

No.DDDKER/4024/2021-E3

DIRECTORATE OF DAIRY DEVELOPMENT

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Date:-14-12-2022

OFFICE ORDER

Sub:- Dairy Development Department- Directorate- Establishment matters-
Distribution of work among sections- reg

Ref:- Office Order No. E3/11411/2016, Dated: 28.02.2022

The following subjects are distributed among the section and its seats for the smooth functioning of this office with immediate effect.

A SECTION

<u>A1 seat</u>	<ul style="list-style-type: none"> • Preparation of all Spark (Salary, PF, Wages, NRA,TA, Refund employees bills etc) ,(Gos & NGos) except contingent bills • Issue of LPC, GPAIS, Salary Certificate + connected matter. • Files and Registers connected with the above subjects. • Income Tax e-tds, quarterly filing , e-treasury. • Correction of Service matters of relating to spark whole department. • National Pension Scheme, • General Transfer on online (Spark) • CTC,RTC of all GOs with regard to their promotion and transfer- SPARK sanction and updation. • Leave application of all Employees through SPARK- SPARK sanction and updation.
<u>A2 Seat :</u>	<ul style="list-style-type: none"> • Custodian of cash and valuables – cash transaction-recoveries- deposits , all recovery registers. etc. • Preparation of contingent bills and registers • Issue of TR5 receipts. • All matters related to GST including return filing. • Family beneficiary • Maintenance of cash Book and connected registers including Register of advance, register of valuables. Etc • Accounting, maintenance of connected registers. • All connected file relating to the above subjects.

	<ul style="list-style-type: none"> • Reconciliation of FBS-GIS admission, • Final settlement and connected work Medical reimbursement, Verification, approval and sanction, • Maintenance of Treasury Savings Bank account • SLI , GIS, FBS Final settlement, • All accounts related to state Dairy Lab.
<u>A3 Seat</u>	<ul style="list-style-type: none"> • TA Bills of all GOs & NGos. • Tour programmes and Tour Diaries of all GOs. • Maintenance and Repairs of department vehicles including district Officers. • Preparation of Fuel bills, Battery, Tyre etc. • All connected files- GPF Closure Statement.
<u>B SECTION</u>	
<u>B1 Seat</u>	<ul style="list-style-type: none"> • Preparation of Annual Budget (BAMS) – Plan and Non-Plan • Distribution of funds-re-appropriation – Surrender of funds – Additional authorisation - re appropriation PAC recommendations. • Treasury authorisation, Operating sanction for PD and TP accounts- All files of related to Subject committee. • Appropriation of Accounts Correspondence related to write off,waiver of amounts. • All files and registers relating to the above work. • Fixation of Grant • Appropriation of grant –SDG • Budget – subject Committee. • All papers related to Estimates Committee, the Committee for the welfare of senior citizen.

<u>B2 Seat</u>	<ul style="list-style-type: none"> • Reconciliation work – processing and recording of reconciled receipt and expenditure of the Directorate and Sub Offices. • Watching of regularisation of advance bills in the Sub Officers. • Issue of sanction for the time bound claims and all advances except GPF. • Clearing of securities. • Advance granted to LGS for marriage of their daughter • Processing of application of HBA/MCA/Mosquito net allowance/Cycle Advance and their final settlement. • Maintenance of all files and registers connected with the work –DCB statement. • Collection of amount due from units, collection of fees from DTC's from various schemes. • Non tax revenues, revenue collection SDL's bills, etc.
<u>B3 Seat</u>	<ul style="list-style-type: none"> • Sanctioning of pension including the permanent workers of the Sewage Farm, PTS to Joint Directors in this department-PRISM • Sanctioning of advance from GPF,TA&NRA Enrolment in GPF. • Files relating to Ops connected with pension claims. • GPF – Closure, NRA Conversion, • Counter Signature of last salary bill. • Pension Revision of all NGO's in this Department.
<u>C Seat</u>	

<p><u>C1 Seat</u></p>	<ul style="list-style-type: none"> • Administrative matters of Regional Unions –KCMMF- Income from Co-operative matters, etc received • Complaints of Regional Unions, Federation etc. • Pay Revision and Establishment matter of Co-operative employee • Purchase and sale of properties relating to Unions and Federation- • Appointment of Government nominees in Regional Unions, Federation and KLD Board- • Statutory enquiry of Regional Unions and KCMMF. • KDFWF and related matters. • Board meeting of KCMMF,Regional Unions, KLDB, Kerala Feeds and KDFWF. • The ordinary complaints of Dairy Co-operative employees • CM's call centre. • All connected files
<p><u>C2 Seat</u></p>	<ul style="list-style-type: none"> • All papers relating to Registration and Maintaining connected registers • All papers relating to the petitions in connection with Registration,maintenance of registers in Dairy co operative societies, election in DCS,land building purchase and approval • Appointment of Administrative Committee and allied matter- • Files relating to the purchase and sale of properties of co-operative societie- • <u>Matters relating to Bank Transaction.</u> • Consolidation and review of progress report of Registration to Dairy Co-operatives • Number statement • Miscellaneous papers relating to Dairy co-operatives which are not entrusted with other sections. • Bye-law Amendments • Honorarium to Direct Board members of Co-operatives. • The papers related to sales tax exemption for DCS. • Annual General Body meeting, • Monthly Inspection Progress Reports of Co-operative Societies

C3 Seat	<ul style="list-style-type: none"> • Lokayukta related petition • ARC cases – ARC progress reports • All ARC cases and its follow up action • Appeals in Tribunals • Audit rectification of Dairy Co-operatives, Regional Unions and KCMFF • Liquidation. • All the complaints related to Audit, Arbitration • KDFWF
D SECTION	
D1 seat	<ul style="list-style-type: none"> • All works related with central schemes (RKVY,NMPS,ACA) - DIDF,RIDF,NCDC – Dairy Sahakar Wayanad Package, Idukki package, 13th Finance Commission. One Lakh Youth Programme, etc • Central Schemes related to KCMMF and 3 regional Union (NPDD,IDDP,SIQ &CMP) • Review meeting and progress report related to central schemes – MGNREGS- • Animal Disease Control Programmes (ADCP) – GORAKSHA – • Post creation • Miscellaneous related to central schemes • Agriculture development council meeting- • MP's conference – purchase committee meeting related to Centrally Sponsored Schemes.- • National Dairy Programme (NDP) proposal to Dairy friendly Panchayath • SLNA • Watershed programme. • Progress –reports + connected file.
	<ul style="list-style-type: none"> • State Training Policy – Training for departmental staff.

<p><u>D2 Seat</u></p>	<ul style="list-style-type: none"> • State Training Policy – Training for departmental staff- • Training for DFIs (In Service), • Departmental training programme in DTC- • LAR cases- • Follow up- • Milk Production Facilitation centre • Miscellaneous related to training programmes and seminars – • Aroor Milk Product Facilitation centre- • Progress reports- • Extension Service Units- • Progress Report, Milk collection • ICM, IIM, KVASU, SAMETHI, ATMA, EEI, NDRI, NCDC, Other State and Central Institute – Training Programme. • Complaints and memorandum about schemes • Administrative Report. • Annual Performance Report of the Department .
<p><u>D3 Seat</u></p>	<ul style="list-style-type: none"> • All files related to plan schemes • Preparation of Schemes • Proposal of Schemes under five Year Plan • Review meeting of plan schemes • Allotment of plan scheme • Government Speech • Assistance to KCMMF • Assistance to KLDB (PSUS) • Schemes for Dairy Co-operative Societies- • Target plan progress report- • Miscellaneous relating to state plan schemes implementation, • Various files relating to five year plan – • Pass for Legislature Assembly meeting- • Chief Secretary's Conference – • SLBC- • PLAN SPACE related files.

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<u>E SECTION</u>	
<u>E1 Seat</u>	All establishment matters related to DFI's, Drivers, Lab Technician, Lab Assistants, Agriculture Assistants-
<u>E2 Seat</u>	All establishment matters related to Junior Superintendent Head Clerk, Senior Clerks, Clerks, Typists, Confidential Assistants and Statistical Assistant.
<u>E3 Seat</u>	<ul style="list-style-type: none"> • All establishment matters relating to Attenders, Office Attendants, Night watchers, Cleaners, Pump Operators, Binders, Full Time , Part Time and casual sweeper • Preparation of Monthly Business statement. • Miscellaneous cases of establishment matters related to Non-Gazetted Officers. • Day and Night duties of Office Attendants- • Office Order • Office Circular, • File Adalath . • Staff meeting • Maintenance of Casual Leave Register of Gazetted officers.
<u>ES SECTION</u>	
<u>ES1 Seat</u>	<ul style="list-style-type: none"> • All establishment matters relating to Gazetted Officers- • Preparation and Gradation lists of Dairy Extension Officers and Senior Superintendents • Preparation of progress report relating to special recruitment • Maintenance of Register of SC/ST Employees. • Leaves of Dairy Extension Officers – • Miscellaneous cases of establishment matters related to Gazetted officers.
	<ul style="list-style-type: none"> • Papers and files relating to Disciplinary action of all permanent employees • OP/WPs relating to establishment matters of permanent employees • All case files in the Hon'ble Lokayuktha

<u>ES2 Seat</u>	<ul style="list-style-type: none"> • Amendment of special rules • Disciplinary action against all permanent employees • Including vigilance and police cases • Departmental Promotion Committee • Preparation of Gradation Lists of Administrative Assistants, SMS (Co-operation), Assistant Directors, Deputy Directors and Joint Directors. • Delegation of Powers- • Landed Property Statement.
<u>F SECTION</u>	
<u>F1 Seat</u>	<ul style="list-style-type: none"> • All Major and minor purchase of this department • Issuance of purchase sanction- • AMC of all electronic items, computer and others. • Rate contract • Maintenance of all electronic equipments (Fax, phone, Computers and Printers etc) Internet Cable etc- • Making a list of unused equipment, unserviceable electrical equipments with its book value. • ID Card • Purchase of Vehicles
<u>F2 Seat</u>	<ul style="list-style-type: none"> • Files related with all building constructions- and renovations and maintenance. • Stationery and printed forms- • Papers relating to miscellaneous nature- • Disposal of waste paper- electronic item, unused equipment, unserviceable electrical equipments. • Official language Malayalam- • Government Press and Printing
	<ul style="list-style-type: none"> • Files relating to CIA's • Renting of building

<u>F3 Seat</u>	<ul style="list-style-type: none"> • Purchase of land- • Building Tax – Water and electricity charges, Telephone charge. • Shifting of offices- • Purchase of books. • Custodian of Library Books. • Booking of Kerala House/Guest House/Rest House. • Files related to sexual harassment of woman at work place • Deployment of staff of Sewage Farm and related file. • Vehicle
<u>G SECTION</u>	
<u>G1 Seat</u>	<ul style="list-style-type: none"> • Complaints regard primary Milk Co-operatives of districts Tvpm,Kollam, Pathanamthitta, Alappuzha, Kottayam • Preparation of Annual Reports, • Annual statements • Related activities of co-operative pension Board..
<u>G2 Seat</u>	<ul style="list-style-type: none"> • Right to information Application and related reports • All O.Ps, WP (C) WA&RP relating to co-operative sector • Appeal petition, stock verification- • Petitions under Rule 176 of Kerala Co-operative Societies Act and Rules 1969 – suit
<u>G3 Seat</u>	<ul style="list-style-type: none"> • Complaints regarding Dairy Co-operative Societies of Idukki, Ernakulam, Thrissur, Malappuram, Palakkad, Kozhikode, Wayanad, Kannur, Kasragode Districts.
<u>IW SECTION</u>	

<u>IW Seat</u>	<ul style="list-style-type: none"> • All works related to the inspection conducted by the Accountant General, Finance Inspection wing, Internal Audit of the Directorate and sub officers and files connected there to. • Files on Finance (P&C) Department Apex Committee meeting to review pending paras of various inspection reports. • progress Report
<u>SDL</u>	<ul style="list-style-type: none"> • All purchases related to SDL including tenders quotations etc. • Progress report of calibration of instrument • Testing of milk, milk products water, animal feeds • Revenue collection with regard to testing, giving results to parties. • Preparing annual administrative reports of SDL • File route :SDL Clerk- F-section Superintendent (in file relating to purchase only) - ADD-JD (SDL) - DDD
<u>IT Cell</u>	<ul style="list-style-type: none"> • Ksheeragraamam portal • Unified Software for Dairy Co-operatives, vendor meet, Milk Analyser Interoperability • Security Audit of Software applications • E-office implementation, issue tracker, VPN • Website • Vendor Meet • Aadhaar Authentication • Payment gateway • Gem User creation and handholding • Govt mail creation and follow up • KSWAN issues • Activities related to IT Mission, SeMT • Common Service centres

	<ul style="list-style-type: none"> • KFON • BSNL connectivity • Antivirus related files • Handholding F section for purchase via GeM and CPRCS • Other files entrusted by IT cell head • Software Development to District Co-operative Societies.
<p><u>TC Seat</u></p>	<ul style="list-style-type: none"> • Complaint regarding cattle feed Quality, Milk Quality, Milk Price etc (both from farmers and government) • Progress reports from Quality Control Offices, Regional Dairy Labs, Milk Checkposts, State Dairy Lab etc (consolidation DEO-TC) • Cattle feed Act • Kisan Credit Card • Quality Assurance Special Drive (3 months) • Quality Assurance - Onam Special Drive • FSSA • Sanctioning and Renewal of contract employments in the post of Analyst, Trainee Analyst in Kottayam, Alathur, Kasargod Regional Dairy Labs, • Appointing of employees in contract basis in the post of Analyst, Trainee Analyst, Lab Attender (Cleaning Staff) -Sanctioning and Renewal of contract • Scheduling Additional duty for employees working at Checkpost • Special government ventures (like SDG)

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| | <ul style="list-style-type: none">• Milk consumption promotion of co-operatives societies and co-operative union• Co-operative Unions |
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ADMINISTRATIVE OFFICER
For DIRECTOR

- Copy to
- 1) All Officers of this office
 - 2) All Section Superintendents
 - 3) All Section Clerks
 - 4) Stock File