

"ഭരണഭാഷ- മാതൃഭാഷ"



കേരള സർക്കാർ

പൊതു വിദ്യാഭ്യാസ (ജി) വകുപ്പ്



തിരുവനന്തപുരം,

തീയതി 28-04-2023

ഓഫീസ് ഓർഡർ No.10/2023/GEDN

വിഷയം:- പൊതു വിദ്യാഭ്യാസ വകുപ്പ്- വർക്ക് ഡിസ്ട്രിബ്യൂഷൻ ഉത്തരവുകൾ ക്രോഡീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

- സൂചന:- (1)ഓഫീസ് ഓർഡർ നം 17/2020/പൊവിവ തീയതി :27.07.2020.
 (2)ഓഫീസ് ഓർഡർ നം 23/2020/പൊവിവ തീയതി, 08.10.2020.
 (3)ഓഫീസ് ഓർഡർ നം 07/2022/പൊവിവ തീയതി, 03.08.2022.
 (4)ഓഫീസ് ഓർഡർ നം 10/2022/പൊവിവ തീയതി, 02.12.2022.

പൊതു വിദ്യാഭ്യാസ വകുപ്പിലെ വിവിധ സെക്ഷനുകൾക്ക് ജോലി ഭാരം വിഭജിച്ചു നൽകി കൊണ്ട് വിവിധ ഉത്തരവുകൾ സൂചന പ്രകാരം പുറപ്പെടുവിച്ചിരുന്നു. പ്രസ്തുത ഉത്തരവുകൾ ക്രോഡീകരിച്ച് താഴെപ്പറയും പ്രകാരം ക്രമീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

SEAT	SUBJECT
	A-Section
	All Establishment matters of Pre-primary Teachers,LPST,UPST, Lab Assistant, HST (Subject &Language) HSST Junior, VHSE, HSST, HM and Principal of Aided Schools in Thiruvananthapuram & Pathanamthitta Districts. Establishment matters of Aided Higher Secondary in Ernakulam, Malappuram and Kottayam Districts.
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 - SECTION
	All Establishment matters of Pre-primary teachers, LPST,UPST,Lab Assistant, HST(Subject and Language), HSST Junior, VHSE,HSST,HM and Principal of Aided Schools in Kollam and Palakkad District .
B1	All papers relating to Primary Teachers, LPST, UPST, HM(LP/UP),VHSE Teachers and Principal in Kollam and 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 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)
	C-SECTION
	All establishment matters of Gazetted staffs (Academic and Non-Academic) of General Education Department except Disciplinary action.
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 Urdu 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 cadres mentioned above, Sanctioning of charge allowance in the above cadres, Miscellaneous papers in the section.
	D-SECTION
	All matters of SCERT, KITE,SIET,SIEMAT,DIET,Regional Institute of English,District Centre for English,Mahila Samakhya Society, Scouts and Guides, Navodaya Vidyalayas, Kendriya Vidyalayas, Science Education Environmental Learning. SSK,IEDSS,QIP,TTI,Sainik Schools, workshop, All training programmes, KST &NTS Welfare Corporation, Student Police Cadet, all papers relating to School opening, Green Protocol, Green Kerala, Green School, My Tree Project, Waste management, Census related projects, Fit India movements etc. All matters relating to School Parliament, CGAC, School Clubs& all co-curricular activities(not mentioned elsewhere), NCERT, LSS/USS Scholarships, Teachers Award.
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, Section 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.
	E-SECTION
	All establishment matters of Pre-primary, LPST, UPST, Lab Assistant, HST (Subject & Language), HSST Junior, VHSE, HSST, HM & Principal of Aided Schools in Ernakulam and Alappuzha Districts (Except Higher Secondary, Ernakulam District)
E1	All papers relating to Pre-Primary, LPST, UPST and H.M (LP&UP)
E2	All papers relating to HST (Subject & Language)
E3	All papers relating to Lab Assistant, HSST, VHSE, HM and Principal in Alappuzha District, VHSC in Ernakulam District, All papers relating to TTI & Section Miscellaneous papers,
	F-SECTION
	All matters relating to upgradation, shifting of Schools, English and Malayalam Parallel division, Manager disputes, Minority status, All matters relating to approval of new Schools and parallel divisions, All matters relating to Shift System in Schools, Bifurcation and Amalgamation of Schools.
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 from 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 from 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.
	G-SECTION
	Minimum age rules & Age relaxation (S.S.L.C), Condonation of deficiency of attendance (S.S.L.C), Special sanction to private study pupils, Grace mark, School Students Accident Insurance Policy, School admission, Transfer Certificate, All matters relating to PTA and School management committee, Equivalency certificate to students (from other State & Countries), All General meetings, Delay Condonation of Date of Birth in SSLC, Encouragement of Sanskrit Education and all other related matters, Governor's Address, General papers relating to Kerala Balavakasa Commission, Consolidation work of General Education Department and all Miscellaneous papers of the Department.
G1	All papers relating to age relaxation (except HSE & VHSE), Condonation 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	Governor's Address, Accident Insurance of School Students, General papers relating to PTA & School management Committee, General papers relating to Kerala Balavakasa Commission, Consolidation work of General Education Department. Drug Abuse relating to School students.
	H-SECTION
	All establishment matters of pre primary Teachers, LPST, UPST, Lab Assistant, HST (Subject and Language), HSST Junior, HSST, VHSE, HM and Principal of Aided Schools in Kottayam and Thrissur Districts

	(except Higher secondary in Kottayam District).
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.
	J ADVICE (JA) SECTION
	Policy Decisions and Advice matters, Approval of Government Nominee Panel, Declaration of Hilly Area Schools.
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.
	J RULES (JR) SECTION
	Rules Framing and Amendments, Policy matters, K-TET and other Rules and General Orders. Batch Creation and post creation in Higher Secondary Schools and Vocational Higher Secondary Schools.*
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 Organizations.
JR2	Rule framing and amendments related to non teaching staff, Specialist teachers, General Rule Amendment in KER.
JR3	Policy matters of HSE, Rule framing and Amendment related to Special Rules - HSST, VHSE, Batch/Post creation, Government Nominee, Section Miscellaneous.
	RESTRUCTURING CELL (RC) SECTION
	Special Rules & Khader Committee Reports, Courses and cariculum, NEP, RTE Act & Rules
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.
	K- SECTION
	All establishment matters of Pre-primary Teachers ,LPST,UPST, Lab Assistant, HST(Subject and Language) HSST Junior, HSST, VHSE, HM and Principal of Aided schools in Malappuram and Wayanad Districts [Except Higher secondary in Malappuram District]
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.
	L-SECTION
	All establishment matters of pre-primary Teachers, LPST,UPST,Lab Assistant, HST(Subject &Language),HSST Junior,VHSE,HSST,HM and Principal of aided schools in Kozhikode & Idukki Districts.
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.
	M-SECTION
	Mid -day meal programme, School uniform scheme, Infra structure developement and modernisation of all Schools, General Education Rejuvenation Campaign, Acquisition and allotment of land /building, Supply furniture and equipments, MLA Funds, Printing of Text Book, Grand -in- aid to Braille press, Purchase maintenance and auction of vehicles, The subject relating to construction under General Education Department (Both Govt &Aided) except plan Scheme.All matters relating to Printing of Text Books and other Printing , MP Fund, IT Teachers, Endowments, Linguistic Minority, Malayalam Learning rules
M1	Mid Day-Meal Programme, Acquisition and Allotment of School and/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, Section Miscellaneous.

M2	School Uniform Scheme, Paper Purchase, Printing and Distribution of Text 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 un servicable 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.
	N-SECTION
	All matters relating to unaided/recognised Schools under all syllabus, closure, surrender and acquisition of schools, non-formal education, KSLM ,State Resource Centre, PN Panicker Vidya Nivas Kendra,State Library Council, NSQF,Compassionate Employment scheme 7 district from Thiruvananthapuram to Ernakulam, School Closure, Starting of new Schools and re-startng of existing schools. All General matters (except establishment) pertaining to HSE , All matters relating to Sasthra mela,Kalolsavam, School Athletic meet, Yoga, National Celebrations.
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 School following State Syllabus, Section Miscellaneous.
	P-SECTION

	All matter relating to plan, Budget, plan schemes, Finance Commission, Development scheme, Fund release, Centrally sponsored schemes, NABARD funds, Various Projects and missions, Scola Kerala, Name changing of all Government and Aided schools. New project such as Star project, E-Sameeksha, Shradha, E-PMG etc . All matters relating to IDMI, Maintenance of Grant, Rent, SCERT & SRC, Subject relating to construction under General Education Department both Government/Aided in plan Scheme. All matters relating to IFMA and MR claims in Government Sector.
P1	Finance Commission, CSS (NILP, SSK, STARS, PM Shri, PMJVV, IDMI) NABARD Funds, IFMA & Medical Re-imbursement 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-imbursement 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.
	R-SECTION
	All matters of Special Schools, Sports Schools, Fisheries Schools, Model Residential Schools, SIMC, PSC in Government, Appointment under CES 7 Districts from Thrissur to Kasargode and Head quarters vacancy and Statewide appointment in all Districts.
R1	Compassionate Employment Scheme in Government Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasargod (7 Districts), Appointment related to Public Service Commission- Ernakulam, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur & Kasargode (7 Districts)
R2	Establishment papers related to Special Schools in Kerala, Papers related to SIMC , pangappara, Thiruvananthapuram. Medical Reimbursement of Special

	School Employees. National Teachers Welfare Foundation-Working Committee-Constitution. Appointments related to Public Service Commission-Thiruvananthapuram,Kollam, Pathanamthitta, Kottayam, Alappuzha, Idukki & Thrissur (7 Districts)
R3	All matters of Sports School,Fisheries Schools,Model Residential Schools,Specialist Teachers in Government and Aided,Medical Reimbursement of Specialist Teachers(aided)-All Districts, Section Miscellaneous.
	S-SECTION
	Sanctioning of additional batches, all matters relating to non -teaching staff of Aided schools,Technical staff of General Education Dept. including Vocational Teachers in Government Sector, All matters relating to non vocational teachers (Government) of VHSE,ASAP,NSS,NCC,Special English/Hindi
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 . ASAP, NSS, NCC, Special English/GK, Section Miscellaneous. Medical reimbursement of Non Vocational Teachers (Government) of VHSE and non-teaching staff of aided schools in Palakkad, Kozhikkode, Wayanad,Kannur,Kasargode. Technical staff of General Education Department including Vocational Teachers in Government Sector.
S2	All matters relating to non-teaching staff of aided schools in Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki,Ernakulam, Thrissur, Malappuram . Medical Reimbursement of non teaching staff of aided schools in Thiruvananthapuram,Kollam, Pathanamthitta,Alappuzha,Kottayam,Ernakulam,Idukki,Thrissur,Malappuram.
	T-SECTION
	All establishment matters of Pre-primary Teachers, LPST, UPST,Lab Assistant, HST(Subject and Language), HSST Junior, VHSE, HSST, HM and Principal of aided schools in Kannur and Kasargod District.
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.
	U-SECTION
	All establishment matters of Non Gazetted staffs including Last Grade (Academic and Non Academic) of General Education Department except Disciplinary action, All matters relating to Pre-primary Teachers including policy matters (Government).
U1	All matters relating to Ministerial staff up to Junior Superintendent in Government. Establishment matters relating to Pre-primary Teachers in Government Sector.
U2	Establishment matters relating to LPST,UPST in Government schools and Section Miscellaneous.
U3	Establishment matters relating to HSA (Subject and Language) and Establishment matters relating to Headmasters of LP &UP Schools in Government.
	SC-SECTION
	All matters relating to conduct of examination, Condonation of shortage of attendance in HSE/VHSE,Secret Service Audit and other exam related matters and audit and account of examinations ,Establishment matters of Language Teachers (Sanskrit,Tamil,Hindi,Arabic,Urdu) in Education Department, Condonation in remitting fee,scribe,Exam centre,Age relaxation in admission and Examination in HSE & VHSE.
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.
	PS-SECTION
	All papers related to Legislative Assembly Questions ,Monitoring and follow up of papers from various Legislative committees, Papers relating to Draft Para,Audit Para, PAC,PUC etc. Routing of RTI Tapals, Consolidation and furnishing of replies of Rajyasabha and Lok Sabha Questions, MP's Conference, CS Meeting, Collectors Conference, Consolidation of replies to LA Miscellaneous interprellation from other Department in Secretariat & DGE (HSE&VHSE) and papers relating to RTI Act and Annual Reports. Website maintenance and automation in General Education Dept, Malayalam Official Language, Malayalam as first Lanaguage, Hindi Prachar Sabha/ Promotion related Papers, Monthly Business Statement, Staff meeting, CMO Portal (consolidation), School Library, Library council and Purchase of Books for Departmental Library.
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 Loka sabha 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 language/ CMO portal , Hindi Prachara Sabha / Promotion related papers, School Library, Library Council and Purchase of Books for Departmental Library.
	DA SECTION
	Disciplinary action of all the staff [teaching and non-teaching staff of General Education Dept.(Govt.& Aided)] including regularization of suspension period.
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.

- എയ്ഡഡ് വിഭാഗത്തിലെ മെഡിക്കൽ റീ-ഇന്വേഷ്‌സ്മെന്റും പലിശ രഹിത മെഡിക്കൽ അഡ്വാൻസുമായി ബന്ധപ്പെട്ട വിഷയം അതാത് എസ്റ്റാബ്ലിഷ്മെന്റ് സീറ്റുകൾ തന്നെ കൈകാര്യം ചെയ്യേണ്ടതാണ്.
- *ഹയർ സെക്കൻഡറി സ്കൂളുകളിലും വൊക്കേഷണൽ ഹയർ സെക്കൻഡറി സ്കൂളുകളിലും വിവിധ വിഷയങ്ങളിൽ പോസ്റ്റ് അപഗ്രേഡേഷനും, വ്യക്തിഗത തസ്തിക സൃഷ്ടിക്കലും അതാത് എസ്റ്റാബ്ലിഷ്മെന്റ് സീറ്റുകൾ തന്നെ കൈകാര്യം ചെയ്യേണ്ടതാണ്.
- കോടതി വിധി വന്ന കേസുകളിലും കോടതിയലക്ഷ്യ കേസുകളിലും നിലവിൽ നടപടി സ്വീകരിച്ചു വരുന്ന സെക്ഷനുകൾ തന്നെ അന്തിമ നടപടി കൈക്കൊള്ളേണ്ടതാണ്.
- കോടതിയലക്ഷ്യ കേസുകൾ വരുമ്പോൾ അതിന് ആസ്പദമായ കേസ് മുൻപ് കൈകാര്യം ചെയ്തു വന്നിരുന്ന സെക്ഷനുകൾ തന്നെ ടി കേസുകൾ കൈകാര്യം ചെയ്യേണ്ടതാണ്.
- സെക്ഷനുകളിൽ സീറ്റ് തലത്തിൽ വിഷയ ക്രമീകരണം നടത്തി പുന:ക്രമീകരിക്കേണ്ടതുണ്ടെങ്കിൽ ഓഫീസ് ഓർഡർ മുഖേന അതത് സെക്ഷനുകൾ തന്നെ ക്രമീകരണം നടത്തേണ്ടതാണ്.
- സൂചന പ്രകാരമുള്ള ഓഫീസ് ഓർഡറുകളിൽ ഉൾപ്പെട്ടിട്ടുള്ള വിഷയങ്ങളിൽ ഏതെങ്കിലും വിഷയം,

ക്രോഡീകരിച്ച് പുറപ്പെടുവിക്കുന്ന ഉത്തരവിൽ ഉൾപ്പെട്ടിട്ടില്ലെങ്കിൽ ആയത് മുമ്പ് അനുവദിച്ചിരുന്ന സെക്ഷൻ തന്നെ കൈകാര്യം ചെയ്യേണ്ടതാണ്.

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പകർപ്പ്:-

പൊതു വിദ്യാഭ്യാസ വകുപ്പിലെ എല്ലാ ഓഫീസർമാർക്കും/സെക്ഷനുകൾക്കും .

പൊതു വിദ്യാഭ്യാസ (ഒ.എസ്) വകുപ്പ്

പൊതു വിദ്യാഭ്യാസ വകുപ്പ് മന്ത്രിയുടെ (പി.എസ്) ന്

പൊതു വിദ്യാഭ്യാസ വകുപ്പ് പ്രിൻസിപ്പൽ സെക്രട്ടറിയുടെ (പി.എ) യ്ക്ക്

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