

Proforma

Name of Department: General Administration Department

SI No	Name of Officer with designation	Designated Post	Tele. No	Subject Matter dealt with (General)
1.	Smt. R.Vasanthi, Under Secretary to Government, General Admn (Co-ordination) Department	State Assistant Public Information Officer	2518394	Establishment matters of All India Service Officers, Administrative Secretariat Employees, Personnel Staff of Ministers, Special recruitment of SCs/STs to Government Service, S.S.S. Pension scheme, Freedom fighters' pension scheme, Welfare activities of Ex-servicemen, Chief Minister's Sainic Welfare Fund, Appointment under Sports quota in Government service, Welfare of minorities, Accommodation to Ministers, Officers and Secretariat Departments, Civil Work, Maintenance and repairing of Secretariat Buildings, Declaration of Public Holidays, Preparation of Government Diary, Calendar, Conference of M.P's, District Collector's and Head of Departments, Right to Information Act, Visit of High Dignitaries, Protocol, Hospitality matters, Republic/Independence day celebrations, Reservation of accommodation in Guest Houses/Kerala Houses, Appointment of Chairman and members of KPSC and allied matters of KPSC, Allotment of vacancy in general category under Compassionate Employment Scheme, Project/programmes under Modernisation of Government Programme, CM's Public Grievance Cell.
2.	Smt. G.Sreekumari, Deputy Secretary to Government, General Admn. Department	State Public Information Officer	2518264	
3.	Sri.K.Vijayakumaran Nair, Joint Secretary to Government, General Admn (Special) Dept.	State Public Information Officer	2518533	
4.	Smt. K.Geetha, Additional Secretary to Government, General Admn (Accounts) Department	State Public Information Officer	2518766	
5.	Sri.E.K.Bharat Bhushan, Principal Secretary – 1 General Administration Department	Appellate Authority	2518838	