



GOVERNMENT OF KERALA

**General Administration (AIS-B)
Department**

INDIAN FOREST SERVICE

(Kerala Cadre)

CIVIL LIST

2024

Civil List as on 10/05/2024

INDIAN FOREST SERVICE			
(Kerala Cadre)			
(Authorised Strength – Effective from 30.06.2015)			
Notification No.16016/2/2014-AIS(II)-A dated 30.06.2015 of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) New Delhi published in Government of India Gazette dated 30.06.2015.			
	SENIOR POSTS UNDER THE STATE GOVERNMENT	:	66
	Principal Chief Conservator of Forests & Head of Forest Force	:	1
	Principal Chief Conservator of Forests (Wildlife) and Chief Wildlife Warden	:	1
	Principal Chief Conservator of Forests (Forest Management)	:	1
	Additional Principal Chief Conservator of Forests (Administration)	:	1
	Additional Principal Chief Conservator of Forests (Finance, Budget & Audit)	:	1
	Additional Principal Chief Conservator of Forests (Forest Land & Resources)	:	1
	Additional Principal Chief Conservator of Forests (Vigilance & Forest Intelligence)	:	1
	Chief Conservator of Forests, ED & TW	:	1
	Chief Conservator of Forests (Working Plan & Research)	:	1
	Chief Conservator of Forests, Territorial (Southern circle, Kollam, High Range Circle, Kottayam, Central Circle, Thrissur, Eastern Circle, Palakkad and Northern Circle, Kozhikode)	:	5
	Chief Conservator of Forests (Wildlife) & Field Director Palakkad	:	1
	Chief Conservator of Forests (Wildlife) & Field Director Kottayam	:	1
	Chief Conservator of Forests & Nodal Officer, CAMPA	:	1
	Chief Conservator of Forests (Information Technology)	:	1
	Conservator of Forests (HRD)	:	1
	Conservator of Forests (Special Afforestation)	:	1
	Conservator of Forests-Inspection & Evaluation (Northern Region), Kozhikode & Southern Region, Kottayam	:	2
	Conservator of Forests (Social Forestry), Ernakulam, Kozhikode, Kollam	:	3
	Conservator of Forests (Working Plan) Northern Region Kozhikode & Southern Region, Kollam	:	2
	Conservator of Forests & TA to PCCF (FM)	:	1
	Conservator of Forests & TA to PCCF & CWW	:	1
	Conservator of Forests & TA to PCCF & HoFF	:	1
	Conservator of Forests (Wildlife)	:	1
	Deputy Conservator of Forests, Territorial (Thiruvananthapuram, Thenmala, Ranni, Konni, Kottayam, Kothamangalam, Munnar, Malayattur, Chalakkudy, Thrissur, Palakkad, Nilambur (North), Wayanad (North), Punalur and Kannur)	:	15
	Deputy Conservator of Forests & Wildlife Warden (Sulthan Bathery & Silent Valley)	:	2
	Deputy Conservator of Forests (Research) North & South	:	2
	Deputy Conservator of Forests (Wildlife)	:	1
	Deputy Conservator of Forests (Administration)	:	1
	Deputy Conservator of Forests (Eco-Development and Tribal Welfare)	:	1
	Deputy Conservator of Forests (Protection)	:	1
	Deputy Director, Parambikulam, Periyar Tiger Reserve (East & West)	:	2
	Deputy Conservator of Forests (Development)	:	1
	Deputy Conservator of Forests (HRD)	:	1
	Deputy Conservator of Forests (Forest Resources)	:	1

	Deputy Conservator of Forests, Reserach North Thrissur and South Thiruvananthapuram	:	2
	Director of SFTI, Aripa & Walayar	:	2
	Deputy Conservator of Forests (Working Plan) North, Central & South	:	3
1	Total Senior Duty Posts	:	66
2	Central Deputation Reserve not exceeding 20% of Item 1 above	:	13
3	State Deputation Reserve not exceeding 25% of Item 1 above	:	16
4	Training Reserve not exceeding 3.5% of Item 1 above	:	2
5	Leave Reserve and Junior Posts Reserve not exceeding 16.5% of Item 1 above	:	10
6	Posts to be filled by promotion under Rule 8 of the Indian Forest Service (Recruitment) Rule 1966 not exceeding 33 1/3% of Item 1,2,3 and 4 above	:	32
7	Posts to be filled up by Direct Recruitment (Item 1+2+3+4+5-6)	:	75
	Total Authorized Strength (Item 6+7 above)	:	107

INDIAN FOREST SERVICE		
(Kerala Cadre)		
LEVELS IN THE PAY MATRIX AND APPOINTED IN THERE LEVELS		
A.	Junior Scale	Level 10 in the Pay Matrix
B.	Senior Scale	
i	Senior Time Scale	Level 11 in the Pay Matrix
ii	Junior Administrative Grade	Level 12 in the Pay Matrix
iii	Scale Level 12 in the Pay Matrix	Level 13 in the Pay Matrix
C.	Super Time Scale	
i	Conservator of Forests	Level 13A in the Pay Matrix
ii	Chief Conservator of Forests	Level 14 in the Pay Matrix
D	Above Super Time Scale:	
i	Additional Principal Chief Conservator of Forests : HAG	Level 15 in the Pay Matrix
ii	HAG+Scale:	Level 16 in the Pay Matrix
iii	Apex Scale :	Level 17 in the Pay Matrix
Revised Scale introduced with effect from 01.01.2016, vide Notification No.GSR 924 (E) dated 28.09.2016 of Government of India, Ministry of Personnel, Public Grievances and Pension.		

INDIAN FOREST SERVICE		
(Kerala Cadre)		
DETAILS OF SCALE OF PAY		
SI No.	Particulars of Posts	Level in the Pay matrix
1	Principal Chief Conservator of Forests & Head of Forest Force	Level 17 in the Pay Matrix
2	Principal Chief Conservator of Forest (Wildlife) and Chief Wildlife Warden	Level 16 in the Pay Matrix
3	Principal Chief Conservator of Forest (Forest Management)	Level 16 in the Pay Matrix
4	Additional Principal Chief Conservator of Forests (Administration)	Level 15 in the Pay Matrix
5	Additional Principal Chief Conservator of Forests (Finance, Budget and Audit)	Level 15 in the Pay Matrix
6	Additional Principal Chief Conservator (Forests Land & Resources)	Level 15 in the Pay Matrix
7	Additional Principal Chief Conservator of Forests (Vigilance and Forest Intelligence)	Level 15 in the Pay Matrix
8	Chief Conservator of Forests, ED & TW	Level 14 in the Pay Matrix
9	Chief Conservator of Forests (Working Plan & Research)	Level 14 in the Pay Matrix
10	Chief Conservator of Forests, Territorial (Southern Circle Kollam, High Range Circle Kottayam, Central Circle Thrissur, Eastern Circle Palakkad and Northern Circle, Kozhikode)	Level 14 in the Pay Matrix
11	Chief Conservator of Forests (Wildlife) & Field Director, Palakkad	Level 14 in the Pay Matrix
12	Chief Conservator of Forests (Wildlife)& Field Director, Kottayam	Level 14 in the Pay matrix
13	Chief Conservator of Forests & Nodal Officer, CAMPA	Level 14 in the Pay Matrix
14	Chief Conservator of Forests (Information Technology)	Level 14 in the Pay Matrix
15	Conservator of Forest (HRD)	Level 13 A in the Pay Matrix
16	Conservator of Forest (Special Afforestation)	Level 13 A in the Pay Matrix
17	Conservator of Forests- Inspection & Evaluation (Northern Region), Kozhikode & Southern Region, Kollam	Level 13 A in the Pay Matrix
18	Conservator of Forest (Social Forestry), Ernakulam, Kozhikode, Kollam	Level 13 A in the Pay Matrix
19	Conservator of Forests (Working Plan), Northern Region, Kozhikode, and Southern Region Kollam	Level 13 A in the Pay Matrix
20	Conservator of Forests & TA to PCCF (FM)	Level 13 A in the Pay Matrix
21	Conservator of Forests & TA to PCCF & CWW	Level 13 A in the Pay Matrix
22	Conservator of Forests & TA to PCCF & HoFF	Level 13 A in the Pay Matrix
23	Conservator of Forests (Wildlife)	Level 13 A in the Pay Matrix

Pay Matrix (w.e.f 1-1-2016)									
Pay Band	15600-39100				37400-67000		67000-79000	75500- 80000	80000
Grade	5400	6600	7600	8700	8900	10000			
		(STS)	(JAG)	(Selection Grade)		
Level in Pay Matrix	10	11	12	13	13A	14	15	16	17
1	56100	67700	78800	123100	131100	144200	182200	205400	225000
2	57800	69700	81200	126800	135000	148500	187700	211600	...
3	59500	71800	83600	130600	139100	153000	193300	217900	...
4	61300	74000	86100	134500	143300	157600	199100	224400	...
5	63100	76200	88700	138500	147600	162300	205100
6	65000	78500	91400	142700	152000	167200	211300
7	67000	80900	94100	147000	156600	172200	217600
8	69000	83300	96900	151400	161300	177400	224100
9	71100	85800	99800	155900	166100	182700
10	73200	88400	102800	160600	171100	188200
11	75400	91100	105900	165400	176200	193800
12	77700	93800	109100	170400	181500	199600
13	80000	96600	112400	175500	186900	205600
14	82400	99500	115800	180800	192500	211800
15	84900	102500	119300	186200	198300	218200
16	87400	105600	122900	191800	204200
17	90000	108800	126600	197600	210300
18	92700	112100	130400	203500	216600
19	95500	115500	134300	209600
20	98400	119000	138300	215900
21	101400	122600	142400
22	104400	126300	146700
23	107500	130100	151100
24	110700	134000	155600
25	114000	138000	160300
26	117400	142100	165100
27	120900	146400	170100
28	124500	150800	175200
29	128200	155300	180500
30	132000	160000	185900
31	136000	164800	191500
32	140100	169700	197200
33	144300	174800	203100
34	148600	180000	209200
35	153100	185400
36	157700	191000
37	162400	196700
38	167300	202600
39	172300	208700
40	177500

POSTS CARRYING SPECIAL ALLOWANCE AS ON 01.01.2016

POSTS CARRYING SPECIAL ALLOWANCE AS ON 01.01.2016	
1	Deputy Conservator of Forests, Territorial (Thiruvananthapuram, Thenmala, Ranni, Konni, Kottayam, Kothamangalam, Munnar, Malayattur, Chalakkudy, Thrissur, Palakkad, Nilambur (North), Wayanad (North), Punalur and Kannur)
2	Deputy Conservator of Forests & Wildlife Warden (Sulthan Bathery & Silent Valley)
3	Deputy Conservator of Forests (Research) North & South
4	Deputy Conservator of Forests (Wildlife)
5	Deputy Conservator of Forests (Administration)
6	Deputy Conservator of Forests (Eco-Development and Tribal Welfare)
7	Deputy Conservator of Forests (Protection)
8	Deputy Director, Parambikulam Periyar Tiger Reserve (East & West)
9	Deputy Conservator of Forests (Development)
10	Deputy Conservator of Forests (HRD)
11	Deputy Conservator of Forests (Forest Resources)
12	Deputy Conservator of Forests, Research, North Thrissur and South, Thiruvananthapuram
13	Director of SFTI, Arippa & Walayar
14	Deputy Conservator of Forests (Working Plan) North, Central & South

INDIAN FOREST SERVICE (KERALA CADRE)		
Officers who are due to Retire from 1-1-2024 to 31-12-2024		
<u>Sl.No.</u>	Name of Officer	Date of Retirement
1	Dr. Amit Mallick	30.06.2024
2	(Sri.) D.Jayaprasad	31.07.2024

IFS Civil List

Sl. No.	Name of the Officer (Shri / Smt / Ms / Dr) Source of Recruitment Year of allotment Home Town Date of Birth	Photo	Date of appointment Date of Confirmation PEN	Present post held & Additional charges No. & Date of order	Complete Address (Official)	Grade Remarks Deputation/Cadre/ Ex-cadre
1	(Sri.) Ganga Singh, (ശ്രീ.) ഗംഗാ സിംഗ്, RR, 1988, Naulara P.O., Patete, Dt.Pithoragarh, Uttarakhand, 01/05/1965		04/07/1988, 04/07/1991, 325290	Principal Chief Conservator of Forests (Head of Forest Force), G.O.(Ms)No.119/2023/GAD dated 27.07.2023	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram.6 95014	PCCF Grade, Cadre
2	(Sri.) D.Jayaprasad , (ശ്രീ.) ഡി.ജയപ്രസാദ്, RR, 1990, Srikakulam , Andhrapradesh, 27/07/1964		21/08/1990, 21/08/1993, 325295	Principal Chief Conservator Forest (Wildlife) & Chief Wildlife Warden, G.O.(Rt)No.4491/2023/GAD dated 05.10.2023	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram.6 95014	PCCF Grade G.O(Rt)No.5098/2021/ GAD dated 31.12.2021, Cadre
3	Dr. Amit Mallick , ഡോ. അമിത് മല്ലിക്, RR, 1992, Kolkatta, 13/06/1964		11/10/1992, 11/10/1995, 325301	Principal Chief Conservator of Forests(Forest Management), G.O.(Rt.) No.1868/2024/GAD dated 30.04.2024	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram.6 95014	PCCF Grade,
4	(Sri.) Rajesh Ravindran, (ശ്രീ.) രാജേഷ് രവീന്ദ്രൻ, RR, 1995, Kochi,Kerala , 02/05/1972		01/06/1995, / / / , 384318	On leave , G.O.(Rt)No.4491/2023/GAD dated 05.10.2023		APCCF Grade, Cadre
5	(Dr.) P.Pugazhendi, (ഡോ.)പി.പുഗഴേന്തി, RR, 1996, Chennai, 23/04/1970		01/06/1996, / / / , 325302	Additional Principal Chief Conservator of Forests (Finance, Budget & Audit) , G.O.(Rt)No.4491/2023/GAD dated 05.10.2023	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram.6 95014	APCCF Grade, Cadre
6	(Sri.) Deepak Mishra , (ശ്രീ.) ദീപക് മിശ്ര, RR, 1996, Gwalior, Madhya Pradesh, 06/12/1970		02/06/1997, / / / , 325280	Joint Secretary, Department of Chemicals & Petro Chemicals, GO(RT) 2441/2020/GAD dated 06.08.2020 relieved on 13.01.2021" + OM No.12034/06/2021-IFS-I dated 03.10.2022	Department of Chemicals and Petrochemicals, 340C, Shastri Bhavan, New Delhi-110001	APCCF Grade, Central deputation
7	(Sri.) L.Chandrasekar, (ശ്രീ) എൽ.ചന്ദ്രശേഖർ, RR, 1997, Tiruchirapalli, Tamilnadu, 20/10/1974		02/06/1997, / / / , 325303	Additional Principal Chief Conservator of Forests (Vigilance & Forest Intelligence) , G.O.(Rt)No.1003/2024/GAD dated 02.03.2024	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram.6 95014	APCCF Grade (G.O(Rt)No.5098/2021 /GAD dated 31.12.2021), Cadre
8	(Sri.) Pramod G.Krishnan, (ശ്രീ.) പ്രമോദ്.ജി.കൃഷ്ണൻ, RR, 1997, Angamally, 27/05/1972		02/06/1997, / / / , 614276	Additional Principal Chief Conservator of Forests (Administration) with the full additional charge of Chief Conservator of Forests (working Plan & Research) , G.O.(Rt.) No. 1003/2024/GAD dated 02.03.2024	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram.6 95014	APCCF Grade (G.O(Rt)No.5098/2021 /GAD dated 31.12.2021), Cadre

IFS Civil List

Sl. No.	Name of the Officer (Shri / Smt / Ms / Dr) Source of Recruitment Year of allotment Home Town Date of Birth	Photo	Date of appointment Date of Confirmation PEN	Present post held & Additional charges No. & Date of order	Complete Address (Official)	Grade Remarks Deputation/Cadre/ Ex-cadre
9	(Sri.) G.Phanindra Kumar Rao, (ശ്രീ.) ജി.ഫണിന്ദ്ര കുമാർ റാവു, RR, 1997, Dindori, Madhya Pradesh, 18/10/1968		02/06/1997, / / /, 325304	Extra Ordinary Leave up to 31.07.2024, G.O.(Rt.) No. 1944/2024/GAD dated 06.05.2024	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram.6 95014	APCCF Grade , Ex-cadre
10	(Sri.) J.Justin Mohan, (ശ്രീ.) ജെ.ജെസ്റ്റിൻ മോഹൻ, RR, 1999, Tiruchirappalli, Tamil Nadu, 15/07/1972		03/05/1999, 03/05/2002, 325306	Additional Principal Chief Conservator of Forests(Eco Development and Tribal welfare) + Special Officer, Rebuild Kerala Development Programme (RKDP) & Kerala Infrastructure Investment Fund Board (KIIFB), G.O.(Rt)No.5734/2023/ GAD dated 28.12.2023	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram.6 95014	APCCF G.O.(Rt)No.5734/2023 / GAD dated 28.12.2023, Ex-Cadre
11	(Sri.) Shrawan Kumar Verma , (ശ്രീ.) ശ്രാവൺ കുമാർ വർമ്മ, RR, 1999, Badhal District, Jaipur, 20/01/1968		23/08/1999, / / /, 325307	DIGF, MoEF&CC, New Delhi, G.O.(Rt.) No. 4140/2018/GAD dated 23-06-2018	Sub Regional Office of MoEF&CC,A-218 & B-216,Aranya Bhavan, Jhalana Institutional Area, Jaipur-302004	ACCF Grade (on proforma basis) G.O.(Rt)No.5734/2023 / GAD dated 28.12.2023, Central Deputation (for 5 years) as per office order no.19011/09/2018-IFS-I-Part(1) dated: 12/04/2023 extended
12	(Smt.) Padma Mahanti, (ശ്രീമതി) പദ്മ മഹന്തി, RR, 2001, Cuttack, 18/05/1976		06/08/2001, 06/08/2004, 325308	DIGF(Central), Regional Office,MOEF&CC, Bhubaneswar, G.O(Rt)No.1660/2020/GAD dated. 28.05.2020	Integrated Regional Office if moefcc, Chandrasekhapur, Bhubaneswar	CCF Grade , Central Deputation
13	(Sri.) Sanjayan Kumar, (ശ്രീ.) സഞ്ജയൻ കുമാർ, RR, 2002, Thiruvananthapuram, 11/07/1976		19/08/2002, / / /, 325309	Chief Conservator of Forests (Information Technology), Thiruvananthapuram +Nodal Officer F(C) Act+ full additional charge Head of the Social Forestry Wing in Forest Head Quarters + Chief Executive Officer, CAMPAA, G.O.(Rt)No.2107/2023/GAD dated 10.05.2023 +G O (Rt)No 1003/2024/GAD	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram.6 95014	CCF Grade, Cadre
14	(Sri.) Georgi P. Mathachen , (ശ്രീ.) ജോർജ്ജി പി. മാത്യുൻ, RR, 2005, Thrissur, Kerala, 04/05/1978		08/08/2005, 08/08/2007, 325315	Managing Director, Kerala Forest Development Corporation, Kottayam on state deputation basis, G.O.(Rt.) No.3005/2022/GAD dated 16.07.2022	Managing Director, Kerala Forest Development Corporation, Aaranyakom, Karapuzha,Kottayam .686003	CCF Grade as per G.O.(Rt)5602/2022 dated 26.12.2022, Cadre
15	(Dr.) Krishna Deo Prasad Sahu , (ഡോ.) കൃഷ്ണ ദേവോ പ്രസാദ് സാഹു, RR, 2005, Giridih District, Jharkhand, 10/01/1973		08/08/2005, 08/08/2007, 325314	Earned leave from 01/01/2024 to 30/03/2024,		JAG vide G.O.(Rt.) No. 26/2014/GAD dated 1-1-2014,
16	(Sri.) K.Vijayanathan, (ശ്രീ.) കെ. വിജയനാഥൻ, RR, 2006, Vellithiruppur, Erode, Tamil Nadu, 11/05/1979		07/08/2006, / / /, 325316	Chief Conservator of Forests (Eastern Circle), Palakkad & Custodian of Vested forests + Special Officer for co-ordinating activities of Forest Division in Wayanad District for mitigating the Human Wildlife Conflict Issues, G.O.(Rt)No.5776/2023/ GAD dated 31.12.2023 + G.O.(Rt)No.129/2024/F&WLD dated 12.03.2024	Office of Conservator of Forest Eastern Circle & Custodian of Vested Forests Office, Aranya Bhavan Complex, Olavakkde Palakkad-678009	CCF Grade G.O.(Rt)No.5776/2023 /GAD dated 31.12.2023, Cadre






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17	(Sri.) R.Kamalakar, (ശ്രീ). ആർ.കമലാഹർ, RR, 2006, Palani, Tamil Nadu, 22/10/1979		28/08/2006, 28/08/2008, 642066	Chief Conservator of Forests (Southern Circle), Kollam+ Custodian of Ecologically Fragile Land (EFL) , G.O.(Rt)No.5776/2023/ GAD dated 31.12.2023 +G.O.(Rt)No.1003/2023/GAD dated 02.03.2024	Chief Conservator of Forests(Southern Circle). Kollam	CCF Grade G.O.(Rt)No.5776/2023 /GAD dated 31.12.2023, Cadre
18	(Sri.) P.P.Pramod, (ശ്രീ). പി.പി.പ്രമോദ്, RR, 2006, TVPM, 24/05/1975		07/08/2006, 07/08/2008, 100847	Chief Conservator of Forests (Wildlife) & Field Director, Kottayam , G.O.(Rt)No.5776/2023/ GAD dated 31.12.2023	Aranya Bhavan Forest Complex, S H Mount P O , Kottayam 686006	CCF Grade G.O.(Rt)No.5776/2023 /GAD dated 31.12.2023, Cadre
19	(Sri.) K.Karthikeyan, (ശ്രീ). കെ.കാർത്തികേയൻ, RR, 2008, Manamdurai, Tamil Nadu, 13/05/1979		11/08/2008, 11/08/2010, 617867	Assistant Inspector General of Forests (Central), Regional Office, Ministry of Environment, Forests & Climate Change, Chennai, G.O.(Rt.) No. 2497/2020/GAD dated 13-08-2020	Ministry of Environment, Forest & Climate Change, Nungambakkam, Chennai-60006	CF Grade (on proforma basis)G.O.(Rt.) No. 5097/2021/GAD dated 31.12.2021), Central Deputation
20	(Sri.) B.N.Anjankumar, (ശ്രീ). ബി.എൻ.അഞ്ജൻകുമാർ, RR, 2009, Mandya, Karnataka, 07/04/1981		24/08/2009, 24/08/2011, 701634	AIG(F),Integrated Regional Office, MoEF, Bangalore, G.O.(Rt.) No. 2301/2021/GAD dated 24.06.2021	Office of Deputy Director General, MOEF & CC, Regional Office, 4th Floor, E&F Wing, Kendriya Sadan, Santhosapuram, Koramangala, Bengaluru, Karnataka	CF Grade (proforma basis) GO(Rt)No.5604/2022 dated 26.12.2022, Central Deputation
21	(Smt.) T.Uma , (ശ്രീമതി) ടി.ഉമ, RR, 2009, Ottangadu, Pattukottai Taluk, Thanjavur District, Tamilnadu, 20/05/1978		24/08/2009, 24/08/2011, 515165	Conservator of Forest (Working Plan), Kollam, G.O.(Rt)No.4491/2023/GAD dated 05.10.2023	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram.6 95014	CF Grade, Cadre
22	(sri.) Vinod Kumar D.K, (ശ്രീ). വിനോദ് കുമാർ ഡി.കെ, RR, 2009, Kayamkulam, Kerala, 18/07/1984		24/08/2009, ///, 861274	Conservator of Forests (HRD) + full additional charge of Special Officer for handling forest related matters in Kerala State Electricity Board, G.O.(Rt)No.5604/2022/GAD dated 26.12.2022	Conservator of Forests (HRD) Forestry Training Complex, Rajive Gandhi Nagar, Vattiyookavu P.O Thiruvananthapuram-6 95 013	CF Grade , Cadre
23	(Dr.) R.Adalarasan, (ഡോ.) ആർ.അടലരസൻ, RR, 2009, Ariyalur, Tamil Nadu, 10/07/1977		24/08/2009, 24/08/2011, 439886	Conservator of Forests in full charge of Chief Conservator of Forest (Central Circle) , Thrissur, G.O.(Rt.) No. 311/2024/GAD dated 22.01.2024	Chief Conservator of Forest Central Circle, Vanapriya Forest Complex, Paravattani, Jubilee Mission Hospital, Thrissur, Kerala 680005	CF Grade GO(Rt)No.5604/2022 dated 26.12.2022, CF Grade (proforma basis) GO(Rt)No.5604/2022 dated 26.12.2022, Central deputation basis under the Central Staffing Scheme of the Ministry of Environment, Forest and Climate Change w e f 21 11 2021(FN)
24	(Smt.) C.Meenakshi, (ശ്രീമതി) സി.മീനാക്ഷി, RR, 2009, Thiruchirapalli, Tamil Nadu, 25/11/1978		11/12/2009, 26/07/2015, 763202	Director(Finance), Central Silk Board, Bengaluru, G.O.(Rt.) No.4137/2021/GAD dated 30.10.2021	Director (Finance), Central Silk Board, Ministry of Textiles, Government of India, CSB Complex, BTM Layout, Madiwala, Bengaluru-560068	CF Grade (proforma basis) GO(Rt)No.5604/2022 dated 26.12.2022, Central deputation basis under the Central Staffing Scheme of the Ministry of Environment, Forest and Climate Change w e f 21 11 2021(FN)

IFS Civil List

Sl. No.	Name of the Officer (Shri / Smt / Ms / Dr) Source of Recruitment Year of allotment Home Town Date of Birth	Photo	Date of appointment Date of Confirmation PEN	Present post held & Additional charges No. & Date of order	Complete Address (Official)	Grade Remarks Deputation/Cadre/ Ex-cadre
25	(Smt.) Deepa K.S., (ശ്രീമതി) ദീപ കെ.എസ്., RR, 2010, Thrissur, Kerala, 20/05/1984		30/08/2010, 30/08/2012, 540589	Conservator of Forests in full charge of CCF(Northern Circle), Kozhikkode+ full additional charge of the post of Conservator Forests (Social Forestry), Kozhikode, G.O.(Rt.) No.5733/2023/GAD dated 28.12.2023		CF Grade G.O.(Rt.) No.5733/2023/GAD dated 28.12.2023, Cadre Level 13A
26	(Sri.) Suneel Pamidi, (ശ്രീ) സുനീൽ പമിഡി, RR, 2010, Kunammenivaripalem, Andhra Pradesh, 10/05/1982		11/12/2010, 11/12/2012, 305369	Director, Environment & Climate Change Department, Thiruvananthapuram, G.O.(Rt.) No.5733/2023/GAD dated 28.12.2023	Directorate of Environment & Climate Change, 4th Floor KSRTC Bus Terminal, Thampanoor, Thiruvananthapuram, Kerala 695001	CF Grade G.O.(Rt.) No.5733/2023/GAD dated 28.12.2023, Ex-cadre Level 13A
27	(Smt.) Silpa V.Kumar, (ശ്രീമതി) ശില്പ വി.കുമാർ, RR, 2011, Kottayam, Kerala, 02/01/1986		29/08/2011, 29/08/2013, 714702	Deputy Conservator of Forests in full charge of Conservator of Forests & TA to Principal Chief Conservator of Forests & Head of Forest Force, G.O.(Rt.) No. 50/2023/GAD dated 06.01.2023	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram.6 95014	Selection Grade (G.O.(Rt.)No.5756/202 3/GAD dated 30.12.2023, Cadre Level 13
28	(Sri.) Narendra Nath Veluri , (ശ്രീ.) നരേന്ദ്ര നാഥ് വെലൂരി, RR, 2011, Chilakaluripet, Andhra Pradesh, 07/10/1980		29/08/2011, 29/08/2013, 713321	Director, ANERT, Thiruvananthapuram, G.O.(Rt.) No.2681/2021/GAD dated 27.07.2021	Vikas Bhavan P. O, Law College Rd, PMG, Thiruvananthapuram, Kerala 695033	Selection Grade (G.O.(Rt.)No.5756/202 3/GAD dated 30.12.2023, State Deputation Level 13
29	(Smt.) R.Keerthi, (ശ്രീമതി) ആർ. കീർത്തി, RR, 2012, Palakkad, 09/05/1986		03/09/2012, 03/09/2014, 736353	Director, Thrissur Zoological Park, G.O.(Rt.) No.3237/2022/GAD dated 27.07.2022	THRISSUR ZOOLOGICAL PARK PUTHUR -680014	JAG, Ex-Cadre
30	(Sri.) Narendra Babu S, (ശ്രീ.) നരേന്ദ്രബാബു എസ്, RR, 2012, Gudallur Tamil Nadu, 11/11/1988		03/09/2012, 03/09/2014, 736478	Deputy Conservator of Forests at ICFRE, Institute of Forest Genetics and Tree Breeding, Coimbatore, G.O.(Rt.) No.4888/2023/GAD dated 27.10.2023		JAG, Central Deputation
31	(Sri.) Patil Suyog Subhash Rao, (ശ്രീ.) പാട്ടിൽ സുയോഗ് സുബാഷ് റാവു, RR, 2012, jalgaon, Maharashtra, 23/10/1984		03/09/2012, 03/09/2014, 737033	Deputy Director, Periyar Tiger Reserve (East)Thekkady, G.O.(Rt.) No.3237/2022/GAD dated 27.07.2022	The Deputy Director., Periyar East Division, Thekkady P.O, Via, Kumily, Kerala, PIN - 685 53	JAG, cadre

IFS Civil List

Sl. No.	Name of the Officer (Shri / Smt / Ms / Dr) Source of Recruitment Year of allotment Home Town Date of Birth	Photo	Date of appointment Date of Confirmation PEN	Present post held & Additional charges No. & Date of order	Complete Address (Official)	Grade Remarks Deputation/Cadre/ Ex-cadre
32	(Sri.) A.P.Sunil Babu, (ശ്രീ.) എ.പി.സുനീൽ ബാബു, SFS, 2012, Attingal , 01/05/1965		17/01/2018, III, 160557	Deputy Conservator of Forests in full charge of Conservator of Forests (Social Forestry), Kollam + Managing Director, Rehabilitation Plantation Limited, Punalur, G.O.(Rt.) No.3237/2022/GAD dated 27.07.2022 + G.O.(rt)No.311/2024/GAD dated 22.01.2024	Conservator of Forest, Kollam Social Forestry Division (Southern Region) . Vanasree Forest Complex., Chinnakkada, Kollam	JAG, Cadre
33	(Sri.) Samuel Vanlalngheta Pachuau, (ശ്രീ.) സാമുവൽ വചാൻജിനേത പച്ചൗ, RR, 2013, Aizawl, Mizoram, 16/04/1987		02/09/2013, 02/09/2015, 755999	DCF in full charge of Conservator of Forests (Special Afforestation), Thiruvananthapuram +Full additional charge of Conservator of Forests & Technical Assistant to Principal Chief Conservator of Forests (Forest Management), G.O.(Rt.) No.3237/2022/GAD dated 27.07.2022	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram.6 95014	Junior Administrative Grade (GO(Rt)No.1078/2022/ GAD dated 14.03.22, Cadre
34	(Sri.) Warkad Yogesh Nilkanth, (ശ്രീ.) വർക്കാട് യോഗേഷ് നിൽകാന്ത്, RR, 2013, Aurangabad (Maharashtra, 01/05/1984		02/09/2013, 02/09/2015, 756875	Regional Deputy Director, Wildlife Crime Control Bureau, Mumbai, G.O.(Rt.) No. 3772/2020/GAD dated 07.12.2020	Office of Regional Deputy Director, Wildlif Crime Control Bureau, Sector 10, CBD Belapur, Navi Mumbai, Maharashtra Pin Code :1400614	JAG(GO(Rt)No.1078/2 022/GAD dated 14.03.22, Central Deputation
35	(Sri.) Kannan M.V.G., (ശ്രീ.) കണ്ണൻ എം.വി.ജി., RR, 2015, Madurai, Tamil Nadu, 16/09/1987		18/08/2015, 28/12/2017, 805529	Deputy Conservator of Forests (Protection) Thiruvananthapuram, G.O.(Rt.) NO. 4393/2022/GAD dated 18.10.2022	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram.6 95014	JAG (GO(Rt)No.5777/2023/ GAD dated 31.12.2023, Cadre Level 12
36	(Sri.) Kurra Srinivas , (ശ്രീ.)കുറു ശ്രീനിവാസ്, RR, 2015, Balnepally, Nalgonda district,Telangana.508207, 18/06/1989		18/08/2015, 28/12/2017, 803226	Divisional Forest Officer, Malayattur, G.O.(Rt.) NO. 311/2024/GAD dated 22.01.2024	Malayatoor Divisional Forest Office, Kodanad P.O., Kodanad, Perumbavoor, Kochi-683544	JAG (GO(Rt)No.5777/2022/ GAD dated 31.12.2023, Cadre Level 12
37	(Sri.) S.Vysak , (ശ്രീ.)എസ് വൈശാഖ് , RR, 2015, Thrissur, Kerala, 02/02/1989		18/08/2015, 28/12/2017, 803758	Divisional Forest Officer, Kannur, G.O.(Rt.) No. 311/2024/GAD dated 22.01.2024	Divisional Forest Office, Kannothumbchal Kannur, Kerala 670012	JAG (GO(Rt)No.5777/2022/ GAD dated 31.12.2023, Cadre Level 12
38	(Sri.) Ramesh Bishnoi, (ശ്രീ.) രമേഷ് ബൈഷ്ണോയി, RR, 2016, Jodhpur, Rajasthan, 07/05/1990		29/08/2016, 29/08/2018, 833791	Divisional Forest Officer, Munnar, G.O.(Rt.) NO. 4393/2022/GAD dated 18.10.2022	Divisional Forest Office, Devikulam, Munnar 685613, Indukki	Senior Time Scale, Cadre
39	(Sri.) Sambuddha Majumder, (ശ്രീ.)സംബുദ്ധാ മജുമാർ, RR, 2016, Kolkata, West Bengal, 13/10/1988		29/08/2016, 29/08/2018, 833234	DCF at ICFRE, Forest Research Institute, Dehradun, G.O.(Rt.) NO. 2653/2023/GAD dated 15.06.2023	DCF, RS&FE, Forest Research Institute, Dehradun, Uttarakhand	Senior Time Scale, Cadre

IFS Civil List

Sl. No.	Name of the Officer (Shri / Smt / Ms / Dr) Source of Recruitment Year of allotment Home Town Date of Birth	Photo	Date of appointment Date of Confirmation PEN	Present post held & Additional charges No. & Date of order	Complete Address (Official)	Grade Remarks Deputation/Cadre/ Ex-cadre
40	(Sri.) K.N.Syam Mohan Lal, (ശ്രീ.) കെ.എൻ.ശ്യാം മോഹൻലാൽ, SFS, 2013, TVPM, 31/05/1967		27/02/2020, ///, 153601	Deputy Conservator of Forests(Development), Thiruvananthapuram+ full additional charge of the post of Conservator of Forests (Wildlife) looking after ABP Circle , G.O.(Rt.) No.3237/2022/GAD dated 27.07.2022+ G.O.2391/2023/GAD dated 29.05.2023	Forest Head Quarters, Vazhuthacaud, Tvpm	Senior Time Scale, Cadre
41	(Sri.) P.K.Jayakumar Sharma, (ശ്രീ.) പി.കെ.ജയകുമാർ ശർമ്മ , SFS, 2013, TVPM, 31/05/1966		27/02/2020, ///, 160238	Divisional Forest Officer, Ranni, G.O.(Rt.) No.3348/2020/GAD dated 02.11.2020	Divisional Forest Office, Ranni, Kerala-689672	Senior Time Scale, Cadre
42	(Sri.) Karthick.P, (ശ്രീ) കാർത്തിക് പി., RR, 2017, Erode, Tamil Nadu, 19/09/1991		18/12/2017, 18/12/2019, 861758	Divisional Forest Officer, Nilambur North , G.O.(Rt.) No.311/2024/GAD dated 22.01.2024	Divisional Forest Office (DFO) (Nilambur North Division), Kerala 679329	Senior Time Scale, Cadre
43	Sri.Ravi Kumar Meena, ശ്രീ. രവി കുമാർ മീണ, RR, 2017, Naneta Kheds, Rajasthan, 10/12/1989		18/12/2017, 18/12/2019, 862001	Divisional Forest Officer, Thrissur, G.O.(Rt.) NO. 311/2024/GAD dated 22.01.2024	Divisional Forest Officer, Thrissur Forest Division, Civil Station, Ayyanthole P.O., Thrissur-680003	Senior Time Scale, Cadre
44	(Sri.) K.I.Pradeepkumar, (ശ്രീ.)കെ.ഐ.പ്രദീപ്കുമാർ, SFS, 2014, TVPM, 25/05/1965		27/02/2020, ///, 423141	Deputy Conservator of Forests (Eco-Development and Tribal Welfare), G.O.(Rt.) No.311/2024/GAD dated 22.01.2024	Divisional Forest Office, Forest Head Quarters, Vazhuthacaud, Thycaud P.O., Thiruvananthapuram-695014.	Senior Time Scale, Cadre
45	(Sri.) Doney G.Varghese, (ശ്രീ) ഡോണി ജി. വർഗ്ഗീസ്, SFS, 2014, Sasthamkotta, Kollam, 31/05/1965		27/02/2020, ///, 160085	Director, State Forest Training Institute, Arippa+Deputy Conservator of Forests(Working Plan), South, Kollam, G.O.(Rt.) No.1356/2020/GAD dated 23.04.2020+ G.O.(Rt.) No.311/2024/GAD dated 22.01.2024	Kerala Forest Training Institute Arippa, Chozhiyakode, Thiruvananthapuram	Senior Time Scale, Cadre
46	(Sri.) Darshan Gattani, (ശ്രീ) ധർശൻ ഗട്ടാനി, RR, 2018, Udaipur, Rajasthan, 16/12/1988		27/08/2018, 26/08/2020, 891985	DCF ICFRE, Tropical Forest Research Institute, Jabalpur, G.O.(Rt.) No.1715/2023/GAD dated 11.04.2023	ICFRE-TFRI (Tropical Forest Research Institute), Jabalpur P.O., RFRC, Jabalpur, MP 482020	Senior Time Scale (G.O(Rt)No.5099/2021 /GAD dated 31.12.2021), Central Deputation
47	(Sri.) Aswin Kumar.T, (ശ്രീ.) അശ്വിൻ കുമാർ.ടി, RR, 2018, Dindigul, Tamilnadu, 24/07/1989		10/12/2018, 10/12/2020, 891694	Deputy Conservator of Forests (Forest Resources), G.O.(Rt.) No.311/2024/GAD dated 22.01.2024	Forest Head quarters, Vazhuthacaud, Thiruvananthapuram.695014	Senior Time Scale, Cadre

IFS Civil List

Sl. No.	Name of the Officer (Shri / Smt / Ms / Dr) Source of Recruitment Year of allotment Home Town Date of Birth	Photo	Date of appointment Date of Confirmation PEN	Present post held & Additional charges No. & Date of order	Complete Address (Official)	Grade Remarks Deputation/Cadre/ Ex-cadre
48	(Sri).S.Vinod, (ശ്രീ).എസ്.വിനോദ്, SFS, 2016, TVPM, 17/05/1971		30/09/2021, ///, 153650	DCF & Wildlife Warden, Silent Valley National Park, G.O.(Rt.) No.4200/2021/GAD dated 03.11.2021	Silent Valley Division, Mannarkkad, Palakkad	Senior Time Scale, Cadre
49	(Sri.) A.Shanavas, (ശ്രീ).എ.ഷാനവാസ്, SFS, 2016, TVPM, 28/04/1971		30/09/2021, ///, 153712	Divisional Forest Officer, Thenmala , G.O.(Rt.) No.311/2024/GAD dated 22.01.2024	Divisional Forest Office, Thenmala.691308	Senior Time Scale, Cadre
50	(Sri.) Anil Antony, (ശ്രീ).അനിൽ ആന്റണി, SFS, 2016, Kollam, 31/05/1974		30/09/2021, ///, 153412	Divisional Forest Officer, Thiruvananthapuram, G.O.(Rt.) No.311/2024/GAD dated 22.01.2024	Divisional Forest Office, Forest Head Quarters, Vazhuthacaud, Thycaud P.O, Thiruvananthapuram-695014.	Senior Time Scale, Cadre
51	(Sri).S.Jayasankar, (ശ്രീ) എസ് ജയശങ്കർ, SFS, 2016, Thrissur, Kerala, 11 /04/1967		30/09/2021, ///, 162135	Divisional Forest Officer, punalur, G.O.(Rt.) No.311/2024/GAD dated 22.01.2024	Divisional Forest Office, Punalur, Kerala 691305	Senior Time Scale, Cadre
52	(Sri).Raju K Francis, (ശ്രീ).രാജു കെ ഫ്രാൻസിസ്, SFS, 2016, Cherthala , Alappuzha, 14/01/1972		30/09/2021, ///, 163757	Deputy Conservator of Forests, (Research) South, Thiruvananthapuram +Director, Eco-Tourism, G.O.(Rt.) No.311/2024/GAD dated 22.01.2024		Senio Time Scale, Ex-Cadre
53	(Sri).N.Rajesh, (ശ്രീ) എൻ രാജേഷ്, SFS, 2016, muvattupuzha, Kottayam, 11/05/1971		30/09/2021, ///, 161565	Divisional Forest Officer, Kottayam, G.O.(Rt.) No.4200/2021/GAD dated 03.11.2021	Office of the Divisional Forest Office, Kottayam, Ayyappancoil, 2nd floor, Civil Station,kottayam 686002	Senior Time Scale, Cadre
54	(Sri.) Varun Dalia, (ശ്രീ.) വരൂൺ ഡാലിയ, RR, 2019, Jalandhar, Punjab, 08/10/1989		26/08/2019, 26/08/2021, 911860	Divisional Forest Officer, Kothamangalam, GO (Rt)No4180/2023/GAD dated 13.09.2023	Divisional Forest Office.. Kothamangalam Division., Kothamangalam -686691	Senior Time Scale, Cadre
55	(Sri.) Ayush kumar Kori, (ശ്രീ.) ആയുഷ് കുമാർ കോറി, RR, 2019, Katni Madhya Pradesh, 11/12/1994		09/12/2019, 09/12/2021, 911900	Divisiona Forest Officer, Konni, G.O.(Rt.) No.3237/2022/GAD dated 27.07.2022	Office of the Divisional Forest Officer., Konni Forest Division., Konni - 689 691.	Senior Time Scale, Cadre

IFS Civil List

Sl. No.	Name of the Officer (Shri / Smt / Ms / Dr) Source of Recruitment Year of allotment Home Town Date of Birth	Photo	Date of appointment Date of Confirmation PEN	Present post held & Additional charges No. & Date of order	Complete Address (Official)	Grade Remarks Deputation/Cadre/ Ex-cadre
56	(Sri.)Dinesh Kumar G, (ശ്രീ.) ദിനേശ് കുമാർ ജി, RR, 2019, Kanchipuram, Tamil Nadu, 06/09/1989		09/12/2019, ///, 947737	Deputy Conservator of Forests & Wildlife Warden, Sultan Bathery, G.O.(Rt)No.420/2023/GAD dated 28.01.2023+ G.O.(Rt)No. 2391/2023/GAD dated 29.05.2023	Wayanad Wildlife Division, Sulthan Bathery, Wayanad	Senior Time Scale, Cadre
57	(Sri.) M.Venkateswaran, (ശ്രീ.) എം.വെങ്കിട്ടേശ്വരൻ, RR, 2019, Omalur, Salem, Tamilnadu, 03/10/1992		26/08/2019, ///, 958889	Divisional Forest Officer, Chalakkudy, G.O.(Rt)No.5080/2023/GAD dated 09.11.2023	Divisional Forest Officer, Palappilly Range, Veluppadam.P.O, Varantherapilly, Thrissur.680303	Senior Time Scale, Cadre
58	(Sri.) Nitish Kumar, (ശ്രീ.) നിതിഷ് കുമാർ, RR, 2021, Patna Bihar, 14/04/1995		05/12/2021, Not confirmed yet, 961382	Additional Deputy Conservator of Forests, O/o Chief Conservator of Forests (Central Circle), Thrissur, G.O (Rt)No.5676/2023/GAD dt: 22/12/2023		Junior Scale, Cadre
59	(Sri.) Santosh Kumar R, (ശ്രീ.) സന്തോഷ് കുമാർ ആർ, RR, 2021, Coimbatore, 05/12/1992		05/12/2021, Not confirmed yet, 961378	Additional Deputy Conservator of Forests, O/o Chief Conservator of Forests (High Range Circle), Kottayam, G.O.(Rt)No.5676/2023/GAD Dt: 22/12/2023		Junior Scale, Cadre
60	(Sri.) Sooraj Ben K.R., (ശ്രീ.) സുരജ് ബെൻ കെ.ആർ, RR, 2021, Muvattupuzha, Kottayam, 28/09/1993		05/12/2021, Not confirmed yet, 961233	Additional Deputy Conservator of Forests, O/o Chief Conservator of Forests (Southern Circle), Kollam, G.O.(Rt)No.5676/2023/GAD dt: 22/12/2023		Junior Scale, Cadre
61	(Sri.) Praful Agrawal, (ശ്രീ.) പ്രഫുൽ അഗ്രവാൾ, RR, 2021, Mathura , Uttar Pradesh, 25/07/1996		25/03/2022, Not confirmed yet, 961513	Under Training at IGNFA,		Junior Scale,
62	(Sri.) Abhay Yadav (changed name from Pushpendra Singh to Abhay Yadav as per notification No.23012/01/2023-IFS II dated 20.04.2024 of MoEF &CC), (ശ്രീ.) അഭയ് യാദവ്, RR, 2022, , 06/03/1990		29/08/2022, Not confirmed yet,	On the- Job -Training (Konni Forest Division), G.O.(Rt)No1871/2023/GAD dt: 30/04/2024		Junior Scale,
63	(Sri.) Arulselvan K, (ശ്രീ.) അരുൾസെൽവൻ കെ, RR, 2022, , 09/05/1992		12/12/2022, Not confirmed yet,	On the- Job -Training (Kottayam Forest Division), G.O.(Rt)No1871/2023/GAD dt:30/04/2024		Junior Scale,

IFS Civil List

Sl. No.	Name of the Officer (Shri / Smt / Ms / Dr) Source of Recruitment Year of allotment Home Town Date of Birth	Photo	Date of appointment Date of Confirmation PEN	Present post held & Additional charges No. & Date of order	Complete Address (Official)	Grade Remarks Deputation/Cadre/ Ex-cadre
64	(Smt.) Devipriya Ajith, (ശ്രീമതി) ദേവിപ്രിയ അജിത്ത്, RR, 2022, , 26/01/1993		12/12/2022, Not confirmed yet,	On the Job Training (Nilambur (North) Division, G.O.(Rt)No1871/2023/GAD dt:30/04/2024		Junior Scale,
65	(Sri.) Arun R S (MN:2009)*, (ശ്രീ) അരുൺ ആർ എസ്, RR, MN:2009, Kozhikkode, 31/05/1984		24/08/2009, / / /, 894984	Deputy Conservator of Forests in full charge of Chief Conservator of Forests(High Range Circle), Kottayam , G.O.(Rt.) No. 3237/2022/GAD dated 27.07.2022	Chief Conservator of Forests, High Range Circle, SH Mount, Kottayam.686006	CF, Inter cadre deputation to Kerala cadre
66	(Smt.) N.Maya * MN:2010 (Manipur Cadre 2010 Batch) , (ശ്രീമതി) എൻ.മായ, RR, MN:2010, TVPM, 20/06/1981		11/11/2010, / / /, 812670	Director, Cultural Affairs Department, G.O.(Rt.) No.2243/2023/GAD dated 20.05.2023	Director, Cultural Affairs Department, Ananthavilasam Palace, Thekkenalada Fort P.O., TVPM 695023	Senior Time Scale, Inter cadre deputation to Kerala cadre
67	Smt. Indhu Vijayan* , (ശ്രീമതി.) ഇന്ദു വിജയൻ, RR, AGMUT:2010, Chalakkudy, 03/03/1977		30/08/2010, 30/08/2012, 866919	Deputy Conservator of Forest in full charge og Conservator of Forests (Social Forestry)+ Full additional charge of Managing Director, Forest Industries Travancore, Aluva, G.O.(Rt.) No. 2803/2022/GAD dated 05.07.2022	Forest Industries Travancore, Thaikattinkara P.O., Aluva, Kerala 683106	JAG, Inter cadre deputation to Kerala cadre
68	Smt.Neethu Lakshmi.M*, (ശ്രീമതി) നീതു ലക്ഷ്മി.എം, RR, UTT:2010, , 26/04/1985		30/08/2010, 30/08/2012, 904092	Deputy Conservator of Forests in full charge of Conservator of Forests(Inspection & Evaluation), Southern Region, Kottayam, G.O(Rt)No.3237/2022/GAD dated 27.07.2022	Conservator of Forests (Inspection @Evaluation) Aranya Bhavan, Complex, S.H.Mount P.O., Kottayam 686006	Senior time scale, Inter cadre deputation to Kerala cadre
69	Sri.P.Muhammed Shabab*, (ശ്രീ).പി.മുഹമ്മദ് ഷബാബ്, RR, TN:2011, Koppam, Palakkad, 30/04/1987		29/08/2011, 01/01/2015, 905100	Deputy Conservator of Forests in full charge of Conservator of Forests(Wildlife) & Field Director, Palakkad, G.O(Rt)No.3237/2022/GAD dated 27.07.2022	CCF WL Palakkad, Aranyabhavan, Olavakkode	Senior Time Scale, Inter cadre deputation to Kerala cadre NOC granted for extension of inter cadre deputation on 12/07/2023
	* inter-cadre deputation					

APPLICATION FOR LEAVE TRAVEL CONCESSION

- 1 Name of the applicant :
- 2 Designation with pay :
- 3 Place of visit (in the case of more than one place, the place of destination) :
- 4 Whether the journey is to the Home-town or to any place in India :
- 5 The block period for which the L.T.C is applied for :
- 6 Particulars of the leave proposed to be availed of in this connection (This should include the nature of leave and the period for which the leave is applied for) :
- 7 Whether the leave has been applied for / sanctioned :
- 8 Name/s of members of family if any accompanying the applicant with their age and their relationship with the applicant :
- 9 Date, Month and year in which the journey is proposed to be performed :
- 10 When was the LTC last availed of (Whether Home-town or Anywhere) :
- 11 Other Information, if any :

[LTC CIRCULAR](#)

Place :

Date :

Signature

**APPLICATION FOR REIMBURSEMENT OF TUITION FEE UNDER CHILDREN EDUCATION ALLOWANCE (CEA) /
HOSTEL SUBSIDY**

- 1 Name of the applicant :
- 2 Post held :
- 3 Name of the Ward with Course :
- 4 Academic year for which claiming Purpose for which reimbursement is claimed with details as under items (a),(b),(d) of G.O.(Ms) No. 95/2018/GAD dated 07.05.2018 :
- 5 Certificate issued by the Head of Institution for the period / year for which claim has been preferred, confirming that the ward studied in the School during the previous academic year (in Original) :
- or :
- Self attested copy of report card or self attested fee receipts (including e-receipts) confirming / indicating the fee deposited for the entire academic year :
- 7 Amount claimed :
- 8 Period for which CEA / Hostel Subsidy was last claimed in respect of the Ward :
- 9 Whether spouse is a Central Government Employee : Yes / No
- 10 If Yes, the following Certificate to be made :

CERTIFICATE

I Certify that my wife / husband did not claim the Children Education Allowance in respect of
..... (Name of Children) during the period for which the same is being claimed by me.

Place :

Signature of the Officer

Date :

CHECKLIST FOR CLEARANCE IN RESPECT OF AIS OFFICERS VISITING ABOARD

- 1 Name and designation of the Officer :
- 2 Date of birth :
- 3 Details of the training programme / workshop/
seminar etc. with a copy of the invitation / admission
 - (i) Name of the course / workshop / Seminar
etc, :
 - (ii) Name of the Institution / Country :
 - (iii) Duration :
 - (iv) Details of the cost of the training /
workshop / seminar :
- 4 Expenditure
 - (i) Details of Expenditure on the visit abroad
(including travel, hospitality etc.) :
 - (ii) Source of funding :
- 5 Agency that bears the cost of the training /
workshop / seminar
 - (i) Details of such cost :
 - (ii) Details of the Agency :
- 6 Service / Cadre to which the officer
belongs :
- 7 Year of allotment to the cadre :
- 8 Job description of the officer :
- 9 Relevance of the training/ workshop /
seminar to the job of the officer :
- 10 Whether the officer is clear from vigilance
angle :
- 11 Recommendation of the Cadre controlling
state Government / Ministry :
- 12 No objection / approval of Dept. of Personnel & Trg. will be subject to clearance by Ministry
of External Affairs from political angle, MHA in FCRA and Ministry of Finance if need be
from Screening Committee etc.

**FOREIGN VISIT
PRO FORMA**

[See O.M. No. 11013/7/2004 - Estt (A) dated 5 th October, 2004]

- 1 Name :
- 2 Designation :
- 3 Pay :
- 4 Ministry / Department (Specify Central / State / PSU) :
- 5 Passport No :
- 6 Details of private foreign travel to be undertaken :

Period of abroad		Name of Foreign Countries to be visited	Purpose	Estimated Expenditure (Travel, board / lodging , visa, misc. etc)	Source of funds	Remarks
From	To					

- 7 Details of previous private foreing travel, if any undertaken during the last four years (as under item No. 6)

Name :

Designation :

Date :

Gos & Circulars



GOVERNMENT OF KERALA

No:215/SplA2/2018-GAD

General Administration
(Special A) Department
Thiruvananthapuram,
Dated:07/06/2018

CIRCULAR

Sub: AIS - Leave Travel Concession -Prior Approval-Clarification -
Instruction issued - reg.

As per the extant Rules, All India Service Officers are being permitted to avail Leave Travel Concession to visit Any Place in India and Home Town, once in a block of four calendar years and once in a block of two calendar years respectively. Prior permission of the sanctioning authority should be obtained before undertaking the journey while availing Leave Travel Concession.

Instances have come to the notice of the Government that where All India Service Officers are submitting Leave Travel Concession applications with short notice and availing the same in anticipation of Government sanction. In certain cases the applications submitted even after having performed the journey under Leave Travel Concession. This practice is not encourageable and is not in order as per the Rules in force.

In view of the above, it is clarified that All India Service officers who wish to avail Leave Travel Concession under any scheme whether Any Place in India and Home Town, should obtain prior permission from Government, for which the application should be submitted at least *Three weeks* before the commencement of journey under LTC, indicating the exact date of the journey, destination and nature of leave,etc.

PAUL ANTONY, CS(GOK), O/O CHIEF SECRETARY

To:

All AIS officers.

The Director General of Police and State Police Chief, Kerala,
Police Head Quarters, Thiruvananthapuram.

The Principal Chief Conservator of Forests and Head of Forest
Force, Forest Head Quarters, Thiruvananthapuram.

The General Administration (SC) Department.

The Web and New Media Division, I&PRD
(for uploading to www.gadsplais.kerala.gov.in)

Copy to:

The Chief Principal Secretary to the Chief Minister.

The Private Secretary to the Chief Minister.

The Private Secretary to All Ministers.

Special Secretary to the Chief Secretary, General Administration (SC)
Department.

PA to Additional Chief Secretary, Home and Vigilance.

PA to Additional Chief Secretary, Revenue.

PA to Principal Secretary, General Administration Department.

PA to Principal Secretary, Forest and Wildlife.

PA to Additional Secretary, GA(Special A&C) Departments.

Stock File/Office Copy.

Signature valid,
ForWARDED BY ORDER,

Digitally signed by SUMOD P T
Date: 2018.06.07 11:51:31 IST
Reason: Approved
Section Officer.



GOVERNMENT OF KERALA
General Administration (AIS-C) Department

No: AIS-C2/294/2021-GAD

Thiruvananthapuram,

Dated:16-05-2022

CIRCULAR

Sub: GAD - Issuance of Identity cards to serving and retired All India Service officers of Kerala cadre - Guidelines issued - reg.

As per extant practice, the serving All India Service officers of IAS/IPS/IFS cadres allotted to the Kerala Cadre are issued official Identity Cards from their concerned departments, which are used by the officers for identification. Since these official Identity cards vary in design/ format and are required to be surrendered at the time of retirement/ resignation from service, it is now decided to issue uniform Identity cards, on a need basis, to both serving and retired AIS officers of Kerala Cadre.

2. The procedure for obtaining the Identity card is detailed as follows:

- a. Serving and retired AIS officers who require Identity Cards may apply in the format specified as Annexure to this Circular.
- b. The prescribed application form may also be downloaded from the official website of General Administration (AIS) Department www.gadsplais.kerala.gov.in and duly filled up application form may be furnished directly or by post to the General Administration (AIS) Department.
- c. One passport size colour photo of the applicant shall be enclosed with the application form.
- d. After verification of the details, the General Administration (AIS) Department shall forward the application to Home (SC) Department for issuance of the Identity Card.
- e. The applicant shall obtain the Identity Card from Home (SC) Department in person or through person authorized by the applicant, by signing the Issue register maintained in that department.
- f. In the event of loss of Identity card, a fee of Rs. 250/- shall be paid at Treasury in the Head of Account 0070-60-800-87B-Other Receipts and original receipt shall be enclosed with the new application form for receiving the duplicate Identity card.
- g. The Identity card is non-transferable and shall not be misused.

- h. The validity of the Identity Card shall be for a period of five years from the date of issue.
- i. The expenses for issuing the Identity Cards to serving and retired AIS officers shall be met from the existing Head of Account currently operated by Home (SC) Department.

DR V P JOY
CHIEF SECRETARY

To:

1. All IAS Officers.
2. The Director General of Police and State Police Chief, Kerala, State Police Headquarters, Thiruvananthapuram (for circulation among IPS officers).
3. The Principal Chief Conservator of Forests and Head of Forest Force, Kerala, State Forest Headquarters, Thiruvananthapuram (for circulation among IFS officers).
4. The Home (SC) Department.
5. The General Administration (SC) Department.
6. The General Administration (AIS-A&B) Department.
7. The Web & New Media Department of I&PRD (for publication in the website www.gadsplais.kerala.gov.in).
8. Stock File/ Office Copy.

Copy to:

1. The Officer on Special Duty, Office of the Chief Secretary.
2. The PA to Chief Secretary.
3. The PA to Additional Chief Secretary, Home & Vigilance Department.
4. The PA to Principal Secretary, General Administration Department.
5. The CA to Additional Secretary, General Administration (AIS) Department.

Forwarded / By order



Section Officer



GOVERNMENT OF KERALA

General Administration (AIS-C) Department

No. AIS-C2/294/2021-GAD

Thiruvananthapuram, Dated:27-05-2023

CIRCULAR

Sub: GAD - Issuance of Identity cards to serving and retired All India Service officers of Kerala cadre - Modified guidelines issued - reg.

Ref: Government Circular of even number dated 16.05.2022.

As per Government Circular read above, similar Identity cards are being issued to serving and retired All India Service officers of Kerala cadre. In order to streamline the process of applying/ issuing these cards, the following modifications are hereby introduced for adherence;

- a. Only the present Rank/ Grade needs to be mentioned in the ID cards issued to serving AIS officers. Retired AIS officers may continue to be allowed to display the post held/ designation at the time of retirement.
- b. In case an officer applies for revised ID card on account of his/her promotion to higher ranks or a new ID card in the event of loss of the existing card, the photograph and documentary evidence already submitted can be used again for the issue of revised/updated ID cards and new photograph/ documentary evidence need not be collected again. However, the officer need to mention the ID Card Number already held by him/her in the application form in the space dedicated for the purpose. The provision for including present communication address of serving AIS officers has also been introduced. The revised application format containing the above mentioned changes is enclosed as Annexure to this Circular.
- c. As significant expense is being incurred for issuing each ID card, the serving AIS officers are advised to refrain from applying for a new ID card on each transfer or within three months prior to their retirement , except in cases involving promotion.

2. The Government Circular read above stands modified to the above extent and all the other conditions specified in it shall continue to remain in force.

DR V P JOY
CHIEF SECRETARY

To:

1. All IAS Officers.

2. The Director General of Police cum State Police Chief, Kerala, Police Headquarters, Thiruvananthapuram (for circulation among IPS officers).
3. The Principal Chief Conservator of Forests and Head of Forest Force, Kerala, Forest Headquarters, Thiruvananthapuram (for circulation among IFS officers).
4. The Home (SC) Department.
5. The General Administration (SC) Department.
6. The General Administration (AIS-A&B) Department.
7. The Web and New Media Division of I&PRD (for publication in the website www.gadsplais.kerala.gov.in).
8. Stock File/ Office Copy.

Copy to:

1. The Officer on Special Duty, Office of the Chief Secretary.
2. The PA to Chief Secretary.
3. The PA to Additional Chief Secretary, Home & Vigilance Department.
4. The PA to Additional Chief Secretary, General Administration Department.
5. The CA to Additional Secretary, General Administration (AIS) Department.

Forwarded/ By order

Signed by

Anil Kumar K S

Date: 08-06-2023 11:13:58

Section Officer

**APPLICATION FORM FOR IDENTITY CARD TO SERVING AND
RETIRED ALL INDIA SERVICE OFFICERS OF KERALA CADRE**

(Tick appropriate box)

Application for New ID card**Application for updated ID card****For Updated ID Card Application,
state existing ID Card Number:****“Affix Passport size
colour Photo
only for New ID
Card application”**

Name of the Applicant [in Block Letters]	:	
Date of Birth	:	
Date of Retirement	:	
Proof of Identity: (enclose self attested copy of any Govt approved photo identity card for new ID card applications)	:	
Name of Service	:	IAS/IPS/IFS
Present Rank/ Grade held by the Officer (to be filled by serving AIS officers)	:	
Post/ Rank held at the time of Retirement from service (to be filled by retired AIS officers)	:	
Permanent Address	:	
Present Communication Address (to be filled by serving AIS officers)	:	
Telephone No. (Residence)	:	
Mobile Number	:	
Blood Group	:	

Date:**Signature of the Applicant**
(Signature to be placed within the box)

Instructions for issuing Identity Card to All India Service officers of Kerala cadre

1. The prescribed application form may be downloaded from the official website of General Administration (AIS) Department www.gadsplais.kerala.gov.in and duly filled up application form shall be furnished directly or by post to the General Administration (AIS) Department.
2. After verification of the details, the application will be forwarded to Home (SC) Department for issuance of the Identity Card.
3. The applicant shall obtain the Identity Card from Home (SC) Department in person or through person authorized by the officer, by signing the Issue register maintained in that department.
4. In the event of loss of Identity card, a fee of Rs. 250/- shall be paid at Treasury in the Head of Account 0070-60-800-87B-Other Receipts and original receipt shall be enclosed with the new application form for receiving the duplicate Identity card.
5. The Identity card is non-transferable and shall not be misused.
6. One passport size colour photo of the applicant shall be enclosed with the application form for new ID card.
7. The existing ID card should be surrendered to Home (SC) Department for receiving updated ID card.

[For Office Use Only]

Ref No.

Date:

Verified, recommended and forwarded the application to Home (SC) Department for necessary action.

Signature
Name & Designation

10125

18/5/18



GOVERNMENT OF KERALA

Abstract

AIS – CHILDREN EDUCATION ALLOWANCE SCHEME – AMOUNT ENHANCED WITH EFFECT FROM 01.07.2017 – ORDERS ISSUED.

GENERAL ADMINISTRATION (SPECIAL C) DEPARTMENT

G.O.(Ms.) No.95/2018/GAD

Dated, Thiruvananthapuram, 07.05.2018.

Read:- 1) G.O.(Ms.) No.113/2009/GAD dated 19.05.2009.
2) G.O.(Ms.) No.277/2011/GAD dated 14.09.2011.
3) G.O.(Ms.) No.225/2014/GAD dated 14.08.2014.
4) O.M. No.A-27012/02/2017-Estt (Allowance) dated 16/08/2017 of the Department of Personnel & Training, Government of India, New Delhi.

ORDER

The ceiling for the reimbursement of Children Education Allowance/Hostel Subsidy in respect of AIS officers fixed as per Government Order read as 3rd paper above is revised in accordance with the instructions issued by the Department of Personnel and Training in pursuance of the decision taken by the Government of India on the recommendations made by the Seventh Central Pay Commission, vide Office Memorandum read as 4th paper above, as detailed below:

- (a) The amount fixed for reimbursement of Children Education Allowance will be Rs.2,250/-per month.
- (b) The amount fixed for reimbursement of Hostel Subsidy will be Rs.6,750/- per month.
- (c) In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance.
- (d) The allowance will be double for differently abled children.

2. Further, reimbursement will be done just once a year, after completion of the financial year. For reimbursement of CEA, a certificate from the head of institution, where the ward of government employee studies, will be sufficient for this purpose. The certificate should confirm that the child studied in the school during the previous academic year. For Hostel Subsidy, a similar certificate from the head of institution will suffice, with the additional requirement that the certificate should mention the amount of expenditure incurred by the government servant towards lodging and boarding in the residential complex. The amount of expenditure mentioned, or the ceiling as mentioned above, whichever is lower, shall be paid to the employee.

3. These revisions are applicable with effect from 1st July, 2017.

(By Order of the Governor),

M.C.Valsalakumaran

Additional Secretary to Government.

To

All Indian Administrative Service Officers.

The Director General of Police & State Police Chief, Police Headquarters,
Thiruvananthapuram.

The Principal Chief Conservator of Forests/Head of Forest Force, Forest
Headquarters, Vazhuthacadu, Thiruvananthapuram.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
(This issues with the concurrence of Finance Department).

The Accountant General (A&E), Kerala, Thiruvananthapuram.

The Secretary, Government of India, Department of Personnel & Training,
New Delhi.

The Secretary to Government of India, Ministry of Environment, Forest & Climate
Change, 6th Floor, Prithvi Wing, Indira Paryavaran Bhavan,
Jor Bagh Road, Ali Ganj, New Delhi – 110 003.

The Secretary to Government of India, Ministry of Home Affairs, North Block,
New Delhi – 110001.

The Finance Department (vide U.O.(F) NoE. 747018/Exp.A2/102/2018-Fin
dated 24.03.2018).

The General Administration (SC/Accounts J/Special A) Departments.

The Web and New Media Division, I&PRD

(for uploading in www.gadsplais.kerala.gov.in)

Stock File/Office Copy.

Copy to:-

The Chief Principal Secretary to the Chief Minister

The Private Secretary to Chief Minister.

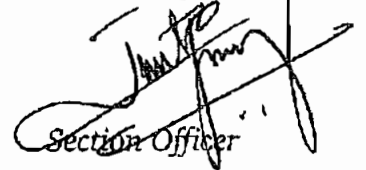
The Private Secretary to Minister (Forest, Animal Husbandry & Zoo).

The Additional Secretary to Chief Secretary

The PA to Additional Secretary, General Administration (Spl A&C) Departments.

The disposal leading to G.O.(Ms.) No. 225/2014/GAD dated 14.08.2014.

Forwarded/By Order



Section Officer

4120
28/2/20



GOVERNMENT OF KERALA

Abstract

**AIS - CHILDREN EDUCATION ALLOWANCE SCHEME AND HOSTEL SUBSIDY-
RECOMMENDATIONS OF THE SEVENTH CENTRAL PAY COMMISSION - BENEFITS
EXTENDED TO AIS OFFICERS - MODIFIED - ORDERS ISSUED.**

GENERAL ADMINISTRATION (AIS- C) DEPARTMENT

G.O.(Rt)No.689/2020/GAD Dated, Thiruvananthapuram, 12/02/2020

- Read 1. O.M.No.A-27012/02/2017-Estt (Allowance) dated 16.08.2017 of the Department of Personnel & Training, Government of India, New Delhi.
2. G.O (Ms.) No.95/2018/GAD dated 07.05.2018
3. O.M.No.A-27012/02/2017-Estt (AL) dated 17.07.2018 of the Department of Personnel & Training, Government of India, New Delhi

ORDER

Consequent upon the decisions taken by Government of India to implement the recommendations made by the VII Central pay Commission, instructions were issued by the Department of Personnel & Training as per 1st paper read above revising the rates of Children Education Allowance (CEA) / Hostel subsidy and simplifying the procedure for claiming reimbursement of the same. Accordingly, the ceiling for the reimbursement of CEA / Hostel Subsidy was revised in respect of AIS Officers also, as per 2nd paper read above.

2) Later, considering various queries received regarding CEA / Hostel Subsidy and in view of the difficulties being faced by the employees in obtaining certificates as prescribed in the OM dated 16.08.2017, the DoPT issued consolidated instructions as per 3rd paper read above in supersession all earlier OMs on the subject of CEA and Hostel Subsidy.

3) In accordance to the detailed instructions issued as per 3rd paper above, Government hereby issue following instructions with regard to the reimbursement of Children Education Allowance / Hostel Subsidy with respect to AIS officers;

(a) The reimbursement of CEA / Hostel subsidy can be claimed only for the two

eldest surviving children with the exception that in case the second child birth results in twins/multiple birth. In case of failure of sterilization operation, the CEA / Hostel Subsidy would be admissible in respect of children born out of the first instance of such failure beyond the two children norm.

(b) The amount for reimbursement will be Rs.2,250/-per month (fixed) per child. The amount of Rs.2,250/- is fixed irrespective of the actual expenses incurred by the Officer. In order to claim reimbursement of CEA, the Officer should produce a certificate issued by the Head of the institution, for the period /year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. In case such certificate cannot be obtained self attested copy of the report card or self attested fee receipt(s) [including e-receipt(s)] confirming / indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA. The period / year means academic year i.e., twelve months of the complete academic session.

(c) The amount of ceiling of Hostel subsidy is Rs.6,750/-pm. For claiming Hostel Subsidy, a similar certificate from the head of institution confirming that the child studied in the school will suffice,with additional requirement that the certificate should mention the amount of expenditure incurred by the Officer towards lodging and boarding in the residential complex. In case such certificate cannot be obtained self attested copy of the report card and original fee receipt(s) / e-receipts which should indicate the amount of expenditure incurred by the Officer towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. The amount of expenditure on boarding and lodging or the ceiling of ₹ 6750/- whichever is lower, shall be paid to the employee as Hostel subsidy.The period/year will be similar as explained in para 3(b) above.

(d) The children education allowance will be double the amount for differently abled children i.e, Rs.4,500/-per month. In case the differently abled child studying in an institution i.e, aided or approved by the Central / State Government, CEA shall be reimbursed irrespective of whether the institution is recognized or not and the benefit will be admissible till the child attain the age of 22 years.

(e) The above rates/ceiling would be automatically raised by 25% every time the DA on the revised pay structure goes up by 50%.

(f) The Hostel Subsidy and Children Education Allowance can be claimed concurrently.

(g) In case both the spouse are AIS Officers, only one of them can avail reimbursement under Children Education Allowance and Hostel Subsidy.

(h) The reimbursement will be done just once a year after completion of the financial year.

(i) Hostel subsidy is applicable only in respect of child studying in a residential educational institution located at least 50 Kilometers from the residence of the Officer.

(j) The reimbursement of CEA / Hostel Subsidy shall have no nexus with the performance of the child in his class. If a child fails in a particular class, the reimbursement of CEA shall not be stopped. However, if the child is admitted in the same class in another school, although the child has passed out the same class in previous school or in the mid-session, CEA shall not be reimbursable.

(k) If an Officer dies while in service, the CEA shall be admissible in respect of his/her children subject to observance of other conditions for its grant provided the wife/husband of the deceased is not employed in service of the Central Government, State Government, Autonomous body, Semi Government organizations etc. In such cases the subsidy shall be payable to the children till such time the Officer would have actually received the same.

(l) In case of retirement, discharge, dismissal or removal from the service the reimbursement shall be admissible till the end of the academic year in which the Officer ceases to be in service. The payment shall be made by the Office in which the Officer worked prior to these events and will be regulated by the other conditions in this Order.

(m) The upper age limit for differently abled children has been set at 22 years. In case of other children the age limit will be 20 years or till the time of passing 12th class whichever is earlier. There shall be no minimum age.

(n) Reimbursement of CEA/Hostel subsidy can be claimed from nursery to 12th Class. CEA is allowable in case of children studying through 'correspondence or distance learning' also. CEA/Hostel subsidy is also admissible in respect of children studying from two classes before class one to 12th standard and also for the initial two years of a diploma/Certificate course from polytechnic / ITI/ Engineering College if the child resumes the above course after 10th standard and CEA / Hostel Subsidy has not been granted in respect of the child for studying in 11th & 12th Standards.

(o) In respect of schools / institutions at nursery, primary and middle level not affiliated to any Board of education, the reimbursement under the Scheme will be allowed for the children studying in a recognised school / institution. Recognised school /institution in this regard means a Government School or any education institution whether in receipt of Government Aid or not, recognised by University or a recognised educational authority having jurisdiction over the area where the institution / school is situated.

(p) In case of differently abled child studying in an institute i.e., aided or approved by the Central / State Government or UT Administration or whose fees are approved by any of these authorities, the Children Education Allowance paid by the Officer shall be reimbursed irrespective of whether the institution is recognised or not. In such cases the benefits will be admissible till the child attains the age of 22 years.

(q) The CEA/Hostel Subsidy shall not be admissible to the Government servant while any period which is treated as 'dies non'.

5. These modification are applicable with effect from 1st July, 2017.

6. The GO read as 2nd paper above stands modified to the above effect.

(By order of the Governor)
RAJESH KUMAR M
JOINT SECRETARY

To:

All Indian Administrative Service Officers.

The Director General of Police & State Police Chief, Police Headquarters,
Thiruvananthapuram.

The Principal Chief Conservator of Forests/Head of Forest Force, Forest
Headquarters, Vazhuthacadu, Thiruvananthapuram.

The Accountant General (G&SSA), Kerala, Thiruvananthapuram.

(This issues with the concurrence of Finance Department).

The Accountant General (A&E), Kerala, Thiruvananthapuram.

The Secretary, Government of India, Department of Personnel & Training, New Delhi.

The Secretary to Government of India, Ministry of Environment, Forest & Climate
Change, 6th Floor, Prithvi Wing, Indira Paryavaran Bhavan, Jor Bagh Road, Ali Ganj,
New Delhi – 110 003.

The Secretary to Government of India, Ministry of Home Affairs, North Block, New
Delhi – 110001.

The Finance Department (vide U.O.(N) No E. 747018/Exp.A2/102/2018-Fin dated
16.01.2020).

The General Administration (SC/Accounts J/AIS- A) Departments.

~~The Web and New Media Division, I&PRD~~

(for uploading in www.gadsplais.kerala.gov.in)

General Admn. (Computer Cell) Department (for loading in the website in the GAD).

Stock File/Office Copy.

Copy to:-

The Private Secretary to Chief Minister.

The Private Secretary to Minister (Forest, Animal Husbandry & Zoo).

The Special Secretary to Chief Secretary

The PA to Joint Secretary, General Administration (AIS- A&C) Departments.

The disposal leading to G.O.(Ms.) No.95/2018/GAD dated 07.05.2018

Forwarded /By order

Signature valid

Digitally signed by VISHNU A J
Date: 2020.08.10 10:50:41 IST
Reason: Approved

Section Officer

MOST IMMEDIATE

No.11019/06/2001-AIS-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, the 5th December, 2007

To

Chief Secretaries of all States and UTs

Subject:- Delegation of powers to the State Governments and Ministries/
Departments of the Government of India in cases of members of
All India Services proceeding abroad on ex-India leave (excluding
study leave)

Sir/Madam

This Department has issued a number of instructions regulating cases of members of All India Services proceeding abroad on ex-India leave (excluding study leave), which are as under:

- A. No.9/26/71-AIS-III dated 23rd September, 1972 regulating ex-India leave.
- B. No.11019/13/93-AIS-III dated 14th January, 1994 regulating leave in conjunction with duty abroad.
- C. No.11020/15/1997-AIS-III dated 14th December, 1998 regulating ex-India extraordinary leave on personal grounds.
- D. No.11019/6/2001-AIS-III dated 7th March, 2003, 4th August, 2003 and 10th March, 2004 delegating some of the powers of the Central Government to the State Governments.

Copies of all these instructions are available in this Department's Website (www.persmin.nic.in).

2. These instructions were re-examined in this Department and it has been decided to modify the existing provisions for further delegation of powers, subject **to the general conditions mentioned in para 3 of this**

letter, to the State Governments and Ministries/Departments of the Government of India for grant of ex-India leave, as under:

(i) Private visits abroad for purely personal reasons

Current Status: - State Governments and Ministries/ Departments of the Government of India have been delegated the power to sanction private visits abroad, which are purely personal, without any sponsorship and not linked to official visit, whether casual leave, earned leave or leave on medical certificate. This delegation does not include private visits on extra ordinary leave and half-pay leave (**Reference C & D**).

Further Delegation: - It has now been decided that approval of the respective Cadre Controlling Authorities of the All India Services will no longer be required in the case of private visits abroad, which are purely personal without any sponsorship and not linked to any official visit, on leave due and admissible, whether casual leave, earned leave, half-pay leave, leave on medical grounds and extra ordinary leave. State Governments and Ministries/ Departments of the Government of India may sanction such leave, due and admissible, to a member of the Service as per rules.

(ii) Visits abroad in conjunction of an official visit / tour abroad

Current Status: - The State Governments and Ministries/Departments of the Government of India have been delegated the power to accord permission to travel abroad on leave due and admissible in conjunction with an official visit/tour abroad (including training) subject to the exigencies of public service, not exceeding 50% of the actual period of duty abroad (excluding transit time and enforced halt) or a fortnight, whichever is less, for personal reasons provided that the total period abroad (including travel time) does not exceed three weeks. Grant of leave in excess of this limit can be approved only in consultation with the Department of Personnel and Training (Services Division). (**Reference B & D**)

Further Delegation: - It has been decided to raise the maximum period of ex-India leave in conjunction with official duty to 3 weeks while adhering to the limit of 50% of the period of official duty abroad. However, in the case of official visits of duration less than 8 days, the limit of 50% may be relaxed and ex-India leave upto a maximum of 4 days may be granted. The power to grant such leave is delegated to the

State Governments and Ministries/Departments of the Government of India subject to the condition that further leave shall not be permitted above such limits under any circumstances and no reference shall be made to the Department of Personnel and Training in this regard.

- (iii) **Visits abroad on direct invitation from foreign organizations for participation in events on the basis of the experience in a particular subject gained by a member of the Service in his/her personal capacity.**

Current Status: - Cadre clearance of the Central Government is required in all cases where the invitation is direct to the officer and the State Government is not bearing the expenditure irrespective of the duration of visit and all cases of more than three weeks duration (**Reference D**).

Further Delegation: - It has been decided that State Governments and Ministries/Departments of the Government of India be delegated the power to allow permission for such private visits in which the government is not bearing any expenditure subject to the condition that the total period of ex-India leave does not exceed three weeks. As per the conditions prescribed in the Department of Expenditure's O.M.F.No.19036/1/2000-E-IV dated 21st March, 2000, the officer shall be treated as on personal visit and he/she will be required to take leave due and admissible. This is further subject to the condition that generally no Government of India officer will accept free passage or hospitality from a foreign government/agency and, if it is necessary, approval of the Screening Committee of Secretaries or of the Prime Minister should be ensured to be taken before accepting such invitations. Similar provisions should be adopted by the State Governments. This delegation is also subject to the following conditions:

- (a) The authority granting permission should take into consideration, inter-alia, the sources of financing of the foreign travel, the desirability of accepting any foreign hospitality, whether the member of the Service has utilized his official position for the purpose of meeting the travel expenses, accommodation abroad, etc, and whether the member of the Service is clear from vigilance angle;
- (b) If the visit is to a country with which India does not have friendly relations, the prior approval of the Government of India should be obtained;

- (c) The officer shall take leave, due and admissible;
- (d) The visit on personal invitation shall be subject to the provisions of SR 12.
- (e) Participation shall be subject to the provisions of All India Service (Conduct) Rules, 1968 especially rules 6, 7, 9 and 11.

3. **General conditions:** The State Governments and Ministries/ Departments of the Government of India shall keep in mind some general aspects while exercising these delegated powers while granting ex-India leave to the members of the All India Service working under them, as under:

- a) The member of the Service will take FCRA clearance from the Ministry of Home Affairs and other required clearances from the Department of Economic Affairs/Ministry of External Affairs, wherever required.
- b) The delegation shall not apply to any travel abroad in conjunction with leave granted under the provisions of the All India (Study Leave) Regulations, 1960, where the specific clearance of the Central Government is invariably required.
- c) In cases where a member of the Service proceeds for a visit abroad without obtaining necessary cadre clearance, the period of his absence shall be treated as 'dies non' apart from other consequences under the service rules.
- d) The provisions of Rule 7(1) and (2) of the All India Service (Leave) Rules, 1955 should be complied with. Rule 7(1) provides that no member of the Service shall be granted leave of any kind for a continuous period exceeding 5 years. Rule 7(2) provides that a member of the Service shall be deemed to have resigned from the service if he is absent without authorization for a period exceeding one year or remains absent from duty for a continuous period exceeding 5 years, with or without leave.
- e) If the visit abroad requires the sanction of the Central Government, proposal should be forwarded to the Central Government well in time, i.e., at least before a fortnight from the date of

commencement of the visit in a self-contained format furnishing all the relevant details in the prescribed format (copy enclosed).

- f) Approval of the Central Government with respect to travel abroad of members of All India Services, wherever required shall mean the approval of the concerned Cadre Controlling Authority, i.e., the Department of Personnel and Training for the Indian Administrative Service, the Ministry of Home Affairs for the Indian Police Service and the Ministry of Environment and Forests for the Indian Forest Service.
4. While granting leave to a member of the Service, the State Governments and Ministries/Departments of the Government of India should scrupulously follow the Government of India instruction issued vide this Department's letter no.11019/62/2005-AIS-III dated 4th July, 2007 which envisages that no member of the All India Service shall be allowed to undertake any private employment after taking leave from the State Government or from a Central Ministry/Department.
5. All the relevant instructions issued earlier in this regard stand modified/deleted.
6. The above delegation of powers is not applicable in cases of official visits abroad for attending foreign training/tours/study tours/seminars/workshops, etc., in which the member of the Service is nominated by the Central/State Governments, which are dealt by the EO Division of this Department.
7. It is requested that the provisions of these instructions may be brought to the notice of all the members of the All India Services serving with the State/Central Governments at an early date.



(Chaitanya Prasad)
Director(Services)
Tel:23093591

Copy of information and necessary action to:-

1. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
2. The Secretary, Ministry of Environment & Forests, Paryavaran Bhawan, CGO Complex, New Delhi.
3. All Ministries/Departments of the Government of India
4. E.O. Division, Department of Personnel and Training, North Block, New Delhi.
5. Director, LBSNAA, Mussoorie.
6. All officers in the Department of Personnel and Training.
7. NIC, Department of Personnel and Training for publication on the website.

PROFORMA FOR CADRE CLEARANCE OF IAS OFFICERS VISITING ABROAD

1. Name and designation of the officer
2. Date of birth
3. Details of the training programme/workshop/seminar etc. with a copy of the invitation/admission
 - (i) Name of the course/workshop/seminar etc.
 - (ii) Name of the institution/country
 - (iii) Duration
 - (iv) Details of the cost of the training/workshop/Seminar
4. Expenditure
 - (i) Details of expenditure on the visit abroad(including travel, hospitality etc.)
 - (ii) Source of funding
5. Agency that bears the cost of the training/workshop/seminar
 - (i) Details of such cost
 - (ii) Details of the Agency
6. Service/cadre to which the officer belongs
7. Year of allotment to the cadre
8. Job description of the officer
9. Relevance of the training/workshop/seminar to the job of the officer
10. Whether the officer is clear from vigilance angle
11. Recommendation of the Cadre Controlling State
Government/Ministry
12. No objection/approval of the Department of Personnel and Training will be subject to clearance by Ministry of External Affairs from political angle, MHA in FCRA and Ministry of Finance (if need be, from Screening Committee) etc.

F. No.11011/01/2022-AIS-III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
AIS-III Section

Information Document on the delegation of powers to the State Governments and Ministries/ Departments of the Government of India in cases of members of All India Services proceeding abroad on ex-India leave (excluding study leave) – reg.

References:

- (i) Letter no.11019/13/1993-AIS-III dated 14.01.1994
- (ii) Letter no. 11019/6/2001-AIS-III dated 07.03.2003
- (iii) Letter no. 11019/6/2001-AIS-III dated 04.08.2003
- (iv) Letter no. 11019/6/2001-AIS-III dated 05.12.2007

This Department has issued various instructions from time to time regarding regulating cases of members of All India Services proceeding abroad on ex-India leave (excluding study leave), an effort has been made to consolidate the said instructions at one place and the same may be summarized for better understanding and guidance as under:

2. Subject to the **general conditions mentioned in para 3 of this letter**, the delegation now to the State Governments and Ministries / Departments of the Government of India for grant of ex-India leave, as under:

(i) Private visits abroad for purely personal reasons

The approval of the respective Cadre Controlling Authorities of the All India Services will no longer be required in the case of private visits abroad, which are purely personal without any sponsorship and not linked to any official visit, on leave due and admissible, whether casual leave, earned leave, half-pay leave, leave on medical grounds and extra ordinary leave. State Governments and Ministries/ Departments of the Government of India may sanction such leave, due and admissible, to a member of the Service as per rules.

(ii) Visits abroad in conjunction of an official visit / tour abroad

The maximum admissible period of ex-India leave in conjunction with official duty is 3 weeks while adhering to the limit of 50% of the period of official duty abroad. However, in the case of official visits of duration less than 8 days, the limit of 50% may be relaxed and ex-India leave upto a maximum of 4 days may be granted. The power to grant such leave is delegated to the State Governments and Ministries/Departments of the Government of India subject to the condition that further leave shall not be permitted above such limits under any circumstances and no reference shall be made to the Department of Personnel and Training in this regard.

- (iii) **Visits abroad on direct invitation from foreign organizations for participation in events on the basis of the experience in a particular subject gained by a member of the Service in his/her personal capacity.**

The State Governments and Ministries/Departments of the Government of India have been delegated the power to allow permission for such private visits in which the government is not bearing any expenditure subject to the condition that the total period of ex-India leave does not exceed three weeks. As per the conditions prescribed in the Department of Expenditure's O.M.F.No.19036/1/2000-E-IV dated 21st March, 2000, the officer shall be treated as on personal visit and he/she will be required to take leave due and admissible. This is further subject to the condition that generally no Government of India officer will accept free passage or hospitality from a foreign government/agency and, if it is necessary, approval of the Screening Committee of Secretaries or of the Prime Minister should be ensured to be taken before accepting such invitations. Similar provisions should be adopted by the State Governments. This delegation is also subject to the following conditions:

- (a) The authority granting permission should take into consideration, inter-alia, the sources of financing of the foreign travel, the desirability of accepting any foreign hospitality, whether the member of the Service has utilized his official position for the purpose of meeting the travel expenses, accommodation abroad, etc, and whether the member of the Service is clear from vigilance angle;
- (b) If the visit is to a country with which India does not have friendly relations, the prior approval of the Government of India should be obtained;
- (c) The officer shall take leave, due and admissible;
- (d) The visit on personal invitation shall be subject to the provisions of SR 12.
- (e) Participation shall be subject to the provisions of All India Service (Conduct) Rules, 1968 especially rules 6, 7, 9 and 11.

3. **General conditions:** The State Governments and Ministries/Departments of the Government of India shall keep in mind some general aspects while exercising these delegated powers while granting ex-India leave to the members of the All India Service working under them, as under:

- a) The member of the Service will take FCRA clearance from the Ministry of Home Affairs and other required clearances from the Department of Economic Affairs/Ministry of External Affairs, wherever required.
- b) The delegation shall not apply to any travel abroad in conjunction with leave granted under the provisions of the All India (Study Leave) Regulations, 1960, where the specific clearance of the Central Government is invariably required.
- c) In cases where a member of the Service proceeds for a visit abroad without obtaining necessary cadre clearance, the period of his absence shall be treated as 'dies non' apart from other consequences under the service rules.

- d) The provisions of Rule 7(1) and (2) of the All India Service (Leave) Rules, 1955 should be complied with. Rule 7(1) provides that no member of the Service shall be granted leave of any kind for a continuous period exceeding 5 years. Rule 7(2) provides that a member of the Service shall be deemed to have resigned from the service if he is absent without authorization for a period exceeding one year or remains absent from duty for a continuous period exceeding 5 years, with or without leave.
- e) If the visit abroad requires the sanction of the Central Government, proposal should be forwarded to the Central Government well in time, i.e., at least before a fortnight from the date of commencement of the visit in a self-contained format furnishing all the relevant details in the prescribed format (copy enclosed).
- f) Approval of the Central Government with respect to travel abroad of members of All India Services, wherever required shall mean the approval of the concerned Cadre Controlling Authority, i.e., the Department of Personnel and Training for the Indian Administrative Service, the Ministry of Home Affairs for the Indian Police Service and the Ministry of Environment and Forests for the Indian Forest Service.

4. While granting leave to a member of the Service, the State Governments and Ministries/Departments of the Government of India should scrupulously follow the instructions that no member of the All India Service shall be allowed to undertake any private employment after taking leave from the State Government or from a Central Ministry/Department.

5. The above delegation of powers is not applicable in cases of official visits abroad for attending foreign training/tours/study tours/seminars/workshops, etc., in which the member of the Service is nominated by the Central/State Governments, which are dealt by the EO Division of this Department. Accordingly, the following category of cases will continue to be referred to DoP&T for grant of cadre clearance in the prescribed proforma attached as Annexure:

- (i) all cases of more than three (3) weeks duration.
- (ii) all cases where the invitation is direct to the officer and the State Govt. is not bearing the expenditure, irrespective of the duration of the visit.
- (iii) all cases where foreign hospitality from a private agency is involved.
- (iv) all cases where an officer is getting any remuneration/fees for the work performed by him.

6. It is requested that the provisions of these instructions may be brought to the notice of all the members of the All India Services serving with the State/Central Governments at an early date.

PROFORMA FOR CADRE CLEARANCE OF IAS OFFICERS VISITING ABROAD

1. Name and designation of the officer
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4. Expenditure
 - (i) Details of expenditure on the visit abroad (including travel, hospitality etc.)
 - (ii) Source of funding
5. Agency that bears the cost of the training/workshop/seminar
 - (i) Details of such cost
 - (ii) Details of the Agency
6. Service/cadre to which the officer belongs
7. Year of allotment to the cadre
8. Job description of the officer
9. Relevance of the training/workshop/seminar to the job of the officer
10. Whether the officer is clear from vigilance angle
11. Recommendation of the Cadre Controlling State Government/Ministry
12. No objection/approval of the Department of Personnel and Training will be subject to clearance by Ministry of External Affairs from political angle, MHA in FCRA and Ministry of Finance (if need be, from Screening Committee) etc.

"ഭരണഭാഷ- മാതൃഭാഷ"



കേരള സർക്കാർ

നം:എ.ഐ.എസ്-എ2/225/2023/പൊ.ഭ.വ

പൊതുഭരണ (എ.ഐ.എസ്-എ) വകുപ്പ്

തിരുവനന്തപുരം, തീയതി: 10-08-2023

പരിപത്രം

വിഷയം:- എ.ഐ.എസ് - അഖിലേന്ത്യാ സർവ്വീസ് ഉദ്യോഗസ്ഥരുടെ വ്യക്തിപരമായ ആവശ്യങ്ങൾക്കുള്ള വിദേശ യാത്ര - മാർഗ്ഗ നിർദ്ദേശങ്ങൾ - പുറപ്പെടുവിക്കുന്നു.

കേന്ദ്ര പേഴ്സണൽ മന്ത്രാലയത്തിന്റെ 07.10.2022 ലെ ഓഫീസ് മെമ്മോറാൻഡം നം.11011/01/2022-AIS-III ലെ വ്യവസ്ഥ (2) പ്രകാരം അഖിലേന്ത്യാ സർവ്വീസ് ഉദ്യോഗസ്ഥർക്ക് അർഹതപ്പെട്ട അവധിയിൽ, യാതൊരുവിധ സ്പോൺസർഷിപ്പുമില്ലാത്തതും, ഔദ്യോഗിക യാത്രയുമായി ബന്ധപ്പെട്ടതല്ലാത്തതുമായ വ്യക്തിപരമായ ആവശ്യങ്ങൾക്കുള്ള വിദേശയാത്രക്ക് ബന്ധപ്പെട്ട കേഡർ നിയന്ത്രണ അതോറിറ്റിയുടെ മുൻകൂർ അനുമതി ആവശ്യമില്ലാതെ യാത്ര നടത്താമെന്ന് വ്യക്തമാക്കിയിട്ടുണ്ട്. അഖിലേന്ത്യാ സർവ്വീസ് ഉദ്യോഗസ്ഥർക്ക് അത്തരം യാത്രയുമായി ബന്ധപ്പെട്ട അവധി, ബന്ധപ്പെട്ട സംസ്ഥാന/കേന്ദ്ര സർക്കാരുകൾക്ക് അനുവദിച്ചു നൽകാവുന്നതാണ് എന്നും വ്യക്തമാക്കിയിട്ടുണ്ട്.

അഖിലേന്ത്യാ സർവ്വീസ് ഉദ്യോഗസ്ഥർക്ക് വ്യക്തിപരമായ ആവശ്യങ്ങൾക്കുള്ള വിദേശയാത്രക്ക് അനുവദിക്കുന്ന അവധിയുടെ നടപടിക്രമങ്ങൾ ഏകീകരിക്കുന്നതിനായി താഴെപ്പറയുന്ന നിർദ്ദേശങ്ങൾ ഉദ്യോഗസ്ഥർ കർശനമായി പാലിക്കേണ്ടതാണ്:

1. അവധിക്കുള്ള അപേക്ഷ സമർപ്പിക്കുമ്പോൾ, എടുക്കാൻ ഉദ്ദേശിക്കുന്ന അവധിയുടെ സ്വഭാവവും തീയതിയും കൃത്യമായി കത്തിൽ/അവധി അപേക്ഷാ ഫോമിൽ സൂചിപ്പിക്കണം.
2. അപേക്ഷകൻ സന്ദർശിക്കാൻ ഉദ്ദേശിക്കുന്ന രാജ്യം/ രാജ്യങ്ങൾ, സന്ദർശിക്കുന്ന തീയതി എന്നിവ കത്തിൽ സൂചിപ്പിക്കണം.
3. സ്വകാര്യ ആവശ്യത്തിനായി അനുവദിച്ചിട്ടുള്ള അവധിയുടെ കാലാവധിക്കുള്ളിൽ സ്വകാര്യ ആവശ്യത്തിനായി വിദേശയാത്ര നടത്തുവാൻ ഉദ്ദേശിക്കുന്നുണ്ടെങ്കിലോ, അവധിയിൽ പ്രവേശിച്ചിട്ടുള്ള ഉദ്യോഗസ്ഥന് പ്രസ്തുത അവധി സമയത്ത് ആകസ്മികമായി വിദേശയാത്ര നടത്തേണ്ടി വരുന്ന സാഹചര്യമുണ്ടെങ്കിലോ, പ്രസ്തുത വിവരം സന്ദർശിക്കാൻ ഉദ്ദേശിക്കുന്ന രാജ്യം, തീയതി എന്നിവ സഹിതം കേഡർ നിയന്ത്രണ അതോറിറ്റിയെ രേഖാമൂലം അറിയിക്കേണ്ടതാണ്.

4. ആകസ്മിക അവധി അപേക്ഷ സമർപ്പിക്കേണ്ടത് ബന്ധപ്പെട്ട നിയന്ത്രണാധികാരികാണെങ്കിലും, ടി അവധിയിൽ വിദേശയാത്ര ഉണ്ടെങ്കിൽ മേൽ വിവരങ്ങൾ കേഡർ നിയന്ത്രണ അതോറിറ്റിയെ നിർബന്ധമായും രേഖാമൂലം അറിയിച്ചിരിക്കണം.
5. പ്രഖ്യാപിക്കപ്പെട്ട അവധി ദിവസങ്ങൾ (Government declared holidays) മാത്രം ഉപയുക്തമാക്കി വ്യക്തിപരമായ ആവശ്യങ്ങൾക്ക് നടത്തുന്ന വിദേശ യാത്ര, കേഡർ നിയന്ത്രണ അതോറിറ്റിയെ, സന്ദർശിക്കാൻ ഉദ്ദേശിക്കുന്ന രാജ്യം, തീയതി എന്നിവ സഹിതം മുൻകൂട്ടി രേഖാമൂലം അറിയിച്ചിരിക്കണം.

ഡോ. വേണു വി ഐഎഎസ്
ചീഫ് സെക്രട്ടറി

പകർപ്പ്

1. എല്ലാ അഖിലേന്ത്യാ സർവ്വീസ് ഉദ്യോഗസ്ഥർക്കും
2. സംസ്ഥാന പോലീസ് മേധാവി , പോലീസ് ഹെഡ്ക്വാർട്ടേഴ്സ്, തിരുവനന്തപുരം
3. പ്രിൻസിപ്പൽ ചീഫ് കൺസർവേറ്റർ ഓഫ് ഫോറസ്റ്റ് ആന്റ് ഹെഡ് ഓഫ് ഫോറസ്റ്റ് ഫോഴ്സ്, വഴുതയ്ക്കാട് തിരുവനന്തപുരം.
4. ഓഫീസർ ഓൺ സ്പെഷ്യൽ ഡ്യൂട്ടി, ചീഫ് സെക്രട്ടറിയുടെ ഓഫീസ്.
5. പൊതുഭരണ (എ.ഐ.എസ്) വകുപ്പ് അഡീഷണൽ സെക്രട്ടറിയുടെ പി.എ.
6. പൊതുഭരണ (എ.ഐ.എസ്) വകുപ്പ് ജോയിന്റ് സെക്രട്ടറിയുടെ സി.എ.
7. കരുതൽ ഫയൽ/ഓഫീസ് പകർപ്പ്.

ഉത്തരവിൻ പ്രകാരം
Signed by
Sumod
Date: 4/08/2023 11:20:16