



The functional responsibilities of the Directorate are

Appointment, transfer, placement and promotion of Government College Teachers.

1. Admission to PF, maintenance of PF account, sanctioning of advances, closure of account etc. of Private College Staff. The Directorate also takes care of other establishment matters of Private College Teachers, such as sanctioning of posts according to work load, sanction of reimbursement of medical expenses, sanctioning of FIP and other deputation to Teachers for career advancement.

Work distribution:

Section A & B: Takes care of the establishment matters of the Government College Teachers including Music Colleges, Teacher Education Colleges, IASE and Physical Education Colleges.

Section C: Takes care of the establishment matters of the Non-teaching staff in the Government colleges, Deputy Directorates and also in the Directorate.

Section D: Deals with sanctioning of posts of Teachers in the Private, Aided Colleges according to work load and other establishment matters of them.

Section E & F: Takes care of Private, Aided College non-teaching staff establishment,

sanctioning of posts according to work load etc., FIP

Section G: This section deals with House Building Advance, Motor Conveyance Advance, general matters relating to the Directorate, sanction of study tours, Legislative Assembly matters etc.

Section J: This section deals with pay and allowances of the employees in the Directorate, FBS, SLI etc. of all employees in the Department, Countersigning Last Salary Bill of Gazetted Officers, TA bills of Gazetted Officers in the Department and issue of NLC to Gazetted Officers in the Department. Apart from this sanctioning medical reimbursement, various claims of the Gazetted Officers in the Directorate such as reimbursement of telephone charges cost of news papers and purchase relating to the Directorate etc are dealt with in this section.

Budget Section:

Preparation of budget estimates, allotment of funds and other allied matters are dealt with in this section.

Section M & N: Matters relating to sanction of pensionary benefits to all employees in the Department including Private College staff.

Section P: Planning

Preparation of plans, allocation of amounts under plan funds, monitoring of progress of works under plan schemes, subject committee meetings etc. etc. are dealt with in this section.

PF Sections : Looks after the maintenance of Kerala Private College Staff Provident Funds Accounts

UGC Cells 1 & 2: Placement of Private College, Aided Teachers to Senior Scale, Selection Grade etc, sanctioning of advance increments to eligible college teachers

UGC Cell 3: Placement of Government College Teachers to Senior Scale, Selection Grade etc, sanctioning of advance increments to eligible college teachers

Fair copy section:

Fair copying of all correspondences and receiving and dispatching of all communications

Other sections are **Scholarship, Post Audit and Audit**