



കേരള സർക്കാർ

സംഗ്രഹം

തദ്ദേശ സ്വയംഭരണ വകുപ്പ് - ഇൻഫർമേഷൻ കേരള മിഷന്റെ പുനരുദ്ധാരണവും (റീസ്ട്രക്ചറിംഗ്) ശമ്പള പരിഷ്ക്കരണവും - അനുമതി നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

തദ്ദേശ സ്വയംഭരണ (ഐ ബി) വകുപ്പ്

സ.ഉ. (കൈ) നം.176/2017/തസ്വഭവ.

തിരുവനന്തപുരം, തീയതി, 31.08.2017.

- പരാമർശം:- 1. സ.ഉ.(സാധാ) നം. 3311/2016/തസ്വഭവ തീയതി, 05.12.2016.
2. 20.03.2017 ലെ ഇൻഫർമേഷൻ കേരള മിഷന്റെ എക്സിക്യൂട്ടീവ് ഡയറക്ടറുടെ 4280/ED/2016/IKM നമ്പർ കത്ത്.

പരാമർശം (1) ലെ ഉത്തരവ് പ്രകാരം ഇൻഫർമേഷൻ കേരള മിഷന്റെ പുനരുദ്ധാരണത്തിനും ശമ്പള പരിഷ്ക്കരണത്തിനുമായി പഞ്ചായത്ത് ഡയറക്ടർ ചെയർമാനായ ഒരു നാലംഗ കമ്മിറ്റിയെ നിയോഗിച്ചിരുന്നു. ഇൻഫർമേഷൻ കേരള മിഷന്റെ എക്സിക്യൂട്ടീവ് ഡയറക്ടർ ടി റിപ്പോർട്ട് സൂചന (2) പ്രകാരം സർക്കാരിന്റെ പരിഗണനയ്ക്കായി ലഭ്യമാക്കിയിരുന്നു.

മേൽ കമ്മിറ്റി റിപ്പോർട്ടിലെ പ്രധാന ശുപാർശകളും, പുതുക്കി നിശ്ചയിച്ചിരിക്കുന്ന ശമ്പള നിരക്കുകളും ചുവടെ ചേർക്കുന്നു:-

1. കമ്മിറ്റി ശുപാർശകൾ

- 1) IKM may be restructured into three wings - Research and Development wing, Operation and Maintenance wing and Human Resource wing.
- 2) Existing staff may be repositioned in the above wings purely on the basis of their Qualification and Experience
- 3) All the existing staff may be retained and assigned duties according to their qualification.

- 4) IKM shall venture into other areas to retain staff. The probable areas are purchase and maintenance of hardware for local governments, training of the local government staff, etc.
- 5) IKM shall have a Helpdesk manned by competent staff. The Helpdesk shall function from 7am to 9pm in two shifts.
- 6) Eighty eight of the existing staff shall be retained in Headquarters and the rest shall be deployed in the field after giving necessary training.
- 7) Existing vacancy of 75 staffs shall not be filled on permanent basis.
- 8) No more additions to the field staff.
- 9) Fresh hands may be posted for software development on short-term basis.
- 10) Existing staff may be categorised into Professional, Technical and Administrative category on the basis of qualifications. They shall be repositioned in defined positions on the basis of qualification and experience.
- 11) Remuneration of staff is fixed as consolidated pay with two percent annual increment.
- 12) Fixation of pay is made taking the pay structure of Public Works Department on comparable basis.
- 13) There shall be sufficient incentive for good work in terms of promotion and career progression along with pay increase. Similarly, strict action like suspension, termination should be taken against the employees who are poor performing, ineffective and acting against the interests of the organization.
- 14) Future career advancement of the staff shall be on the basis of objective assessment following definite procedure.
- 15) Staff cost of IKM shall be recovered from the the Local governments.
16. Recommendations of the report may be implemented in totality

**2. ഇൻഫർമേഷൻ കേരള മിഷനിലെ വിവിധ തസ്തികകൾക്കുള്ള
പുതുക്കിയ ശമ്പള നിരക്കുകൾ**

Sl No	#	Designation	Retaining period in years	Lump sum Pay
Professional Staff – Research & Development Division				
1		Deputy Director (Research and Development)		100000
2		Deputy Director (Operation and Maintenance)		80000
3	(a)	Senior Programmer Grade I	05 years in post (b)	68700
4	(b)	Senior Programmer Grade II	05 years in post (c)	61500
5	(c)	Senior Programmer Grade III	05 years in post (d)	54500
6	(d)	Programmer Grade I	05 years in post (e)	47500
7	(e)	Programmer Grade II	05 years in post (f)	40500
8	(f)	Programmer Grade III	04 years in post (g)	33500
9	(g)	Junior Programmer	Entry post	26500
Professional Staff – Operation and Maintenance Division				
10	(a)	Senior Support Engineer Grade I	05 years in post (b)	68700
11	(b)	Senior Support Engineer Grade II	05 years in post (c)	61500
12	(c)	Senior Support Engineer Grade III	05 years in post (d)	54500
13	(d)	Support Engineer Grade I	05 years in post (e)	47500
14	(e)	Support Engineer Grade II	05 years in post (f)	40500
15	(f)	Support Engineer Grade III	04 years in post (g)	33500
16	(g)	Junior Support Engineer	Entry post	26500
Technical Staff				
17	(a)	Senior Technical Officer Grade I	05 years in post (b)	46200
18	(b)	Senior Technical Officer Grade II	05 years in post (c)	42200
19	(c)	Senior Technical Officer Grade III	05 years in post (d)	38200
20	(d)	Technical Officer Grade I	05 years in post (e)	34200
21	(e)	Technical Officer Grade II	05 years in post (f)	30200
22	(f)	Technical Officer Grade III	04 years in post (g)	26200
23	(g)	Junior Technical Officer	Entry post	22200

Administrative Staff (with minimum Graduation)				
24		Controller of Administration		45800
25		Finance Officer		42500
26		Purchase and Stores Officer		42500
27		Administrative Officer		42500
28	(a)	Manager	05 years in post (b)	40600
29	(b)	Deputy Manager	05 years in post (c)	37000
30	(c)	Associate Manager	05 years in post (d)	33400
31	(d)	Assistant Manager	05 years in post (e)	29800
32	(e)	Senior Assistant Grade I	05 years in post (f)	26200
33	(f)	Senior Assistant Grade II	04 years in post (g)	22600
34	(g)	Senior Assistant Grade III	Entry post	19000
Administrative Staff (without graduation)				
35	(a)	Assistant Grade I	24 years in post (e)	29000
36	(b)	Assistant Grade II	18 years in post (e)	26000
37	(c)	Assistant Grade III	12 years in post (e)	23000
38	(d)	Assistant Grade IV	06 years in post (e)	20000
39	(e)	Assistant	Entry post	17000

ടി കമ്മിറ്റി റിപ്പോർട്ട് സർക്കാർ വിശദമായി പരിശോധിക്കുകയും, ഇൻഫർമേഷൻ കേരള മിഷന്റെ പുനരുദ്ധാരണവും ശമ്പളപരിഷ്കരണവും സംബന്ധിച്ച കമ്മിറ്റി റിപ്പോർട്ട് (അനുബന്ധമായി ചേർക്കുന്നു) താഴെപ്പറയുന്ന വ്യവസ്ഥകൾക്ക് വിധേയമായി നടപ്പിലാക്കുവാൻ അനുമതി നൽകി ഉത്തരവാകുന്നു.

a). The proposed remuneration pattern fixed by the committee is agreed along with the mechanism proposed for annual increment, leave etc w.e.f 1st September 2017.

b). The details of experience of the personnel shall be ascertained through a transparent process by the Director of Panchayat within three weeks and notified with a due process of hearing, to be completed within one month.

c). Steps may be taken to realise the membership fee from Local Self Governments payable to IKM realisable from 2013-14 to 2015-16 immediately.

d). Requirements of manpower in IKM and requirements of training and capacity building of functionaries in IKM shall be assessed by a committee of professionals well versed in ICT and dynamic of decentralised planning within 6 months .

e). Public sector agencies like IKM, C-DIT and KELTRON in IT shall develop a mechanism for working together to meet the ICT requirements in Government, creditably KSITM shall facilitate this.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം),

ടി. കെ. ജോസ്
പ്രിൻസിപ്പൽ സെക്രട്ടറി

എക്സിക്യൂട്ടീവ് ഡയറക്ടർ, ഇൻഫർമേഷൻ കേരള മിഷൻ, തിരുവനന്തപുരം
പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ്), കേരള, തിരുവനന്തപുരം
അക്കൗണ്ടന്റ് ജനറൽ (എ ആന്റ് ഇ) കേരള, തിരുവനന്തപുരം
ധനകാര്യ വകുപ്പ് (25.07.2017 -ലെ ഡെവ-1/120/2015/ധന നമ്പർ യു.ഒ പ്രകാരം)
പൊതുഭരണ (എസ്സ്.സി) വകുപ്പ് (ഇനം നം. 1411)
ഇൻഫർമേഷൻ ആന്റ് പബ്ലിക് റിലേഷൻസ് ഓഫീസർ (വെബ് ആന്റ് ന്യൂ മീഡിയ)
സ്റ്റോക്ക് ഫയൽ / ഓഫീസ് കോപ്പി.

പകർപ്പ്:- തദ്ദേശ സ്വയംഭരണ വകുപ്പ് മന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറിയ്ക്ക്
തദ്ദേശ സ്വയംഭരണ വകുപ്പ് പ്രിൻസിപ്പൽ സെക്രട്ടറിയുടെ പേജ്ലണൽ സെക്രട്ടറിയ്ക്ക്
തദ്ദേശ സ്വയംഭരണ വകുപ്പ് സെക്രട്ടറിയുടെ പേജ്ലണൽ സെക്രട്ടറിയ്ക്ക്

ഉത്തരവിൻ പ്രകാരം



സെക്ഷൻ ഓഫീസർ



No.4280/ED/2016/IKM

AS (IA/IB)

20.03.2017

The Principal Secretary
Local Self Government Department,
Government Secretariat,
Thiruvananthapuram

T.K. JOSE. IAS
Principal Secretary to Government
Local Self Government Department
Government Secretariat
Thiruvananthapuram-695 001

Sir,

Sub: - Information Kerala Mission – Establishment – Organisation structure and absorption of the staff of Information Kerala Mission Society

Ref:- G.O. (Rt)No. 3311/2016/LSGD dated 05.12.2016

With reference to the Government order cited above I am forwarding herewith the staff pay structure and restructuring of Information Kerala Mission for your kind perusal and necessary action at the earliest.

Thanking You



Yours faithfully

Sambasiva Rao
Seeram Sambasiva Rao IAS,
Executive Director

So (IS)/us
21/3

TAPPAL
Office of the Principal Secretary LSGD
21 MAR 2017
Time:..... No
Government Secretariat, Thiruvananthapuram.

18 March 2017

**REPORT ON
RESTRUCTURING
OF THE
INFORMATION KERALA MISSION,
KERALA**

by

P Bala Kiran IAS, Director of Panchayats (Chairman),
T K Soman, Additional Secretary (Finance),
S. Divakaran Pillai, State Performance Audit Officer,
S. Sambasiva Rao IAS, Executive Director, IKM.

**Submitted to
Local Self Government Department,
Government of Kerala.**

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Annexure 8	: Constitution of Committee for preparing and submitting recommendations on the restructuring of IKM - Orders issued. GO(Rt) No. 3311/2016/LSGD dated 05/12/2016
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Introduction

On the basis of a project proposal by the State Planning Board, Government of Kerala, vide GO (MS) No.38/99/Plg dated 12/8/1999, accorded sanction for the implementation of the project 'Kerala Information Network for Local Bodies' and formed the Information Kerala Mission Group drawn from C-DIT on behalf of the State Planning Board. The broad objective of the programme was setting up of a computer network connecting all local bodies to the State Planning Board for effective implementation of decentralized planning. The contract validity with C-DIT expired on 31/3/2001. As per GO(MS) No. 24/2001/Plg dated 18/7/2001, the administrative control of IKM was transferred from Planning Dept. to the Local Self Government Department and the term was extended for 1 year from 1/4/2001. Vide GO (MS) No. 46/2004/LSGD dated 28/01/2004, sanction was accorded for signing an MOU between C-DIT and LSG Department (Government of Kerala) to be effective from 01/04/2001. As per GO (MS) No. 343/2012/LSGD dated 22/12/2012, Government has accorded sanction for registering IKM as a society under Travancore Cochin Literary Scientific and Charitable Societies Registration Act 1955.

Vide GO (RT) No. 38/65/2008/LSGD dated 03/11/2008, Government of Kerala approved a staff structure for IKM prepared by Centre for Management Development. The remuneration for the project staff of IKM was revised by Government as per GO (MS) No. 320/2008/LSGD dated 03/12/2008. Further, vide G.O. 2971/2013/LSGD dated 04/12/2013 the government has constituted a committee for formulating the special rules and framing salary structure of IKM. Later the governments vide G.O (Rt) No. 3116/2015/LSGD dated 13.10.2015 have appointed a committee under the chairmanship of SPAO Shri. S. Divakaran Pillai to study and report the organizational framework of the society and for absorbing the staff in the IKM Society. A detailed report has been submitted by the committee which was considered and approved by the cabinet. When the report is referred to the Finance department (FD), the following remarks were passed. "In the state of Punjab Vs Jagiith Singh & others (Civil Appeal No.213/2013), the Honourable Supreme Court held that the temporary employees are entitled to get the minimum of the pay scale extended to the regular employees holding similar posts. It has been held that the principle of equal pay for equal work would be applicable to all temporary employees so as to vest in them the right to claim wages at par with the minimum of the pay scale of the regularly engaged government employees, holding the same post. Following the principle enunciated by the Honourable SC in the above case, FD may agree to extend the minimum of the pay scale of the regularly engaged employees in the Government to the employees of IKM. In case of the posts in IKM where no such similarity exists, the emoluments shall be fixed in consultation with FD. In respect of the restructuring of IKM, a committee may be constituted consisting of the representatives from AD, FD and IKM. The committee may look into the whole aspects and submit a more precise recommendation. A decision shall be taken thereof.

Accordingly, a committee was formed vide G.O. (Rt) No. 3311/2016/LSGD dated 5/12/2016, for preparing and submitting a precise recommendation on the restructuring of IKM, looking into the whole aspects. The Committee consists of-

- The Director of Panchayats (Chairman)
- The Additional Secretary (in charge of LSGD), Finance Department (Member)

- The State Performance Audit Officer (Member)
- The Executive Director, IKM (Member)

State Performance Audit Officer (SPAO) is associated with activities of IKM for the last ten years and he had held the additional charge of Executive Director for six months. Additional Secretary was the Secretary of a District Panchayat for more than four years. Director of Panchayats and Executive Director, IKM have sufficient experience in the field of Information Technology

Vide other proceedings Executive Director IKM was asked to propose pay structure to the staff of IKM. As both are related subjects they cannot be considered in isolation and committee decided to take up these issues together. The Committee considered the detailed report submitted by the previous committee headed by Sri. SD Pillai and focused on giving more precise recommendations in the light of the opinion of the finance department. The Committee deliberated in detail on the qualification, deployment of the existing staff, present requirements of the staff and the organization. It is clearly evident that in spite of many drawbacks and shortcomings, IKM had contributed to the e-governance development of the state and brought good efficiency in the service delivery of the local governments. The committee strongly feels that IKM as a society and institution has to be further strengthened so as to strengthen the local governments and their service delivery capabilities.

1. Present Scenario

The total staff strength of the society was fixed as 440 as per G.O (RT) No. 38/65/2008/LSGD dated 03.11.2008. Presently 365 employees are working in the society in various positions including five persons on deputation from other departments. The activities of the society are spread all over the state. The work force consists of Professional, Technical and Non-Technical hands. Except a few posts on deputation, the others are engaged in various periods and are working on consolidated pay. The present pay structure varies from Rs 10,500/- to Rs 40,334/-, whereas the staffs have put in service of 5 to 17 years in IKM. It is clear that the compensation is very low compared to the employees working in the government and similarly placed technical staff in other institutions. **As the morale of the staff is hit, IKM is losing competent staff and the development capabilities of the institution are at serious risk.**

The Committee discussed all the issues related to the staff policy matters of IKM in the light of

1. Supreme Court's rulings on the subject matter as quoted by the finance department
2. Need for welfare of the staff; to keep the morale and motivation of the staff high, and to strike a fine balance between the demands and the legal provisions.

2. Restructuring of the society and the staff

In the circumstances mentioned above, the Committee proposes the following structural reorganization and staff pattern for the Society to provide a system in the organization. The underlying principles are

- Effective management of the existing human power;
- Need to support Local governments in their governance;
- Create a system of career progression for the staff to provide much required motivation to the staff to update their skills and work for the betterment of the organization and local governments.
- Develop IKM into a strong software application development arm of the state government.

The current pattern of staffing (approved) under various Divisions including the vacant positions is summarized as below:

TABLE 1: Various posts under various divisions of IKM

Division	Group	Sanctioned posts
Executive Director		1
Directors (Technical)		1
Director (Implementation)		1
Implementation		17
Line of Business Enterprise		56
Software Development		44
Training		7
TSIM	Helpdesk & Testing	294
	GIS	
	Web	
	Field (DCs)	
	Field (DTOs)	
	Block Panchayat	19
Corporate Management	Accounts	
	Purchase & Works	
	Administration	
	Total	440

The above list of staff includes the core staff of IKM stationed at Headquarters, and the staff deployed in Block Panchayats, Municipal Corporations, Municipalities, District Panchayats and District Planning Committee offices for providing local level hand holding support.

At present, there are 365 persons employed in IKM on consolidated salary and 5 incumbents are on deputation, thus leaving 75 posts vacant. The details are given in the table.

Table 2: Staff in position

S.No	Division	Team	No. of staff	Total
1	Corporate Management	Administration	13	21
		Plan, purchase and works	2	
		Accounts	6	
2	LOBE		4	4
3	Training		4	4
4	Implementation		6	12
		District Co-ordinators	6	
5	Software Development		32	32
6	Web		4	4
7	GIS		5	5
8	TSIM	Testing and Help Desk	18	278
		TSIM	5	
		Field	241	
		DTO	14	
Total existing staff				360

The Committee tried to understand the expertise and job profile of the existing staff. It has been observed that while some of the staff is over burdened with work, some are not optimally utilized due to insufficient skill up gradation and due to lack of initiative in exploring available avenues. This is the case when the existing software applications are to be fine-tuned with lot of process automation yet to be done. It has been felt that many in the staff have to update their skill base as per the need of the organization and the needs of the local governments. It has been observed that organization has not taken any steps to build the capacity of the staff. Hence the committee decided to recommend for the reorganization of the staff into the following divisions and to take up effective and continuing training programmes to build the capacity of the staff along with venturing into available new avenues like hand holding and capacity building of local governments.

2.1 Proposed structure of IKM

By taking all the factors in to consideration the committee recommends implementing e-governance projects of local governments through IKM with the following organisational structure.

Table 3: Proposed Wings / Divisions

No.	Wings	Abbreviation
1	Research and Development	R & D
2	Operation and Maintenance	O & M
3	Human Resources	H R

The above wings can be further divided into 10 different Divisions based on the responsibilities assigned.

2.1.1 Research and Development Wing:

Research and Development Wing takes care of the process flow of the Software development life cycle Viz., Requirement gathering analysis, system analysis and system design, Coding and Testing. Software development life cycle is a process of building good software and its life cycle stages, provide quality and correctness of good software. For convenience of operation, this Wing is divided into the following divisions.

Table. 4: Divisional Structure and Responsibilities

No.	Divisions	Responsibilities
1	Research	Intellectual input and preparation of System Requirement Studies
2	Software Development	Software development
3	Testing and Quality Control	Validating and verifying that a software program or application or product is ready to be released
4	Remote Sensing & GIS	Digital database generation and supervision

2.1.1.1 Research

In today's business world, the success of the project is the satisfaction of the customer. The satisfaction has direct linkage with their demand and fulfilment. In our case, the Local Governments (LGs) are the clients and they need hassle-free software for their activities. The research division is intended to provide intellectual inputs into the software development. Business Process Re-engineering (BPR) forms the major activity of this group. BPR is the analysis and redesign of workflows within and between enterprises in order to optimize end-to-end processes and automate non-value-added tasks. Reengineering starts with a high-level assessment of the organization's mission, strategic goals, and customer needs. Within the framework of this basic assessment of mission and goals, re-engineering focuses on the organization's business processes. The responsibilities of the Division may be as follows:

- Identifying specific problem areas, solidifying particular goals and defining business objectives.
- General stakeholder consultation and preparation of Software Requirement Specification document which consists of all the product requirements to be designed and developed during the project life cycle.
- Build multiple use cases to describe each action that a user will take on the new system.
- Architecture design preparation from the requirement specifications and preparation of Design Document Specification.
- Integrate best practices in handling legacy systems and to provide systems support at the service/ product/site/team/department level.
- Database analysis - extracting data, cleaning it, potentially merging it with other data and performing a statistical analysis to better understand customers and customer behaviour.
- Preparation of software document for implementation.
- Assisting the Executive Director in preparation of various reports and documents.

2.1.1.2 Software Development Division

For Local Governments, being the third tier of Government, service delivery should be ensured at the desired level. Conception and development of the specialized software systems are the major functions of the Software development division. Software development includes the computer programming, documenting, testing, and bug fixing. It also involves creating and maintaining applications and frameworks involved in the software life cycle and finally, resulting in a software product. Coding is the major task of the development team, which is divided into different modules/units.

The suggested responsibilities of the Division shall be as follows:

- Designing and developing fully Enterprise grade software
- To formulate system-testing procedures to ensure the quality and consistency of software systems developed
- To maintain existing software, manage and prioritize bug lists and support manufacturing.
- To enable source control management systems and continuous integration/deployment environments

2.1.1.3 Testing and Quality Control Division

With new global demands for security and quality, the need for software product assurance is becoming more important. Software testing is a method of assessing the functionality and quality of a software program. It includes the process of validation & verification of the software, service, application or program, by verifying whether it meets the requirements mentioned in the Functional Requirements Document (FSD). Test techniques include the process of executing a program or application with the intent of finding software bugs (errors or defects).

Testing of software, database management and auditing is absolutely necessary for improving the efficiency and minimizing the complaint level of the software. As the customers of the software are the LGs and general public, adherence to quality of software is of prime importance for service delivery at the desired level. Hence, as Quality control has paramount importance in the software industry, a Testing and Quality Control Division is suggested.

The suggested responsibilities of the Division shall be as follows:

- To design test cases, do timely validation and verification of the software and testing of application software before release.
- Managing bug reports and communication with software development, ensuring timely and prompt release of patches/scripts to the field and its proper documentation;
- Establish standards for initial qualification and provide direction for the testing function through an aggressive educational program
- Certifying that a version is ready for release (depending on the field requirement and the status of bugs)

2.1.1.4 Remote Sensing & GIS Division

Effective management of natural resources requires integration of very large volume of data extracted from various sources. This necessitates efficient spatial data integration at micro-level in the

context of the decentralized planning process. Remote Sensing and Geographic Information System is intended for gathering, analysing, interpreting, distributing and using geographical information at user level.

Major activities of the Division shall be State-level common framework data, digital data updating in cadastral scale, designing and building of relational databases and development of customized user-friendly GUI linked graphical interface with suitable front-ends to capture, storage, display, retrieval, analysis and query processing of spatially referenced digital data.

As the Government decided to generate the digital database through the accredited agencies, the GIS Division shall have a supervisory role in ensuring that the spatial and other data generated by external agencies are generated in a common format and are interoperable and seamless. The group shall give emphasis to generation of State-level centralized database and customized information system development. Services of a programmer/database manager are essential for developing Graphical User Interface (GUI). For the software development, additional staff requirement if any, can be supplemented from the Technical Staff of Research & Logistics Division.

2.1.2 Operation and Maintenance Wing

After successful testing of the software, the product is delivered / deployed to the LGs for their use. When the customers start using the developed system, actual problems come up, which needs to be solved from time to time. This process where the care is taken for the developed product is known as maintenance. Operation and maintenance wing is intended to provide handholding support not only to the institute but also to the LGs as a whole, pertaining to infrastructure and software deployment.

Various divisions under the wing and assigned responsibilities assigned to is as follows:

Table. 5: Divisional Structure and Responsibilities - Operation and Maintenance Wing

No	Department	Responsibilities
1	Technical Support & Facility Management and Service	Field level application support, Assessment of Purchase Requirement and Management of ICT equipment of LSGIs, networking infrastructure and AMC
2	IT and Web Management	Design, configure, administer, and optimize networks, Management & monitoring of Virtual and physical servers at SDC, Website management, Database Management
3	Capacity Building	Training and quality improvement programmes
4	Help Desk	Responding to calls pertaining to problems in the field, reporting bugs to software team and follow up

2.1.2.1 Technical Support & Facility Management Service Division:

IKM is basically an e-governance institution. The ICT equipment like server, computers, printers, scanner, modem etc. are widely used for this purpose not only by the IKM but also by the Local Governments. IKM manages the servers, which are housed in the State Data Centre at the Co-Bank Tower and the Technopark.

This division is responsible for implementation, logging the distribution of software and extending handholding support to various LGs. Releasing the updated version is also major task and to be properly followed up by the Division.

Management of IT Infrastructure, including (but not limited to) purchase, installation, maintenance, upgrade, system administration, auditing the usage and configuration, management of IT Infrastructure including the annual maintenance contract shall be undertaken by the IKM. For this purpose, a web-based centralized system of facility management should be in place, which shall be operated under the overall supervision of IKM. This division has to attend to various management issues related to the computer and peripherals and assume responsibilities of networking, preparation of estimate and execution of networking requirements. Database auditing comes under the preview of the Facility Management Service Division.

Assigned Responsibilities may be:

- Ensuring deployment, maintenance and monitoring of the software deployment status and pending software problems in local governments, database audit and configuration,
- Monitor status of software problems in fields and suggest remedies,
- Monitoring of the troubleshooting
- Monitoring/review of checklists – audit, (re)installation, configuration, registers - and maintaining summary/ consolidation of the checklists for the region.
- Provide technical support in IT infrastructure procurement, finalization of specification installation, maintenance, upgrades, configuration of all IT equipment, networking requirement of the local governments and IKM
- Maintenance infrastructure at local governments and monitoring of and report and attending the annual maintenance contract for the computer infrastructure and LGs
- Maintaining electronic stock register, including equipment, software and data library
- Perform on-site and remote technical support and to provide emergency on-call support.
- Maintenance of IT infrastructure within IKM
- Stand as an advisory for purchases of computer infrastructure of the LGs

2.1.2.2 IT and Web Management Division

In the modern world, the details of an institution are to be perused by the website of that organization. People cannot visit each and every institution for getting information or for availing service. Therefore, hosting and maintenance of the website and maintaining the web server at IKM and the State Data Centre are major tasks to be attended by IKM. Hence, we are suggesting a Web Management Division.

Assigned Responsibilities may be:

- Web and system administration and porting of data entered by local governments
- Ensuring registration and renewal of web-server domain names, DNS hosting and all related matters
- Coordinating with external agencies, Domain/Certificate Registrars, linking up various applications, including its administration and security

- Configuration & change management of web-sites, ensuring registration and renewal of web-server domain names, DNS hosting and all related matters, managing digital certificates for servers, including its renewal.
- User administration (setup and maintaining account) monitor system performance and provide security measures
- Overseeing computer security and anti-virus updates etc.
- Ensuring backup of all web-server/IKM data and applications for safe keeping of electronic data on regular interval for quick disaster recovery
- Logging all IT problems and resolutions and maintain minimum security standards and report malicious or suspicious activity and sensitive information stored on systems and maintain user access administration
- Support Video Conference for all offices in the Wide Area Network for systems and system audit logging
- Porting of legacy data entered by local governments
- Oversee network and server configuration maintenance and management, file management on centralized resource (i.e. File Servers, Virtualization Server, Overseeing computer security and anti-virus updates etc.
- Maintaining the web server at IKM and the State Data Centre, which hosts various websites and applications of LSGD
- Ensuring backup of all web-server/IKM data and applications for safe keeping of electronic data on regular interval for quick disaster recovery
- Network and server configuration maintenance and management.

2.1.2.3 Capacity Building Division:

The IKM cannot rise to the desired level of service delivery, unless adequate training programmes are implemented for the benefit of its own staff and of the LSGIs. Main function of this division shall be to arrange training in ICT to the staff of the Department as required.

The major assignments of the Division would be imparting need-based training, resource person management, arranging frequent feedback workshops and awareness programmes. The Division should look into the quality improvement programme and the orientation course to the staff of IKM before any new software is released to field or released with major changes.

At present the training activities of the institution is coordinated by the KILA. As the software development, local level deployment and maintenance is being taken care of by IKM, the committee strongly recommends organizing the software/hardware training through IKM. Also frequent workshops and review meetings should also be conducted. This necessitates retaining the Training Division in the headquarters with a support groups positioned at the northern, central and southern parts of the State. The service of domain experts may be hired for this purpose.

2.1.2.4 Help Desk

There are 1200 Local Governments distributed across the state, operating various e-governance initiatives. Therefore, it is quite natural to have issues in the operation of the software or during managing hardware. These issues are to be attended with utmost priority. A dedicated group of people is necessary for the management of these kinds of grievances. Hence, establishing a full-fledged Call Centre for attending the grievances of the Local Governments in two shifts each of 7 hours of duration from 7 AM to 9 PM is recommended.

A Call Centre is a centralized office used for receiving or transmitting a large volume of requests. A contact centre can be defined as a coordinated system of people, processes, technologies and strategies that provide access to information, resources, and expertise, through appropriate channels of communication, enabling interactions that create value for the customer and organization. The contact centre is a central point from which all customer contacts are managed. Typically, a call center should have the ability to handle a considerable volume of calls, at the same time screen calls, provide first hand solutions and forward the serious issues to software division.

Moreover, responding to problems in the field, reporting bugs to software development division and following it up for patch releases also form the responsibility of the group.

2.1.3 Human Resources

This wing has to extend a supporting hand for the fulfilment of the domain functions of the organization. The Institution and Services Wing shall consist of Finance Division, Procurement Division and Establishment Division. The Division shall be under the overall control of a Controller of Administration, who shall be on deputation not below the rank of a Deputy Secretary to the Government or the Joint Director of Panchayats.

2.1.3.1 Establishment Division

IKM has Professional, Technical and administrative Staff. Therefore, a small but efficient establishment division is required to manage the daily affairs of the Society. The Division shall be headed by a management official not below the rank of an Under Secretary to the Government who shall be on deputation/direct recruitment. If qualified and experienced hand is available in-house, he/she shall also be considered.

2.1.3.2 Finance Division

IKM society has to undertake multi-faceted activities. The Division shall be headed by an official not below the rank of an Audit /Account Officer on deputation from AGs Office/Finance Department or similar Accounting service not below the rank of accounts/ Audit Officer/Under Secretary /direct recruitment. If qualified and experienced hand is available in-house, he/she shall also be considered.

2.1.3.3 Procurement Division:

The IKM society is envisaged as the total solution provider to the Local Governments. It includes procurement of hardware and software for the institute and also for the Local Governments. This Division shall work in close association with the Technical Support and Facility and Service Management Division. On advice of the Technical Support and Facility & Service management Division, the procurement Division shall invite quotations and finalize the purchase procedures for procurement of IT infrastructure for the Local Governments.

On the Basis of the requirement of the LGs and advance payment, the procurement Division shall place the order for the IT infrastructure to be delivered at the respective LGs. For all these assignments, procurement of IT equipment and services is a major responsibility. The Division shall be headed by a person on deputation not below the rank of a Under Secretary, who is well versed with purchase procedure and in Kerala Stores Purchase Rules. If qualified and experienced hand is available in house, he/she shall also be considered.

3. Restructuring of the Existing Positions in IKM Based on Qualification and Experience

As per the structure approved by the Government Vide G.O. (Rt) No. 3865/08/LSGD dated 3.11.2008 and G.O. (MS) No. 320/08/LSGD dated 3.12.2008, the staff strength of the IKM society was fixed at 440, including that of the administrative staff which was kept at 22.

This section covers the proposal for re-positioning of the staff of Information Kerala Mission under the autonomous body namely IKM Society. The Staff are placed in appropriate position according to their qualification and experience. For smooth functioning of the e-governance operations, the persons having requisite qualification, experience and skill (technical knowhow, interpersonal relation, communication etc.) shall be designated as Team Leaders and Project Managers, for the project, who shall act as first among equals. Mere designation shall not confer them of any right on seniority, rank or pay other than what is eligible as per their pay and allowances. On completion of the project, he/she shall be in the wing at par with others.

IKM being a Technical organization dealing with software development and its implementation, a three-tier system of designation is proposed, viz., Professional Staff, Technical Staff and Administrative Staff. The Professional staffs are those having minimum post-graduation/professional graduates (having qualifications such as B.Tech/MCA/AMIE/M.Sc. in computer related subjects). The Technical Staff are those with minimum graduation/3-year diploma in computer related subjects. They shall be placed in the category for providing technical support to the software development in the headquarters and hand holding activities in the field.

Administrative Staff are those who attend to the work related to administration, accounts and purchase, and who give administrative support to development activities of the institution and act as a support system to the other two Divisions. Various designations prevalent in the organization are not in alignment with their qualification, present role and hence it is very clear that this was done arbitrarily without any rationale. For example, people with qualifications such as SSLC, Pre degrees etc. are designated as Junior Technical Officer, Assistant Manager, District Co-ordinator. Hence the present designations are not considered in the restructured scenario.

3.1 Staff Structure

In addition to the Professional and Technical staff positioned for software development and management in the headquarters, sufficient number of Technical Staff including the supervision Staff is to be positioned at district-level to provide sustained hand holding, infrastructure management support and for hassle-free implementation of the e-governance activities of the Local Governments. The committee felt that the vacancies of remaining 75 posts need not be filled on permanent basis. In the present circumstances, the personnel engaged in software development are not sufficient to cater to the requirement and the people with expertise in technologies have to be inducted into the development team on short term basis. In the reorganized set up, after thoroughly assessing the manpower requirement in the headquarters and the field, the committee decided to recommend positioning 88 of them in Head Quarters and 277 of them in the field. The committee felt that there

should not be any further addition to the field staff and the total strength should be limited to present 365. IKM should focus on streamlining the applications by making them error free so that the present burden on field staff is lessened. Organization will have to conduct proper training programmes to upgrade technical skills of the employees and should be in a position to re-position people from the field into development teams as and when need arises. IKM should also venture into new avenues for the field staff like procurement, supply and maintenance of I.T hardware, capacity building of local governments.

Details of deployment of the staff in the headquarters and the field are as given below:

3.1.1 Staff Structure - Headquarters

Headquarters is the pivotal point for the software development and management of various activities of the Society. After assessing the overall requirements, the committee recommends restriction of total staff strength in the Head Quarters to 88, which includes 77 Technical Staff and 11 Administrative Staff, the details of which are given in the Table 7 below. The committee recommends to fill the 75 % of the positions in R&D with the existing staff and supplement the additional requirement with technical experts from outside on short term basis.

Table 6: Staff deployment at the headquarters

Divisions	Required
Executive Director	1
Deputy Director (Technical)	1
Deputy Director (Implementation)	1
<i>Research and Development Wing</i>	
Research	4
Software Development	40
Testing and Quality Control	7
GIS and remote sensing	4
<i>Operation & Maintenance Wing</i>	
Implementation (Build and Deployment)	3
IT & Web Management	5
Capacity Building (Training)	4
Call Centre (14 hours operation in 2 shifts)	8
Sub Total (a)	77
<i>Administration & Finance Wing</i>	
Controller of Administration	1
Establishment	5
Finance	3
Procurement	2
Subtotal (b)	11
Total Projected staff in Headquarters (a+b)	88

3.1.2 Staff deployment in the field

Table 7: Staff deployment at the field

Staff requirement: Handholding support in the Field	No. of staff
District Technical Officers (will be positioned in District panchayat and take care of District panchayat and District Planning Committee)	14
One hand hold staff for every block including 6 additional manpower for high range blocks.*	158
Municipalities (One technical staff in each of 87)	87
Municipal Corporation (three technical staff in each of 6)	18
Total	277

* This group shall include persons without technical qualification. They may be given proper training in applications, hardware maintenance, marketing and purchase.

3.2 Prescribed qualification for various posts

It is seen that more than 80% of the incumbents in IKM doing the technical jobs including the software development are diploma holders (of three year duration). As the minimum qualification for the programmer/Engineer is fixed as either B.Tech/Post Graduation in computer related subjects in the relevant field, such personnel holding graduation (computer related subjects) or 3-year diploma shall be put in the Technical category. On attaining the required qualification, they can be considered under the career progression in the Professional Staff category depending upon the vacancy available under a promotion policy approved by the Governing Body. For career advancement, the experience will be calculated from the date of acquisition of the qualification prescribed for the post.

The basic qualification prescribed for the Professional, Technical, administrative Staff and the proposed positions in the three wings of IKM are given in the Table 8. The Graduation/Post graduation acquired by the staff should be from a recognized University.

For Administrative posts, Graduation (from a recognized University) is fixed as the minimum qualification, other than that for the Assistant. The Administrative Staff possessing a Graduation are fixed in the Junior Assistant / Junior Accountant position. Depending upon the number of years put in by them, they are accordingly positioned in the respective higher posts.

Those staff in the Administrative category and who do not possess the Graduation for consideration to the post of Junior Assistant Grade II/ Junior Accountant Grade II, shall be placed in the entry post of Assistants. However, they will be granted four higher grades on completing the following specified period of service in their post and designated as Assistant Grade IV, Grade III, Grade II and I respectively:

- The first time-bound higher grade on completion of six years of service in the entry post (Assistant Grade IV);
- The second time-bound higher grade (Assistant Grade III) on completion of twelve years of service in the entry post;
- The third time-bound higher grade (Assistant Grade II) on completion of eighteen years of service in the entry post.
- The fourth time-bound higher grade (Assistant Grade I) on completion of twenty-four years of service in the entry post.

Table 8: Basic qualification prescribed for Professional/Technical/Administrative staff

No	Designation	Minimum Qualification
1	Executive Director	Directly appointed by the Government
2	Deputy Director (Research & Development)	First class B.Tech in Computer Science or MCA after BCA, or MSc Computer Science after BSc Computer Science or MSc. Software Engg. or equivalent
		15 years of experience in software development, RDBMS, standards and SOU; managing software development projects through its entire life cycle; comprehensive understanding of object-oriented and service-oriented application development;
		At least 5 years at a senior management level in delivering Information Technology driven projects
		Desirable: open source application development
		(The experience can be relaxed in case of deserving candidates)
	Mode of appointment	On deputation/direct recruitment/career Progression
3	Deputy Director (Operation and Service)	First class in B.Tech/MCA/MSc. Computer Science/ MSc. Software Engg. or equivalent
		15years' experience in managing e-governance driven projects and infrastructure development and management of which least 5 years at a senior management level.
		Desirable: Experience in System and Network Administration
		(The experience can be relaxed in case of deserving candidates)
	Mode of appointment	On deputation/direct recruitment/ career Progression
4	Professional Staff – Research & Development Division	
a	Senior Programmer Grade I	Career Progression
b	Senior Programmer Grade II	
c	Senior Programmer Grade III	B.Tech/MCA/M.Sc in computer-related subjects
d	Programmer Grade I	Career Progression
e	Programmer Grade II	
f	Programmer Grade III	
g	Junior Programmer	B.Tech/MCA/M.Sc in computer-related subjects
		Direct recruitment
	Professional Staff – Operation and Maintenance Division	
a	Senior Support Engineer Grade I	Career Progression
b	Senior Support Engineer Grade II	
c	Senior Support Engineer Grade III	B.Tech/MCA/M.Sc in computer-related subjects
d	Support Engineer Grade I	Career Progression
e	Support Engineer Grade II	

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No	Designation	Minimum Qualification
f	Support Engineer Grade III	
g	Jr. Support Engineer	B.Tech/MCA/ M.Sc in computer- related subjects
		Direct recruitment
5	Technical Staff	
a	Senior Technical Officer Grade I	Career progression
b	Senior Technical Officer Grade II	
c	Senior Technical Officer Grade III	
d	Technical Officer Grade I	Graduation/3 year Diploma in related subjects
e	Technical Officer Grade II	Career progression
f	Technical Officer Grade III	
g	Junior Technical Officer	Graduation/3 year Diploma in related subjects Direct recruitment
6	Administrative Staff	
a	Controller of Administration	On deputation (not below the rank of a Deputy Secretary)
b	Finance Officer	On deputation from the office of the Accountant General/Finance department or similar accounting service not below the rank of accounts/ Audit Officer/Under Secretary
		Career Progression
c	Purchase and Stores Officer	on deputation not below the rank of a under Secretary / Career Progression
d	Administrative Officer	On deputation not below the rank of a under Secretary
		Career Progression
e	Manager	
f	Deputy Manager	
g	Associate Manager	
h	Assistant Manager	Qualification: Graduation
i	Senior Assistant Grade I	
j	Senior Assistant Grade II	Career progression
k	Senior assistant Grade III	Qualification: Graduation
		Direct recruitment
l	Assistant	Below Graduation / Direct recruitment

In the restructured setup, the existing staff of the IKM shall be positioned in the Professional, Technical, non-Technical and Administrative categories after giving due weightage to their qualification and total number of years of service in IKM in their respective Divisions as per the table 9. Staffs who have been presently involved in software development and with requisite qualification will be given priority for positioning in development team.

The committee found that there is considerable number of staff with non-technical qualification and positioned in various roles like District Coordinators/Junior technical Officer/Managers. Many of them have no role in the headquarters, which is mainly focused on development and maintenance of applications. As they have exposure to the applications developed by IKM, the committee recommends positioning them in the field after training them more on applications, support process. There should be earnest efforts on their part to acquire technical qualification in order to progress in career further.

Table 9: The prescribed residency period under different post for consideration to career progression

No	Designation	Retaining period in years
Professional Staff – Research & Development Division		
(a)	Senior Programmer Grade I	05 years in post (b)
(b)	Senior Programmer Grade II	05 years in post (c)
(c)	Senior Programmer Grade III	05 years in post (d)
(d)	Programmer Grade I	05 years in post (e)
(e)	Programmer Grade II	05 years in post (f)
(f)	Programmer Grade III	04 years in post (g)
(g)	Junior Programmer	Entry Post
Professional Staff – Operation and Maintenance Division		
(a)	Senior Support Engineer Grade I	05 years in post (b)
(b)	Senior Support Engineer Grade II	05 years in post (c)
(c)	Senior Support Engineer Grade III	05 years in post (d)
(d)	Support Engineer Grade I	05 years in post (e)
(e)	Support Engineer Grade II	05 years in post (f)
(f)	Support Engineer Grade III	04 years in post (g)
(g)	Junior Support Engineer	Entry post
Technical Staff		
(a)	Senior Technical Officer Grade I	05 years in post (b)
(b)	Senior Technical Officer Grade II	05 years in post (c)
(c)	Senior Technical Officer Grade III	05 years in post (d)
(d)	Technical Officer Grade I	05 years in post (e)
(e)	Technical Officer Grade II	05 years in post (f)
(f)	Technical Officer Grade III	04 years in post (g)
(g)	Junior Technical Officer	Entry post
Administrative Staff (with minimum Graduation)		
(a)	Manager	05 years in post (b)
(b)	Deputy Manager	05 years in post (c)
(c)	Associate Manager	05 years in post (d)
(d)	Assistant Manager	05 years in post (e)
(e)	Senior Assistant Grade I	05 years in post (f)
(f)	Senior Assistant Grade II	04 years in post (g)
(g)	Senior Assistant Grade III	Entry Post

No	Designation	Retaining period in years
Administrative Staff (without graduation)		
(a)	Assistant – Grade –I	24 years in post (e)
(b)	Assistant – Grade II	18 years in post (e)
(c)	Assistant – Grade III	12 years in post (e)
(d)	Assistant –Grade IV	06 years in post (e)
(e)	Assistant	Entry post

By considering all the above aspects into consideration, the staffs of IKM can be repositioned by the same committee like this after acceptance of this report.

3.3 Guidelines for repositioning the staff

The committee proposes the following guidelines for repositioning the staff in the restructured setup.

Broad guidelines for positioning the staff

No	Guidelines
1	Verify the certificates of the incumbents in accordance with the Government and University rules and check out the qualifications as per the documents produced. Also verify the record pertaining to the qualification, date of joining, consolidation and break in service (if any) of the incumbents.
2	The experience of the incumbents shall be calculated with effect from the date on which they joined the institution irrespective of whether they are recruited on daily wages or in consolidated pay
3	The date of joining the service shall be reckoned as it is recorded in the service book.
4	Break in service if any of the incumbents, shall be discounted from the total experience. In such cases, for calculation of experience, number of days of break in service is deducted from total number of days of service put in by the incumbent
5	After deducting the break in service period, the total year of experience is to be re-fixed.
6	According to the educational qualification acquired by the incumbents, viz., professional degree, post-graduation, graduation in computer related subjects, graduation (arts subjects), 3-year diploma, less than graduation/diploma etc. the Staff are categorized as Professional, Technical and Administrative. Other courses such as MBA/M.Com/MA (Arts) are not considered as Technical/Professional degree. Such staffs are to be placed as Administrative Staff.
7	The staff in the software development division and holding professional degree and post-graduation in computer related subjects are placed as professional staff and designated as programmers. Whereas, the staff in the software group who are holding graduation/3-year diploma are placed in the Technical Staff category.
8	According to the category of staff, their qualification and their total years of service in IKM, the Staff are placed in an appropriate pay structure.
9	The staff in the Technical category that are graduates/post graduates in Arts subjects and drawing the salary of Technical Staff should be reverted back to the appropriate position and scale in the non-technical category, by protecting their salary. Similarly, the non-technical staff, drawing the salary of Technical Staff should also be reverted back in the similar way.

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No	Guidelines
	Every incumbent shall be placed at the appropriate position/ designation on the basis of the qualification possessed by him/her at the time of appointment. Those placed in Technical category, on acquiring higher qualification prescribed for the professional staff, he/she will be placed at the lowest rung of the group (Professional category) and progression to higher position shall be on the basis of number of years spent in the entry post. However, the pay drawn by them will be protected.
10	After assessing minimum requirement of staff in each Divisions and in the field a total 88 incumbents are recommended to be retained in the headquarters. The rest of the staff should be redeployed in the LGIs and in the field for providing administrative support, handholding support, infrastructure management and marketing etc., after providing appropriate training. Under no circumstance, gender discrimination shall be applied in deployment of the staff either in headquarters or field.
11	The committee recommends retaining of 75% of the recommended posts in software development, the rest with new recruits in short term basis.
12	As per the requirements, with the approval of the EC of IKM the Executive Director can recruit project staff for a limited period.
13	The committee recommends refresher courses and quality improvement programs for the staff of IKM.
14	For each Project, the Executive Director shall identify a Team Lead/Project Manager from among the group.
15	Seniority list in each category of positions should be prepared and notified.
16	Community-wise list should be prepared by grouping the staff in each divisions and gaps shall be listed and community reservation norms of the Government should be applied in future recruitments.

4. Proposed Pay Structure:

At present many staff in IKM are underpaid and this affected the morale of the staff leading to exit of many competent staff putting the entire application development process of LSGD at serious risk. It is felt that the staff requires remuneration commensurate with their qualification and experience in the field and a system of career progression good enough to motivate them to work harder. In tune with the ruling of Hon'ble Supreme Court in Civil Appeal No: 213/2013, committee tried to explore the similarly placed staff in the Government of Kerala. Organizations like C-DIT, Keltron have their own systems of pay. Hence committee decided to prepare pay structure based on the Public Works Department (PWD), which consists of technical posts.

Based on this, the Committee proposes the following pay for various technical posts in IKM. Since in PWD, there is a fixed pattern of promotions and increments, the posts and scales in PWD cannot be adopted in toto. Even though the minimum qualification for the professional staff is fixed as B Tech/Post Graduation in computer related subjects, the entry post could not be equated to Assistant Engineer in PWD and the highest proposed post could not be equated to Superintending Engineer or Executive Engineer in higher grade considering the non-competitive (unlike KPSC) selection of existing staff and financial unsoundness of IKM. After considering all the relevant factors and taking a practical view to develop a system of remuneration and career progression, the entry post of the professional staff is considered on par with Draftsman Grade I and the highest post on par with that of Executive Engineer in PWD. This was done only to derive the consolidated pay that has to be given. The pay difference between the highest and the entry post are apportioned equally among other positions. The technical staffs are placed at one position below that of the professional staff. Their entry post is considered on par with that of the Overseer Grade II and the highest post to that of Assistant Executive Engineer Higher Grade.

In the case of Administrative staff with graduation the entry post is considered on par with that of Clerk in government service and the highest post of Manager with that of Senior Superintendent (Higher Grade). In the case of non-graduates, the entry post is equated to that of Attender. Accordingly, the following lump sum pay structure is proposed for the IKM staff. Due to the special nature of work in software development committee proposes 10% of the lumpsum pay as special pay for those working in Software Development Division so long as they are employed in this division. Anybody posted in this division will be eligible for this special pay for the duration of their posting in this division.

Table 10: Proposed pay for the various technical posts in IKM

Sl No	#	Designation	Retaining period in years	Lump sum Pay
Professional Staff – Research & Development Division				
1		Deputy Director (Research and Development)		80000
2		Deputy Director (Operation and Maintenance)		80000
3	(a)	Senior Programmer Grade I	05 years in post (b)	68700

Report on Restructuring of IKM, Kerala dated 18 March 2017

Sl No	#	Designation	Retaining period in years	Lump sum Pay
4	(b)	Senior Programmer Grade II	05 years in post (c)	61500
5	(c)	Senior Programmer Grade III	05 years in post (d)	54500
6	(d)	Programmer Grade I	05 years in post (e)	47500
7	(e)	Programmer Grade II	05 years in post (f)	40500
8	(f)	Programmer Grade III	04 years in post (g)	33500
9	(g)	Junior Programmer	Entry Post	26500
Professional Staff – Operation and Maintenance Division				
8	(a)	Senior Support Engineer Grade I	05 years in post (b)	68700
9	(b)	Senior Support Engineer Grade II	05 years in post (c)	61500
10	(c)	Senior Support Engineer Grade III	05 years in post (d)	54500
11	(d)	Support Engineer Grade I	05 years in post (e)	47500
12	(e)	Support Engineer Grade II	05 years in post (f)	40500
13	(f)	Support Engineer Grade III	04 years in post (g)	33500
14	(g)	Junior Support Engineer	Entry post	26500
Technical Staff				
10	(a)	Senior Technical Officer Grade I	05 years in post (b)	46200
11	(b)	Senior Technical Officer Grade II	05 years in post (c)	42200
12	(c)	Senior Technical Officer Grade III	05 years in post (d)	38200
13	(d)	Technical Officer Grade I	05yrs in post (e)	34200
14	(e)	Technical Officer Grade II	05 years in post (f)	30200
15	(f)	Technical Officer Grade III	04 years in post (g)	26200
16	(g)	Junior Technical Officer	Entry post	22200
Administrative Staff (with minimum Graduation)				
12		Controller of Administration		45800
13		Finance Officer		42500
14		Purchase and Stores Officer		42500
15		Administrative Officer		42500
16	(a)	Manager	05 years in post (b)	40600
17	(b)	Deputy Manager	05 years in post (c)	37000
18	(c)	Associate Manager	05 years in post (d)	33400
19	(d)	Assistant Manager	05 years in post (e)	29800
20	(e)	Senior Assistant Grade I	05 years in post (f)	26200
21	(f)	Senior Assistant Grade II	04 years in post (g)	22600
22	(g)	Senior Assistant Grade III	Entry Post	19000
Administrative Staff (without graduation)				
23	(a)	Assistant Grade I	24 years in post (e)	29000
24	(b)	Assistant Grade II	18 years in post (e)	26000
25	(c)	Assistant Grade III	12 years in post (e)	23000
26	(d)	Assistant Grade IV	06 years in post (e)	20000
27	(e)	Assistant	Entry post	17000

For initial positioning of the existing staff, their qualification and experience up to 31/03/2017 is to be taken into account. Positioning is to be made according to the residency period shown in table 9. After placing them in the proposed position, weightage is to be given for the remaining length of service for completed years. Two per cent annual increment is proposed for each completed year of service.

However, as the development wing deserves preferential treatment because of the character of their work and their expertise they have to be given a special pay equivalent to 10% of their pay.

The committee feels that after repositioning of the staff and re-fixing the remuneration, the provision should be made for compensating the raise in the cost of living index. Hence it is recommended that 2% annual increment may be given to the staff of IKM.

The case of Sri. Aiby Mohandas who was working as Project Manager of the Saankhya project requires a special mention. Considering his educational qualification, he can be placed in the administrative staff category only. But the efforts done by him in designing, coding, de-bugging and providing sustained field level handholding support for the Saankhya Software is worth mentioning. It was this software that has brought in the confidence of LGs in IKM when the reputation of the institution among the LGS was at a lower end. It was because of his acquired knowledge; the institution has posted him as Project Manager for the development of Saankhya. Shri Aiby Mohandas possesses a total of 17 years of experience in software development, including the 7 year of service in IKM. Considering his experience in the software development field, the committee recommends to place him in the Technical Category as a special case.

5. Financial Commitment and Source of Fund

As per the bye-law of the society approved by the Government in 2013-2014 (G.O. (Ms) No.15/2014/LSGD dated 20.01.2014), membership fee was to be collected from the local bodies towards technical support, training and web casting etc., (Section 20; page Nos. 15 and 16 of MoA approved by the Government) in three instalments 2013-14, 2014-15 and 2015-16. Out of the total membership fee thus collected, an amount of Rs. 92.08 crore (Rupees ninety-two crores and eight lakh only) has to be remitted back to the state Government in 2014-15 to trade off the investment so far made by the State Government in the IKM. The remaining funds on account of the collection towards membership fee is the IKM share, which should be kept as Fixed Deposit in the Treasury. This amount will come to Rs. 46.04 crore. The interest accrued on this Fixed Deposit may be made use as a Revolving Fund of the Society.

In addition, a yearly subscription @ Re. 1/yr/population as prescribed in the byelaw was to be collected from all Local Governments from 2016-17 in lieu of the services rendered to them. This yearly subscription thus collected work out as Rs. 900 lakh per year

Though approved by the Government, the membership fee and the yearly subscription fee could not be collected from the LGs. The committee feels that collection of one time membership fee and yearly subscription @ Re. 1/yr/population is not practical. IKM should not be used as medium to collect back the development fund given to LGs for developmental activities. The committee agrees with the view of the committee chaired by Sri. S D Pillai that a more practical approach is necessary for realising the fund required for meeting the salary expenses of the staff of IKM. It is obvious that IKM Society is working for serving the local governments in Kerala. Hence it is quite justifiable that sizable part of the expenditure of IKM should come from the local governments.

Based on the principles of re positioning of the staff mentioned above and the lump sum pay proposed, the probable amount required for the salary expenses of the staff is worked out and shown in the annexure. This calculation is purely for projecting the probable fund requirements and should not be treated as pay fixation and positioning of the staff. The positioning of the staff has to be made by another committee constituted internally after thorough verification of the service records. As per the above projection, amount required for one-month salary of the staff other than those on deputation and two Deputy Directors and Director works out to Rs. 1.05 crore per month. Assuming that the salary of 5 Officers on deputation and Deputy Directors as Rupees 6 lakhs per month, annual requirement is Rs. 13.2 Crores. It is recommended that 0.25% of the Development Fund given to Grama Panchayats, Corporations and Municipalities and 0.10% of the Development Fund given to District Panchayats and Block Panchayats can be recovered from them as the cost of service rendered by IKM. On the basis of the development fund earmarked for 2017-18, this amount will come out to be Rs. 13.04 Crores. Amount required for other expenditure of IKM may be met from budgetary support. Government have already issued orders GO(Rt) No. 1228/2016/LSGD dated 08/03/2016 directing the local governments to contribute their share to IKM and most of the local government have started transferring the amount.

6. Principle for career advancement and Termination

The committee recommends a system of assessment and promotion from one grade to the next higher grade, irrespective of occurrence of vacancies in the higher grade. Assessment promotion shall be purely on merit, and no employee can claim a higher grade as a matter of right merely on the basis of length of service. It should be made mandatory to every employee to submit a quarterly self-Assessment Report of the work done during the previous quarter in the prescribed format to the immediate supervising officer, who shall review it annually and shall submit it to the Deputy Director concerned/Controller of Administration as the case may be. They, with their remarks, may submit it to the Executive Director for acceptance. The process should be completed before the last working day of the month following the quarter.

IKM shall devise a ten point scoring sheet to assess an employ on a quarterly basis. The immediate superior officer to whom self-appraisal report is submitted should award marks for each attribute. The attributes to be evaluated may be

- punctuality in accomplishing tasks,
- interest in assigned duties,
- ability to understand situations,
- ability to hold responsibilities,
- interest in learning,
- leadership qualities,
- ability to work in teams,
- willingness to put extra efforts to attain the goals of IKM,
- interest in dealing /solving the problems of Local Governments, and
- Innovations or special works done,
- Self-initiatives.

Each attributes may be assigned ten scores. The score given by the reporting officer (immediate superior officer) shall be increased/decreased with justification by higher officers and Executive Director. Self-assessment and scoring shall be made applicable to all staff excluding Executive Director.

Average of the four quarterly reports obtained by an employee shall be basis for his/her score for a year. The four quarterly self-assessment report and the annual score sheets together forms the Annual Assessment Report of the staff. If the score of the Annual assessment period is less than 65, he/she shall not be considered for career promotion that year. In the succeeding year he/she can be considered again by excluding the score of the first year and considering that of the latest year. This process may go on till he/she qualifies for promotion. If the concerned employee gets average score of F (<35%) in two successive years, his service shall be terminated from IKM.

Yearly score obtained by an employee shall be intimated to him so as to give a chance for improvement. The Executive Director or an officer authorised by him shall decide on any appeals on the scores.

6.1 Annual Confidential Report

An Annual Confidential Report (ACR) shall be maintained for each staff member other than the Executive Director. A suitable form of ACR shall be devised by IKM. The form shall contain sheets for self-appraisal, reporting, review and acceptance. On the basis of various attributes a staff member shall be assigned a grade as A (>90%), B (80-89%), C(65-79%), D(50-64%) or E(35-49%) or F(<35%). The grading shall be made by the reporting officer liable to be altered by the reviewing/accepting officer or by the Executive Director. The grade obtained by a staff member, if it is C, D, E or F shall be intimated to him for improvement. If more than half the grades obtained by a staff member during the residency period is D, E or F, he/she shall not be considered for career advancement for that year. The procedure prescribed for average score shall be followed in the case of excluded candidates here also.

If the concerned employee gets F grade in two successive years, his service shall be terminated from IKM. Any employee may be terminated by Executive Director / Assessment Committee on grounds of serious financial impropriety, gross indiscipline or insubordination, intentional mala fide software development/misuse (under IT Act) after appropriate enquiry and after giving suitable opportunity of being heard to the concerned employee.

The assessment of a qualified employee for promotion should be made once in a financial year, and on promotion from one grade to next higher grade, the post held by him/her shall be upgraded automatically. On assessment promotion, the promoted person carries the post with him and as and when he vacates the post, the vacancy shall be treated to have occurred at the lowest grade in the Division and fresh recruitment shall be made at that grade.

There is no vacancy-oriented promotion to higher posts. The incumbents shall be considered for higher grades when they complete the minimum residency period in a particular post.

6.2 Screening Committee

The Career Advancement Promotion of all the staff shall be made on the basis of the recommendation of the Assessment committee formed exclusively for this purpose.

In the beginning of a calendar year, the Executive Director of the Society shall constitute a screening committee for short listing the candidates and recommending them for the assessment interview. The Annual Assessment Report and ACR of all staff members who are to complete the residency period by that quarter end shall be placed before the screening committee for shortlisting the candidates. The list shall be published in the website and notice board of IKM. The list along with the AAR and ACR may be placed before the Assessment Committee.

6.3 Assessment Committee:

The Executive Director of the Society shall constitute an assessment committee for interviewing the candidates. Career advancement of the employees will be based on the assessment of suitability of a candidate by the Assessment Committee on the basis of AAR and ACR and the interview of the candidates with reference to assigned tasks and accomplished works. The Executive Director should ensure that the Assessment Committee includes members qualified to assess the performance of the staff to be assessed.

The Assessment Committee shall prepare the list of the successful candidates separately for each category in the order of ranking. The Executive Committee should approve the minutes of the Assessment Committee and the assessment promotion will be with effect from the date on which the candidate is eligible for promotion. The decision of the Assessment Committee shall be final. There shall be no appeal against the decision of the Assessment Committee.

Table 11: The prescribed residency period under different post for consideration to career progression

No	Designation	Retaining period in years
Professional Staff – Research & Development Division		
(a)	Senior Programmer Grade I	05 years in post (b)
(b)	Senior Programmer Grade II	05 years in post (c)
(c)	Senior Programmer Grade III	05 years in post (d)
(d)	Programmer Grade I	05 years in post (e)
(e)	Programmer Grade II	05 years in post (f)
(f)	Programmer Grade III	04 years in post (g)
(g)	Junior Programmer	Entry Post
Professional Staff – Operation and Maintenance Division		
(a)	Senior Support Engineer Grade I	05 years in post (b)
(b)	Senior Support Engineer Grade II	05 years in post (c)
(c)	Senior Support Engineer Grade III	05 years in post (d)
(d)	Support Engineer Grade I	05 years in post (e)
(e)	Support Engineer Grade II	05 years in post (f)
(f)	Support Engineer Grade III	04 years in post (g)
(g)	Junior Support Engineer	Entry post
Technical Staff		
(a)	Senior Technical Officer Grade I	05 years in post (b)
(b)	Senior Technical Officer Grade II	05 years in post (c)
(c)	Senior Technical Officer Grade III	05 years in post (d)
(d)	Technical Officer Grade I	05 years in post (e)
(e)	Technical Officer Grade II	05 years in post (f)
(f)	Technical Officer Grade III	04 years in post (g)
(g)	Junior Technical Officer	Entry post
Administrative Staff (with minimum Graduation)		
(a)	Manager	05 years in post (b)
(b)	Deputy Manager	05 years in post (c)
(c)	Associate Manager	05 years in post (d)
(d)	Assistant Manager	05 years in post (e)
(e)	Senior Assistant Grade I	05 years in post (f)
(f)	Senior Assistant Grade II	04 years in post (g)
(g)	Senior Assistant Grade III	Entry Post
Administrative Staff (without graduation)		
(a)	Assistant – Grade –I	24 years in post (e)

Report on Restructuring of IKM, Kerala dated 18 March 2017

No	Designation	Retaining period in years
(b)	Assistant – Grade II	18 years in post (e)
(c)	Assistant – Grade III	12 years in post (e)
(d)	Assistant –Grade IV	06 years in post (e)
(e)	Assistant	Entry post

7. Constitution of an Expert Committee

Government may constitute an expert committee consisting of persons with sufficient experience in the working of local governments, and software development to give domain support and guidance in the development of software. Approval of this committee shall be made mandatory for the rollout of the software developed by IKM.

8. Staff Rules – Information Kerala Mission

(Service Conditions and Staff benefits)

IKM is now registered as a society employing sizable number of staff. It is highly essential to have defined rules governing the service conditions of the staff. Hence it is recommended that the services of an expert/committee may be employed at the earliest to frame the service rules of IKM staff. Till such rules are framed, KSR may be followed as a stopgap arrangement.

9. Implementation of this Report

If accepted, it is recommended that the recommendations in the report may be implemented in toto. Implementation of the report piece meal such as financial benefits of the staff, raising the revenue of the society, etc. may not serve the purpose intended. Restructuring of the society is essential for its continued existence.

10. Summary of Recommendations

1. IKM may be restructured into three wings – Research and Development wing, Operation and Maintenance wing and Human Resource wing.
2. Existing staff may be repositioned in the above wings purely on the basis of their Qualification and Experience
3. All the existing staff may be retained and assigned duties according to their qualification.
4. IKM shall venture into other areas to retain staff. The probable areas are purchase and maintenance of hardware for local governments, training of the local government staff, etc.
5. IKM shall have a Helpdesk manned by competent staff. The Helpdesk shall function from 7am to 9pm in two shifts.
6. Eighty eight of the existing staff shall be retained in Headquarters and the rest shall be deployed in the field after giving necessary training.
7. Existing vacancy of 75 staffs shall not be filled on permanent basis.
8. No more additions to the field staff.
9. Fresh hands may be posted for software development on short-term basis.
10. Existing staff may be categorised into Professional, Technical and Administrative category on the basis of qualifications. They shall be repositioned in defined positions on the basis of qualification and experience.
11. Remuneration of staff is fixed as consolidated pay with two percent annual increment.
12. Fixation of pay is made taking the pay structure of Public Works Department on comparable basis.

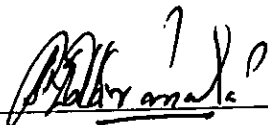
13. There shall be sufficient incentive for good work in terms of promotion and career progression along with pay increase. Similarly, strict action like suspension, termination should be taken against the employees who are poor performing, ineffective and acting against the interests of the organization.
14. Future career advancement of the staff shall be on the basis of objective assessment following definite procedure.
15. Staff cost of IKM shall be recovered from the local governments.
16. Recommendations of the report may be implemented in totality.



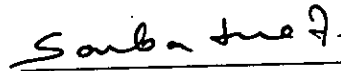
P. Bala Kiran. I.A.S.,
The Director of Panchayats (Chairman)



T.K. Soman
The Additional Secretary (in charge of
LSGD), Finance Department (Member)



S. Divakaran Pillai,
The State Performance Audit Officer
(Member)



S. Sambasiva Rao. I.A.S.,
The Executive Director, IKM (Member)

GOVERNMENT OF KERALA

Abstract

State Planning Board - Decentralised Planning - Monitoring of plan implementation - Setting up of a computer network - 'Kerala Information network for Local Bodies' - Administrative Sanction accorded - Orders Issued.

 PLANNING & ECONOMIC AFFAIRS (B), DEPARTMENT
 G.O. (MS) No. 38/99/Plg. Thiruvananthapuram,
 Dated, 12-8-99.

Read:- 1. G.O. (MS) 61/99/ITD dt. 22-4-99.
 2. Lr.No.C1-4421/99/SPB. dt. 22-6-99
 from the Secretary, State Planning Board.

O R D E R

The State Planning Board, from the two years of experience in decentralised planning, felt the necessity of an efficient system, for the collection and collation of data on plan programmes prepared by local bodies, and regular monitoring and feed back mechanism is essential for ensuring the right planning and effective implementation of projects. Each local body is supposed to be a local self Government, implementing a large number of development programmes individually. Monitoring of development plans of such large magnitude can be accomplished only by establishing a computer net work. Such a network will be able to facilitate easy and prompt communication between various local bodies with the State Planning Board for monitoring the plan implementation in local bodies, to whom 35-40% of the State Plan fund is devolved as grant-in-aid for formulating need based local development plans.

2. In the above background the State Planning Board submitted a project proposal to the Planning Commission of India, in October, 1998, by name, 'Kerala Information Network for Local Bodies' for setting up a computer network connecting all local bodies to the State Planning Board, the objectives of the project being:-

- (i) To provide computer connectivity between State Planning Board and Local Bodies.
- (ii) To develop a regular mechanism for monitoring of plans of local bodies.

- (iii) To establish a mechanism for automating the various operations of local bodies.
- (iv) To provide trained manpower to local bodies for operating computer hardware and software.

The Planning Commission accepted the proposal as a gesture of appreciation of the decentralisation of planning process initiated in the State. The Commission has also sanctioned Rs.10/- crores of special central assistance during 1998-'99 for this purpose and subsequently a further assistance of Rs.10/- crores during 1999-2000.

3. The proposal of the State Planning Board was discussed by a High Level Committee under the chairmanship of the Chief Minister on 8th April, 1999 and the Committee approved the proposal. In the circumstances the Secretary, State Planning Board, as per his letter read as 2nd paper above has requested Government to accord sanction for the following, as decided in the High Level Committee meeting:-

- i) Implementation of the project, 'Kerala Information Network for Local Bodies' by the State Planning Board.
- ii) Implementation of the project through the Mission Group of C-DIT.
- iii) Signing of MOU by State Planning Board with C-DIT for the above purpose.
- iv) Formation of an implementation committee under the chairmanship of Minister (Local Administration) and technical committee headed by the Vice-Chairman, State Planning Board to oversee the project implementation.

4. Government have examined the project proposal submitted by the State Planning Board in detail and are pleased to accord sanction for the implementation of the project 'Kerala Information Network for Local Bodies' appended to this order, at an estimated and tentative cost of Rs.19.75 crores, by the State Planning Board. The project will be implemented by the Information Kerala Mission Group drawn from C-DIT on behalf of the State Planning Board.

5. Sanction is also accorded to the State Planning Board for signing an MOU with the C-DIT regarding the terms of implementation of the Project.

6. Government are pleased to constitute an implementation committee and a technical committee with the following members, to oversee the project implementation.

Implementation Committee

1. Minister for Local Administration (Chairman)
2. Vice Chairman, State Planning Board.
3. Secretary, State Planning Board.
4. Secretary, Local Administration.
5. Secretary, Information Technology.
6. Secretary, Rural Development.
7. Secretary, Finance & Resources.
8. Shri.E.M.Sreedharan Namboodiripad
(Part-time Member, State Planning Board).
9. Dr.T.M.Thomas Isaac
(Part-time Member, State Planning Board)
10. Director, C-DIT
11. Shri.C.V.Ouseph, President, Ernakulam District Panchayat.
12. Shri.M.Prakasan Master, President, Kannur Block Panchayat.
13. Shri.R.Sivarajan, President, Karakulam Grama Panchayat.
14. Prof.G.Jayasanker, Honorary Mission Director.
15. Registrar, C-DIT.
16. Shri.P.V.Unnikrishnan, Executive Mission Director (Convenor).

Technical Committee

1. Vice Chairman, Kerala State Planning Board.
(Chairman)
2. Dr.C.J.Johny (Director & Head, Science & Society Division, Department of Science and Technology, New Delhi)
3. Dr.S.K.Sai (Senior Director, Department of Electronics, New Delhi)
4. Dr.S.Ramani (Director, NCST, Bombay)
5. Prof.G.Jayasanker, (Directorate of Technical Education, Thiruvananthapuram)
6. Chief General Manager, Kerala Circle, Department of Telecom.
7. Dr.B.Ekbal (Member, State Planning Board)

8. Dr.M.A.Ananthakrishnan (Chairman, IT Advisory Committee, Tamil Nadu)
9. Dr.M.Harisanker (Indian Institute of Management, Kozhikode)
10. Dr.Vekatesh Athreya (Department of Humanities, IIT, Madras)
11. Dr.K.G.Balakrishnan (Director, Institute of Human Resources Development in Electronics)
12. Dr.D.S.Rane, Formerly Director, Computer Division, VSSC, 8 Anantha Colony, Arappura, Vattiyoorkavu, Thiruvananthapuram.13.
13. Shri.T.Mohandas, Principal Scientist Engineer, NIC.
14. Prof.K.Sasidharan, Consultant, I.T.Wing, State Planning Board.
15. Shri.E.M.Sreedharan Namboodiripad (Part-time Member, State Planning Board).
16. Shri.P.V.Unnikrishnan, Executive Mission Director, (Convenor).

7. The cost estimates for software and other components including administration expenses, personnel charges, included in the project proposal will be re-examined by the Implementation Committee and the Technical Committee before implementation. The services of NIC will also be availed for software development. The infrastructure & facilities created will be made available to other departments at the local level for their common information requirements.

8. The members of the Committee shall be treated as Class-I officers for the purpose of T.A. and D.A. for attending the Committee meetings.

9. The project will be completed by 31-3-2001. Once the project is completed the Mission Group will cease to exist.

10. Purchase of hardware etc. for the 'Kerala Information Network for Local Bodies' will be effected, following guidelines prepared by the 'Committee on Guidelines for Information Technology procurement in Government', constituted as per the Government order read as 1st paper above.

11. Expenditure on this will be met from the Special Central Assistance of Rs.20 crores sanctioned for this purpose by the Government of India, to be transfer credited to the Head of account "3451-101-94-Electronic data processing of the State Planning Board-Plan", in the current year's budget.

By Order of the Governor,

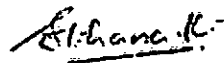
K.N.KURUP,
SECRETARY TO GOVERNMENT.

To

The Secretary, State Planning Board, Thiruvananthapuram.
The Prl Accountant General (A&E), Kerala, Tvpm.
The Accountant General (Audit), Kerala, Tvpm.
The Department of Local Self Government.
The Information Technology Department.
The Finance Department.
The S.F/O.C.

Copy to: The Private Secretary to Chief Minister.
The Private Secretary to Minister (Finance)
The Private Secretary to Minister (Local Self Government)
The Private Secretary to Vice Chairman, State Planning Board.

Forwarded/By Order,


Section Officer.

GOVERNMENT OF KERALA

Abstract

State Planning Board - Computerisation of Local Bodies -
Information Kerala Mission (IKM) - Extension of Term etc. -
Sanctioned - Orders Issued.

PLANNING & ECONOMIC AFFAIRS (B) DEPARTMENT
G.O.(MS)No.24/2001/Plg. Thiruvananthapuram,
Dated, 18-7-2001.

Read:- 1. G.O.(MS)No.38/99/Plg. dt. 12-8-99.
2. G.O.(MS)No.51/2000/Plg. dt. 21-10-2000.
3. Letter No.Nil dated 2-11-2000 of the
Executive Mission Director, IKM addressed
to the Secretary, State Planning Board,
Thiruvananthapuram.

O R D E R

Sanction was accorded as per the Government Order read as 1st paper above for implementation of the Scheme viz. "Kerala Information Network for Local Bodies" for inter-connecting all the Local Bodies in the State and the District Planning Offices and the State Planning Board through a computer connectivity for swift and precise monitoring of implementation of the Plan Schemes by the Local Bodies and for automation of their various activities. The total cost of the Scheme was initially Rs.19.75 crores. Subsequently as per the G.O. read as 2nd paper above revised Administrative Sanction was accorded enhancing the total cost of the scheme to Rs.26.6 crores. The expenditure was to be met from the Special Central Assistance of Rs.10 crores each sanctioned during the years 1998-99 and 1999-2000 and Rs.11 crores in 2000-2001. The Scheme was being implemented by a Mission Group drawn from C-DIT known as Information Kerala Mission (IKM) on behalf of the State Planning Board.

(2) The sanctioned term of the scheme expired on 31-3-2001. When the said term was about to expire the Executive Mission Director of the IKM informed Government that the activities of the Mission could not be completed in time and hence proposed that the term be extended upto March, 2004.

(3) Government have examined the proposal in detail and are pleased to order as follows:

- (i) The term of IKM will be extended by one year from 1-4-2001;
- (ii) All the expenditure connected with IKM including purchase of hardware and software will be limited to the Special Central Assistance of Rs.31 crores already received;
- (iii) In so far as computer hardware and other goods for the IKM are concerned, rate contract for the same will be fixed and the Local Bodies will purchase the same according to their necessity meeting the expenditure from their own Plan funds;

.....2

- (iv) The administrative control of the IKM at the Government level will be transferred from the Planning and Economic Affairs Department to the Department of Local Self Government.

By Order of the Governor,

S.M.VIJAYANAND,
SECRETARY TO GOVERNMENT.

To

The Member Secretary, State Planning Board, Tvpm.
The Executive Mission Director, Information Kerala Mission,
Thiruvananthapuram.
The Prl. Accountant General (Audit), Kerala, Tvpm.
The Accountant General (A&E), Kerala, Tvpm.
The Finance Department (vide their U.O.No.33592/Exp.A3/
2001/Fin. dt. 17-5-2001).
The Local Self Government (Rural) Department.
The Local Self Government (Urban) Department.
The Information Technology Department.
The S.F./O.C.

Forwarded/By Order,

Section Officer.



Government of Kerala

Abstract

Local Self Government Department - Signing of an Agreement - cum - Memorandum of Understanding between Centre for Development of Imaging Technology and Local Self Government Department - Sanctioned orders issued.

LOCAL SELF GOVERNMENT (D) DEPARTMENT

GO (MS) No. 46/2004/LSGD

Thiruvananthapuram, Dated 28-01-2004

- Read: (1) G.O. (MS)No. 38/1999/Plg dated 12-8-1999.
(2) G.O. (MS)No. 24/2001/Plg dated 18-7-2001.
(3) G.O. (MS)No. 219/2002/LSGD dated 17-12-2002.
(4) Letter No. IKM/EMD/VIP/2003/49 dated 5-11-2003 from Executive Mission Director, Information Kerala Mission.

ORDER

In the Government order first read above sanction was accorded for implementation of the scheme, viz., "Kerala Information Network for Local Bodies" for interconnecting all the local bodies in the State and District Planning Offices and the State Planning Board through a computer connectivity for swift and precise monitoring of implementation of the plan scheme by the Local Bodies and for automation of their various activities, utilising the Central Assistance received for the purpose. The Scheme is being implemented by a Mission Group drawn from Centre for Development of Imaging Technology known as 'Information Kerala Mission' (IKM) on behalf of the State Planning Board. Sanction was also accorded for signing a Memorandum of understanding by State Planning Board with Centre for Development of Imaging Technology for the above purpose and it was signed on 26.10.1999. The contract validity expired on 31-3-2001.

As per the Government order read as 2nd paper above, sanction was accorded for the extension of the term of Information Kerala Mission (IKM) for one year from 01-04-01 and the Administrative control of the Information

Kerala Mission at the Government level was transferred from the Planning and Economic Affairs Department to Local Self Government Department.

Sanction was also accorded as per the Government order read 3rd paper above for the extension of the term of Information Kerala Mission till 31.03.2004. As per the letter read 4th above Executive Mission Director (EMD), Information Kerala Mission reported that the contract validity of Memorandum of Understanding signed between the State Planning Board and Centre for Development of Imaging Technology has expired on 31-03-01 and the seventh meeting of the Implementation Committee of Information Kerala Mission decided that a formal Memorandum of Understanding be signed between Centre for Development of Imaging Technology and Local Self Government Department, to be effective from 01-04-2001.

Government have examined the matter in detail and are pleased to accord sanction for signing of an Agreement - Cum - Memorandum of Understanding between Centre for Development of Imaging Technology and Government in Local Self Government Department to be effective from 01-04-2001.

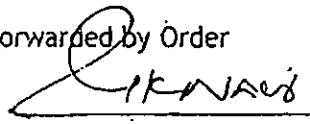
A copy of the Memorandum of Understanding approved by the Government is also appended.

By order of the Governor
P. Kamalkutty
Government Secretary

To

Executive Mission Director, Information Kerala Mission, Thiruvananthapuram
The Secretary, State Planning Board, Thiruvananthapuram
P.A. to Secretary, Local Self Government Department
Secretary, Planning and Economic Affairs Department
PA to Principal Secretary, Finance Department
The Secretary, Cultural Affairs Department
Accountant General (Audit) Thiruvananthapuram
Accountant General (A&E) Thiruvananthapuram
IT Department
Finance Department
Cultural Affairs Department
Planning and Economic Affairs Department
Law Department
The Director, Centre for Development of Imaging Technology, Thiruvananthapuram
PS to Vice Chairman, State Planning Board, Thiruvananthapuram
Stock File / Office Copy

Forwarded by Order


Section Officer



Abstract

Information Kerala Mission (IKM) – restructuring of IKM and reclassification of designation for project staff – sanctioned – orders issued

G.O. (Rt) No. 3865/08/LSGD

Thiruvananthapuram, dated 03-11-2008

- Read
1. Minutes of the 11th meeting of Executive Committee of IKM on 10-October-2007
 2. Report of the Centre for Management Development (April 2008)
 3. Minutes of the 17th meeting of Executive Committee of IKM on 3-May-2008
 4. Letter no. IKM/EC/22/08 dated 19.05.2008 from the Executive Chairman and Director, IKM

ORDER

As per the reference read as 1 above, the Executive Committee (EC) of Information Kerala Mission (IKM) had entrusted the Centre for Management Development (CMD) to rationalise the pay structure in IKM, in view of the skilled personnel in IKM leaving the organisation disenchanted with the poor pay package and service conditions. The CMD had submitted the report read as 2 above, which was approved by the EC of IKM as per reference read 3 as above.

2. The report of the CMD rationalises the designations commensurate with the basic qualification and length of service in IKM. The reclassification is for the current 440 posts in 11 categories with 35 designations and 30 consolidated remuneration/ pay. These are now reclassified into 13 categories with appropriate designation.

3. The Government have examined ^{the} matter in detail and are pleased to order as follows:

- a. The rationalisation of the designations as suggested below is approved.

Technical

S/N	Present designation	Proposed designation	Minimum qualification	Experience (Cumulative)
1	Data Entry Operator, Project Associate	Junior Technical Assistant	SSLC & ITI, Pre-degree, Pre-degree & ITI Certificate Course	0-2 yrs
2	Jr. Technical Asst. Programmer Trainee	Technical Assistant	Technical Diploma, Degree	0-2 yrs
			SSLC & ITI, Pre-degree, Pre-degree & ITI Certificate Course	3 yrs-5 yrs
3	Jr. Technical Asst.	Junior Technical Assistant	PG/PGDCA	0-2 yrs
	Technical Assistant I		Technical Diploma, Degree	3 yrs-5 yrs
	Sr. Technical Assistant		SSLC & ITI, Pre-degree, Pre-degree & ITI Certificate Course	Above 5 yrs.
	Project Associate-I, Sr. Project Associate I, Sr. Project Associate III, Programmer II			
4	Project Associate II	Technical Officer	B.Tech., MCA, M.Sc (CS), MBA	0-2 yrs
	Sr. Project Associate		PG/PGDCA	3 yrs-5 yrs
	Engineer, Senior Programmer		Technical Diploma, Degree	6 yrs-8 yrs
	Jr. Programmer / Programmer Programmer II/ Trainer II			
5	Senior Programmer II	Senior Technical Officer	B.Tech, MCA, M.Sc (CS), MBA	3-5 yrs
	Engineer I		PG/PGDCA	6 yrs-8 yrs
			Technical Diploma, Degree	Above 8 yrs
6		Manager (Technical)	B.Tech, MCA, M.Sc (CS), MBA	Above 5 yrs
			PG/PGDCA	Above 8 yrs

Non-Technical

S/N	Present designation	Proposed designation	Qualification	Experience (Cumulative)
1.	Messenger	Last Grade/ Messenger	SSLC	Nil
2.	Skilled Assistant Data Entry Operator	Junior Assistant	SSLC & ITI, Pre-degree, Pre-degree & ITI Certificate Course	0-2 yrs

S/N	Present designation	Proposed designation	Qualification	Experience (Cumulative)
3.	Skilled Assistant Skilled Assistant I Senior Skilled Assistant	Assistant	SSLC & ITI, Pre-degree, Pre-degree & ITI/ Certificate Course	3-5 yrs
			Degree, Diploma	0-2 yrs
4.	Skilled Assistant II	Senior Assistant	SSLC & ITI, Pre-degree, Pre-degree & ITI/ Certificate Course	6-8 yrs
			Degree, diploma	3 yrs-5 yrs
			PG	0-2 yrs
5.	Manager I	Assistant Manager	SSLC & ITI, Pre-degree, Pre-degree & ITI/ Certificate Course	Above 8 yrs
			Degree, Diploma	6-8 yrs
			PG	3-5 yrs
			MBA	0-2 yrs
6.		Manager	Degree, Diploma	Above 8 yrs
			PG	Above 5 yrs
			MBA	3-5 yrs
7.	Manager II	Senior Manager	MBA	Above 5 yrs

b. The Corporate Management/ Administration division shall be restructured immediately as follows:

- i. Group Director (Administration) 1
(on deputation from Government)
- ii. Three teams each with a Team Leader 3
(Administration, Purchase & Works, Accounts teams;
on deputation from Government)
- iii. Two assistants in each team, and one for GD(A) 7
(in whatever designation)
- iv. CA for EC&D 1
- v. Messenger/ LGs 2
- vi. Receptionists 2
- vii. Librarian 1
- viii. Data Entry Operator 1

The services of Managers in Corporate Management/ Administration on deputation/ short assignment shall be discontinued.

c. Deployment of technical staff in various divisions of HQ such as Administration, Implementation, LOBE & QC, Training and Technical Support divisions needs to be reviewed in the context of the requirement of technical personnel in field. They shall be redeployed in field for computerisation of LSGIs, training, handholding, etc. instead of going for

fresh post creation and recruitment. If the incumbents are not willing, their services shall be terminated and fresh recruitments made for these posts.

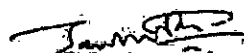
- d. The practice of sparing service of IKM employees to other organisations/ departments shall be discontinued forthwith.
4. The restructuring as suggested above shall be implemented with retrospective effect from 1.11.2007, after assessing the performance of the incumbents.
5. No posts shall be created or the remuneration revised without the concurrence of the Government in future.

By Order of the Governor,
S. M. VIJAYANAND,
Principal Secretary to Government.

To

- ✓ 1. The Executive Chairman & Director, IKM, Thiruvananthapuram.
2. The Accountant General, A & E/Audit, Kerala, Thiruvananthapuram.
3. The Director, Local Fund Audit, Vikas Bhavan, Thiruvananthapuram.
4. The P.D (vide Note No.55340/Dcy.1/02/LSGD dated: 07-10-2008.
- Stock File/Office Copy.

Forwarded/By Order



Section Officer

Copy to: The Private Secretary to the Minister (LSGD)
P.A. to the Principal Secretary (LSGD).
Joint Secretary (IN)



GOVERNMENT OF KERALA

Abstract

Information Kerala Mission (IKM) - revision of remuneration of the project staff-sanctioned - Orders issued

G.O. (MS) No.320/08/LSGD Thiruvananthapuram, dated 3-12-2008

- Read
1. G.O. (Rt) No. 3865/08/LSGD dated 3.11.2008
 2. G.O. (Rt) No. 3866/08/LSGD dated 3.11.2008
 3. G.O. (Rt) No. 3867/08/LSGD dated 3.11.2008
 4. Minutes of the 11th meeting of Executive Committee of IKM on 10 October 2007
 5. Report of the Centre for Management Development (April 2008)
 6. Minutes of the 17th meeting of Executive Committee of IKM on 3 May 2008
 7. Letter No. IKM/EC/22/08 dated 19.05.2008 from the Executive Chairman and Director, IKM

ORDER

As per the reference read as 4 above, the Executive Committee (EC) of Information Kerala Mission (IKM) had entrusted the Centre for Management Development (CMD) to rationalise the pay structure in IKM, in view of the skilled personnel in IKM leaving the organisation disenchanted with the poor pay package and service conditions. The CMD had submitted the report read as 5 above, which was approved by the EC of IKM as per reference read as 6 above.

2. The report of the CMD recommends rationalisation of the designations and pay structures commensurate with the basic qualification and length of service in IKM. The reclassification and pay restructuring is for the 440 staff members in IKM. The activities taken up by IKM are now at a crucial phase where the services of the skilled technical hands are inevitable to complete and sustain the process.

3. In those circumstances, the Government are pleased to order as follows:

- a. The rationalisation of the designations as suggested in the report of CMD and summarised as in Annexure 1 to this G.O. is approved

- b. The revision in remuneration as indicated in Annexure 1 is approved for technical staff alone.
- c. The revision in remuneration for employees in Corporate Management Administration at Head Office shall be taken up separately in consultation with the Finance Department after restructuring of Head Office
- d. The technical staff eligible for revision of remuneration as mentioned above will also be eligible for
 - i. Fitment benefit @ 5% of the base pay for every year of service in IKM
 - ii. Annual increment @ 5% of the gross pay
 - iii. Personal pay to protect pay being drawn currently and no other allowances.
- e. The technical staff eligible for revision of remuneration as mentioned above will be eligible for upgradation to the next higher consolidated emolument after completion of stipulated service (and as per other eligibility conditions of IKM).
- f. If the benefit on revision for an employee is less than Rs.500/-only that gap need be filled, and such amount shall be factored as personal pay.
- g. The preferential remuneration for software personnel shall be decided in consultation with Finance Department after formulating roadmap and the need assessed. In general Government agrees to the proposal for preferential pay for software personnel.
- h. A 10% enhancement in consolidated pay of Consultants' Resource Persons can be given irrespective of their length of service in IKM.
- i. For the section of Junior Technical Assistants posted outside headquarters drawing a consolidated pay of Rs.3500 per month and other allowances, the current pay will be treated as Rs.6500 per month while effecting the revision of remuneration. They will be paid no allowance to cover food & rent expenses after revision. The maximum amount on fitment will be limited to Rs.7300/- (considering fitment of other employees of similar qualification and experience), but the additional benefit of Rs.500/- to ensure minimum benefit shall be given only subject to principle mentioned at para 3(E) above.

3. Personnel on deputation to IKM will get only emoluments as they are eligible in their parent department organisation.
4. The revision as suggested above shall be implemented with retrospective effect from 1.11.2007.
5. No posts shall be created or remuneration revised in IKM in the future without the prior concurrence of the Government.
6. The pay revision approved above will be implemented only after taking a decision on charging Local Self Government Institutions for the services rendered by IKM as proposed by the Executive Chairman & Director.

BY ORDER OF THE GOVERNOR

D. RADHAKRISHNAN

Joint Secretary to Government

10

- The Executive Chairman & Director, IKM
The Accountant General (A&E/ Audit) Kerala, Thiruvananthapuram
The Director, Local Fund Audit, Vikas Bhavan, Thiruvananthapuram
The Finance Department
The Private Secretary to the Minister (Local Self Government)
✓ The PA to the Principal Secretary, Local Self Government Department
SF/OC

Forwarded/By order


Section Officer

Annexure I
Revised designation and remuneration
Technical

S/N	Present designation	Present pay	Proposed designation	Minimum qualification	Experience as on 1.1.2007 (Cumulative)	Proposed base pay
1.	Data Entry Operator, Project Associate	4200 to 6200	Junior Technical Assistant	SSLC & ITL Pre-degree, Pre-degree & ITI Certificate Course	0-2 yrs	4500
2.	Jr. Technical Asst. Programmer Trainee	3500 to 4500	Technical Assistant	Technical Diploma, Degree SSLC & ITL Pre-degree, Pre-degree & ITI Certificate Course	0-2 yrs 3 yrs-5 yrs	5500
3.	Jr. Technical Asst. Technical Assistant I, Sr. Technical Assistant Project Associate I, Sr. Project Associate I, Sr. Project Associate III, Programmer II	3500 to 8700	Junior Technical Officer	PG/PGDCA Technical Diploma, Degree SSLC & ITL Pre-degree, Pre-degree & ITI Certificate Course	0-2 yrs 3 yrs-5 yrs Above 5 yrs.	7500
4.	Project Associate II, Sr. Project Associate Engineer, Senior Programmer, Jr. Programmer / Programmer Programmer IV / Trainer II	7300 to 13200	Technical Officer	B.Tech., MCA, M.Sc (CS), MBA PG/PGDCA Technical Diploma, Degree	0-2 yrs 3 yrs-5 yrs 6 yrs-8 yrs	9000
5.	Senior Programmer II, Engineer I		Senior Technical Officer	B.Tech, MCA, M.Sc (CS), MBA PG/PGDCA Technical Diploma, Degree	3-5 yrs 6 yrs-8 yrs Above 8 yrs	11000
6.			Manager (Technical)	B.Tech, MCA, M.Sc (CS), MBA PG/PGDCA	Above 5 yrs Above 8 yrs	13000

Non-Technical

S.N	Present designation	Present pay	Proposed designation	Grade	Qualification	Experience as on 1.11.2007 (Cumulative)	Proposed pay
1.	Messenger	4800 to 5000	Lead Messenger	Grade	SSLC	Nil	4000
2.	Skilled Data Entry Operator Assistant	4500	Junior Assistant		SSLC & ITL Pre-degree, Pre-degree & ITL Certificate Course	0-2 yrs	4500
3.	Skilled Assistant Skilled Assistant I Senior Skilled Assistant	5100 to 6000	Assistant		SSLC & ITL Pre-degree, Pre-degree & ITL Certificate Course	1-5 yrs	5500
4.	Skilled Assistant II	5100 to 6100	Senior Assistant		Degree, Diploma SSLC & ITL Pre-degree, Pre-degree & ITL Certificate Course	0-2 yrs 6-8 yrs	7500
5.	Manager I	7000 to 7500	Assistant Manager		Degree, diploma PG	3 yrs-5 yrs 0-2 yrs	9000
6.			Manager		SSLC & ITL Pre-degree, Pre-degree & ITL Certificate Course Degree, Diploma PG MBA	Above 8 yrs 6-8 yrs 3-5 yrs 0-2 yrs	11000
7.	Manager II	10600	Senior Manager		Degree, Diploma PG MBA	Above 8 yrs Above 5 yrs 3-5 yrs	13000



കേരള സർക്കാർ

സംഗ്രഹം

തദ്ദേശ സ്വയംഭരണ വകുപ്പ് - ഇൻഫർമേഷൻ കേരള മിഷനെ തദ്ദേശ സ്വയംഭരണ വകുപ്പിന്റെ കീഴിൽ ഒരു സ്വയംഭരണ സ്ഥാപനമായി രജിസ്റ്റർ ചെയ്യുന്നതിന് അനുമതി നൽകി ഉത്തരവു പുറപ്പെടുവിക്കുന്നു.

തദ്ദേശ സ്വയംഭരണ (ഐ.ബി) വകുപ്പ്

സ.ഉ. (കെ) നം. 343/2012/തസ്വഭവ.

തിരുവനന്തപുരം, തീയതി, 22.12.2012

ഉത്തരവ്

തദ്ദേശ സ്വയംഭരണ സ്ഥാപനങ്ങളിലെ ഇ-ഗവേണൻസ് ഫലപ്രദമായും കാര്യക്ഷമമായും നടപ്പിലാക്കുന്നതിനായി ഇൻഫർമേഷൻ കേരള മിഷനെ തദ്ദേശ സ്വയംഭരണ വകുപ്പിന്റെ കീഴിൽ, 1955 ലെ 12-ാം ആക്ട് ആയ ട്രാവൻകൂർ കൊച്ചിൻ ലിറ്ററി ആന്റ് ചാരിറ്റബിൾ സൊസൈറ്റീസ് രജിസ്ട്രേഷൻ ആക്ട് പ്രകാരം ഒരു സ്വയംഭരണ സ്ഥാപനമായി രജിസ്റ്റർ ചെയ്യുന്നതിന് അനുമതി നൽകി ഇതിനാൽ ഉത്തരവാകുന്നു.

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം

വി.എസ്. സെന്തിൽ
പ്രിൻസിപ്പൽ സെക്രട്ടറി

- ✓ ഐക്സികൂട്ടിവ് ചെയർമാൻ ആന്റ് ഡയറക്ടർ, ഇൻഫർമേഷൻ കേരള മിഷൻ
- പഞ്ചായത്ത് ഡയറക്ടർ, തിരുവനന്തപുരം
- നഗരകാര്യ ഡയറക്ടർ, തിരുവനന്തപുരം
- ഗ്രാമവികസന കമ്മീഷണർ, തിരുവനന്തപുരം
- പൊതുഭരണ (എസ്.സി) വകുപ്പ് (19.12.2012 ലെ ഇനം നം. 2810 പ്രകാരം)
- ധനകാര്യ വകുപ്പ്
- വിവരസാങ്കേതിക വിദ്യാ വകുപ്പ്
- പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ്) കേരള, തിരുവനന്തപുരം
- അക്കൗണ്ടന്റ് ജനറൽ (എ ആന്റ് ഇ) കേരള, തിരുവനന്തപുരം
- വിവര പൊതുജന സമ്പർക്ക വകുപ്പ്
- സ്റ്റോക്ക് ഫയൽ / ഓഫീസ് കോപ്പി.

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ

24



GOVERNMENT OF KERALA

Abstract

Local Self Government Department - Constitution of committee for framing Special Rules and salary structure for the staff of Information Kerala Mission - Orders issued.

Local Self Government (IB) Department

G.O.(Rt) No. 2971 /2013/LSGD Dated, Thiruvananthapuram 04.12.2013.

Read :- 1. GO(Ms) No. 343/2012/LSGD dated 22.12.2012.

2. Letters No. IKM/E1/5766/2013 and IKM/E1/4544/2013 dated 30.09.2013 from the Executive Chairman & Director, Information Kerala Mission.

ORDER

As per Government order read as 1st paper above, sanction was accorded to register Information Kerala Mission as a Society under Travancore Cochin Literary Scientific and Charitable Societies Registration Act, 1955. As per the letters read as 2nd paper above, the Executive Chairman & Director, Information Kerala Mission has furnished proposal for constituting Committees for framing Special Rules and to study the salary and staff structure of Information Kerala Mission.

Government have examined the matter in detail and are pleased to constitute a committee for formulating the Special Rules and framing staff and salary structure of Information Kerala Mission with the following officers as members, without having any remuneration and other expenses.

1. Shri E K Prakash, Special Secretary, Finance Department - Chairman
2. Shri K R Krupahandan, Joint Secretary, Local Self Government Department - Member
3. Shri. A Rajasekharan Nair, Joint Secretary, Personnel & Administrative Reforms Department - Member
4. Shri P Balakiran, IAS, Director, Kerala State IT Mission - Member
5. Executive Chairman & Director, Information Kerala Mission - Member

The Committee shall submit the report before Government within three months.

By Order of the Governor,
James Varghese
Principal Secretary to Government

To

Shri E K Prakash, Special Secretary, Finance Department.
Shri K R Krupanandan, Joint Secretary, Local Self Government Department
Shri A. Rajasekharan Nair, Joint Secretary, Personnel & Administrative
Reforms Department.
Shri P Balakiran, IAS, Director, Kerala State IT Mission
The Executive Chairman & Director, Information Kerala Mission
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram
The Accountant General (A&E), Kerala, Thiruvananthapuram
SF/OC.

Forwarded / By Order


Section Officer



GOVERNMENT OF KERALA

Abstract

Local Self Government Department - Constitution of Committee for preparing and submitting recommendation on the restructuring of Information Kerala Mission - Orders issued.

Local Self Government (IB) Department

G.O.(Rt)No.3311/2016/LSGD

Dated, Thiruvananthapuram, 05.12.2016.

ORDER

Government are pleased to constitute a committee with the following composition for preparing and submitting a precise recommendation on the restructuring of Information Kerala Mission, looking into the whole aspects.

The Director of Panchayats	- Chairman
The Additional Secretary (in charge of Local Self Government Department), Finance Department	- Member
The State Performance Audit Officer	- Member
The Executive Director, Information Kerala Mission	- Member

2. The committee shall submit the report on restructuring within two weeks.

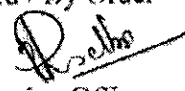
(By Order of the Governor)

Mini.M
Deputy Secretary to Government

To

The Director of Panchayats, Thiruvananthapuram.
The Additional Secretary (in charge of Local Self Government Department),
Finance Department.
The State Performance Audit Officer, Thiruvananthapuram.
The Executive Director, Information Kerala Mission, Thiruvananthapuram.
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram
The Accountant General (A&E), Kerala, Thiruvananthapuram.
SF/OC.

Forwarded / By Order


Section Officer

Proposed Designations of Employees

(only tentative and is subject to verification of documents)

Annexure 9

Sl.No	EmpID	Name	Effective Service	Proposed Designation
1	88	Abdussalam K	13 Yrs, 1 Months	Technical Officer Grade II
2	135	Abeesh M C	12 Yrs, 3 Months	Technical Officer Grade II
3	9079	Abhi S S	8 Yrs, 10 Months	Technical Officer Grade III
4	9178	Abhilash C M	6 Yrs, 4 Months	Technical Officer Grade III
5	488	Abhilash K P	10 Yrs, 4 Months	Technical Officer Grade II
6	9148	Abhilash P A	7 Yrs, 5 Months	Technical Officer Grade III
7	165	Abhilasha S	12 Yrs, 3 Months	Technical Officer Grade II
8	552	Aiby Mohan Das	9 Yrs, 8 Months	Technical Officer Grade II
9	550	Ajeesh V S	15 Yrs, 4 Months	Assistant Grade III
10	294	Ajith Kumar M	11 Yrs, 8 Months	Technical Officer Grade II
11	644	Ajith Kumar P	10 Yrs, 3 Months	Assistant Grade IV
12	9196	Ajitha Kunjappan	5 Yrs, 8 Months	Technical Officer Grade III
13	9049	Akash V U	9 Yrs, 6 Months	Technical Officer Grade II
14	9115	Akhila Krishnan K	8 Yrs, 6 Months	Technical Officer Grade III
15	632	Alex Dev D J	12 Yrs, 11 Months	Senior Assistant Grade I
16	489	Ambili Chandran P R	10 Yrs, 4 Months	Technical Officer Grade II
17	598	Amritha C Nair	8 Yrs, 6 Months	Technical Officer Grade III
18	9	Anand U R	16 Yrs, 5 Months	Technical Officer Grade I
19	295	Anees A	11 Yrs, 8 Months	Technical Officer Grade II
20	279	Anees N	11 Yrs, 9 Months	Technical Officer Grade II
21	9033	Aneesh Kumar G	9 Yrs, 6 Months	Technical Officer Grade II
22	9116	Aneesh M	8 Yrs, 6 Months	Technical Officer Grade III
23	445	Aneesh U N	10 Yrs, 8 Months	Technical Officer Grade II
24	533	Aneesh V S	10 Yrs, 2 Months	Technical Officer Grade II
25	124	Aneeshia C T	12 Yrs, 4 Months	Technical Officer Grade II
26	83	Anil Kumar A	16 Yrs, 6 Months	Assistant Grade III
27	490	Anila K S	10 Yrs, 4 Months	Technical Officer Grade II
28	232	Anish A	12 Yrs, 0 Months	Programmer Grade II
29	555	Anisha C	9 Yrs, 3 Months	Programmer Grade II
30	9050	Anitha C P	9 Yrs, 6 Months	Technical Officer Grade II
31	221	Anitha N A	12 Yrs, 1 Months	Technical Officer Grade II
32	482	Anjali V S	10 Yrs, 4 Months	Technical Officer Grade II
33	9168	Anjith S	6 Yrs, 9 Months	Technical Officer Grade III

Sl No	Emp ID	Name	Effective Service	Proposed Designation
34	9198	Anju Krishna M K	5 Yrs, 8 Months	Technical Officer Grade III
35	368	Anju P S	11 Yrs, 4 Months	Technical Officer Grade II
36	599	Anju R	8 Yrs, 6 Months	Technical Officer Grade III
37	611	Anju U Ravi	8 Yrs, 5 Months	Technical Officer Grade III
38	222	Anoj V Nair	12 Yrs, 1 Months	Technical Officer Grade II
39	473	Anoop A N	10 Yrs, 4 Months	Technical Officer Grade II
40	604	Anoop C	8 Yrs, 6 Months	Technical Officer Grade III
41	280	Anosh P M	11 Yrs, 9 Months	Technical Officer Grade II
42	390	Anuraj S	11 Yrs, 2 Months	Technical Officer Grade II
43	9015	Anvar T	9 Yrs, 6 Months	Junior Programmer
44	150	Archa K	12 Yrs, 3 Months	Technical Officer Grade II
45	437	Aris P	13 Yrs, 1 Months	Technical Officer Grade II
46	125	Arun Kumar S	12 Yrs, 3 Months	Technical Officer Grade II
47	137	Arun Kumar S	12 Yrs, 4 Months	Technical Officer Grade II
48	470	Arun N P	10 Yrs, 4 Months	Technical Officer Grade II
49	9051	Arun R	9 Yrs, 6 Months	Technical Officer Grade II
50	234	Asha S	12 Yrs, 0 Months	Technical Officer Grade II
51	9052	Asha Sebastian	9 Yrs, 6 Months	Technical Officer Grade II
52	494	Aswathi Chandran P R	10 Yrs, 4 Months	Technical Officer Grade II
53	9001	Ayisha Nusrath Tharayil	9 Yrs, 6 Months	Assistant Grade IV
54	596	Baiju S N	14 Yrs, 2 Months	Support Engineer Grade I
55	69	Basildas Lee Zacharia	13 Yrs, 5 Months	Support Engineer Grade II
56	9143	Benedict L	7 Yrs, 9 Months	Senior Assistant Grade II
57	539	Bhagyanath V V	10 Yrs, 2 Months	Technical Officer Grade II
58	118	Bhuvanendran Nair S	14 Yrs, 7 Months	Assistant Manager
59	571	Biji P R	8 Yrs, 10 Months	Programmer Grade III
60	9166	Bindu Caroline K	6 Yrs, 10 Months	Technical Officer Grade III
61	321	Bindu S	11 Yrs, 7 Months	Technical Officer Grade II
62	458	Binesh Kumar P	10 Yrs, 8 Months	Technical Officer Grade II
63	9106	Binumon K	9 Yrs, 0 Months	Technical Officer Grade II
64	151	Bipin P	12 Yrs, 3 Months	Technical Officer Grade II
65	371	Chithra Chandran	11 Yrs, 4 Months	Technical Officer Grade II
66	102	Cini R S	12 Yrs, 10 Months	Programmer Grade II
67	252	Cyril T Kuriyakose	11 Yrs, 11 Months	Technical Officer Grade II
68	538	Darvesh M	10 Yrs, 2 Months	Technical Officer Grade II

Sl No	Emp ID	Name	Effective Service	Proposed Designation
69	9018	Deepa K B	9 Yrs, 6 Months	Technical Officer Grade II
70	235	Deepak D M	12 Yrs, 0 Months	Technical Officer Grade II
71	372	Deepika M S	11 Yrs, 4 Months	Technical Officer Grade II
72	47	Deepu C	14 Yrs, 1 Months	Technical Officer Grade I
73	349	Dhaneesh K M	11 Yrs, 5 Months	Technical Officer Grade II
74	9097	Dhanu P Sathyan	8 Yrs, 9 Months	Technical Officer Grade III
75	9188	Dhanush C	5 Yrs, 10 Months	Technical Officer Grade III
76	392	Dhanya Balan	11 Yrs, 2 Months	Technical Officer Grade II
77	9083	Dhanya K R	8 Yrs, 10 Months	Technical Officer Grade III
78	223	Dhanya P D	12 Yrs, 1 Months	Technical Officer Grade II
79	236	Dimi Dinesh	12 Yrs, 0 Months	Technical Officer Grade II
80	601	Divya A S	8 Yrs, 6 Months	Technical Officer Grade III
81	152	Divya S	12 Yrs, 3 Months	Technical Officer Grade II
82	9055	Divya S C	9 Yrs, 6 Months	Technical Officer Grade II
83	602	Divya S V	8 Yrs, 6 Months	Technical Officer Grade III
84	9056	Divyamol K R	9 Yrs, 6 Months	Technical Officer Grade II
85	139	Evershine P A	12 Yrs, 3 Months	Technical Officer Grade II
86	9158	Gadha A K	7 Yrs, 5 Months	Technical Officer Grade III
87	9173	Ganesh G O	6 Yrs, 9 Months	Technical Officer Grade III
88	9002	Geetha A	9 Yrs, 6 Months	Technical Officer Grade II
89	9003	Geethu E V	9 Yrs, 6 Months	Technical Officer Grade II
90	62	Ghaleel Rahman M	13 Yrs, 8 Months	Support Engineer Grade II
91	259	Girija K	11 Yrs, 10 Months	Senior Assistant Grade I
92	115	Girish Kumar C	12 Yrs, 6 Months	Senior Assistant Grade I
93	495	Harisree R	10 Yrs, 4 Months	Technical Officer Grade II
94	9160	Haseeba V	7 Yrs, 5 Months	Technical Officer Grade III
95	451	Hija Rani V	10 Yrs, 8 Months	Technical Officer Grade II
96	13	Homer J	17 Yrs, 9 Months	Assistant Manager
97	9057	Irin Simi J V	9 Yrs, 6 Months	Technical Officer Grade II
98	9167	Jafar P Abubacker	6 Yrs, 9 Months	Support Engineer Grade III
99	9036	Jaiby Seemon C	9 Yrs, 6 Months	Technical Officer Grade II
100	9004	Jasheela K	9 Yrs, 6 Months	Technical Officer Grade II
101	563	Jasmine Nazeer	8 Yrs, 10 Months	Programmer Grade III
102	9037	Jasna A N	9 Yrs, 6 Months	Technical Officer Grade II
103	22	Jayakumar Y	15 Yrs, 2 Months	Assistant Manager

Sl No	Emp ID	Name	Effective Service	Proposed Designation
104	281	Jayalekshmi S	11 Yrs, 9 Months	Technical Officer Grade II
105	351	Jayamol S	11 Yrs, 5 Months	Technical Officer Grade II
106	86	Jayaraj P R	15 Yrs, 11 Months	Technical Officer Grade I
107	403	Jayasree S	11 Yrs, 2 Months	Assistant Grade IV
108	9126	Jayesh T	11 Yrs, 2 Months	Technical Officer Grade II
109	39	Jaymon D	14 Yrs, 2 Months	Technical Officer Grade I
110	9085	Jeeja B S	8 Yrs, 10 Months	Technical Officer Grade III
111	5167	Jeeja Mohanan	7 Yrs, 2 Months	Technical Officer Grade III
112	9134	Jeeja T K	7 Yrs, 9 Months	Technical Officer Grade III
113	465	Jeena G L	10 Yrs, 8 Months	Technical Officer Grade II
114	140	Jetheesh G	12 Yrs, 3 Months	Technical Officer Grade II
115	89	Jineesh I V	13 Yrs, 1 Months	Technical Officer Grade II
116	153	Jisha P L	12 Yrs, 3 Months	Technical Officer Grade II
117	9058	Jishamol C S	9 Yrs, 6 Months	Technical Officer Grade II
118	497	Jishamol G	10 Yrs, 4 Months	Technical Officer Grade II
119	9113	Jithin C	8 Yrs, 7 Months	Technical Officer Grade III
120	126	Jomi Paul	12 Yrs, 4 Months	Technical Officer Grade II
121	9005	Julie James	9 Yrs, 6 Months	Technical Officer Grade II
122	9086	Junaida Beevi J	8 Yrs, 10 Months	Technical Officer Grade III
123	122	Justin Lal R	12 Yrs, 4 Months	Assistant Grade III
124	9038	Kannan M R	9 Yrs, 6 Months	Technical Officer Grade II
125	9156	Karthika H	7 Yrs, 5 Months	Technical Officer Grade III
126	486	Kavitha K	10 Yrs, 4 Months	Technical Officer Grade II
127	365	Krishna Priya U S	11 Yrs, 4 Months	Programmer Grade II
128	642	Lakshmi V N	6 Yrs, 8 Months	Programmer Grade III
129	7	Lekshmi J	17 Yrs, 8 Months	Assistant Manager
130	438	Lekshmy B L	10 Yrs, 8 Months	Programmer Grade III
131	603	Lijiraj M	8 Yrs, 6 Months	Technical Officer Grade III
132	119	Madhukumar K	12 Yrs, 5 Months	Senior Assistant Grade I
133	447	Mahesh E M	10 Yrs, 8 Months	Technical Officer Grade II
134	127	Mahesh M	12 Yrs, 4 Months	Technical Officer Grade II
135	94	Mahesh U Gopal	13 Yrs, 0 Months	Technical Officer Grade II
136	154	Manju K K	12 Yrs, 3 Months	Technical Officer Grade II
137	168	Manju Ramachandran	12 Yrs, 3 Months	Technical Officer Grade II
138	303	Manoj C K	11 Yrs, 8 Months	Technical Officer Grade II

Sl No	Emp ID	Name	Effective Service	Proposed Designation
139	582	Manojkumar V	10 Yrs, 4 Months	Assistant Grade IV
140	9059	Manu Venugopal	9 Yrs, 6 Months	Technical Officer Grade II
141	9006	Maya P S	9 Yrs, 6 Months	Technical Officer Grade II
142	463	Mayoosh M P	10 Yrs, 8 Months	Technical Officer Grade II
143	575	Mercy Mathew	9 Yrs, 1 Months	Assistant Grade IV
144	361	Misha S V	11 Yrs, 4 Months	Programmer Grade II
145	9129	Mohammed Shameer O	8 Yrs, 6 Months	Technical Officer Grade III
146	90	Mubarak K	13 Yrs, 1 Months	Assistant Grade III
147	9087	Najeeb T A	8 Yrs, 10 Months	Technical Officer Grade III
148	46	Najeeb U	14 Yrs, 1 Months	Technical Officer Grade I
149	9020	Navas P	9 Yrs, 6 Months	Technical Officer Grade II
150	43	Naveen T S	14 Yrs, 2 Months	Technical Officer Grade I
151	304	Nidheesh G	11 Yrs, 8 Months	Technical Officer Grade II
152	9114	Nidhin Ravindranath	8 Yrs, 7 Months	Technical Officer Grade III
153	501	Nija V	10 Yrs, 4 Months	Technical Officer Grade II
154	177	Nijisha P	11 Yrs, 5 Months	Technical Officer Grade II
155	650	Nisha K S	5 Yrs, 11 Months	Assistant
156	502	Nisha N	10 Yrs, 4 Months	Technical Officer Grade II
157	229	Noureen	12 Yrs, 1 Months	Technical Officer Grade II
158	141	Noushad A	12 Yrs, 3 Months	Technical Officer Grade II
159	9022	Padmaja K K	9 Yrs, 6 Months	Technical Officer Grade II
160	226	Padmalekshmi P	12 Yrs, 1 Months	Technical Officer Grade II
161	9119	Padmavathi N	8 Yrs, 6 Months	Technical Officer Grade III
162	559	Prajeesh K S	8 Yrs, 11 Months	Senior Assistant Grade II
163	308	Prajeesh Kumar A	11 Yrs, 8 Months	Technical Officer Grade II
164	483	Prajeesha S	10 Yrs, 4 Months	Technical Officer Grade II
165	484	Prajitha Prasannan	10 Yrs, 4 Months	Technical Officer Grade II
166	9039	Pramod P	9 Yrs, 6 Months	Technical Officer Grade II
167	36	Prasanth V L	14 Yrs, 4 Months	Technical Officer Grade I
168	50	Prasanthkumar T	14 Yrs, 1 Months	Technical Officer Grade I
169	524	Prasoon C K	10 Yrs, 4 Months	Technical Officer Grade II
170	9120	Pratheesh P K	8 Yrs, 6 Months	Technical Officer Grade III
171	627	Prathibha S	7 Yrs, 8 Months	Technical Officer Grade III
172	305	Praveen P	11 Yrs, 8 Months	Technical Officer Grade II
173	9023	Preeba Krishna K	9 Yrs, 6 Months	Technical Officer Grade II

SlNo	EmpID	Name	Effective Service	Proposed Designation
174	9181	Prejith P K	6 Yrs, 4 Months	Technical Officer Grade III
175	68	Prema R	13 Yrs, 2 Months	Programmer Grade II
176	238	Pribu B	12 Yrs, 0 Months	Technical Officer Grade II
177	239	Prijo Sebastian	12 Yrs, 0 Months	Technical Officer Grade II
178	142	Priya J M Nair	12 Yrs, 3 Months	Technical Officer Grade II
179	269	Priyanka M K	11 Yrs, 10 Months	Technical Officer Grade II
180	529	Radhakrishnan Nair T	11 Yrs, 8 Months	Assistant Grade IV
181	324	Radhika R	11 Yrs, 7 Months	Technical Officer Grade II
182	170	Ragi M K	12 Yrs, 3 Months	Technical Officer Grade II
183	400	Rahmath K V	11 Yrs, 2 Months	Technical Officer Grade II
184	134	Raihan A A	10 Yrs, 5 Months	Assistant Grade IV
185	631	Rajagopalan P G	9 Yrs, 11 Months	Senior Assistant Grade I
186	9122	Rajalakshmi M	8 Yrs, 6 Months	Technical Officer Grade III
187	583	Rajan M P	12 Yrs, 8 Months	Assistant Grade III
188	541	Rajeendran M	10 Yrs, 2 Months	Technical Officer Grade II
189	240	Rajeesh R Chandran	12 Yrs, 0 Months	Technical Officer Grade II
190	253	Rajeesh S P	11 Yrs, 11 Months	Technical Officer Grade II
191	9024	Rajesh N	9 Yrs, 6 Months	Technical Officer Grade II
192	227	Rajesh P K	12 Yrs, 1 Months	Technical Officer Grade II
193	306	Rajesh R	11 Yrs, 10 Months	Technical Officer Grade II
194	307	Rajesh R	11 Yrs, 8 Months	Technical Officer Grade II
195	514	Raji J R	9 Yrs, 8 Months	Technical Officer Grade II
196	270	Raji K R	11 Yrs, 10 Months	Technical Officer Grade II
197	515	Raji M J	10 Yrs, 8 Months	Technical Officer Grade II
198	9157	Rajitha T	7 Yrs, 5 Months	Technical Officer Grade III
199	9187	Rakhi S	5 Yrs, 10 Months	Technical Officer Grade III
200	282	Rakhimol R	11 Yrs, 9 Months	Technical Officer Grade II
201	9149	Rammohan P	7 Yrs, 5 Months	Technical Officer Grade III
202	504	Ramya T K	10 Yrs, 4 Months	Technical Officer Grade II
203	171	Ramzeena A M	12 Yrs, 3 Months	Technical Officer Grade II
204	9077	Ranjith Ghosh P	9 Yrs, 6 Months	Technical Officer Grade II
205	30	Ranjitha A K	14 Yrs, 6 Months	Programmer Grade I
206	620	Ranju K	15 Yrs, 7 Months	Assistant Manager
207	9025	Rashmi K R	9 Yrs, 6 Months	Technical Officer Grade II
208	9089	Ratheesh Kumar R	8 Yrs, 10 Months	Technical Officer Grade III

Sl No	Emp ID	Name	Effective Service	Proposed Designation
209	404	Reeja J	11 Yrs, 2 Months	Assistant Grade IV
210	446	Reeja Surendran	10 Yrs, 8 Months	Technical Officer Grade II
211	377	Rekha A I	11 Yrs, 4 Months	Technical Officer Grade II
212	9197	Remitha A	5 Yrs, 8 Months	Technical Officer Grade III
213	310	Remya G	11 Yrs, 8 Months	Technical Officer Grade II
214	245	Remya K	12 Yrs, 0 Months	Technical Officer Grade II
215	641	Remya Krishnan O R	6 Yrs, 8 Months	Programmer Grade III
216	399	Remya Nadarajan	11 Yrs, 2 Months	Technical Officer Grade II
217	624	Remya P S	7 Yrs, 8 Months	Technical Officer Grade III
218	485	Remya V R	10 Yrs, 4 Months	Technical Officer Grade II
219	506	Remyasree M	10 Yrs, 4 Months	Technical Officer Grade II
220	75	Reni Rajan	13 Yrs, 4 Months	Technical Officer Grade II
221	9088	Renjith C K	8 Yrs, 10 Months	Technical Officer Grade III
222	419	Renju P K	11 Yrs, 1 Months	Technical Officer Grade II
223	613	Rinesh G	8 Yrs, 5 Months	Technical Officer Grade III
224	241	Risy B	12 Yrs, 0 Months	Technical Officer Grade II
225	9172	Rohini V K	6 Yrs, 9 Months	Technical Officer Grade III
226	9177	Roshin Raj K	6 Yrs, 8 Months	Technical Officer Grade III
227	406	Roshy K K	12 Yrs, 11 Months	Senior Assistant Grade I
228	242	Rupesh M	12 Yrs, 0 Months	Technical Officer Grade II
229	67	Sabeen S	13 Yrs, 7 Months	Junior Programmer
230	639	Sabeena B S	6 Yrs, 8 Months	Assistant Grade IV
231	460	Sabitha L	10 Yrs, 8 Months	Technical Officer Grade II
232	271	Saheer Ahammed A	11 Yrs, 10 Months	Technical Officer Grade II
233	172	Sajeesh K N	12 Yrs, 3 Months	Technical Officer Grade II
234	9159	Sajeesh V K	7 Yrs, 5 Months	Technical Officer Grade III
235	523	Sajesh A	14 Yrs, 3 Months	Assistant Grade III
236	452	Saji P	10 Yrs, 8 Months	Technical Officer Grade II
237	9027	Sajid N M	9 Yrs, 6 Months	Technical Officer Grade II
238	283	Sajith S	11 Yrs, 9 Months	Technical Officer Grade II
239	9189	Saleena K K	5 Yrs, 10 Months	Technical Officer Grade III
240	59	Saleena P	13 Yrs, 8 Months	Senior Assistant Grade I
241	608	Saleena Pottammal	8 Yrs, 5 Months	Assistant Grade IV
242	76	Samuel P John	13 Yrs, 4 Months	Senior Assistant Grade I
243	228	Sangeetha Krishnan E	12 Yrs, 1 Months	Technical Officer Grade II

SlNo	EmpID	Name	Effective Service	Proposed Designation
244	9075	Sanitha P	9 Yrs, 3 Months	Technical Officer Grade II
245	444	Sankar G	10 Yrs, 8 Months	Technical Officer Grade II
246	326	Sankara Narayanan N	11 Yrs, 7 Months	Technical Officer Grade II
247	378	Santhosh Kumar P	7 Yrs, 9 Months	Senior Assistant Grade II
248	9008	Saranya R	9 Yrs, 6 Months	Technical Officer Grade II
249	9104	Sarath A	8 Yrs, 9 Months	Technical Officer Grade III
250	461	Saritha B S	10 Yrs, 8 Months	Technical Officer Grade II
251	354	Saritha S	11 Yrs, 5 Months	Technical Officer Grade II
252	507	Saritha V G	10 Yrs, 4 Months	Technical Officer Grade II
253	398	Sasikala A	11 Yrs, 2 Months	Assistant Grade IV
254	70	Sathy Ranji	13 Yrs, 5 Months	Senior Assistant Grade I
255	9028	Saumya G Sathyan	9 Yrs, 6 Months	Technical Officer Grade II
256	405	Saumya S	11 Yrs, 2 Months	Assistant Grade IV
257	243	Saveen S S	12 Yrs, 0 Months	Technical Officer Grade II
258	566	Savitha V	8 Yrs, 10 Months	Programmer Grade III
259	420	Seena E K	11 Yrs, 1 Months	Technical Officer Grade II
260	9009	Selma James	9 Yrs, 6 Months	Technical Officer Grade II
261	9041	Shahana E A	9 Yrs, 6 Months	Technical Officer Grade II
262	9065	Shainy M	9 Yrs, 6 Months	Technical Officer Grade II
263	72	Shamila A	13 Yrs, 4 Months	Senior Assistant Grade I
264	173	Shamna A	12 Yrs, 3 Months	Technical Officer Grade II
265	358	Shanu R	11 Yrs, 4 Months	Senior Assistant Grade I
266	436	Sharafudheen K M	12 Yrs, 0 Months	Senior Assistant Grade I
267	9163	Sharath K	6 Yrs, 10 Months	Technical Officer Grade III
268	328	Sheeba G	11 Yrs, 7 Months	Technical Officer Grade II
269	174	Sheena C S	12 Yrs, 3 Months	Technical Officer Grade II
270	175	Sherif N	12 Yrs, 3 Months	Technical Officer Grade II
271	49	Shibu P S	14 Yrs, 1 Months	Assistant Grade III
272	329	Shibu Thomas	11 Yrs, 7 Months	Technical Officer Grade II
273	597	Shiji R	8 Yrs, 8 Months	Programmer Grade III
274	158	Shijimol A S	12 Yrs, 3 Months	Technical Officer Grade II
275	9150	Shijith C	7 Yrs, 5 Months	Technical Officer Grade III
276	144	Shijomon V M	12 Yrs, 3 Months	Technical Officer Grade II
277	78	Shine A R	13 Yrs, 4 Months	Support Engineer Grade II
278	9186	Shinu P Jhon	5 Yrs, 10 Months	Technical Officer Grade III

Sl No	Emp ID	Name	Effective Service	Proposed Designation
279	426	Shruthy K S	11 Yrs, 1 Months	Technical Officer Grade II
280	509	Shyni P K	10 Yrs, 4 Months	Technical Officer Grade II
281	528	Sibi Anto Wilson	9 Yrs, 4 Months	Programmer Grade II
282	31	Sibi O Mathew	14 Yrs, 8 Months	Assistant Grade III
283	9161	Siji Mol P A	6 Yrs, 10 Months	Technical Officer Grade III
284	9066	Siji V S	9 Yrs, 6 Months	Technical Officer Grade II
285	53	Simi Deth D S	13 Yrs, 11 Months	Assistant Grade III
286	510	Simi S	10 Yrs, 4 Months	Technical Officer Grade II
287	9067	Sindhu A S	9 Yrs, 6 Months	Technical Officer Grade II
288	428	Sindhu S	11 Yrs, 1 Months	Technical Officer Grade II
289	313	Sindu D	11 Yrs, 8 Months	Technical Officer Grade II
290	9110	Sineesh P G	8 Yrs, 8 Months	Technical Officer Grade III
291	9068	Sinto C J	9 Yrs, 6 Months	Technical Officer Grade II
292	103	Sivakumar S M	12 Yrs, 10 Months	Senior Assistant Grade I
293	9043	Sivakumar V	9 Yrs, 6 Months	Technical Officer Grade II
294	130	Sivaprasad C	12 Yrs, 4 Months	Technical Officer Grade II
295	131	Sojan V A	12 Yrs, 4 Months	Technical Officer Grade II
296	9130	Soumya K	8 Yrs, 6 Months	Technical Officer Grade III
297	159	Soumya M	12 Yrs, 3 Months	Technical Officer Grade II
298	9111	Soumya S Nair	8 Yrs, 8 Months	Technical Officer Grade III
299	527	Soumya V S	10 Yrs, 4 Months	Technical Officer Grade II
300	607	Sreedivya A R	8 Yrs, 5 Months	Senior Assistant Grade II
301	272	Sreeja C	11 Yrs, 9 Months	Technical Officer Grade II
302	145	Sreejesh R	12 Yrs, 3 Months	Technical Officer Grade II
303	356	Sreejith K	11 Yrs, 5 Months	Technical Officer Grade II
304	537	Sreekanth M P	10 Yrs, 2 Months	Technical Officer Grade II
305	9044	Sreekumar V	9 Yrs, 6 Months	Technical Officer Grade II
306	425	Sreeni M P	11 Yrs, 1 Months	Senior Assistant Grade I
307	176	Sreevidya K V	12 Yrs, 3 Months	Technical Officer Grade II
308	645	Subeendra Krishna K S	14 Yrs, 0 Months	Assistant Grade III
309	536	Suchithra R	10 Yrs, 2 Months	Technical Officer Grade II
310	384	Sudha T	11 Yrs, 4 Months	Technical Officer Grade II
311	91	Sudhesh Malamel Puthanveetil	13 Yrs, 1 Months	Technical Officer Grade II
312	315	Sufeena R	11 Yrs, 8 Months	Technical Officer Grade II
313	586	Sujamol U V	8 Yrs, 9 Months	Technical Officer Grade III

Sl No	Emp ID	Name	Effective Service	Proposed Designation
314	146	Sujith K P	12 Yrs, 3 Months	Technical Officer Grade II
315	219	Sujith M	12 Yrs, 1 Months	Technical Officer Grade II
316	542	Sujith M O	10 Yrs, 2 Months	Technical Officer Grade II
317	132	Sujith V S	12 Yrs, 4 Months	Technical Officer Grade II
318	255	Sujitha L S	11 Yrs, 11 Months	Technical Officer Grade II
319	9127	Sujitha P R	8 Yrs, 6 Months	Technical Officer Grade III
320	9180	Sujithra M	6 Yrs, 4 Months	Technical Officer Grade III
321	332	Sumaya S	11 Yrs, 7 Months	Technical Officer Grade II
322	9193	Sumayya V	5 Yrs, 10 Months	Technical Officer Grade III
323	5065	Sunil Kumar R	11 Yrs, 8 Months	Assistant Grade IV
324	630	Sunil Raj M S	14 Yrs, 0 Months	Assistant Manager
325	37	Sunil S	14 Yrs, 3 Months	Technical Officer Grade I
326	9046	Sunilkumar K	9 Yrs, 6 Months	Technical Officer Grade II
327	333	Sunitha M	11 Yrs, 7 Months	Technical Officer Grade II
328	9013	Sunooopa T S	9 Yrs, 6 Months	Technical Officer Grade II
329	99	Suresh Kumar L	12 Yrs, 11 Months	Assistant Grade III
330	16	Surjith Singh N	17 Yrs, 8 Months	Assistant Grade III
331	256	Sushama G S	11 Yrs, 11 Months	Technical Officer Grade II
332	454	Sushanth K	10 Yrs, 8 Months	Technical Officer Grade II
333	395	Susmitha B S	11 Yrs, 2 Months	Technical Officer Grade II
334	160	Suvimol N V	12 Yrs, 3 Months	Technical Officer Grade II
335	532	Swaroop P T	10 Yrs, 2 Months	Technical Officer Grade II
336	643	Syalima S	6 Yrs, 8 Months	Programmer Grade III
337	422	Teena Mol L	11 Yrs, 1 Months	Technical Officer Grade II
338	9199	Thanfiya M	5 Yrs, 8 Months	Technical Officer Grade III
339	9071	Thomas Lijo K J	9 Yrs, 6 Months	Technical Officer Grade II
340	442	Udaya Sankar U	10 Yrs, 8 Months	Technical Officer Grade II
341	614	Vaisakh C L	8 Yrs, 5 Months	Technical Officer Grade III
342	648	Varalekshmy A	6 Yrs, 3 Months	Assistant Grade IV
343	589	Varsha V B	8 Yrs, 9 Months	Technical Officer Grade III
344	574	Vedavyasan P R	9 Yrs, 1 Months	Assistant Grade IV
345	535	Vibin P P	10 Yrs, 2 Months	Technical Officer Grade II
346	9144	Vidhya U	8 Yrs, 11 Months	Technical Officer Grade III
347	147	Vidosh M	12 Yrs, 3 Months	Technical Officer Grade II
348	513	Viji M	8 Yrs, 4 Months	Technical Officer Grade III

Sl No	Emp ID	Name	Effective Service	Proposed Designation
349	606	Vijithra K N	8 Yrs, 6 Months	Technical Officer Grade III
350	21	Vikas V K	15 Yrs, 2 Months	Assistant Grade III
351	646	Vimal Kumar M L	14 Yrs, 0 Months	Assistant Grade III
352	9139	Vineeth K V	7 Yrs, 9 Months	Technical Officer Grade III
353	9195	Vineetha K R	5 Yrs, 8 Months	Technical Officer Grade III
354	148	Vineetha M	12 Yrs, 3 Months	Technical Officer Grade II
355	9123	Vineetha V V	8 Yrs, 6 Months	Technical Officer Grade III
356	9094	Vinitha M S	8 Yrs, 10 Months	Technical Officer Grade III
357	9048	Vipin Kumar V S	9 Yrs, 6 Months	Technical Officer Grade II
358	317	Vipin V	11 Yrs, 8 Months	Technical Officer Grade II
359	9194	Visakh V S	5 Yrs, 8 Months	Technical Officer Grade III