Distribution of work - Directorate of Public Instruction

A&B Section

Unit Officer  Addl.A.A
Controlling Officer  Sr. A.O

A(1) at

1. General papers relating to appointment of teachers and transfer of teachers. All papers relating to Departmental High School Teachers (Except Lang. Teachers which are not specifically allotted to any other seat in A Section)
2. Complaints regarding transfer, promotion and request for transfer of High School Assistants.
3. Transfer of all categories of teachers on compassionate grounds, Memorandum from Govt. High School Teacher's Association and petition from HSA core subjects.
4. A interpallation relating to the above subject.

A(2) at

1. (Employment of Dependents of all Govt. Employees dying in harness in Thiruvananthapuram, Kollam, Pathanamthitta, Palakkad, Alappuzha, Kottayam Revenue Districts and files thereon.
2. General Correspondence related to CES. All correspondence relating to Higher Secondary and Vocational higher Secondary Education.
3. Establishment matter relating to HM of primary school (Graduate & Non graduate)
4. LA interpallation relating to above subject.

A(3) sat

PD

s regarding Transfer, promotion and request for transfer of School Assistants (Language Teachers) Deputation of selected categories of teaching staff of Govt. (except primary
2. All establishment matters relating to HSA (language) in and Training Schools and general papers relating to the other than those specifically allotted to other sections.

All matters relating to the promotion of qualified I and Junior Language teachers as HSA. Complaints instructions relating to Lang. Teachers.

3. Request for revisal, Memorandum of Govt. Teachers Association from HSA Language.

4. Periodicals relating to vacancy position of all categories assigned as per order No.O&M (2)/70995/91.

5. All establishment matters (except transfers) relating to Govt. Teachers (other than specialist teachers and junior teachers in UP Section).

6. All OP and LA interpalliation cases relating to the above sub-

A(4) Seat

1. Employment of Dependents of all Govt. Employees dying in Ernakulam, Idukki, Thrissur, Wayanad Revenue Districts and thereon Employment of Dependents of all Govt. Employees in Malappuram, Kozhikkode, Kannur and K Revenue Districts and OP files thereon.

2. LA interpalliation cases relating to the above Districts.

B(1) Seat

1. All matters relating to transfers of P.D. Teachers of Govt. Sci all establishment matters of PD Teachers of Fisheries Harijan Welfare schools, Pre-Primary Nursery schools specialist teachers).

2. Representations and Demands of associations of Govt School Teachers and other miscellaneous petitions.

3. All papers relating to Departmental primary teachers which specifically allotted to any other seat.

4. All OP and LA interpalliation cases relating to the above subject.

B(2) Seat

1. All establishment matters relating to Language teacher’s Spl and Craft teachers in LP/UP Schools and UP Sections attached and Special teachers of High Schools.

2. Matters relating to NDS Instructors/Youth Welfare Officers.

3. All miscellaneous papers relating to Nursery schools.

4. Deputation to foreign service, leave for employment etc of teachers and specialist teachers.

5. Request for re-visit.

6. All OP and LA interpalliation cases relating to the above subjects.
Audit Wing

Unit Officer : A.O. (Audit)
Controlling Officer : Sr.F.O

AW (a1) Seat

Thiruvananthapuram District, Text Book Office, Pareeksha Bhavan and General correspondence of Audit, Finance inspection report of the concerned Revenue District.

AW (a2) Seat

Malappuram & Wayanad Revenue Districts. Finance inspection report of the concerned Revenue District.

AW (a3) Seat

Kollam, Kollam & Kasaragod Revenue Districts. Finance inspection report of the concerned Revenue District.

AW (a4) Seat

Alappuzha & Pathanamthitta Revenue Districts. Finance inspection report of the concerned Revenue District.

AW (a5) Seat

Kottayam & Kollam Revenue Districts. Finance inspection report of the concerned Revenue District.

AW (b1) Seat

Ernakulam & Idukki Revenue Districts. Finance inspection report of the concerned Revenue District.

AW (b2) Seat

Thrissur & Palakkad Revenue Districts. Finance inspection report of the concerned Revenue District.
**AW (b3) Seat**

Accountant General’s IR relating to former BG (5) (Thiruvananthapuram, Kollam, Kottayam, Ernakulam, Palakkad, Malappuram)

**AW (b4) Seat**

Kozhikode and General files of IR. Finance inspection repo concerned Revenue District.

**AW (b5) Seat**

Accountant General IR relating to former BG5 (Pathanamthitta, Alappuzha, Idukki, Kozhikkode, Wayanad, Kasargode)
Budget Section

Unit Officer : Sr. F.O

BG(1) Seat

Preparation of Budget estimate, Allotment of Plan funds, General correspondence relating to Budget, Supplementary grant, Preparation of subject committee notes, Re-appropriation proposal of all heads of account, Proposals to additional authorization, Final grant Proposals.

BG(2) Seat

Subject Committee, Public Accounts Committee, Appropriation of accounts, Apex committee, Audit Monitoring Committee, Committee meeting, Reply of audit objection etc. Committee on Petitions.

BG(3) Seat

Write Off, Refund of revenue and miscellaneous items, appropriate accounts, Allotment of funds on all Non-Plan Heads.
C Section

Unit Officer
Controlling Officer

A.A(General)
Sr.A.O

C(1) Seat

All kinds of leave and increments of L.D.Clerks and L.D.Typist, LI compilers and Class IV employees including Drivers.

Maintenance of Service-Books of the above employees and admin of GPF, SLI and FBS.

General papers on group insurance SLI and FBS.

Pension Contributions to be remitted in the case of employees j other institutions.

Declaration of Probation of Junior Superintendents.

C(2) Seat

All establishment matters relating to Confidential Assis Attenders, Drivers, Class IV employees, Contingent Employee:
Statistical staff.

Representation and Demands of service Associations (Governme of the above categories of employees.

Disciplinary action against Attenders, Drivers, Class IV Employe Contingent Employees and Statistics Section of the Directorate.

Establishment of Binders, Counter, Store Assistant, Asst. Storeks Establishment of Work Experience Section.

C(3) Seat

All the matter relating to appointments, transfers, promotion, regularization and other service matters of L.D.Clerks,

and Fair Copy Superintendents of this Directorate.

Disciplinary action against L.D.Clerks, UD Clerks, Typists a Copy Superintendents of this Directorate.

Transfer & Posting of employees in the Head Quar ters unit.
**C(4) Seat**

1. Maintenance of Service Books and sanction of leave and increments of Junior Superintendents, Head Clerks, UD Compilers, Research Assistants, Senior Grade & UD Typists, Confidential Assistants, Attenders and other NGO's of any category not assigned to C1 Seat.

2. Establishment matters relating to Trivandrum Public Library, Central Education Library, Distribution Library etc.

3. All kinds of leave increments of Non-Gazetted Staff in the Work Experience Section.

4. Maintenance of Service Book of the non-Gazetted staff in the Work Experience Section.

**C(5) Seat**

1. All establishment matters of UD Clerks, Head Clerks and Junior Superintendents (ie.Transfers, postings) miscellaneous items of Ministerial establishment not assigned to any of the other in C Section.

2. Amendments of KSR.

3. Disciplinary not against Head Clerks and Junior Superintendents of this Directorate.

4. Transfer and posting in office of the CGE.

5. Establishment of Store keeper in DTBDS.
D Section

Unit Officer : A.A.(General)
Controlling Officer : Sr.A.O.

D(1) Seat

1. Establishment matters (issue of officiating certificate, surrender of Earned leave, and all other kinds of leave) of Gazetted Officers of Ministerial wing, Research Officer and above officers of Statistics wing and that of officers on deputation from other departments.
2. Establishment matters relating to Gazetted Officers from Ministerial wing
3. Preparation of seniority list of Gazetted officers (Ministerial)
4. Probation of Gazetted Officers in the Ministerial Wing.
5. D.I.E.T Training

D(2) Seat

1. Higher Grade of Headmasters/Assistant Educational Officers
2. Probation of HMDAEO’s matters.
3. To Assist Law Officer.
4. Issue of NOC to all Gazetted Officers of Teaching Branch & D.I.E.T
5. Miscellaneous papers of D Section

D(3) Seat

1. Establishment matters including leave of District Educational Officers and above
2. Establishment Register of Gazetted Officers of teaching branch
3. Amendment to Kerala Subordinate Service Rules
4. Amendment and clarification in Kerala State Service Manual Special Rules relating to all State Service
5. Seniority list of Graduate Teachers upto 31.12.70.
6. Probation of the DEO’s, DDE’s JD, Additional Director’s
7. All Establishment matters: D.I.E.T staff.

D(4) Seat

1. Re-organisation of the Department
2. Delegation of powers
3. Creation of posts in the Department (all categories and continuance sanction of all Temporary posts)
4. Maintenance of registers of Temporary & Permanent Posts
5. Seniority list of Graduate Teachers upto 31.12.70.
6. Preparation of Seniority list of Gazetted Officers (Teaching Branch)
7. Issue of officiating certificate relating to all Gazetted category
8. Out of turn promotion to the Employees of Minority Languages
9. Preparation of list for promotion to the cadre of Assistant Super check officer.

D(5) Seat

1. Establishment matters related to Headmaster/ AEO’s and Headmasters of Special schools.
2. Maintenance of Establishment Register of Headmaster/AEO
3. Higher grade of HM/AEO

D(6) Seat

1. All establishment matters DHET staff
2. DPC
3. Files relating to former SCERT
4. Establishment matters of District Centres of English (DCE)
5. C.RS verification related with probation of Academic and Ministerial Branch.
6. Establishment matters of IED cell
7. Establishment of ED IY @ school and system Manager etc.
DESPATCH SECTION

Unit Officer
Controlling Officer

Personal Assistant (General)
Senior Administrative Officer

Des(1) Seat

Despatch of letters and other communications to the School Managers. Other Miscellaneous communications and RTI act of communications.

Des(2) Seat

Despatch of letters and other communications to the AEO's

Des(3) Seat

Despatch of letters and other communications by Registered post, letters to Headmasters, Speed Post.

Des(4) Seat

Despatch of letters and other communications to the Deputy Directors and District Educational Officers.
ET Section

Unit Officer : A.D.(General)
Controlling Officer : ADPI(General)

ET(1) Seat

All matters including OP cases relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes in Kollam, Kottarakkara and Punalur Edl Districts.

ET(2) Seat

All matters including OP Cases relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes in Kottayam, Pala and Kaduthuruthy Edl Districts.

ET3 Seat

All matters including OP cases relating to aided and unaided High Schools, Higher Secondary schools and Teachers Training Institutes in Pathanamthitta, Thirualla and Kanjirappally Educational Districts

ET(4) Seat

All matters including OP cases relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes in Attingal, Neyyattinkara and Thiruvananthapuram Educational Districts. All General papers relating to the above districts not assigned to any other seats in ET Section. Appeal of appointments of staff and change of Management of Anglo Indian Schools in the above districts.
EC SECTION

Unit Officer : A.D.(General)
Controlling Officer : ADPI (General)

EC(1) Seat

All matters including OP cases relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes in Kuttanad, Cherthala, Mavelikkara and Alappuzha Educational Districts.

EC(2) Seat

All matters including OP case relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes in Kothamangalam, Thodupuzha and Kattappana Edl. Districts.

EC(3) Seat

All matters including OP cases relating to aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes in Ernakulam and Muvattupuzha Edl. Districts.

EC(4) Seat

All matters including OP cases relating to Aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes in Thrissur and Aluva Edi Districts. All General papers relating to the above districts not assigned to any other seats in EC Section. Appeal of appointments of staff and change of Management of Anglo Indian Schools in the above districts.

EC(5) Section

All matters including OP cases relating to Aided and unaided High Schools, Higher Secondary Schools and Teachers Training Institutes in Chavakkad and Irinjalakuda Edl Districts.
**F Section**

Unit Officer : AD (Planning)
Controlling Officer : ADPI (Academic)

**F(1) Seat**

1. All Matters relating to Aided LP/UP and surrender of schools, change of Management etc. Relating to Thiruvananthapuram Revenue Districts.

2. Individual representation of Teachers (Primary) and OP cases of the Teachers of the above districts.

**F(2) Seat**

All matters relating to Aided LP/UP in Thrissur Revenue district. General papers not assigned to any other seat in the section & OP cases of the Teachers of the districts.

**F(3) Seat**

All matters relating to Aided LP/UP in Pathanamthitta, Alappuzha, Revenue District & OP cases of the teachers of the above districts.

**F(4) Seat**

All matters relating to Aided LP/UP in Kollam, Idukki Revenue District.
Preparation and review of seniority list of teachers under Corporate Management.
Preparation of seniority of non teaching staff and promotion of LD Clerks of aided schools in whole state.
OP cases of teachers.

**F(5) Seat**

1. All matters relating to Aided LP/UP in Kottayam, Ernakulam, Revenue Districts.

2. OP cases of the teachers of the above districts.

3. Appeal of appointment of staff and change of Management of Anglo Indian Schools in the above districts.
FC Section

Unit Officer : A.A. (General)
Controlling Officer : Sr.A.O

All typing work in the Directorate
G Section

Unit Officer : A.D (Planning)
Controlling Officer : ADPI (Acad.)

G (1) Seat

All matters relating to Aided LP/UP and surrender, Management etc. in Palakkad & Kasargode Revenue Districts, and maintenance grant.

G (2) Seat

All matters relating to Aided LP/UP and surrender, management etc. in Malappuram Revenue District, and maintenance grant.

G (3) Seat

All matters relating to Aided LP/UP and surrender, management etc. in Kozhikkode and Wayanad Revenue Districts, and maintenance grant.

G (4) Seat

All matters relating to Aided LP/UP and surrender, management etc. in Kannur Revenue District, and maintenance grant. Appeal of appointment of Management of Anglo Indian Schools in the above districts.
H Section

Unit Officer : A.D (Planning)
Controlling Officer : ADPI (General)

H (1) Seat
1. Admission, transfer, removal and promotion of pupils
2. School parliaments, Parent Teachers Association
3. General Correspondence relating to Aided school teachers conversion of part time to full time.
4. Rules relating to maintenance grant
5. Stamp duty on petition-instructions
6. Correction of date of birth of pupils
7. Premedical measures to state guard to the teachers and students.

H (2) Seat
1. General papers relating to service conditions and qualifications of regular teachers and Headmasters.
2. General papers of fixation of staff in Aided schools.
3. Recognition of Association and disposal of representations of Associations of regular teachers, managers and headmasters.
4. Amendment and clarification to KER on the subject dealt with.
5. Individual and joined representation of teachers and teachers Associations (Aided) before and after dharma/strike, individual representation of teachers relating to qualification.
6. Rules relating to special fees and utilization of accumulated balance of all schools.
7. Levy of fees in schools such as tuition fee, admission fee etc.
8. Correspondence relating to Supernumerary and protected teachers of Aided schools.

H (3) Seat
1. General papers connected with service conditions, qualification of language teachers and non-teaching staff.
2. Recognition of Association and disposal of representations of Association of Language teachers and Non-teaching staff.
3. General papers relating to academic matters referred to by Government and Sub officers like SCERT, Commissioner for Govt.Examinations etc.
4. Amendment and clarification to KER on the above items.
5. Introduction of Malayalam as official language.
6. Individual representation of teachers relating to qualification (Primary sections).
H (4) Seat

1. General papers relating to service conditions, qualification of Special and craft teachers.
2. Attendance, Holiday and Vocation
4. Papers relating to Central Edn Advisory Board, Kendriya Vidyalaya, Navodaya schools and Sainik Schools except schoolships.
5. Follow up action on the recommendation of the State Education Advisory Board (Items not related to SCERT)
6. Duty leave to all teachers
7. Remuneration to University Exam duty
8. Amendment to KER
9. Admission to Sainik School students.
10. Petitions and memorandum of recognized Associations, Specialist teachers and craft teachers of Aided Schools.
11. Miscellaneous papers relating to KER, qualification and method of appointment of aided school teachers etc. not allotted to any other seats in H Section.
12. Academic inspection
13. School Complex/Academic Council
14. Work relating to literacy
1. Educational and financial assistance and allowance for equipments to Children with special needs studying in general schools (as per the guidelines issued by Central Government).

2. Admission of CWSN in general schools, improvement of (i) barrier free environment (b) Resource Room/Resource Centre (iii) Adapted toilets in general schools, providing service of specially trained teachers to assist these children in schools.

3. Sanction of examination concessions to disabled students appearing for examinations conducted by Pareeksha Bhavan like SSLC, TTC, A level, KGTE etc.


5. Training Programmes Conducted for General Teachers, Special Teachers, Educational Officers, Head Masters etc, on IED programme, Learning Disability and Autism.


II. Quality Education for Challenged Children – Under this Programme.
   a) Training programme to teachers on Learning Disability & Autism
   b) Medical camp for children with autism & Learning Disability are dealt by IED section.
Reconciliation of Receipts in respect of Thiruvananthapuram and Kollam Revenue Districts and Correspondence with AG.

Reconciliation of Receipts in respect of Malappuram, Kannur, Kasaragode Revenue Districts and Correspondence with BG Section and Compliance of Un-reconciled statement of Expenditure.

Reconciliation of Receipts in respect of Ernakulam, Kozhikode & Wayanad revenue Districts and Correspondence of State-wise expenditure.

Reconciliation of Receipts in respect of Alappuzha, Kottayam & Palakkad Revenue Districts and furnishing business statement.

Reconciliation of Receipts in respect of Pathanamthitta, Idukki & Thrissur Revenue Districts and preparing tour programme.
K Section

Unit Officer : Account Officer (K)
Controlling Officer : Sr.F.O.

K (1) Seat

Cash Transactions

K (2) Seat

Over all charges of all works relating to the preparation of monthly pay bills and arrear pay bills, Maintenance of pay bills registers, preparation of budget estimates, preparation of appropriate accounts issue of LPCs.

K (3) Seat

1. General correspondence, Maintenance of Pay bill registers, issue of pay drawn particulars. To assist for preparation of monthly pay bills & preparation of arrear bills based on the pay drawn particulars received from other offices.
2. Preparation of arrear bills, preparation of monthly expenditure statement, Maintenance of absentee register, collection of absentees statement from all sections in this office. Reconciliation of treasury figures and to assist K2 seat in the preparation of monthly pay bills and arrear.
3. Preparation of arrear bills, calculation of excess payment, preparation of monthly pay bills of NM Section. To assist K2 seat in the preparation of monthly pay bills and arrear bills.

K (4) Seat

Sanctioning of GPF, NRA and preparation of GPF Bills. Maintenance of GPF bills register. Verification of GPD credit particulars/ details of GPF, Maintenance of pass book in respect of GPF, LIC, SLI and Group Insurance. Issue of salary NGO certificate, NLC in connection with the application for loan etc and connected subjects. Tie assist K2 seat for preparation of monthly pay bills and arrear bills, all other works which are not entrusted to other section in K.
Preparation of contingent bills. Reply to the Audit objections. Preparation of grant-in-aid bills. Counter signature of bill relating to Kerala Grandhasala Sangam, preparation of HBA bills, MCA, Cycle advance and Medical reimbursement bills etc.

TA bills of the establishment of this office, Counter signature of TA bills in respect of the Gazetted Officers in this office and all Deputy Directors, Fidelity insurance scheme, ADDA complaints regarding the non-payment of TA to the employees in the Department.

Maintenance of Accounts of FBS of the staff of the office including Gazetted Officers, closures and payment of Group Insurance Scheme. SLI, Issue of NLC in respect of the retired employees of this office. All complaints regarding the non-payment of FBS in this State, Closure of FBS account in respect of the employees in this office. Settlement of GIS of all Employees.
LAW OFFICER

Law Section will consist of the Law Officer assisted by the D2 seat and Confidential Assistant.
L Section

Unit Officer: Finance Officer II, AO(K)
Controlling Officer: Senior Finance Officer

L(1) Seat

1. Advance on House Construction, Joint Loan belonging to 2 Department, House Building Advance Deed release of all Districts.
2. Safe custody and release of security documents in all cases of above Loans and advances.
3. Recovery of all loans and advance and then annual reconciliation.
4. All OP and LA interpellation cases relating to the above subjects.

L(2) Seat

1. Fixation of rent of private building taken on rent for Govt.purposes.
2. Shifting of Department Officers.
3. Payment of rent including arrears.
4. Transportation charges for shifting Departmental properties.
5. Property Tax, Building Tax, Electricity charges, Water charges, Marriage loan etc.
6. All miscellaneous papers on the subjects dealt with in the section.
7. All OP and LA interpellation cases relating to the above subjects.

L(3) Seat

1. General Provident Fund- all advance, closure cases and other general correspondence.
2. All matters relating to house building advance relating to the Districts of Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasargod and keeping of documents.
3. All OP and LA interpellation cases relating to the above subjects.

L(4) Seat

1. All matters relating to house building advance relating to the Districts of Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki, Ernakulam and keeping of documents.
2. Installation of telephone- at Office and schools.
3. All case of write off, Theft mis-appropriation etc.
4. Lending of school building, Fire accident, M.C.A. (Death case) write off.
5. All OP and LA interpellation cases relating to the above subjects.
M Section

Unit Officer : DD (Employment)
Controlling Officer : ADPI(Academic)

M (1) Seat

1. Matters relating to the registration and recognition of schools for mentally challenged children.
2. Grant-in-aid in Central Government and State Government

3. All matters relating to Government Special Schools for Physically challenged children.
4. Correspondence with the voluntary organization for the handicapped within the state and outside the state.

5. Utilization of fund of improvement of facilities in existing special schools for handicapped (including purchase and supply of articles to the special schools), Special School Kalotsavam and Special School Work experience etc.

M (2) Seat

1. Language Teachers Training (Mal, Arabic, Urdu, Sanskrit, Tamil, Kannada, Hindi)
2. TTC Selection.
3. B.Ed Selection- Department quota
4. Stipend and subsistence allowance.
5. Writ Petition’s thereon
6. Requests for starting new training schools
7. All complaints regarding SSLC Examinations

M (3) Seat

1. Libraries
2. Local Library Authority
3. Bharat Scouts & Guides
4. Election and Census
5. Health Education programme
6. Yoga Culture Programme
7. Exhibitions
8. Papers relating to Court attachment and other recoveries of all employees other than in the Directorate including Gazetted Officers
9. Sanction of conveyance allowance to physically handicapped employees working in the Education Department. Operation of Kerala Students Welfare fund. Supply of Uniform cloths to the school children

M (4) Seat

1. NCC
2. Sale of flags, TB seals, Children’s Day flag etc.
3. Red Cross
4. All celebrations offices and Institutions
5. Vanchipoor fund
6. Students strike and agitation
7. SSA Board
8. Other miscellaneous matter not assigned to any other sections in the Directorate

M (5) Seat

1. All matters relating to the private schools for Physically challenged children in the state.
2. Administration of flag day fund for the welfare of the handicapped.
N Section

Nodal Officer : PA (Employment)
Unit Officer : DDE (Employment)
Controlling Officer : ADPI (Academic)

N (1) Seat

1. All matters relating to Sainik Schools/NDA etc/
2. Muslim/Nadar, Anglo Indian & OBC Scholarships/LSS/USS
3. National Scholarship
4. Endowment

N (2) Seat

1. Premetric-Scholarship for minority communities.
2. N.M.M.S.Scholarship – 2008-09 (Exam conducted by DPI)
3. Special Recruitment of SC/ST
4. Establishment of the contract and daily wages staffs.
5. Complaints, repair works of the electronic machines in N Section

N (3) Seat

1. Linguistic Minority
2. Sanskrit Scholarship
3. Incentive to Girls for Secondary Education
4. Scholarship to the children of parents of unclean occupation
5. Matters relating to disposal of craft articles and other unserviceable articles Kuthakapattom auction sale of Government properties.
6. Complaint received from students of SC/ST categories.
7. All other Scholarships
8. N.M.M.S.Scholarship – 2009-10 onwards
NEP SECTION

Unit Officer : Project Officer
Controlling Officer : ADPI (General)

NEP (1) Seat

1) IDMI (Infrastructure Development for Minority Institutions)
2) SPQEM (Scheme for Providing Quality Education in Madrasa)

NEP (2) Seat

1) DIET (District Institute of Education & Training)
2) OBB Scheme (Operation Black Board Scheme) – Residual Works
3) Audit files
4) ISE (Information Science Education) – Residual Works

NEP (3) Seat

1) IT@School
2) ICT in Schools (Information & Communication Technology in Schools)
3) AIP (Area Intensive Programme – Old Scheme)
4) Cyber crimes
NM SECTION

Unit Officer : Senior Administrative Assistant (NM)

Controlling Officer : ADP1(General)

NM (1) Seat

1. General Correspondence
2. Maintenance of cash book relating to SB A/c of NM.
3. Continuing Noon Meal Programme
4. Sport verification of school on the basis of petition received.
5. LA interpellation.
6. All works related to computerization of NM Programme.
7. Audit
8. Preparation of AWPB and all communication to MHRD.

NM (2) Seat

1. Passing of bills received from the Civil supplies related to the Noon Meal Programme. Visit report verification of Noon meal Programme (relating to Kollam, Palakkad and Pathnamthitta)

NM (3) Seat

1. Distribution of contingent charges to all DDE's funds allotment to Municipality, Corporation, District Panchayat, Grama Panchayat.
2. Distribution of fund and register to all AEO's. Correspondence to Govt. Press for printing forms. Verification of DDE's in respect of PD Account No.8443.
3. Clearance to Demand Drafts from AEOs
4. Distribution Bills relating to Civil Supplies

NM (4) Seat

Passing of Bills received from the Civil supplies related to the Noon Meal Programme. Visit report verification, Verification of special rice, Conducting Noon Meal Programme in Thiruvananthapuram, Idukki and Kasaragode Districts.
NM(5) Seat

1. Passing of Bills received from the Civil supplies related to the Noon Meal Programme. Visit report verification. Verification of special rice, Conducting Noon Meal Programme in Malappuram and Kannur Districts.

NM(6) Seat

1. Passing of Bills received from the Civil supplies related to the Noon Meal Programme. Visit report verification. Verification of special rice, Conducting Noon Meal Programme in Kottayam, Alappuzha and Wayanad Districts.

NM(7) Seat

NS Section

Unit Officer: AD (PL)
Controlling Officer: ADPI (General)

NS (1) Seat

1. All matters of unaided schools regarding opening and recognition
2. Notification of Pre-primary school teachers training course and matters relating to Nursery schools.

NS (2) Seat

1. All matters relating to uneconomic schools
2. Deployment of teachers and non-teaching staff of Govt. and Aided Schools.
3. Closure of Schools (aided/Govt) under.

NS (3) Seat

1. All matters relating to opening/upgradation of Govt. and Aided schools.
2. Issue of “No objection Certificate” to CBSE/ICSE schools
3. Sessional and shift system (All aided and departmental schools)
4. All matters relating to Govt. model schools.

NS (4) Seat

1. Exemption from minimum strength
2. Exemption from site, building etc.
4. Bifurcation of Schools (Government & Aided)
5. Amalgamation of schools (Government & Aided)
6. Other miscellaneous items
O & M Section

Unit Officer : AA (General)
Controlling Officer : Sr.A.O

O&M (1) Seat

1. Work Study
2. Office Organization
3. Discipline in the office
4. Collection and review of monthly business statement
5. Inspection in Directorate
6. General Papers
7. Issue of office Orders
8. Marking of returned tappals received from PA (General)
9. Chief Minister’s one year action plan.

O&M (2) Seat

1. IMG Training / Indian Institute of Public Administration.
2. Review of Business Statement from sub offices
3. Strike and Dharna
4. Tour Programme of VIPs
5. Permission for Public action of Books
6. Contesting in Society Elections, Participation in AIR/Doordarshan and other connected papers.
7. Permission for purchase/sale of movable or immovable properties
8. Tentative tour Programme of all Dy. Directors

O&M (3) Seat

1. General Communication, Correspondence on Right to Information, Act 2005- replies to the General Communication from the State Information Commission, Govt. etc.

O&M (4) Seat

Inspection and review of inspection report from Sub Offices. Tour diaries of all DDEs, Principals of DIETs, Arabic Special Officer and Sanskrit Special Officer.
Review of Annual Inspection reports from the Deputy Director of Education.
Surprise visit report.

O&M (5) Seat

1. Marking of sections and Distribution—Registration of RTI Act 2005

   Applications
   (A&B, SY, AW[a], AW[b], SP&T, BG, J, C, D, O&M, F, G, IED, K, R, L,
   Pension, N, M, NM, FL, PF, RA,
   Sports, Stat, T, Tapal, Deepatch, SC)

2. Staff Meeting.
P Section

Unit Officer : F. O II
Controlling Officer : Sr.F.O

P1 Seat

- Settling of Pensionary claims in respect of all gazetted and non-gazetted officers in the Directorate, Thiruvananthapuram Revenue District SCERT, TBO, DIET and Pension relating to Pareekshabhavan (only Gazetted Officers)
- All correspondence with Govt, Accountant General, High Court of Kerala etc. relating to the pension cases of all Gazetted Officers in the Directorate and Thiruvananthapuram Revenue Districts.
- Proceeding of last salary bills in respect of Senior Superintendents in the Directorate and others from Thiruvananthapuram District.
- Complaint petitions regarding the non receipt of pensionary claims, delay in settlement of pensionary claims etc. in respect of all Gazetted and Non-gazetted officers of the above Districts.
- Proceedings of proposals for condonation of break in service in respect of all departmental staff and Aided school staff of the above districts.
- Review on fixation of liabilities done by the DDE's in respect of Gazetted and Non-gazetted employees of the districts mentioned above.

P2 Seat

- Proceedings and settlement of pensionary claims and last pay bills, NLC in respect of all Gazetted Officers, Senior Lectures and Principals of DIET of Kottayam and Ernakulam Revenue Districts.
- Proceeding of proposals for condonation of break in service in respect of all departmental staff and Aided school staff of the above districts.
- Review on fixation of liabilities done by the DDE's in respect of Gazetted and Non-gazetted employees of the districts mentioned above.
- OP cases— all correspondence with Government, Accountant General, High Court of Kerala, Sub Offices, Other States etc. Relating to pension cases of Gazetted and Non-Gazetted officers (teaching and non teaching) of the above districts.
- Complaint petitions regarding the non receipt of pensionary claims, delay in settlement of pensionary claims etc. in respect of all Gazetted and Non-gazetted officers of the above Districts.
- General correspondence, LA, Pension verification.
1. Processing and settlement of pensionary claims and last pay bills, NLC in respect of all Gazetted Officers, Senior Lecturers and Principals of DIETs of Alappuzha, Idukki and Pathanamthitta Revenue Districts.

2. Processing of proposals for condonation of break in service in respect of all departmental staff and Aided school staff of the above districts.

3. Review on fixation of liabilities done by the DDEs in respect of Gazetted and Non-gazetted employees of the districts mentioned above.

4. OP cases all correspondence with Government, Accountant General, High Court of Kerala, Sub Offices, Other States etc. relating to pension cases of Gazetted and Non-gazetted officers (teaching and non-teaching) of the above districts.

5. Complaint petitions regarding the non receipt of pensionary claims, delay in settlement of pensionary claims etc. in respect of all Gazetted and Non-gazetted officers of the above Districts.

**P5 Seat**

1. Processing and settlement of pensionary claims and last pay bills, NLC in respect of all Gazetted Officers, Senior Lecturer and Principals of DIET Palakkad, Malappuram and Wayanad Revenue Districts.

2. Processing of proposals for condonation of break in service in respect of all departmental staff and Aided school staff of the above districts.
3. Review on fixation of liabilities done by the DDEs in respect of Gazetted and Non-Gazetted employees of the districts mentioned above.
4. OP cases-all correspondence with Government, Accountant General, High Court of Kerala, Sub offices, Other States etc. relating to pension cases of Gazetted and Non-gazetted officers (teachers and non teaching ) of the above districts.
5. Complaint petitions regarding the non receipt of pensionary claims, delay in settlement of pensionary claims etc. in respect of all Gazetted and Non-gazetted officers of the above Districts.

**P6 Seat**

1. Processing and settlement of pensionary claims and last pay bills, NLC in respect of all Gazetted Officers, Senior Lecture and Principals of DIET of Kozhikkode, Kannur and Kasargode Revenue Districts.
2. Processing of proposals for condonation of break in service in respect of all departmental staff and Aided school staff of the above districts.
3. Review on fixation of liabilities done by the DDE's in respect of Gazetted and Non-gazetted employees of the districts mentioned above.
4. OP cases-all correspondence with Government, Accountant General, High Court of Kerala, Sub offices, Other States etc. relating to pension cases of Gazetted and Non-gazetted officers (teachers and non teaching ) of the above districts.
5. Complaint petitions regarding the non receipt of pensionary claims, delay in settlement of pensionary claims etc. in respect of all Gazetted and Non-gazetted officers of the above Districts.
PLANNING SECTION

Unit Officer : C.P.O
Controlling Officer : ADPI (General)

PL-1 Seat

1. Annual Plan Preparation
2. Plan Schemes & Centrally Sponsored Scheme
3. Pooled Fund (SCP/TSP)
4. Monitoring of All Schemes
5. Monthly Plan Progress Report
6. Budget Speech
7. Financial Assistance, Grant-in-Aid to Hindi
8. SUCCESS

PL-2 Seat

Sanskrit

PL-3 Seat

1. Kerala State Education Advisory Board
2. Gifted Children Programme
3. Project for Training to Animation of Cartoons in H.S.S students
4. Financial Assistance to Excel in Arts
5. Heritage School
6. Audit of Accounts (Planning Section)

PL-4 Seat

1. Upgradation of Laboratories & Libraries (Twelfth Finance Commission)
2. Suchithwa mission
3. Jalamani
4. Lead School
5. Regional Institute of English in South India, Bangalore
6. Regional Institute of Education, Mysore
7. District Centre for English
8. State Institute of Educational Technology
9. Financial Assistance to International School of Dravidian Linguistics
10. Financial Assistance to Vanchipoor Fund
11. Financial Assistance to Kerala Childrens Film Society
12. XIII Finance Commission
13. Rashtraya Madyamik Siksha Abhiyan (RMSA)
14. NABARD Assisted RIDF
15. Environment Management
QIP Section

Unit Officer : DDE(QIP)
Controlling Officer : ADPI (Academic)

QIP(1) Seat

1. Minutes of Conferences of DDEs, DEOs, AEOs, Text Book Officers, Principal, DIET etc. convened by the Director of Public Instruction.
2. Works related to training to newly promoted HM/AEO's - Training to Deputy Director of Education, DEO's AEO's
3. Work related to evaluation - conducting workshops of teacher training - Seminars on evaluation.
4. Work related to the programme of QEPR-Process of Adoption of schools below percentage of pass, below state average and other related activities to increase the percentage of pass.
5. Need assessment and need based training.
6. Monitoring of academic programme, adopted schools, IT@school- Subject councils - infrastructure facilities.
7. Consolidation of all report of QIP schemes and forwarding monthly progress report.
8. State level monitoring
9. Creative workshop for text book
10. National curriculum frame work
11. Regional seminar on curriculum
12. Grading
13. SIEMAT, SIET
14. On Site Support (OSS Training)
15. Heritage of Schools
16. NEUPA Training

QIP (2) Seat

1. Work related to training implementation- Teachers training - Mass teachers training.
2. Subject council scheme of work
3. Monitoring of academic programme, adopted schools, IT@school- Subject councils- infrastructure facilities including laboratory, library, school club activities etc:-
4. State level activities related to Prathibha Sangamam
5. MLL in Std.IX (Std.X in the next year)
Work Distribution - Directorate Of Public Instruction

R Section

Unit Officer : Accounts Officer(K)
Controlling Officer : Sr.F.O

R(1) Seat

1. Papers relating to Pay Commission
2. General papers on pay revision, fixation of pay, re-option to pay scale etc.
3. General papers on non cadre promotion of teachers & non-teaching staff of both departmental and aided schools and other offices.
4. Fixation of grade pay of non-gazetted members of the Directorate.
5. Papers relating to grade promotion of all ministerial staff in all districts.
6. Papers relating to fixation of pay due to pay revision. Non Cadre promotion departmental and aided school teachers and non-teaching staff and other NGO’s in Thiruvananthapuram district.

R(2) Seat

Papers relating to fixation of pay due to pay revision. Non-cadre promotion of departmental and aided school teachers and non teaching staff and other NGO’s in Alappuzha, Kottayam, Ernakulam, Thrissur & Idukki districts.

R(3) Seat

Papers relating to fixation of pay due to pay revision. Non-cadre promotion of departmental and aided school teachers and non teaching staff and other NGO’s in Pathanamthitta, Palakkad, Malappuram and Kozhikode districts.

R(4) Seat

1. Papers relating to fixation of pay due to pay revision. Non-cadre promotion of departmental and aided school teachers and non teaching staff and other NGO’s in Wayanad, Kannur, Kasaragod and Kollam districts.
2. Papers relating to investigation sanction, pre-audit bill, time barred arrear claims and special allowance in all districts.

R(5) Seat

1. Medical reimbursement in Thiruvananthapuram:- including DPI, CGE, TBO. Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki & Ernakulam districts.
2. Papers relating to interest free medical advance in Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki & Ernakulam districts.

R(6) Seat

1. Medical reimbursement in Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur & Kasaragod districts.
2. Papers relating to interest free medical advance in Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur & Kasaragod districts.
RA Section

Unit Officer | Joint Director (Academic)

**RA (1) Seat**

Revision appeals on fixation of staff in Aided Schools in Thiruvananthapuram, Alappuzha and Palakkad, General correspondence and periodicals etc.

**RA (2) Seat**

Revision appeals on fixation of staff in Aided Schools in Kottayam, Idukki, Ernakulam, and Thrissur.

**RA (3) Seat**

Revision appeals on fixation of staff in Aided Schools in Malappuram, Wayanad and Kannur.

**RA (4) Seat**

Revision appeals on fixation of staff in Aided Schools in Kozhikkode, Kollam, Kasaragod and Pathanamthitta.
Statistics Section

Unit Officer : RO
Controlling Officer : Joint Director (Stat)

S(1) Seat

1. Preparation and updation of school list
2. Infrastructure facilities in schools, collection of details of uneconomic schools
3. Details of schools run by Minority Management. Management wise list of schools, details of schools having shift/sessional system.

S(2) Seat

Preparation of Administration report, School calendar, guide books, collection and compilation of dropout of students, address of Educational authority, Publication of statistical data, LA interpellation, details on repeaters, 15th July statistics of Teachers, thrown out teachers, protected teachers.

S(3) Seat

2. Collection and consolidation of Numerical data on the Educational Institution of about 3321 Nos. viz. ITI, Schools for the Handicapped, Commercial Institute, Industrial Schools, ITC, Certified Schools, Anglo Indian Schools, Engineering College, Medical College, Ayurveda College, Homeo & Sidha College.
4. Collection and consolidation of Numerical data on the Educational Institution of about 3321 Nos. viz. Institute of National Importance, Roll strength of students on 6th working day, Roll strength of students in HSS & VHSS, Details of students learning minority languages.
1. Examination results, Preparation of ES series reports to Government of India, Selected Educational statistics reports to Government of India, Selected information of institutions to Government of India, Financial data of all the Educational institutions from where numerical data is collecting.

2. Miscellaneous papers: Collection of statistics pertaining to children and school at elementary stage.
**SUPER CHECK CELL**

Unit Officer  
Controlling Officer  :  ASCO  
                           Dy. Secretary (SC)

**SC (1) Seat**

1. To assist the Supercheck Officer while conducting surprise inspections in schools and offices in connection with Supercheck inspections.
2. Papers relating to Supercheck inspections in Thiruvananthapuram, Pathanamthitta, Ernakulam and Idukki districts.
3. Scrutiny of staff fixation appeal files in the office of the Deputy Director of Education.
4. All communications related to Higher level verification of staff fixation.

**SC (2) Seat**

1. To assist the Supercheck Officer while conducting surprise inspections in schools and offices in connection with Supercheck inspections.
2. Papers relating to Supercheck inspections in Kollam, Alappuzha and Kottayam districts.
3. Scrutiny of staff fixation files to AEOs and District Educational Officers.
4. Scrutiny of staff fixation appeal files in the office of the Deputy Director of Education.
5. Papers related to Supercheck inspections in Kozhikkode region.
Seniority Section

Unit Officer : Addl.A.A.
Controlling Officer : Sr.A.O

**SY(1) Seat**

1. General correspondence and Ops pertaining the seniority of Ministerial Staff.
2. Seniority lists of High School Assistants and Gazetted Establishment (Teaching staff).

**SY(2) Seat**

Preparation and finalization of the seniority list of UD Clerks, Head Clerk, Junior Superintendents and Peons.

**SY(3) Seat**

Preparation and finalization of the seniority list of LD Clerks, Typists, Confidential Assistants and Drivers.
SP Section

Unit Officer
Controlling Officer

AA (Purchase)
Sr.F.O

SP(1) Seat

1. Manufacture/Supply of furniture for Departmental schools (LPS, UPS & HS) through PTA.
2. Administrative sanction for manufacture and repair of furniture to Sub offices.
3. Purchase/Supply of office furniture to all sub offices
4. Purchase/Supply of Lab articles and equipments to the departmental schools
5. Purchase and supply of Library books to departmental schools
6. Purchase of Educational films to the departmental schools.
7. Purchase of articles under National Education Policy i.e a) Operation Black Board (b) improvement of Science Education and (c) District Institute of Education & Training (DIET)

SP(2) Seat

1. Purchase/Supply of Computer, Printer, Photocopier and Rizo Machine
Sports Section

Unit officer: Org. Sports
Controlling Officer: ADPI (Academic)

Sports (1) Seat

1. All papers relating to development of Physical Education in school.
2. Conduct of State level Athletic meet & Athletic festival etc and settlement of accounts.
4. Grace Marks.

Sports (2) Seat

1. All papers relating to Sports schools and Sports selection of candidate etc.
2. Special coaching center
3. Conducting J.N. Rocky Tournament, S.M. Cup Foot Ball Tournament, State Aquatic Meet, Summer Sports Coaching Camp.
SP Section

Unit Officer: AA (Purchase)
Controlling Officer: Sr.F.O

SP(1) Seat

1. Manufacture/Supply of furniture for Departmental schools (LPS, UPS & HS) through PPA.
2. Administrative sanction for manufacture and repair of furniture to Sub offices.
3. Purchase/Supply of office furniture to all sub offices
4. Purchase/Supply of Lab articles and equipments to the departmental schools
5. Purchase and supply of Library books to departmental schools
6. Purchase of Educational films to the departmental schools.
7. Purchase of articles under National Education Policy i.e
   a) Operation Black Board  (b) improvement of Science Education
   and (c) District Institute of Education & Training (DiET)

SP(2) Seat

1. Purchase/Supply of Computer, Printer, Photocopier and Rizo Machine
T. Section

Unit Officer : PA (General)
Controlling Officer : Sr. A. O.

T(1) Seat

1. All matters relating to stationery and printed forms, printing and supply of forms, registers etc. to sub offices and Institution of Education Department.
2. All correspondence relating to the above subjects
3. Matters relating to the Binding of Books and Registers of Director of Public Instruction.
4. Maintenance of prescribed stock registers of all stocks & stores of the DPI’s office.
5. All papers relating rate contract for various articles and GO’s relating to amendments to store purchase rules.

T(2) Seat

1. DPI’s office building and its premises- maintenance
2. Auction sale of use-fruits in DPI’s office compound
3. Purchase of furniture other equipments - miscellaneous, Stores, uniform etc for the Directorate.
5. Purchase, Maintenance and repairs of all vehicles under his department.
6. Maintenance of prescribed stock registers of all stocks & stores of the DPI’s office.
7. Matters relating to campus management including, PBX, Telephone System, Watch & ward, Security, allotment, peons etc.
8. All papers relating rate contract for various articles and GO’s relating to amendments to store purchase rules.
### Tapal Section

<table>
<thead>
<tr>
<th>Unit Officer</th>
<th>Personal Assistant (General)</th>
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<td>Controlling Officer</td>
<td>Senior Administrative Officer</td>
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**T1** : Registration of O.Ps, DDs, Cheques and fax messages in separate Registers, Call Book distribution


**T3** : Sorting and Registration of Government letters and D.O.Letters in separate Registers and marking of Ordinary Tapals.

**T4** : Registration of Registered lettered, couriers and Service Books

**T5** : Registration of ordinary Tapals
Work Distribution - Director of Public Instruction
Vigilance Section

Unit Officer: AA(Purchase)
Controlling Officer: ADPI(General)

V(1) Seat:

1. Disciplinary action against all teaching and non-teaching staff of aided schools and vigilance cases.
2. Appeal petition against the disciplinary action taken by the Deputy Director of Education filed by the staff of aided schools, revision petition & OP cases thereon.
3. General papers relating to Vigilance cases, amendments to rules and manual etc.
4. Periodicals (a) Monthly statement of suspension (b) Punishment register.

V(2) Seat:

1. All complaints, grievances etc. not involving in disciplinary action at Director’s level relating to Thiruvananthapuram, Kottayam, Idukki and Pathanamthitta Districts.
2. Periodicals (a) Half yearly statement of misappropriation cases and follow up action (b) Quarterly statement of disciplinary cases involving major penalties.

V(3) Seat:

1. All complaints, grievances etc. not involving in disciplinary action at Director’s level relating to Kollam, Alappuzha, Ernakulam, Malappuram and Wayanad Districts.
2. Collection, Custody, Scrutiny of property returns and all general periodicals (a) Monthly statement vigilance cases (b) Collection & filing of property return relating to all Gazetted Officers in the Department & NGOs in this office.

V(4) Seat:

1. Disciplinary action against all gazette & NGOs in the Department both teaching and non-teaching.
2. Appeal and revision petition on the above cases.

V(5) Seat:

1. All complaints, grievances etc. not involving in disciplinary action at Director’s level relating to Thrissur, Palakkad, Kozhikode, Kannur and Kasargod Districts.
W Section

Unit Officer : ELO
Controlling Officer : ADPI (General)

W (1) Seat

- All papers relating to the construction, maintenance, repairs of Govt. school buildings, compound wall, urinals, hostels, play grounds, land acquisition etc. relating to the Kasaragode, Wayanad, Kannur, Kozhikode and Malappuram Revenue Districts.

W (2) Seat

- All papers relating to the construction, maintenance, repairs of Govt. School buildings, compound wall, urinals, hostels, Playgrounds, land acquisition etc. relating to the Thiruvananthapuram, Kollam and Pathanamthitta Revenue Districts.

W (3) Seat

1. All papers relating to the construction maintenance, repairs of Govt. school buildings, compound wall, Urinals, hostels, Playgrounds, land acquisition etc. relating to the Kottayam, Alappuzha, Idukki, Ernakulam, Thrissur and Palakkad Revenue Districts.

2. Matters relating to land such as acquisitions demarcation of boundaries, encroachment, transfer of land to all categories of Government schools (LP/UP/High and Training schools and all Govt. Offices)
3. General papers relating to construction, maintenance not assigned to any other seat in W.


5. Papers relating to new scheme for construction of the building such as food relief scheme, Girls education, RLE, OP etc.

6. General papers relating to annual maintenance and repairs of school buildings, hostels etc. and their progress reports.

7. Papers relating to electrification and water connection of school buildings/Offices and student hostels in all Districts.

8. OP relating to UP, High schools, training schools and all Govt. offices.
Work Experience Section

Unit Officer: Special Officer
Controlling Officer: ADPI (Academic)

WE(1) Seat

1. Conducts in-service courses for imparting training in prevocational subjects, conducts training programme in SUPW, Electronic products and pre-vocational subjects.

2. Conducts sub-districts, education districts and state level on the sports competition and the work experience exhibition every year.
Y Section

Unit Officer: PRO
Controlling Officer: ADPI (Academic and General)

Y(1) Seat
1. Science, Mathematics, Social Science Club Activities.
2. National Science Seminar
3. State Level CV Raman Essay Competition
4. State Level Investigatory Project
5. State Level Sreenivasa Ramanujan Paper Presentation
6. State Level News Reading Competition
7. State Level Mock Parliament
8. State Level Talent Search Examination
9. National Children's Science Congress
10. State Science Fair, Mathematics Fair, Social Science Fair
11. Southern India Science Fair & Science Drama Festival
12. Jawaharlal Nehru National Science Exhibition
14. Grace Marks

Y(2) Seat
1. Youth Festivals, 'Balakalolsavam'
2. State Awards and National Awards to Teachers and other Awards.
3. Selection of best school, LP, UP and Secondary schools
4. Other celebrations
5. Matters relating to Public relations
6. Collection of festival funds

Y(3) Seat
1. To assist Public Relations Officer in receiving the visitors of the Directorate
2. Distribution of Tappals relating to LA interpellation and follow up action.