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 Government of Kerala
 കേരള സർക്കാർ
 2013



Regn. No. KERBIL/2012/45073
 dated 5-9-2012 with RNI

Reg. No. രജി. നമ്പർ
 KL/TV(N)/634/2012-14

KERALA GAZETTE

കേരള ഗസറ്റ്

PUBLISHED BY AUTHORITY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്

Vol. II വാല്യം 2	THIRUVANANTHAPURAM, TUESDAY തിരുവനന്തപുരം, ചൊവ്വ	22nd January 2013 2013 P\pchi 22	No. 4 നമ്പർ
		2nd Magha 1934 1934 മാഘം 2	

PART III

Education Department

Collegiate Education Department

NOTIFICATION

No. G2/4040/2012/CED.

15th December 2012.

Details on the Services Pertaining to Collegiate Education Department are published herewith as per the Right to Service Act, 2012.

RIGHT TO SERVICE—TIME LIMIT FOR VARIOUS SERVICES

At Directorate Level

Sl. No.	List of Services	Time Limit			Designated Officer	Ist appellate Authority	Time Limit	Second Appellate Authority	Time Limit	Remarks
		Students	Public	Staff						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	Scholarships (Award of Scholarships)	Special Officer for Scholarships	Additional Director of Collegiate Education (ADCE)	30	Director of Collegiate Education (DCE)	60 days	As per notification

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
2	Establishment of Govt. College Teachers									
	(a) Appointment	30	Senior Administrative Officer (Sr. A.O)	ADCE	30	DCE	60	DoE, PSC Advice
	(b) Regularisation	30	do.	do.	30	do.	60	
	(c) Declaration of Probation	30	do.	do.	30	do.	60	
	(d) Transfer & Postings	30	do.	do.	30	do.	60	
	(e) Deputation (Foreign Service)	30	do.	do.	30	do.	60	
	(f) NOC for Passport	30	do.	do.	30	do.	60	
3	Establishment-Non Teaching Staff									
	(a) Appointment	30 days	Senior Administrative Assistant (Sr. A.A)	do.	30	do.	60 days	
	(b) Regularisation	30	do.	do.	30	do.	60	
	(c) Declaration of Probation	30	do.	do.	30	do.	60	
	(d) Promotion	30	do.	do.	30	do.	60	
	(e) Transfer & Postings	30	do.	do.	30	do.	60	
	(f) Deputation	30	do.	do.	30	do.	60	
	(g) NOC for Passport	30	do.	do.	30	do.	60	
4	Private Aided College Teachers Establishment									
	(a) Deputation	30	AO (UGC)	do.	30	do.	60	
	(b) Medical Reimbursement	30	do.	do.	30	do.	60	
	(c) U.G.C. Scheme Placement	30	do.	do.	30	do.	60	after Screening Committee
	(d) Advance Increment	30	do.	do.	30	do.	60	
5	Private College, Non Teaching Staff									
	(a) Approval of Appointment/Promotion	30	Accounts Officer (General)	do.	30	do.	60 days	
	(b) Dispute on seniority	45	do.	do.	30	do.	60	
	(c) Medical Reimbursement	60	do.	do.	30	do.	60	
	(d) Deputation	30	do.	do.	30	do.	60	
	(e) FIP Deputation-Teachers	30	do.	do.	30	do.	60	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	(f) FIP Salary authorisation	30	Accounts Officer (General)	Additional Director of Collegiate Education	30	Director of Collegiate Education	60	
	(g) House Building Advance	30	do.	do.	30	do.	60	
	(h) Marriage Loan	30	do.	do.	30	do.	60	
6	(a) Govt. College-Teaching Staff NLC	30	Sr. Administrative Assistant (Sr. AA)	do.	30	do.	60	
	(b) Last Pay Bills	30	do.	do.	30	do.	60	
7	(a) Pension-Sanction	30	Accounts Officer (Pension)	do.	30	do.	60	If with all relevant documents
	(b) Issue of NLC	30	do.	do.	30	do.	60	
8	Provident Fund									
	(a) Closure of PF Account	30	Accounts Officer (PF)	do.	30	do.	60 days	With all relevant documents
	(b) Issue of Credit Card	90	do.	do.	30	do.	60	
	(c) Admission to PF	30	do.	do.	30	do.	60	
	(d) NRA Sanction	30	do.	do.	30	do.	60	
9	Changing name in records	30	Sr. A.O	do.	30	do.	60	After Gazette Notification
At Deputy Directorate Level										
1	Sanctioning of Higher Grade to Teaching/Non Teaching Staff of aided Colleges	30 days	Accounts Officer I	Deputy Director of Collegiate Education (Dy. DCE)	30	Additional Director of Collegiate Education	60 days	
2	Placement/Promotion of Teachers of aided College of	30 days	do.	do.	30	do.	60	On receipt of proposals with all required documents
3	Pension sanctioning of Non Teaching staff of aided Colleges	60 days	Accounts Officer-II	do.	30	do.	60	On receipt of proposals with all the documents
4	Pension (Revision) NTS-if proposals are in order	30	do.	do.	30	do.	60 days	
5	P.F. Closure applications forwarding of	60 days	do.	do.	30	do.	60 days	On verification of the PF a/c

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
6	NLC to the Principals of aided colleges forwarding	90	Accounts Officer I	Deputy Director of Collegiate Education	30	Additional Director of Collegiate Education	60 days	After conducting audit of accounts of various institutions and on receipt of replies
7	Medical re-imburement up to ` 5,000	30	Accounts Officer II	do.	30	do.	60	
8	P.F Temporary Advance	30	do.	do.	30	do.	60	
9	State Life Insurance Closure forwarding of	15	do.	do.	30	do.	60	
10	FBS Closure Forwarding	15	do.	do.	30	do.	60	
11	Group Insurance Closure forwarding of	15	do.	do.	30	do.	60	

College Level

Sl. No.	List of Services	Time Limit			Designated Officer	Appellate I	Time Limit	Appellate II	Time Limit	Remarks
		Students	Public	Staff						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	(a) Scholarship-Application collection, approval and forwarding in Govt. Arts & Science Colleges	7 days*	Principal	DD (HQ)	30 days	ADCE	60 days	*working days
	(b) Scholarship-Application collection, approval and forwarding in Govt. Arts & Science Colleges	7 days*	Principal	DD (Zonal)	30 days	do.	60 days	*working days
	(c) Scholarship-Application collection, approval and forwarding in Music Colleges and Training Colleges	7 days*	SS	Principal	..	do.	60 days	*working days
2	(a) SC/ST/OEC Students' stipend/Lump-sum Grant application processing approval and forwarding-in Govt. Arts and Science Colleges	30 days	Principal	DD (HQ)	..	do.	60 days	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	(b) SC/ST/OEC Students' stipend/Lump-sum Grant application processing approval and forwarding-in Private Aided Arts and Science Colleges	30 days	Principal	DD (Zonal)	30 days	ADCE	60 days	
	(c) SC/ST/OEC Students' stipend/Lump-sum Grant application processing approval and forwarding-in Music and Training Colleges	30 days	SS	Principal	30 days	do.	60 days	
3	(a) TC/CC/CD to Students-in Govt. Arts and Science Colleges	30 days	Principal	DD (HQ)	30 days	do.	60 days	
	(b) TC/CC/CD to Students-in Govt. Arts and Science Colleges	30 days	Principal	DD (Zonal)	30 days	do.	60 days	
	(c) TC/CC/CD to Students-in Music and Training Colleges	30 days*	SS	Principal	30 days	do.	60 days	*working days
4	(a) Temporary PF advance in Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	do.
	(b) Temporary PF advance application forwarding in Private Aided Arts & Science Colleges	7 days*	Principal	DD (Zonal)	30 days	do.	60 days	do.
	(c) Temporary GPF advance in Music & Training Colleges	7 days*	SS	Principal	30 days	do.	60 days	do.
	(d) Temporary GPF advance-in Hostel	7 days*	Warden	DD (HQ)	30 days	do.	60 days	do.
5	(a) NRA Application forwarding-in Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	do.
	(b) NRA Application forwarding in Private Aided Arts and Science Colleges	7 days*	Principal	DD (Zonal)	30 days	do.	60 days	do.
	(c) NRA Application forwarding-in Music & Training Colleges	7 days*	SS	Principal	30 days	do.	60 days	do.
	(d) NRA Application forwarding-in Hostel	7 days*	Warden	DD (HQ)	30 days	do.	60 days	do.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
6	(a) Time Bound Higher Grade to non-teaching staff-in Govt. Arts and Science College	30 days	Principal	DD (HQ)	30 days	ADCE	60 days	
	(b) Time Bound Higher Grade to non-teaching staff-in Private Aided Arts and Science Colleges	30 days*	Principal	DD (Zonal)	30 days	do.	60 days	*For Corporate Mgt 45 days
	(c) Time Bound Higher Grade to non-teaching staff-in Music & Training Colleges	30 days	SS	Principal	30 days	do.	60 days	
	(d) Time Bound Higher Grade non-teaching Staff in Hostel	30 days	Warden	DD (HQ)	30 days	do.	60 days	
7	(a) FIP application forwarding in Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	* working days
	(b) FIP application forwarding in Private Aided Arts and Science Colleges	7 days*	Principal	DD (Zonal)	30 days	do.	60 days	* working days
	(c) FIP application forwarding in Music and Training Colleges	7 days	SS	Principal	30 days	do.	60 days	Private Aided A & S Colleges
8	(a) Pension Proposal forwarding in Govt. Arts and Science Colleges	45 days	Principal	DD (HQ)	30 days	do.	60 days	
	(b) Pension Proposal forwarding-in Private Aided Arts and Science Colleges	45 days	Principal	DD (Zonal)	30 days	do.	60 days	
	(c) Pension Proposal forwarding-in Music and Training Colleges	45 days	SS	Principal	30 days	do.	60 days	
	(d) Pension Proposal forwarding-in Hostel	45 days	Warden	DD (HQ)	30 days	do.	60 days	
9	(a) Medical reimbursement up to ` 5,000 subject to fund availability-Sanctioning in Govt. Arts and Science Colleges	30 days	Principal	DD (HQ)	30 days	do.	60 days	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	(b) Medical reimbursement above ` 5,000 Scrutiny and forwarding-in Govt. Arts and Science Colleges	15 days	Principal	DD (HQ)	30 days	ADCE	60 days	
	(c) Medical reimbursement Scrutiny and forwarding Private Aided Arts & Science Colleges	15 days	Principal	DD Zonal	30 days	do.	60 days	
	(d) Medical reimbursement up to ` 5,000 subject to fund availability-sanctioning-in Music and Training Colleges	30 days	SS	Principal	30 days	do.	60 days	
	(e) Medical reimbursement above ` 5,000 Scrutiny and forwarding-in Music and Training Colleges	15 days	SS	Principal	30 days	do.	60 days	
	(f) Medical reimbursement up to ` 5,000 subject to fund availability-sanctioning-in Hostel	30 days	Warden	DD (HQ)	30 days	do.	60 days	
	(g) Medical reimbursement above ` 5,000 Scrutiny and forwarding-in Hostel	15 days	Warden	DD (HQ)	30 days	do.	60 days	
10	(a) LPC Issuing-in Govt. Arts and Science Colleges	10 days	Principal	DD (HQ)	30 days	do.	60 days	
	(b) LPC forwarding-in Private Aided Arts and Science Colleges	10 days	Principal	DD Zonal	30 days	do.	60 days	
	(c) LPC Issuing-in Music and Training Colleges	10 days	SS	Principal	30 days	do.	60 days	
	(d) LPC Issuing-in Hostel	10 days	Warden	DD (HQ)	30 days	do.	60 days	
11	(a) NLC/LC of retiring Teachers-in Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	* working days
	(b) NLC/LC of retiring Principals-in Govt. Arts and Science Colleges	60 days	Principal	DD (HQ)	30 days	do.	60 days	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	(c) NLC/LC of retiring Teachers in-Private Aided Arts & Science Colleges	7 days*	Principal	DD Zonal	30 days	ADCE	60 days	*working days
	(d) NLC/LC of retiring Principals in-Private Aided Arts & Science Colleges	60 days	Principal	DD Zonal	30 days	do.	60 days	
	(e) NLC/LC of retiring Teachers in-Music & Training Colleges	7 days	SS	Principal	30 days	do.	60 days	
	(f) NLC/LC of retiring Principals-in Music & Training Colleges	60 days	SS	Principal	30 days	do.	60 days	
12	(a) Applied for admission but not admitted due to non availability of Seates-certificate to SC/ST/OEC students for availing educational concession-Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	* working days
	(b) Applied for admission but not admitted due to non availability of Seates-certificate to SC/ST/OEC students for availing educational concession-Private Aided Arts and Science Colleges	7 days*	Principal	DD Zonal	30 days	do.	60 days	* working days
	(c) Applied for admission but not admitted due to non availability of Seates-certificate to SC/ST/OEC students for availing educational concession Music and Training Colleges	7 days*	SS	Principal	30 days	do.	60 days	* working days
13	(a) GPF closure-Forwarding-in Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	* working days
	(b) PF closure-forwarding-in Private Aided Arts & Science Colleges	7 days*	Principal	DD Zonal	30 days	do.	60 days	
	(c) GPF closure-forwarding-in Music & Training Colleges	7 days*	SS	Principal	30 days	do.	60 days	* working days
	(d) GPF closure-forwarding-in Hostel	7 days*	Warden	DD (HQ)	30 days	do.	60 days	* working days

Abbreviations:

1. DD (HQ)—Head Quarter Deputy Director.
2. ADC—Additional Director of Collegiate Education.
3. DD (Zone)—Zonal Deputy Director.
4. SS—Senior Superintendent.
5. SC/ST/OEC—Scheduled Caste/Scheduled Tribe/Other Eligible Communities.
6. TC/CC/CD—Transfer Certificate/Conduct Certificate/Caution Deposit.
7. PF—Provident Fund.
8. GPF—General Provident Fund.
9. NRA—Non-Refundable Advance.
10. Mgt—Management.
11. LWA—Leave Without Allowance.
12. FIP—Faculty Improvement Programme.
13. LPC—Last Pay Certificate.
14. NLC/LC—Non-Liability Certificate/Liability Certificate.

Directorate of Collegiate Education, Vikas Bhavan, Thiruvananthapuram.

(Sd.)
Additional Director.

നോട്ടീഫിക്കേഷൻ

(1)

നമ്പർ ഇ. എക്സ്./എച്ച്.3/80204/2012/സി.ജി.ഇ.
2012 ഡിസംബർ 22.

ശ്രീ. സുരേഷ്, എൻ. എസ്., റി. സി. 29/1198 (1) ശ്രീശൈലം, വിളയിൽ ലൈൻ, കവറടി റോഡ്, പേട്ട പി.ഒ., തിരുവനന്തപുരം-24 എന്ന വ്യക്തി ഗ്രൂപ്പ് സർട്ടിഫിക്കറ്റ് ഇൻ പ്രൂഫ് റീഡിംഗ് ആന്റ് കമ്പോസിംഗ് സർട്ടിഫിക്കറ്റിന് അപേക്ഷിച്ചിട്ടുണ്ട്. ടി ഗ്രൂപ്പ് സർട്ടിഫിക്കറ്റിന് അർഹത നേടിയിട്ടുണ്ട്.

വിഷയം	രജിസ്റ്റർ നമ്പർ	വർഷം	ഗ്രേഡ്	ക്ലാസ്
കമ്പോസിറ്റേഴ്സ് വർക്ക്	5009	2007	ഹയർ	സെക്കൻഡ്
പ്രൂഫ് റീഡേഴ്സ് വർക്ക്	2701	1992	ലോവർ	„
	3116	2001	ഹയർ	„
മെഷീൻ വർക്ക്	2701	1992	ലോവർ	„
പ്രസ്സ് വർക്ക്	3116	2001	ഹയർ	„

(2)

നമ്പർ ഇ. എക്സ്./എച്ച്.3/80204/2012/സി.ജി.ഇ.
2012 ഡിസംബർ 22.

ശ്രീ. സജു, കെ., ചരുവിള വീട്, വല്ലം, കൊട്ടാരക്കര പി. ഒ., കൊല്ലം-691 506 എന്ന വ്യക്തി ഗ്രൂപ്പ് സർട്ടിഫിക്കറ്റ് ഇൻ ഗ്രൂപ്പ് ഡിപ്ലോമ ഇൻ ഡ്രായിംഗ് സർട്ടിഫിക്കറ്റിന് അപേക്ഷിച്ചിട്ടുണ്ട്. ടി ഗ്രൂപ്പ് സർട്ടിഫിക്കറ്റിന് അർഹത നേടിയിട്ടുണ്ട്.

വിഷയം	രജിസ്റ്റർ നമ്പർ	വർഷം	ഗ്രേഡ്	ക്ലാസ്
ജ്യോമട്രിക്കൽ ഡ്രായിംഗ്	1236	1994	ലോവർ	ഫസ്റ്റ്
	458	1997	ഹയർ	സെക്കൻഡ്
പെയിന്റിംഗ്	1453	1993	ലോവർ	„
	458	1997	ഹയർ	„
ഡിസൈൻ	1453	1993	ലോവർ	„
	1236	1994	ഹയർ	„
ഫ്രീഹാൻഡ് ഔട്ട്ലൈൻ ആന്റ് മോഡൽ ഡ്രായിംഗ്	1453	1993	ലോവർ	„
	1236	1994	ഹയർ	„

(3)

നമ്പർ ഇ. എക്സ്./എച്ച്.3/80204/2012/സി.ജി.ഇ.
2012 ഡിസംബർ 22.

ശ്രീ. ശ്രീകുമാർ, ആർ., വള്ളിയത്തിൽ പുത്തൻ വീട്, വൻവിള, വെട്ടിത്തിട്ട പി.ഒ., കൊല്ലം-689 696 എന്ന വ്യക്തി ഗ്രൂപ്പ് സർട്ടിഫിക്കറ്റ് ഇൻ ഗ്രൂപ്പ് ഡിപ്ലോമ ഇൻ ഡ്രായിംഗ് സർട്ടിഫിക്കറ്റിന് അപേക്ഷിച്ചിട്ടുണ്ട്. ടി ഗ്രൂപ്പ് സർട്ടിഫിക്കറ്റിന് അർഹത നേടിയിട്ടുണ്ട്.

വിഷയം	രജിസ്റ്റർ നമ്പർ	വർഷം	ഗ്രേഡ്	ക്ലാസ്
ജ്യോമട്രിക്കൽ ഡ്രായിംഗ്	1247	1994	ഹയർ	സെക്കൻഡ്
പെയിന്റിംഗ്	1588	1992	ലോവർ	„
	1247	1994	ഹയർ	„
ഡിസൈൻ	1588	1992	ലോവർ	„
ഫ്രീഹാൻഡ് ഔട്ട്ലൈൻ ആന്റ് മോഡൽ ഡ്രായിംഗ്	1588	1992	ലോവർ	„
	1474	1993	ഹയർ	„

(4)

ഗ്രൂപ്പ് ഡിപ്ലോമ ഇൻ ബുക്ക് ബൈൻഡിംഗ്

നമ്പർ ഇ. എക്സ്.എച്ച്.3/80204/2012/സി.ജി.ഇ.
2012 ഡിസംബർ 22.

ശ്രീ. വർഗീസ് കളത്തിൽ, കളത്തിൽ, വായിപ്പറമ്പ്, അഴീക്കോട് പി.ഒ., കണ്ണൂർ-670 009 എന്ന വ്യക്തി ഗ്രൂപ്പ് സർട്ടിഫിക്കറ്റ് ഇൻ ഗ്രൂപ്പ് ഡിപ്ലോമ ഇൻ ഡ്രായിംഗ് സർട്ടിഫിക്കറ്റിന് അപേക്ഷിച്ചിട്ടുണ്ട്. ടി ഗ്രൂപ്പ് സർട്ടിഫിക്കറ്റിന് അർഹത നേടിയിട്ടുണ്ട്.

വിഷയം	രജിസ്റ്റർ നമ്പർ	വർഷം	ഗ്രേഡ്	ക്ലാസ്
ജ്യോമട്രിക്കൽ ഡ്രായിംഗ്	1698	1990	ഹയർ	സെക്കന്റ്
പെയിന്റിംഗ്	1698	1990	ഹയർ	ഫസ്റ്റ്
ഡിസൈൻ	1481	1989	ഹയർ	സെക്കന്റ്
ഫ്രീഹാൻഡ് ഔട്ട്ലൈൻ ആന്റ് മോഡൽ ഡ്രായിംഗ്	1698	1990	ഹയർ	സെക്കന്റ്

വിഷയം	രജിസ്റ്റർ നമ്പർ	വർഷം	ഗ്രേഡ്	ക്ലാസ്
ബുക്ക് ബൈൻഡിംഗ്	1934	1984	ലോവർ	സെക്കന്റ്
	2867	1998	ഹയർ	„
പ്രിന്റേഴ്സ് വെയർ ഹൗസ് വർക്ക്	7226	2011	ലോവർ	„
മെഷീൻ വർക്ക്	2053	1996	ലോവർ	„
	7226	2011	ഹയർ	„

പരീക്ഷാ കമ്മീഷണറുടെ കാര്യാലയം,
പരീക്ഷാവേർ,
പുജപ്പുര, തിരുവനന്തപുരം-12. (ഒപ്പ്) സെക്രട്ടറി.

(5)

നോട്ടിഫിക്കേഷൻ

നമ്പർ ഇ. എക്സ്.എച്ച്.3/80204/2012/സി.ജി.ഇ.
2012 ഡിസംബർ 22.

നമ്പർ റ്റി. എക്സ്. 18/9903/2012. 2012 ഡിസംബർ 28.

ശ്രീമതി സുരേഷ, എസ്. എസ്., പ്രസാദം, പെരിങ്ങമല, കല്ലിയൂർ പി.ഒ., തിരുവനന്തപുരം-42 എന്ന വ്യക്തി ഗ്രൂപ്പ് സർട്ടിഫിക്കറ്റ് ഇൻ പ്രൂഫ് റീഡിംഗ് ആന്റ് കമ്പോസിംഗ് ആന്റ് ഗ്രൂപ്പ് ഡിപ്ലോമ ഇൻ ബുക്ക് ബൈൻഡിംഗ് സർട്ടിഫിക്കറ്റിന് അപേക്ഷിച്ചിട്ടുണ്ട്. ടി ഗ്രൂപ്പ് സർട്ടിഫിക്കറ്റിന് അർഹത നേടിയിട്ടുണ്ട്.

സാങ്കേതിക പരീക്ഷാ കൺട്രോളർ 1999 ജൂൺ മാസത്തിൽ നടത്തിയ കെ.ജി.സി.ഇ റേഡിയോ ആന്റ് ടെലിവിഷൻ എഞ്ചിനീയറിംഗ് പരീക്ഷയിൽ 10074 രജിസ്റ്റർ നമ്പർ പ്രകാരം പാസ്സായ ശ്രീമാൻ രജീഷ്, കെ. പി. എന്ന ആൾക്ക് നൽകിയ കെ.ജി.സി.ഇ. സർട്ടിഫിക്കറ്റ് (നമ്പർ 10322) നഷ്ടപ്പെട്ടുപോയിരിക്കുന്നു. ആർക്കെങ്കിലും ഈ സർട്ടിഫിക്കറ്റ് കിട്ടിയിട്ടുണ്ടെങ്കിൽ അത് സാങ്കേതിക പരീക്ഷാ കൺട്രോളർ, തിരുവനന്തപുരം-40 എന്ന വിലാസത്തിൽ അയച്ചുതരുവാൻ താൽപ്പര്യപ്പെടുന്നു.

ഗ്രൂപ്പ് സർട്ടിഫിക്കറ്റ് ഇൻ പ്രൂഫ് റീഡിംഗ് ആന്റ് കമ്പോസിംഗ്

വിഷയം	രജിസ്റ്റർ നമ്പർ	വർഷം	ഗ്രേഡ്	ക്ലാസ്
കമ്പോസിറ്റേഴ്സ് വർക്ക്	1934	1984	ലോവർ	സെക്കന്റ്
	2974	1992	ഹയർ	„
പ്രൂഫ് റീഡേഴ്സ് വർക്ക്	1934	1984	ലോവർ	„
	2053	1996	ഹയർ	„
മെഷീൻ വർക്ക്	2053	1996	ലോവർ	„
	7226	2011	ഹയർ	„
പ്രസ്സ് വർക്ക്	7226	2011	ലോവർ	„

പുതിയ സർട്ടിഫിക്കറ്റ് കൊടുക്കുന്നതിൽ ആർക്കെങ്കിലും പരാതി ഉണ്ടെങ്കിൽ ഈ പരസ്യ തീയതി മുതൽ ഒരു മാസത്തിനകം രേഖാമൂലം അറിയിക്കേണ്ടതാണ്.

സാങ്കേതിക പരീക്ഷാ കൺട്രോളറുടെ കാര്യാലയം,
കൈമനം, തിരുവനന്തപുരം. (ഒപ്പ്) ജോയിന്റ് കൺട്രോളർ.

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15/11/12

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കേരള സർക്കാർ
2012



Regn. No. KERBIL/2012/45073
dated 5-9-2012 with RNI

Reg. No. രജി. നമ്പർ
KL/TV(N)/12/12-14

KERALA GAZETTE

കേരള ഗസറ്റ്

EXTRAORDINARY

അസാധാരണം

PUBLISHED BY AUTHORITY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്

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വാല്യം I		തിരുവനന്തപുരം, ശനി		
		5th Karthika 1934	} നമ്പർ	
		1934 കാർത്തികം 5		

GOVERNMENT OF KERALA

Personnel and Administrative Reforms (AR-12) Department

NOTIFICATION

G O. (P) No. 55/2012/ P&ARD. *Dated, Thiruvananthapuram, 27th October, 2012.*

S. R. O. No. 750/2012.—In exercise of the powers conferred by sub-section (2) of section 1 of the Kerala State Right to Service Act, 2012 (18 of 2012), the Government of Kerala hereby appoint the 1st day of November, 2012 as the date on which the said Act shall come into force.

By order of the Governor,

T. J. MATHEW,

Secretary to Government.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

Sub-section (2) of section 1 of the Kerala State Right to Service Act, 2012 (18 of 2012) empowers the Government to appoint the date of commencement of the said Act. The Government have decided to bring the Act into force with effect from the 1st day of November, 2012.

The notification is intended to achieve the above object.

4362
15/11/12



Government of Kerala
കേരള സർക്കാർ
2012



Regn. No. KERBIL/2012/45073
dated 5-9-2012 with RNI

Reg. No. രജി. നമ്പർ
KL/TV(N)/12/12-14

KERALA GAZETTE

കേരള ഗസറ്റ്

EXTRAORDINARY

അസാധാരണം

PUBLISHED BY AUTHORITY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്

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	} തിരുവനന്തപുരം, ശനി	5th Karthika 1934	} നമ്പർ	} 1013
		1934 കാർത്തികം 5		

GOVERNMENT OF KERALA

Personnel and Administrative Reforms (AR-XII) Department

NOTIFICATION

G. O. (P) No. 56/2012/P&ARD. Dated, Thiruvananthapuram, 27th October, 2012.

S. R. O. No. 751/2012.—In exercise of the powers conferred by sub-section (1) of section 11 of the Kerala State Right to Service Act, 2012 (18 of 2012), the Government of Kerala hereby make the following rules, namely:—

RULES

1. *Short title and commencement.*—(1) These rules may be called the Kerala State Right to Service Rules, 2012.

(2) They shall come into force at once.

2. *Definitions.*—(1) In these Rules, unless the context otherwise requires,—

- (a) “Act” means the Kerala State Right to Service Act, 2012 (18 of 2012);
- (b) “authorised officer” means an officer or staff authorised as such by the designated officer under rule 3.
- (c) “Form” means the Forms appended to these rules;
- (d) “Section” means a section of the Act.

(2) Words and expressions used, but not defined in these rules and defined in the Act, shall have the same meanings, respectively, assigned to them in the Act.

3. *Power of designated officer to authorise other officers to receive applications.*—The designated officer shall have the power to authorise, by order, any of his/her subordinate officer or staff for receiving the applications and giving proper acknowledgement.

4. *Issue of acknowledgement to the Applicant.*—On receipt of an application for service by an eligible person, the designated officer or the authorised officer, as the case may be, shall give acknowledgement to the applicant in Form No. I. In case any document required for providing the service has not been enclosed with the application, the same shall be clearly mentioned in the acknowledgement and the stipulated time limit for such service shall start from the date of production of the document.

5. *Public holidays shall be excluded from the stipulated time limit.*—Public holidays shall be excluded from the stipulated time limit for providing the services.

6. *Display of information on the Notice Board.*—The designated officer shall, for the convenience of general public, cause to display all relevant informations related to services, stipulated time limit, designated officer, first appellate authority and the second appellate authority on the Notice Board of the office. All documents that are required to be enclosed with the application for receiving the service and the Forms appended to these Rules shall also be displayed on the Notice Board.

7. *Recovery and remittance of fine.*—The fine imposed under section 8 shall be recovered from the salary, honorarium or other remuneration of the designated officer or of the first appellate authority, as the case may be, and remitted to the Head of Account “0070—other administrative services—60 other services—800 other receipts—27 Receipts under Kerala State Right to Service Act 2012” by the officer empowered to do so.

8. *Exemption from payment of appeal fee.*—No fee shall be levied for filing the first or second appeal under section 6.

9. *Appeal.*—(1) An appeal to the first appellate authority under sub-section (1) of section 6 may be filed in Form No. II or in any other format containing the particulars mentioned in the said Form.

(2) An appeal to the second appellate authority under sub-section (4) of section 6 may be filed in Form No. III or in any other format containing the particulars mentioned in the said Form.

10. *Documents to be enclosed with the appeal.*—Along with the first or second appeal, the appellant shall enclose the following documents, namely:—

- (i) List of documents enclosed with the first or second appeal.
- (ii) Self attested copy of the order against which the first or second appeal is being made.
- (iii) Copies of the documents relied upon by the appellant and referred to in the first or second appeal.

11. *Order in first or second appeal.*—(1) The order in the first or second appeal shall be in writing.

(2) Copy of the order in appeal shall be given to the appellant, designated officer or the first appellate authority, as the case may be.

(3) In the case of imposition of fine, the second appellate authority shall forward a copy of such order to the authority concerned, with instructions to deduct the amount of fine from the salary/honorarium/remuneration of the designated officer or of the first appellate authority, as the case may be.

(4) In the event of recommendation for disciplinary action against the designated officer or the first appellate authority, as the case may be, the second appellate authority shall forward a copy of the order to the appointing authority concerned.

(5) Where the second appellate authority makes any amendment in the order of the first appellate authority, then he/she shall forward a copy of such order to the first appellate authority and the designated officer and to the appellant.

12. *Maintenance of register of cases under the Act.*—The designated officer, the first appellate authority and the second appellate authority shall maintain Register of all the cases in Form No. IV.

ACKNOWLEDGEMENT

From

.....
..... (The Designated Officer/Authorized Officer)

To

.....
..... (Name and address of the Applicant)

Sub.—The Kerala State Right to Service Act, 2012—Acknowledgement of application—Reg.

Ref.— Your application dated

I hereby acknowledge your application cited.

The following defects in the application may be rectified, urgently:

(Specify defects, if any)

(1)

(2)

Yours faithfully,

Place:

Date:

Designated Officer/Authorised Officer

FORM No. II

[See Rule 9(1)]

FORM OF APPEAL TO THE FIRST APPELLATE AUTHORITY

Before the (Designation and office address of the First Appellate Authority)

..... (Name and address of the Applicant/Appellant)

..... (Name and office address of Designated Officer/ Respondent)

- 1. Date of application :
- 2. Date of acknowledgement :
- 3. Date of resubmission of the application after rectifying the defects, if any :
- 4. Details of service required :
- 5. Decision of the designated officer :
- 6. Eligibility for the service :
- 7. Stipulated time limit :
- 8. Grievances :

List of documents enclosed

- (1)
- (2)

Declaration

The particulars given above are true and correct to the best of my knowledge, information and belief.

Dated this theday of20.....(year)

Signature of the Applicant/Appellant

FORM OF APPEAL TO THE SECOND APPELLATE AUTHORITY

Before the(Designation and office address of the Second Appellate Authority)

..... (Name and address of the Applicant/Appellant)

..... (Name and office address of the Designated Officer/ 1st Respondent)

..... (Name and office address of the 1st Appellate Authority/2nd Respondent)

- 1. Date of application :
- 2. Date of acknowledgement :
- 3. Details of service required :
- 4. Decision of the designated officer :
- 5. Decision of the 1st Appellate Authority :
- 6. Eligibility for the service :
- 7. Stipulated time limit :
- 8. Grievances :

List of documents enclosed

- (1)
- (2)

Declaration

The particulars given above are true and correct to the best of my knowledge, information and belief.

Dated this theday of20.....(year)

Signature of the Applicant/Appellant

FORM NO. IV

[See Rule 12]

REGISTER OF CASES

A. To be maintained by the Designated Officer

Sl. No.	Date of receipt of application	Date of acknowledgement of the application	Name and address of the applicant	Nature of the service requested	Date on which application is disposed of. If rejected the reasons there of
(1)	(2)	(3)	(4)	(5)	(6)

B. To be maintained by the First Appellate Authority

Sl. No.	Date of receipt of first appeal	Date of acknowledgement of first appeal	Name and address of the applicant	Nature of the service requested	Date on which appeal is disposed of. Rejection of the appeal and its reasons	Details of fine, if any, imposed/collected
(1)	(2)	(3)	(4)	(5)	(6)	(7)

C. To be maintained by the Second Appellate Authority

Sl. No.	Date of receipt of Second appeal	Date of acknowledgement of Second appeal	Name and address of the applicant	Nature of the service requested	Date on which appeal is disposed of. Rejection of the appeal and its reasons	Details of fine, if any, imposed/collected
(1)	(2)	(3)	(4)	(5)	(6)	(7)

By order of the Governor,
T. J. MATHEW,
Secretary to Government.

Explanatory Note

(This⁸ does not form part of the notification, but is intended to indicate its general purport.)

Section 11 of the Kerala State Right to Service Act, 2012 (18 of 2012), empowers the Government to make rules to carry out the provisions of this Act. Accordingly, the Government have decided to make the rules in this regard.

The notification is intended to achieve the above object.