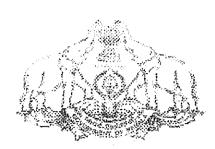
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# KERALA GAZETTE GAOZ ONOO

## PUBLISHED BY AUTHORITY

തന്നുത്തുലൂട്ടെയിന്നും സ്കേകിനാകിയത്ത

THIRUVAINANTHAPURAM, TUESDAY

തിയുവാന്തപുരേ, ചൊവ്വ

22nd January 2013 2013 ജനുവരി 22

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PART III
Education Department

Collegiate Education Department

NOTIFICATION

4040/2012/CED.

15th December 2012.

stails on the Services Pertaining to Collegiate Education Department are published herewith as per the Right to Act, 2012.

RIGHT TO SERVICE—TIME LIMIT FOR VARIOUS SERVICES

#### At Directorate Level

2 Martin and the Hard State of the State of	Time Limit	<del></del>	7	·	1			
List of Services	Anderns Sole	Designated Officer	Ist appellate Authority	1888 L. 1883	Second Appellate Authority	nue Cine	Remarks	
13)	(3) (4) (5)	(0)	(7)	(8)	191	1,60	11,	

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is an installation of the second constraints of the second constraints $\{2\}$	30 (4) (5	المراجع المراجع المحرور المراجع المراج			Entert & March 1997	to the contract with the second		
Establishment of Govi. College Teachers			e (F) (	-763 0-00000000000000000000000000000000000	g ingg	e (E <sup>-E</sup> E) e		
(a) Appointment	ગ	Sends A limbs Petitor (Theo- (Sr. A t.)	A. 3. (4)					
(b) Regularisation	<i>&amp;</i> )	do	de	4(+	4	64.		
(c) Declaration : * Probation	3.)	ek.	do.	30	de.	~ ()		
(d) Transfer & P. String .	30	de.	do.	30	d			
(e) Deputation (Foreign Service)	30		đe.	30	do do	50 60	٠	
(f) NOC for Passport	30	đo.	do.	- 30	.a _			
Establishment-Non Teaching Staff			uo.	· NO	de	6 <b>0</b>		
(a) Appointment	30 days	Senior Adminis- trative Assistant (Sr. A.A)	đo.	30	do.	60 days		
(b) Regularisation	30	do.	do.	30	đo.	69		
(c) Declaration of Probation	. 30	do	do.	30	đe.	60		
(d) Promotion	. 30	đọ.	do.	30	do	<b>δ</b> 0		
(e) Transfer & Postings	30	đo.	đo.	30	do	60		
(f) Deputation	. 30	do.	do.	30	do.	60		
(g) NOC for Passport	30	đo,	do.	30	do.	60		
Private Aided College Teachers Establishment				2.0	QV.	QQ		
(a) Deputation	30	AO (UGC)	do.	30	do.	60		
(b) Medical Reimbursement	30	do.	do.	30	do.	60		
(c) U.GC. Scheme Placement	30	do.	do.	30	do	60 aft Scree Comm	ning	
(d) Advance Increment	30	do.	do	30	do.	60 60	1111 22	
Private College, Non Teaching Staff						00		
a) Approval of     Appointment:     Promotion	30	Accounts Officer (General)	do	30	de.	o0 days		
b) Dispute on senion 6.	45	đo	de	30	do	<del>g</del> o.		
or Medical Reinburse.	00	do	*.:	\$r4	16			

## SDUCATION DEPARTMENT

Ø;		+4 · (5)	(9)	in and the second s	ranto i al a Elfo	er er er mar i i E (Q)		
/ Salary authon- ation		30	Accounts Officer (Cleneral)	Additiona Director c Collegiate Education	et e		ő	0
<li>3) House Building Advance</li>		30	do	do.	30	de	7.	\$
i) Marriage Loan		30	do, i	do.	30	do.		
) Govt. College- Teaching Staff NLC		30	Sr. Adminis- trative Assistant (Sr. AA)	'do	30	de.	e (	
) Last Pay Bills		30	do.	do.	30	do.	60	
) Pension-Sanction		30	Accounts Officer (Pension)	de.	30	do	60	
1 Issue of NLC		30	do.	d a				documents
wident Fund				đo.	30	đo.	б0	
Closure of PF Account		30	Accounts Officer (PF)	do.	30	do,	60 days	With all relavant documents
Issue of Credit Card		90	đọ.	đo.	30	đo.	60	GOODINGING
Admission to PF	••	30	do.	do.	30	đo.	60	
NRA Sanction		. 30	do.	do.	30	đo.	60	
nging name in records		. 30	Sr A.O	đo.	30	do.	60	After Gazette
		At ]	Deputy Directo	orate Level				Notification
ctioning of Higher de to Teaching/Non thing Staff of aided eges		. 30 days	Accounts Officer I	Deputy Director of Collegiate Education (Dy. DCE)	30	Additional Director of Collegiate Education	60 days	·
hers of aided ege of		days	do.	do.	30	đo	60	On receipt of proposals with all required documents
on Teaching staff ded Colleges	** ***	days	Accounts Officer-II	đo.	30	đo.		On receipt of proposals with all the documents
on (Revision)  if proposals are  ler	• •	30	đo.	dr.	30	do.	60 days	
Nosure See-Englarding		6 <i>(</i> ) E <sub>i</sub> ,	de.	k	f i	de:	ń0	On verifi

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Management of Company of the Company								and the second	
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to the Frincipals ided colleges warding			ýð.	ាល់ក្នុងនួក មើមប្រក	Depair Director in Collegiate Education	<b>'</b> į	Additional Oureston of Collegiate Education		enter conducting audit of accounte of unious unsti- tutions and on receipt of replies
Medical re-imburse- ment up to 7 5,000			30	Accounts Officer II	đơ	30	do	ล์⊕	" ।द्याउड
P.F. Temporary Advance			30	đo	do.	30	đo.	6£	
State Life Insurance Closure forwarding of		• •	15	do.	do.	30	do.	50	
FBS Closure Forwarding	••		15	do	do.	30	đo.	60	
Group Insurance Closure forwarding of		,, ,,	15	đo.	do.	30	do.	60	

### College Level

	•							
	Time L	imit					· · · · · · · · · · · · · · · · · · ·	
List of Services	Students Public	Sraff	Designated Officer	Appeilate I	Time Limit	Appellate II	Time Limit	Remarks
(2)	(3) (4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
(a) Scholarship-Application collection, approval and forwarding in Govt. Arts &	n 7 days*	• • • • • • • • • • • • • • • • • • •	Principal	DD (HQ)	30 days	ADCE	60 days	*working days
Science Colleges								
(b) Scholarship-Application collection, approval and forwarding in Govt Arts & Science Colleges	7 days*		Principal	DD (Zonal)	30 days	do.	60 days	*working days
(c) Scholarship-Application collection, approval and forwarding in Music Colleges and Training Colleges	7 days*		SS	Principal		do.	60 days	*worlding days
(a) SC/ST/OEC Students' stipend/Lump-sum Grant application processing approval and forwarding-in Code Arts and Science Colleges	30 days		Principal	DD (HQ)		do.	60 days	

j.			The second second second	· · · · · · · · · · · · · · · · · · ·	nin was server. \$ }		 
end/Lump-sunce of the condition of the c	(fate)	Parishasyan i	र प ( भकार्ष	. 6 3859	A state		. :
(e) SC/SU/OEC Students stipend/Lump-sum Grant application processing approval and forwarding-in Music and Training Colleges	30 days	88	Principa	l 30 days	ko	a() davs	
(a) TC/CC/CD to Students- in Govt Arts and Science Colleges	30 days	Principal	DD (HQ	) 30 days	do.	б0 days	
(b) TC/CC/CD to Students- in Govt. Arts and Science Colleges	30 :. days	Principal	DD (Zonal)	30 days	ido.	60 days	
(c) TC/CC/CD to Students- in Music and Training Colleges	30 days*	SS	Principal	30 days	do.	60 days	*working days
(a) Temporary PF advance in Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	đo.
(b) Temporary PF advance application forwarding in Private Aided Arts & Science Colleges		Principal	DD (Zonal)	30 days	đo.	60 days	do.
c) Temporary GPF advance in Music & Training Colleges	7 days*	SS	Principal	30 days	do.	o0 days	do.
d) Temporary GPF advance-in Hostel	7 days*	Warden	DD (HQ)	30 days	do.	60 days	do.
<ol> <li>NRA Application forwarding-in Govt. Arts and Science Colleges</li> </ol>	7 days*	Principal	DD (HQ)	30 days	do.	60 days	đo
NRA Application     forwarding in Private     Aided Arts and     Science Colleges	7 days*	Principal .	DD (Zonal)	30 days	do	60 days	do
) NRA Application forwarding-in Music & Training Colleges	days*	SS	Principal	30 days	đọ.	60 days	de .
Franchise in Hostel	a daya*	Warden	Entry ( the h	30 tora	e de la companya de l	<b>6</b> 4) 30.	do

	Jame Bound Righer		.*	ે કાહિક	ar afy.	<b>7</b> •		,	in the second se
	✓ Grade to non-teaching daff-in Covt Action Science College		维液	,		days		Jav	
	(b) Time Bound Higher Grade to non-teaching staff-in Private Aided Arts and Science Colleges		days**	Principal	DD (Zonal)	30 days	de	n () days	Corporate Mg/ IS diff
	c) Time Bound Higher Orade to non-teaching staff-in Music & Training Colleges	-	30 đays	SS	Principal	30 đays	de	60 dayr	
	(d) Time Bound Higher Grade non-teaching Staff in Hostel		30 days	Warden	DD (HQ)	30 days	do	50 da <b>ys</b>	
77	(a) FIP application forwarding in Govt. Arts and Science Colleges		. 7 days*	Principal	DD (HQ) ·	30 days	do.	60 days	* working days
	<ul><li>(b) FIP application forwarding in Private Aided Arts and Science Colleges</li></ul>		7 days*	Principal	DD (Zonal)	30 days	do.	60 days	* working days
	(c) FIP application forwarding in Music and Training Colleges		7 days	SS	Principal	30 days	đo.	60 days	Private Aided A & S Colleges
8	(a) Pension Proposal forwarding in Govt. Arts and Science Colleges	••	45 days	Principal	DD (HQ)	30 days	de.	60 days	
	(b) Pension Proposal forwarding-in Private Aided Arts and Science Colleges	••	45 days	Principa <u>l</u>	DD (Zonal)	30 days	do.	60 days	
	(c) Pension Proposal forwarding-in Music and Training Colleges		45 days	SS	Principal	30 days	do.	60 days	
	(d) Pension Proposal forwarding-in Hostel		45 days	Warden	OD (HQ)	A0 days	de	60 days	
# \$	(a) Medical reimburse- ment up to 5,000 subject to fund availability-Sanctioning in Govt Arts and Science Colleges		. 30 days	Principa!	OD (Hçu	30 days	, <sup>4</sup> 0	60 Iays	

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				12			
(2)	(3,	(4) (5)	6		· 50 :	7	ing the second of the second o
dical reimburse cent above and torwarding in Govt. Arts and Science Colleges	<u>.</u>	43 day	Principal	12: ( <b>()</b> ( )	e Rije	1. F.M.	orași <u>zonilii z</u> oră or
(c) Medical reimburse ment Scruting and forwarding Private Aided Arts & Science Colleges		15 days	Principal	DO Zonat	ite davs	de	50 Gers
(d) Medical reinsburse- ment up to 5,000 subject to fund availability- sanctioning-in Music and Training Colleges	•• ;	30 days	SS	Principal	30 days	ďο,	óli days
(e) Medical reimburse- ment above 5,000 Scrutiny and forwarding- in Music and Training Colleges		. 15 days	SS	Principal	30 days	do	60 days
(f) Medical reimburse- ment up to 5,000 subject to fund availability-sanctioning- in Hostel	••	30 days	Warden	DD (HQ)	30 days	đo.	60 days
(g) Medical reimburse- ment above 5,000 Scrutiny and forwarding- in Hostel		. 15 days	Warden	DD (HQ)	30 days	do.	60 days
(a) LPC Issuing-in Govt. Arts and Science Colleges	••	. 10 days	Principa!	DD (HQ)	30 days	do.	60 days
(b) LPC forwarding-in Private Aided Arts and Science Colleges	··	10 days	Principal	DD Zonal	30 days	do.	60 days
(c) LPC Issuing-in Music and Training Colleges	·	10 days	SS	Principal	30 days	do.	60 days
(d) LPC Issuing-in Hostel	·	10 days	Warden	DD (HQ)	30 days	do	60.
(a) NLC/LC of retiring Teachers-in Govt. Arts and Science Colleges		7 days*	Principal	DD (HQ)	30 days	do.	days 60 * worlang days days
(b) NLC/LC of retiring Principals-in Govt. Arts and Science Colleges		60 days	Principal	DD (HQ)	30 days	đo.	60 days

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(2)	(3) (4) (5)	(5)	eta indo origina en especial († 1767) 1768 o indoele <del>and</del> kala a appropriation († 1767) 1884 († 1768)	in the second	The first of the second	er sen Herromen i in Herroge	, 133
Teachers in-Private Aided Arts & Science Colleges	days*	truciosi	Old Zonal		シァト	pû typ.	orkos le
(d) NLC/LC of retiring Principals in Private Aided Arts & Science Colleges	60 dare	Principal	54) Zonal	30 days	A.s.	50 days	
(e) NLJLC of retiring Teachers in-Music & Training Colleges	7 days	SS	Principal	30 days	do.	60 days	
(f) NLC/LC of retiring Principals-in Music & Training Colleges	days	SS	Principal	30 days	do.	60 days	
(a) Applied for admission but not admitted due to non availability of Seates-certificate to SC/ST/OEC students for availing educational	7 days*	Principal	DD (HQ)	30 days	do.	60 davs	* working days
concession-Govt. Arts and Science Colleges			÷				
(b) Applied for admission but not admitted due to non availability of Seates-certificate to SC/ST/OEC students for availing educational concession-private Aided	7 days*	Principal	DD Zonal	30 days	de.	60 days	* working days
Arts and Science Colleges							
(c) Applied for admission but not admitted due to non availability of Seates-certificate to SC/ST/OEC students for availing educational concession Music and Training Colleges	7 days*	SS	Principal	30 days	do.	60 days	* working days
(a) GPF closure- Forwarding-in Govt. Arts and Science Colleges	days*	Principal	DD (HQ)	30 days	do.	60 days	* working days
(b) PF closure- forwarding-in Private Aided Arts & Science Colleges	7 days*	Principal	DD Zonal	30 days	do.	60 days	
(c) GPF closure- forwarding-in Music & Training Colleges	7 days*	SS	Principal	30 days	do.	gays	* working đays
(d) GPP closure- forwarding-in Hostel	days*	Warden	DD (HQ)	30 days	đọ.	60 °	working

IOVERNAL -

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AOC -Additional Director of Collegiate Education.

DD (Zone)--Zonal Deputy Director.

SS - Senior Superintendent

SC ST'OEC: Scheduled Caste/Scheduled Imbe/Other Digible Communities

TOWCOOD - Transfer Certificate Cendus Certificate/Caution Deposit

PF -Provident Fund

GPF - General Provident Fund

NRA--Non-Refundable Advance

Mgt--Management

LWA-Leave Without Allowance

FIP-Faculty Improvement Programme.

LPC-Last Pay Certificate.

NLC/LC--Non-Liability Certificate/Liability Certificate.

orate of Collegiate ion, Vikas Bhavan, manthapuram.

(Sd.) Additional Director.