



INFORMATION KERALA MISSION

Swaraj Bhavan, Nanthencode, Kowdiar P.O, Thiruvananthapuram-695003

PROCEEDINGS OF THE EXECUTIVE DIRECTOR

Present : Dr.Chithra S IAS

Abstract

Information Kerala Mission – Restructuring - transfer and posting orders issued.

No.128/E1/2019/IKM

Dated 28.11.2019

Read : 1. G.O.(Ms) No.176/2017/LSGD dated 31.08.2017

2. Proceedings No. 695/ED/2019/IKM Dated 22.10.2019

O R D E R

In continuation to the orders issued as per proceedings read above the following transfer and posting are ordered with immediate effect for administrative convenience.

1. **Smt.Shanu R, Senior Assistant Grade I ,** on transfer, is posted in the Establishment Division, **E1** seat. She shall attend to files relating to Appointment, Transfer ,posting and related matters of all staff in IKM, compilation and Evaluation of performance report of all staff in IKM, Salary and service matters of Cleaning staff and Security Staff, Issuing of Proceedings except leave, papers related to Accountant cum IT Experts, papers relating to IKM contract vehicle and General Correspondences etc.
2. **Sri.Vimal Kumar M L , Senior Assistant Grade III ,** on transfer, is posted in the Establishment Division, **E2** seat. He shall attend to establishment matters of the field staff in the Technical Support and Infrastructure management Division(TSIM) of seven districts from Thiruvananthapuram to Ernakulam and all service matters including their appointment, salary, leave etc., and all papers related to Right to Information Act.

3. **Sri.Sivakumar S.M, Senior Assistant Grade I** , who is presently engaged in Finance Division is transferred to Establishment Division , **E3** seat. He shall attend to Salary, service matters including attendance and fixation of salary of IKM staff in the HQ, maintenance of personal files and Service Books, appointment and Establishment matters of the Contract Employees.
4. **Smt.Saleena P, Assistant Manager** , who is presently engaged in Finance Division is transferred to Establishment Division, **E4** seat. She shall attend to service matters, including attendance and Salary of Deputation Staff, maintenance of personal files of Deputation Staff , Court cases/ Case Files, all correspondences with Government and other outside agencies and Medical reimbursement claims of staff of IKM .
5. **Sri.Sunil Kumar R, Assistant Grade II,** on transfer, is posted in the Establishment Division **E6** seat He is assigned the duties of Receipt and Despatch of all Communications, Distribution of Inward, Logistics arrangements and House Keeping, Telephone Bills and photocopying
6. **Shamila A Senior, Assistant Grade I.** , who is presently engaged in Finance Division is transferred to Establishment Division **E7** seat. She shall attend to establishment matters of the field staff in the Technical Support and Infrastructure management Division(TSIM) of seven districts from Thrissur to Kasaragod and all service matters of district co-ordinators, including their appointment, salary , leave and also training of performance appraisal of non technical staff.
7. **Smt.Saumya S , Assistant Grade IV,** who is presently engaged in Establishment Division is transferred to Finance Division, **A1** Seat. Smt.Saumya shall attend to works related to TDS, Income Tax, and all other statutory deductions and payments thereof, Service Tax, GST, Preparation of Receipts, Verification of all claims including purchase file for deduction of TDS.
8. **Smt.Lekshmi J, Assistant Manager** , who is presently engaged in Establishment Division is transferred to Finance Division, **A2** Seat . Smt.Lekshmi Shall attend to preparation of Salary Bills and connected

deductions thereof ,preparation of Profession Tax list in respect of staff working in Local Bodies, maintenance of files relating to transfer and posting , pay and allowance, Pension Contribution, Gratuity, preparation of bills related to Leave Surrender, Bonus, festival advance, DA/Increment arrear, Special Allowance/Telephone allowance bill and preparation of Salary certificate and Last Pay Certificate.

- 9 **Sri.Prajeesh K.S, Senior Assistant Grade I ,** on transfer, is posted in **A3** seat. He shall attend to the timely posting and distribution of hardware, software, furniture/works etc in tally, scrutiny of project advances and Settlements, Periodical preparation of financial statement for management information, Rendering support to preparation of final accounts, Scrutiny and classification of bills/vouchers, Preparation of Project accounts , Draft Utilization statement, Preparation of Journal and settlement journals, Reply to all Audit Reports including Internal Audit, Balance Sheet preparation and Final Accounts. He shall also attend occasional duty in Cash when cashier is absent.

Sri.Madhu Kumar who is relieving A3 seat is directed to complete the work related to issuance of Utilisation Certificate for the years 2016-17, 2017-18 and 2018-19.

10. **Smt.Sreeni M .P , Senior Assistant Grade I ,** who is presently engaged in Establishment Division is transferred to Finance Division ,**A4** Seat. Smt.Sreeni M P shall be the custodian of Cash , negotiable instruments, Bank Pass Book, Treasury Pass Book & Cheque Books. She shall also attend to the maintenance of Register of Valuables, Cash Book, Cheque Issue Register, Register of letters of authority issued to Bank, Disbursement of cash, encashment of Demand Drafts and preparation of Bank and Cash Vouchers.

11. **Smt Simi Deth D.S, Senior Assistant Grade II ,** who is presently engaged in Finance Division shall continue to attend the works in **A5** Seat . She shall attend to works related to Bank Reconciliation, Sahaaya updation, E -Payment transactions and Preparation of covering letters and despatch of receipts to the local bodies.

- 12. Sri Sajesh A , Senior Assistant Grade III ,** who is presently engaged in Establishment Division is transferred to Finance Division, **A6** Seat. He shall attend to all EPF related works ,LIC and other Statutory deductions, and preparation of Challan, work related to R.T.I Act, Vigilance, AG Audit, Recovery statement of employees, preparation of Treasury challan , Training division bills/Advance settlement bills, Treasury Payment Proceedings, and work related to LA interpellations.
- 13 Sri.Subeendra Krishna KS, Assistant Grade III ,** on transfer, is posted in the Finance Division, **A7** seat. He Shall attend to the Inward and outward correspondance in respect of Finance Division, Issue of Demand Letters to Local Bodies and follow up (including previous years), Preparation of covering letters for cheques issued, day to day liaison with bank, arrangement of paid vouchers, records and Receipt Books and maintenance of old records, work related to old records (Record Room)
- 14 .Sri. Homer J , Assistant Manager** who is presently engaged in Finance Division shall continue in **A8**Seat. Preparation of TA Bills, Settlement of project Advance, PF Advance and Pay Revision Advance.
- 15. Smt.Sreedivya A.R ,Senior Assistant Grade II** on transfer, is posted in the Procurement Division **Plan** seat. She shall deal with Papers related to Plan, Administrative sanction , Fund Allotment, All papers related to Legislative Assembly, Monthly Progress Report, Co-ordination Committee and all miscellaneous papers relating to the Procurement Division.
- 16. Smt. Nisha K S , Assistant Grade IV** on transfer, is posted in the Procurement Division **Purchase** seat.She shall deal with all papers relating to Purchase and Works of IKM.
- 17 Sri. Justin Lal R , Assitant Grade III** on transfer, is posted in the Procurement Division . He is assigned the duties of maintaining stock and store, upkeep and maintenance of records, upkeep and maintenace of Generator, UPS, and AC. He shall maintain the stock register and update it with the approval of Purchase and Stores Officer. He will also attend to the reception duties as and when the receptionist proceeds on leave.

18. **Sri.Suresh Kumar L Assistant Grade III** , who is presently engaged in Establishment Division is transferred and posted in Training Division. He shall attend to the duties performed by Sri.Vimal Kumar M L i.e.preparation of Training Schedule in respect of workshops and trainings proposed to be conducted by IKM, activities related to setting up of Training Lab etc.

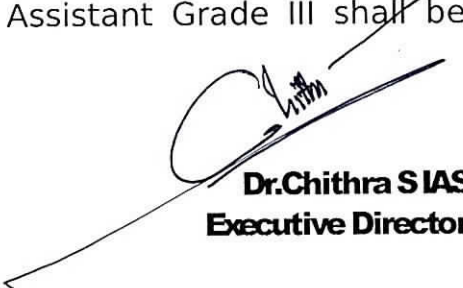
19. **Smt.Varalekshmy A , Assistant Grade IV**, on transfer, is posted in the Training Division. She shall attend to the duties performed by Sri.Subeendra Krishna K.S , I.e, Settlement of Accounts related to Training Programmes, Training feedback analysis etc.

20 . **Sri. Vikas V K, Assistant Grade III**, on transfer, is posted in the Training Division. He shall attend to the duties performed by Smt. Sreedivya A R i.e, Co-ordination of Training Programmes conducted by IKM, conducting Review of meetings of Training Division etc.

. **Smt.Sabeena B.S** Assistant Grade IV, **Sri.Madhu Kumar K** Senior Assistant Grade I has to do the Administrative Works assigned by Deputy Director (Technical).

In addition to the above, the above officers shall also attend to any other work that may be entrusted by the superior officers from time to time.

The task allotted to and Smt.Sibi O Mathew Assistant Grade III shall be issued later.



Dr.Chithra S IAS
Executive Director

All Officers concerned

Copy to :

Administrative Officer

Finance Officer

Purchase and Stores Officer

Technical Support

CA to ED

CA to GD

Stock File/Office Copy