



**EKNM GOVERNMENT COLLEGE ELERITHATTU**  
(Established in 1981, Affiliated to Kannur University)

Accredited by NAAC with 'B' Grade

Elerithattu(PO), Nileshwar (Via), Kasaragod (Dist.), Kerala-671314, Ph: 04672245833, 9188900213  
e-mail: [eknmgovtcollege@yahoo.com](mailto:eknmgovtcollege@yahoo.com) , Web: <http://www.eknmgc.ac.in>

## DOCUMENTARY EVIDENCE FOR

6.3.1. The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

### **STAFF WELFARE MEASURES**



Welfare Scheme	Features	Percentage of Teaching and Non-teaching Staff Covered
General Provident Fund (GPF)	<p>The General Provident Fund (GPF) is a long-term investment option that allows government employees to accumulate savings over their employment tenure. The General Provident Fund (Kerala) constituted with effect</p> <p>from 1st day of April, 1964 as per the rules issued under Notification No. 39645/CR/62/Fin. dated 26th December</p> <p>GPF is a mandatory scheme for government employees, requiring them to contribute a certain percentage of their salary towards the fund. The contributions are deducted from the employee's monthly salary, and the amount earns interest at a predetermined rate.</p> <p>Average Rate of Interest is 8%</p>	100% of permanently appointed staff
MEDISEP	<p>Medical Insurance Scheme for State Employees and Pensioners (abbr. MEDISEP) is an insurance scheme launched by the Government of Kerala to provide comprehensive health insurance coverage to all serving State Government employees and pensioners. The beneficiaries include newly recruited employees and their family, part time employees, all staff of aided schools and colleges and their family, pensioners and their spouses and family pensioners.</p> <p>Monthly premium for an employee is Rs. 500</p>	100% of permanently employed staff
Group Insurance Scheme (GIS)	<p>The Kerala State Employees' Group Insurance Scheme, is intended to provide for the State employees, at a low cost and on a wholly contributory and self-financing basis the twin benefits of an insurance cover to help their nominees in the event of death while in service and a lumpsum payment to augment their resource on retirement.</p>	100% of permanently employed staff
State Life Insurance Scheme (SLI)	<p>All State Government employees holding permanent or officiating appointments under the Government of Kerala and who are below the age of 50 years on the date of 1st</p>	100% of permanently employed staff



	remittance of premium are eligible. Premium is tied with the scale of pay.	
Group Personal Accident Insurance Scheme (GPAIS)	Premium paid in November every year. Annual premium is Rs. 1000 and insurance up to Rs. 15 Lakh is available.	100% of permanently employed staff
Statutory Pension Scheme	For all permanently appointed before 1 April 2013. No employee contribution required. Pension amount is linked to the salary received in the last month of service.	100% of employees joined before the said date
Contributory Pension Scheme	For all permanent staff appointed from 1 April 2013 onwards. Employee contribution @10% of the salary.	100% of employees who joined on or after the said date
House Building Advance (HBA)	Interest subsidy available to state government employees. HBA or House Building Advance is a scheme offered to Government employees to help them with the construction or acquisition of houses or apartments. This scheme was first introduced in 1956 as a welfare measure and is still continued.	100% of permanently appointed staff are eligible to apply, but approval is based on certain criteria fixed by the Department of Finance, Kerala
Festival Allowance/Bonus	Festival allowance is for staff with higher salary scale and Bonus is for those with lower scales. Normally given in August or September depending on the occurrence of Onam every year.	100% of permanently appointed staff are covered
Special Allowance for Disabled Employees	The present rate of allowance is Rs. 1100/- per month	
Maternity Leave	Leave up to 180 days for the female employees on the event of becoming a mother. Leave up to 6 weeks in case of miscarriages.	100% of permanently appointed female employees on satisfaction of the conditions
Paternity Leave	Leave up to 10 days for the male employees.	100% of permanently appointed male staff on satisfaction of the conditions
Casual Leave	Up to 15 days for teaching staff and up to 20 days for the non-teaching staff	100% of permanent staff
Half-pay Leave	20 Half-pay leaves per annum. Commutable to 10 leaves.	100% of permanent staff
Duty Leave	Teachers are eligible to avail leave up to 10 days for attending seminars/workshops/conferences. The leave is over and above the duty leaves provided for compulsory out	100% of teaching staff
Leave Travel Allowance	Leave Travel Concession Introduced to State Govt Employees vide Order No 713/2012/Fin Dated 31/12/2012. Applicable to State Govt Employees, staff of aided schools and aided colleges, Full time Contingent Employees, Local Bodies, etc.	100% of permanently appointed full-time staffs

**Kerala Gazette No. 33 dated 18<sup>th</sup> August 1964.**  
**PART 1**

**GOVERNMENT OF KERALA**

**Abstract**

PROVIDENT FUND- GENERAL PROVIDENT FUND (KERALA)-PERIOD  
OF OPTION FOR THE SUBSCRIBERS TO THE STATE PROVIDENT  
FUND (TRAVANCORE), THE GENERAL PROVIDENT FUND (COCHIN)  
AND THE GENERAL PROVIDENT FUND (MADRAS)-  
EXTENDED UPTO 30-9-1964- ORDERS ISSUED.

=====

**FINANCE DEPARTMENT**

**G.O. No. (P) 579/64/Fin. (PF)**

**Dated, Trivandrum, 14<sup>th</sup> August 1964**  
**23<sup>rd</sup> Sravana 1886.**

- =====
- Read:-1. G.O. (P) No. 140/64/Fin. (PF) dated 1-4-1964.  
2. Letter No. F9. 35036/64 dated 16-7-1964 from the Inspector General of  
Police.  
3. U.O. Notes No. 56693/ACC-7/64/PD dated 23-7-1964 and No.  
59176/ACB-4/64/PD dated 31-7-1964 from the Public (Accounts)  
Department.

**ORDER**

In Notification No. 39645/CR/62/Fin. dated 1-4-1964 appended to the G.O. read as first paper above, a period of three months from the 1<sup>st</sup> April, 1964, was fixed as the period within which the subscribers to the State Provident Fund (Travancore), the General Provident Fund (Cochin) and the General Provident Fund (Madras) might communicate to the Account Officer the option referred to in rule 5 of the General Provident Fund (Kerala) Rules. A procedure for exercising the option mentioned above was also Prescribed in the said G.O. The period of three months specified in the notification expired on the 30<sup>th</sup> June, 1964.

2. It has been brought to the notice of Government that some subscribers who were on deputation and on leave were not able to exercise their option within the prescribed time-limit. There are also cases of officers who have not exercised their option within the period prescribed for the purpose as they were ignorant of the provisions contained in the General Provident Fund (Kerala) Rules. They have now requested that they may be allowed to exercise option as the General Provident Fund (Kerala) Rules are more advantageous to them.

3. Having considered the question in detail, the Government consider that such of the subscribers who could not exercise their option within the time limit stipulated in notification No. 39645/CR/62/Fin. dated 1-4-1964 should be allowed to exercise option,



subject to the conditions laid down in G.O. (P) No. 140/64/Fin. (PF) dated 1-4-1964. Accordingly, the Government are pleased to issue the notification appended to this order fixing the period of 6 months from 1-4-1964 as the time for exercising option.

4. All Heads of Departments and Offices will bring these orders to the specific notice of all gazetted and non-gazetted officers who have not yet exercised the option (including those who are on deputation or on leave). The gazetted officers will forward their option statements to the Accountant General so as to reach him on or before the 10<sup>th</sup> October, 1964. The Heads of Departments and offices will forward consolidated statements of option exercised by the non-gazetted officers under their control (including those on deputation or leave) to reach the Accountant General's office on or before the 15<sup>th</sup> October, 1964.

### **Appendix**

#### **NOTIFICATION**

No. 35129/PF/64/Fin.

*Dated, Trivandrum, 14<sup>th</sup> August 1964/  
23<sup>rd</sup> Sravana 1886.*

In exercise of the powers conferred by rule 5 of the General Provident Fund (Kerala) Rules, published under notification No. 39645/CR/62/Fin. dated the 26<sup>th</sup> December, 1963, in the Kerala Gazette No. 2 dated the 14<sup>th</sup> January, 1964, and in partial modification of the notification No.39645/CR/62/fin. dated the 1<sup>st</sup> April, 1964 published in Part 1 of the Kerala Gazette No. 14 dated the 7<sup>th</sup> April, 1964, Government hereby prescribe the period of six months from the 1<sup>st</sup> April, 1964, as the period with in which the subscribers to the State Provident fund (Travancore), the General Provident Fund (Cochin) and the General Provident Fund (Madras) may communicate their option referred to in the said rule to the Account Officer.

By order of the Governor,

**C. THOMAS,**  
*Finance Secretary.*

To

The Accountant General, Kerala.

All Heads of Departments and Offices.

The Registrar of High Court (with C. L).

The Registrar of University (with C. L).

The Secretary, Kerala Public Service Commission (with C. L).

The Secretary, Kerala State Electricity Board (with C. L).

The Director of Public Relations.

The Secretary to the Governor.

The Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Assistant Secretaries to Government.

All Departments and Sections of the Secretariat.

The Private Secretary to the Chief Minister and the Private Secretaries to the other Ministers.

The Personal Clerk to the Chief Secretary.

The Superintendent of Government Presses.

---

Name of the Accounts Officer who maintains the Accounts (See Note No.6) : Accountant General(A&amp;E),Kerala

Name of the Provident Fund : GPFKERALA

DDO Code : 2005-16A-003

Statement showing deductions on account of subscription towards the GENERAL PROVIDENT FUND (Kerala) ESTABLISHMENT PAY BILL

Office of EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Officers noted below during January 2023

						Details of Receipts								
						Subscription Proper		Refund of Advances						
Serial No:	Account No. with guide letters	Ledger Folio Vol. No. and Page No.	Name of the Subscriber	Salary/pay as on 31st March ₹ 2022	Rate of subscription ₹	Amount ₹	Month to which it relates	No. of installment	Amount ₹	Month to which it relates ₹	DA Arrears from .....To..... (Govt. Order No. & Date) ₹	Total Amount (7+10+12) ₹	Head of Account	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1	EDN400531		SANTHOSH E K	37400		6000	February 2023		5000	February 2023	0	11000	2202-03-103-99-00-01-01-Salaries	
<b>Page Total</b>						6000			5000		0	11000		
<b>Cummulative Total</b>						6000			5000		0	11000		
<b>Grand Total:</b>														
<b>(In figures) Rs.</b>						6000			5000		0	11000		
<b>(In words) Rs.</b>						Six Thousand			Five Thousand			Eleven Thousand		



FORM -- (concl'd)

- NB**
1. The account numbers should be arranged in serial order. The guide letters allotted to the Departments viz. G.A. for General Administration, Medl. for Medical etc. should be included.
  2. The entry in column 4 should show the rate of salary/pay drawn in respect of the last day of the preceeding final year [vide rule 11 (2) of the General Provident Fund (Kerala Rules)].
  3. Salary/pay will include Personal pay, Special pay and Dearness pay but exclude all allowances [vide Rule 12 (23) of Part I of the Kerala Service Rules].
  4. In the remarks column, give reasons for discontinuance of subscription such as Proceeded on leave, Transferred to .....office .....District, quited Service, Died. In this column, write description against every new name such as New Subscriber, came on transfer from .....office .....District or Resumed subscription. If interest is paid on an advance, mention it in this column.
  5. Column 12 to be filled in by the ledger poster in the Accountant General's office.
  6. Separate schedules should be prepared in respect of persons whose accounts are kept by different Accounts Officers.

Head of office

---

Certified that a sum of Rs. .... (Rupees in words) ..... has been deducted in the Establishment/Salary Bill of the Officer.

Cashed on ..... 19 .....

Name of Treasury .....

Treasury Officer

**(For Use in the Audit Office)**

Voucher ..... Date of encashment ..... 19 .....

1. Certified that the name, shown in column 3, amount of individual deductions (both subscription proper and refund of advance) and the amounts shown in column 6, 9 and 11 have been checked with reference to the bill.
2. For schedules attached with March pay bills, certified that the rates of salary/pay as shown in column 4 have been verified.

**Auditor, Department of Audit Section.**

Name of the Accounts Officer who maintains the Accounts (See Note No.6) : Accountant General(A&amp;E),Kerala

Name of the Provident Fund : GPFKERALA

DDO Code : 2005-16A-003

Statement showing deductions on account of subscription towards the GENERAL PROVIDENT FUND (Kerala) SDO Bill

Office of EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Officers noted below during January 2023

						Details of Receipts								
						Subscription Proper		Refund of Advances						
Serial No:	Account No. with guide letters	Ledger Folio Vol. No. and Page No.	Name of the Subscriber	Salary/pay as on 31st March ₹ 2022	Rate of subscription ₹	Amount ₹	Month to which it relates	No. of installment	Amount ₹	Month to which it relates ₹	DA Arrears from .....To..... (Govt. Order No. & Date) ₹	Total Amount (7+10+12) ₹	Head of Account	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1	COLL409137		Johnson K A	87300		7000	February 2023		0	February 2023	0	7000	2202-03-103-99-00-01-01-SDO Bill	
2	EDN256259		Vijayan K	89800		10000	February 2023		0	February 2023	0	10000	2202-03-103-99-00-01-01-SDO Bill	
3	EDN331614		PRAKASHAN K	59400		5000	February 2023		2000	February 2023	0	7000	2202-03-103-99-00-01-01-SDO Bill	
4	EDN407591		BABU C	75200		15000	February 2023		0	February 2023	0	15000	2202-03-103-99-00-01-01-SDO Bill	
5	COLL353117		SOLJI K THOMAS	147900		10000	February 2023		18700	February 2023	0	28700	2202-03-103-99-00-01-01-SDO Bill	
6	EDN344584		ASHRAFF P C	87300		15000	February 2023		0	February 2023	0	15000	2202-03-103-99-00-01-01-SDO Bill	
7	COLL445543		SOJI M SEBASTIAN	89800		10000	February 2023		0	February 2023	0	10000	2202-03-103-99-00-01-01-SDO Bill	
8	EDN172923		SASI C T	92600		12500	February 2023		0	February 2023	0	12500	2202-03-103-99-00-01-01-SDO Bill	
9	COLL483901		GANESAN D A	79900		25000	February 2023		0	February 2023	0	25000	2202-03-103-99-00-01-01-SDO Bill	
10	COLL484560		ISMAYIL P	70900		8000	February 2023		22480	February 2023	0	30480	2202-03-103-99-00-01-01-SDO Bill	
11	COLL485447		TESSYMOL GEORGE	73000		12000	February 2023		20000	February 2023	0	32000	2202-03-103-99-00-01-01-SDO Bill	
12	COLL765711		ARAVINDAN S S	57700		3500	February 2023		0	February 2023	0	3500	2202-03-103-99-00-01-01-SDO Bill	
<b>Page Total</b>						133000			63180		0	196180		
<b>Cummulative Total</b>						133000			63180		0	196180		

Name of the Accounts Officer who maintains the Accounts (See Note No.6) : Accountant General(A&amp;E),Kerala

Name of the Provident Fund : GPFKERALA

DDO Code : 2005-16A-003

Statement showing deductions on account of subscription towards the GENERAL PROVIDENT FUND (Kerala) SDO Bill

Office of EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Officers noted below during January 2023

						Details of Receipts								
						Subscription Proper		Refund of Advances						
Serial No:	Account No. with guide letters	Ledger Folio Vol. No. and Page No.	Name of the Subscriber	Salary/pay as on 31st March ₹ 2022	Rate of subscription ₹	Amount ₹	Month to which it relates	No. of install ment	Amount ₹	Month to which it relates ₹	DA Arrears from .....To..... (Govt. Order No. & Date) ₹	Total Amount (7+10+12) ₹	Head of Account	Rem arks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
13	EDN547684		JAYASREE A	59400		10000	February 2023		6950	February 2023	0	16950	2202-03-103-99-00-01-01-SDO Bill	
14	EDN544490		NITHYA V	64900		5000	February 2023		5700	February 2023	0	10700	2202-03-103-99-00-01-01-SDO Bill	
15	COLL711160		AJESH C R	59400		9000	February 2023		3170	February 2023	0	12170	2202-03-103-99-00-01-01-SDO Bill	
<b>Page Total</b>						24000			15820		0	39820		
<b>Cummulative Total</b>						157000			79000		0	236000		
<b>Grand Total:</b>														
<b>(In figures) Rs.</b>						157000			79000		0	236000		
<b>(In words) Rs.</b>						One Lakh Fifty Seven Thousand			Seventy Nine Thousand			Two Lakh Thirty Six Thousand		



- NB**
1. The account numbers should be arranged in serial order. The guide letters allotted to the Departments viz. G.A. for General Administration, Medl. for Medical etc. should be included.
  2. The entry in column 4 should show the rate of salary/pay drawn in respect of the last day of the preceeding final year [vide rule 11 (2) of the General Provident Fund (Kerala Rules)].
  3. Salary/pay will include Personal pay, Special pay and Dearness pay but exclude all allowances [vide Rule 12 (23) of Part I of the Kerala Service Rules].
  4. In the remarks column, give reasons for discontinuance of subscription such as Proceeded on leave, Transferred to .....office .....District, quited Service, Died. In this column, write description against every new name such as New Subscriber, came on transfer from .....office .....District or Resumed subscription. If interest is paid on an advance, mention it in this column.
  5. Column 12 to be filled in by the ledger poster in the Accountant General's office.
  6. Separate schedules should be prepared in respect of persons whose accounts are kept by different Accounts Officers.

Head of office

---

Certified that a sum of Rs. .... (Rupees in words) ..... has been deducted in the Establishment/Salary Bill of the Officer.

Cashed on ..... 19 .....

Name of Treasury .....

Treasury Officer

**(For Use in the Audit Office)**

Voucher ..... Date of encashment ..... 19 .....

1. Certified that the name, shown in column 3, amount of individual deductions (both subscription proper and refund of advance) and the amounts shown in column 6, 9 and 11 have been checked with reference to the bill.
2. For schedules attached with March pay bills, certified that the rates of salary/pay as shown in column 4 have been verified.

**Auditor, Department of Audit Section.**

Name of the Accounts Officer who maintains the Accounts (See Note No.6) : Accountant General(A&amp;E),Kerala

Name of the Provident Fund : GPFKERALA

DDO Code : 2005-16A-003

Statement showing deductions on account of subscription towards the GENERAL PROVIDENT FUND (Kerala) SDO

Office of EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Officers noted below during January 2023

						Details of Receipts								
						Subscription Proper		Refund of Advances						
Serial No:	Account No. with guide letters	Ledger Folio Vol. No. and Page No.	Name of the Subscriber	Salary/pay as on 31st March ₹ 2022	Rate of subscription ₹	Amount ₹	Month to which it relates	No. of installment	Amount ₹	Month to which it relates ₹	DA Arrears from .....To..... (Govt. Order No. & Date) ₹	Total Amount (7+10+12) ₹	Head of Account	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1	COLL333245		Anilkumar K K	57900		5000	February 2023		11730	February 2023	0	16730	2202-03-103-99-00-01-01-SALARIES	
<b>Page Total</b>						5000			11730		0	16730		
<b>Cummulative Total</b>						5000			11730		0	16730		
<b>Grand Total:</b>														
<b>(In figures) Rs.</b>						5000			11730		0	16730		
<b>(In words) Rs.</b>						Five Thousand			Eleven Thousand Seven Hundred And Thirty			Sixteen Thousand Seven Hundred And Thirty		

- NB**
1. The account numbers should be arranged in serial order. The guide letters allotted to the Departments viz. G.A. for General Administration, Medl. for Medical etc. should be included.
  2. The entry in column 4 should show the rate of salary/pay drawn in respect of the last day of the preceeding final year [vide rule 11 (2) of the General Provident Fund (Kerala Rules)].
  3. Salary/pay will include Personal pay, Special pay and Dearness pay but exclude all allowances [vide Rule 12 (23) of Part I of the Kerala Service Rules].
  4. In the remarks column, give reasons for discontinuance of subscription such as Proceeded on leave, Transferred to .....office .....District, quited Service, Died. In this column, write description against every new name such as New Subscriber, came on transfer from .....office .....District or Resumed subscription. If interest is paid on an advance, mention it in this column.
  5. Column 12 to be filled in by the ledger poster in the Accountant General's office.
  6. Separate schedules should be prepared in respect of persons whose accounts are kept by different Accounts Officers.

Head of office

---

Certified that a sum of Rs. .... (Rupees in words) ..... has been deducted in the Establishment/Salary Bill of the Officer.

Cashed on ..... 19 .....

Name of Treasury .....

Treasury Officer

**(For Use in the Audit Office)**

Voucher ..... Date of encashment ..... 19 .....

1. Certified that the name, shown in column 3, amount of individual deductions (both subscription proper and refund of advance) and the amounts shown in column 6, 9 and 11 have been checked with reference to the bill.
2. For schedules attached with March pay bills, certified that the rates of salary/pay as shown in column 4 have been verified.

**Auditor, Department of Audit Section.**



Name of the Accounts Officer who maintains the Accounts (See Note No.6) : Accountant General(A&amp;E),Kerala

Name of the Provident Fund : GPFKERALA

DDO Code : 2005-16A-003

Statement showing deductions on account of subscription towards the GENERAL PROVIDENT FUND (Kerala) ESTABLISHMENT PAY BILL

Office of EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Officers noted below during January 2023

						Details of Receipts								
						Subscription Proper		Refund of Advances						
Serial No:	Account No. with guide letters	Ledger Folio Vol. No. and Page No.	Name of the Subscriber	Salary/pay as on 31st March ₹ 2022	Rate of subscription ₹	Amount ₹	Month to which it relates	No. of installment	Amount ₹	Month to which it relates ₹	DA Arrears from .....To..... (Govt. Order No. & Date) ₹	Total Amount (7+10+12) ₹	Head of Account	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1	EDN357929		SREEKUMAR K V (Education)	40300		5000	February 2023		0	February 2023	0	5000	2202-03-103-99-00-01-01-Salaries	
2	GAC310909		Chandy P V	44500		20000	February 2023		0	February 2023	0	20000	2202-03-103-99-00-01-01-Salaries	
3	COLL312125		Biju Thomas K	43400		16000	February 2023		6000	February 2023	0	22000	2202-03-103-99-00-01-01-Salaries	
4	COLL317302		Anwar Sadiq P	32900		5000	February 2023		0	February 2023	0	5000	2202-03-103-99-00-01-01-Salaries	
5	COLL379616		Geetha T	50200		13000	February 2023		0	February 2023	0	13000	2202-03-103-99-00-01-01-Salaries	
6	COLL417756		Sabastian K J	31100		2000	February 2023		0	February 2023	0	2000	2202-03-103-99-00-01-01-Salaries	
7	LR508302		ABDUL RASHEED C H	33800		3500	February 2023		3600	February 2023	0	7100	2202-03-103-99-00-01-01-Salaries	
8	COLL494475		BABU P	32000		2000	February 2023		4820	February 2023	0	6820	2202-03-103-99-00-01-01-Salaries	
9	COLL706455		ARAVINDAN P	24400		1500	February 2023		0	February 2023	0	1500	2202-03-103-99-00-01-01-Salaries	
10	COLL555617		RAGINI P K	25800		15000	February 2023		0	February 2023	0	15000	2202-03-103-99-00-01-01-Salaries	
11	COLL702844		JOBIN JACOB	25100		1550	February 2023		1010	February 2023	0	2560	2202-03-103-99-00-01-01-Salaries	
12	COLL735020		SANIL P	23700		3000	February 2023		700	February 2023	0	3700	2202-03-103-99-00-01-01-Salaries	
<b>Page Total</b>						87550			16130		0	103680		
<b>Cummulative Total</b>						87550			16130		0	103680		

Name of the Accounts Officer who maintains the Accounts (See Note No.6) : Accountant General(A&amp;E),Kerala

Name of the Provident Fund : GPFKERALA

DDO Code : 2005-16A-003

Statement showing deductions on account of subscription towards the GENERAL PROVIDENT FUND (Kerala) ESTABLISHMENT PAY BILL

Office of EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Officers noted below during January 2023

						Details of Receipts								
						Subscription Proper		Refund of Advances						
Serial No:	Account No. with guide letters	Ledger Folio Vol. No. and Page No.	Name of the Subscriber	Salary/pay as on 31st March ₹ 2022	Rate of subscription ₹	Amount ₹	Month to which it relates	No. of installment	Amount ₹	Month to which it relates ₹	DA Arrears from .....To..... (Govt. Order No. & Date) ₹	Total Amount (7+10+12) ₹	Head of Account	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
13	COLL741324		SUDHEESH T	23000		2500	February 2023		0	February 2023	0	2500	2202-03-103-99-00-01-01-Salaries	
14	COLL765708		FALGUNAN T V	23000		1500	February 2023		0	February 2023	0	1500	2202-03-103-99-00-01-01-Salaries	
<b>Page Total</b>						4000			0		0	4000		
<b>Cummulative Total</b>						91550			16130		0	107680		
<b>Grand Total:</b>														
<b>(In figures) Rs.</b>						91550			16130		0	107680		
<b>(In words) Rs.</b>						Ninety One Thousand Five Hundred And Fifty			Sixteen Thousand One Hundred And Thirty			One Lakh Seven Thousand Six Hundred And Eighty		

- NB**
1. The account numbers should be arranged in serial order. The guide letters allotted to the Departments viz. G.A. for General Administration, Medl. for Medical etc. should be included.
  2. The entry in column 4 should show the rate of salary/pay drawn in respect of the last day of the preceeding final year [vide rule 11 (2) of the General Provident Fund (Kerala Rules)].
  3. Salary/pay will include Personal pay, Special pay and Dearness pay but exclude all allowances [vide Rule 12 (23) of Part I of the Kerala Service Rules].
  4. In the remarks column, give reasons for discontinuance of subscription such as Proceeded on leave, Transferred to .....office .....District, quited Service, Died. In this column, write description against every new name such as New Subscriber, came on transfer from .....office .....District or Resumed subscription. If interest is paid on an advance, mention it in this column.
  5. Column 12 to be filled in by the ledger poster in the Accountant General's office.
  6. Separate schedules should be prepared in respect of persons whose accounts are kept by different Accounts Officers.

Head of office

---

Certified that a sum of Rs. .... (Rupees in words) ..... has been deducted in the Establishment/Salary Bill of the Officer.

Cashed on ..... 19 .....

Name of Treasury .....

Treasury Officer

**(For Use in the Audit Office)**

Voucher ..... Date of encashment ..... 19 .....

1. Certified that the name, shown in column 3, amount of individual deductions (both subscription proper and refund of advance) and the amounts shown in column 6, 9 and 11 have been checked with reference to the bill.
2. For schedules attached with March pay bills, certified that the rates of salary/pay as shown in column 4 have been verified.

**Auditor, Department of Audit Section.**

Name of the Accounts Officer who maintains the Accounts (See Note No.6) : Accountant General(A&amp;E),Kerala

Name of the Provident Fund : GPFKERALA

DDO Code : 2005-16A-003

Statement showing deductions on account of subscription towards the GENERAL PROVIDENT FUND (Kerala) ESTABLISHMENT PAY BILL

Office of EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Officers noted below during January 2023

						Details of Receipts								
						Subscription Proper		Refund of Advances						
Serial No:	Account No. with guide letters	Ledger Folio Vol. No. and Page No.	Name of the Subscriber	Salary/pay as on 31st March ₹ 2022	Rate of subscription ₹	Amount ₹	Month to which it relates	No. of installment	Amount ₹	Month to which it relates ₹	DA Arrears from .....To..... (Govt. Order No. & Date) ₹	Total Amount (7+10+12) ₹	Head of Account	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1	COLL543976		JISON P C	26500		1550	February 2023		1500	February 2023	0	3050	2202-03-103-99-00-01-01-Salaries	
<b>Page Total</b>						1550			1500		0	3050		
<b>Cummulative Total</b>						1550			1500		0	3050		
<b>Grand Total:</b>														
<b>(In figures) Rs.</b>						1550			1500		0	3050		
<b>(In words) Rs.</b>						One Thousand Five Hundred And Fifty			One Thousand Five Hundred			Three Thousand Fifty		

- NB**
1. The account numbers should be arranged in serial order. The guide letters allotted to the Departments viz. G.A. for General Administration, Medl. for Medical etc. should be included.
  2. The entry in column 4 should show the rate of salary/pay drawn in respect of the last day of the preceeding final year [vide rule 11 (2) of the General Provident Fund (Kerala Rules)].
  3. Salary/pay will include Personal pay, Special pay and Dearness pay but exclude all allowances [vide Rule 12 (23) of Part I of the Kerala Service Rules].
  4. In the remarks column, give reasons for discontinuance of subscription such as Proceeded on leave, Transferred to .....office .....District, quited Service, Died. In this column, write description against every new name such as New Subscriber, came on transfer from .....office .....District or Resumed subscription. If interest is paid on an advance, mention it in this column.
  5. Column 12 to be filled in by the ledger poster in the Accountant General's office.
  6. Separate schedules should be prepared in respect of persons whose accounts are kept by different Accounts Officers.

Head of office

---

Certified that a sum of Rs. .... (Rupees in words) ..... has been deducted in the Establishment/Salary Bill of the Officer.

Cashed on ..... 19 .....

Name of Treasury .....

Treasury Officer

**(For Use in the Audit Office)**

Voucher ..... Date of encashment ..... 19 .....

1. Certified that the name, shown in column 3, amount of individual deductions (both subscription proper and refund of advance) and the amounts shown in column 6, 9 and 11 have been checked with reference to the bill.
2. For schedules attached with March pay bills, certified that the rates of salary/pay as shown in column 4 have been verified.

**Auditor, Department of Audit Section.**

**FORM B**

**KERALA STATE INSURANCE DEPARTMENT**

**Statement showing deduction towards Group Insurance Scheme**

**for the month of January 2023**

DDO Code : 2005-16A-003

Salary Head : 2202-03-103-99-00-01-01 Salaries

Name of Office : EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Demand Draft/Cheque/Challan) : .....

Details of Demand Draft/Cheque/Challan : .....

<b>SL. No.</b>	<b>PEN</b>	<b>Name</b>	<b>Account No.</b>	<b>Amount</b>	<b>Remarks</b>
1	455700	SANTHOSH E K	120140900552	1000	
<b>Grand Total</b>				<b>1000</b>	

**(Rupees One Thousand only)**

Place : Elerithattu PO, Nileshwar Via,

(Office Seal)

Kasaragod District

Date : 02/02/2023

Name & Signature  
of Drawing & Disbursing Officer

**FORM B****KERALA STATE INSURANCE DEPARTMENT****Statement showing deduction towards Group Insurance Scheme****for the month of January 2023**

DDO Code : 2005-16A-003

Salary Head : 2202-03-103-99-00-01-01 SDO Bill

Name of Office : EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Demand Draft/Cheque/Challan) : .....

Details of Demand Draft/Cheque/Challan : .....

SL. No.	PEN	Name	Account No.	Amount	Remarks
1	877704	AJESH C R		1000	
2	767992	ARAVINDAN S S	120031600279	1000	
3	607200	ASHRAFF P C	120130401634	1500	
4	482709	BABU C	120140900115	1000	
5	673560	GANESAN D A	120131300349	1500	
6	716096	ISMAYIL P	120141401246	1500	
7	807624	JAYASREE A	120141700711	1500	
8	439307	Johnson K A	120130900204	1000	
9	808036	NITHYA V	120141700840	1000	
10	456732	PRAKASHAN K	120140500816	1000	
11	664704	SASI C T	KNR30399	1000	
12	646331	SOJI M SEBASTIAN	120131402234	1500	
13	599808	SOLJI K THOMAS	07080656	1500	
14	717933	TESSYMOL GEORGE	120141401012	1000	
15	439562	Vijayan K	120130000095	1000	
<b>Grand Total</b>				<b>18000</b>	

**(Rupees Eighteen Thousand only)**

Place : Elerithattu PO, Nileseshwar Via,

(Office Seal)

Kasaragod District

Date : 01/02/2023

Name & Signature  
of Drawing & Disbursing Officer

**FORM B**

**KERALA STATE INSURANCE DEPARTMENT**

**Statement showing deduction towards Group Insurance Scheme**

**for the month of January 2023**

DDO Code : 2005-16A-003

Salary Head : 2202-03-103-99-00-01-01 SALARIES

Name of Office : EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Demand Draft/Cheque/Challan) : .....

Details of Demand Draft/Cheque/Challan : .....

<b>SL. No.</b>	<b>PEN</b>	<b>Name</b>	<b>Account No.</b>	<b>Amount</b>	<b>Remarks</b>
1	378350	Anilkumar K K	120090600776	800	
<b>Grand Total</b>				<b>800</b>	

**(Rupees Eight Hundred only)**

Place : Elerithattu PO, Nileshwar Via,

(Office Seal)

Kasaragod District

Date : 01/02/2023

Name & Signature  
of Drawing & Disbursing Officer



**FORM B****KERALA STATE INSURANCE DEPARTMENT****Statement showing deduction towards Group Insurance Scheme****for the month of November 2022**

DDO Code : 2005-16A-003

Salary Head : 2202-03-103-99-00-01-01 Salaries

Name of Office : EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Demand Draft/Cheque/Challan) : .....

Details of Demand Draft/Cheque/Challan : .....

SL. No.	PEN	Name	Account No.	Amount	Remarks
1	766982	ARAVINDAN P	120141903009	400	
2	383458	Biju Thomas K	120140400220	800	
3	329736	Chandy P V	120010400599	800	
4	933411	Falgunan T V	00000	400	
5	844509	JOBIN JACOB	120141801852	400	
6	902053	SANIL P	120142105693	400	
7	906980	SUDHEESH T	000000000000	400	
8	429522	Sabastian K J	KSGD 14102703	800	
9	257753	SREEKUMAR K V	120140700338	800	
10	383503	Anwar Sadiq P	120100502059	800	
<b>Grand Total</b>				<b>6000</b>	

**(Rupees Six Thousand only)**Place : Elerithattu PO, Nileseshwar Via,  
Kasaragod District  
Date : 02/12/2022

(Office Seal)

Name & Signature  
of Drawing & Disbursing Officer

**FORM B**

**KERALA STATE INSURANCE DEPARTMENT**

**Statement showing deduction towards Group Insurance Scheme**

**for the month of January 2023**

DDO Code : 2005-16A-003

Salary Head : 2202-03-103-99-00-01-01 Salaries

Name of Office : EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Demand Draft/Cheque/Challan) : .....

Details of Demand Draft/Cheque/Challan : .....

<b>SL. No.</b>	<b>PEN</b>	<b>Name</b>	<b>Account No.</b>	<b>Amount</b>	<b>Remarks</b>
1	793624	JISON P C	120141700356	400	
<b>Grand Total</b>				<b>400</b>	

**(Rupees Four Hundred only)**

Place : Elerithattu PO, Nileshwar Via,

(Office Seal)

Kasaragod District

Date : 15/02/2023

Name & Signature  
of Drawing & Disbursing Officer

## FORM B

**KERALA STATE INSURANCE DEPARTMENT**

Statement showing deductions towards State Life Insurance Policies  
for the month of January 2023

DDO/SDO Code : 2005-16A-003

Salary Head : 2202-03-103-99-00-01-01

Name of Office : EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Demand Draft/Challan) : .....

Details of Demand Draft/Challan : .....

SL No	PEN	Name	Policy No.	Premium	Loan		Total	Remarks
					Amount	Instal. No.		
1	793624	JISON P C	110141707591	1000			1000	
<b>Total</b>				<b>1000</b>			<b>1000</b>	

(Rupees One Thousand only)

Place : Elerithattu PO, Nileshwar Via, Kasaragod (Office Seal)  
District

Signature :

Date : 15/02/2023

Name &amp; Address

of DDO/SDO : SOLJI K THOMAS,  
Associate Professor (AGP 9000),  
EK NAYANAR MEMORIAL GOVT.COLLEGE,  
ELERITHATTU,  
Elerithattu PO, Nileshwar Via, Kasaragod District

## FORM B

**KERALA STATE INSURANCE DEPARTMENT**

Statement showing deductions towards State Life Insurance Policies  
for the month of January 2023

DDO/SDO Code : 2005-16A-003

Salary Head : 2202-03-103-99-00-01-01

Name of Office : EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Demand Draft/Challan) : .....

Details of Demand Draft/Challan : .....

SL No	PEN	Name	Policy No.	Premium	Loan		Total	Remarks
					Amount	Instal. No.		
1	455700	SANTHOSH E K	110141706726	300			300	
			110142116561	200			200	
			240965389	200			200	
<b>Total</b>				<b>700</b>			<b>700</b>	

(Rupees Seven Hundred only)

Place : Elerithattu PO, Nileshwar Via, Kasaragod (Office Seal)  
District

Signature :

Date : 02/02/2023

Name &amp; Address

of DDO/SDO :

SOLJI K THOMAS,  
Associate Professor (AGP 9000),  
EK NAYANAR MEMORIAL GOVT.COLLEGE,  
ELERITHATTU,  
Elerithattu PO, Nileshwar Via, Kasaragod District

## FORM B

## KERALA STATE INSURANCE DEPARTMENT

Statement showing deductions towards State Life Insurance Policies  
for the month of January 2023

DDO/SDO Code : 2005-16A-003

Salary Head : 2202-03-103-99-00-01-01

Name of Office : EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Demand Draft/Challan) : .....

Details of Demand Draft/Challan : .....

SL No	PEN	Name	Policy No.	Premium	Loan		Total	Remarks
					Amount	Instal. No.		
1	439307	Johnson K A	101065431	1000			1000	
			110142223716	1500			1500	
2	439562	Vijayan K	110142222943	1500			1500	
			240161609	150			150	
			240640462	350			350	
3	456732	PRAKASHAN K	110142222943	1000			1000	
			240565845	150			150	
			240767151	150			150	
			241267633	500			500	
4	482709	BABU C	110142222938	1000			1000	
			241065017	300			300	
			241269253	1000			1000	
5	599808	SOLJI K THOMAS	100730129	300			300	
			101227285	1700			1700	
6	607200	ASHRAFF P C	101035729	500			500	
			10113043412	250			250	
7	646331	SOJI M SEBASTIAN	101131100038	500			500	
			110142223208	2000			2000	
8	664704	SASI C T	240637026	100			100	
			240767628	100			100	
			840062168	150			150	
9	673560	GANESAN D A	101130100166	1000			1000	
			110142222940	1500			1500	
10	716096	ISMAYIL P	110141400892	1000			1000	
			110142221504	500			500	
11	717933	TESSYMOL GEORGE	110141400850	1000			1000	
			110142222944	1000			1000	
12	767992	ARAVINDAN S S	110031708366	1000			1000	
13	807624	JAYASREE A	110141708056	1000			1000	
			110142221501	1000			1000	
14	808036	NITHYA V	110141708074	1000			1000	
			110142222945	1000			1000	
15	877704	AJESH C R	110112025348	1000			1000	
			110142222947	1000			1000	
<b>Total</b>				<b>27200</b>			<b>27200</b>	

(Rupees Twenty Seven Thousand Two Hundred only)

Place : Elerithattu PO, Nileshwar Via, Kasaragod (Office Seal)

Signature :

District

Date : 01/02/2023

Name &amp; Address

of DDO/SDO : SOLJI K THOMAS,

Associate Professor(AGP 9000),  
EK NAYANAR MEMORIAL GOVT.COLLEGE,  
ELERITHATTU,  
Elerithattu PO, Nileshtar Via, Kasaragod District

## FORM B

**KERALA STATE INSURANCE DEPARTMENT**

Statement showing deductions towards State Life Insurance Policies  
for the month of January 2023

DDO/SDO Code : 2005-16A-003

Salary Head : 2202-03-103-99-00-01-01

Name of Office : EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Demand Draft/Challan) : .....

Details of Demand Draft/Challan : .....

SL No	PEN	Name	Policy No.	Premium	Loan		Total	Remarks
					Amount	Instal. No.		
1	378350	Anilkumar K K	100640346	150			150	
			100940321	50			50	
			110041607774	500			500	
			KSID-LI-101208525	300			300	
<b>Total</b>				<b>1000</b>			<b>1000</b>	

(Rupees One Thousand only)

Place : Elerithattu PO, Nileshwar Via, Kasaragod (Office Seal)

Signature :

District

Date : 01/02/2023

Name &amp; Address

of DDO/SDO :

SOLJI K THOMAS,  
Associate Professor (AGP 9000),  
EK NAYANAR MEMORIAL GOVT.COLLEGE,  
ELERITHATTU,  
Elerithattu PO, Nileshwar Via, Kasaragod District

## FORM B

**KERALA STATE INSURANCE DEPARTMENT**

Statement showing deductions towards State Life Insurance Policies  
for the month of November 2022

DDO/SDO Code : 2005-16A-003

Salary Head : 2202-03-103-99-00-01-01

Name of Office : EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Demand Draft/Challan) : .....

Details of Demand Draft/Challan : .....

SL No	PEN	Name	Policy No.	Premium	Loan		Total	Remarks
					Amount	Instal. No.		
1	257753	SREEKUMAR K V	110012165996	500			500	
			240768942	150	1065	21/36	1215	
			241268760	200	700	21/36	900	
2	329736	Chandy P V	281268691	200			200	
			720500165	150			150	
3	383458	Biju Thomas K	100466002	200			200	
			1012102011	300			300	
			110142222937	500			500	
4	383503	Anwar Sadiq P	110141707046	500			500	
			KSID/LI/100645166	150			150	
5	429522	Sabastian K J	240625522	200			200	
6	766982	ARAVINDAN P	110141911188	500			500	
7	844509	JOBIN JACOB	110141909803	500			500	
8	902053	SANIL P	110142114164	1000			1000	
9	906980	SUDHEESH T	110142114586	600			600	
<b>Total</b>				<b>5650</b>	<b>1765</b>		<b>7415</b>	

(Rupees Seven Thousand Four Hundred And Fifteen only)

Place : Elerithattu PO, Nileshwar Via, Kasaragod (Office Seal)  
District

Signature :

Date : 02/12/2022

Name &amp; Address

of DDO/SDO : SOLJI K THOMAS,  
Associate Professor (AGP 9000),  
EK NAYANAR MEMORIAL GOVT.COLLEGE,  
ELERITHATTU,  
Elerithattu PO, Nileshwar Via, Kasaragod District





## GOVERNMENT OF KERALA

Finance Department- Medical Insurance Scheme for State Government Employees and Pensioners – MEDISEP – Various payment modalities for premium deductions – Accounting Procedures - Orders issued.

### FINANCE (HEALTH INSURANCE) DEPARTMENT

G.O.(P) No.71/2022/Fin

Dated, Thiruvananthapuram 24.06.2022

- Read :- (1) G.O.(P) No.54/2017/Fin Dated 24/04/2017.  
(2) G.O.(Rt) No.1480/2019/Fin Dated 26/02/2019.  
(3) G.O.(P) No.01/2022/Fin Dated 01/01/2022.  
(4) G.O.(Rt) No.936/2022/Fin Dated 10/02/2022.  
(5) G.O.(P) No.70/2022/Fin Dated 23/06/2022

### ORDER

In the Government Order read 1<sup>st</sup> above, sanction has been accorded for the implementation of Medical Insurance Scheme for State Government Employees, Pensioners / Family Pensioners and their eligible family members as per the recommendation of the Tenth Pay Revision Commission. Later the Government decided to extend the Scheme to employees and pensioners of Universities which receive Grant-in-Aid from State Government and Local Self Government Institutions and directly recruited personal staff of Chief Minister, Ministers, Leader of Opposition, Chief Whip, Speaker, Deputy Speaker, Chairmen of Financial Committees and Personal staff pensioners and Family pensioners with a provision to avail cashless medical assistance through an insurance company selected by competitive bidding process. Vide GO read 3<sup>rd</sup> above, sanction has been accorded for the implementation of Medical Insurance Scheme for State Government Employees and Pensioners (MEDISEP) through Oriental Insurance Company Ltd. (OICL), and ordered therein that orders regarding effective date of premium deduction and modalities of remittance to State Government Account will be issued separately.

Government after examining the matter in detail are pleased to order that :

- The Medical Insurance Scheme for State Government Employees and Pensioners (MEDISEP) shall be operational with effect from 01/07/2022.
- The dedicated website of the scheme is [www.medisep.kerala.gov.in](http://www.medisep.kerala.gov.in) .
- The employees and pensioners under the purview of the scheme may download their MEDISEP ID cards by visiting [www.medisep.kerala.gov.in](http://www.medisep.kerala.gov.in) .
- Finance Department, being the administrator of the scheme will remit the annual premium in advance to the Oriental Insurance Company Ltd. on quarterly basis (as per the terms and conditions stipulated in the agreement between the Insurer and the State Government for implementing the scheme) by debiting the expenditure under the Head of Account '7610-00-800-89 Interest free advance payment to the Insurance Company towards the implementation of MEDISEP'.
- The annual premium thus remitted for the scheme shall be deducted @ Rs.500 per month from the salary of the employees starting from the month of June 2022 and from the gross monthly entitlement of pensioners due for the month of July 2022.
- All Drawing & Disbursing Officers and Treasury Officers should make necessary arrangements to deduct the monthly premium @ Rs. 500 from the salary of employees and monthly entitlement of pensioners and to remit the same to the following heads of account opened vide GO read 2<sup>nd</sup> and 4<sup>th</sup> above.

MH - 8658 Suspense Accounts	
MIH – 102 Suspense Accounts (Civil)	
SH - 87 Medical Insurance Fund for State Employees and Pensioners.	
SSH- (01)	Contribution from Government Servants, Employees and teachers of Aided Institutions, directly recruited personal staff for Ministers etc.
SSH - (02)	Contribution from State Service Pensioners, including Family Pensioners, Ex-gratia Pensioners,

	Part time contingent pensioners and pensioners of aided Institutions, Personal Staff Pensioners etc.
--	--

- The details of monthly premium remittance of employees and pensioners should be shared with [www.medisep.kerala.gov.in](http://www.medisep.kerala.gov.in) online by the Treasury Department.
- **All Drawing & Disbursing Officers** should make necessary arrangements to deduct the monthly premium @ Rs. 500 from the salary of employees of All India Service Officers (optional) and monthly entitlement of All India Service Pensioners, if they exhibit willingness and to remit the same to the following heads of account.
  - (a) **8658-00-102-87-(03) (Contribution from All India Service Officers)**
  - (b) **8658-00-102-87-(04) (Contribution from All India Service Pensioners)**
- **All Drawing & Disbursing Officers of the Universities** should make necessary arrangements to deduct the monthly premium @ Rs. 500 from the salary of employees and monthly entitlement of pensioners and to remit the same to the following heads of account.
  - (a) **8658-00-102-87-(05) (Contribution from University Employees)**
  - (b) **8658-00-102-87-(06) (Contribution from University Pensioners)**
- Appropriate facility will be provided for verification of premium payment in the MEDISEP portal and the respective DDOs/Nodal Officers should ensure verification of the same before 25th of every month including the premium remittance details from the employees on deputation to other institutions.
- **All Drawing & Disbursing Officers of Local Self Government Institutions** should make necessary arrangements to deduct the monthly premium @ Rs. 500 from the salary of employees and monthly entitlement of pensioners except Panchayaths and to remit the same to the following heads of account.

(a) **8658-00-102-87-(07) (Contribution from Local Self Government Institution Employees)**

(b) **8658-00-102-87-(08) (Contribution from Local Self Government Institution Pensioners)**

- The details of monthly premium remittance of employees and pensioners should be shared with [www.medisep.kerala.gov.in](http://www.medisep.kerala.gov.in) online from the Salary/ Pension processing software by the LSG Department.
- The monthly premium remittance of pensioners of Local Self Government Institutions (where pension is given from funds of respective LSGs) should be verified by the disbursing officer through the check box provided for premium verification in the MEDISEP website, before 25th of every month.
- **In the case of Government Employees on Deputation** under various PSUs/ Autonomous Bodies/Boards/Corporations etc, the DDOs concerned should deduct the monthly premium @ Rs.500 and remit the same to the Head of Account "**8658-00-102-87-(01) "Contribution from Government Servants and Employees and Teachers of Aided Institutions"** by way of treasury chalan or through the e-payment gateway provided in the MEDISEP website/e-treasury and the remittance details should be at once forwarded to the DDO of parent department to which the employee belongs and where his MEDISEP data kept, before 20th of every month. The DDOs of parent department of such employees should ensure that monthly premium of those employees is being remitted to the respective heads of account before verification of the Premium Verification Check box in the MEDISEP website and verification should be done accordingly.
- State Government employees retired under **National Pension Scheme** who have enrolled under the scheme should remit the three years premium in advance to the following Head of Account **8658-00-102-87-(09) (Contribution from NPS Pensioners)** before 25/06/2022 and should furnish the remittance details to the Finance (Health Insurance) Department during the next day itself.

- In the case of employees covered under **National Pension Scheme (NPS)** and who retires after the commencement of the scheme, the DDO should deduct the outstanding premium for the entire policy period as on date of retirement in lump from the last month's salary.
- In circumstances where monthly salary of the employees have to be processed in parts, the monthly premium of MEDISEP should be deducted from the first part of the salary itself and should be remitted to the respective Head of Account.
- **Newly appointed employees** who joined service during the policy period of three years shall join the scheme by remitting the premium from the month of joining and can avail Rupees One Lakh Fifty Thousand per annum as Basic Sum Insured. Newly joined employees may get enrolled either by paying full year premium for that year and avail the benefit package in total or join the scheme in subsequent year. If they join from second year, the Block Period Sum Insured (SI) available would be only **Six Lakh and so on**.
- Those who avail LWA under Appendix XII A, XII B and XII C part I KSR shall not have the eligibility to join/continue in the scheme during the policy period.
- If an employee opts out in between the policy period (LWA/resignation after commencement of the scheme), Eligibility criteria would be as under: (a) if no claims are made during service period, no impact is on premium collection. (b) if claims were made only up to the Basic Sum Insured and up to Block Period Sum Insured, then full year(s) premium is to be paid. (c) If the employee had availed additional benefit package of catastrophic illness, he has to remit the entire premium for the entire policy period of 3 years. The premium as above should be remitted by the employee to the respective Head of Account by way of treasury chalan or through the e-payment gateway provided in the MEDISEP website/e-treasury. The DDO concerned should strictly ensure that such premium of those employees is being remitted to the respective heads of account and verification in the check box provided in the MEDISEP website should be done accordingly.
- Those who avail Leave Without Allowance (after commencement of the scheme) for a short spell not exceeding the period of one year during the policy period shall

have the option to remit the premium (to the respective Head of Account through treasury chalan or through the e-payment gateway provided in the MEDISEP website) in advance prior to entering into the leave. In the case of non remittance of premium in advance, the DDO concerned shall ensure to deduct the entire arrear premium in lump from the first salary drawn after rejoining duty based on the deduction effected from the Last Pay Certificate (LPC). The DDO concerned should strictly watch compliance of the same.

- Employees joining back from leave without pay may get enrolled for current year, by paying the full year premium. If they join from 2nd year or 3rd year, the Block Period Sum Insured (SI) would only be available corresponding to the number of years full premium is paid (e.g. if an employee pays only 2 years full premium, Block Period Sum Insured of Rs.6 Lakh only would be available, similarly for one year premium, Sum Insured available would be Rs. 3 Lakh).
- Those who defaults any single premium amount for the entire policy period of 3 years will not be eligible for availing the Additional Benefit Package for Catastrophic illness.
- If an employee is under suspension, the premium during the period shall be deducted from the subsistence allowance admissible. The DDO concerned shall make arrangements for the deduction.
- If an employee is dismissed or terminated from service as a part of major penalty, he/she shall cease to be the beneficiary of the scheme with effect from the date of order of such dismissal/termination. Any outstanding premium amount deducted from the salary of that employee be refunded, if he/she has not claimed any of the benefits under the scheme.
- If an employee retires/ superannuates during the policy period, the membership of his/her policy shall sustain and remittance towards the premium payment will be deducted from his/her entitlement as a pensioner.
- If the remittance details of Medisep premium is included in the LPC of the retiring employee, the arrear if any, should be deducted in lump from his first pension by the

treasury concerned.

- The Medisep premium of those employees who retire prior to 01/07/2022, and haven't yet received their pension, shall be remitted by the Govt. in advance and the same shall be deducted in lump from their first pension by the treasury concerned.
- It is the duty of every employee/pensioner to ensure that the monthly premium is remitted promptly, the failure of which may lead to denial of benefits under the scheme.

**(BY ORDER OF THE GOVERNOR)**

**RAJESH KUMAR SINGH IAS**

**ADDITIONAL CHIEF SECRETARY (FINANCE)**

To

The Principal Accountant General (G &SSA/A&E), Kerala, Thiruvananthapuram.

The Accountant General ( E & RSA), Kerala, Thiruvananthapuram

All heads of Department and Officers/All Departments (all Sections) of the Secretariat.

All Secretaries/Additional Secretaries/Joint Secretaries/

Deputy Secretaries/Under Secretaries to Government.

The Secretary to Governor

The Advocate General , Kerala

The Registrar, Kerala High court.

The Secretary, Kerala Public Service Commission.

Registrar of all Universities.

The NORKA Department.

The Private Secretary to Chief Ministers and Other Ministers.

The Private Secretary to Hon'ble Speaker

The Private Secretaries to the leader of Opposition, Government Chief Whip

The Director of Public Relations, Thiruvananthapuram.

The Additional Secretary to Chief Secretary.

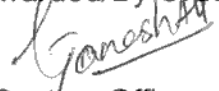
The Director of Treasuries, Thiruvananthapuram.

The District Treasuries /Sub Treasuries.

Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)

Stock file/Office Copy

Forwarded/By Order



Section Officer





## MONTH WISE REPORT

Year: **2022** Month: **November**

Sl No.	ID/PEN/PP O NO	MEDISEP ID	Name	Premium	Type	Treasury	Stapana	E-Challan	Category
1	257753	1819557	SREEKUMAR K V	Yes	Employee	500.00		08/12/2022	Live
2	766982	1944975	ARAVINDAN P	Yes	Employee	500.00		08/12/2022	Live
3	329736	1959891	Chandy P V	Yes	Employee	500.00		08/12/2022	Live
4	378350	1960055	Anilkumar K K	Yes	Employee	500.00		08/12/2022	Live
5	380991	1960362	Praveen P	Yes	Employee	500.00		30/11/2022	Live
6	383503	1960467	Anwar Sadiq P	Yes	Employee	500.00		08/12/2022	Live
7	383689	1960583	Babu V Kuruvadan	No	Prepensioner				Retired/ Blocked to
8	429522	1961047	Sabastian K J	Yes	Employee	500.00		08/12/2022	Live
9	439307	1961419	Johnson K A	Yes	Employee	500.00		08/12/2022	Live
10	439562	1961429	Vijayan K	Yes	Employee	500.00		08/12/2022	Live
11	441720	1961454	Narayanan P Puthiyilleth	Yes	Employee	500.00		30/11/2022	Live
12	482709	1966146	BABU C	Yes	Employee	500.00		08/12/2022	Live
13	607200	1967305	ASHRAFF P C	Yes	Employee	500.00		08/12/2022	Live
14	626455	1967575	Mathews Plamoottil	Yes	Employee	500.00		26/11/2022	Live
15	664704	1967952	SASI C T	Yes	Employee	500.00		08/12/2022	Live
16	673560	1968171	GANESAN D A	Yes	Employee	500.00		08/12/2022	Live

SI No.	ID/PEN/PP O NO	MEDISEP ID	Name	Premium	Type	Treasury	Stapana	E-Challan	Category
17	716270	1970580	ABDUL RASHEED C H	Yes	Employee	500.00		08/12/2022	Live
18	717933	1970681	TESSYMOL GEORGE	Yes	Employee	500.00		08/12/2022	Live
19	757147	1972393	Smitha P	Yes	Employee	500.00		08/12/2022	Live
20	772352	1972905	SARUN A V	No	Employee				Retired/ Blocked to
21	793624	1973258	JISON P C	Yes	Employee	500.00		08/12/2022	Live
22	827319	1973838	RAGINI P K	Yes	Employee	500.00		08/12/2022	Live
23	600113	1980291	TOBY JOSEPH MATHEW K K	Yes	Employee	500.00		30/11/2022	Live
24	646331	2052333	SOJI M SEBASTIAN	Yes	Employee	500.00		08/12/2022	Live
25	730992	2052389	BABU P	Yes	Employee	500.00		08/12/2022	Live
26	807624	2052453	JAYASREE A	Yes	Employee	500.00		08/12/2022	Live
27	808036	2052455	NITHYA V	Yes	Employee	500.00		08/12/2022	Live
28	844509	2052603	JOBIN JACOB	Yes	Employee	500.00		08/12/2022	Live
29	456732	2230699	PRAKASHAN K	Yes	Employee	500.00		08/12/2022	Live
30	390420	2308688	Murali M	Yes	Employee	500.00		08/12/2022	Live
31	906980	2345630	SUDHEESH T	Yes	Employee	500.00		08/12/2022	Live
32	877704	2361289	AJESH C R	Yes	Employee	500.00		08/12/2022	Live
33	933411	2363333	FALGUNAN T V	Yes	Employee	500.00		08/12/2022	Live
34	902053	2369141	SANIL P	Yes	Employee	500.00		08/12/2022	Live
35	PNTH9236 63	2371652	ANITHAKUMARI T V	No	Employee				Live
36	922651	2419741	SHIJI K P	Yes	Employee	500.00		08/12/2022	Live

Live

Paid Count	Paid Amount	UnPaid Count	UnPaid Amount	Individual Paid	Individual Amount
<b>33</b>	<b>16500</b>	<b>1</b>	<b>500</b>	<b>0</b>	<b>0</b>

Deputation(in spark)

Paid Count	Paid Amount	UnPaid Count	UnPaid Amount	Individual Paid	Individual Amount
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Deputation(non spark)

Paid Count	Paid Amount	UnPaid Count	UnPaid Amount	Individual Paid	Individual Amount
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

LWA(in scheme)

Paid Count	Paid Amount	UnPaid Count	UnPaid Amount	Individual Paid	Individual Amount
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Retired/Blocked to convert as pensioner

Paid Count	Paid Amount	UnPaid Count	UnPaid Amount	Individual Paid	Individual Amount
<b>0</b>	<b>0</b>	<b>2</b>	<b>1000</b>	<b>0</b>	<b>0</b>

Expired(With FP)

Paid Count	Paid Amount	UnPaid Count	UnPaid Amount	Individual Paid	Individual Amount
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

All India Service

Paid Count	Paid Amount	UnPaid Count	UnPaid Amount	Individual Paid	Individual Amount
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## MONTH WISE REPORT

Year: **2022** Month: **November**

SI No.	ID/PEN/PP O NO	MEDISEP ID	Name	Premium	Type	Treasury	Stapana	E-Challan	Category
1	257753	1819557	SREEKUMAR K V	Yes	Employee	500.00		08/12/2022	Live
2	766982	1944975	ARAVINDAN P	Yes	Employee	500.00		08/12/2022	Live
3	329736	1959891	Chandy P V	Yes	Employee	500.00		08/12/2022	Live
4	378350	1960055	Anilkumar K K	Yes	Employee	500.00		08/12/2022	Live
5	380991	1960362	Praveen P	Yes	Employee	500.00		30/11/2022	Live
6	383503	1960467	Anwar Sadiq P	Yes	Employee	500.00		08/12/2022	Live
7	383689	1960583	Babu V Kuruvadan	No	Prepensioner				Retired/ Blocked to
8	429522	1961047	Sabastian K J	Yes	Employee	500.00		08/12/2022	Live
9	439307	1961419	Johnson K A	Yes	Employee	500.00		08/12/2022	Live
10	439562	1961429	Vijayan K	Yes	Employee	500.00		08/12/2022	Live
11	441720	1961454	Narayanan P Puthiyilleth	Yes	Employee	500.00		30/11/2022	Live
12	482709	1966146	BABU C	Yes	Employee	500.00		08/12/2022	Live
13	607200	1967305	ASHRAFF P C	Yes	Employee	500.00		08/12/2022	Live
14	626455	1967575	Mathews Plamoottil	Yes	Employee	500.00		26/11/2022	Live
15	664704	1967952	SASI C T	Yes	Employee	500.00		08/12/2022	Live
16	673560	1968171	GANESAN D A	Yes	Employee	500.00		08/12/2022	Live

SI No.	ID/PEN/PP O NO	MEDISEP ID	Name	Premium	Type	Treasury	Stapana	E-Challan	Category
17	716270	1970580	ABDUL RASHEED C H	Yes	Employee	500.00		08/12/2022	Live
18	717933	1970681	TESSYMOL GEORGE	Yes	Employee	500.00		08/12/2022	Live
19	757147	1972393	Smitha P	Yes	Employee	500.00		08/12/2022	Live
20	772352	1972905	SARUN A V	No	Employee				Retired/ Blocked to
21	793624	1973258	JISON P C	Yes	Employee	500.00		08/12/2022	Live
22	827319	1973838	RAGINI P K	Yes	Employee	500.00		08/12/2022	Live
23	600113	1980291	TOBY JOSEPH MATHEW K K	Yes	Employee	500.00		30/11/2022	Live
24	646331	2052333	SOJI M SEBASTIAN	Yes	Employee	500.00		08/12/2022	Live
25	730992	2052389	BABU P	Yes	Employee	500.00		08/12/2022	Live
26	807624	2052453	JAYASREE A	Yes	Employee	500.00		08/12/2022	Live
27	808036	2052455	NITHYA V	Yes	Employee	500.00		08/12/2022	Live
28	844509	2052603	JOBIN JACOB	Yes	Employee	500.00		08/12/2022	Live
29	456732	2230699	PRAKASHAN K	Yes	Employee	500.00		08/12/2022	Live
30	390420	2308688	Murali M	Yes	Employee	500.00		08/12/2022	Live
31	906980	2345630	SUDHEESH T	Yes	Employee	500.00		08/12/2022	Live
32	877704	2361289	AJESH C R	Yes	Employee	500.00		08/12/2022	Live
33	933411	2363333	FALGUNAN T V	Yes	Employee	500.00		08/12/2022	Live
34	902053	2369141	SANIL P	Yes	Employee	500.00		08/12/2022	Live
35	PNTH9236 63	2371652	ANITHAKUMARI T V	No	Employee				Live
36	922651	2419741	SHIJI K P	Yes	Employee	500.00		08/12/2022	Live

Live

Paid Count	Paid Amount	UnPaid Count	UnPaid Amount	Individual Paid	Individual Amount
<b>33</b>	<b>16500</b>	<b>1</b>	<b>500</b>	<b>0</b>	<b>0</b>

Deputation(in spark)

Paid Count	Paid Amount	UnPaid Count	UnPaid Amount	Individual Paid	Individual Amount
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Deputation(non spark)

Paid Count	Paid Amount	UnPaid Count	UnPaid Amount	Individual Paid	Individual Amount
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

LWA(in scheme)

Paid Count	Paid Amount	UnPaid Count	UnPaid Amount	Individual Paid	Individual Amount
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Retired/Blocked to convert as pensioner

Paid Count	Paid Amount	UnPaid Count	UnPaid Amount	Individual Paid	Individual Amount
<b>0</b>	<b>0</b>	<b>2</b>	<b>1000</b>	<b>0</b>	<b>0</b>

Expired(With FP)

Paid Count	Paid Amount	UnPaid Count	UnPaid Amount	Individual Paid	Individual Amount
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

All India Service

Paid Count	Paid Amount	UnPaid Count	UnPaid Amount	Individual Paid	Individual Amount
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**GOVERNMENT OF KERALA**  
**FINANCE (HOUSE BUILDING ADVANCE) DEPARTMENT**  
**CIRCULAR**

**No.26/2017/Fin**

**Dated, Thiruvananthapuram,25/04/2017**

**Sub: House Building Advance Scheme to State Government Employees  
Additional instructions issued.**

- Ref: 1.G.O(P)No.505/2009/Fin dated 12/11/2009.**  
**2.Circular No.46/2014/Fin dated 26/05/2014.**  
**3.Circular No.53/2014/Fin dated 31/05/2014.**  
**4.Circular No.38/2010/fin dated 30/04/2010.**

Government have reintroduced House Building Advance Scheme to State Government Employees and Teachers as per Government Order read as 1<sup>st</sup> above. The following instructions are issued and all the Heads of Department and Sanctioning authorities are instructed to follow them before online registration of application.

- 1) All relevant portions of House Building Advance application form should be filled in by the applicant(s).
- 2) The address of the applicant(s) both residential and official is mandatory in all cases of HBA application. The telephone number of the applicant(s) should be entered in the application.
- 3) The official address of the applicant(s) should be entered in the Death-cum-Retirement Gratuity Statement.
- 4) The amount recommended should be lower rounded to the nearest thousand.
- 5) The maximum eligible amount of advance should be limited in such a way that the repayment of each monthly instalment shall not exceed 80% of basic pay of employees.
- 6) The maximum instalment period of principal shall not exceed 144 months and that of interest shall not exceed 72 months. Interest will be recovered in such a way that each such instalment being not appreciably greater or less than the instalment by which the principal was recovered as stated in para (xiii) Article 244 C of KFC Volume 1.

- 7) The Head of Department/Sanctioning authority should obtain attested copy of House Permit/Building Licence issued by the competent authority for construction of house in the proposed plot before sanctioning house building advance.
- 8) The main applicant in joint loan application must be the elder one otherwise the benefit of age seniority will be lost.
- 9) The treasury from which the advance is to be encashed should clearly be stated in the application. In case of Joint Loan application, treasury of the main applicant need be highlighted.
- 10) Only original certificate, Deed etc. in the order mentioned in Appendix II of the Government Order cited should be furnished with the application.
- 11) In case of joint loan application, amount recommended (jointly), must be entered at the 'Amount Recommended' column of the main applicant.
- 12) In case of joint loan application of employees serving in different departments :-
  - i) The Joint Loan application must be examined and signed by Head of Department of the co-applicant and forward the same to the Head of Department of the main applicant for online entry is to be made and counter signature. The signature of subordinate office is not considered and such application will summarily rejected.
  - ii) The details of the applicants should be entered in the same K.F.C Form No.29 and has to be countersigned by both Head of Department.
  - iii) The Service certificate and DCRG statement of both applicants should be prepared separately and have to be countersigned by the Head of Department concerned.
  - iv) Joint Declaration statement has to be countersigned by both Head of Department as per circular No.35/2016/Fin dated 18.04.2016.
  - v) The amount recommended jointly, should also be entered in K.F.C Form No.29 and all the above details should be verified by the Head of Department of the main applicant before forwarding the same to Finance Department for sanctioning House Building Advance.



13) All Heads of Department/Sanctioning Authorities are instructed to include PEN/Employee ID, date of birth, mailing address and land line/mobile number of the employees invariably in the proceedings/orders issued for sanctioning House Building Advance.

**V.RAJAPPAN**  
**ADDITIONAL SECRETARY (FINANCE)**

To

1. The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram
2. The Accountant General (E& RSA), Kerala, Thiruvananthapuram.
3. All Heads of Department and Offices.
4. All District Collectors.
5. All Departments (All Sections) of the Secretariat.
- ✓ 6. The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in).
7. The Stock File /Office Copy.

Forwarded /By Order

  
Section Officer

Tel : 0484 2562951

Fax : 0484 2562451

THE HIGH COURT OF KERALA



Kochi - 682 031  
Post Box No. 2600

C6- 41438/2015(2)

Dated - 29/05/2018

OFFICIAL MEMORANDUM

Sub: Special Allowance to Physically Handicapped Employees- General directions- Reg.

- Ref: 1. G.O.(P) No. 364/80/Fin. dated 11/06/1980.  
2. G.O.(P) No. 77/84/Fin. dated 07/02/1984.  
3. G.O.(P) No. 277/2005/Fin. dated 14/06/2005.

Copy submitted  
to all law  
& sections  
2/6/18

It has come to the notice of the High Court that many of the applications for Special Allowance to Physically Handicapped Regular/Provisional/Part-time employees received in the Registry have to be returned for want of necessary certificates/documents. The medical certificates produced by the applicants, especially those having hearing impairment and visual impairment are not as per the specifications of the relevant G.Os. The specifications are as follows;

- 1) Orthopaedic Disability : As per G.O.(P).No. 364/80/Fin. dt. 11/06/80, Physically Handicapped employees having a minimum 40% permanent partial disability is eligible for special allowance
- 2) Visual Impairment : As per G.O.(P).No. 77/84/Fin. dt 07/02/84, Ophthalmically Handicapped employees having vision less than 3/60 or field vision less than 10° in both eyes are eligible for special allowance .
- 3) Hearing Impairment : As per G.O.(P).No. 277/05/Fin. dt 14/06/05, only those employees with hearing impairment (ie, loss of sixty decibels or more in the better ear in the conversational range of frequencies) which cannot be corrected with hearing aid are eligible for special allowance

In the circumstance, all District Judges/Chief Judicial Magistrates are directed to forward the application for special allowance along with the following mandatory documents:


1. The application in the prescribed format.
2. The true copy of the Identity card issued to physically handicapped persons by the Social Welfare Department.
3. The Original Medical Certificate clearly certifying the type of disability of the incumbent as specified in the G.O.s cited 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> with respect to orthopaedic/visual/hearing impairments respectively.

2/6/18



The District Judges/Chief Judicial Magistrates are also directed to report the date of entry in service and the eligibility of the incumbent for special allowance in the covering letter. The applications which are accompanied with the above said documents need only be forwarded to this office.

(By Order)

  
Sureshkumar  
Assistant Registrar.

To

All District Judges and Chief Judicial Magistrates.

IT Section, High Court of Kerala.

GOVERNMENT OF KERALA

**Abstract**

ALLOWANCE-GRANT OF CONVEYANCE ALLOWANCE TO PHYSICALLY  
HANDICAPED GOVERNMENT EMPLOYEES- ORDERS ISSUED

FINANCE DEPARTMENT

**G.O.(P) 364/80/ Fin.**

**Dated, Trivandrum, 11<sup>th</sup> June 1980.**

Read:- 1. Government of India O.M. No. F. 1929/1/78-EIV (B) dated 31-8-1978.  
2. Letter No. HW1-2919/79 dated 12-2-1979 from the Director of Social Welfare.

**ORDER**

In the Budget Speech it has been announced by the Minister (Finance and Law) that a new allowance at the rate of Rs. 50 p.m will be paid to physically handicapped Government Servants for their conveyance. The matter has been examined in detail and Government are pleased to sanction conveyance allowance of Rs. 50 p. m. to physically handicapped Government employees, subject to the following conditions:-

(i) An Orthopaedically handicapped employee will be eligible for conveyance allowance, if he has a minimum 40% permanent partial disability of the upper or Lower extremity deformities:

(iii) The conveyance allowance will be admissible to the orthopaedically handicapped employees on the basis of a medical certificate issued by the Head of Orthopaedics Department of a Government Civil Hospital.

(iii) In the case of a blind employee, the allowance will be admissible on the recommendation of the Head of Ophthalmological Department of a Government Civil Hospital

(iv) The allowance will not be admissible during leave (except Casual leave), joining time or suspension.

(v) In the case of handicapped/blind employees, who have already been enjoying special concessions/ monthly allowance etc., for engaging an aid, they will have the option to choose either the special concession/ monthly allowance etc., which being enjoyed by them or the benefit contemplated under this G.O.

2. The employees eligible for the allowance shall apply for the grant of the allowance to the heads of their departments. The allowance will be payable with effect from the date of recommendation of the concerned Medical Authority. In the case of the employees, who are already in service as on 1-4-1980, the allowance will be granted with effect from that date.

3. The expenditure on account of the allowance will be debited to 'travel expenses' under the head of account from which the pay of the employee is drawn.

By order of the Governor,  
S. PADMAKUMAR,  
*Special Secretary (Finance)*

To.

All Heads of Departments and Offices.  
All Departments (all Sections) of the Secretariat  
The account General Kerala ,Trivandrum.  
The Director of Public Relations.  
The Secretary, Kerala Public Service Commission (with C L)  
The Registrar, High Court of Kerala , Ernakulam ( with C L)  
The Registrar, University of Kerala/ Cochin / Calicut (with C L)  
The Registrar, Kerala Agricultural, University, Trichur (with C L)  
The General Manager, K.S.R.T.C. Trivandrum (with C L)  
The Secretary, K.S.E.B. Trivandrum (with C L)  
All Secretaries, Additional Secretaries, Joint Secretaries to Government,  
Deputy Secretaries and under secretaries to Government.  
The Secretary to Governor.  
The Secretary to the Chief Minister and Other Ministers  
The Under Secretary to the Chief Secretary.

-----



**GOVERNMENT OF KERALA**

**Abstract**

**Revision of pay & allowances and allied matters of State Government employees and Teachers –Recommendations of XI Pay Revision Commission – Implementation – Orders issued**

---

**FINANCE (PRC-D) DEPARTMENT**

**G.O.(P) No. 27/2021/Fin**

**Dated,Thiruvananthapuram,10/02/2021**

---

**Read:** 1. G.O.(Ms) No.414/2019/Fin dated 06.11.2019.  
2. G.O.(P) No.07/2016/Fin dated 20.01.2016.

**Index :**

- 1. City Compensatory Allowance**
- 2. Spectacle Allowance**
- 3. Special Allowance to differently abled employees**
- 4. Education Allowance to the Parents having differently abled children**
- 5. Travelling Allowance**



## City Compensatory Allowance

1. City Compensatory Allowance sanctioned in G.O. read as second paper will be discontinued with effect from 01.03.2021.

## Spectacle Allowance

2. Amount of Rs. 1500 once in five years will be allowed as reimbursement of the cost incurred for the purchase of spectacles. No employees will be allowed this allowance unless completed five years after getting this reimbursement by virtue of the provisions in the G.O. read as second paper above.

## Special Allowance to differently abled employees

3. The rate of Special Allowance admissible to differently abled employees is revised to Rs. 1100 per month. The existing conditions for sanctioning the allowance will continue.

## Education Allowance to the Parents having differently abled children

4. The rate of Education Allowance admissible to employees having mentally/physically challenged children studying in general schools and special schools will be revised to ₹ 1000 per month. The existing conditions for the admissibility of this allowance will continue.

## Travelling Allowance

5. (1) **Classification of Officers:-** For the purpose of Travelling Allowance, officers are classified into following four grades.

Grade I	All Officers who draw an actual basic pay of ₹ 70000 and above and Heads of Departments, Private Secretary to Ministers and All India Service Officers irrespective of the Pay drawn by them.
Grade II (a)	Officers with actual basic pay of ₹ 59300 and above, but below ₹ 70000
Grade II (b)	Officers with actual basic pay of ₹ 39300 and above, but below ₹ 59300. Non gazetted Officers, other Last Grade Servants when they accompany the Governor and Ministers will be treated as Grade II(b)
Grade III	Officers with actual basic pay of ₹ 25100 and above, but below ₹ 39300
Grade IV	Officers with actual basic pay below ₹ 25100

Note: For this purpose, basic pay includes Personal Pay.

**(2) Class of travel:-** The eligible class of travel by train for each grade will be as follows.

Grades	Eligible class
Grade I	II AC
Grade II (a)	I Class. If the train does not have I Class, II AC.
Grade II (b)	III AC. If the train does not have III AC, I Class.
Grade III	II Class
Grade IV	II Class

**(3) Air Journey:-** The employees who are in the scale of pay ₹ 77200-140500 will be eligible for flight journey. However any employee can travel by air for official purposes provided that Travelling Allowance at the rate sanctioned for their eligible class of travel by train will be allowed for such journeys subject to the production of flight ticket and boarding pass and flight ticket 16 will be considered in place of train tickets for admitting TA claim. This facility is restricted for journey of the officer only. Under Secretary to Government will be eligible for flight journey for official journey to New Delhi.

**(4) Mileage Allowance:-** Mileage Allowance for road journey will be ₹ 2.5 per kilometre for all grades of officers.

**(5) Incidental Expenses (Road/Rail/Air journeys):-** The revised rates of Incidental Expenses for Road/ Rail/ Air journey will be as follows:

Grades	Road/Rail Rate in paisa per km	Air Rate per journey
Grade I	90	Limited to 1 Daily Allowance
Grade II (a)	70	
Grade II (b)	60	
Grade III	60	
Grade IV	60	

**(6) Daily Allowance:-**The revised rates of Daily Allowance for different grades of employees will be as follows:

Grades	Inside State Rate (₹)	Outside State Rate (₹)
Grade I	600	750
Grade II (a)	500	650
Grade II (b)	500	650
Grade III	350	500
Grade IV	350	500



**(7) Classification of Government Officials for carrying personal effects on transfer:-** The classification of government officials for the purpose of carrying personal effects on transfer will be as follows:

Category of Officers	Weight (kg)
Officers whose actual basic pay is ₹ 70000 and above	3000
Officers whose actual pay is ₹ 39300 and above but below ₹ 70000	2000
All other Officers	1500

**(8) Loading and unloading charges for journeys on transfer:** The revised loading and unloading charges admissible to different grades of officers for journeys on transfer will be as follows:

Grades	Rate (₹)
Grade I	900 at each end
Grade II (a)	500 at each end
Grade II (b)	500 at each end
Grade III	450 at each end
Grade IV	450 each end

**(9) Reimbursement of room rent:-** The revised rates of reimbursement of room rent admissible to Officers for stay outside the State subject to the production of voucher are given below:

Grades	New Delhi, Mumbai, Kolkata, Chennai Rate (₹)	Other Cities/Towns outside State Rate (₹)
Grade I	3000	2500
Grade II (a)	3000	2500
Grade II (b)	2500	1500
Grade III	2500	1500
Grade IV	1500	1200

**(10) Taxi fare for Grade I Officials:-** Grade I Officials travelling to metropolitan cities and other larger cities are allowed to hire taxies as in the case of Government of India Officials. They are entitled to taxi fare at the rates fixed by Government from time to time for journeys on tour from residence to airport/railway station/bus stand and back. The existing status will be continued.

**(11) Auto Rickshaw/Taxi fare for journeys on tour:-** Auto rickshaw/Taxi fare at the rate fixed by the Government from time to time will be allowed. Maximum number of such journeys allowed a day will be two (plus one journey per tour from residence to airport/railway station/bus stand and one journey from airport/railway station/bus stand to residence) limiting the maximum distance of a single journey as 15 kilometres as per the rate fixed by 18 government from time to time.

**(12) TA Ceiling:-** The existing rates of monthly/ quarterly TA ceiling will continue until Government issue orders enhancing the same.

**6.** Revised rates of Travelling Allowances will have effect from 01.03.2021.



GOVERNMENT OF KERALA

Abstract

Kerala Service Rules – Enhancement of Maternity Leave under Rule 100 Part I Kerala Service Rules up to 180 days and Introduction of Leave for Hysterectomy – Orders issued.

=====

**FINANCE (RULES) DEPARTMENT**

G.O.(P)No.129/09/Fin.

Dated, Thiruvananthapuram, 01/04/2009

=====

Read: - G.O. (P) No. 130/2002/Fin dated 13.3.2002.

ORDER

As per Rule 100 Part I Kerala Service Rules, female officers are eligible for Maternity Leave on full pay for a period of 135 days.

2) Government are pleased to enhance the number of days of Maternity Leave under Rule 100 Part I Kerala Service Rules to 180 days. Those officers who continue on leave on the date of this order will also be eligible for the benefit.

3) Leave under Rule 100 Part I Kerala Service Rules will be granted to female officers in cases of hysterectomy subject to the condition that leave does not exceed 45 days and application for the leave is supported by a certificate from the Medical Attendant.

4) These orders will take effect from the date of order. Necessary amendments to the Kerala Service Rules will be issued separately.

By Order of the Governor,

**L.C.GOYAL,**  
PRINCIPAL SECRETARY (FINANCE).

To

The Principal Accountant General (Audit)  
Kerala, Thiruvananthapuram etc.  
The Accountant General (Audit/A&E), Kerala, Thiruvananthapuram.  
All Heads of Departments and Offices.  
All Departments and sections of the Secretariat.  
The Director of Treasuries, Thiruvananthapuram.  
The Secretary, Kerala Public Service Commission,  
Thiruvananthapuram (with C.L).  
The General Manager, K.S.R.T.C, Thiruvananthapuram.  
The Registrar, High Court of Kerala, Ernakulam (with C.L).  
The Registrars, University of Kerala/Kochi/Calicut /Mahatma  
Gandhi/Kannur (With C.L).  
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram.  
The Registrar, Kerala Agricultural University, Mannuthi.  
The Secretary Ombudsman for Local Self Government,  
Thiruvananthapuram.  
The Advocate General, Kerala, Ernakulam (with C.L).  
The Secretary, K.S.E.B., Thiruvananthapuram (with C.L).  
All Principal Secretaries/Secretaries/Special Secretaries/Additional  
Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries to  
Government.  
The Secretary to Governor, Raj Bhavan.  
The Private Secretary to Speaker/Deputy Speaker of the Legislative  
Assembly.  
General Administration (SC) Department vide item No. 2702 dated  
29.9.08.  
The Additional Secretary to the Chief Secretary.  
The Secretary, Human Rights Commission, Thiruvananthapuram.  
The Registrar, Sree Sankara Sanskrit University, Kalady (with C.L).  
The Private Secretaries to the Chief Minister and other Ministers.  
The Private Secretary to the Leader of Opposition.  
The State Election Commissioner, Kerala, Thiruvananthapuram.  
The State Chief Information Commissioner (with C.L ).  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in).  
The Stock File/Office copy.

Forwarded /By Order,



Section Officer.





# കേരള ഗസറ്റ് KERALA GAZETTE

## അസാധാരണം EXTRAORDINARY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്  
PUBLISHED BY AUTHORITY

വാല്യം 12  
Vol. XII

തിരുവനന്തപുരം,  
ബുധൻ

Thiruvananthapuram,  
Wednesday

2023 ആഗസ്റ്റ് 02  
02nd August 2023

1198 കർക്കടകം 17  
17th Karkadakam 1198

1945 ശ്രാവണം 11  
11th Sravana 1945

നമ്പർ  
No.

2564

GOVERNMENT OF KERALA

**Finance (Rules-B) Department**

NOTIFICATION

G.O. (P) No. 79/2023/Fin

Dated, 27<sup>th</sup> July, 2023

**S. R. O. No. 835/2023**

Thiruvananthapuram

In exercise of the powers conferred by sub - section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968), read with section 3 thereof, the Government of Kerala hereby make the following rules further to amend the Kerala Service Rules, namely:—



**RULES**

1. *Short title and commencement.*—(1) These rules may be called the Kerala Service (Sixth Amendment) Rules, 2023.

(2) They shall be deemed to have come into force on the 27<sup>th</sup> day of February, 2018.

2. *Amendment of the Rules.*—In Part 1 of the Kerala Service Rules, —

(i) in rule 100, Note 4 shall be omitted.

(ii) in Appendix VIII. -

(a) the Note below rule 2 shall be omitted;

(b) below rule 8, the following rule shall be inserted, namely:-

"9. — (i) Maternity leave on full pay upto a period of 180 days or till the expiry of the existing contract/ tenure whichever is earlier, will be admissible to female officers appointed on contract basis and provisional female recruits subject to the condition that the leave will not be admissible from a date before three weeks from the expected date of confinement certified by the medical attendant;

(ii) Leave on full pay will also be granted to female officers appointed on contract basis and female provisional recruits in cases of miscarriage including abortion upto a period of 6 weeks or till the expiry of the existing contract/ tenure whichever is earlier, subject to the condition that the leave is supported by a certificate from the medical attendant:

Provided that no employee shall be entitled to the above benefits unless she has actually worked under the employer for a period not less than 80 days immediately preceding her expected date of delivery or date of miscarriage."

By order of the Governor,

**SANJAY M KAUL, IAS,**  
*Secretary (Finance)*



### **Explanatory Note**

(This does not form part of the notification, but is intended to indicate its general purport.)

As per Note below rule 2 Appendix VIII and Note 4 below rule 100 Part 1 of the Kerala Service Rules, Maternity leave under Rule 100 and 101 is admissible to temporary female officers and provisional female recruits respectively subject to conditions therein. As per G.O. (P) No. 2/2021/Fin. dated 4<sup>th</sup> January, 2021, Government have ordered that Maternity leave on full pay upto a period of 180 days or till the expiry of the existing contract whichever is earlier and leave on full pay in cases of miscarriage including abortion upto a period of 6 weeks or till the expiry of the existing contract whichever is earlier, will be admissible to female officers appointed on contract basis subject to certain conditions. In order to give statutory validity to the above said Government Order, the Government have decided to amend the Kerala Service Rules suitably.

The notification is intended to achieve the above object.







GOVERNMENT OF KERALA

**Abstract**

KERALA SERVICE RULES—GRANT OF—PATERNITY LEAVE TO SERVING MALE  
EMPLOYEES—GUIDELINES—ISSUED

---

FINANCE (RULES-B) DEPARTMENT

**G. O. (P) No. 342/2011/Fin. Dated, Thiruvananthapuram, 11th August, 2011.**

---

*Read:—*G O. (P) No. 85/2011/Fin. dated 26-2-2011.

**ORDER**

Government vide order read above, have introduced Paternity Leave to a male Government Servant for 10 days each for two children at the time of delivery of his wife.

The following instructions are issued for the guidance of the leave sanctioning authorities:—

- (i) Paternity leave will be granted for a period of 10 days during the confinement of his wife for child birth, i.e., up to 10 days before or up to 3 months from the date of delivery of the child, subject to the production of a certificate from the medical practitioner stating the exact date of delivery.
- (ii) During such period of 10 days he shall be paid leave salary as admissible under Rule 92, Part I, Kerala Service Rules.
- (iii) It will be allowed to combine with other kinds of leave except leave without allowance under Appendix XII A/B/C, Kerala Service Rules.

GCPT. 4/3425/2011/DTP.



- (iv) This leave shall not be debited against the leave account but the leave details should be entered in the Service Book of the employee and also in the register of special leave referred to in the Government decision below Rule 106, Part I, Kerala Service Rules.
- (v) If paternity leave is not availed of within the period specified in sub-rule (i) such leave shall be treated as lapsed.

These orders shall have retrospective effect from 26-2-2011.

Necessary amendments to Kerala Service Rules will be issued separately.

By order of the Governor,

Dr. A. K. DUBEY,  
Principal Secretary (Finance).

To

- The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.  
The Accountant General (A & E), Kerala, Thiruvananthapuram.  
All Heads of Departments and Offices.  
All Departments and Sections of the Secretariat.  
The Director of Treasuries, Thiruvananthapuram.  
The Secretary, Kerala Public Service Commission, Thiruvananthapuram  
(with C. L.).  
The General Manager, K.S.R.T.C., Thiruvananthapuram.  
The Registrar, High Court of Kerala, Ernakulam (with C. L.).  
The Registrars, University of Kerala/Kochi/Calicut/Mahatma Gandhi/  
Kannur (with C. L.).  
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram.  
The Registrar, Kerala Agricultural University, Mannuthi.  
The Secretary, Ombudsman for Local Self Government, Thiruvananthapuram.  
The Advocate General, Kerala, Ernakulam (with C. L.).



**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT COLLEGE ELERITHATTU**  
**(PRESENT : DR.N.KARUNAKARAN )**

Estt - E.K.N.M Govt College Elerithattu - Sri .Ganesan D.A, Assistant Professor of Political Science - Paternity Leave for 10 days from 05/08/2019 to 14/08/2019 - Sanctioned order issued.

ORDER NO:B1/795/2019/EKNMGC

Dated:09.08.2019

*Read:-* 1.G.O.(P) No.85/2011/Fin Dated 26.02.2011  
2.G.O.(P) No.342/2011/Fin Dated 11.08.2011  
3. Leave application Dated 02/08/2019 received from Sri .Ganesan D.A, Assistant Professor of Political Science

**ORDER**

Sri .Ganesan D.A, Assistant Professor of Political Science (PEN:673560) of E.K.N.M Govt.College, Elerithattu is granted Paternity Leave for 10 days from 05/08/2019 to 14/08/2019 sanctioned subject to eligibility.

Certified that he would have continued to officiate as such but for proceedings on leave . He rejoined in the same post.

## **Approval Valid**

Digitally Approved By  
Dr.N. Karunakaran  
Date: 09.08.2019  
Reason: Approved

Sd/-  
Dr.N. Karunakaran  
Vice Principal

To,

Sri .Ganesan D.A, Assistant Professor of Political Science

Copy To,

- 1.The Accountant General (A&E), Kerala ,S.H Mount,Nagambadam,Kottayam
- 2.A1 Seat.





**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT COLLEGE ELERITHATTU**  
**(PRESENT : DR.N.KARUNAKARAN )**

Estt - E.K.N.M Govt College Elerithattu - Sri. Jince Joseph, Assistant Professor of Commerce - Paternity Leave for 10 days from 04/11/2019 to 13/11/2019 - Sanctioned order issued.

ORDER NO:B1/795/2019/EKNMGC

Dated:18.11.2019

*Read:-* 1.G.O.(P) No.85/2011/Fin Dated 26.02.2011  
2.G.O.(P) No.342/2011/Fin Dated 11.08.2011  
3. Leave application Dated 31/10/2019 received from Sri. Jince Joseph, Assistant Professor of Commerce

**ORDER**

Sri. Jince Joseph, Assistant Professor of Commerce (PEN:634671) of E.K.N.M Govt.College, Elerithattu is granted Paternity Leave for 10 days from 04/11/2019 to 13/11/2019 sanctioned subject to eligibility.

Certified that he would have continued to officiate as such but for proceedings on leave . He rejoined in the same post.

## Approval Valid

Digitally Approved By  
Dr.N. Karunakaran  
Date: 18.11.2019  
Reason: Approved

Sd/-  
Dr.N. Karunakaran  
Vice Principal

To,

Sri. Jince Joseph, Assistant Professor of Commerce

Copy To,

- 1.The Accountant General (A&E), Kerala ,S.H Mount,Nagambadam,Kottayam
- 2.A1 Seat.



**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT. COLLEGE, ELERITHATTU**

**(PRESENT: DR.SOLJI K THOMAS)**

Estt. – Non Teaching Staff - E.K.N.M Govt. College, Elerithattu – Smt. Geetha T. Head Accountant –Half Pay Leave– Sanctioned - order issued.

ORDER NO:B1/2479/2022/EKNMGC

Dated:21.12.2022

Read:- Ref: Leave applications received from Smt. Geetha T. Head Accountant dated: 07.12.2022

**ORDER**

Smt. Geetha T. Head Accountant of this college is granted Leave Without Allowances detailed as below.

SL NO	From	To	Nature of leave	No.of days	Prefix	Suffix
1	04.11.2022	03.12.2022	Half Pay Leave	30	Nil	Nil

Certified that he would have continued to officiate as such but for proceedings on leave

## Approval Valid

Digitally Approved By  
Dr. Solji K Thomas  
Date: 21.12.2022  
Reason: Approved

Sd/-  
Dr. Solji K Thomas  
Associate Professor In Charge of  
Principal

To,

Smt. Geetha T. Head Accountant

Copy To,

1. A1 Seat
2. Stock File



**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT. COLLEGE, ELERITHATTU**  
**(PRESENT: DR.N.KARUNAKARAN)**

Estt. – Non Teaching Staff - E.K.N.M Govt. College, Elerithattu – Sri.Abdul Nazar M Sweeper–  
Commuted Leave– Sanctioned - order issued.

---

ORDER NO:B1/52/2019/EKNMGC

Dated:04.11.2019

---

Read:- Ref: Leave application dated 31.10.2019 Sri.Abdul Nazar M Sweeper

**ORDER**

Sri.Abdul Nazar M Sweeper of this college is granted Commuted Leave for 1 day on  
30/10/2019 with permission to prefix and suffix holidays nil.

Certified that he would have continued to officiate as such but for  
proceedings on leave.

**Approval Valid**

Digitally Approved By  
Dr.N. Karunakaran  
Date: 04.11.2019  
Reasons: Approved

Sd/-  
Dr.N. Karunakaran  
Vice Principal

To,  
Sri.Abdul Nazar M Sweeper

Copy To,  
1. A1 Seat  
2. Stock File



**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT COLLEGE ELERITHATTU**  
**(PRESENT : DR.SOLJI K THOMAS)**

Estt - E.K.N.M Govt College Elerithattu - Sri. Anil Kumar K K, Senior Superintendent -  
Committed Leave for 08 days from 19/11/2022 to 26/11/2022 - Sanctioned order issued.

ORDER NO:B1/1410/2023/EKNMGC (II)

Dated:24.08.2023

*Read:-* 1) Rule 84 Part I KSR

2.Leave application from Sri.Anil Kumar K K, Senior Superintendent on 18/11/2022 .

**ORDER**

Sri.Anil Kumar K K, Senior Superintendent (PEN:378350) E.K.N.M Govt.College, Elerithattu  
is granted Committed Leave for 08 days from 19/11/2022 to 26/11/2022 (suffixed on  
27/11/2022) subject to admissibility.

Certified that he would have continued to officiate as such but for proceedings on leave .

## Approval Valid

Digitally Approved By

Dr. Solji K Thomas

Date: 24.08.2023

Reason: Approved

Sd/-

Dr. Solji K Thomas

Associate Professor In Charge of  
Principal

To,

Sri.Anil Kumar K K, Senior Superintendent.

Copy To,

1.The Accountant General (A&E), Kerala ,S.H Mount,Nagambadam,  
Kottayam (with C/L)

2.A1 Seat.



**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT COLLEGE ELERITHATTU**

**(PRESENT : DR.N.KARUNAKARAN**

Estt - E.K.N.M Govt College Elerithatt - Sri.Bijy M C Senior Superintendent- Commuted Leave for 3 days on 21/10/2019 and 23/10/2019 to 24/10/2019 - Sanctioned order issued.

---

ORDER NO:B1/52/2019/EKNMGC

Dated:29.10.2019

---

*Read:-* 1) Leave application received from Sri.Bijy M C, Senior Superintendent

**ORDER**

Sri.Bijy M C Senior Superintendent (PEN:383688) E.K.N.M Govt.College, Elerithattu is granted Commuted Leave for 03 days on 21/10/2019 and 23/10/2019 to 24/10/2019 sanctioned subject to eligibility.

Certified that he would have continued to officiate as such but for proceedings on leave he joined in the same post.

## **Approval Valid**

Digitally Approved By  
Dr.N. Karunakaran  
Date: 29.10.2019  
Reason: Approved

Sd/-  
Dr.N. Karunakaran  
Vice Principal

To,

Sri.Bijy M C Senior Superintendent

Copy To,

- 1.The Accountant General (A&E), Kerala ,S.H Mount,Nagambadam,Kottayam
- 2.A1 Seat.



**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT COLLEGE ELERITHATTU**  
**(PRESENT : DR.SOLJI K THOMAS)**

Estt - E.K.N.M Govt College Elerithattu - Dr. Ashraff. P .C, Asst. Prof. Malayalam - Commuted Leave for 05 days from 21/11/2022 to 25/11/2022 - Sanctioned order issued.

ORDER NO:B1/2285/2022/EKNMGC

Dated:21.01.2023

Read:- 1) Rule 84 Part I KSR

2.Leave application from Dr. Ashraff. P .C, Asst. Prof. Malayalam.

**ORDER**

Dr. Ashraff. P .C, Asst. Prof. Malayalam (PEN:607200) E.K.N.M Govt.College, Elerithattu was granted Commuted Leave for 05 days from 21/11/2022 to 25/11/2022 (prefixed 19/11/2022 & 20/11/2022, suffixed 26/11/2022 & 27/11/2022) subject to admissibility.

Certified that he would have continued to officiate as such but for proceedings on leave .

## Approval Valid

Digitally Approved By

Dr. Solji K Thomas

Date: 21.01.2023

Reason: Approved

Sd/-

Dr. Solji K Thomas

Associate Professor In Charge of  
Principal

To,

Dr. Ashraff. P .C, Asst. Prof. Malayalam.

Copy To,

1.The Accountant General (A&E), Kerala ,S.H Mount,Nagambadam,  
Kottayam.

2.A1 Seat.





**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT. COLLEGE, ELERITHATTU**

**(PRESENT: DR.SOLJI K THOMAS)**

Estt. – Non Teaching Staff - E.K.N.M Govt. College, Elerithattu – Smt. Geetha T. Head Accountant –Half Pay Leave - December/2022– Sanctioned - order issued.

ORDER NO:B1/2473/2022/EKNMGC

Dated:21.12.2022

Read:- Ref: Leave applications received from Smt. Geetha T. Head Accountant dated: 06.12.2022

**ORDER**

Smt. Geetha T. Head Accountant of this college is granted Leave Without Allowances detailed as below.

SL NO	From	To	Nature of leave	No.of days	Prefix	Suffix
1	04.12.2022	06.12.2022	Half Pay Leave	3	Nil	Nil

Certified that he would have continued to officiate as such but for proceedings on leave

## Approval Valid

Digitally Approved By  
Dr. Solji K Thomas  
Date: 21.12.2022  
Reason: Approved

Sd/-  
Dr. Solji K Thomas  
Associate Professor In Charge of  
Principal

To,

Smt. Geetha T. Head Accountant

Copy To,

1. A1 Seat
2. Stock File



**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT. COLLEGE, ELERITHATTU**  
**(PRESENT: DR.SOLJI K THOMAS)**

Estt. – Non Teaching Staff - E.K.N.M Govt. College, Elerithattu – Smt. Geetha T. Head Accountant – Commuted Leave - January/2023 & February/2023– Sanctioned - order issued.

ORDER NO:B1/2473/2022/EKNMGC

Dated:20.03.2023

Read:- Ref: Leave applications received from Smt. Geetha T. Head Accountant

**ORDER**

Smt. Geetha T. Head Accountant of this college is granted Leave Without Allowances detailed as below.

SL NO	From	To	Nature of leave	No.of days	Prefix	Suffix
1	16.01.2023	18.01.2023	Commuted Leave	3	14.01.2023& 15.01.2023	Nil
2	13.02.2023	15.02.2023	Commuted Leave	3	11.02.2023& 12.02.2023	Nil

Certified that he would have continued to officiate as such but for proceedings on leave

## Approval Valid

Digitally Approved By  
Dr. Solji K Thomas  
Date: 20.03.2023  
Reason: Approved

Sd/-  
Dr. Solji K Thomas  
Associate Professor In Charge of  
Principal

To,

Smt. Geetha T. Head Accountant

Copy To,

1. A1 Seat
2. Stock File

**KERALA STATE INSURANCE DEPARTMENT**

Form II

*See Section 7(ii) and 7(vi)*

**Statement showing deduction towards Group Personal Accident Insurance Scheme  
to the State Government Employees and Teachers, Employees of Aided Educational Institutions,  
Universities, Public Sector Undertakings, Co-operative Institutions, Autonomous bodies and other Semi-  
Government Institutions**

DDO Code : 2005-16A-003

Salary Head : 2202-03-103-99-00-01-01 Salaries

Name of Office : EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Address : Elerithattu PO, Nileshwar Via, Kasaragod District

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Cheque/Challan) : .....

Details of Salary Bill/Cheque/Challan : .....

SL No	PEN/KSID ID	Name	Designation	Amount	Remarks
1	257753	SREEKUMAR K V	Clerk	500	
2	329736	Chandy P V	Senior Grade Typist	500	
3	383458	Biju Thomas K	Attender Gr II (8 Yrs HG)	500	
4	383503	Anwar Sadiq P	Office Attendant Gr II (8 Yrs HG)	500	
5	429522	Sabastian K J	Clerk	500	
6	766982	ARAVINDAN P	Sweeper	500	
7	827319	RAGINI P K	Office Attendant Gr II	500	
8	844509	JOBIN JACOB	Night Watchman	500	
9	902053	SANIL P	Office Attendant Gr II	500	
10	906980	SUDHEESH T	Night Watchman	500	
11	933411	Falgunan T V	Sanitation Worker	500	
			<b>Total</b>	<b>5500</b>	

**(Rupees Five Thousand Five Hundred only)**

Place : Kasaragod

(Office Seal)

Date : 02/12/2022

Name & Signature  
of Drawing & Disbursing Officer

**KERALA STATE INSURANCE DEPARTMENT**

Form II

*See Section 7(ii) and 7(vi)*

**Statement showing deduction towards Group Personal Accident Insurance Scheme  
to the State Government Employees and Teachers, Employees of Aided Educational Institutions,  
Universities, Public Sector Undertakings, Co-operative Institutions, Autonomous bodies and other Semi-  
Government Institutions**

DDO Code : 2005-16A-003

Salary Head : 2202-03-103-99-00-01-01 SDO Bill

Name of Office : EK NAYANAR MEMORIAL GOVT.COLLEGE, ELERITHATTU

Address : Elerithattu PO, Nileshwar Via, Kasaragod District

Department : Education (Collegiate)

Mode of Payment (By Salary Deduction/Cheque/Challan) : .....

Details of Salary Bill/Cheque/Challan : .....

SL No	PEN/KSID ID	Name	Designation	Amount	Remarks
1	439307	Johnson K A	Assistant Professor (AGP 7000)	500	
2	439562	Vijayan K	Assistant Professor (AGP 7000)	500	
3	456732	PRAKASHAN K	Assistant Professor (AGP 6000)	500	
4	482709	BABU C	Assistant Professor (AGP 6000)	500	
5	599808	SOLJI K THOMAS	Associate Professor(AGP 9000)	500	
6	607200	ASHRAFF P C	Assistant Professor (AGP 7000)	500	
7	646331	SOJI M SEBASTIAN	Assistant Professor (AGP 8000)	500	
8	664704	SASI C T	Assistant Professor (AGP 7000)	500	
9	673560	GANESAN D A	Assistant Professor (AGP 7000)	500	
10	716096	ISMAYIL P	Assistant Professor (AGP 6000)	500	
11	717933	TESSYMOL GEORGE	Assistant Professor (AGP 6000)	500	
12	767992	ARAVINDAN S S	Assistant Professor (AGP 6000)	500	
13	807624	JAYASREE A	Assistant Professor (AGP 6000)	500	
14	808036	NITHYA V	Assistant Professor (AGP 6000)	500	
15	877704	AJESH C R	Assistant Professor (AGP 6000)	500	
			<b>Total</b>	<b>7500</b>	

**(Rupees Seven Thousand Five Hundred only)**

Place : Kasaragod

(Office Seal)

Name & Signature

Date : 02/12/2022

of Drawing & Disbursing Officer

**PROCEEDINGS OF THE PRINCIPAL \_EKNM GOVERNMENT COLLEGE ELERITHATTU**  
**(PRESENT DR.MERCY JOSEPH)**

Estt- Non Teaching staff - E.K.N.M Govt.College,Elerithattu - Smt. Jayasree E.V, Sanitation worker - Earned Leave for 2 days from 29/10/2018 to 30/10/2018- sanctioned orders issued.

---

ORDER NO:B1/1193/2018/EKNMGCElerithattu

Dated:07.11.2018

---

*Read:-* 1.Leave application dated 06.06.2018 of Smt.Jayasree. E V, Sanitation Worker  
2. Rule 78 of KSR Part I

**ORDER**

Smt. Jayasree E V ,Sanitation Worker of this college is granted Earned leave for 2 days from 29/10/2018 to 30/10/2018 with prefix holiday on 28/10/2018 and suffix holidays Nil.

Certified that she would have continued to officiate as such, but for her proceedings on leave.

Principal

To

Smt Jayasree E.V,Sanitation worker

Copy to:

- 1.A1 Section
- 2.Stock File.

Sd/-  
DR MERCY MERCY JOSEPH  
Principal

**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT. COLLEGE, ELERITHATTU**

**(PRESENT: DR.N.KARUNAKARAN)**

Estt. – Non Teaching Staff - E.K.N.M Govt. College, Elerithattu – Sri. Jison P C , Office attendant– HPL– Sanctioned - order issued.

ORDER NO:B1/52/2019/EKNMGC

Dated:24.12.2019

Read:- Ref: Leave application dated 19.12.2019 Sri . Jison P C, Office Attendant

**ORDER**

Sri.Jison P C, Office Attendant of this college is granted HPL details are as follows.

SL NO	FROM DATE	TO DATE	NO.OF DAYS	NATURE OF LEAVE	PREFIX	SUFFIX
1	06/12/2019	10/12/2019	5	HPL	NIL	NIL
2	13/12/2019	16/12/2019	4	HPL	NIL	NIL

Certified that he would have continued to officiate as such but for proceedings on leave.

## Approval Valid

Digitally Approved By  
Dr.N. Karunakaran  
Date: 24.12.2019  
Reason: Approved

Sd/-  
Dr.N. Karunakaran  
Vice Principal

To,

Sri.Jison P C ,Office Attendant

Copy To,

1. A1 Seat
2. Stock File



**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT. COLLEGE, ELERITHATTU**

**(PRESENT: DR.N.KARUNAKARAN)**

Estt. – Non Teaching Staff - E.K.N.M Govt. College, Elerithattu – Sri. Jison P C , Office attendant– Earned Leave– Sanctioned - order issued.

---

ORDER NO:B1/52/2019/EKNMGC

Dated:04.11.2019

---

*Read:-* Ref: Leave application dated 30.10.2019 Sri . Jison P C, Office Attendant

**ORDER**

Sri.Jison P C, Office Attendant of this college is granted Earned Leave for 2 days from 28/10/2019 to 29/10/2019 with permission to prefix holidays on 27/10/2019 and suffix holidays nil.

Certified that he would have continued to officiate as such but for proceedings on leave.

## **Approval Valid**

Digitally Approved By  
Dr.N. Karunakaran  
Date: 04.11.2019  
Reason: Approved

Sd/-  
Dr.N. Karunakaran  
Vice Principal

To,

Sri.Jison P C ,Office Attendant

Copy To,

1. A1 Seat
2. Stock File



**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT COLLEGE ELERITHATTU**  
**(PRESENT : DR.SOLJI K THOMAS)**

Estt - E.K.N.M Govt College Elerithattu - Sri. Ismayil P, Asst. Prof. of Economics - Commuted Leave for 11 days from 20/03/2023 to 30/03/2023 - Sanctioned order issued.

ORDER NO:B1/456/2023/EKNMGC

Dated:12.04.2023

Read:- 1) Rule 84 Part I KSR

2.Leave application from Sri. Ismayil P, Asst. Prof. of Economics.

**ORDER**

Sri. Ismayil P, Asst. Prof. of Economics (PEN:716096) E.K.N.M Govt.College, Elerithattu is granted Commuted Leave for 11 days from 20/03/2023 to 30/03/2023 (prefixed on 18/03/2023 & 19/03/2023) subject to admissibility.

Certified that he would have continued to officiate as such but for proceedings on leave .

## Approval Valid

Digitally Approved By

Dr. Solji K Thomas

Date: 12.04.2023

Reason: Approved

Sd/-

Dr. Solji K Thomas

Associate Professor In Charge of  
Principal

To,

Sri. Ismayil P, Asst. Prof. of Economics.

Copy To,

1.The Accountant General (A&E), Kerala ,S.H Mount,Nagambadam,  
Kottayam (with C/L)

2.A1 Seat.



**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT. COLLEGE, ELERITHATTU**

**(PRESENT: DR. N.KARUNAKARAN)**

Estt. – Non Teaching Staff - E.K.N.M Govt. College, Elerithattu – Sri Santhosh Kumar A ,Office Attendent– HPL for 4 days– Sanctioned - order issued.

---

ORDER NO:B1/52/2019/EKNMGCElerithattu

Dated:28.11.2019

---

Read:- Ref: Leave application dated 26.11.2019 of Sri Santhosh Kumar A ,Office Attendent

**ORDER**

Sri Santhosh Kumar A ,Office Attendant of this college is granted Half Pay Leave for 4 days from 22/11/2019 to 25/11/2019 with permission to prefix and suffix holidays nil.

Certified that he would have continued to officiate as such but for proceedings on leave.

## **Approval Valid**

Digitally Approved By  
Dr.N. Karunakaran  
Date: 28.11.2019  
Reason: Approved

Sd/-  
Dr.N. Karunakaran  
Vice Principal

To,

Sri Santhoshkumar A, O A

Copy To,

1. A1 Seat
2. Stock File



**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT COLLEGE ELERITHATTU**

**(PRESENT : DR.SOLJI K THOMAS)**

Estt - E.K.N.M Govt College Elerithattu - Sri. Sasi. C.T. Asst. Prof. History - Commuted Leave for 03 days from 05/07/2022 to 07/07/2022 - Sanctioned order issued.

---

ORDER NO:B1/1155/2022/EKNMGC

Dated:06.01.2023

---

*Read:-* 1) Rule 84 Part I KSR

2.Leave application from Sri. Sasi. C.T. Asst. Prof. History.

**ORDER**

Sri. Sasi. C.T. Asst. Prof. History (PEN:664704) E.K.N.M Govt.College, Elerithattu is granted Commuted Leave for 03 days from 05/07/2022 to 07/07/2022 (suffixed on 09/07/2022 & 10/07/2022, 08/07/2022 collector declared holiday) subject to admissibility.

Certified that he would have continued to officiate as such but for proceedings on leave .

## **Approval Valid**

Digitally Approved By

Dr. Solji K Thomas

Date: 06.01.2023

Reason: Approved

Sd/-

Dr. Solji K Thomas

Associate Professor In Charge of  
Principal

To,

Sri. Sasi. C.T. Asst. Prof. History.

Copy To,

1.The Accountant General (A&E), Kerala ,S.H Mount,Nagambadam,  
Kottayam (with C/L)

2.A1 Seat.



**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT COLLEGE ELERITHATTU**

**(PRESENT : DR.SOLJI K THOMAS)**

Estt - E.K.N.M Govt College Elerithattu - Sri. Sasi. C.T. Asst. Prof. History - Commuted Leave for 03 days from 13/02/2023 to 15/02/2023 - Sanctioned order issued.

---

ORDER NO:B1/456/2023/EKNMGC

Dated:28.02.2023

---

Read:- 1) Rule 84 Part I KSR

2.Leave application from Sri. Sasi. C.T. Asst. Prof. History.

**ORDER**

Sri. Sasi. C.T. Asst. Prof. History (PEN:664704) E.K.N.M Govt.College, Elerithattu is granted Commuted Leave for 03 days from 13/02/2023 to 15/02/2023 (prefixed on 11/02/2023 & 12/02/2023) subject to admissibility.

Certified that he would have continued to officiate as such but for proceedings on leave .

## **Approval Valid**

Digitally Approved By

Dr. Solji K Thomas

Date: 28.02.2023

Reason: Approved

Sd/-

Dr. Solji K Thomas

Associate Professor In Charge of  
Principal

To,

Sri. Sasi. C.T. Asst. Prof. History.

Copy To,

1.The Accountant General (A&E), Kerala ,S.H Mount,Nagambadam,  
Kottayam (with C/L)

2.A1 Seat.

**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT COLLEGE ELERITHATTU**  
**(PRESENT : DR. MATHEWS PLAMOOTTIL)**

Estt - E.K.N.M Govt College Elerithattu - Sri. Sasi. C.T. Asst. Professor of History - Commuted Leave for 01 day on 24/11/2023 - Sanctioned order issued.

---

ORDER NO:B1/1888/2023/EKNMGC

Dated:02.12.2023

---

*Read:-* 1) Rule 84 Part I KSR

2.Leave application from Sri. Sasi. C.T. Asst. Prof. History on 27/11/2023 .

**ORDER**

Sri. Sasi. C.T. Asst. Professor of History (PEN: 664704) E.K.N.M Govt.College, Elerithattu is granted Commuted Leave for 01 day on 24/11/2023 subject to admissibility. suffixed on 25/11/2023 & 26/11/2023 (saturday & sunday).

Certified that he would have continued to officiate as such but for proceedings on leave .

## Approval Valid

Digitally Approved By  
Dr. Mathews Plammoottil  
Date: 02.12.2023  
Reason: Approved

Sd/-  
Dr. Mathews Plammoottil  
Principal

To,

Sri. Sasi. C.T. Asst. Professor of History.

Copy To,

- 1.The Accountant General (A&E), Kerala ,S.H Mount,Nagambadam,  
Kottayam (with C/L)
- 2.A1 Seat.



**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT. COLLEGE, ELERITHATTU**

**(PRESENT: DR.N.KARUNAKARAN)**

Estt. – Non Teaching Staff - E.K.N.M Govt. College, Elerithattu – Sri.Shaju P P , Head Accountant –Leave Without Allowance– Sanctioned - order issued.

---

ORDER NO:B1/52/2019/EKNMGC

Dated:28.11.2019

---

Read:- Ref: Leave application received from Sri.Shaju P P , Head Accountant

**ORDER**

Sri.Shaju P P , Head Accountant of this college is granted Leave Without Allowance (with medical certificate) for 20 days (Twenty days) from 04/11/2019 to 23/11/2019 with permission to Prefix holidays on 03/11/2019 and Suffix holidays on 24/11/2019

Certified that he would have continued to officiate as such but for proceedings on leave.

## **Approval Valid**

Digitally Approved By  
Dr.N. Karunakaran  
Date: 28.11.2019  
Reason: Approved

Sd/-  
Dr.N. Karunakaran  
Vice Principal

To,  
Sri.Shaju P P , Head Accountant

Copy To,  
1. A1 Seat  
2. Stock File



**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT. COLLEGE, ELERITHATTU**

**(PRESENT: DR.N.KARUNAKARAN)**

Estt. – Non Teaching Staff - E.K.N.M Govt. College, Elerithattu – Sri.Shaju P P , Head Accountant –Leave Without Allowance– Sanctioned - order issued.

---

ORDER NO:B1/52/2019/EKNMGC

Dated:28.11.2019

---

*Read:-* Ref: Leave application received from Sri.Shaju P P , Head Accountant

**ORDER**

Sri.Shaju P P , Head Accountant of this college is granted Leave Without Allowance (with medical certificate) for 20 days (Twenty days) from 04/11/2019 to 23/11/2019 with permission to Prefix holidays on 03/11/2019 and Suffix holidays on 24/11/2019

Certified that he would have continued to officiate as such but for proceedings on leave.

## **Approval Valid**

Digitally Approved By  
Dr.N. Karunakaran  
Date: 28.11.2019  
Reason: Approved

Sd/-  
Dr.N. Karunakaran  
Vice Principal

To,  
Sri.Shaju P P , Head Accountant

Copy To,  
1. A1 Seat  
2. Stock File

**Annexure III**

(vide G.O (P) No. 622/2013/Fin Dated 19/12/2013 )

**National Pension System (NPS)****Schedule of Recovery (Regular Contribution) from the pay bill in the office Education (Collegiate) for the month of 1 / 2023 towards Employee Contribution under Tier - I**

Name of Treasury : Sub Treasury, Vellarikundu  
Treasury Officer Reg. No : 4019385

Name of Department : Education (Collegiate)  
Department Code : 16A  
DDO Code : 003  
DDO Reg. No : SGV163967B  
Bill No :  
Salary H/A : 2202-03-103-99-00-01-01

Sl.No	PEN	PRAN	Name of Officer	Designation	Item	Basic Pay (Rs)	Othes if any (Rs)	DA (Rs)	Total (7+8+9) (Rs)	Amount of Employee Contribution			Remarks
										Towards salary (Rs)	Towards Arrear (Rs)	Total (11+12) (Rs)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	877704	110174507464	AJESH C R	Assistant Professor (AGP 6000)	Salary	59400	0	10098	69498	6950		6950	
2	808036	110171662078	NITHYA V	Assistant Professor (AGP 6000)	Salary	66800	0	11356	78156	7816		7816	
3	807624	110191675184	JAYASREE A	Assistant Professor (AGP 6000)	Salary	59400	0	10098	69498	6950		6950	
4	767992	110017565169	ARAVINDAN S S	Assistant Professor (AGP 6000)	Salary	57700	0	9809	67509	6751		6751	
5	717933	110003719377	TESSYMOL GEORGE	Assistant Professor (AGP 6000)	Salary	73000	0	12410	85410	8541		8541	
									<b>Grand Total:</b>			<b>37008</b>	

Grand Total(as in column 13): Rupees. 37008/- (in Figures)  
Rupees: Thirty Seven Thousand Eight (in words)

Signature of the DDO  
with designation and date

Spark Code : 40019179769868835042





**Annexure III**

(vide G.O (P) No. 622/2013/Fin Dated 19/12/2013 )

**National Pension System (NPS)****Schedule of Recovery (Regular Contribution) from the pay bill in the office Education (Collegiate) for the month of 1 / 2023 towards Employee Contribution under Tier - I**

Name of Treasury : Sub Treasury, Vellarikundu  
Treasury Officer Reg. No : 4019385

Name of Department : Education (Collegiate)  
Department Code : 16A  
DDO Code : 003  
DDO Reg. No : SGV163967B  
Bill No :  
Salary H/A : 2202-03-103-99-00-01-01

Sl.No	PEN	PRAN	Name of Officer	Designation	Item	Basic Pay (Rs)	Othes if any (Rs)	DA (Rs)	Total (7+8+9) (Rs)	Amount of Employee Contribution			Remarks
										Towards salary (Rs)	Towards Arrear (Rs)	Total (11+12) (Rs)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	793624	111101675192	JISON P C	Office Attendant Gr II	Salary	20516	0	1436	21952	2195		2195	
									<b>Grand Total:</b>			2195	

Grand Total(as in column 13): Rupees. 2195/- (in Figures)

Rupees: Two Thousand One Hundred And Ninety Five (in words)

Spark Code : 40019179769784855960

Signature of the DDO  
with designation and date