

WORK DISTRIBUTION & ROUTING OF FILES

1. ID SECTION

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
ID1	Matters relating to ID in the District of Thiruvananthapuram & Kollam such as Acquisition allotment, transfer, mortgage, change of constitution/activity/name, assignment, issue of patta to industrial land etc-Development work in DA/DP,construction of Multistoried estates maintaince of DIC buildings - Resumption, refund of land value, fixation of land value, LAR cases, Court cases, scheme/activities such as SSPC,RIP,PID,ITD. And RTI, LA interpellation, Miscellaneous matters.	JS/SS – ADIO- JD(ID)- DI&C.	Smt.Devi Sangeetha. G.S. – Senior Clerk	Smt.Jayalekha.B. – Senior Superintendent
ID2	Matters relating to ID in the District of Pathanamthitta, Alappuzha, Kottayam & CFSC Changanassery such as Acquisition allotment, transfer, mortgage, change of constitution of Multistoried estates, maintaince of DIC buildings-Resumption, refund of land value, fixation of land value, LAR cases, Court cases, scheme/activities such as SSPC,RIP,PID,ITD.	JS/SS – ADIO- JD(ID)- DI&C.	Smt. Abitha. O.H. – Clerk-Typist	Sri.Sukesh.R. – Assistant District Industries Officer
ID3	Matters relating to ID in the District of Idukki & Ernakulam such as Acquisition, allotment, transfer, mortgage, change of constitution/activity/name, assignment, issue of patta to industrial land etc-Development work in DA/DP, construction of Multistoried estates, maintaince of DIC buildings - Resumption, refund of land value, fixation of land value , LAR cases, Court cases, scheme/activities such as SSPC , RIP,PID,ITD.	JS/SS – ADIO- JD(ID)- DI&C.	Smt.Kumari Maya – Senior Clerk	Smt. Simi.C.S. – Joint Director
ID4	Matters relating to ID in the District of Wayanad & Palakkad such as Acquisition, allotment, transfer, mortgage, change of constitution/activity/name, assignment, issue of patta to industrial land etc-Development work in DA/DP, construction of Multistoried estates, maintaince of DIC buildings - Resumption, refund of land value, fixation of land value, LAR cases, Court cases, scheme/activities such as SSPC , RIP,PID,ITD.	JS/SS – ADIO- JD(ID)- DI&C.	Smt. Rejitha.V. – Clerk	Sri. K.N.Satheesh I A S - Director

ID5	Matters relating to ID in the District of Kozhikode, Malappuram and CFSC Manjeri such as Acquisition, allotment, transfer, mortgage, change of constitution/activity/ name, assignment, issue of patta to industrial land etc-Development work in DA/DP, construction of Multistories estates, maintaince of DIC buildings - Resumption, refund of land value, fixation of land value, LAR cases, Court cases, scheme/activities such as SSPC , RIP,PID,ITD.	JS/SS – ADIO- JD(ID)- DI&C.	Sri.Gopakumar.R.C. – Senior Clerk	Smt.Jayalekha.B. – Senior Superintendent Sri.Sukesh.R. – Assistant District Industries Officer
ID6	Matters relating to ID in the District of Kannur, Thrissur & Kasaragod such as Acquisition, allotment, transfer, mortgage, change of constitution/activity/name, assignment, issue of patta to industrial land etc-Development work in DA/DP, construction of Multistoried estates, maintaince of DIC buildings - Resumption, refund of land value, fixation of land value, LAR cases, Court cases, scheme/activities such as SSPC , RIP,PID,ITD.	JS/SS – ADIO- JD(ID)- DI&C.	Smt. Nisha. S. - Clerk	Smt. Simi.C.S. – Joint Director Sri. K.N.Satheesh I A S - Director

2. TC SECTION

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
TC/T1	Micro and Small Enterprises Facilitation Council MSMED Act 2006 Entrepreneur Memorandum filing and its clarifications, IEM filing	JS/SS-DI&C	Sri.Sanjaydas.P – Clerk	Smt.Ajithakumari – Junior Superintendent
TC/T2	Various Training programmes of departmental officials, ED club registration and financial assistance, Cluster development programme , Tool room, Modernisation of Government programmes.	JS/SS-DD(TC)- JD(TC) –DI&C	Sri.Rejeesh Mathew – Clerk	Sri.Jayakumaran Nair – Deputy Director
TC/T3	Forest advisory committee, Exemption of bonding period SEZ units and other, setting up of units in SEZ and other SEZ related subjects related subjects, Export processing Zone, forest NOC,KSSIA representations, problems faced by forest based industries , pottery & clay based industries and other MSMEs, power tariff subsidy, Striking of name of the Company under fast track, national and state manufacturing policy, shifting of registered office / factory of MSMEs, productivity council, subjects related to Electricity Board, Clarification/ Exemption notification of 477(E), miscellaneous	JS/SS-DD(TC)- JD(TC) – DI&C	Sri.Salim.S. – Senior Clerk	Sri.Sureshkumar. S. – Joint Director Sri.K.N.Satheesh I A S - Director

TC/T4	New Schemes, Capacity building programmes, Bio-tech , Agro-food processing , industry incubation centre, technology modernization, Development of commerce, State Level advisory Board for monitoring Plastic waste, KEXCON Board meeting, proposal for development of Kasaragod District, Emerging Kerala, Dev. Of LA constituency, Ancillary industrial units, Industry research linkage, Modernisation of E.G.Cell, Establishment of Business development centre, Kerala craft fair, Rain water harvesting, skill upgradation training.	JS/SS-DD(TC)-JD(TC) – DI&C	Smt.Sajiya.S. – Clerk	Smt.Ajithakumari – Junior Superintendent Sri.Jayakumaran Nair – Deputy Director Sri.Sureshkumar. S. – Joint Director
TC/T5	Green Channel clearance, Single Window Clearance Board, subject related to Pollution Control Board, Panchayath Raj, LA interpellation, quality certification, Timber Zone at Perumbavur, State level advisory Committee on youth programmes.	JS/SS-DD(TC)-JD(TC) – DI&C	Sri.Suresh.B. – Clerk	Sri.K.N.Satheesh I A S - Director
W1	Special Central Assistance, General Schemes & all other papers related to the empowerment of Women	JS/SS - LO-DI&C	Sri.Manojkumar.T.P. Clerk	

3. FC SECTION

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
FC1	Margin Money Loan, OTS, Waiver of Interest, SLIC etc and other connected matters.	JS/SS –DD(FC)-/ADIC(G) –DI&C	Smt.Sreejakrishnan.P. Senior Clerk	Sri.Ubald Selestin – Junior Superintendent
FC2	State Investment Subsidy, Audit and other connected matters.ESS	- do-	Sri.Elvin.T.Alex – Clerk	Smt.IndiraBai Pillai Amma – Deputy Director
FC3	SURP	- do-	Smt.Geetha.R. - Clerk	
FC4	Sales Tax Exemption (L&M) applications and appeals, Court Cases, Clarifications, SLBC, ISO Certification in the Directorate, Duty Concession and other connected matters.	-do-	Smt.Geetha.R. – Clerk (Additional charge)	Sri.Suresh.S. Additional Director (G) Sri.K.N.Satheesh I A S - Director

4. P&M SECTION

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
PM/P1	Plan Progress Report, All Progress Reports One year Programme, Preparation of Budget, Citizen Charter, 5 Year Plans, Subject Committee Meetings, Plan Review Meeting, RFD, MPs conference, collectors conference parliamentary committee, stock files and other duties assigned by higher officials.	JS/SS – RO – DD (PM) – ADIC(G) – DI&C.	Sri.Anantharam .P.B. – Clerk	<p>Sri.Gopinatha Kurup – Junior Superintendent</p> <p>Sri.Francis – Research Officer</p> <p>Sri.Shiras.A.S. – Deputy Director</p> <p>Sri.Suresh.S. – Additional Director (G)</p> <p>Sri.K.N.Satheesh IAS – Director</p> <p>Establishment – Sri.Sreekanthan.K.G. – Senior Superintendent Smt.Sajirose.J.S – Administrative Assistant – Smt.Rejeena.P.M. – Senior Administrative Officer</p> <p>Schemes – Sri.Sukesh.R. – Assistant Registrar Sri.Suresh Kumar.S. – Joint Director Sri.Suresh.S. – Additional Director</p>
PM/P2	SCP/TSP, Pooled Fund, HDS Loan , SC/ST Sheds, Stock Files and other duties assigned by higher officials.	JS/SS – DD(PM) – ADIC (G) – DI&C.	Smt.Smija.L.J. – Clerk	
PM/P3	PMEGP all matters relating to the scheme stock files and other duties assigned by higher officials.	JS/SS-DD(PM) – ADIC (G) – DI&C.	Smt.Jayalatha.L – Clerk	
PM/P4	Nucleus Cell. Censes and related works, Scientific updating of data, Dissemination of Information, Computer related jobs. stock files and other duties assigned by higher officials.	JS/SS – RO - DD(PM) – ADIC (G) – DI&C.	Smt.Rejithamoni.T.S. – Clerk	
PM/P6	L.A Interpellation, Rajya Sabha/Lokh Sabha Questions, Consolidation of Monthly business Statement. SLBC, Empowered Committee, stock files and other duties assigned by higher officials.	-do-	Smt.Smija.L.J. – Clerk (Additional Charge)	
PG1	Grievance Cell, Monitoring the functioning of Grievance Cell in Districts, follow up with petitions received in Grievance Cell , Sutharya Keralam stock files and other duties assigned by higher officials.	JS/SS –DD(PM)- ADIC(G) – DI&C.	Sri.Poulose.K.O. - Clerk	
RTI	Subject matters dealt in all sections related to Right to Information	APIO – SPIO – Appellate Authority	Smt.Jawaharniza Beegum - Clerk	

5. H&C SECTION

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
HC/C1	Government Share Participation to Primary Industrial Co-operatives, Government Share participation to Primary Handicrafts Industrial Co-operatives, Grant to Industrial Co-operative Societies, Budget/ Supplementary Demands for Grants, re-appropriation, Additional Authorization , ICM Training , yearly performance report of ICS ,stock files and other duties assigned by higher officials.	SCI – AR – DR – – ADIC (T)– DI&C.	Smt.Preetha.C. – Clerk	Smt. Asha.V.V. – Junior Co-operative Inspector Junior Superintendent – Vacant
HC/C2	Petitions, ICM Training, Establishment Matters, Miscellaneous, MP’s Conferences, AHVY Scheme, Inspection Report, Audit Para, Administration Report, Raw Material Subsidy and stock files and other duties assigned by higher officials.	JS/SS – AR – DR – ADIC (T)– DI&C.	Sri.Pramod.G.S. – Clerk	Sri.Sukesh.R.- Assistant Registrar
HC/C3	All statutory matters excluding Establishment matters, OPS, SURABHI, Dinesh Beedi, Capex, NCDC, Cashew Corporation stock files and other duties assigned by higher officials.	SCI – AR – DR – ADIC (T) - DI&C.	Smt.Jayanthi.P. – Clerk	Sri.Unnikrishnan – Deputy Registrar
HC/C4	Mini Industrial Co-operatives, MIE, Ops relating to MIE, DCB Statement, Khadi & Village Industries Board, SERIFED and stock files and other duties assigned by higher officials.	JS/SS – AR – DR – ADIC (T)– DI&C.	Sri.Santhosh.S.P. – Clerk	Additional Director (T) – Vacant
HC/H	All Plan Schemes related to Bamboo Development, State Bamboo Mission, All Apex Organizations, Old age pension to Master Craftsmen, National Award, State Award, CFSCs House-Cum-Work Shed Scheme and stock files and other duties assigned by higher officials.	JS/SS-AR – DR – JD (H&C) – DI&C.	Smt.Asha.V.R. – Senior Clerk	Sri.K.N.Satheesh IAS – Director

6. M&A SECTION

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
MA/M1	Registration of firm as approved suppliers to Government, MSME State Level Award, Life Time Achievement Award, Miscellaneous papers stock files and other duties assigned by higher officials Price preference, Price fixation Committee, Public Procurement Policy.	JS/SS -DD(TC) – JD-(TC)- DI&C	Smt.Saji.N. Clerk	Smt.Liji.A.S. – Junior Superintendent Sri.Jayakumaran Nair – Deputy Director Sri.Sureshkumar.S. – Joint Director Sri.K.N.Satheesh IAS – Director
MA/M2	Grand Kerala Shopping Festival, India International trade Fair, Malabar Crafts Mela, Exhibitions, Beypore Fest, Tenders, L.A. Interpellation, Grant-in-aid and Miscellaneous papers Direct Marketing etc and stock files and other duties assigned by higher officials,	-do-	Sri.Shiju.K.John Clerk	
M&C	New Trading License, New processing License, Renewal for Log processing License, Renewal for Log Trading License, Essentiality Certificate, and stock files and other duties assigned by higher officials.	-do	Sri.Satheesh Chandran.S. – Clerk	

7. FI SECTION

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
FI-1	Company matters, payment of loans, Share Capitals and Grant to Companies, Collection of Utilization Certificate and stock files and other duties assigned by higher officials.	JS/SS- DD(P&M)- ADI&C(G)/SFO – DI&C	Sri.Biju.R.S. – Senior Clerk	Smt.Lathakumari.R. Junior Superintendent Sri.Shiras.A.S. – Deputy Director Sri.Suresh.S. Additional Director/ Sri.Manzoor Hussain Senior Finance Officer Sri.K.N.Satheesh IAS – Director
FI-2	Repayment of Loans, Proper Maintenance of Accounts and DCB of Government Loans and IDF Loans, Fixing of Terms and Conditions on Line Data Entry, stock files and other duties assigned by higher officials.	-do-	Smt.Leela.P.A. - Clerk	
FI-3	Guarantee Commission, GPF, Gratuity etc of Company Employees, Suit Report and maintenance of suit Register, LA Interpellation Right to Information, Right to Service, Miscellaneous papers. Board Meeting and Connected Papers, stock files and other duties assigned by higher officials.	-do-	Smt.Honeyla.B. - Clerk	

8. EDP WING

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
EDP1	Administration of Technical Support of web enabled software modules, Project Management of development of online portal for ESS, Administration of e-procurement for CFC's of clusters, Providing of Digital Signature Certificates (DSC), Allotment of funds to District Industries Centre for maintenance of computer and computer peripherals, Content management of the website of Directorate of Industries and Commerce, Defining and incorporation of services in online process/work flow software 'service plus', Operations and management and technical support of ESS online portal, Custodian of software cell attached to Directorate of Industries and Commerce, Electronic file management system (e-office).	JS/SS - DD(DOC/IT)- ADIC(T)- DI&C	Sri.Santhosh.D. - Clerk	<p style="text-align: center;">Smt.Liji.A.S. - Junior Superintendent</p> <p style="text-align: center;">Sri.Ajith.S. - Deputy Director</p>
EDP2	Procurement of computer and its peripherals for Directorate of Industries and Commerce, Maintenance of computer and its peripherals attached to Directorate of Industries and Commerce, Maintenance of networking and internet connectivity of Directorate of Industries and Commerce , Installation and maintenance of uninterested power supply (UPS) and EPABX system of Directorate of Industries and Commerce., Installation and maintenance of all electronic equipments and components of Directorate of Industries and Commerce, Custodian of laptops , LCD projector and electronic components of conference halls, Maintenance of Air Conditioners , Maintenance of Biometric attendance system, Training of software module of Directorate of Industries and Commerce and other related computer training.	JS/SS - DD(DOC/IT)- ADIC(T)- DI&C	Sri. Sajith.S. - Clerk	<p style="text-align: center;">Vacant - Additional Director (T)</p> <p style="text-align: center;">Sri.K.N.Satheesh IAS - Director</p>

EDP 3	Purchase of Computers and related equipments in Directorate - AMC for Computer hard wares, UPS, Risograph, A/C, EPABX System- Offer help as well as guidelines for the computerization of various District Industries Centres - Supervise the purchase of computers and related equipments in various District Industries Centres - Technical support contract for web based software modules with M/s. KELTRON- Technical aspects of Biometric attendance Systems - Monitoring of internet connection in this office.	JS/SS M&A – Assistant Director (EDPWing)- Deputy Director(TC) Additional Director(T)- Director		
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9. DOCUMENTATION CENTRE

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
DCX	<ol style="list-style-type: none"> 1. All works related to the publication of Vyavasaya Keralam Magazine – Payments of Printing Charges, remuneration, Postage Charges, Commission for canvassing advertisements, payment of wrapper printing repair and maintenance of office articles. 2. All works related to the publication of Vyavasaya Keralam/Webpage, Collection of materials and articles Supply to printing press, liaison work related with Vyavasaya Keralam Magazine. 3. Postal Registration, Calling quotations for printing of Magazine and Wrapper, Sending letters, reminders, U.O Notes etc. 4. Maintenance and repair of Computers, printers, air conditioners etc. 5. Maintenance of Cheque Books and Cheque registers of Vyavasaya Keralam Account. 6. Content management of Websites. 7. Files related to Doc. Library. 8. Any other actions entrusted by AD from time to time. 	JS/SS-Editor DD(DOC/IT)- ADIC(T)-DI&C	Smt.Claramma James – Clerk	<p style="text-align: center;">Smt.Lekshmi.S. – Junior Superintendent</p> <p style="text-align: center;">Sri.Ajith.S. – Deputy Director</p> <p style="text-align: center;">Vacant – Additional Director (T)</p> <p style="text-align: center;">Sri.K.N.Satheesh IAS –</p>

DCX	<ol style="list-style-type: none"> 1. Collection of cash, DD's and Cheques from correspondents of Vyavasaya Keralam and District Industries Centre's as subscription and advertisement charges. 2. Maintenance of register for advertisement with Photocopy/Duplicate of matters, maintenance of vouchers , cash book and Register, remittance of cash and DD, Cheques to the K-Bip account in the bank reconciliation of accounts periodical preparation of accounts statements etc. 3. Maintenance of stamp account in the Documentation Centre and timely dispatch of Vyavasaya Keralam Magazine to subscribers and all other dispatch including Email. 4. Maintenance of Register for complaints received from Vyavasaya Keralam subscribers, prompt reply to complaints and taken remedy action. 5. Maintenance of district wise register of subscribers including complementary copies and deletion of address of expiry subscribers, preparation of statements about subscription and advertisement status of every district monthly. 6. Maintenance of Stock Registers <ol style="list-style-type: none"> a. Stock Register of furniture, Computers, Printers, Scanners, Electrical items and other office materials. b. Stock Register of Vyavasaya Keralam receipt book and EM Part I and Part II Registers. 7. Any other action entrusted by AD from time to time. 	-do-	Sri.Sajeer.S. – Senior Clerk	Director
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10. EA SECTION:

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
EA1	Appointment, Transfer, promotion and postings of LD Clerks, Regularization of service and declaration of probation and , Deputation of Clerks, and allied matters	JS-AA-SAO (DI&C wherever necessary)	Sri.Vinu.V.V. Senior Clerk	Smt.Hiranmayi – Senior Superintendent Smt.SajiRose.J.S. – Administrative Assistant Smt.Rejeena.P.M. – Senior Administrative Officer Sri.K.N.Satheesh IAS – Director
EA2	Subject matters relating to appointment , transfer, promotion and postings of Drivers, regularization of service and declaration of probation, declaration of probation of LD Clerks, Deputation of Drivers, matters relating to repair and maintenance of vehicles	JS-AA-SAO (DI&C wherever necessary)	Sri.Shiju.S.N. Senior Clerk	
EA3	Purchase and Distribution of all items of stationery articles and related matters.	JS-AA-SAO (DI&C wherever necessary)	Sri.Babumon.P.A. Senior Clerk	
EA4	Appointment, Transfer & Posting of Last Grade Servants, Watcher (PT&FT), Sweeper (PT&FT) and all the matters related to them. of leave to Last Grade Servants	JS-AA-SAO (DI&C wherever necessary)	Smt.Sajna Beegum.S. Clerk	
EA5	Keeping of closed records and files of all the Sections of the Directorate	JS-AA-SAO-DI&C	Sri.Abdul Thahir Clerk	

11. EB SECTION:

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
EB1	Appointment, Transfer and Posting and all service matters except this sanctioning of leave in respect of LD Typist, UD Typist, Clerk-Typist, Confidential Assistant and Fair Copy Superintendent and their deputation GIS, GPF,SLI and related RTI ,LA Questions , Holiday Duty	JS-AA-SAO (DI&C wherever necessary)	Smt.Sreeja.V. Clerk	<p>Sri.Sathyajith.P.B. – Junior Superintendent</p> <p>Smt.SajiRose.J.S. – Administrative Assistant</p> <p>Smt.Rejeena.P.M. – Senior Administrative Officer</p> <p>Sri.K.N.Satheesh IAS – Director</p>
EB2	All matters connected with pension	JS-AA-SAO- DI&C	Sri.Subinraj.S.L. Clerk	
EB3	LA Interpellation on Establishment matters and all miscellaneous papers on Establishment matters, IMG Training, Official Language election etc; SC/ST Monthly progress report wide Distribution Senses, Delegation of powers, vacancy position of all categories.	JS-AA-SAO (DI&C wherever necessary)	Smt.Lekshmi.S. Clerk	
EB4	Shifting of office building, fixing rent, purchasing of furniture and miscellaneous papers, FBS, Monthly Business Statement, Phone Bills, Electricity Charge, Property Statement etc.	JS-AA-SAO (DI&C wherever necessary)	Sri.Arun.V.N. – Clerk	

12. EC SECTION:

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
EC1	Declaration of probation in respect of Co-operative Inspectors, Head Clerks and Junior Superintendents. Issue of NOC for passport, Study purpose and Deputation of Co-operative Inspectors, Head Clerk and Junior Superintendent. Ratio promotion of Senior Co-operative Inspectors and Junior Superintendents. Sanctioning of charge allowance while holding full additional charge of Co-operative Inspectors, Head Clerks/ Chief Accountants and Junior Superintendent.	JS-AA-SAO- DI&C	Sri.Gopanlal.K.L. Clerk	Smt.Jyothi.V.R. – Junior Superintendent Smt.SajiRose.J.S. – Administrative Assistant (SPIO)
EC2	Fixation of pay and classification and connected subject of NGOs, SPARK, Maintaining of Service Book.	JS-AA-SAO (DI&C wherever necessary)	Sri.Manojkumar.N.G Clerk	Smt.Rejeena.P.M. – Senior Administrative Officer & Appeal Authority
EC3	Higher Grade Promotions of NGO Sanctioning of leave of all NGOs except Last Grade Servants, allocation of PRAN numbers for newly appointed employees under National Pension Scheme.	JS-AA-SAO (DI&C wherever necessary)	Smt.Sangeetha.K. Senior Clerk	Sri.K.N.Satheesh IAS – Director
	Subject Matters dealt in Suit cell, Establishment (EA,EB,EC,ED,EE), Accounts (AC), Internal Audit, Budget (FB,FR)	ASPIO(SS-EA)→ SPIO2(AA)		
EC4	Declaration of probation in respect of Industries Extension Officers. Issue of N.O.C for passport, Study purpose and deputation of Industries Extension Officers. Sanctioning of charge allowance while holding full additional charge of Industries Extension Officers	JS-AA-SAO (DI&C wherever necessary)	Sri.Anoop.M.B. Senior Clerk	Sri.Sreekanthan.K.G. – Senior Superintendent (ASPIO)

13. ED SECTION:

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
ED1	Disciplinary proceedings/ Vigilance case of all Officers	JS-SAO- DI&C	Smt.Rajalekshmi.J.R Senior Clerk	Sri.Sreekanthan.K.G. – Senior Superintendent
ED2	Promotion proposals and transfer including establishment matter of the Gazetted Cadres viz. Administrative Assistant, Assistant Director, Deputy Registrar/ POC, Deputy Director/Manager, Joint Director / General Manager and Additional Director of Industries and Commerce ,SPO, LD, ELO, SAO, Directorate of Handloom & Textile, Directorate of Coir Development, Directorate of Industries and Commerce	JS-AA-SAO- DI&C	Smt.Sreedevi.L. Senior Clerk	Smt.SajiRose.J.S. – Administrative Assistant
ED3	Promotion and transfer including all establishment matter of Assistant District Industries Officers, Senior Superintendent, AR, Librarian.	JS-AA-SAO- DI&C	Sri.Jobin.P. Clerk	Smt.Rejeena.P.M. – Senior Administrative Officer
ED4	Establishment matters of Technical Employees of CFSC, Changanacherry and Manjeri, Probation and leave of all Gazetted Cadres	JS-AA-SAO- DI&C	Smt.Sheeja.M. Clerk	Sri.K.N.Satheesh IAS – Director

14. EE SECTION:

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
EE1	<p>Convening of Departmental Promotion committee (Lower) for the post of Assistant District Industries Officer ,Assitant Registrar, Senior Superintendent Maintenance of Confidential Report of Senior Co-operative Inspector, Industries Extension Officer, Junior Superintendent,and Senior Superintendent., OP's AND WPCs relating to seniority in respect of Senior Co-operative Inspector, Industries Extension Officer, Assistant District Industries Officer, Assistant Registrar. Preparation of Seniority List of Senior Co-operative Inspector, Junior Co-operative Inspector Industries Extension Officer, Assistant District Industries Officer, Assistant Registrar, Forman CFSC, Assistant Director CFSC, Senior Superintendent. Conformation of above posts.</p>	<p>JS/SS -SO- SAO- DI&C</p>	<p>Sri.Shanid.K.K. – Clerk</p>	<p>Smt.Jyothi.S. – Junior Superintendent</p> <p>Sri.Thomas George – Special Officer</p>
EE2	<p>Convening of Departmental Promotion Committee (Higher and Lower), Maintenance of Confidential Report of Assistant District Industries Officer , Assistant Registrar, Administrative Assistant, Assistant Director, Deputy Director, Deputy Registrar, Deputy Director , Joint Director, Additional Director of Industries and Commerce and preparation of Seniority list of Assistant Director, Deputy Registrar, Deputy Director and Joint Director.</p>	<p>JS/SS -SO- SAO- DI&C</p>	<p>Sri.Baburaj.K.G. – Clerk</p>	<p>Smt.Rejeena.P.M. – Senior Administrative Officer</p> <p>Sri.K.N.Satheesh IAS – Director</p>
EE3	<p>Preparation of Special Rules of Kerala Service, Industries and Kerala Industries Subordinate Service, Preparation of seniority list of Office Attendant, LDC, LD Typist, UD Clerk, Junior Superintendent and Confidential Assistant and Machine Operator CFSC, and OP relating to seniority.</p>	<p>JS/SS -SO- SAO- DI&C</p>	<p>Sri.Ratheeshmon.C Senior Clerk</p>	

15. ACCOUNTS SECTION:

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
AC1	HBA (Deed releasing Documents , Registers maintaining, Missing Credit) , NRA, GPF loan, Conversion TA into NRA, GPF Closure , NRA and GPF bills	JS-AA- DI&C.	Smt.Greesha Stephen Clerk	Smt.Sreelekha.K.N. – Junior Superintendent
AC2	Salary Bill dog NGO's, Arrear DA credited to GPF.	JS-AA-DI&C.	Sri.Anilkumar.N. Clerk	
AC3	SLI, GIS, LIC pass book entry, Arrear Bills, Salary Certificate, L.P.C, Medical reimbursement Bill , FBS, SLI,GIS Bills.	JS- AA	Smt.Sudhina.V. Senior Clerk (On Leave)	Smt.SajiRose.J.S. – Administrative Assistant
AC4	Contingent Bills	JS-AA- DI&C	Smt.Shyna.N.K. Clerk	
AC5	HBA, Tour TA, Transfer TA.	JS-AA- DI&C.	Smt.Vijayalekshmi Clerk	Sri.K.N.Satheesh IAS – Director
AC6	Medical Reimbursement, Interest Free Medical Advance, FBS, Reconciliation of expenditure with Treasury and Accountant General	JS-AA- DI&C.	Sri.Venubhadran.R.S Head Clerk	
AC7	Cash, Vouchers etc.	JS -AA	Sri.Venubhadran.R.S Head Clerk (charge)	

16. IAW SECTION:-

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
IAW1	Files relating to Inspection Report of Accountant General, Audit files of Kasargode,Kannur, Wayanad, Kozhikkode, Thrissur, Palakkad, Malappuram and Sub Officers and CFSC Manjeri	JS-SFO- DI&C	Sri.Praveen.V. Senior Clerk	Vacant – Junior Superintendent
IAW2	Files relating to Inspection Report of Accountant General Audit files of TVPM, Kollam, PTA, ALPY KTYM, EKM & Idukki and CFSC Changancherry	-do-	Sri.Prasannakumar.K.G Clerk	Sri.Manzoor Hussain – Senior Finance Officer
IAW3	Accountant General's audit in the Directorate of Industries and Commerce and files relating to Draft Para, PAC, C&AG reports	-do-	Sri.Prakash.S. Clerk	Sri.K.N.Satheesh IAS – Director

17. BUDGET WING:-

Section	Subject	Routing of File	Section Handled by	Section Officer & Authority
FB1	Preparation of Budget Estimate (Non Plan) Additional Authorization of funds under plan and Non Plan Heads, supplementary Demand for Grant, Fixation of Grant, Appropriation Accounts, Re-appropriation, surrender of savings, regularization of excess expenditure over budget etc.	JS-SFO-DI&C	Sri.Aneesh.A. Clerk	Sri.Ashoka Kumar Senior Superintendent
FB2	Allotment to sub offices under Plan and Non Plan Heads consolidation of DCB Statement from District Industries Centers	-do-	Sri.Biju.P. Clerk	Sri.Manzoor Hussain – Senior Finance Officer
FR1	Reconciliation of accounts with the Accountant General and allied works in respect of accounts	-do	Sri.Jayaschandran.T.R Clerk	Sri.K.N.Satheesh IAS – Director
FR2	Monitoring of expenditure under Non Plan Heads, Reconciliation of centrally sponsored schemes, files related to RI Act and miscellaneous files.	-do-	Sri.Jayaschandran.T.R Clerk	

Sd/-
Director of Industries and Commerce