

## PROFORMA

Name of Secretariat Department: General Administration [AR, FFP(A), FFP(B), Secretariat Records, Employment Cell (A), Employment Cell (II)] Department.

SI No	Name of Officer with Designation	Designated Post (Appellate Authority) Information Officer, Assistant Information Officer, as the case may be.	Telephone No	Subject matter dealt with
1	C.Sarathchandran Nair Section Officer, General Administration (Parl.) Department	Assistant Public Information Officer	2518760	1. General papers relating to Annual administration Report of Individual departments of the State.  2. Revision of the format of the Annual Report and ensuring it's timely preparation, publication and distribution.
2.	K.N.Prasanna, Joint Secretary, General Administration (Records, Administrative Reports) Department.	Public Information Officer	2518954	3. Processing of applications and connected papers under Swatantrata Sainik Samman Pension Scheme.
3.	Thomas C. George, Principal Secretary-II, General Administration Department	Appellate Authority	2327438	4. General papers relating to the Scheme.  5. Processing of applications and connected papers under Kerala Freedom Fighters Pension Scheme and General papers relating to the Scheme.  6. Receipt and issue of the Records and weeding out of Records. Preservation of valuable documents such as Service Books, Bonds, agreements etc. Received from the Departments of the Secretariat.

				<ol style="list-style-type: none"> <li>7. Special recruitment of Scheduled Castes/Scheduled Tribes, yearly review and reservation of posts.</li> <li>8. Recommendation of the Legislature Committee on the welfare of Scheduled cases/Scheduled tribes regarding reservation of posts.</li> <li>9. Issuance of Orders on amendment and new orders regarding reservation of posts for special recruitment.</li> <li>10. Review of the performance of the Departments concerned in the matter of appointment of Scheduled castes/ Scheduled Tribes.</li> <li>11. Yearly meeting of the Review Committee.</li> <li>12. Remarks and advice on matters related to special recruitment.</li> <li>13. Monthly review of progress of the recruitment of S.Cs/ S.T.s against vacancies reserved for special recruitment.</li> <li>14. Compilation of a manual of instructions regarding reservation orders.</li> </ol>
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