (Thiruvananthapuram & Pathanamthitta), Aided HM and Principal (Thiruvananthapuram and Pathanamthitta), Aided UPST (Pathanamthitta)
A4	Establishment matters relating to Aided Higher Secondary Ernakulam, Malappuram and Kottayam Districts
	<b>B - SECTION</b>
B1	All papers relating to Aided primary teachers, LPST, UPST, HM(LP/UP) in aided sector in Kollam District and VHSE teachers and Principal in aided sector in Kollam & Palakkad Districts (including Medical reimbursement) & Section Miscellaneous.
B2	All papers relating to TTI, Pre-primary Teachers, HST (Subject and Language) and HM, Lab Assistant in HSE Aided sector in Kollam & Palakkad District (including Medical reimbursement)
B3	All papers relating to primary teachers, LPST, UPST, HM (LP/UP), HSST (Jr), HSST and Palakkad District (including Medical reimbursement)
	<b>C-SECTION</b>
C1	Establishment matters of Higher Secondary School Teachers and Higher Secondary School Teachers (Junior) in Government sector all over the state.
C2	Establishment matters of Higher Secondary School Principals and High School Headmasters in Government sector and Assistant Educational Officers, all over the state. The administration report of General Education Department.
C3	Establishment matters of officers in the cadre of Senior Superintendent, PA to DEO. AA/ AO/APFO, Senior AA/ AO (PF)/ TBO/ Senior AA (NM), DEO, DDE, JDPI, ADPI, Sanskrit Urudu Arabic Special Officers, IED Co-ordinator and Special Educator in General Education Department. Establishment matters of

	officers in the cadre of Senior Superintendent, Accounts Officer, Assistant Director, RDD/DD and Joint Director in Higher Secondary Wing of General Education Department. Establishment matters of officers in the cadre of Senior Superintendent, Accounts Officer, Technical Officer. Research Assistant, Assistant Director and Deputy Director in Vocational Higher Secondary Wing of General Education Department.
C4	Declaration of probation in respect of all the officers in the cadets mentioned above, Sanctioning of charge allowance in the above cadets, Miscellaneous papers in the section.
	<b>D-SECTION</b>
D1	Area Intensive Programme, Student Police Cadet Project, Kerala Mahila Samakhya Society Kerala State Bharath Scouts and Guides, Navodaya Vidyalayas, Kendriya Vidyalayas, Sainik School, KST & NTS Welfare Corporation, MGLCS, Scholarships, All trainings in General Education Department, Regional Institute of English, Miscellaneous.
D2	IEDSS, All matters relating to SSK, Science Education, Environmental Learning, Teacher's Award, All matters relating to School Parliament, CGAC, School Clubs & all co-curricular activities (not mentioned elsewhere), Census related projects, Nipun Bharath
D3	QIP, DIET, All matters relating to KITE, SIET, SIEMAT, TTI, DLED, NCERT, LSS/USS (Except Establishment), Online Class, Green School, My Tree project waste Management, Swacha Bharath, Fit India movements etc.
	<b>E-SECTION</b>
E1	All papers relating to Pre-Primary, LPST, UPST and H.M (LP&UP) in Aided Schools in Alappuzha & Ernakulam Districts.
E2	All papers relating to Aided HST in Alappuzha & Ernakulam Districts.
E3	All papers relating to TTI & HM in aided sector in Alappuzha and Ernakulam Districts, Lab Assistants, HSST (Jr) & Principal in Alappuzha District.
	<b>F-SECTION</b>
F1	All matters relating to Management disputes, Management of Aided schools, Management transfer, Management transfer without prior permission, KER 8(1), 8(2) exemption etc. in the districts of Thiruvananthapuram to Thrissur.
F2	All matters relating to Management disputes, Management of Aided schools, Management transfer, Management transfer without prior permission KER 8(1), 8(2) exemption etc. in the districts of Palakkad to Kasargod.
F3	All matters relating to upgradation of schools, Shifting of schools, Shift system, English and Malayalam medium parallel division, Height exemption,

	Amalgamation and Bifurcation of schools, Minority Status (religious minority) to all educational institutions (including professional & technical institutions), Sanctioning of Mixed schools by admitting Boy/Girl students etc. in the State and Section miscellaneous. All papers relating to approval of new schemes and parallel divisions.
	<b>G-SECTION</b>
G1	All papers relating to Minimum age rules and age relaxation (except HS & VHSE), Connotation of shortage of attendance (except HSE & VHSE). School admission, Transfer Certificate, Special sanction to private study pupils, Grace mark, All General and national level meetings.
G2	Correction of Date of Birth in SSLC- Delay condonation (State of Kerala), Equivalency Certificate to students (from other states & countries) Proposals for Financial assistance to Sanskrit Institutions under the scheme of Development of Sanskrit education, and its encouragements and Section Miscellaneous.
G3	Governors Address, Accident Insurance of School Students, general papers relating to PTA & School management committee, General papers relating to Kerala Balavakasa, Child Right Commission, Consolidation work of General Education Department. Posco act, Drug Abuse relating to school students.
	<b>H-SECTION</b>
H1	All papers relating to Pre-primary Teachers of Aided Schools in Kottayam and Thrissur Districts, LPST, UPST and HM (LP/UP) of Aided schools under the jurisdiction of DEOs of Pala and Kanjirappally in Kottayam District and DEOs of Thrissur and Irinjalakuda in Thrissur District and section miscellaneous.
H2	All papers relating to Teachers in TTI, HST of Aided schools in Thrissur and Kottayam District, HSST Junior of Aided schools in Thrissur district, LPST, UPST and HM (LP/UP) of Aided schools under the jurisdiction of DEO Kaduthuruthy in Kottayam District.
H3	All papers relating to Lab Assistant, HSST, VHSE, HM and Principal of Aided schools in Kottayam and Thrissur districts. (except Higher Secondary in Kottayam), LPST, UPST, and HM (LP/UP) of Aided schools under the jurisdiction of DEO of Kottayam in Kottayam district and DEO of Chavakkad in Thrissur District.
	<b>(J-ADVICE) SECTION</b>
JA1	Policy decisions and advice related to LPST/UPST, HM (Primary), RTE, NEP
JA2	Policy decisions and advice related to HSST, VHSE, Non Teaching Staff (LP/UP/High School)
JA3	Policy decisions and advice related to LP/UP/High School Language teachers,

	HST Core Subject teachers, Specialist Teachers, Inter Department Transfer, Section Miscellaneous.
	<b>(J RULES) SECTION</b>
JR1	Rules framing and amendments related to Chapter, other chapters XIV A, Chapter XXIII and Chapter XXXI of KER, Qualification including K-TET, Persons with Disabilities, Service Organisations.
JR2	Rule framing and amendments related to non teaching staff, Specialist teachers, General Rule Amendment in KER.
JR3	Rule framing and Amendment related to Special Rules - HSST, VHSE, Batch/post creation, Government Nominee, Section Miscellaneous.
	<b>RESTRUCTURING CELL</b>
RC1	Special Rules (Integration)
RC2	Khader Committe Report I & II, Curriculum, NEP (except advice) Corresponding petitions, RTI and court cases should be done in respective seats.
	<b>K- SECTION</b>
K1	All papers relating to Pre-Primary Teachers, LPST, UPST, and HM (LP/UP) of the aided schools under Kizhisseri, Manjeri, Edappal, Ponnani, Areacode, Melattur, Nilambur, Wandoor, Parappanangadi, Thanur and Vengara Assistant Educational Officers of Malappuram district and all Assistant Educational Officers in Wayanad district.
K2	All papers relating to TTI and HST (Subject and language) of Aided schools in Malappuram and Wayanad districts and HSST Junior of Aided Schools in Wayanad districts and LPST, UPST, and HM (LP/UP) of the schools under Assistant Educational Officers of Kondotty and Malappuram.
K3	All papers relating to Lab Assistant, VHSE, HM of Aided Schools in Malappuram and Wayanad districts and HSST of Aided Schools in Waynad district and LPST, UPST, and HM (LP/UP) of the schools under Assistant Educational Officers of Mankada, Perinthalmanna, Kuttippuram and Tirur in Malappuram district and Section Miscellaneous
	<b>L-SECTION</b>
L1	All papers relating to Pre-primary Teachers, LPST, UPST and HM (LP/UP) in Kozhikode District.
L2	All papers relating to TTI, HST (subject and language) and HSST Junior in Kozhikode and Idukki districts.
L3	All papers relating to Lab Assistant, VHSE, HSST, HM and Principal in Kozhikode and Idukki districts. Section Miscellaneous. All papers relating to

	LPSA/UPSA and HM (LP/UP) in Idukki District.
	<b>M-SECTION</b>
M1	Mid Day-Meal Programme, Acquisition and Allotment of School land/Departmental Land/building. Allotment of School Ground for functions like Sports etc, Sparing of Vacant School buildings for other institutions, General Matters on Infrastructure Development and modernization of School, Purchase and Maintenance of all school Vehicles (other than Plan Fund, KIIFB, MLA/MP Fund, Disposal of Departmental Vehicles, Papers related to Kerala State Child Rights Commissions, Papers related Section Miscellaneous.
M2	School Uniform Scheme, Paper Purchase, Printing and Distribution of Test Books, Vidhyakiranam - Betterment of Infrastructure under KIIFB Fund (1 Crore, 3 Crore, 5 Crore), Purchase of School Bus under LAC- ADS, Construction works under LAC-ADS, Writing off unservicable articles in offices and schools, Writing off theft from Schools, IT Teachers, Linguistic Minority, Grand in aid from State Government for running the Braille Press run by Kerala Federation of Blind, Papers related to Legislative Assembly Committee, RTI Act, Papers related to Kerala State Child Right Commission.
	<b>N-SECTION</b>
N1	Closure, Surrender and acquisition of Schools, Non- formal Education, KSLMA. State Resource Centre, Vigyan Vikas Kendra, All matters relating to Sasthra Mela, Kalotsavam, School Athletic Meet, Yoga, National Celebrations.
N2	NSQF, except policy matters, Compassionate Employment Scheme 7 districts from Thiruvananthapuram to Emakulam (except state wide appointment) Starting of new Schools and re-starting of existing Schools.
N3	Granting NOC and Recognition to Un-aided Schools following CBSE/ICSE Syllabus, Recognition to Un- aided Schools, following State Syllabus, Section Miscellaneous.
	<b>P-SECTION</b>
P1	Finance Commission, CSS (NILP, SSK, STARS, PM Shri, PMJVY, IDMI) NABARD Funds, IFMA & Medical Re-imburement Claims in Govt. Institutions under Education Department of Thiruvananthapuram, Kollam, Pathanamthitta & Kasaragod, e-samiksha.
P2	Plan, Budget, Monitoring of Plan Schemes, Fund release (BIMS & BAMS), Non Plan Fund (Updation in BMS), All matters relating to Maintenance Grant, Rent, SCERT and SRC, e-PMG, Shradha.
P3	IFMA & Medical Re-imburement Claims of all Government Staff under Education Department in Alappuzha, Ernakulam, Thrissur, Wayanad,

	Kozhikode, Idukki, Palakkad, Kannur, Malappuram, Kottayam, SCOLE Kerala, Name changing of all Government & Aided Schools, Miscellaneous papers in the Section.
	<b>R-SECTION</b>
R1	Compassionate Employment Scheme Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasargod and state wide appointment Various Kerala Legislative Samithies, State wide Court Cases related to Public Service Commission appointments Various Commission report.
R2	Establishment papers related with SIMC and Special Schools in Kerala, Asset Management of Education Department. Medical Reimbursement of Special School Teachers. National Teachers Welfare Foundation - Working Committee- Constitution.
R3	All matters of Sports Schools, Fisheries Schools, Model Residential Schools, Specialist Teachers in Government and Aided Section Miscellaneous. Medical Reimbursement of Specialist Teachers (aided) 14 districts. Compassionate Employment Scheme Specialist Teachers Model Residential School & Fisheries School Teachers.
	<b>S-SECTION</b>
S1	All matters relating Non Vocational Teachers (Government) of VHSE, All matters relating to non-teaching staff of aided schools in Palakkad, Kozhikkode, Wayanad, Kannur, Kasaragod (including Medical Reimbursement and IFMA), ASAP, NSS, NCC, Special English/GK, Section Miscellaneous
S2	All matters relating to non-teaching staff of aided schools in Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki, Ernakulam, Thrissur, Malappuram (including Medical Reimbursement and IFMA).
S3	Establishment matters of Aided Higher Secondary in Kollam District (including Medical Reimbursement and IFMA), Technical staff of General Education Department including Vocational Teachers in Government Sector
	<b>T-SECTION</b>
T1	All papers relating to Pre-Primary Teachers, LPST, UPST, and HM (LP/UP)-aided school under the AEOs of Payyannur, Thalasseri South. Thalasseri North, Pappinisseri, Chokli, Panoor, Kuthuparamba. Mattannur and Iritty in Kannur District and all AEOs in Kasaragod district.
T2	All papers relating to TTI, HST (Subject and language) and HSST Junior and all papers relating to Pre-Primary Teachers, LPST, UPST, and HM (LP/UP) aided sector under the AEOs of Thaliparamba North and Thaliparamba South in Kannur district.

T3	All papers relating to Lab Assistant, HSST, VHSE, HM & Principal, Section Miscellaneous. All papers relating to Pre Primary Teachers, LPST, UPST, and aided HM (LP/UP) under the AEOs of Kannur North, Kannur south, Irikkur and Madayi Kannur district.
	<b>U-SECTION</b>
U1	All matters relating to Last Grade Servants and Ministerial Staff of General Education Department (Non Gazetted upto Junior Superintendent) in the districts of Thiruvananthapuram to Thrissur.
U2	All matters relating to LPST /UPST in Govt. School
U3	All matters relating to HSA, Lab Assistants All matters relating to Last Grade Servants and Ministerial Staff of General Education Department (Non Gazetted upto Junior Superintendent) in the districts of Wayand, Kannur and Kasargod
U4	All matters relating to Last Grade Servants and Ministerial Staff of General Education Department (Non Gazetted upto Junior Superintendent) in the districts of Kozhikode and Malappuram. All matters relating to LP and UP HM in Govt Schools All matters relating to Pre Primary Teachers including policy matters (Government)
	<b>SC-SECTION</b>
SC1	All matters relating to conduct of examination including constitution in remitting fee Exam centre etc. Condonation of shortage of attendance in HSE/ VHSE, Secret Service Audit and other exam related matters and audit and account of examinations. Age relaxation in Admission and Examination in HSE and VHSE.
SC2	All establishment matters including LWA Approval of appointments, various Court cases, Staff Fixation and Medical Re- imbursment of LP & UP language teachers (Hindi, Sanskrit, Urdu, Arabic, Tamil and Kannada) in the District of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha. Kottayam, Idukki, Emakulam and Thrissur.
SC3	All establishment matters including LWA, Approval of appointments, various Court cases, Staff Fixation, and Medical Re- imbursment of LP & UP language teachers (Hindi, Sanskrit, Urdu, Arabic and Tamil) in the District of Palakkad, Malappuram. Kozhikode. wayanad, Kannur, Kazaragod and Miscellaneous items.
	<b>PS-SECTION</b>
PS1	All papers related to Legislative Assembly Questions, Monitoring and follow up of papers from various legislative committees, Papers relating to Draft Paras, Audit Paras, PAC, PUC etc. Routing of RTI tapals, Consolidation and

	furnishing of replies of Rajyasabha and Lokasabha Questions. Monthly Business statement, Staff meeting.
PS2	MP's Conference, CS Meeting, Collectors Conference, Consolidation of replies to LA, Miscellaneous Interpellation from other departments DGE (HSE/VHSE) and papers relating to RTI Act, Website maintenance and automation in General Education Department, Malayalam official Language, Malayalam as first/ CMO portal language, Hindi Prachara Sabha / Promotion related papers, School Library, Library Council and Purchase of Books for Departmental Library
	<b>DA SECTIONS</b>
DA1	Disciplinary action and regularization of suspension period in respect of all gazetted posts under General Education Department and Vocational Higher Secondary Education Wing of General Education Department.
DA2	Disciplinary action and regularization of suspension period in respect of all posts under Higher Secondary Education Wing of General Education Department (both Gazetted & Non Gazetted), All non gazetted posts under General Education Department & Vocational Higher Secondary Education Wing of General Education Department. (Government only)
DA3	Disciplinary action and regularization of suspension period in respect of all aided institution staff under General Education Department and institutions coming under General Education Department, Miscellaneous papers in the section.
	<b>Typist Attachment</b>
	Typist C - C & DA
	Typist PS - PS & RC
	Typist J - JA & JR